



RAYMORE PLANNING AND ZONING COMMISSION AGENDA

Tuesday, June 20, 2017 - 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
5. Consent Agenda
 - a. Acceptance of Minutes of June 6, 2017 meeting
6. Old Business - None
7. New Business
 - a. Case #17020 - Traffic Flow Changes to Municipal Circle (*public hearing*)
8. City Council Report
9. Staff Report
10. Public Comment
11. Commission Member Comment
12. Adjournment

Any person requiring special accommodation (i.e. qualified interpreter, large print, hearing assistance) in order to attend this meeting, please notify the City Clerk at (816) 331-0488 no later than forty-eight (48) hours prior to the scheduled commencement of the meeting.

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 Community Development 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.
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 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, JUNE 6, 2017** IN THE COUNCIL CHAMBERS OF CITY HALL, 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI WITH THE FOLLOWING COMMISSION MEMBERS PRESENT: CHAIRMAN WILLIAM FAULKNER, KELLY FIZER, CHARLES CRAIN, LEO ANDERSON, JOSEPH SARSFIELD, ERIC BOWIE (arrived at 7:02 p.m.), DON MEUSCHKE, MELODIE ARMSTRONG AND MAYOR KRISTOFER TURNBOW. ALSO PRESENT WERE COMMUNITY DEVELOPMENT DIRECTOR JIM CADORET, ASSOCIATE PLANNER DAVID GRESS, ASSISTANT PUBLIC WORKS DIRECTOR ED IEANS AND CITY ATTORNEY REPRESENTATIVE MIKE FLEMING.

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

Chairman Faulkner requested to amend the agenda by moving Consent Agenda item b. Case #17016 - Cunningham at Creekmoor Second Plat, to be the first item of new business.

a. Acceptance of minutes of May 16, 2017 meeting.

Motion by Commissioner Anderson, Seconded by Mayor Turnbow to accept the minutes of May 16, 2017.

Vote on Motion:

Chairman Faulkner	Aye
Commissioner Anderson	Aye
Commissioner Armstrong	Aye
Commissioner Bowie	Absent
Commissioner Crain	Abstain
Commissioner Fizer	Aye
Commissioner Meuschke	Aye
Commissioner Sarsfield	Aye
Mayor Turnbow	Aye

Motion passed 7-0-1.

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

a. Case #17016 - Cunningham at Creekmoor Second Plat

Commissioner Bowie arrived at 7:04 p.m.

Chairman Faulkner asked about comments made in the memorandum submitted by South Metropolitan Fire Protection District on the case regarding concerns related to street alignment.

David Gress, Associate Planner, indicated Granshire Lane was a relocation of the previous entrance to the Cunningham neighborhood to avoid a stream crossing. The road was moved further south. Mr. Gress stated South Metro was suggesting a continuation of existing streets to limit the total number of new streets.

Steve Warger, representing Cooper Land Development, stated the main entrance to Cunningham was relocated further south to avoid a stream crossing and to improve sight distances for vehicle movements.

Chairman Faulkner asked whether teardrop design needs to be incorporated into any temporary cul-de-sacs being constructed as part of the Cunningham Second plat.

Ed leans, Assistant Public Works Director, commented there is no need to add teardrop design to any temporary cul-de-sacs.

Commissioner Crain asked if the comments from South Metro were a public safety concern.

Mr. Gress stated the comment was more related to the total number of street segments. The comment was not perceived as a public safety issue.

Chairman Faulkner stated that South Metro made suggestions, not requirements.

Mike Fleming, City Attorney representative, agreed.

Motion by Chairman Faulkner, Seconded by Commissioner Sarsfield, to accept the staff proposed findings of fact and forward case #17016, Cunningham at Creekmoor Second Plat, to the City Council with a recommendation of approval.

Vote on Motion:

Chairman Faulkner	Aye
Commissioner Anderson	Aye
Commissioner Armstrong	Aye
Commissioner Bowie	Aye
Commissioner Crain	Aye
Commissioner Fizer	Aye
Commissioner Meuschke	Aye
Commissioner Sarsfield	Aye
Mayor Turnbow	Aye

Motion passed 9-0-0.

b. Case #17014 – Unified Development Code Annual Review and Report

Jim Cadoret, Community Development Director, presented the annual review and report to the Commission.

Mr. Cadoret indicated the Commission established the annual review process in 2012 as a means to support the City Council goal of evaluating zoning and subdivision regulations to ensure that diversity in new developments is encouraged and that community goals and needs are supported. The most recent amendment to the Unified Development Code (UDC) occurred in February of 2017. Mr. Cadoret indicated staff has identified 21 suggested changes to the text of the UDC as part of this annual review.

Mr. Cadoret requested the Commission to review each of the suggested 21 amendments and provide direction to staff on whether a formal amendment to the UDC should be filed. Staff is requesting that the 25th amendment be filed for review at a public hearing to allow public comment on the suggested changes. This hearing is tentatively scheduled for July 18th.

The Commission proceeded to review each of the 21 changes suggested by staff. After discussion, staff indicated they would proceed with preparing the 25th amendment to the UDC for discussion.

8. City Council Report

Mike Fleming, City Attorney representative, gave the City Council report.

9. Staff Report

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

Assistant Public Works Director Ed leans provided an update on the following projects: Gore road water line extension; Foxwood Springs water tower; and the 2017 sidewalk and curb programs.

10. Public Comment

None

11. Commission Member Comment

Commissioner Fizer reminded everyone that Summer Scene is Saturday at T.B. Hanna Station.

Commissioner Anderson welcomed Commissioner Armstrong.

Commissioner Armstrong thanked everyone for the warm welcome.

Commissioner Crain thanked Animal Control staff for assistance provided this week.

Commissioner Meuschke asked when the UDC amendment would be considered by the Commission. Mr. Cadoret stated at the July 18th Commission meeting.

Commissioner Sarsfield welcomed Commissioner Armstrong.

Commissioner Bowie was interested if a study or specific numbers were available for the Municipal Circle traffic flow hearing scheduled for the next Commission meeting. He also welcomed Commissioner Armstrong.

Mayor Turnbow welcomed Commissioner Armstrong and invited Commissioners to attend the ribbon cutting for Centerview on June 16th.

Chairman Faulkner welcomed Commissioner Armstrong and thanked staff for its assistance.

12. Adjournment

Motion by Commissioner Anderson, Seconded by Commissioner Bowie to adjourn the June 6, 2017 Planning and Zoning Commission meeting.

Vote on Motion:

Chairman Faulkner	Aye
Commissioner Anderson	Aye
Commissioner Armstrong	Aye
Commissioner Bowie	Aye
Commissioner Crain	Aye
Commissioner Fizer	Aye
Commissioner Meuschke	Aye
Commissioner Sarsfield	Aye

Mayor Turnbow Aye

Motion passed 9-0-0.

The June 6, 2017 meeting adjourned at 8:58 p.m.

Respectfully submitted,

Jim Cadoret



To: Planning and Zoning Commission
From: City Staff
Date: June 20, 2017
Re: **Case #17020 Modify Traffic Flow Pattern on Municipal Circle**

GENERAL INFORMATION

**Applicant/
Property Owner:** City of Raymore
100 Municipal Circle
Raymore, MO 64083

Requested Action: To modify the traffic flow and parking pattern of Municipal Circle

Property Location:



Advertisement: June 1, 2017 **Journal** newspaper
June 8, 2017 **Journal** newspaper

Public Hearing: June 20, 2017 Planning and Zoning Commission

Items of Record: **Exhibit 1. Mailed Notices to Adjoining Property Owners**
Exhibit 2. Notice of Publication
Exhibit 3. Unified Development Code
Exhibit 4. Application
Exhibit 5. Growth Management Plan
Exhibit 6. Staff Report

Additional exhibits as presented during hearing

REQUEST

Applicant is requesting to modify the existing two-way traffic pattern on Municipal Circle to a counterclockwise one-way pattern and replace the on-street parallel parking spaces with angle parking spaces, increasing the total number of on-street parking spaces.

CODE REQUIREMENTS

Chapter 530.010: Procedures for Vacation and Other Street Changes

Section 530.010B2:

“No public street shall be vacated, narrowed, relocated, extended, removed, widened, accepted, acquired, changed in use, sold or leased until it has been submitted to and approved by the Planning Commission after a public hearing”.

The Community Development Director determined that the change of traffic pattern on Municipal Circle from two-way flow to a one-way flow, and the change from on-street parallel parking spaces to on-street angle parking spaces, is a change in use of the public street and requires a public hearing to be held and approval of the Planning Commission to be obtained.

PREVIOUS PLANNING ACTIONS ON OR NEAR THE PROPERTY

1. The Raymore Municipal Complex First Plat was approved on October 28, 2002. Municipal Circle was dedicated as a public street as part of the subdivision plat.

2. Municipal Circle has a fifty-foot (50') right-of-way..

GOOD NEIGHBOR INFORMATIONAL MEETING COMMENTS

Although not required under City Code for this type of request, a Good Neighbor meeting was held on May 3, 2017. Two property owners surrounding Municipal Circle attended, and had the following questions:

Neighbor: Will all of the roads surrounding Municipal Circle be resurfaced?

Staff: Municipal Circle, Broadmoor Drive, and the north and south parking lots of City Hall will be micro surfaced. Skyline Drive was resurfaced in the Fall of 2016 as part of the 58 Highway Overlay project.

Neighbor: Will the on-street parking spaces be accessible for all tenants of Municipal Circle?

Staff: Yes, the development criteria for Municipal Center requires that “all parking spaces shall be available to all building employees, patrons, and visitors within the premises of the Municipal Center”.

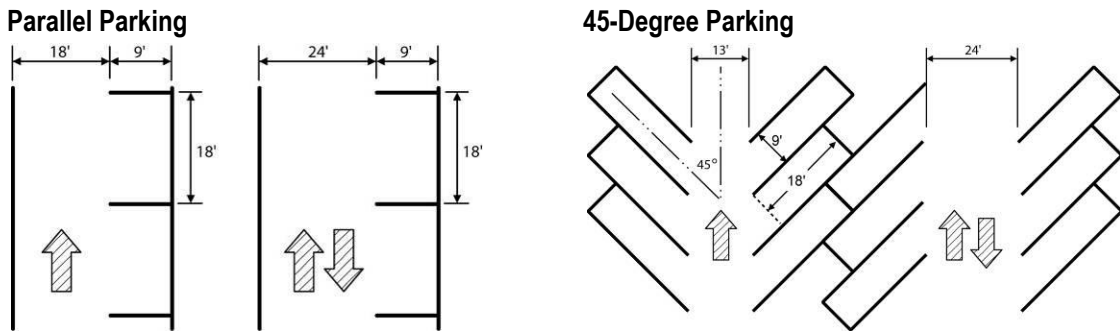
STAFF COMMENTS

1. Municipal Circle is the public street that provides frontage for 9 lots within the Municipal Complex plat.
2. The UDC establishes the following parking space dimension requirements:

Dimensions

Off-street parking areas must comply with the following standards:

Dimensions (in feet)	Parking Angle			
	0° (parallel)	45°	60°	90°
Minimum space width	9	9	9	9
Minimum space length	18	18	18	18
Minimum one-way aisle width	18	13	18	18
Minimum two-way aisle width	24	24	24	24



The angle parking spaces proposed for Municipal Complex will need to comply with the above standards. In addition, ADA spaces shall be provided as required.

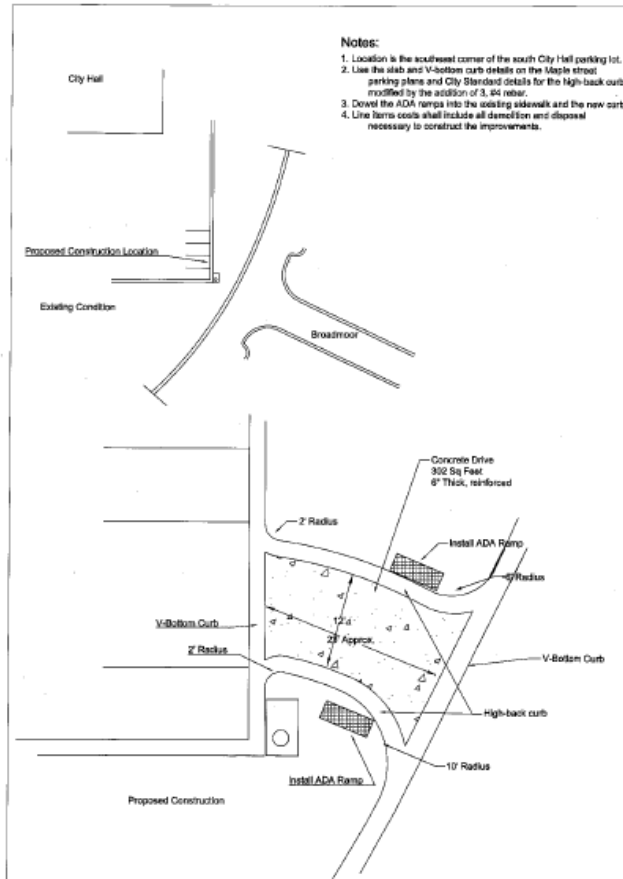
3. The paved portion of Municipal Circle accommodates two-way traffic flow with a marked lane for parallel parking. Parking spaces are not specifically marked on the street pavement, but there is room for approximately 60 vehicles to parallel park on the street.



(aerial photograph of parking area along north side of Municipal Circle)

4. Modification to a one-way traffic flow pattern and angle parking spaces will provide approximately 90 parking spaces.
5. The City Center Overlay District allows for shared parking within the Municipal Complex. Every parking space on private property is available to be shared with any other property in the complex.

- A new access drive connection to the southeast corner of the parking lot immediately south of City Hall will be added to aid police vehicles in exiting the parking area and navigating the one-way Municipal Circle.



REVIEW OF INFORMATION AND SCHEDULE

Action	Planning Commission	City Council 1 st	City Council 2 nd
Public Hearing	June 20, 2017	n/a	n/a

STAFF RECOMMENDATION

The change from a two-way traffic flow pattern to a one-way pattern with angle parking spaces helps to establish the vision of the Municipal Complex area as a pedestrian friendly environment. With the addition of Centerview the use of the Municipal Complex area for community and special events will increase and the need for additional parking areas will increase. The proposed change will add approximately 30 parking spaces to the area.

City Staff recommends the Planning and Zoning Commission approve the request to modify the existing two-way traffic pattern on Municipal Circle to a counterclockwise one-way pattern and replace the on-street parallel parking spaces with angle parking spaces.

Memo

To: Planning and Zoning Commission
From: Edward Ieans, Assistant Public Works Director
CC: File
Date: June 8, 2017
Re: Municipal Circle-parking, one way traffic

Transportation System:

This project will provide 45 degree parking and one way traffic flow on the Municipal Circle. Traffic flow will be counterclockwise. For example, a vehicle travelling east on Broadmoor (near Johnston Parkway) would turn right to travel south on Municipal Circle. Parking at 45 degree angle will provide parking for 85 vehicles, 4 handicap and 1 van accessible for a total of 90 parking spots.. This will allow vehicles to back safely into traffic.

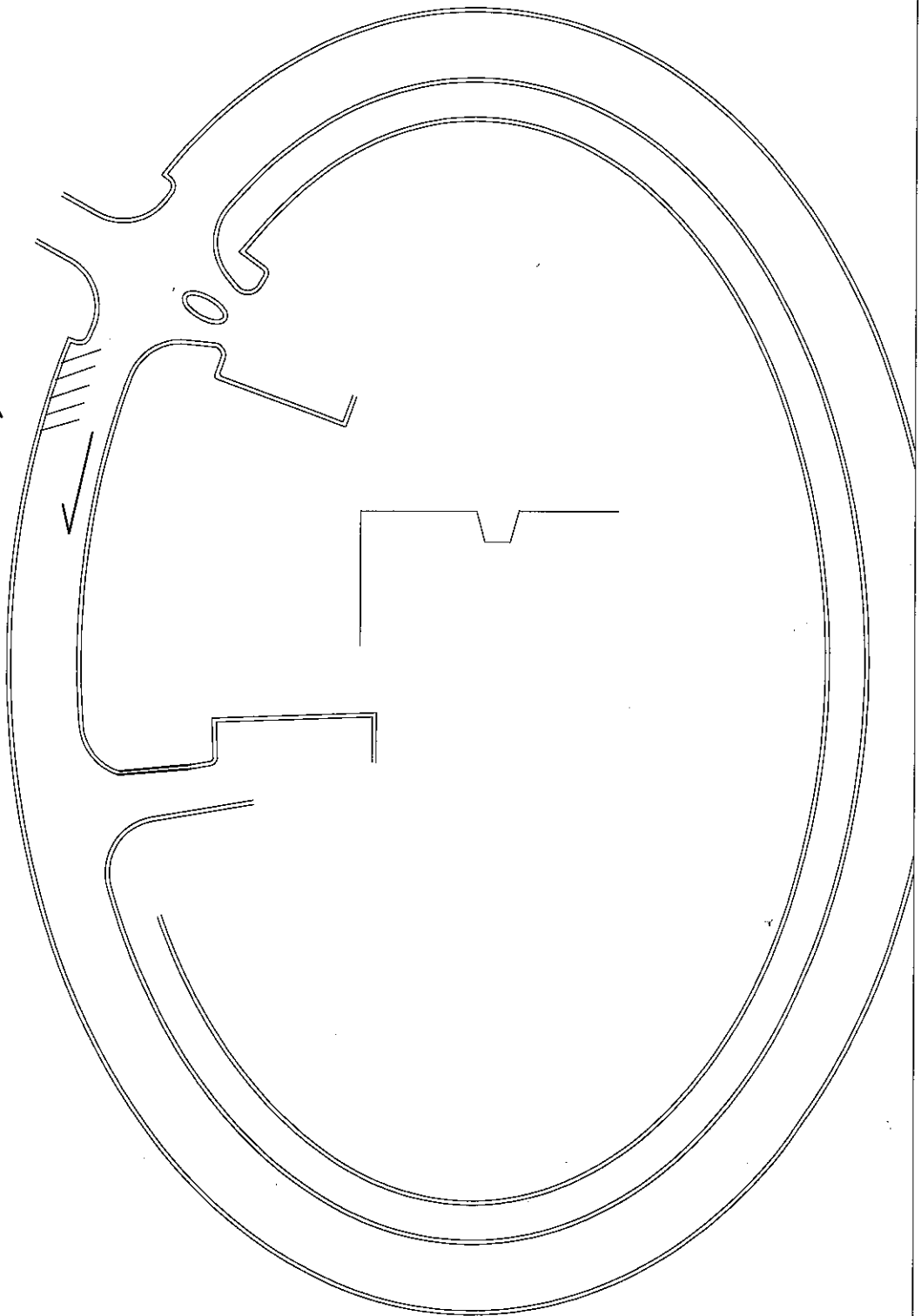
Directional signs and pavement markings will be installed to provide uniform and safe traffic flow around Municipal Circle.

A driveway extension will be installed at the southeast corner of the Police parking lot to provide access to Broadmoor on the east side of Municipal Circle.

Recommendation:

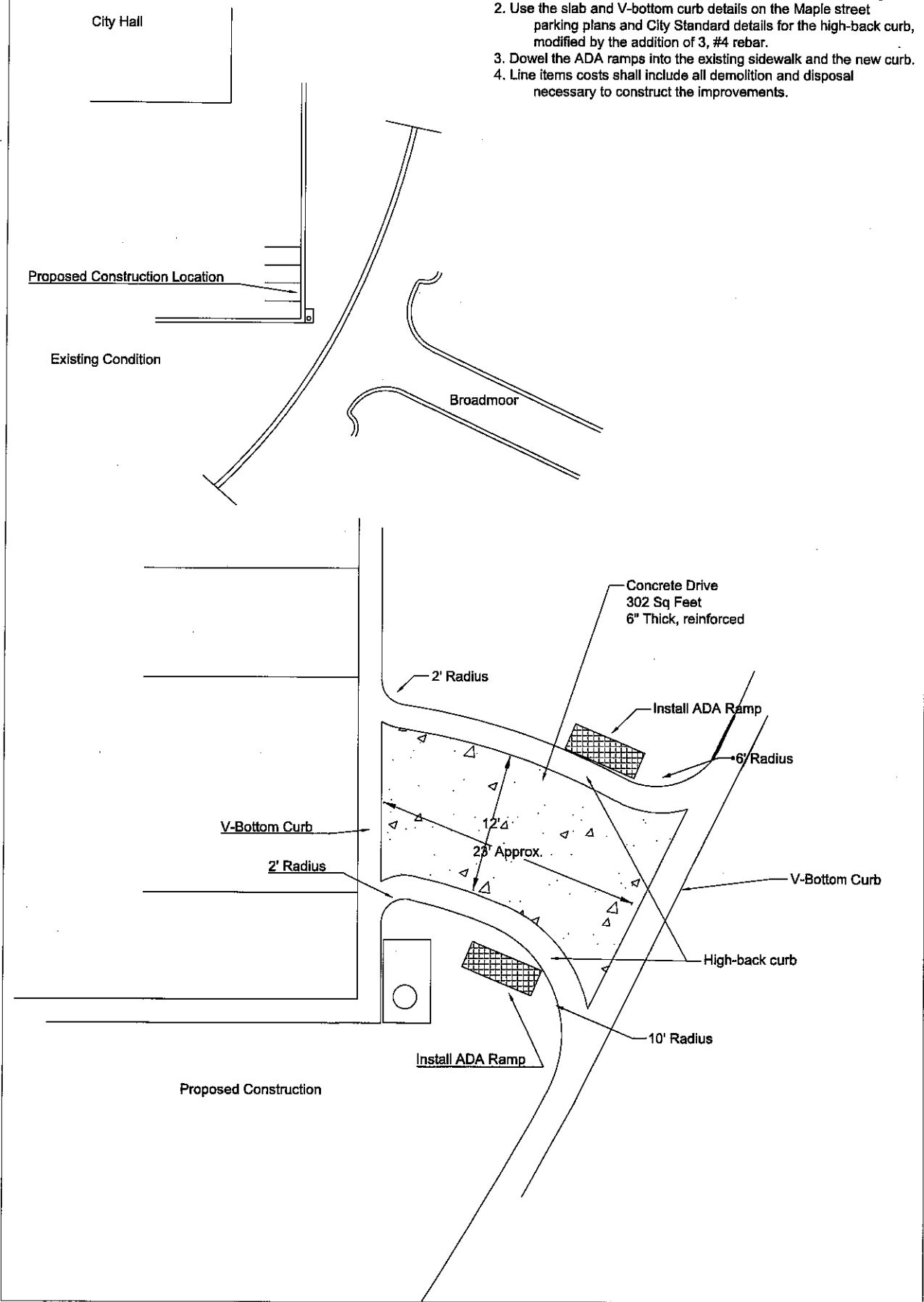
The Engineering Division reviewed the application and found that the improvements Municipal Circle complies with the design standards of the City of Raymore. The Engineering Division recommends approval of this application.

Angled parking
typical around the
Municipal Loop
meeting standards for
45 degree parking
and leaving a 12 ft.+
driving lane moving
counter clockwise.



Notes:

1. Location is the southeast corner of the south City Hall parking lot.
2. Use the slab and V-bottom curb details on the Maple street parking plans and City Standard details for the high-back curb, modified by the addition of 3, #4 rebar.
3. Dowel the ADA ramps into the existing sidewalk and the new curb.
4. Line items costs shall include all demolition and disposal necessary to construct the improvements.





Community Development Monthly Report



MAY 2017

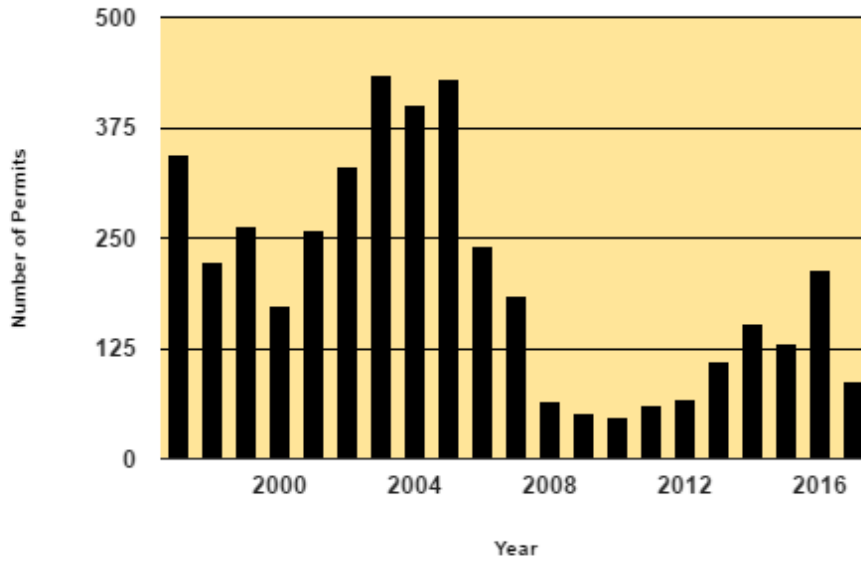
Building Permit Activity

Type of Permit	May 2017	2017 YTD	2016 YTD	2016 Total
Detached Single-Family Residential	15	78	61	201
Attached Single-Family Residential	0	10	14	14
Multi-Family Residential	0	0	0	0
Miscellaneous Residential (deck; roof)	56	199	180	458
Commercial - New, Additions, Alterations	3	15	10	26
Sign Permits	5	23	19	63
Inspections	May 2017	2017 YTD	2016 YTD	2016 Total
Total # of Inspections	821	3,267	2,489	6,354
Valuation	May 2017	2017 YTD	2016 YTD	2016 Total
Total Residential Permit Valuation	\$3,526,100	\$14,939,900	\$16,720,100	\$50,026,600
Total Commercial Permit Valuation	\$238,300	\$3,010,900	\$734,100	\$6,899,389

Additional Building Activity:

- Certificate of Occupancy issued for Kay Jewelers and Panda Express. Work continues on Qdoba and Mod Pizza.
- Building construction continues on the addition to the Creekmoor Clubhouse
- Building construction has been completed on the Centerview building on Municipal Circle
- Remodel work continues on the interior of Wal-Mart
- Permits issued for remodeling work at Eagle Glen and Bridle Ridge schools
- Tenant finish plans have been submitted for Firehouse Subs to locate in the Raymore Marketplace

Single Family Building Permits



Code Enforcement Activity

Code Activity	May 2017	2017 YTD	2016 YTD	2016 Total
Code Enforcement Cases Opened	59	229	133	424
<i>Notices Mailed</i>				
- Tall Grass/Weeds	39	56	77	227
- Inoperable Vehicles	1	51	22	42
- Junk/Trash/Debris in Yard	5	27	6	65
- Object placed in right-of-way	2	11	0	7
- Parking of vehicles in front yard	9	52	7	48
- Exterior home maintenance	3	32	5	16
- Other (trash at curb early; signs; etc)	0	0	16	19
Properties mowed by City Contractor	7	7	0	68
Abatement of violations (silt fence repaired; trees removed; stagnant pools emptied; debris removed)	1	7	0	1
Signs in right-of-way removed	22	186	102	299
Violations abated by Code Officer	7	36	n/a	12

Development Activity

Current Projects

- Vacation of Cunningham at Creekmoor First Final Plat
- Cunningham at Creekmoor Second Final Plat

	As of May 31, 2017	As of May 31, 2016	As of May 31, 2015
Homes currently under construction	239	186	171
Total number of Undeveloped Lots Available (site ready for issuance of a permit for a new home)	554	697	858
Total number of dwelling units in City	8,045	7,871	7,715

Actions of Boards, Commission, and City Council

City Council

May 8, 2017

- Appointed Melodie Armstrong as a Ward 4 appointment to the Planning and Zoning Commission
- Approved on 2nd reading the amendments to the Property Maintenance Code

May 22, 2017

- No development applications on agenda

Planning and Zoning Commission

May 2, 2017

- Approved the request to waive the design requirements for a home proposed at 104 E. Olive Street

May 16, 2017

- Recommended denial of the request to reclassify the zoning from R-1 to R-2 Lots 158 thru 175 in Heritage Hills. (subsequent to the meeting the applicant placed a hold on further review of the application).

Upcoming Meetings – June & July

June 6, 2017 Planning and Zoning Commission

- Cunningham at Creekmoor Second Final Plat
- Annual review and report on Unified Development Code

June 12, 2017 City Council

- No development applications on agenda

June 20, 2017 Board of Adjustment

- 411 S. Fox Ridge Drive - variance to rear yard setback
- 308 E. Walnut Street - variance to side yard setback

June 20, 2017 Planning and Zoning Commission

- Municipal Circle Traffic Flow - (public hearing)

June 26, 2017 City Council

- 1st reading - Vacation of Cunningham at Creekmoor First Plat (public hearing)
- 1st reading - Cunningham at Creekmoor Second Plat

July 4, 2017 Planning and Zoning Commission

- Holiday - no meeting

July 10, 2017 City Council

- 2nd reading - Vacation of Cunningham at Creekmoor First Plat
- 2nd reading - Cunningham at Creekmoor Second Plat

July 18, 2017 Planning and Zoning Commission

- UDC 25th Amendment (public hearing)
- Discover Vision site plan

July 24, 2017 City Council

- No development applications currently on agenda

Department Activities

- Staff held a Good Neighbor meeting for the proposed changes to Municipal Circle. This project would turn Municipal Circle into a one-way street and add angled parking for the surrounding buildings
- Director Jim Cadoret participated in a webinar on transportation for senior residents sponsored by Grantmakers in Aging
- Staff worked on preparation of the annual review and report on the Unified Development Code
- Director Jim Cadoret, Associate Planner David Gress, and Planning Commissioner Leo Anderson attended the American Planning Association national planning conference in New York City.
- Staff met with representatives of the Police Department, Cass County Health Department, South Metropolitan Fire Protection District and Pathways Community Health to discuss concerns related to hoarding and to identify assistance and resources available.
- Director Jim Cadoret and Associate Planner David Gress participated in the Communities for All Ages Recognition Cities bi-monthly meeting
- Associate Planner David Gress presented Raymore's Communities for All Ages Master Plan to the Kansas City Community for All Ages Advisory Board

GIS Activities

- Informational support for budgeting purposes
- Mapping support for department, planning & bid operations
- Development of ArcGIS Enterprise & Online
- Addressing and E911 updates
- Updates to geospatial inventories for operations/management
- Printing of output & document management
- Configuration of secured mapping service for distributed editing
- Sharing of data/services to consultants, agencies, etc
- Requests for information/support
- Seiler Instruments GPS/GNSS seminar