

Raymore Planning and Zoning Commission Agenda

Tuesday September 20, 2022

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 the September 6, 2022 Meeting
6. Unfinished Business - None
7. New Business
 - a. Case # 22025 UDC 35th Amendment (*Public Hearing*)
 - b. Update to 2022 Rules of Procedure
8. City Council Report
9. Staff Report
10. Public Comment
11. Commissioner 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. When the public comments portion of the public hearing is opened, the Chairman will first invite any individuals that live within the City limits of Raymore to speak. Upon conclusion of the comments from City residents, the Chairman will invite any individuals who do not live within the City limits of Raymore to speak.
3. 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.
4. Please turn off (or place on silent) any pagers or cellular phones.
5. Please do not talk on phones or with another person in the audience during the meeting.
6. Please no public displays, such as clapping, cheering, or comments when another person is speaking.
7. 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.
2. Applicants 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 open the hearing and 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 REGULAR SESSION **TUESDAY, SEPTEMBER 6, 2022**, IN THE COUNCIL ROOM AT RAYMORE CITY HALL, 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI WITH THE FOLLOWING COMMISSION MEMBERS PRESENT: WILLIAM FAULKNER, KELLY FIZER, JIM PETERMANN, TOM ENGERT, MAYOR KRIS TURNBOW, JEREMY MANSUR, MARIO URQUILLA, AND MATTHEW WIGGINS. ABSENT WAS ERIC BOWIE. ALSO PRESENT WAS CITY PLANNER DYLAN EPERT, CITY MANAGER JIM FEUERBORN, ASSISTANT CITY MANAGER RYAN MURDOCH, DIRECTOR OF PUBLIC WORKS MIKE KRASS, CITY ATTORNEY JONATHAN ZERR, AND ADMINISTRATIVE ASSISTANT EMILY JORDAN.

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 Minutes from the August 2, 2022 meeting**

Motion by Commissioner Faulkner, Seconded by Commissioner Mansur, to approve the Consent Agenda.

Vote on Motion:

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

Motion passed 7-0-1.

6. **Unfinished Business - none**

7. **New Business -**

Motion by Mayor Turnbow, Seconded by Commissioner Urquilla, to move agenda item B up in the schedule and have it become item A.

Vote on Motion:

Chairman Wiggins	Aye
Commissioner Faulkner	Aye
Commissioner Bowie	Absent
Commissioner Fizer	Aye
Commissioner Engert	Aye

Commissioner Petermann	Aye
Commissioner Urquilla	Aye
Commissioner Mansur	Aye
Mayor Turnbow	Aye

Motion passed 8-0-0.

a. Case #18022: Timber Trails 3rd Plat - Final Plat

Brad Kempf, Clayton Property Group, came to the podium to answer any questions the Commissioners might have.

City Planner Dylan Eppert gave the Staff Report. The property is located on the east side of Dean Avenue, south of Johnston Drive. The existing zoning is "R-1P", Single Family Planned Residential, and was zoned as such in 2004. The City Council approved a preliminary plat and the PUD rezoning of the Allera subdivision to the west in April 2022. The original preliminary plat showed 38 proposed lots, and this final plat also shows 38 lots to be developed. The Timber Trails Preliminary Plat was approved by the City of Raymore in 2004, and has developed in phases over time. This represents the third phase of the subdivision, and the proposed final plat is consistent with the originally approved plan for the subdivision. Staff recommends the Commission accept Staff proposed findings of fact and forward the case to City Council with a recommendation of approval.

Commissioner Faulkner asked about the vacant area to the north of the property, and asked about any further development of the area.

Mr. Eppert stated that it is currently under the private ownership of Hunt Midwest. The Raymore Parks Department has a preference to not take over the area of land for parkland use because of past development disturbances, the area is not ideal for parkland.

Commissioner Faulkner asked if the area of the property still owned by Hunt Midwest could be developed as additional homes.

Mr. Eppert stated that theoretically, that is a possibility, but through soil sampling and other tests, it would not likely be a high probability that would happen.

Commissioner Urquilla asked if the land to the north was not being accepted by the Parks Department as parkland, would the developer then have to pay a fee-in-lieu.

City Manager Jim Feuerborn stated that it must be fulfilled either way, by dedicating parkland or paying a fee-in-lieu. There has been a history of accepting undesirable land as parkland, and that is not the goal for this area of land.

Motion by Commissioner Fizer, Seconded by Mayor Turnbow, to accept staff proposed findings of fact and forward Case #18022, Timber Trails 3rd Final Plat to the City Council with a recommendation of approval.

Commissioner Urquilla asked if the area to the north will be maintained.

City Attorney Jonathan Zerr mentioned that the area will eventually be absorbed into the Timber Trails HOA and will be maintained by them. It will not be City maintained property.

Vote on Motion:

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

Motion passed 7-1-0.

Commissioner Faulkner stated that he is voting against the case because he feels that the land to the north of the development is a loose end and has concerns about it.

b. Case #22023: FY 2023-2027 Capital Improvement Program (public hearing)

Chairman Wiggins opened the public hearing at 7:12pm.

City Manager Jim Feuerborn gave the presentation for the 2023-2027 Capital Improvement Program. The proposed FY 2023 capital budget includes project funding of \$9,500,000 for 26 recommended projects. The projects are broken down into categories: Buildings & Grounds, Parks, Sanitary Sewer, Stormwater, Transportation, and Water. The Building & Equipment Replacement Program will include a server replacement program and video streaming server updates. The Park Fee-In-Lieu Fund will provide a dog park. The Transportation Fund will include the annual curb replacement program, annual street preservation program, right of way infrastructure repairs, roadside trail maintenance, salt dome pad repairs, and sidewalk replacement program. The Transportation GO Bond Fund will fund the GO Bond Kurzweil Road, GO Bond Bond I 49/58 Highway, GO Bond Street Lights. The Excise Tax Fund consists of maintenance of thoroughfare routes, Dean Avenue Access Management, and a median at Kentucky & 58 Highway. The Capital Improvement Fund contains curb ramp repair and replacement, Centerview sound system upgrades, the Mayor's Christmas tree, and the Dean Avenue access management. The Stormwater Sales Tax Fund will fund the annual curb replacement program, Johnston Lake dam study, and Hunter's Glen storm repairs. Stormwater culvert rehabilitation and Good Parkway Improvements are scheduled for the FY 2023-2027 in the Stormwater Sales Tax Fund as well. The Park Sales Tax Fund will fund a dog park, disc golf course relocation, and T.B. Hanna Station phase 2. FY 2023-2027 will also include Good Parkway improvements, baseball concession stand renovations, recreation park baseball complex scoreboards, baseball shade structure replacement, recreation park parking lot expansion, and RAC playground with the Sales Tax Fund as well. The Enterprise Capital Maintenance Fund will fund sanitary sewer inflow and infiltration reduction, hydrant replacement, Mayberry Court waterline replacement, and Original Town valve installation.

Staff answered various questions from the Commissioners regarding the different projects and overall presentation.

Chairman Wiggins closed the public hearing at 8:04pm.

Motion by Commissioner Urquilla, Seconded by Commissioner Petermann, to accept the Capital Improvement Program as presented and forward Case #22023: FY 2023-2027 to the City Council with a recommendation of approval.

Vote on Motion:

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

Motion passed 8-0-0.

c. Annual Review of the Unified Development Code (UDC)

City Planner Dylan Eppert began the presentation for the case. Mr. Eppert noted that there are six topics for consideration and gave a brief presentation for each. The topics included Above Ground Facility Requirements, the direction gates open in a barrier around pools, site trees not being allowed in the right-of-way, the keeping of bees, updates to the sign code, and registration and regulations for short term home rentals such as AirBnBs.

Staff answered various questions from the Commissioners regarding the different topics and overall presentation.

8. City Council Report

City Attorney Jonathan Zerr gave an overview of the two City Council meetings that have taken place since the Planning & Zoning Commission last met.

9. Staff Report

City Planner Dylan Eppert gave the Staff Report, highlighting that the September 20th and October 4th meetings are still planned to go on.

10. Public Comment

No public comment.

11. Commission Member Comment

Commissioner Mansur thanked Staff and commented on the budget presentation.

Commissioner Petermann thanked Staff.

Commissioner Faulkner thanked Staff.

Commissioner Fizer thanked Staff and is looking forward to the improvements.

Commissioner Engert thanked Staff.

Commissioner Urquilla thanked Staff and asked if the page numbers could be added into the CIP presentation for next year.

Mayor Turnbow thanked Staff.

Chairman Wiggins thanked Staff.

12. Adjournment

Motion by Commissioner Urquilla, Seconded by Commissioner Mansur, to adjourn the September 6, 2022 Planning and Zoning Commission meeting.

Vote on Motion:

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

Motion passed 8-0-0.

The September 6, 2022 meeting adjourned at 8:40 p.m.

Respectfully submitted,

Emily Jordan



To: Planning and Zoning Commission
From: City Staff
Date: September 20, 2022
Re: **Case #22025: 35th Amendment to the UDC – Misc. Items**

GENERAL INFORMATION

Applicant: City of Raymore

Requested Action: 35th Amendment to the Unified Development Code – Misc. Items from Annual Review of the UDC

Advertisement: September 1, 2022 Journal Newspaper
September 22, 2022 Journal Newspaper

Public Hearing: September 21 Planning and Zoning Commission
October 10, 2021 City Council

Items of Record:

Exhibit 1.	Growth Management Plan
Exhibit 2.	Unified Development Code
Exhibit 3.	Notice of Publication
Exhibit 4.	Staff Report

TEXT AMENDMENT REQUIREMENTS

Chapter 470: Development Review Procedures outlines the applicable requirements for amending the text of the Unified Development Code.

Section 470.020 (B) states:

“...text amendments may be initiated by the City Council or the Planning and Zoning Commission”.

Section 470.020 (F) requires that a public hearing be held by the Planning and Zoning Commission and the City Council.

Section 470.020 (G) (2) states:

“In its deliberation of a request, the Planning and Zoning Commission and City Council must make findings of fact taking into consideration the following:”

1. whether such change is consistent with the intent and purpose of the Unified Development Code and plans adopted by the City of Raymore.
2. whether the proposed text amendment corrects an error or inconsistency in the code;
3. the areas which are most likely to be directly affected by such change and in what way they will be affected;
4. whether the proposed amendment is made necessary because of changed or changing conditions in the areas and/or zoning districts affected by it; and
5. whether the proposed text amendment is in the best interests of the City as a whole.

STAFF COMMENTS

1. The 35th Amendment to the Unified Development Code (UDC) is the result of discussions held by the Planning and Zoning Commission after completing its 2022 annual review of the UDC. At its September 6, 2026 meeting the Commission discussed the results of research completed by City staff on several topics and directed staff to submit the UDC revisions proposed in the 35th amendment.
2. The 35th amendment consists of four (4) separate revisions proposed to the UDC. The amendments are listed in the proposed ordinance as follows:

Section 1. Provides clarification on the requirements for screening related to above-ground utilities. Specifically, it clarifies a distinction between multi-family residential districts, and general residential districts overall.

Section 2. Provides flexibility to the provisions related to requirements for pool gates. Particularly the direction(s) in which the gate may swing.

Section 3. Modifies the provisions for site trees (yard trees) that are required in new residential developments by clarifying the permitted and prohibited locations within the required yard(s).

Section 4. Adds provisions related to the keeping of bees on residential properties.

PLANNING COMMISSION PROPOSED FINDINGS OF FACT

Under Section 470.020 of the Unified Development Code, the Planning and Zoning Commission is directed concerning its actions in dealing with a request to amend the text of the Unified Development Code. Under 470.020 (G) (2) the Planning and Zoning Commission is directed to make findings of fact taking into consideration the following:

- 1. whether such change is consistent with the intent and purpose of the Unified Development Code and plans adopted by the City of Raymore;**

Each of the proposed amendments are consistent with the identified purpose and intent of Section 400.040 of the Unified Development Code and with the Growth Management Plan.

- 2. whether the proposed text amendment corrects an error or inconsistency in the code;**

The proposed sections of the ordinance do not correct an error or inconsistency. The proposed amendments provide clarity to existing code language.

- 3. the areas which are most likely to be directly affected by such change and in what way they will be affected;**

The changes would affect properties throughout the City, primarily residentially zoned properties.

- 4. whether the proposed amendment is made necessary because of changed or changing conditions in the areas and/or zoning districts affected by it; and**

The proposed amendments are generally not made necessary because of changed or changing conditions in the zoning districts. The amendments are proposed to clarify existing language in the code.

- 5. whether the proposed text amendment is in the best interests of the City as a whole.**

The proposed amendments are intended to better clarify language in the code which would be in the best interests of the City as a whole.

REVIEW OF INFORMATION AND SCHEDULE

<u>Action</u>	<u>Planning Commission</u>	<u>City Council 1st</u>	<u>City Council 2nd</u>
Public Hearing	September 20, 2022	October 10, 2022	October 24, 2022

STAFF RECOMMENDATION

Staff recommends the Planning and Zoning Commission accept the staff proposed findings of fact and forward Case #22025, 35th amendment to the UDC, to the City Council with a recommendation of approval.

BILL 3749

ORDINANCE

“AN ORDINANCE OF THE CITY OF RAYMORE, MISSOURI, AMENDING THE UNIFIED DEVELOPMENT CODE”

WHEREAS, the City Council of the City of Raymore, Missouri adopted the Unified Development Code as Ordinance 28117 on December 8, 2008; and

WHEREAS, the Planning and Zoning Commission held a public hearing on the proposed 35th Amendment to the Unified Development Code on September 20, 2022, and is forwarding the amendment to the Council with a recommendation of approval; and

WHEREAS, the Council held a public hearing on the proposed 35th Amendment to the Unified Development Code on October 10, 2022, and accepted the recommendation of the Planning and Zoning Commission.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RAYMORE, MISSOURI, AS FOLLOWS:

Section 1. Section 420.040(d)3(a) is repealed in part, and re-enacted as follows:

3. Above Ground Facility Requirements

Accessory utility facilities may be installed above ground upon compliance with the following requirements:

- a.** In commercial or residential multi-family zoning districts, above ground accessory utility facilities with a height of three and one-half (3.5) feet or greater or covering an area eight (8) square feet or greater must be screened. Such screen shall be required to sufficiently conceal the facility from the public right-of-way.

Section 2. Section 420.050(B)6 is repealed in part, and re-enacted as follows:

- 6.** Gates in a barrier shall comply with Section 420.050B.5a-e above. Gates shall may open inward towards the pool, or outward, away from the pool and shall be self-closing and have a self-latching device. The self-latching device shall be on the pool side of the barrier and the release mechanism shall be located at least six inches below the top of the gate and the gate and barrier shall have no opening

greater than one-half (1/2) inch within eighteen (18) inches of the release mechanism.

Section 3. Section 430.060 is amended as follows:

Section 430.060 Site Trees

- A.** One tree must be planted along street frontages between the front building line and the front lot line of each lot in a subdivision, and shall not be located within the right-of-way. Said tree shall be of a size in accordance with Section 430.130B1 and be of a species type listed in Section 430.090A. On lots with two street frontages one site tree is required on each frontage. Once planted, the maintenance of these trees is the responsibility of the property owner. Required site trees must be installed on an individual lot prior to issuance of a certificate of occupancy.
- B.** To reduce the risk of disease and/or insect infestation, no more than 50 percent of the site trees in a subdivision may be of one species.

Section 4. Section 405.040(D) is amended as follows:

D. Keeping of Animals (*Amendment 26 – Ordinance 2018-008 1.22.18*)

1. Cattle, cows, horses, sheep, goats and similar animals are permitted in the A and RE districts only.
2. Chickens and similar fowl are permitted in the A and RE districts, and in the R-1 district upon properties of at least three acres in size.
3. In the RE and R-1 (3-acre minimum lot size) district, maximum number of animals permitted per grazing acre, excluding building coverage, ponds and yard area around the principal dwelling, are:
 - a. 1 head of cattle; or
 - b. 2 sheep; or
 - c. 2 goats; or
 - d. 2 horses.
4. Keeping of bees shall be permitted within the City limits on all properties zoned for residential use pursuant to the following limitations:
 - a. No more than two (2) hives, as described below, shall be located on a property unless such property is zoned as A, RE, or at least 3 acres in size.
 - b. A flyway barrier of at least six feet (6') in height shall surround the hive(s), and be located at least six feet (6') from any hive(s) on the

property. The flyway barrier shall consist of a wall, fence, dense vegetation or a combination thereof.

- c.** Hives shall be located a minimum of five (5) feet from any adjacent property line(s), and twenty-five (25) feet from any adjacent residential structures
- d.** Permanent posting of ownership or individuals responsible for the maintenance of hives, including name, address and phone number shall be posted in a conspicuous location on the residential structure, fence or flyway barrier.
- e.** Hives are limited in size to no more than six (6) square feet of ground coverage area and six (6) feet in height, and shall not extend above the height of the required flyway barrier.

Limits for other animals not enumerated herein shall be determined based upon type or size of animal.

Section 5. This Ordinance shall be known as the 35th Amendment to the Unified Development Code.

Section 6. Effective Date. The effective date of approval of this Ordinance shall be coincidental with the Mayor's signature and attestation by the City Clerk.

Section 7. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

DULY READ THE FIRST TIME THIS 10TH DAY OF OCTOBER, 2022.

BE IT REMEMBERED THAT THE ABOVE ORDINANCE WAS APPROVED AND ADOPTED THIS 24TH DAY OF OCTOBER, 2022, BY THE FOLLOWING VOTE:

Councilmember Abdelgawad
Councilmember Barber
Councilmember Berendzen
Councilmember Burke III
Councilmember Forster
Councilmember Holman
Councilmember Townsend
Councilmember Wills

ATTEST:

APPROVE:

Erica Hill, City Clerk

Kristofer P. Turnbow, Mayor

Date of Signature



RAYMORE PLANNING AND ZONING COMMISSION RULES OF PROCEDURE

Article I. Name of Commission.

The name of this organization shall be Raymore Planning and Zoning Commission (hereafter referred to as the “Commission”).

Article II. Authorization.

The authorization for the establishment of this Commission is set forth under authorization of the Raymore Charter; Chapter 89 of RSMO; and Section 465.020 of the Unified Development Code.

Article III. Membership, term of office and vacancies.

Section 1. Composition of the Commission shall be in accordance with Section 465.020B of the Unified Development Code.

Section 2. The term of appointment for each Commission member shall be in accordance with Section 465.020C of the Unified Development Code.

Section 3. Vacancies on the Commission shall be filled in accordance with Section 465.020D of the Unified Development Code.

Article IV. Officers, Duties and Powers.

Section 1. The officers of the Commission shall consist of a Chairman, Vice-Chairman and a Secretary. These officers shall perform the duties prescribed by these rules in addition to their duties and responsibilities as a member of the Commission.

Section 2. The Chairman shall:

1. Preside at all meetings of the Commission;
2. Call special meetings of the Commission as needed;
3. See that all actions of the Commission are properly taken;
4. Be responsible for conducting the meeting and may take appropriate

- actions necessary for the Commission to fulfill its responsibilities; and
5. Pronounce the decisions of the Commission for purposes of recording in the minutes.

Section 3. The Vice-Chairman shall act during the absence, disability or disqualification of the Chairman and shall exercise or perform all duties and be subject to all the responsibilities of the Chairman. The Vice-Chairman shall succeed the Chairman if the office is vacated before the term is completed and serve the unexpired term of the vacated office. A new Vice-Chairman shall be elected at the next regular meeting.

Section 4. The Secretary shall act during the absence, disability or disqualification of the Chairman and Vice-Chairman and shall exercise or perform all duties and be subject to all the responsibilities of the Chairman. The Secretary shall also attest to the approval of all subdivision plats for recording purposes and to the approval of the Rules of Procedure and any amendments thereof.

Section 5. The powers and duties of the Commission shall be in accordance with Section 465.020 of the Unified Development Code.

Article V. Election of Officers.

Section 1. All offices of the Commission shall be filled within the group of eight (8) citizen members.

Section 2. The first regular meeting held on or after November 1st of each year shall be known as the annual organizational meeting and shall be for the purpose of electing officers.

Section 3. Nominations shall be made from the floor at the annual organizational meeting of the Commission scheduled for the first regular meeting held on or after November 1st of each year and the election of the officers specified in Section 1 of Article IV shall follow immediately thereafter.

Section 4. A candidate receiving a majority vote of the membership of the Commission in attendance shall be declared elected and shall serve for one year or until his/her successor shall take office.

Section 5. Vacancies in office shall be filled at the next regular meeting by nomination, and a majority vote. The officer elected to such vacancy shall serve only for the remainder of the term of officer he/she replaces.

Section 6. The Commission shall elect a Chairman Pro Tempore from among its members if the Chairman; Vice-Chairman; and Secretary are absent.

Article VI. Meetings and Public Hearings

Section 1. A schedule of regular meeting dates, including filing deadlines, shall be

established at the organizational meeting of the Commission.

Section 2. Regular meetings will be held on the first and third Tuesday of each month beginning at **6:00p.m.** ~~7:00 p.m.~~ All meetings will be held in the Council Chambers unless otherwise stated.

Section 3. Regular meetings may be cancelled by the Chairman when there are no applications pending or reason for the Commission to meet. Notification must be provided to the Commission members and public at least forty-eight (48) hours prior to the time set for such a meeting.

Section 4. All meetings shall be open to the public, except for executive sessions called in accordance with applicable law.

Section 5. In addition to those required by law, the Commission may hold public hearings when it decides that such hearings will be in the public interest.

Section 6. Any person or group of people, desiring to be heard by the Commission during a personal appearance must submit their request to be heard or proposal in writing to the Development Services Director (hereafter referred to as "Director") at least five (5) working days in advance of the next regular meeting.

Section 7. Robert's Rules of Order are hereby adopted for the governing of the Commission in all cases not otherwise provided for in these rules. The City Attorney shall be consulted for interpretations of the rules stated herein or Robert's Rules of Order.

Section 8. Each member of the Commission, who has knowledge of the fact that he/she will not be able to attend a scheduled meeting of the Commission, shall notify the Director at the earliest possible opportunity and, in any event, prior to 5:00 p.m. on the date of the meeting. The Director shall notify the Chairman of any known absences.

Section 9. A Commissioner shall be deemed to be neglecting their duty if they fail to attend three (3) consecutive regular scheduled meetings of the Commission or more than twenty-five percent (25%) of the Commission's regular scheduled meetings as established by Article VI, Section 1 of these Rules of Procedure during any twelve (12) month period without being excused. The Commission may make a recommendation to the Mayor requesting the removal and replacement of a Commission member that is negligent in their duties for their remaining unexpired term as indicated in Article III. The Mayor may, with consent of the City Council, remove a member from the Commission for misconduct or neglect of duty.

Section 10. Any member of the Commission, who feels that he/she has a conflict of interest on any matter that is on the Commission agenda, shall voluntarily excuse themselves and refrain from discussing and voting on said items as a Commissioner.

Section 11. The Director must be informed prior to the meeting if the applicant desires a continuance. At least seven (7) days notice must be given to the Director in order for written notice of the continuance to be given to all interested parties. If the Director determines adequate notice is not given to allow a continuance of time, the application shall be scheduled for the Commission meeting and the applicant shall, in person or by agent, request a continuance at the meeting. It shall be within the discretion of the Commission to grant or deny requests for continuances at the meeting.

Section 12. In the presentation of a case, the burden shall be upon the applicant to supply all information, documentation, and evidence necessary for the Commission to have a clear understanding of the application. The Commission may continue the hearing or deny the application when in its judgment the applicant has not provided sufficient information or evidence to make a determination.

Section 13. If the applicant, or representative for the applicant, fails to appear at the scheduled meeting to present the application, the Commission may continue the application or take action upon the application in absence of the applicant.

Section 14. The Commission may require additional information as deemed necessary for a determination to be made on an application.

Section 15. The Chairman may impose reasonable limits upon the time for consideration of any item upon the Commission agenda or upon the presentation by any individual so that adequate time is afforded to all individuals wishing to speak on any application or other item before the Commission.

Section 16. The swearing in of witnesses and cross examination of witnesses shall be permitted only upon approval by a majority of the Commission.

Section 17. Once the Chairman has closed the public hearing, no comments or testimony may be made by the applicant or public unless specifically called upon by the Chairman to answer a question(s) or provide additional information.

Section 18. Any person who desires a verbatim record of the Commission meeting shall make provision for such verbatim record to be made. The Commission does not prepare or provide such a record.

Article VII. Order of Business.

The following order of business will normally be followed except it may be rearranged by the Chairman for individual items if necessary to expedite the conduct of business:

Section 1. The order of business at regular meetings shall ordinarily be:

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Personal Appearances
5. Consent Agenda
6. Old Business
7. New Business
8. City Council Report
9. Staff Report
10. Public Comment
11. Commission Member Comment
12. Adjournment.

Section 2. A motion from the floor must be made and passed in order to amend or add to any item on the agenda.

Section 3. All matters referred to the Commission by the City Council shall be placed on the calendar for consideration and action as soon as possible consistent with established deadlines.

Article VIII. Meeting Conduct

Section 1. An individual can only speak during the meeting under the following circumstances:

1. The individual has made a formal request to the Director to make a personal appearance before the Commission; or
2. 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
3. An individual may speak under Public Comment at the end of the meeting.

Section 2. Individuals wishing to speak to the Commission must proceed to the podium and state their name and address for the record.

Section 3. Talking on phones or having a conversation that becomes disruptive to the conduct of business by the Commission is not allowed.

Section 4. Public displays, such as clapping, cheering, or comments when another person is speaking is not allowed.

Section 5. Discourteous, disorderly or contemptuous conduct shall be regarded as a breach of the privileges of the Commission and shall be dealt with as the Chairman may deem proper.

Article IX Employees.

The Development Services Department has been designated under the annual budget of the City of Raymore to provide staff support to the Commission. Staff support shall include the following:

1. Acceptance and scheduling of applications submitted to the City for consideration by the Commission;
2. Preparation of notices of meetings and legal notice publications for meetings of the Commission;
3. Preparation of staff reports and recommendations for all matters to come before the Commission;
4. Preparation of meeting agendas;
5. Delivery of packets to Commission members containing documents and information on all matters to be considered by the Commission at its meeting;
6. Preparation of minutes of regular and special meetings; and
7. Preparation of an annual report of Commission activity.

The Commission may employ consultants to aid in its work. Funding for any consultant may be requested as part of the annual budget process for the City. Selection of a consultant shall be completed by the Commission with the consent of the City Council.

Article X. Official Action.

Section 1. All deliberations of the Commission shall be conducted and made at a meeting that is open to the public, except those actions as authorized by statute under an executive session.

Section 2. A motion may be made by any member of the Commission after the agenda item has been introduced.

Section 3. A motion that does not receive a second shall die from lack of a second.

Section 4. Each member shall be entitled to one vote.

Article XI. Amendments.

These Rules of Procedure may be amended at any meeting of the Commission by a majority of the quorum of the Commission, provided that notice of said proposed amendment is given to each member in writing at least two weeks prior to said meeting.

Adopted this ____ day of _____, 2020.

ATTEST:

Secretary, Raymore Planning and Zoning Commission

MONTHLY REPORT

August 2022

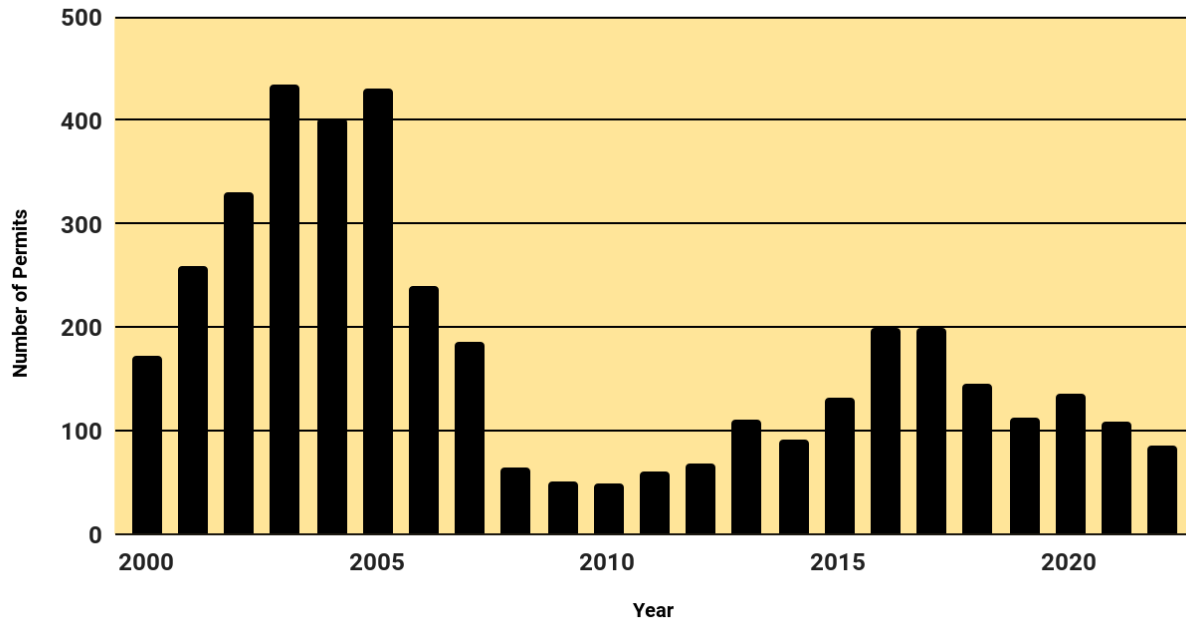
Building Permit Activity

Type of Permit	AUG 2022	2022 YTD	2021 YTD	2021 Total
Detached Single-Family Residential	3	85	85	108
Attached Single-Family Residential	0	178	0	166
Multi-Family Residential	15	15	0	0
Miscellaneous Residential (deck; roof)	54	517	448	574
Commercial - New, Additions, Alterations	5	14	23	38
Sign Permits	3	32	23	37
Inspections	AUG 2022	2022 YTD	2021 YTD	2021 Total
Total # of Inspections	839	4,357	2,725	3,882
Valuation	AUG 2022	2022 YTD	2021 YTD	2021 Total
Total Residential Permit Valuation	\$1,263,200	\$59,086,750	\$22,254,500	\$57,700,900
Total Commercial Permit Valuation	\$61,549,800	\$93,221,500	\$3,776,480	\$39,600,680

Additional Building Activity:

- Permits were issued for the Watermark at Raymore apartment community. Site work began for infrastructure and site clearing on September 26th.
- Site work continues for Alexander Creek Third Plat. Public improvements are nearing completion
- Site work continues for Eastbrooke at Creekmoor 3rd Plat.
- Site work continues for the Timber Trails 3rd Plat.
- Building 3 within the Raymore Commerce Center is nearing substantial completion.
- Substantial progress was made on Building 2 (500,000 SF) within the Raymore Commerce Center during the month of August.
- The Johnny's Tavern development made extensive progress on vertical construction during the month of August.

Single Family Building Permits



Code Enforcement Activity

Code Activity	AUG 2022	2022 YTD	2021 YTD	2021 Total
Code Enforcement Cases Opened	77	533	280	575
<i>Notices Mailed</i>	-	-	-	-
-Tall Grass/Weeds	25	118	64	85
- Inoperable Vehicles	15	164	124	191
- Junk/Trash/Debris in Yard	14	78	58	94
- Object placed in right-of-way	1	10	2	5
- Parking of vehicles in front yard	4	30	22	45
- Exterior home maintenance	9	64	31	63
- Other (trash at curb early; signs; etc)	0	0	4	6
Properties mowed by City Contractor	13	37	35	42
Abatement of violations (silt fence repaired; trees removed; stagnant pools emptied; debris removed)	0	0	1	2
Signs in right-of-way removed	82	698	298	524
Violations abated by Code Officer	5	60	48	86

Development Activity

Current Projects

- Edgewater at Creekmoor 8th Final Plat
- Edgewater at Creekmoor 9th Final Plat
- Comprehensive Plan
- 35th Amendment to the Unified Development Code
- Willowind Rezoning (1296-1298 W Foxwood Drive) PO to C-2

Actions of Boards, Commission, and City Council

August 2, 2022 Planning and Zoning Commission

- Commission recommended approval of the Oak Ridge 4th Final Plat and Site Plan requests.

August 8, 2022 City Council

- 1st Reading - Raymore Galleria Sanitary Easement Vacation
- 1st Reading - Raymore Commerce Center Building 2 Chapter 100 Bond Issuance
- 1st Reading - Oak Ridge Farms 4th Final Plat
- 1st Reading - Ridgeview Estates Final Plat - Lots 1-2
- 1st Reading - 1st Amendment to the Good Ranch Development Agreement
- 2nd Reding - Ascend at Raymore Final Plat
- 1st reading - Miscellaneous City Code updates

August 16, 2022 Planning and Zoning Commission

- Meeting Cancelled

August 22, 2022 City Council

- 2nd Reading - Raymore Galleria Sanitary Easement Vacation
- 2nd Reading - Raymore Commerce Center Building 2 Chapter 100 Bond Issuance
- 2nd Reading - Oak Ridge Farms 4th Final Plat
- 2nd Reading - Ridgeview Estates Final Plat - Lots 1-2
- 2nd Reading - 1st Amendment to the Good Ranch Development Agreement
- 2nd Reading - Miscellaneous City Code updates

Upcoming Meetings – September - October

September 6, 2022 Planning and Zoning Commission

- 2023-2027 Capital Improvement Plan
- Timber Trails 3rd Final Plat
- Annual Review of the Unified Development Code

September 12, 2022 City Council

- 1st reading - Timber Trails 3rd Final Plat

September 20, 2022 Planning and Zoning Commission

- 35th Amendment to the Unified Development Code
- Consideration of meeting time change

September 26, 2022 City Council

- 2nd reading - Timber Trails 3rd Final Plat

October 4, 2022 Planning and Zoning Commission

- Rezoning 1296-1298 W. Foxwood Drive (Willowind) PO to C-2 (public hearing)

October 10, 2022 City Council

- 1st Reading - Rezoning 1296-1298 W. Foxwood Drive (Willowind) PO to C-2 (public hearing)

October 18, 2022 Planning and Zoning Commission

- No items currently scheduled

October 24, 2022 City Council

- 2nd Reading - Rezoning 1296-1298 W. Foxwood Drive (Willowind) PO to C-2

Department Activities

- Development Services staff met with representatives of West Central Community Action Agency to discuss efforts related to workforce development, housing and transportation.
- Development Services staff met with Engineering and Police Department staff, and representatives from Whataburger to discuss traffic planning efforts for the upcoming opening of the [Whataburger](#).
- Development Services Director David Gress, City Planner Dylan Eppert and Economic Development Director Brandon Keller attended the ribbon cutting ceremony for Lily's Play and Stay in Belton. Lily's Play and Stay is a member of the Raymore Chamber of Commerce.
- Development Services Director David Gress and City Planner Dylan Eppert participated in a Mid-America Regional Council webinar "Creating Universally Designed Affordable Housing Options."
- Development Services Director David Gress, Economic Development Director Brandon Keller and City Planner Dylan Eppert participated in a joint meeting with the City of Belton and the Raymore-Peculiar School District to discuss current projects.
- Development Services Director David Gress attended the Monthly Morning Coffee at the Raymore Chamber of Commerce, hosted by [Monarch Exteriors](#).
- Economic Development Director Brandon Keller and Development Services Director David Gress attended the monthly Board meeting of the Raymore Chamber of Commerce.

- Development Services Director David Gress participated in the 2022 Bill McDaniel Classic Golf Tournament, hosted by the Raymore Chamber of Commerce.
- Development Services Director David Gress and City Planner Dylan Eppert participated in the monthly meeting of the Cass County Coalition.
- Development Services Director David Gress attended an after-hours networking event hosted by Raymore Chamber of Commerce member [Country Financial - Vanessa Moran](#).
- Economic Development Director Brandon Keller attended the Annual Interface Retail and Multifamily conference.
- Economic Development Director Brandon Keller and Development Services Director David Gress attended the annual KCADC networking event at Kauffman Stadium.
- Development Services Director David Gress and City Planner Dylan Eppert participated in the monthly KC Community for All Ages meeting, hosted by Mid-America Regional Council (MARC).
- Department staff participated in several annual meetings of various Transportation Development (TDD) and Community Improvement (CID) districts within the City.

GIS Activities

- Summary report of residential dwellings by (trash collection) areas as requested by service provider
- Update & testing of ArcGIS native apps for devices
- Elevation analysis as requested
- Addressing operations
- Data creation and improvement
- Application development
- Participated in review of imagery collection for south half of state -MGISAC Data Development Subcommittee, north half scheduled for collection next year.
- Data development to support sharing of (2) services with AGO for monitoring of lots
- Preparation to upgrade ArcGIS Enterprise (Server, Sites and Portal) to accommodate anonymous editing of collaborative services as requested