

THE **PLANNING AND ZONING COMMISSION** OF THE CITY OF RAYMORE, MISSOURI, MET IN REGULAR SESSION **TUESDAY, MARCH 20, 2018**, IN THE COUNCIL CHAMBERS OF CITY HALL, 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI WITH THE FOLLOWING COMMISSION MEMBERS PRESENT: CHAIRMAN WILLIAM FAULKNER, KELLY FIZER, DON MEUSCHKE, MELODIE ARMSTRONG, CHARLES CRAIN, MATTHEW WIGGINS, MARIO URQUILLA, ERIC BOWIE AND MAYOR KRIS TURNBOW. ALSO PRESENT WERE COMMUNITY DEVELOPMENT DIRECTOR JIM CADORET, ASSOCIATE PLANNER DAVID GRESS, CITY ATTORNEY JONATHAN ZERR, AND ASSISTANT PUBLIC WORKS DIRECTOR GREG ROKUS.

1. **Call to Order** – Chairman Faulkner called the meeting to order at 7:00 p.m.
2. **Pledge of Allegiance**
3. **Roll Call** – Roll was taken and Chairman Faulkner declared a quorum present to conduct business.
4. **Personal Appearances** – None
5. **Consent Agenda**
  - a. **Acceptance of minutes of March 6, 2018 meeting.**

**Motion by Commissioner Meuschke, Seconded by Commissioner Wiggins to accept the consent agenda as submitted.**

**Vote on Motion:**

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

**Motion passed 7-0-1.**

**6. Old Business -**

**A. Case #17036 - 27th Amendment to the Unified Development Code**

**Motion by Commissioner Wiggins, Seconded by Commissioner Bowie to remove Case #17036 from the table and open the case for discussion.**

**Vote on Motion:**

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

**Motion passed 8-0-0.**

Associate Planner David Gress presented a brief staff report on the case. Staff has prepared a revised ordinance, incorporating several comments and suggestions offered by the Commission at its last meeting.

Mr. Gress commented that no changes were made to proposed definitions or the use table. Changes were made to the development standards proposed, including creating separate requirements for the A and RE zoning districts and for the RR, R-1A, R-1 and R-1.5 zoning districts.

In the A and RE zoning districts, the accessory dwelling unit (ADU) cannot exceed the square footage of the principal building. Reference is now made to the provision of utilities to the ADU and the requirement for a clearly marked and accessible connection. There are no exterior building design requirements for units in the A and RE zoning districts.

In the RR, R-1A, R-1 and R-1.5 zoning districts staff removed design requirements for the exterior of the ADU and added a requirement for utility connections to the ADU.

Commissioner Urquilla arrived at 7:08 p.m.

Mr. Gress ended the staff report by reviewing examples of small and large lot properties and how the proposed ordinance would apply to the lots.

Commissioner Wiggins identified a correction needed to Section 2b of the proposed code language.

Commissioner Urquilla asked why a four-foot sidewalk is required when a sidewalk up to a front door is not four feet wide.

Mr. Gress stated since the four feet in width best allows emergency personnel access to the ADU.

Commissioner Armstrong asked for clarification on size limits of an ADU in the A and RE districts.

Mr. Gress stated the ADU cannot exceed the size of the existing home in the A and RE districts.

Commissioner Urquilla asked if more than one accessory building is allowed on a lot.

Mr. Gress stated there can be more than one accessory building on a lot but not more than one ADU.

Mr. Urquilla asked for staff to provide clarification on the application process that will be utilized.

Mr. Gress stated the application packet can include detailed information on the different development standards that apply when an ADU is proposed, including the 8% maximum coverage requirement of accessory buildings on a lot.

Commissioner Armstrong asked on when the sizing requirement for utility connections will be determined.

Mr. Gress stated that determination would be made when the building permit application is submitted.

Commissioner Meuschke asked if the UDC contains a setback requirement for a sidewalk from a property line.

Mr. Gress stated there is no setback requirement for a driveway or sidewalk from a property line.

Chairman Faulkner asked if the marked and accessible connection requirement allows pavers or other impervious surfaces.

Mr. Gress stated pavers and similar materials are allowed.

Commissioner Armstrong asked why there is a 1,000 square foot limitation on an ADU in the RR, R1A, R-1 and R-1.5 residential districts.

Mr. Gress stated his research identified 1,000 square foot is a typical maximum size of ADU allowed. For smaller lots, the ADU size is really limited by the 8% maximum allowable coverage for accessory buildings.

Commissioner Armstrong asked why the code requires the front door to the ADU on the side or rear for attached units.

Mr. Gress stated the primary reason is to avoid the appearance of a duplex on a single-family lot. The entrance to the ADU should be subordinate to the primary entrance to the home.

**Motion by Commissioner Bowie, Seconded by Commissioner Urquilla to approve the staff proposed findings of fact and forward case #17036 to the City Council with a recommendation of approval subject to the condition of implementation of consistent language in 1b and 2b of the proposed ordinance.**

**Vote on Motion:**

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

**Motion passed 9-0-0.**

**7. New Business -**

**A. Commissioner Training**

**Motion by Chairman Faulkner, Seconded by Commissioner Meuschke to amend the agenda to move Commissioner Training to the end of the meeting to allow those Commission members who have previously participated in training to skip this training session.**

**Vote on Motion:**

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

**Motion passed 9-0-0.**

**8. City Council Report**

Mr. Zerr gave the City Council report for the March 12 Council meeting.

**9. Staff Report**

Community Development Director Jim Cadoret provided an overview of the upcoming cases to be considered by the Commission and on the 2018 National APA Planning Conference scheduled for April 21-24.

Public Works Assistant Director Greg Rokos provided an overview of the status of current City infrastructure projects.

**10. Public Comment**

None.

**11. Commission Member Comment**

Commissioner Armstrong asked for a status update on the 155th bridge project from Mr. Rokos.

Commissioner Urquilla thanked staff for its work on the revised ADU ordinance.

Commissioner Meuschke also thanked staff for its work.

Mayor Turnbow welcomed Commissioner Wiggins.

Commissioner Bowie commented on the improvements made to School Road south of the City.

Chairman Faulkner thanked staff for its support to the Commission.

**12. Commissioner Training**

City Attorney Jonathan Zerr provided training to members of the Planning and Zoning Commission.

**13. Adjournment**

**Motion by Commissioner Urquilla, Seconded by Commissioner Wiggins to adjourn the March 20, 2018 Planning and Zoning Commission meeting.**

**Vote on Motion:**

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

**Motion passed 5-0-0.**

The March 20, 2018 meeting adjourned at 8:39 p.m.

Respectfully submitted,

Jim Cadoret