

To: Planning and Zoning Commission
From: Katie Jardieu, City Planner
Date: July 6, 2021
Re: **Case #21014** **SMFD Administration Building - Site Plan**

GENERAL INFORMATION

Applicant/ Eric Smith
Property Owner: South Metropolitan Fire Protection District
611 W Foxwood Dr
Raymore, MO 64083

Requested Action: Site Plan approval for administration building

Property Location: 315 N. Conway Street



Existing Zoning: C-2 General Commercial District



Existing Surrounding Uses:

North:	C-2
South:	PUD
East:	R-2
West:	C-2 & PUD

Total Tract Size: 1.1 Acres

Growth Management Plan: The Future Land Use Plan Map contained in the Growth Management Plan identifies this property as appropriate for Commercial development.

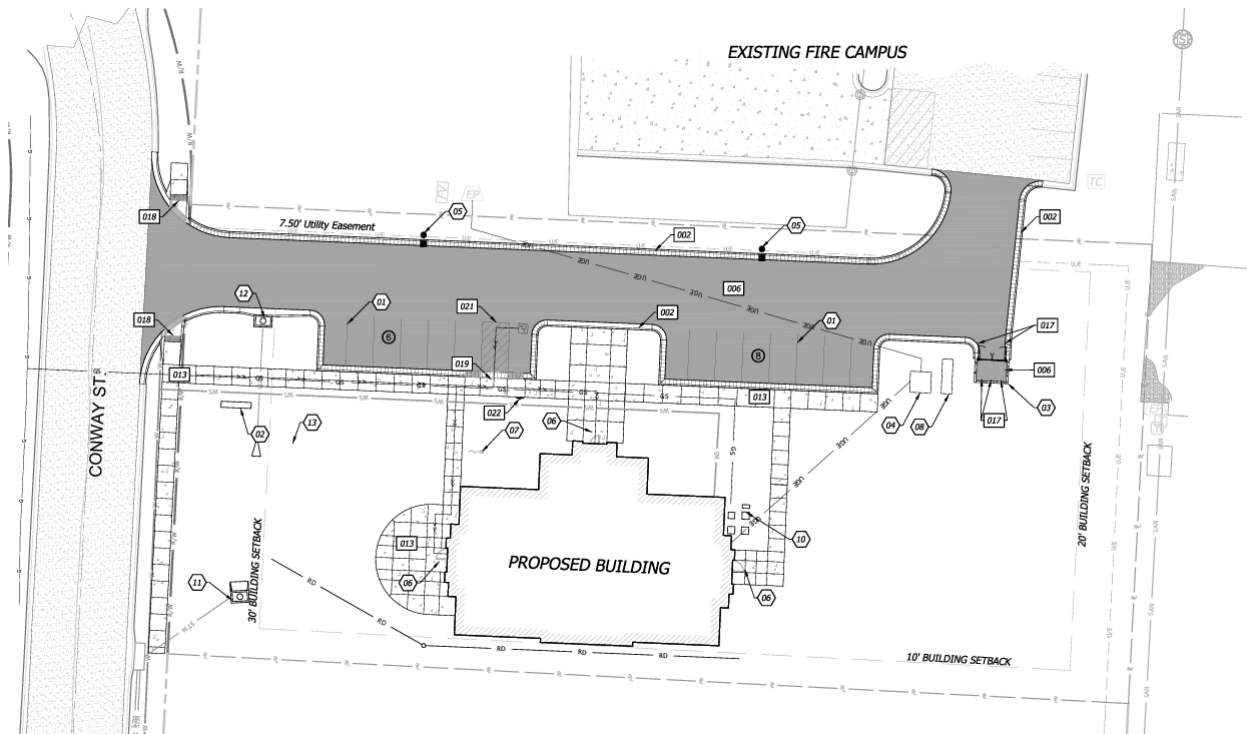
Major Street Plan: The Major Thoroughfare Plan Map contained in the Growth Management Plan identifies W Foxwood Drive as a major arterial road. Conway Street is identified as a local road.

Advertisement: City Ordinance does not require advertisement for Site Plans.

Public Hearing: City Ordinance does not require a public hearing for Site Plans.

PROPOSAL

Outline of Requested Action: The applicant seeks to obtain site plan approval for a proposed 5,048 square foot 1-story building to serve as the administration building for South Metro Fire Department. The building will have 15 parking spaces of which 2 are handicap accessible.



SITE PLAN REQUIREMENTS AND STANDARDS

In order for the applicant to accomplish the aforementioned action, they must meet the provisions of the Unified Development Code. Chapter 470 of the Unified Development Code outlines the requirements and actions that need to be taken in order to site plan property, specifically Section 470.160.

Section 470.160 Site Plan Review

A. Purpose

The City of Raymore recognizes that the nature of land development creates the potential for traffic congestion, overcrowding, adverse visual and environmental impacts, and health problems. The City strives to promote growth in Raymore while stabilizing

the established residential character of the area. Site plan review regulates the development of structures and sites in a manner that takes into consideration the following considerations:

1. the balancing of landowners' rights to use their land, with the corresponding rights of neighboring landowners, residents and the general public, to live without undue disturbances (e.g., noise, smoke, vibration, fumes, dust, odor, glare, stormwater runoff, etc.);
2. the convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent areas or roads;
3. the adequacy of waste disposal methods and protection from pollution of surface or groundwater;
4. the protection of historic and environmental features on the site under review and in adjacent areas;
5. the stability of the built environment, particularly residential neighborhoods, by promoting urban development which is compatible with clearly identified natural resources; and
6. the adequacy of provisions for resulting additional system demands which may be imposed by the development upon roads and streets, water supply and storage, storm sewerage, sanitary sewerage and wastewater treatment and the consistency of the development with the City's Growth Management Plan.

B. Applicability

1. All applications for building permits for developments in the multi-family, commercial and industrial zoning districts are subject to site plan review in accordance with this section. All nonresidential uses in residential districts require site plan review.
2. No building permit will be issued without being granted site plan approval when it is required by this subsection.

C. Application

Applications for site plan review may be obtained from the Community Development Director. The application must be completed in its entirety in accordance with Section 470.010C and filed with the Community Development Director. The applicant must submit copies in accordance with the submission schedule regularly adopted by the Planning and Zoning Commission.

D. Procedure

1. Community Development Director Action
 - a. All site plans will be reviewed by the Community Development Director.
 - b. The Community Development Director has the authority to take final action (approve, conditionally approve or deny) on applications for:
 - (1) developments that have an approved site plan on file where the application proposes to expand the existing use by less than 10 percent or 5,000 square feet, whichever is less; or

(2) developments that have an approved site plan on file where the application proposes to modify signage, parking, landscaping or other minor feature and the proposed modifications will be in compliance with all requirements of this Code.

c. The Community Development Director must complete the review within 20 days of receiving a complete application.

2. Planning and Zoning Commission Action

With the exception of those cases identified in paragraph 1 above, all other applications for site plan review will be reviewed by the Community Development Director, and forwarded to the Planning and Zoning Commission for review and action. The Commission has the authority to take final action, and may approve, approve with conditions or disapprove the application.

3. Conditions of Approval

In approving a site plan, the Planning and Zoning Commission or, when applicable the Community Development Director may impose reasonable conditions, safeguards and restrictions upon the applicant and the premises.

E. Findings of Fact

1. In order to be approved, the Community Development Director or Planning and Zoning Commission must find that the following conditions are met:

- a. the plan complies with all applicable standards of this code and all other applicable City ordinances and policies;
- b. the plan does not conflict with the adopted plans of the City of Raymore or the purpose and intent of this code;
- c. the proposed use is allowed in the district in which it is located;
- d. vehicular ingress and egress to and from the site, and circulation within the site provides provides for safe, efficient, and convenient movement not only within the site but also on adjacent roadways;
- e. the plan provides for safe, efficient, and convenient movement of pedestrians on and to the site;
- f. the arrangement of structures and buildings on the site allows for efficient use of the land, is compatible with development on adjacent property, and minimizes potential adverse impacts on existing or planned municipal infrastructure and services;
- g. open space and natural features on the site are arranged in such a way that unique natural resources are preserved and creates a desirable and functional environment for site users;
- h. the plan avoids unnecessary or unreasonable alterations to existing topography, preserves existing healthy, mature trees and woodlands, and designs drainage facilities to promote the use and preservation of natural watercourses;

- i. provides adequate parking for the use, including logical and safe parking and circulation;
- j. provides landscaping and screening as required by this code that creates logical transitions to adjoining uses, screens incompatible uses, minimizes the visual impact of the development on adjacent roads and properties, and utilizes native plant materials selected to withstand the local climate and individual site microclimates; and
- k. includes site illumination that has been designed and located to minimize adverse impacts on adjacent properties.

F. Effect of Approval

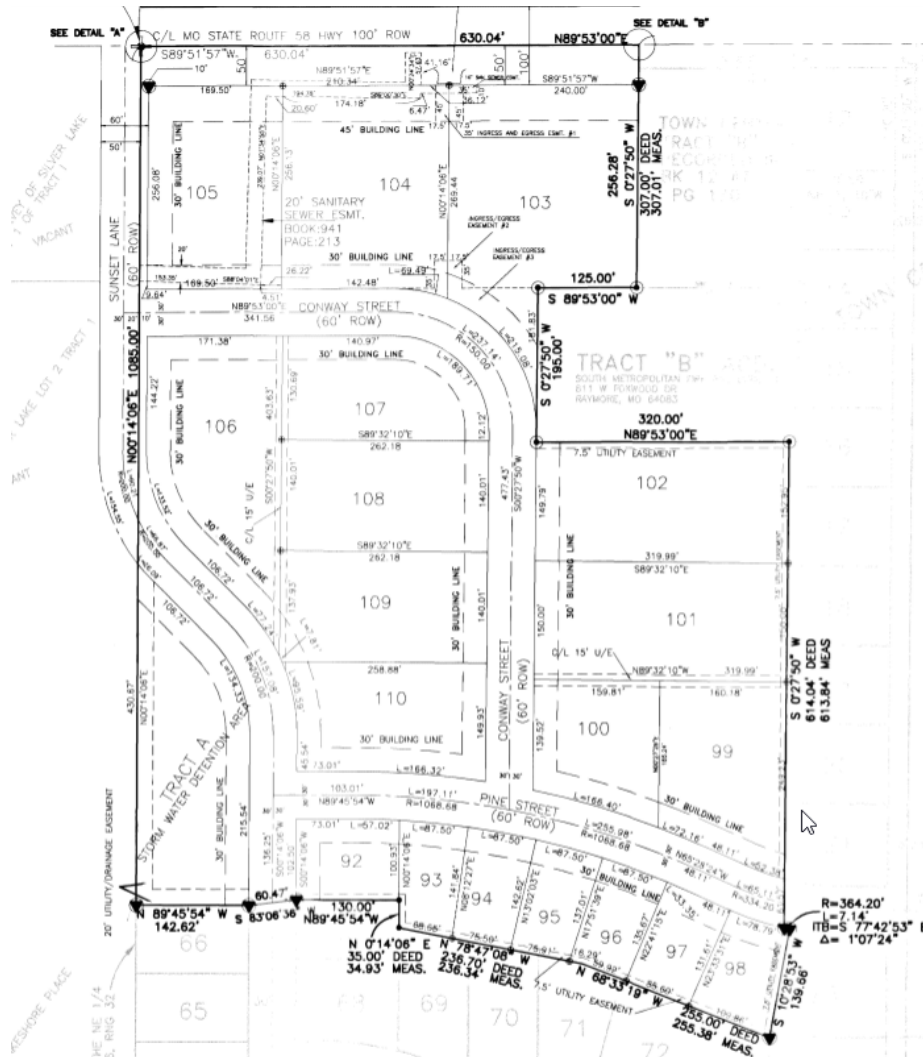
If the Planning and Zoning Commission or, when applicable, the Community Development Director approves a site plan, it will be considered permission to prepare and submit a building permit application that complies with the approved site plan and conditions of approval.

G. Appeals

1. The applicant may appeal the decision of the Community Development Director to the Planning and Zoning Commission.
 - a. The applicant must notify the Community Development Director of their intent to appeal within 10 days of the date of decision from the Community Development Director.
 - b. The Community Development Director will schedule the appeal for the next regularly scheduled Planning and Zoning Commission meeting which is no sooner than 15 days from the date the intent to appeal was filed.
 - c. The applicant must provide an additional 15 review copies of the drawings and the additional required fee along with the intent to appeal.
2. The applicant may appeal the decision of the Planning and Zoning Commission to the City Council.
 - a. The applicant must notify the Community Development Director of their intent to appeal, in writing, within 10 days of the date of the Planning and Zoning Commission meeting when the application was considered.
 - b. The Community Development Director will schedule the appeal for the next regularly scheduled City Council meeting provided it is at least 15 days from the date the intent to appeal was filed.
 - c. The applicant will provide an additional 15 review copies of the drawings along with the intent to appeal.

PREVIOUS ACTIONS ON THE PROPERTY

1. The site was rezoned to C-2, General Commercial District in August 2000. .
2. This lot is part of the replat of Town Center 4th plat that was recorded in June 2001.



3. The site plan for the fire department training tower on the adjacent property to the north was approved on November 8, 2004.

ENGINEERING DIVISION COMMENTS

The Engineering Division of Public Works has reviewed the application and determined that it complies with all of the applicable requirements of City Code.

STAFF COMMENTS

1. Development Standards:

The current bulk and dimensional standards for the “C-2” Regional Commercial District zoning classification for the property is provided below.

C-2	
Minimum Lot Area	
per lot	-
per dwelling unit	2,000 sq ft
Minimum Lot Width (feet)	100
Minimum Lot Depth (feet)	100
Yards, Minimum (feet)	
front	30
rear	20
side	10
side, abutting residential district	20
Maximum Building Height (feet)	80
Maximum Building Coverage (%)	40

The property and proposed building comply with the C-2 district development standards.

2. Parking:

The minimum parking standards for the uses allowed within the proposed development are as follows:

Use	Minimum Parking Spaces Required
PUBLIC AND CIVIC USES	
Public Safety Services	1 per 1,000 square feet
COMMERCIAL USES	
Office	1 per 300 square feet

The administration office building is 5,048 square feet. As a public safety service, the minimum required parking is 5 spaces. The applicant has provided closer to the commercial office use of 14 parking spaces and 2 handicap accessible spaces.

The building complies with the required minimum parking standards.

3. Landscaping

Twenty percent (20%) of the site is required to be reserved for landscaped area. A landscaped area a minimum of six feet (6') in width shall be provided along each street frontage and along all perimeter property lines.

A type “A” landscape screen is required along the eastern property line. The landscape plan proposes a type A screen be installed along the entire eastern property line, consisting of a variety of plantings. The new landscaping must be

installed to establish a type A screen prior to issuance of a Certificate of Occupancy.

The minimum six-foot (6') landscaped area is provided along all street frontages.

The required interior parking lot area landscaping and perimeter parking lot landscaping, including trees, has been provided.

The proposed landscape plan does comply with the landscaping requirements of the UDC.

A type "A" landscape screen is required along the southern property line. When the adjacent land to the south was rezoned to PUD for the proposed Sunset Plaza townhome development, a condition of approval for the rezoning was that the developer of the townhome units install the type "A" landscape screen. The approved plans for the townhome units includes the landscape screening.

4. Building Design:

The proposed development must comply with the building design standards contained in Section 440.010 of the UDC.

Section 440.010 Building Design Standards

C. Building Materials

1. Masonry Construction

A minimum of 50 percent of the front and side facades shall consist of materials described by this sub-section.

- a. Masonry construction shall include all masonry construction which is composed of solid, cavity, faced or veneered-wall construction, or similar materials approved by the Planning and Zoning Commission.
- b. Stone materials used for masonry construction may consist of granite, sandstone, slate, limestone, marble or other hard and durable all-weather stone. Ashlar, cut stone and dimensioned stone construction techniques are acceptable.
- c. Brick material used for masonry construction shall be composed of hard-fired (kiln-fired), all weather common brick or other all-weather common brick or all-weather-facing brick.
- d. Concrete finish or precast concrete panel (tilt wall) construction shall be exposed or aggregate, hammered, sandblasted or other finish as approved by the Planning and Zoning Commission.
- e. Stucco or approved gypsum concrete/plaster materials are also permitted.

2. Glass Walls

Glass walls shall include glass-curtain walls or glass-block construction. A glass-curtain wall shall be defined as an exterior wall which carries no floor or roof loads and which may consist of a combination of metal, glass and other surfacing materials supported in a metal frame.

3. Metal Walls

- a. The use of metal siding is permitted only in industrial districts and only for side and rear façades. The materials used on the front façade shall be incorporated into any façade visible from a public street to break up the monotony of those facades.
- b. The use of corrugated panels, with a depth of less than three-quarter inch or a thickness less than U.S. Standard 26 gauge is prohibited.
- c. The use of unpainted metal panels, excluding panels made from copper, weathering steel, or stainless steel, is prohibited. The color finish of metal panels and exposed fasteners shall have extended durability with high resistance to fade and chalk.
- d. Corrugated metal facades shall be complemented with masonry, brick, stone, stucco or split-face block. Architectural metal panels may be an acceptable substitute for masonry. Appropriate landscaping shall be used to complement and enhance a building's design, color and material.

Four-sided architecture is proposed for the building. Building materials consist of brick and cast stone as well as metal soffits and downspouts. Articulation of the building walls are provided.

The proposed development does comply with the building design standards of the UDC.

5. Pedestrian Access:

Pedestrian access and sidewalk are provided along the north elevation into the entrance of the building as well as along Conway Street.

6. Signage:

A monument sign is proposed in the northwest corner of the site along Conway Street. A building sign and flagpole are proposed at the north entrance.

7. Fire District Review:

The site plan was reviewed by the South Metropolitan Fire Protection District.

The Fire District requires the issuance of a building permit separate from the building permit issued by the City of Raymore.

8. Stormwater Management:

Stormwater runoff is collected in an on-site system that is then directed to drain to the stormwater pipe that exists along Conway Street. The stormwater is then directed to an existing stormwater pond on the west side of Sunset Lane. This pond, when it was constructed, was sized to receive the stormwater runoff from the subject property.

9. Site Lighting:

The parking lot area will have 2 light poles along the northern property line to illuminate the parking spaces. The site lighting requirements of the Unified Development Code have been met.

10. Trash/Recycling Enclosure:

A trash enclosure is provided in the parking/access area to the northeast of the building. The trash enclosure is proposed to be CMU block painted to match the cast stone of the building. UDC section 430.110 states the trash and recycling enclosure to be permanently screened from view and all screens must match the primary color and material of the structure served. Materials utilized on the building are brick and stone. Applicant intends to present information at the Commission meeting on why the request is to utilize the CMU block materials.

11. Screening of Mechanical Equipment:

All electrical and mechanical equipment located on the property shall be screened from view from adjacent properties and any adjacent street. Accessory utility facilities that are in excess of 3 ½ feet shall be screened. This requirement will be monitored when the equipment is installed to determine the applicability of the requirement.

The landscape plan identifies plantings to screen the trash enclosure and the utility connections near the northwest corner of the building.

12. Wetlands

No wetlands are on site.

13. Site Access:

Access to the site will be provided off of the internal access drive that exists north of the site to the existing fire department buildings. Access is also available off of Conway Street to the west.

14. Off-site Improvements:

None

15. Gasline Easement

None.

STAFF PROPOSED FINDINGS OF FACT

Section 470.160 of the Unified Development Code states that the Planning and Zoning Commission must make findings of fact taking into consideration the following:

- a. the plan complies with all applicable standards of this code and all other applicable City ordinances and policies;**

The site plan does comply with all applicable standards of the Unified Development Code and all other applicable City ordinances and policies.

- b. the plan does not conflict with the adopted plans of the City of Raymore or the purpose and intent of this code;**

The site plan does not conflict with any of the adopted master plans of the City or the purpose and intent of the Unified Development Code.

- c. the proposed use is allowed in the district in which it is located;**

The proposed use(s) are allowed within the existing "C-2" General Commercial District.

- d. vehicular ingress and egress to and from the site, and circulation within the site provides for safe, efficient, and convenient movement not only within the site but also on adjacent roadways;**

Vehicular ingress and egress to and from the site and circulation within the site provides for safe, efficient and convenient movement of vehicles. The proposed site plan allows for internal traffic from the existing SMFD building to the site as well as access off of Conway Street.

- e. the plan provides for safe, efficient, and convenient movement of pedestrians on and to the site;**

The site includes pedestrian access to the front entrance as well as a sidewalk along Conway Street.

- f. the arrangement of structures and buildings on the site allows for efficient use of the land, is compatible with development on adjacent property, and minimizes potential adverse impacts on existing or planned municipal infrastructure and services;**

The placement of the building on the site does allow for efficient use of the land and minimizes potential adverse impacts on existing and planned municipal infrastructure and services.

- g. open space and natural features on the site are arranged in such a way that unique natural resources are preserved and creates a desirable and functional environment for site users;**

Open space is provided along the west side of the building. There is also open space where the lot is adjacent to duplexes along the east.

- h. the plan avoids unnecessary or unreasonable alterations to existing topography, preserves existing healthy, mature trees and woodlands, and designs drainage facilities to promote the use and preservation of natural watercourses;**

The site plan avoids unnecessary alterations to the site. There is minimal site grading necessary to develop the property. A type A screen will be provided along the eastern edge adjacent to duplex housing.

- i. provides adequate parking for the use, including logical and safe parking and circulation;**

Parking for the use exceeds the minimum requirement and is provided in a logical manner. Circulation through the site is well planned.

- j. provides landscaping and screening as required by this code that creates logical transitions to adjoining uses, screens incompatible uses, minimizes the visual impact of the development on adjacent roads and properties, and utilizes native plant materials selected to withstand the local climate and individual site microclimates; and**

Adequate landscaping is provided for the site. The required site trees are provided in addition to the on-site landscaping.

A Type “A” screen is provided through landscaping along the eastern property line.

- k. includes site illumination that has been designed and located to minimize adverse impacts on adjacent properties.**

The site lighting plan is in compliance with the UDC and minimizes adverse impacts on adjacent properties.

REVIEW OF INFORMATION AND SCHEDULE

<u>Action</u>	<u>Planning Commission</u>
Site Plan Review	July 6, 2021

STAFF RECOMMENDATION

Staff requests the Planning and Zoning Commission determine the acceptability of the trash enclosure materials. Upon determination, Staff recommends the Planning and Zoning Commission then accept the staff proposed findings of fact and approve Case #21014 South Metropolitan Fire Protection District Administration Building Site Plan subject to the following conditions:

Prior to commencement of any land disturbance activities:

1. State of Missouri and City of Raymore land disturbance permits shall be obtained prior to the commencement of any site grading or land disturbance activities.
2. All erosion control measures identified on the site disturbance plan and required by the land disturbance permit must be installed prior to grading and these measures must be maintained until the requirements of the SWPPP are satisfied.

Prior to issuance of a Building Permit

3. Building construction plans shall be approved by the Building Official.

Prior to issuance of a Certificate of Occupancy:

4. All accessible parking spaces must be identified by signs complying with the Manual of Uniform Traffic Control Devices and the Department of Justice, Code of Federal Regulation 28 CFR Part 36, ADA Standards for Accessible Design. The sign must be vertically mounted on a post or wall no more than five feet from the space and centered on the width of the space.
5. Van accessible parking spaces shall be served by an access aisle a minimum of ninety-six inches wide and shall be designated "lift van accessible only" with signs that meet the requirements of the federal Americans with Disabilities Act.
6. If the electrical transformer box and any other accessory utility facility is taller than three and one-half feet or covers more than twenty-five square feet in area then it must be screened in accordance with Section 420.040D of the Unified Development Code.
7. Exterior utility connections to the building shall be screened.
8. A type "A" landscape screen shall exist along the eastern property line.

9. All work shall be completed in accordance with the site plan approved by the Planning and Zoning Commission.

Perpetual Conditions:

10. Prior to removing erosion control measures at the conclusion of the project, the contractor must obtain concurrence from the City.
11. A signed copy of the weekly and post rain event erosion control inspection reports shall be submitted to the City upon completion of each report.
12. Owner must immediately notify City staff of any illicit discharge that enters or has the potential to enter the storm sewer system.

PLANNING AND ZONING COMMISSION DECISION - JULY 6, 2021

The Planning and Zoning Commission, at its July 6, 2021 meeting, voted 8-0 to accept the trash enclosure materials presented by the applicant and to accept the staff proposed findings of fact and approve Case #21014 South Metropolitan Fire Protection District Administration Building Site Plan subject to the following conditions:

Prior to commencement of any land disturbance activities:

1. State of Missouri and City of Raymore land disturbance permits shall be obtained prior to the commencement of any site grading or land disturbance activities.
2. All erosion control measures identified on the site disturbance plan and required by the land disturbance permit must be installed prior to grading and these measures must be maintained until the requirements of the SWPPP are satisfied.

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6. If the electrical transformer box and any other accessory utility facility is taller than three and one-half feet or covers more than twenty-five square feet in area then it must be screened in accordance with Section 420.040D of the Unified Development Code.
7. Exterior utility connections to the building shall be screened.
8. A type "A" landscape screen shall exist along the eastern property line.
9. All work shall be completed in accordance with the site plan approved by the Planning and Zoning Commission.

Perpetual Conditions:

10. Prior to removing erosion control measures at the conclusion of the project, the contractor must obtain concurrence from the City.
11. A signed copy of the weekly and post rain event erosion control inspection reports shall be submitted to the City upon completion of each report.
12. Owner must immediately notify City staff of any illicit discharge that enters or has the potential to enter the storm sewer system.