

RAYMORE PLANNING AND ZONING COMMISSION AGENDA

Tuesday, April 17, 2018 - 7:00 p.m.

City Hall Council Chambers
100 Municipal Circle
Raymore, Missouri 64083

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Personal Appearances - None
5. Consent Agenda
 - a. Acceptance of Minutes from March 20, 2018 meeting
6. Old Business - None
7. New Business
 - a. Case #18008 - Annual Review of the Growth Management Plan (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, 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

City of Raymore, Missouri GROWTH MANAGEMENT PLAN



2018 ANNUAL REVIEW AND REPORT

*Raymore Together!...a community of active people,
quality places, and economic opportunity*

4.18.2017



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INTRODUCTION

Why complete an annual review?

The current Growth Management Plan (GMP) for the City of Raymore, Missouri was adopted by the Raymore Planning and Zoning Commission by Resolution 13-01 on March 19, 2013. An annual review process was approved as part of the GMP.

The Community Development Department is required to prepare an annual report by April 1st of each year. The annual report is required to contain the following items:

- An assessment of planning trends to determine if the plan is falling behind modern planning practices.
- An assessment of the future land use and transportation plan to determine if they are adequate to accommodate the future growth of the City.
- An assessment of progress toward implementing the goals, objectives, and action steps outlined in the plan.
- An assessment of the plan's ability to support the City Council vision and goals.
- An assessment of potential gaps in the plan.
- Updates on other plans adopted by the City.
- Other issues deemed relevant by the Community Development Director.
- Recommendations for action on the plan in the following 12-24 months.

Prior to consideration of the report the City shall make the report available for public review. A legal notice shall be posted at least fifteen days prior to the Commission meeting. Additionally, the report should be posted on the City website with a printed copy available for review in the City Clerk's Office.

The GMP Annual Report was posted on the City website on April 12, 2018 with a notification sent to anyone who receives a Notify Me alert for Planning and Zoning matters. On March 29, 2018 a legal notice was published in The Journal.

The Planning and Zoning Commission will hold a public hearing on the annual review and report on April 17, 2018. After holding the public hearing the Commission has authority to amend the plan as needed.

What will happen with the annual review results?

If any changes are made to the adopted GMP, staff shall complete the updates and distribute the updated plan to City Council members, City Department Heads, and any interested resident and post the new plan on the City website.

Assessment of Activity

An assessment of planning trends to determine if the plan is falling behind modern planning practices:

One of the recent national planning trends has been the study of changing demographics and a diversifying population, and the impacts those changes will have on a community. City staff has continued to take an active role in the KC Communities for All Ages initiative through participation in quarterly meetings of communities involved in the initiative. Additionally, the Planning and Zoning Commission recently adopted the City of Raymore Community for All Ages Master Plan.

Another recent trend is the expansion of housing opportunities for changing families. The introduction of accessory dwelling units in traditional single-family areas is gaining acceptance in many communities. Raymore allows accessory dwelling units in our agricultural and rural estate zoning districts. Further study of expanding the zoning districts that allow accessory dwelling units is included as a policy recommendation in the City of Raymore's Community for All Ages Master Plan. The Planning Commission, at its March 20, 2018 meeting, recommended approval of an ordinance that would allow accessory dwelling units on all single family residential lots, subject to certain size restrictions. City Council will consider the ordinance at its May 14, 2018 meeting.

Another recent trend is the importance of walkability and pedestrian safety in communities, which is reflected in the City's Pedestrian Master Plan, a component of the GMP. In 2017, staff submitted an application to be recognized as a Walk Friendly Community. The designation would provide valuable resources and feedback that would help City staff develop and program projects to increase pedestrian safety and connectivity. Staff awaits notification if the application for Bronze Certification as a Walk Friendly Community is approved.

Overall the plan remains current with modern planning practices.

An assessment of the future land use and transportation plan to determine if they are adequate to accommodate the future growth of the City:

With several of the No-Tax Increase General Obligation Bond issue projects under construction, or nearing completion, including several significant road projects and community facility improvements, the Planning and Zoning Commission will need to evaluate the need to update both the land use plan and transportation plan.

Staff has commenced work on an analysis of the City's existing land use and zoning inventory, which will be used to help evaluate the need to update the Future Land Use Plan

An assessment of progress toward implementing the goals, objectives and action steps outlined in the plan:

A number of work efforts have been completed in 2017 on implementing the goals, objectives and action steps outlined in the plan.

1. The Economic Development Team, established in 2016, continues to help further the five Economic Opportunity Goals of the GMP:

- Goal #1: Retain existing businesses and encourage expansion of existing businesses.**
- Goal #2: Develop a strong business development team**
- Goal #3: Develop a business/office park in Raymore**
- Goal #4: Focus incentive policies on creation of quality jobs**
- Goal #5: Attract new businesses to Raymore**

The economic development team consists of the City Manager, Community Development Director - Assistant to the City Manager, Economic Development Director, Public Works Director, Finance Director and the Mayor. Bi-weekly meetings of the team are held to coordinate and better communicate work efforts.

A major goal for the economic development team in 2016 and 2017 was the development of the Raymore Gateway project, located at the northeast corner of Highway 58 and Kentucky Road, a key entrance into the City. Work will continue in 2018 to bring this project to fruition.

The economic development team is working diligently to develop a TIF plan to help encourage development. The City is moving forward with a concept to realign Kentucky Road, and has worked hard to create conceptual development scenerios in order to make the area more accessible and desirable for development

The completion of the Raymore Marketplace, at the intersection of Highway 58 and Dean Avenue attracted 6 new businesses to Raymore, including 4 new restaurants and 2 retail tenants, thus increasing the economic and employment base of the community.

The team continues to market key sites throughout the City for both development and re-development.

Economic and Community Development staff continue to engage with existing businesses as part of the City's Business Retention and Expansion efforts to help better understand the strengths and weaknesses of the community in terms of economic development.

2. In support of **Quality Neighborhoods Goal #1: Ensure all property in the City is maintained to the highest degree possible**, the City completed the fifth annual review of the property maintenance code. Each year Code Enforcement personnel review the code to propose amendments that will help improve the property maintenance program.
3. The City Park Board and City Council continue to provide funding for park projects, supporting the implementation of **Quality Neighborhood Goal #5: Continue development of neighborhood parks**. There are a number of park projects that commenced in 2017. Plans for park improvements at T.B. Hanna Station propose the addition of a new playground and other park amenities in 2018. Plans were also approved in 2017 for Hawk Ridge Park that include a public amphitheater and walking trails, in addition to other improvements.
4. Implementation of **Community Connectivity Goal #1: Develop a common place for community gatherings** continues with the completion of Centerview in the municipal complex, which provides an indoor gathering space for community meetings, classes, activities and events. The City also reconfigured the traffic flow of Municipal Circle to one-way, which helps reinforce the idea of Municipal Complex as the 'city center' of Raymore. Construction of the Raymore Activity Center (RAC) also commenced in 2017, and is scheduled to be completed by the summer of 2018.
5. Expansion of the sidewalk and trail network keeps moving forward through the City's Sidewalk on Undeveloped Lot and Sidewalk Gap Programs. In 2017, the City installed more than 3,500 linear feet of new sidewalk. The Parks Department also made trail improvements at Memorial Park, better connecting the park, school and surrounding neighborhood, supporting **Community Connectivity Goal #3: Continue expansion of the City trail**

and sidewalk network

6. On an annual basis the Planning and Zoning Commission is asked to review previous non-residential development projects that have been approved as suggested in **Physical Development Goal #1**. The Commission completes this review to determine if there are any modifications that could have been done to enhance the quality of the project.
7. Implementation of **Quality Neighborhoods Goal #4: Maintain a safe and secure City**, continues with the efforts of the Police Department in supporting civic involvement programs such as Neighborhood Watch Programs, the Citizen's Police Academy and a reformatted National Night Out that is now held in conjunction with the Raymore Festival in the Park.

An assessment of the plan's ability to support the City Council vision and goals:

The City concluded its strategic planning effort in 2016, following a series of highly successful Community Conversations earlier in the year. In 2017, the City Council adopted the City's new Strategic Plan. Over the next several months, the Planning and Zoning Commission will need to closely review the strategic plan to determine what modifications need to be made to the Growth Management Plan to support the strategic plan. The City plans to hold a new round of Community Conversations in the fall of 2018.

An assessment of potential gaps in the plan:

Staff has not identified any potential gaps in the plan. Significant progress is being made on implementation of the 19 Goals contained in the plan. As long as progress continues on implementation of the identified goals and action steps, the plan remains current and relevant.

Many of the comments and suggestions made during the early strategic planning efforts, and communities for all ages process parallel the goals, objectives and action steps contained in the GMP. The common threads and messages of both plans support the continuing implementation of the GMP.

Updates on other plans adopted by the City:

The Planning and Zoning Commission, at its March 21, 2017 meeting, adopted the Communities for All Ages (CFAA) Master Plan. This plan includes goals and strategies

that will help guide the City of Raymore towards building a community that is friendly towards individuals of all ages and abilities.

Staff has continued to make progress on the goals and objectives of the plan, including the proposed expansion of accessory dwelling units in all single family residential districts. With several new park improvements scheduled in 2018, including Hawk Ridge Park and TB Hanna Station Park, staff is working closely with the Parks Department to ensure these facilities are designed to be accessible by residents of all ages and abilities. Parks and Recreation staff also implemented several programs and classes focused on keeping older adults active and engaged.

Staff has also commenced work on an inventory of existing land uses within the City, and an analysis on how our current inventory aligns with the Future Land Use Map contained within the GMP.

Other issues deemed relevant by the Community Development Director:

1. The Transportation Master Plan and associated street classification map were most recently updated in January of 2010. With voter approval of the No-Tax Increase General Obligation Bond several new road connections will be completed in accordance with the approved master plan. These road segments will likely spur additional development. The time is appropriate for the City to evaluate the Transportation Master Plan to ensure it meets the needs of the community.
2. The amount of prime leasable commercial space available in the City is limited. There are few existing spaces available for mid sized tenants looking to locate in Raymore. While the City does not desire to have a glut of commercial space available for rent, not having enough space to attract businesses is an equally concerning issue. The City needs to encourage the building of commercial spaces available for small to mid-sized tenants.
3. The changing demographics of the community will have a significant impact on Raymore. Participation in the Communities for All Ages initiative brings awareness to the issue. The City adopted a Communities for All Ages Master Plan, thus achieving Gold Level recognition. A committee will need to be formed in the near future to help track and evaluate the implementation of the goals and strategies included in the plan.

Recommendations for action on the plan in the following 12-24 months:

1. Incorporate goals and objectives identified in the new City Strategic Plan into the GMP.
2. Include an Existing Land Use Plan Map and update the undeveloped land use page in the GMP.
3. Update and revise the Future Land Use map in the GMP.
4. Update the Street Classification Map to reflect the changes to the realignment of Kentucky Road.

Future Work Products

1. *City Land Use Ratio:* After staff completes its work on the existing land use inventory, a work session will be held with the Planning and Zoning Commission to review the map and data. One of the goals of the the inventory is to use the data to help establish an appropriate land use ratio for the City, which will be incorporated into an update to the Future Land Use Map.
2. *Strategic Planning Update:* Staff commenced work in 2015 on a strategic planning update process, which concluded in early 2017, with the adoption of the City's new Strategic Plan. This plan is intended to help identify strategic priorities and goals, and guide decision making for the City of Raymore over the next several years.

Topics for consideration by the Planning and Zoning Commission

Staff recommended changes:

- Update the Future Land Use Map and Transportation Master Plan depending on the results of the Land Use Inventory Analysis. These updates will be presented for consideration at a future Commission meeting.

MONTHLY REPORT March 2018

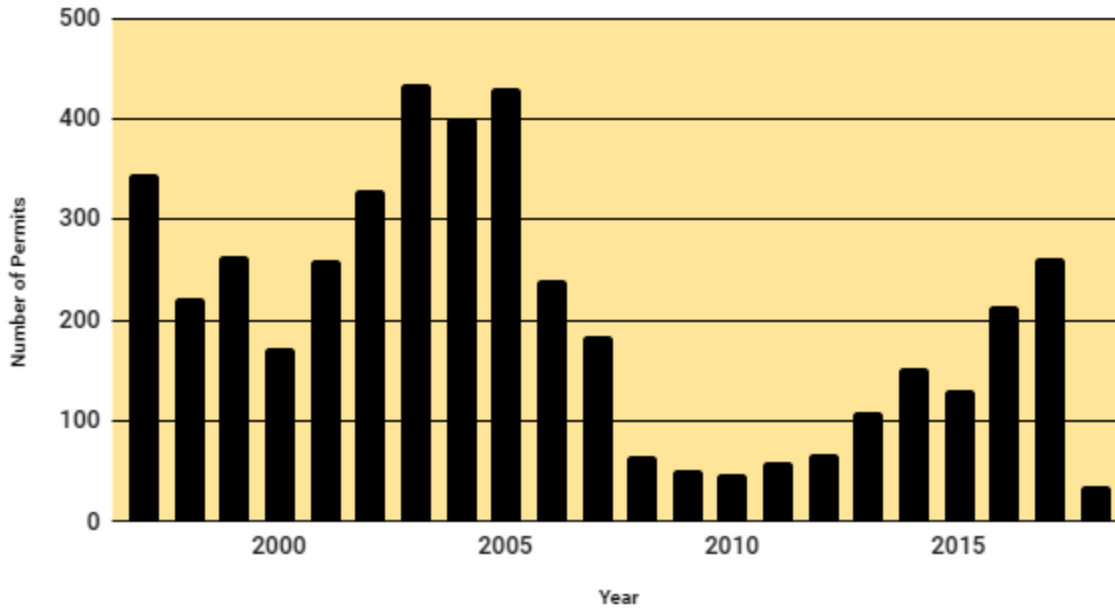
Building Permit Activity

Type of Permit	Mar 2018	2018 YTD	2017 YTD	2017 Total
Detached Single-Family Residential	9	19	51	202
Attached Single-Family Residential	16	16	10	60
Multi-Family Residential	0	0	0	20
Miscellaneous Residential (deck; roof)	38	91	86	480
Commercial - New, Additions, Alterations	0	5	6	34
Sign Permits	5	14	15	49
Inspections	Mar 2018	2018 YTD	2017 YTD	2017 Total
Total # of Inspections	405	1,492	1,703	7,141
Valuation	Mar 2018	2018 YTD	2017 YTD	2017 Total
Total Residential Permit Valuation	\$4,743,800	\$7,348,900	\$8,621,300	\$53,027,000
Total Commercial Permit Valuation	\$0.00	\$728,500	\$1,320,300	\$5,394,550

Additional Building Activity:

- Site work continues for the proposed Discover Vision Center building to be located at 1018 W. Foxwood Drive. Building construction is planned to start in Spring 2018.
- Construction work continues at the Recreation Activity Center in Recreation Park.
- Construction continues on 24 townhome units in the Timber Trails development, located south of Wal-Mart on the west side of Dean Avenue. 16 units have been completed.
- Tenant finish work continues on the Phone Medic store to be located at 1939 W. Foxwood Drive in the Raymore Marketplace.

Single Family Building Permits



Code Enforcement Activity

Code Activity	Mar 2018	2018 YTD	2017 YTD	2017 Total
Code Enforcement Cases Opened	7	63	120	471
<i>Notices Mailed</i>				
-Tall Grass/Weeds	0	0	5	152
- Inoperable Vehicles	2	11	34	76
- Junk/Trash/Debris in Yard	0	20	19	75
- Object placed in right-of-way	0	3	7	22
- Parking of vehicles in front yard	2	12	32	87
- Exterior home maintenance	3	12	23	44
- Other (trash at curb early; signs; etc)	0	5	0	15
Properties mowed by City Contractor	0	0	0	60
Abatement of violations (silt fence repaired; trees removed; stagnant pools emptied; debris removed)	0	0	0	7
Signs in right-of-way removed	104	139	149	359
Violations abated by Code Officer	6	20	22	94

Development Activity

Current Projects

- Edgewater at Creekmoor 6th Final Plat
- Westbrook at Creekmoor 14th Final Plat
- Brightside Daycare Site Plan
- Sunrise Commons Minor Plat (Brightside Daycare)

	As of Mar 31, 2018	As of Mar 31, 2017	As of Mar 31, 2016
Homes currently under construction	263	240	197
Total number of Undeveloped Lots Available (site ready for issuance of a permit for a new home)	377	551	741
Total number of dwelling units in City	8,251	8,015	7,815

Actions of Boards, Commission, and City Council

City Council

March 12, 2018

- Approved an extension to the expiration date of the North Cass Plaza Preliminary Plat to March 24, 2019.

March 26, 2018

- Meeting cancelled.

Planning and Zoning Commission

March 6, 2018

- Held public hearing on the 27th amendment to the Unified Development Code regarding accessory dwelling units. Case was tabled until the March 20 meeting.

March 20, 2018

- Recommended approval of the 27th amendment to the Unified Development Code.

Upcoming Meetings – April & May

April 3, 2018 Planning and Zoning Commission

- Meeting cancelled - election day.

April 9, 2018 City Council

- 1st reading - Contract to purchase aerial photography of Raymore from Mid-America Regional Council

April 17, 2018 Planning and Zoning Commission

- Annual review of the Growth Management Plan (public hearing)

April 23, 2018 City Council

- 2nd reading - Contract to purchase aerial photography of Raymore

May 1, 2018 Planning and Zoning Commission

- Sunrise Commons Minor Plat
- Brightside Daycare Site Plan

May 14, 2018 City Council

- 1st reading - 27th Amendment to the Unified Development Code (public hearing)
- 1st reading - Sunrise Commons Minor Plat
- 1st reading - Brightside Daycare Easement Vacation (public hearing)

May 15, 2018 Planning and Zoning Commission

- No applications currently filed

May 28, 2018 City Council

- 2nd reading - 27th Amendment to the Unified Development Code
- 2nd reading - Sunrise Commons Minor Plat
- 2nd reading - Brightside Daycare Easement Vacation

Department Activities

- Director Jim Cadoret and Associate Planner David Gress attended the quarterly Planner's Roundtable meeting hosted by the Mid-America Regional Council.
- GIS Coordinator Heather Eisenbarth attended the Local Update of Census Address Operation meeting held in Kansas City on preparation for the 2020 Census.
- Community Development Director Jim Cadoret met with representatives from the City of Smithville to discuss benefits of participation in the Communities for All Ages program.

- Community Development staff prepared revisions to the 27th amendment to the Unified Development Code.
- Community Development Director Jim Cadoret, Code Enforcement Officer Christian Neal, Police Chief Jan Zimmerman, Captain Jimmy Wilson and Community Mental Health Liaison Dawn Morris met to discuss the process of implementing the recently approved hoarding ordinance.
- Building Official Jon Woerner attended the 2018 spring conference of the Missouri Association of Code Administrators at Lake Ozark.
- Director Jim Cadoret and Associate Planner David Gress participated in the quarterly meeting of participating cities in the Community for All Ages program.
- Associate Planner David Gress participated in the Mid-America Regional Council Solid Waste Management Board meeting.
- Associate Planner David Gress attended the Cass County Non-Profits monthly meeting.

GIS Activities

- Update/improvement of feature datasets & apps
- Database maintenance
- Coordination of addressing
- Design of Landuse tracking application
- Receipt of LUCA materials for initial review
- Assistance with new server configuration
- Review/update of internal apps - Admin dept
- Annual Sidewalk gap/construction program maps, bid & notice list
- Geospatial data requests from architectural & engineering firms
- Support for internal business operations



When it comes to keeping zoning codes relevant and current to planning issues, remember that your staff are the professionals, and you are there to listen to their recommendations.

You and Your Staff

SO YOU HAVE BEEN APPOINTED TO A BOARD OR COMMISSION in your community, and now you have “staff.” Although you will undoubtedly have more intimate relationships—your spouse, children, and parents come to mind—the relationship you have with your staff is a unique one that needs to be built on trust and established practices.

The size and abilities of your staff will vary according to jurisdiction, from a one-person show involving the cemetery and street departments to a large professional staff dedicated to specific aspects of the planning and zoning world. What is realistic and fair to expect from them?

Staff responsibilities

Your staff is responsible for keeping the zoning code you use as a rule book

relevant and current to planning and development issues. It is up to the staff to suggest text amendments that will address new land uses, advancements in technology, and changes to standards like parking, signs, landscaping, and lighting that reflect new industry or professional standards. Your responsibility as a commissioner is to trust that your staff has researched the topic, discussed it with professional colleagues, and vetted

it with your law director. Sure, questions are appropriate about amendments, but remember, on this issue, your staff are the professionals, and you are there to listen to their recommendations.

Staff is also responsible for assembling the material that you will review prior to a meeting and getting it to you in a timely fashion. When reviewing cases for your consideration, staff will almost always prepare a report. The format and content of a staff report varies, based on the project and community standards. The commission has a right to expect concise, thorough staff reports that include a summary of the request, site history, relationship to adjoining properties, relationship to adopted plans, a summary of code consistency, and comments from other departments. Having recently seen jurisdictions where staff reports on simple

projects are exceeding 40 pages, I can say that staff cannot expect the commission to review this type of documentation when there are multiple cases on an agenda. The staff report should contain a combination of technical information and data to explain the subject case, but it should also be concise so that the board or commission member, as well as the public, can understand the content.

The million-dollar question is whether the staff should make a formal recommendation to “approve,” “approve with conditions,” or “deny” the request. Each community is different; some reports offer no clue as to how staff feels, while others include draft motions and specific conditions. Regardless of the position on recommendations, expectations of recommendations should be vetted, particularly when there is a change in staff.

Staff is also responsible for keeping the commission and meetings running smoothly and efficiently. That means making sure only complete applications are considered, managing housekeeping issues like agenda preparation, preparing meeting minutes, and obtaining appropriate member signatures on required documents. It also includes a periodic review of the commission or board bylaws, recommending updates when needed, and providing orientation for new members.

In addition, the staff should provide commission and board members with opportunities for training to facilitate how meetings are run, how motions are created, and what the current legal issues are. While this training may be an extra bonus in your community, ongoing training for both staff and commission is mandatory in some states and can be provided through local or national planning conferences, trained professionals, or online sessions.

Additionally, the staff’s role is to act as a gatekeeper and liaison for the commission or board. It is their responsibility to make sure that applications are complete and appropriate prior to placing it on an agenda. Staff is responsible for following up with the applicant in obtaining

additional information requested, or implementing conditions imposed by the commission or staff. They must also make sure that the required legal notifications are provided to the public in a timely fashion, and are there to answer public questions, limiting the opportunity for ex parte contact with the commission.

Working together

A commission may find that there is one member who always knows better than staff and will, at length, voice their experience and opinions. While the commission always maintains the right to question staff and offer opinions, what is not acceptable is for a commission member to dominate a discussion—or worse, belittle or abuse staff. Commission members who bully or verbally assault staff should not be tolerated by the balance of the commission, because it reflects poorly on the community, is embarrassing and uncomfortable to watch, and will end up with staff turnover, none of which are good.

The staff is there to advise the commission, and there are times when this may require them to guide the board or commission back to the request before them if discussions have strayed. It may also mean keeping discussions focused on the issue they have jurisdiction over and not overstepping their position and powers.

The commission or board and their staff are a team that must work together to effectively make decisions that will have significant impact on their communities. To do so requires trust and understanding by both parties to ensure that accurate information is disseminated, cases are properly considered, and appropriate decisions are made. As a board or commission member, your staff is your most valuable resource. Be sure to value and work with them appropriately. ■

—Anne McBride, FAICP

McBride is a principal and cofounder of the planning firm McBride Dale Clarion. She has also served for over 20 years on the Anderson Township Zoning Commission in Ohio and is the coauthor of the book *The Planning Commissioner’s Guide*.



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