

THE **PLANNING AND ZONING COMMISSION** OF THE CITY OF RAYMORE, MISSOURI, MET IN REGULAR SESSION **TUESDAY, JUNE 5, 2018**, IN THE COUNCIL CHAMBERS OF CITY HALL, 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI WITH THE FOLLOWING COMMISSION MEMBERS PRESENT: CHAIRMAN WILLIAM FAULKNER, KELLY FIZER, MARIO URQUILLA, MATTHEW WIGGINS, ERIC BOWIE (arrived 7:05 p.m.), MELODIE ARMSTRONG, AND CHARLES CRAIN. ABSENT WERE DON MEUSCHKE AND MAYOR KRIS TURNBOW. ALSO PRESENT WERE COMMUNITY DEVELOPMENT DIRECTOR JIM CADORET, ASSOCIATE PLANNER DAVID GRESS, ASSISTANT PUBLIC WORKS DIRECTOR GREG ROKUS AND CITY ATTORNEY JONATHAN ZERR.

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 May 15, 2018 meeting**
 - b. **Case # 18003 - Westbrook at Creekmoor Fourteenth Plat**

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

Vote on Motion:

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

Motion passed 6-0-0.

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

A. Annual Review of the Unified Development Code

Community Development Director Jim Cadoret presented the 2018 Annual Review of the Unified Development Code (UDC).

Commissioner Bowie arrived at 7:05 p.m.

Mr. Cadoret provided an item by item review of topics for consideration by the Commission as outlined below. He indicated that no actual vote on an amendment needs to occur but the Commission could authorize staff to prepare an amendment for a future public hearing.

1. *Addition of Crime Prevention Through Environmental Design (CEPTED) principles.*

Mr. Cadoret advised the Commission that providing the principles for public safety officials to utilize as part of site plan review would be helpful. If the Commission desires to pursue this, the actual principles would be provided in detail as a code amendment.

Commissioner Armstrong asked if the City was aware of any actual studies that indicated the design principles actually reduced crime.

Mr. Cadoret stated he believed there is data available that staff could present to the Commission.

2. Update to the Summary of Procedures table.

Mr. Cadoret stated staff would like to add right-of-way and easement vacation requests to the table that identifies the process for review and approval of the applications.

Chairman Faulkner stated he thought easement vacation language was already included in City Code.

Mr. Cadoret stated that is correct. This proposal would summarize the review process in this table in the UDC.

3. Revision to definition of Manufactured Home.

Mr. Cadoret stated staff would like to revise the definition of manufacture home to include that any home not constructed under the requirements of the International One and Two-Family Residential Code would be classified as a manufactured home. A manufactured home is only allowed within a manufactured home park unless the home also meets the requirements of a manufactured home-residential design.

Chairman Faulkner questioned whether the proposed structure of the definition is clear and asked the City Attorney for clarification.

City Attorney Jonathan Zerr clarified that the inclusion of the word "or" in the definition, though not shown between (a) and (b), can be applied there as well as between (b) and (c) and that is how the definition should be read.

Chairman Faulkner expressed concern that he felt the definition was not clearly written.

Mr. Cadoret explained that a home that meets any one of the three portions of the definition (a), (b) or (c) would then be classified as a manufactured home.

Commissioner Armstrong asked if a manufactured home on a permanent foundation would then be classified as a compliant single-family home.

Mr. Cadoret stated there are three classes of residential homes: manufactured home; manufactured home-residential design; and home built to comply with the International One and Two-Family Residential Code.

Commissioner Wiggins asked if the manufactured home requirements were specific to R-1 or R-2 or if it applies to acreage property.

Mr. Cadoret stated that a manufactured home is only allowed in a manufactured home park. A manufactured home-residential design is allowed anywhere a standard single-family home is allowed.

Commissioner Wiggins asked for clarification that even if someone has 100 acres, they cannot have a home built only out of containers.

Mr. Cadoret stated that is correct, that a container home is only allowed in a manufacture home park unless it complies with the One and Two-Family Residential Code.

4. Deletion of specifically listed insurance amounts for installation of public improvements.

Mr. Cadoret requested the deletion of the specific listing of amounts for insurance required by contractors working on public improvements projects. The actual insurance amounts are established by the City as part of the contract for installation and doesn't need to be included in the Code.

5. Revision to the minimum right-of-way width for cul-de-sacs.

Mr. Cadoret stated that the design of cul-de-sacs was recently changed to a tear-drop design, affecting the actual right-of-way that is needed. He suggested that the UDC refer to the Design Manual published by the City Public Works Department.

6. Removal of public improvement standards from UDC.

Mr. Cadoret stated the proposal is to remove design standards of public improvements currently contained in the UDC. These standards are contained in the City Design Manual.

Chairman Faulkner asked if Mr. Rokos was in agreement.

Assistant Public Works Director Greg Rokos indicated he was in agreement to the changes.

7. Removal of standard that new sidewalk be installed one-foot from the property line.

Mr. Cadoret stated that items 7 and 8 go together. The overall proposal is to increase the minimum width of sidewalks in residential areas to five feet. This increase would cause the sidewalk to be pushed adjacent to the property line rather than one foot from the property line.

Commissioner Bowie asked for clarification on the location of the sidewalk.

Mr. Cadoret indicated the distance between the curb and sidewalk remains unchanged. The extra one foot width of sidewalk would be added to the property line side of the sidewalk and would place the sidewalk on the property line. The sidewalk would remain 100% in the street right-of-way area.

8. Increase minimum width of sidewalks to five feet.

Mr. Cadoret stated this requirement would be applicable only in new subdivision phases. Existing phases under development would retain the four foot width requirement.

Chairman Faulkner stated this proposal adds 25% more concrete to a project and the builder may feel this adds an unnecessary cost to the home construction process.

Commissioner Wiggins commented he recently built a home in Raymore and the cost of this additional foot of sidewalk would be passed on to the buyer. With the City paying for sidewalk repair and installation in older neighborhoods he expressed concern on impact to the City budget.

Chairman Faulkner stated if this proposal is to move forward he would ask for more detail on why a wider sidewalk would be a benefit to the community.

Commissioner Armstrong asked that staff look at the impact of the increased impervious surface from the wider sidewalk.

9. Proposal to connect sidewalk on a cul-de-sac to adjacent sidewalk or trails.

Mr. Cadoret commented that staff is proposing that sidewalk connections be made from sidewalk on cul-de-sacs to sidewalks on adjacent streets or trails. He stated that many cul-de-sacs are isolated from the overall pedestrian network and in certain instances there would be benefit from having a sidewalk connection between residential lots to other sidewalk segments.

Chairman Faulkner stated he likes the proposal allowing the Planning and Zoning Commission to alter or waive the requirement under certain circumstances.

Commissioner Wiggins asked if there are crime statistics available in communities that allow this type of connection. He thought that requiring a sidewalk immediately adjacent to the side of a home could create opportunity for criminal activity.

Commissioner Urquilla added that in his subdivision there is no connection between the sidewalk along the Park Drive and Memorial Park or Raymore Elementary School. A pedestrian must walk around the block to access the park or school.

10. Proposal to increase street right-of-way when street trees are proposed.

Mr. Cadoret stated that when a developer proposes to incorporate street trees as an amenity that the street right-of-way would need to be increased to provide a minimum 8-foot wide area for the trees to be planted in.

11. Elimination of requirement of curb and gutter for all parking lots.

Mr. Cadoret stated that there are instances where storm water treatment features and BMP's are provided on a developed site and curb and gutter of the parking lot area could be eliminated.

Chairman Faulkner stated he thought curb and gutter delineated where vehicles could travel in the parking lot and keeps people off the grass areas.

Mr. Cadoret stated if no curb or gutter is provided, wheel stops are required.

Chairman Faulkner had concern with no curb or gutter on access drive areas. He asked if staff could research this area more.

Mr. Rokos stated he understands the concern and can work on a solution.

12. Reduction of threshold when right-turn lanes and tapers are required.

Mr. Cadoret stated the proposal is to change from 50 vehicles per hour down to 45 vehicles per hour as to when a right-turn lane is required. The Public Works Director recommends this change.

13. Clarification on driveway spacing requirements.

Mr. Cadoret indicated staff would like to incorporate a reference to the minimum intersection spacing requirements published by the American Public Works Association.

Mr. Cadoret ended the Annual Review of the UDC with a discussion on Universal Design Standards. Staff is proposing additional research into the inclusion of features of universal design into new home construction.

Chairman Faulkner commented that this topic is interesting and would like to know more, but proceed with caution.

8. City Council Report

Mr. Zerr indicated that the City Council has not met in regular session since his last report at the May 15, 2018 Planning and Zoning Commission meeting.

9. Staff Report

Community Development Director Jim Cadoret provided an overview of the upcoming cases to be considered by the Commission. The July 3rd meeting of the Commission can be cancelled.

Mr. Rokos provided an overview of the status of current City infrastructure projects.

Mr. Cadoret and Associate Planner David Gress provided an overview of their experience at the national Planning Conference recently held in New Orleans.

10. Public Comment

None.

11. Commission Member Comment

Commissioner Urquilla thanked staff for the research and information provided to the Commission.

Commissioner Fizer reminded the Commission members of the upcoming Summer Scene to be held on June 9 at T.B. Hanna Station.

Commissioner Wiggins thanked staff for its work.

Commissioner Armstrong thanked staff for its work.

Chairman Faulkner thanked staff for its work.

12. Adjournment

Motion by Commissioner Wiggins, Seconded by Commissioner Fizer to adjourn the June 5, 2018 Planning and Zoning Commission meeting.

Vote on Motion:

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

Motion passed 7-0-0.

The May 15, 2018 meeting adjourned at 8:20 p.m.

Respectfully submitted,

Jim Cadoret