

TENTATIVE AGENDA
RAYTOWN BOARD OF ALDERMEN
JUNE 4, 2019
REGULAR SESSION No. 4
RAYTOWN CITY HALL
10000 EAST 59TH STREET
RAYTOWN, MISSOURI 64133
7:00 P.M.

OPENING SESSION

Invocation/Pledge of Allegiance
Roll Call

LEGISLATIVE SESSION

OLD BUSINESS

1. Public Hearing: A public hearing to consider a final site plan for Somerset Village Apartments in Wilson View.
 - 1a. **SECOND READING: Bill No. 6503-19, Section XIII. AN ORDINANCE** APPROVING THE FINAL SITE PLAN OF SOMERSET VILLAGE APARTMENTS IN WILSON VIEW, A SUBDIVISION OF THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI. Point of Contact: Chris Gilbert, Planning & Zoning Coordinator.

STUDY SESSION

Petition Audit Process
Missouri State Auditor Office
Todd Schuler, Audit Manager and Rick Stuck, Senior Auditor

LEGISLATIVE SESSION
(Continued)

Public Comments

2. CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the Board of Aldermen and will be enacted by one motion without separate discussion or debate. The Mayor or a member of the Board of Aldermen may request that any item be removed from the consent agenda. If there is no objection by the remaining members of the board, such item will be removed from the consent agenda and considered separately. If there is an objection, the item may only be removed by a motion and vote of the board.

Approval of the Regular May 21, 2019 Board of Aldermen meeting minutes.

OLD BUSINESS
(Continued)

3. **SECOND READING: Amended Bill No. 6504-19, Section IV-C-1. AN ORDINANCE** ORDINANCE AMENDING CHAPTER 2, ARTICLE IV, DEPARTMENTS AND CHAPTER 26, ARTICLE I, GENERAL OF THE RAYTOWN MUNICIPAL CODE. Point of Contact: Teresa Henry, City Clerk.

NEW BUSINESS

4. **R-3211-19: A RESOLUTION** AUTHORIZING AND APPROVING AN AGREEMENT FOR INMATE SECURITY HOUSING SERVICES BY AND BETWEEN JOHNSON COUNTY MISSOURI SHERIFF'S OFFICE AND THE CITY OF RAYTOWN, MISSOURI IN AN AMOUNT NOT TO EXCEED \$14,500.00 FOR FISCAL YEAR 2018-2019. Point of Contact: Randy Hudspeth, Interim Police Chief.
5. **R-3212-19: A RESOLUTION** AUTHORIZING AND APPROVING THE EXPENDITURE OF FUNDS TO MISSOURI ORGANIC, WCA AND COMPOST CONNECTION FOR THE CITY OF RAYTOWN'S CLEAN-UP COUPON PROGRAM IN AN AMOUNT NOT TO EXCEED \$52,000.00 AND AMEND THE FISCAL YEAR 2018-2019. Point of Contact: Damon Hodges, City Administrator

Communication from the Mayor
Communication from the City Administrator
Committee Reports

ADJOURNMENT

CITY OF RAYTOWN
Request for Board Action

Date: May 29, 2019

Bill No. 6503-19

To: Mayor and Board of Aldermen

Section No.: XIII

From: Ray Haydaripoor, Director of Community Development

Department Head Approval: _____

Finance Director Approval: _____ (only if funding requested)

City Administrator Approval: _____



Action Requested: Requesting consideration and approval of a Final Site Plan for Somerset Village Apartments in Wilson View, a subdivision of the City of Raytown, Jackson County, Missouri.

Recommendation: The Planning & Zoning Commission voted (7-0) to recommend approval of the Site Plan.

Analysis: Curtis Peterson, on behalf of KM-TEH Realty, owners of the property located at 9611/13 E 60th Street, is requesting approval of the final site plan in order to replace the building that burnt down. The building that was destroyed contained 11 dwelling units and the proposed replacement building also contains 11 dwelling units. Somerset Village is a complex of 13 buildings that has 156 dwelling units. The complex is located on East 60th Street just west of Raytown Road. The building that was destroyed is located 9811 E. 60th Street and was destroyed by fire in February 2016.

Alternatives: Alternatives to the recommendation of the Planning & Zoning Commission would be to approve, conditionally approve or deny the final site plan application.

Budgetary Impact: This application does not require the City to provide any funding.

Not Applicable

Additional Reports Attached:

- Staff Report from October 4, 2018 Planning & Zoning Commission meeting
- Minutes from October 4, 2018 Planning & Zoning Commission meeting

AN ORDINANCE APPROVING THE FINAL SITE PLAN OF SOMERSET VILLAGE APARTMENTS IN WILSON VIEW, A SUBDIVISION OF THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI

WHEREAS Application PZ-2018-09, submitted by Curtis Petersen, on behalf of KM-TEH Realty, owners of the property located at 9611/13 E 60th Street, is requesting approval of a final site plan of Somerset Village in Wilson View, a subdivision of the City of Raytown, Jackson County, Missouri, and was referred to the Planning Commission; and

WHEREAS, the Planning Commission considered the application on October 4, 2018, and by a vote of 7 in favor and 0 against rendered a report to the Board of Aldermen recommending that the final site plan to be approved; and

WHEREAS, the Board of Aldermen considered the application on May 21, 2019 and June 4, 2019 and found and declared that the provisions hereinafter contained and enacted are in pursuance of and for the purpose of securing and promoting the public safety, health, and general welfare of persons in the City of Raytown and rendered a decision to approve the site plan.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:

SECTION 1 – APPROVAL OF SITE PLAN. That the Final Site Plan of Somerset Village in Wilson View, a subdivision in the City of Raytown, Jackson County, Missouri, a true and correct copy of which is attached hereto and incorporated herein as “**Exhibit A**”, is hereby to be approved.

SECTION 2 – CONDITIONS OF APPROVAL. That the Final Site Plan of Somerset Village in Wilson View be approved subject to the following conditions:

- 1- The Stormwater Treatment Facilities will be privately owned and maintained and will follow all requirements for installation and maintenance as specified in the plans prepared by Advanced Drainage System, Inc.
- 2- Professional Engineer stamp on the ADS Stretch Stormwater Detention sheets to be resubmitted with the construction plans.
- 3- Developer/owner will provide Special Inspector for installation of the underground detention basin.
- 4- The Storm Water Maintenance Agreement must be recorded with the Jackson County land records.

SECTION 3 – REPEAL OF ORDINANCES IN CONFLICT. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 4 – SEVERABILITY CLAUSE. The provisions of this ordinance are severable and if any provision hereof is declared invalid, unconstitutional or unenforceable, such determination shall not affect the validity of the remainder of this ordinance.

SECTION 5 – EFFECTIVE DATE. This ordinance shall be in full force and effect from and after the date of its passage and approval.

BILL NO. 6503-19

ORDINANCE NO. _____

SECTION NO. XIII

BE IT REMEMBERED that the above was read two times by heading only, **PASSED** and **ADOPTED** by a majority of the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Jackson County, Missouri, this 4th day of June, 2019.

Michael McDonough, Mayor

ATTEST:

Approved as to Form:

Teresa M. Henry, City Clerk

Jennifer M. Baird, City Attorney

BILL NO. 6503-19

ORDINANCE NO. _____

SECTION NO. XIII

EXHIBIT A

Final Site Plan for Somerset Village Apartments in Wilson View, a subdivision of the City of Raytown, Jackson County, Missouri



Staff Report

Community Development
Planning and Development Services

PZ 2018-09

To: City of Raytown Planning and Zoning Commission
From: Ray Haydaripoor, Community Development Director
Date: October 4, 2018
Re: Application for Site Plan

PLAT APPLICATION SUMMARY

Applicant: Curtis Peterson, Polsinelli
Project Contact: Somerset Village Apt.
Property Location: 9800 E 60th St
Request: For approval of a Site Plan

SITE DATA

WILSON VIEW---LOTS 8-19 & TH PT NE 1/4 NE 1/4 SEC 05-48-32 DAF: BEG MOST SW COR LOT 12 WILSON VIEW TH W 50' TO ELY RR ROW LI TH NLY ALG SD ELY RR LI 244' TH E 50' TO W LI WILSON VIEW TH SLY ALG W LI LOTS 11 & 12 SD WILSON VIEW TO POB (BEING PT OF FORMER RR ROW)

Land Use Data	
Surrounding Zoning	R-3
Surrounding Overlay	Central Business District
Surrounding Land Use	Residential
Designated Future Land Use	Multi - Family Residential
Ward(s)	Ward 1
Approximate Land Area	3.5 acres

ZONING AND CURRENT USES OF NEARBY PROPERTY

The following provides an overview of the zoning and existing land uses on properties surrounding the subject area:

	<u>ZONING</u>	<u>EXISTING LAND USES</u>
South:	NC	Neighborhood Commercial
North:	R-3	Single family homes
East:	NC	Neighborhood Commercial
West:	N	Conservation

Background Information:

Curtis Peterson, on behalf of KM-TEH Realty owners of the property located at 9611/13 E 60th Street is requesting approval of site plan in order to replace the building that burnt down. The building that was destroyed contained 11 dwelling units and proposed replacement building also contains 11 dwelling units. Somerset Village is a complex of 13 buildings that have 156 dwelling units. The complex is located on East 60th Street just west of Raytown Rd. The building that was destroyed is located 9811 E. 60th Street and was destroyed by fire in February 2016. The City does not have building permit information available, but sewer connection records indicate it was built in 1965 along with two other buildings on the cul-de-sac. The rest of the complex was built in the mid-seventies.



Exhibit 1

The owner of Somerset Village is requesting site plan approval to reconstruct the building that burned down. The building that was destroyed contained 11 dwelling units and the proposed replacement building also contains 11 dwelling units. Somerset Village is a complex of 13 buildings located on E 60th Street just west of Raytown Road. (Exhibit 1) The building at 9811 E. 60th Street (Exhibit 2) was destroyed in a fire in February 2016.



Exhibit 2

The City does not have records available that specify when the building was built, but sewer connection records indicate it was built in 1965 along with two other buildings at the end of the cul-de-sac (Exhibit 3).



Exhibit 3

The rest of the complex was probably built in the early to mid-seventies. (Exhibit 4)



Exhibit 4

The building that was destroyed by fire was built at a time when the zoning regulations were different than they are now and therefore it was a nonconforming structure when it was destroyed. Sec. 50-454 (a) states that any structure destroyed by 50% or more or its appraised value shall comply with the current zoning regulations.

In 2003 the City adopted the Central Business Design Elements which is an overlay zone and the new building is subject to its regulations. Under this overlay zone the applicant is required to submit a preliminary site plan for a recommendation of approval, conditional approval, or denial from the Planning Commission and the Board of Alderman may approve, conditionally approve or deny the preliminary site plan. If the Board of Alderman approves the preliminary site plan, it shall adopt an ordinance to that affect and a final site plan shall be submitted to the Planning Commission for approval.

The proposed building does not meet all the Central Business District Design Elements and the applicant is requesting alternatives be approved as part of the preliminary site plan. These items will be set out in detail later on in this Staff Report.

CENTRAL BUSINESS (CBD) DESIGN ELEMENTS

The purpose and intent of the CBD Design Elements taken from the Zoning Ordinance are as follows:

Design goals. The purpose of the CBD Design Elements is to enhance and create a traditional downtown core that forms a commercial and cultural center for the city by emphasizing appropriate and complimentary architectural, landscape and site design standards for new and redeveloped properties that:

- (1) Focus on building and landscaping.
 - a. Buildings and vegetation should be the predominant elements of the downtown area.
 - b. Signage and parking facilities should be less prominent.
- (2) Promote pedestrian activity and walkability throughout the Central Business District while also providing pedestrian connections with surrounding neighborhoods.
- (3) Create appropriate building scale and proportion throughout the Central Business District.
- (4) Create a unique identity as development and redevelopment occur within the Central Business District incorporating visually prominent and attractive features through building design and site design that individually and cumulatively create an appealing and attractive area.
- (5) Allow easy access to and from the area via multiple modes of transportation such as pedestrian, bicycle, public transportation and personal vehicle.

Also:

New development. All of the provisions of the CBD Design Elements shall be applicable to the construction of a new building or structure on a vacant site. The CBD Design Elements are set out in two sections as follows: Sec.50-399 Residential Site Design Standards and Sec. 50-400 Residential Building Design Standards. The Staff Report will address each of these standards and will note when the standards are not met and when an alternative will need to be approved.

Residential Site Design Standards

It should be pointed out that this building is one of a complex of 13 buildings and the design of the replacement building mirrors those of the existing buildings and attempts to reflect that design while trying to meet some of the CBD Design Elements. The following are design elements for residential development and redevelopment.

- (1) Front yard treatment.
 - a. Intent: To provide a feeling of separation between buildings and the public pedestrian realm so that front yards function as usable outdoor spaces.
 - b. Standards:
 1. Required:
 - (i) In new development and redevelopment front yards, including two side property lines and the street lines, shall include at least two of the following transitional elements. Any transitional element over two feet high must be 80 percent transparent.
 - A. Steps;
 - B. Low fences, no more than three feet high;
 - C. Trellises;
 - D. Site furnishings;
 - E. Low hedges, no more than three feet high;
 - F. Landscaped borders; and/or
 - G. Low walls, no more than two feet high, of decorative concrete, masonry or other similar material.

- (ii) Front yards shall include at least one of the following entrance elements between the sidewalk and the building:
 - A. Gateways;
 - B. Archways;
 - C. Canopy;
 - D. Arbor or trellis;
 - E. Variety of paving materials; or
 - F. Pedestrian lighting;
- (iii) Fencing shall be constructed of durable, weather-resistant and vandal resistant materials.

Staff Comments: The proposed design meets the required standards.

(2) Entries facing the street.

- a. Intent: To provide a clearly defined, welcoming, and safe entry for pedestrians to multifamily dwellings, from the sidewalk into the building.
- b. Standards:
 - 1. Required:
 - (i) Architectural elements shall be used to provide a clearly identifiable and defensible entry visible from the street.
 - (ii) Developments shall include at least two of the following architectural elements:
 - A. Recesses;
 - B. Balconies;
 - C. Articulated roof forms;
 - D. Front porches with a depth of at least eight feet;
 - E. Arches; and/or
 - F. Glass at sides and/or above entry doors.
 - (iii) Developments shall include at least one of the following site furnishings:
 - A. Trellis;
 - B. Awning
 - C. Canopy; or
 - D. Bench with a back
 - (iv) Pedestrian scale lighting and/or lighted bollards shall be provided.
 - (v) Primary building entries shall face the street. If the doorway does not face the street, a clearly marked and well-maintained path shall connect the entry to the sidewalk.

Staff Comments: The proposed building meets the required standards.

(3) Private outdoor space.

- a. Intent: To provide private outdoor spaces that encourages a sense of ownership by residents.
- b. Standards:
 - 1. Required: Apply defensible space and clear entryway principles for multi-family dwellings.

Defensible entry is an industry-specific term that addresses the ability of a person to anticipate a path of travel, its obstruction, and points of vulnerability before moving through the space.

Staff Comments: The proposed building meets the required standard.

(4) Site landscape areas.

- a. Intent: To reinforce the character of the downtown area and the surrounding natural environment through site landscaping.
- b. Standards:
 - 1. Required:
 - (i) All areas not devoted to landscape required by these CBD Design Elements, this chapter, parking regulations, structures or other site improvements shall be planted, or remain in existing native, non-invasive vegetation including drought-tolerant grass.
 - (ii) A minimum 20 percent of plant varieties shall provide year-round color, texture and/or other special interest.

Staff Comments: A landscape plan sheet was submitted with the rest of the plan therefore the proposed design project has met this standard.

(5) Location of parking facilities.

- a. Intent: To maintain a contiguous, active pedestrian street front along streets by locating parking facilities behind buildings.
- b. Standards:
 - 1. Required:
 - (i) Garages and covered parking structures shall be constructed of similar materials and have similar architectural character as the principle building(s) on the property.
 - (ii) New development and redevelopment. Parking facilities shall be located behind buildings. The board of alderman as part of the preliminary site plan may approve an alternative to this design standard.
 - (iii) Where an alternative to this design standard is approved and parking facilities are allowed to remain in front of or beside buildings, parking facilities shall provide a ten-foot wide planting areas between the parking lot and street right-of-way to include:
 - A. A year-round sight barrier;
 - B. Evergreen shrubs;
 - C. Evergreen ground cover; and
 - D. Shrub material maintained at a maximum height of three feet for visibility.
 - (iv) All parking facilities (new development and redevelopment) shall comply with the parking lot standards set forth in this chapter including, but not limited to interior landscape areas, wheel stops, plant material requirements, and number of stalls.
 - (v) The board of aldermen by ordinance must approve any gated parking facilities or gated portions as part of a preliminary site plan.

Staff Comments: The applicant has made considerable effort to increase parking spaces from what currently exists. Even though this is an improvement, but the proposed design, does not meet the requirement as stated in item (iii) above.

(6) Location of driveways.

- a. Intent: To maintain a contiguous, uninterrupted sidewalk by minimizing, consolidating and/or eliminating driveway access off primary pedestrian streets.
- b. Standards:
 - 1. Required:
 - (i) All vehicular driveways shall be located off side streets and alleys unless:

- A. The only means of access to the site is from a primary pedestrian street;
 - B. The development is located at the corner of two primary pedestrian streets;
 - C. The driveway is consolidated (shared) between adjacent developments; or
 - D. The property cannot otherwise be accessed from a side street, alley or shared drive.
- (ii) Where a driveway is allowed on primary pedestrian streets, driveway entrances shall:
 - A. Include an identifying feature, such as a trellis, monument, low wall/column or special landscape treatment; and
 - B. Sidewalk-paving materials/treatment shall be extended across the driveway entrance.
 - (iii) Adjacent developments shall consolidate (share) vehicular driveways where feasible regardless of the type of street on which the driveway is located.
 - (iv) Apply defensible space and clear entryway principles for pedestrian access from driveways and parking areas to the development.
 - (v) If used for identifying features in subsection (6)b.1(ii)A of this section, the combination of walls and shrubs/ground cover shall not exceed a maximum height of four feet, unless all of the following are provided:
 - A. Wall/landscape treatment does not create a safety hazard;
 - B. Any portion of a wall/landscape treatment that is above four feet in height is a minimum 75 percent transparent (i.e., see-through metal railing, trellis, or other similar treatment); and
 - C. Any portion of a wall/landscape treatment that is above four feet in height provides added visual interest, detail and character.

Staff Comments: The applicant is proposing reconstruction of existing driveway on the west side of the building. When the project is completely built, the temporary fencing will be removed and the driveway on the west side of the building will be reopened.

(7) Parking lot landscape.

- a. Intent: To reduce the visual impact of parking lots through landscape areas, trellises and/or other architectural features.
- b. Standards:
 - 1. Required:
 - (i) Parking lot landscape shall be used to reinforce pedestrian and vehicular circulation such as:
 - A. Parking lot entrances;
 - B. Ends of driving aisles; and
 - C. To define pedestrian connections through parking lots.
 - (ii) Low walls (minimum three-feet high) used to screen parking lots shall be made of decorative concrete, masonry or other similar material. Where walls and/or fences are provided, landscape-planting areas may be reduced to a minimum five feet and shall be located adjacent to the public right-of-way.
 - (iii) The combination of walls, fences and shrubs/ground cover shall not exceed a maximum height of four feet, unless all of the following are provided:
 - A. Wall/fence/landscape treatment does not create a safety hazard;
 - B. Portion of wall/fence/landscape treatment that is above four feet in height is a minimum 75 percent transparent (i.e., see-through metal railing, trellis, or other similar treatment); and

- C. Portion of wall/fence/landscape treatment that is above four feet in height provides added visual interest, detail and character suitable to the nature of the downtown area.
- (iv) For any wall or fence above six feet total height, the entire wall/fence façade shall comply with the building design standards set forth in the CBD Design Elements for ground level details, materials, color, etc.
- (v) A minimum five-foot wide landscape planting area shall be provided between parking lots and adjacent developments to include a year-round sight barrier and meeting the requirements for parking lot landscape proved in this chapter.

Staff Comments: A new parking area is being proposed, the submitted landscape plan either does not have adequate information or does not meet the CBD Design Element Standards. Area of concerns are items (ii), (iii), (iv), (v).

(8) Parking facility lighting.

- a. Intent: To provide way-finding lighting to define pedestrian areas and promote public safety.
- b. Standards:
 - 1. Required:
 - (i) Lighting located within parking facilities shall be between 15 and 20 feet in height except where the lighting is intended to be used for pedestrian purposes as indicated in subsection (8) b.2(i) of this section.
 - (ii) In addition to parking facility lighting, pedestrian scale lighting shall be a maximum 14 feet in height.
 - (iii) Pedestrian scale lighting and/or bollard lighting shall be used to further define pedestrian walkways, crosswalks, connections to public right-of-way and/or other pedestrian areas within or besides parking facilities.
 - (iv) All lighting (parking lot and pedestrian scale) shall be shielded from the sky and adjacent properties and structures, either through exterior shields or through optics within the fixture. No light projection should extend higher than horizontal from the light fixture.
 - (v) All lighting (parking facility and pedestrian scale) shall reinforce the character of the downtown area and should complement other light fixtures through color, style and/or other architectural features of adjacent developments.

Staff Comments: A new parking area is being proposed with new parking layout, but the plan lacks the necessary information, or the proposed design does not meet the requirements of Central Business District Design Elements.

(9) Courtyards, plazas and open space.

- a. Intent: To reinforce the pedestrian nature of the downtown area by creating usable open space for pedestrians.
- b. Standard:
 - 1. Required:
 - (i) Where provided, pedestrian spaces shall be visible and accessible to the public.
 - (ii) Plazas, courtyards, green spaces and other pedestrian areas shall include landscaping and pedestrian scale lighting.

Staff Comments: Open space as defined by the zoning ordinance means the lot area unoccupied by buildings, parking areas and driveways which is either landscaped or developed for recreational use

by the occupants of the premises. The required open space is 116,201 square feet and the complex provides 61,777 square feet. The proposed design does not meet the required standard.

Pedestrian connections.

- a. Intent: To create a network of linkages for pedestrians, including locating building entrances in closer proximity to sidewalks than in other areas of the city.
- b. Standards:
 1. Required:
 - (i) Clearly defined pedestrian connections shall be provided;
 - (ii) Between a public right-of-way and building entrances when buildings are not located directly adjacent to the sidewalk; and
 - (iii) Between parking lots and building entrances;
 - (iv) Pedestrian connections shall be separated from vehicular traffic in a combination of two or more of the following ways:
 - A. A six inch vertical curb, except where walkways cross vehicular travel lanes where sidewalk ramps are necessary;
 - B. A trellis, railing, bollard, special paving, low seat well and/or other architectural features;
 - C. A continuous landscape area that is a minimum six feet wide on at least one side of the walkway, except where walkways cross vehicular travel lanes; and/or
 - D. Where a walkway abuts a driving aisle within a parking area, a minimum six-foot wide landscape area shall be provided between the walkway and the driving aisle.
 - (v) Where walkways abut a public right-of-way, a minimum six-foot wide landscape area shall be provided between the walkway and the public right-of-way.
 - (vi) Pedestrian connections shall be reinforced with pedestrian scale lighting (maximum 14-inch height), bollard lighting, accent lighting or a combination thereof to aid in pedestrian's way-finding.
 - (vii) Pedestrian connections that cross driveways or other vehicular or bicycle access shall be marked by using continuous sidewalk material consisting of either brick, paver bricks, stone or concrete that is stamped and colored throughout.
 - (viii) Pedestrian connections shall:
 - A. Include clear sight lines to building entrances;
 - B. Be not less than five feet wide;
 - C. Connect to adjacent walkways; and
 - D. Be of the same color, texture and treatment as adjacent walkways.
 - (ix) Landscaping shall consist of drought-tolerant plantings such as evergreens, deciduous trees and shrubs, and decorative grasses. A minimum 20 percent of varieties shall provide year-round color, texture and/or other special interest. Shrubs shall be maintained at a maximum three-foot height for visibility.

Staff Comments: The landscape plans do not show the minimum requirement such as items (iv) and (v). There are no sidewalks on 60th Street, so it probably is not practical to require a sidewalk on this property. It should be pointed out, however, with the high density of this project the applicant should construct sidewalks on both sides of 60th Street and around the cul-de-sac as a future improvement.

Sec. 50-400. Residential Building Design Standards.

- (a) Bulk of buildings.

- (1) Intent: To reduce the apparent bulk of buildings by breaking them down into smaller components that is visually consistent with a pedestrian scale:
- (2) Standards; required:
 - a. Walls facing streets shall be modulated with bays and recesses at least eight feet wide and no more than 25 feet wide and at least three feet deep.
 - b. Modulation shall extend to the roof, except at balconies. The purpose is not to create a regular rigid solution but rather to break up the mass in creative ways.
- (b) Articulation and overall massing of buildings.
 - (1) Intent: To provide visual variety along the street.
 - (2) Standards:
 - a. Required:
 - 1. Buildings shall include articulation along the facades facing and visible from public rights-of-way. Flat blank walls are discouraged.
 - 2. Horizontal facades longer than 25 feet shall be articulated into smaller units, reminiscent of the residential scale of the neighborhood. At least two of the following methods shall be included:
 - (i) Distinctive roof forms;
 - (ii) Changes in materials;
 - (iii) Window patterns; and/or
 - (iv) Color differentiation
 - b. Encouraged: Additions or alterations to existing buildings with unique architectural interest should be made sensitively and in keeping with the buildings original architectural style.

Staff Comments: The proposed building is similar to the buildings that were built in the seventies rather than the original buildings that were built in the mid-sixties. The sixties buildings were flat facades with no articulation. The proposed building with the balconies and a variety of materials provide more interest than the original building, but still does not meet the Design Standards and the applicant is requesting approval of a design alternative.

- (c) Upper level step backs.
 - (1) Intent: To enhance views of the surrounding area and to increase sunlight penetration to the public sidewalk.
 - (2) Standards:
 - a. Required: Multi-story buildings shall include step backs a minimum of four feet deep above the second level. Step backs shall be provided at every two floors minimum.

Staff Comments: The proposed building plans does not show upper level step backs. Since this building is a part of a larger complex, providing upper level step backs would not be consistent with the rest of the complex and the applicant is requesting approval of a design alternative.

- (d) Addressing the corner.

Staff Comments: This standard is not applicable since the building is not on a corner location.

- (e) Pitched roof forms.
 - (1) Intent: To maintain and enhance the image and character of the Raytown CBD and its residential neighborhoods.
 - (2) Standards:
 - a. Required:

1. All structures shall incorporate pitched roof forms having slopes between 4:12 and 12:12, except that structures located in the town square neighborhood, may have a flat roof that shall include extended parapets and projecting cornices to create a prominent edge, when viewed against the sky from an adjoining street, parking area, public open space, or pedestrian connection.
2. Rooftop mounted equipment, vents and flues (other than chimneys) shall be screened so that they are not visible from ground level on neighboring properties.
 - (i) Rooftop mechanical equipment screens shall be required at a height that is as high or higher than the rooftop equipment being screened.
 - (ii) Screening shall be provided in a manner that is architecturally integral to the overall appearance of the building.
 - (iii) The use of parapet walls or specially designed rooftop penthouse enclosures is the preferred methods of screening for rooftop mechanical equipment.
 - (iv) Partition screens are generally less desirable for screening purposes. However, when using partition screens, the use, design, and material of the screen should blend with the building architecture and create massing hierarchy that projects the same high quality appearance as the building façade.
 - (v) The number of vents and flues shall be kept to a minimum and located in a manner to not be visible. On sloped roof structures, vents and flues shall be incorporated into architectural features or painted to blend with the roofing material.
 - (vi) The board of aldermen as part of the preliminary site plan may approve an alternative to this design standard, provided that in addition to the other criteria for approval of an alternative, the board of aldermen must also determine that one of the following exception criteria is valid.
 - A. A building is located at a higher elevation in relation to surrounding properties and it is demonstrated that rooftop equipment will not be visible.
 - B. A building is located in the middle of an industrial park and rooftop equipment is not visible from arterial roadways, residential properties, nor will it have a negative impact upon any sensitive areas or scenic views or vistas.
 - C. A building is sited in a manner where the location and setback of rooftop equipment from the building edge in relation to the elevation and visibility of surrounding properties is such that the equipment will not be visible from any distance and additional screening measures are not required.

Staff Comments: The proposed building does not have a pitched roof as required but has a flat roof similar to the other buildings in the complex. The applicant will need to demonstrate that the roof mounted equipment, vents, etc. will not be visible from the street or other adjacent properties. A roof top plan has not been submitted that shows the location of HVAC units, vents, etc. along with the height of these items and how they will be screened. The applicant is requesting approval of the flat roof as a design alternative.

(f) Materials/architectural details.

(1) Intent:

- a. To encourage creative expression through diversity of architectural style that enlivens the street.
- b. To ensure a standard of quality that will be easily maintained and cared for over time.

- c. To encourage the use of materials appropriate to residential development and details that reduce the bulk of larger buildings.
- (2) Standards:
 - a. Required:
 - 1. Facades facing a street shall be constructed of durable and maintainable materials. Materials that have texture, pattern and lend themselves to quality detailing include:
 - (i) Brick;
 - (ii) Stone;
 - (iii) Stucco (Dryvit or EIFS);
 - (iv) Marble;
 - (v) Ceramic;
 - (vi) The board of aldermen as part of the preliminary site plan may approve an alternative to this design standard.
 - 2. Architectural accents and projections on facades facing street and facades not facing a street may be constructed of durable and maintainable materials other than those listed in subsection (1) of this section such as:
 - (i) Wood;
 - (ii) Vinyl;
 - (iii) Masonite;

Staff Comments: The proposed building has brick and wood on all four sides which is consistent with the other 10 buildings in the complex but does not meet the required standard and the applicant is requesting approval of a design alternative.

- (g) Ground level details (when ground floor is commercial).

Staff Comments: This standard is not applicable to this project.

- (h) Concealing structured parking.

Staff Comments: This standard is not applicable to this project.

In addition to above design standards, the properties located in a High-Density Residential District.

Sec. 50-167- High Density Residential District (R-3). The purpose of this district is to provide quality apartment development in a higher density setting, while ensuring that livability, property values; open spaces, safety and the general welfare will be sustained.

(F) Lot Area per household. The minimum lot area shall be 2,500 square feet for each of the units in a triplex or fourplex dwelling building and 2,000 square feet for each apartment in an apartment building of five or more units.

Staff Comments: The R-3 District requires 2,000 square feet of lot area per dwelling unit in apartment buildings that have more than five dwelling units. Including the proposed building, the complex would have 156 apartments and would require a site of 312,000 square feet. The existing complex has 211,180 square feet which is 100,726 square feet less than the requirement. The proposed design does not meet the required standard.

(g) Size of dwelling. Every dwelling hereafter erected, constructed, reconstructed or altered in R-3 district shall have a minimum habitable floor area, excluding basements, open and screened porches and garages, of not less than 700 square feet for each multi-household dwelling unit.

Staff Comments: The proposed design meets the required standards.

STAFF RECOMMENDATION

This is a difficult analysis because the proposed building is in a larger complex and is not a stand-alone structure. The purpose of the CBD Design Elements is to upgrade the quality of development over a period of time as redevelopment occurs. At the same time, in this situation, the applicant desires to have the building be similar in design to the other buildings in the complex.

The proposed building does not meet many of the standards contained in the Central Business District Design Elements; the proposed project provides additional parking spaces, which is an increase of 66 off-street parking (site plan page L1); the lot area per household is 69% (site plan page L1) of the ordinance requirement; the propose minimum open space is only 31% (site plan page L1) compared to the required 55%; the entire development needs significant maintenance (painting of trim, replacing landscaping that has been removed around the buildings, repairing light poles and cleaning up the debris throughout the property).

Open space and parking spaces are two of the requirements that the proposed design does not meet the Central Business District Design Elements. Unfortunately, the two requirements are intertwined in a manner that one will affect the other. In the spirit of compromise staff does not have any objection to the proposed design regarding open spaces and parking spaces.

The Planning Commission may recommend approval, approval with conditions or denial. If the Planning Commission recommends approval, staff recommends the following conditions be required:

1. The Parking facility lighting preliminary site plans does not have adequate information for staff to make any recommendations or the proposed design does not meet the requirements of this section of Central Business District Design Elements.
2. The proposed design showing the existing plaza area on the east side of the proposed building will be eliminated, this is a requirement for "Courtyards, Plazas and open space" in the complex and a design alternative be approved to a usable space for the tenants.
3. That a design alternative be approved for the "Bulk of buildings" standards so that the proposed building is similar in design to the 10 other buildings in the complex.
4. That the "upper level step backs" not be required because they would appear much different than the rest of the buildings in the complex and a design alternative be approved.
5. That the flat roof be approved as a design alternative subject to proposed screening of the roof mounted equipment, vents, etc. The applicant shall submit a roof plan showing the location of all equipment, vents, etc. for review by City Staff and a design alternative be approved.
6. Per Public Works requirements, Civil Plans, Grading Plan, Sheet 1 of 2 – The proposed storm line extension and the proposed rip-rap is not upon Somerset's property but is on

the neighboring Jackson County Railroad right-of-way. These improvements must remain on Somerset Village Apt. property.

7. Per Public Works requirements, a storm drainage study will still need to be submitted for review by staff.
8. No building permit will be issued before the final engineered site plan submitted.
9. No Certificate of Occupancy will be issued until all requirements of this section have been met.
10. That the requirements of all the previous conditions be shown on revised drawings. The applicant shall submit five copies of the revised plans at full scale for review and approval by the Director of Community Development prior to the Final Site plan being submitted to the Planning Commission. Additional copies of the plans will be required for the Planning Commission.

**CITY OF RAYTOWN
PLANNING & ZONING COMMISSION**

AGENDA

**October 4, 2018
7:00 pm**

**Raytown City Hall
Board of Aldermen Chambers
10000 East 59th Street
Raytown, Missouri 64133**

1. Welcome by Chairperson

2. Call meeting to order and Roll Call

Wilson:	Absent	Emerson:	Present	Stock:	Present
Bettis:	Absent	Robinson:	Present	Cochran:	Present
Frazier:	Present	Dwight:	Present	Meyers:	Present

3. Approval of July 12, 2018 Meeting Minutes

- a) Revisions - None
- b) Motion to approve - Emerson
- c) Second - Robinson
- d) Additional Board Discussion – Two new Members: Tina Cochran and David Frazier
- e) Vote – Approve (7-0)

4. Old Business - None

5. New Business

A. Case No.: PZ-2018-07 (Amendment to Planned Development – Blue Ridge Villas Lot 6)

Applicant: Ivan Chiang, LIY Financial LLC

Reason: Requesting Approval for Change of Use in R-3 District

1. Introduction of Application by Chair (Stock)

Case No.: PZ-2018-07 (Amendment to Planned Development – Blue Ridge Villas Lot 6)

Applicant: Ivan Chiang, LIY Financial LLC

Reason: Requesting Approval for Change of Use in R-3 District

2. Explanation of any exparte' communication from Commission members regarding the application

N/A

3. Enter Additional Relevant City Exhibits into the Record:

- a. Staff report
- b. Final Plat

- c. Plat Application
- d. Plat Checklist
- e. Staff Review Letter & Applicant Responses
- f. City of Raytown Zoning Regulations, as amended
- g. City of Raytown Subdivision Regulations, as amended
- h. City of Raytown Comprehensive Plan
- i. Updated letter of Intent presented September 12, 2018

4. Introduction of Application by Staff

Mr. Haydaripoor introduces the case to the commission. The project amends the Plan Development located at 59th Street and Hunter Court. The applicants are asking to allow for ten bed facility on Lot 6.

5. Presentation of Application by Applicant

Want to change the use from 3 55+ Senior Townhomes into a ten bed Alzheimer Memory Care Facility for Senior 55+. Looking to allow Seniors to age in place, start in Independent Living, progress to Assisted Living and then, if needed, Memory Care Facility.

6. Additional Staff Comments and Recommendation

Willerth: Mr Chiang, you did get an opportunity to review the staff report dated October 4, 2018 and the one condition there for approval.

Chiang: yes, and talked with Mr. Haydaripoor. We did change ownership of the property to Fortune Homes.

Willerth: The staff recommendation is that the three diagonal parking spots that are difficult to back out of and the request is for 90 degree parking is on the west side of the building. Are you willing to go along or do you have an opinion?

Chiang: I am willing to go along because there is space for that, however we are making the loop a one way clockwise loop so when they come in it will be straight in. Also, we are designating the three spaces as employee parking

Haydaripoor: Correction on page 3 Item B there is a typo, instead of two parking spaces it should say three parking spaces.

7. Board Discussion

Stock: Green space is a concern

Chiang: to address this, the drainage area between lots 5 and 6 is being constructed as a green space area. We are putting a path around it so that the Seniors can walk to get exercise, as well as doing some planting of vegetables or flowers. Eliminated one townhouse, instead of doing nineteen, they are only doing eighteen, so that they can put in more parking and a patio area for the Alzheimer's Care.

Stock: Plenty of room for the fire trucks to get in.

Chiang: We did widen the street to 26 foot wide as per what the fire department wanted.

Emerson: This is an excellent project to take care of the Alzheimer's patients.

8. Board Decision to Approve, Conditionally Approve or Deny the Application

a. Motion - Emerson

b. Second - Meyers

c. Additional Board Discussion

Dwight: The update letter of intent, it went from eight to ten beds, what was the reason for this?

Chiang: It tied back to adequate parking for caregivers and the ratio of parking to beds. In our ideal model we usually have ten beds.

Dwight: So the building stayed the same?

Chiang: We expanded slightly to create two private suites (studio bedroom with its own bathroom)

d. Vote – Yes (7-0)

B. Case No.: PZ-2018-08 (6920 Elm Rezoning – HC to R-3)

Applicant: Antonio Mendez, Dharmonylife LLC

Reason: Requesting Approval to Rezone Property from HC District to R-3 District

1. Introduction of Application by Chair (Stock)

Case No.: PZ-2018-08 (6920 Elm Rezoning – HC to R-3)

Applicant: Antonio Mendez, Dharmonylife LLC

Reason: Requesting Approval to Rezone Property from HC District to R-3 District

2. Open Public Hearing

Gomez: Representing Mr. Mendez.

Correction – After comments from the city, we are adjusting the number of townhomes from six to five.

Stock: The land has been empty and it would be nice to have something in there.

Stoke: The last comprehensive plan that was done about sixteen years ago showed this as being residential. So it is going back to what was in the Comprehensive plan to start with.

Haydaripoor: clarification - The 350 Design Center is the responsibility of the property owner and not the cities responsibility to do the improvements in the right of way.

Frazier: Couple of concerns to address: Parking – sounds like it will be a back out onto Elm St set up. Elm St can get fairly busy down through there. Has there been any alternatives of parking looked into? Also, this lot sits on a hill, and they buildings will be high. Will there be any type of retaining walls or is it going to be graded down to street level?

Gomez: We asked for traffic studies and received no calls back. There has been minimal talk of how to do the grading work. With all the rain, we have not been able to do a study of the property. The plan is to build on the hill as the house currently sits.

Emerson: The back of the house should be facing the other houses and that should create some privacy.

Bettis: On the West property line, there is no indication of any fencing. Is there a fence running along the North and South property lines in the back? Will there be a fence on the west side too?

Gomez: there will be a fence there to connect all those running between the houses.

Frazier: Are there plans to have patios on the back of each house:

Gomez: Currently, the plan is to just have green space.

3. Explain Procedure for a Public Hearing and swear-in speakers

Antonio Mendez sworn in

4. Enter Additional Relevant City Exhibits into the Record:

- a. Staff report
- b. Current City Zoning Map
- c. Proposed Zoning Map
- d. Staff Review Letter & Applicant Responses
- e. Publication of Notice of Public Hearing in Daily Record Newspaper
- f. City of Raytown Zoning Ordinance, as amended
- g. City of Raytown Comprehensive Plan

4. Explanation of any exparte' communication from Commission members regarding the application

Wilson:

5. Introduction of Application by Staff

Antonio Mendez requesting the lot at 6920 Elm be rezoned from HC to R-3 to allow for a six unit townhome development, which would not be acceptable land use for Highway Commercial Zoning district. It should also be noted that this property is in the Highway 350 design corridor, which means it will have follow additional regulations that are intended to encourage high quality architecture, site planning, landscaping, signage, infrastructure planning and traffic flow.

6. Request for Public Comment

Munger: How are you going to upkeep this property? When the house currently there caught fire, it started her house on fire. It never gets mowed. There is always debris around the house which gets blown around the neighborhood. How long is it going to take to get the construction complete? Her privacy as there will be five potential families moving in.

Gomez: It will take between six and eight months. Currently there is a chain link fence between the properties that provides no privacy. We are proposing to have a wooden privacy fence put up. If it is used as a rental, there will be rules and regulations that will need to be followed and that will provide a certain level of control over the property. If it is not used as a rental, it will be sold.

Munger: There have been people coming in and out of the house. It is a safety hazard. She has called the police as suggested. Is there going to be some kind of construction fence to keep these people out?

Gomez: The house will be demolished. The construction crew will have their own safety procedures to put in place.

Meyers: It may be awhile before the house is demolished, but the contractor will keep the area as safe as possible. With the new construction, the parking has to be taken into account.

Jones: This is in her backyard and she is concerned about privacy after it's all built.

Stock: If they put up a privacy fence, will that help at all?

Jones: Maybe.

7. Additional Staff Comments and Recommendation

Haydaripoor: We have not heard if they agree with the staff recommendations.

Gomez: We agree with the staff recommendations.

8. Board Discussion

Haydaripoor: Parking, we have a couple of recommendations: #5 and #6 - public works has come concern and we have requested a revision of the plans.

Hanson: Plans are still preliminary. There has been no Engineering. They were told up front both streets need to be curbed, guttered and add a sidewalk. They show that, but it has not been physically laid out with slopes or elevations. We have notified them that the storm drainage plan needs to be done, collect and manage the run off, sanitary mains sewer extension will need to be done. The only sanitary sewer is along the road and to the north. We specify that each unit needs to be connected to the sewer individually, so we foresee a newer main extension up the back yards. We are not sold on the parking yet. We are still going to work with them of the parking lot and configuration.

Stock: This is in the staff recommendations.

Wilerth: Will you agree to meet the 14 conditions from the staff?

Mendez: Yes

Frazier: Mr. Hanson will you be requiring the easement on the back side that would only be on their property?

Hanson: Yes

Dwight: The concrete on the north side on the drawing

9. Close Public Hearing

Stock closed.

11. Board Decision to Approve, Conditionally Approve or Deny the Application

- a. Motion – Meyers approved with the 14 recommendations
- b. Second - Emerson
- c. Additional Board Discussion
- d. Vote – Yes (7-0)

C. Case No.: PZ-2018-09 (Somerset Village Site Plan)

Applicant: Curtis Peterson, Polsinelli (On behalf of Michael Fein, KM THE Realty LLC)

Reason: Site Plan Approval for Somerset Village Apartments

1. Introduction of Application by Chair (Stokes)

Case No.: PZ-2018-09 (Somerset Village Site Plan)

Applicant: Curtis Peterson, Polsinelli (On behalf of Michael Fein, KM THE Realty LLC)

Reason: Site Plan Approval for Somerset Village Apartments

2. Open Public Hearing

3. Explain Procedure for a Public Hearing and swear-in speakers

4. **Enter Additional Relevant City Exhibits into the Record:**

- h. Staff report
- i. Current City Zoning Map
- j. Proposed Zoning Map
- k. Staff Review Letter & Applicant Responses
- l. Publication of Notice of Public Hearing in Daily Record Newspaper
- m. City of Raytown Zoning Ordinance, as amended
- n. City of Raytown Comprehensive Plan
- p. Amendment to the staff recommendations

5. **Explanation of any exparte' communication from Commission members regarding the application**

Meyers: Yes, but it would not impact his decision.

6. **Introduction of Application by Staff**

Haydaripoor: Curtis Peterson is requesting approval of a Site Plan in order to replace a building that burnt down. The proposed replacement building also contains 11 units built in 1965.

7. **Request for Public Comment**

Peterson: Somerset has 13 buildings with 156 units. They lost one building in 2016 to fire.

Peterson: Two items that we want to put before you and ask for recommendations from the board, one is the preliminary site plan and two would be approval of a final plat. Proposal as a preliminary plan: First expand 60th Street by two feet and moving the curb so that it becomes 26 feet is the standard for the fire department. Second, Plans to vacate the right of way from the north curb line and then everything north of there would be private. Put in 51 new 90 degree parking stalls and there will no longer be parallel spaces and this doubles the amount of parking stalls along 60th Street. The water meters will be relocated to the north. Will also provide a utility easement on the plat. Add parking shown in dark gray on the west side. There will be a total of 66 new parking spaces with this development. Reinforce a drive for the fire department. Adding impervious surface to deal with storm water .

Three aspects of the Staff Report: Central Business District Site Design, the CBD Building Design Standards and a couple of elements in the R-3 regulations. CBD Site Design Standards – 4 items spoken to: 1) Location of the parking facilities 2) the parking lot landscaping 3) the parking facility lighting (2 poles) and 4) pedestrian scale lighting. CBD Building Design Standards – There are 11 units and one laundry unit in the three story building. Three elements that they are asking for support of are: 1) Building articulation and setbacks. 2) Flat roof compared to a pitched roof. 3) Materials – Brick veneer, textured siding and iron for railings on the balconies. Relevant R-3 regulations – tension of parking and open green space. Increased parking by 39% and reduced open space by 9%.

9. **Additional Staff Comments and Recommendation**

No additional comments.

9. **Board Discussion**

Meyers: In reviewing the compromise that has been accomplished and working through areas of concern where a lot of it hinged on safety (parking and fire). Very satisfied with the additional

parking that will alleviate the safety concern. The visual of the a/c unit on the roof was taken care of.

Dwight: White streak on the drawing, is it the sidewalk or curb?

Peterson: Yes, it represents the new roll curb.

Dwight: The only new sidewalks are centered around the new building?

Peterson: Yes.

Willerth: Did you get a chance to review the Staffs Revised Recommendation Report with the ten conditions?

Peterson: The applicant is supportive of all ten recommendations.

Dwight: Green space in the new area.

Peterson: This is a green Buffer with tree, shrubs and a bench.

10. Close Public Hearing

Closed.

11. Board Decision to Approve, Conditionally Approve or Deny the Application

- a. Motion – Frazier with staff recommendations to approve
- b. Second - Emerson
- c. Additional Board Discussion - none
- d. Vote – Yes (7-0)

D. Case No.: PZ-2018-10 (Somerset Village Plat)

Applicant: Curtis Peterson, Polsinelli (On behalf of Michael Fein, KM THE Realty LLC)

Reason: Plat Approval for Somerset Village Apartments

1. Introduction of Application by Chair (Stokes)

Case No.: PZ-2018-10 (Somerset Village Plat)

Applicant: Curtis Peterson, Polsinelli (On behalf of Michael Fein, KM THE Realty LLC)

Reason: Plat Approval for Somerset Village Apartments

2. Open Public Hearing

3. Explain Procedure for a Public Hearing and swear-in speakers

4. Enter Additional Relevant City Exhibits into the Record:

- o. Staff report
- p. Current City Zoning Map
- q. Proposed Zoning Map
- r. Staff Review Letter & Applicant Responses
- s. Publication of Notice of Public Hearing in Daily Record Newspaper
- t. City of Raytown Zoning Ordinance, as amended
- u. City of Raytown Comprehensive Plan
- v. Amended Staff Report

5. **Explanation of any exparte' communication from Commission members regarding the application**

None

6. **Introduction of Application by Staff**

Haydaripoor: Applicant requesting approval of a final plat in order to replace the building that burnt down. There are 19 lots though out the property. Staff was informed by Jackson County GIL that the only data they had before 1999 is notes in the system and the tax parcel does not have any notes. In researching the deeds, every time the property transfer hands, the legal description says lot 1 through 19. We have suggested that the applicant submit a final plat and go through the process and convert the three lots to one lot.

7. **Request for Public Comment**

Peterson: The applicant supports all four recommendations in the Amended Staff Report.

8. **Additional Staff Comments and Recommendation**

None

9. **Board Discussion**

None

10. **Close Public Hearing**

11. **Board Decision to Approve, Conditionally Approve or Deny the Application**

- a. Motion – Meyers approves with the four recommendations.
- b. Second - Frazier
- c. Additional Board Discussion - none
- d. Vote – Yes (7-0)

6. Other Business- None

8. Set Future Meeting Date - Thursday, November 1, 2018 at 7:00 PM

9. Adjourn

**MINUTES
DRAFT**

**TENTATIVE AGENDA
RAYTOWN BOARD OF ALDERMEN
MAY 21, 2019**

REGULAR SESSION NO. 3
RAYTOWN CITY HALL
10000 EAST 59TH STREET
RAYTOWN, MISSOURI 64133
7:00 P.M.

OPENING SESSION

Mayor Michael McDonough called the May 21, 2019 Board of Aldermen meeting to order at 7:03 p.m. and Rex Block of the Faiths of Raytown provided the invocation and led the pledge of allegiance.

Roll

Roll was called by Damon Hodges, City Administrator, and the attendance was as follows:

Present: Alderman Frank Hunt, Alderman Greg Walters, Alderman Jason Greene, Alderman Janet Emerson, Alderman Ryan Myers, Alderman Mary Jane Van Buskirk, Alderman Bonnaye Mims, Alderman Derek Ward

Absent: Alderman Jim Aziere, Alderman Bill Van Buskirk

Proclamations/Presentations

Mayor McDonough presented the following:

- A Proclamation recognizing Public Works Week
- A Proclamation recognizing EMS Week
- A Proclamation recognizing Autism Awareness

Alderman Bill Van Buskirk arrived during the presentation of Proclamations.

Public Comments

Brian Morris, 7304 Sterling Ave, spoke regarding Raytown Parks and the Parks/Storm Water Control sales tax.

Brent Hugh, 5916 Arlington, distributed a handout and spoke regarding his appointment to the Parks Board and the Parks/Storm Water Control sales tax.

Chris Rathbone, Parks Board Chair, 9313 E 69 Terrace, provided a statement regarding the Parks/Storm Water Control sales tax on behalf of the Raytown Parks Board.

Jenny Perkins, 8301 E 83 Street, spoke regarding the Parks/Storm Water Control sales tax.

Tony Jacob, Raytown Ward 2, spoke regarding past and current Board of Aldermen meeting agendas, conduct during meetings and City business.

Jan Hugh, 5916 Arlington, spoke regarding the Parks/Storm Water Control sales tax.

Communication from the Mayor

The Mayor spoke regarding Dorothy Hickman's 100th birthday.

Communication from the City Administrator

Damon Hodges, City Administrator, provided an update on the City's current projects and plans.

Committee Reports

Alderman Greene spoke regarding a volunteer street clean-up day on June 15, 2019.

Alderman Ward spoke regarding the recent Parks Board meeting.

Dave Turner, Parks and Recreation Director, spoke regarding the City's Arbor Day 2019 celebration.

Alderman Bill Van Buskirk spoke regarding the evening's Municipal Committee meeting and the June 22-23, 2019 Amateur Radio Club event.

STUDY SESSION

Sales Tax Oversight Committee Report Card
Missy Wilson, Assistant City Administrator

Missy Wilson presented the Sales Tax Oversight Committee's report card.

There was no discussion.

LEGISLATIVE SESSION

1. CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the Board of Aldermen and will be enacted by one motion without separate discussion or debate. The Mayor or a member of the Board of Aldermen may request that any item be removed from the consent agenda. If there is no objection by the remaining members of the board, such item will be removed from the consent agenda and considered separately. If there is an objection, the item may only be removed by a motion and vote of the board.

Approval of the Regular May 7, 2019 Board of Aldermen meeting minutes.

R-3210-19: A RESOLUTION AUTHORIZING AND APPROVING THE APPOINTMENT OF DANEEN THURMAN TO THE PLANNING & ZONING COMMISSION. Point of Contact: Teresa Henry, City Clerk

Alderman Mims, seconded by Alderman Emerson, made a motion to adopt. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Mims, Emerson, Bill Van Buskirk, Hunt, Ward, Greene, Walters, Mary Jane Van Buskirk, Myers

Nays: None

Absent: Alderman Aziere

Daneen Thurman spoke regarding her appointment.

Alderman Mims, seconded by Alderman Myers, made a motion to amend the agenda to move Bill No. 6505-19 to be item number 2 on the Regular Agenda. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Mims, Myers, Greene, Bill Van Buskirk, Hunt, Mary Jane Van Buskirk, Walters, Emerson, Ward

Nays: None

Absent: Alderman Aziere

REGULAR AGENDA

NEW BUSINESS

2. **FIRST READING: Bill No. 6505-19, Section III-A-9. AN ORDINANCE** AUTHORIZING AND APPROVING SUBMISSION AT THE SPECIAL ELECTION TO BE HELD NOVEMBER 5, 2019 TO THE QUALIFIED VOTERS OF THE CITY OF RAYTOWN, MISSOURI, THE QUESTION OF WHETHER THE CITY SHALL CONTINUE TO IMPOSE A SALES TAX IN THE AMOUNT OF ONE-EIGHTH (1/8) OF ONE PERCENT FOR THE PURPOSE OF FUNDING LOCAL PARKS/STORM WATER CONTROL WITHIN THE CITY FOR A TERM OF TEN (10) YEARS AND IMPOSING SUCH TAX IF APPROVED BY A MAJORITY OF THE QUALIFIED VOTERS VOTING THEREON. Point of Contact: Alderman Ryan Myers.

The ordinance was read by title only by Teresa Henry, City Clerk.

Alderman Mims, seconded by Alderman Ward, made a motion to suspend the rules and hold an immediate second reading.

The motion was discussed.

The motion was approved by a vote of 8-1-1.

Ayes: Aldermen Mims, Ward, Hunt, Greene, Myers, Emerson, Mary Jane Van Buskirk, Bill Van Buskirk

Nays: Alderman Walters

Absent: Alderman Aziere

The ordinance was read for a second time by title only by Teresa Henry, City Clerk.

Alderman Mims, seconded by Alderman Ward, made a motion to amend the ordinance to establish a renewal of the one-eighth (1/8) cent sales tax with a distribution of 75% for Parks and 25% for Storm Water Control and a sunset of five (5) years.

Discussion continued.

Alderman Mims' motion, seconded by Alderman Ward, was approved by a vote of 8-1-1.

Ayes: Aldermen Mims, Ward, Emerson, Hunt, Bill Van Buskirk, Greene, Myers, Mary Jane Van Buskirk

Nays: Alderman Walters

Absent: Alderman Aziere

Alderman Mims, seconded by Alderman Myers, made a motion to adopt the ordinance as amended. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Mims, Myers, Emerson, Walters, Mary Jane Van Buskirk, Greene, Hunt, Bill Van Buskirk, Ward

Nays: None

Absent: Alderman Aziere

Became Ordinance 5603-19

OLD BUSINESS

3. **SECOND READING: Bill No. 6502-19, Section XIII. AN ORDINANCE** DECLARING A NINE (9) MONTH MORATORIUM ON THE ACCEPTANCE, PROCESSING AND ISSUANCE OF BUSINESS LICENSE APPLICATIONS, BUILDING PERMITS, OCCUPANCY PERMITS, PACKAGE LIQUOR LICENSES AND DEVELOPMENT APPROVAL APPLICATIONS FOR LIQUOR STORES, SMOKE SHOPS, AND CONVENIENCE STORES AND SIMILAR USES WITHIN NEIGHBORHOOD COMMERCIAL ZONED DISTRICTS WITHIN THE CITY OF RAYTOWN. Point of Contact: Missy Wilson, Assistant City Administrator.

The ordinance was read by title only by Teresa Henry, City Clerk.

Missy Wilson, Assistant City Administrator, remained for any discussion.

The ordinance was discussed.

Alderman Myers, seconded by Alderman Greene, made a motion to adopt.

Discussion continued.

The motion was approved by a vote of 8-1-1.

Ayes: Aldermen Myers, Greene, Emerson, Walters, Mary Jane Van Buskirk, Hunt, Bill Van Buskirk, Mims

Nays: Alderman Ward

Absent: Alderman Aziere

Became Ordinance 5602-19

NEW BUSINESS CONTINUED

4. Public Hearing: A public hearing to consider a final site plan for Somerset Village Apartments in Wilson View.

- 3a. **FIRST READING: Bill No. 6503-19, Section XIII. AN ORDINANCE** APPROVING THE FINAL SITE PLAN OF SOMERSET VILLAGE APARTMENTS IN WILSON VIEW, A SUBDIVISION OF THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI. Point of Contact: Chris Gilbert, Planning & Zoning Coordinator.

Alderman Greene left the dais at 9:03 p.m.

The ordinance was read by title only by Teresa Henry, City Clerk.

Chris Gilbert, Planning & Zoning Coordinator presented the item.

Alderman Greene returned to the dais at 9:06 p.m.

Chris Gilbert, along with Mr. Peterson on behalf of the property owners, remained available for any discussion.

The ordinance was discussed.

Alderman Bill Van Buskirk, seconded by Alderman Mims, made a motion to continue to a date certain of June 4, 2019. The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Bill Van Buskirk, Mims, Mary Jane Van Buskirk, Greene, Myers, Emerson, Hunt, Walters, Ward

Nays: None

Absent: Alderman Aziere

5. **FIRST READING: Bill No. 6504-19, Section IV-C-1. AN ORDINANCE** AMENDING CHAPTER 2, ARTICLE IV, DEPARTMENTS AND CHAPTER 26, ARTICLE I, GENERAL OF THE RAYTOWN MUNICIPAL CODE. Point of Contact: Teresa Henry, City Clerk.

The ordinance was read by title only by Teresa Henry, City Clerk.

Teresa Henry, City Clerk, remained available for any discussion.

The ordinance was discussed.

Alderman Ward, seconded by Alderman Walters, made a motion to refer this ordinance to the Municipal Committee for further review during their next meeting.

Discussion continued.

The motion failed by a vote of 3-6-1.

Ayes: Aldermen Ward, Walters, Mary Jane Van Buskirk

Nays: Aldermen Mims, Greene, Myers, Hunt, Bill Van Buskirk, Emerson

Absent: Alderman Aziere

Alderman Bill Van Buskirk, seconded by Alderman Mims, made a motion to make two amendments to the ordinance:

Sec-2-355 (a) – add “with approval from the Mayor and Board of Aldermen.”

Sec. 26-20 (a) – keep “subject to review by the City Administrator.”

The motion was discussed.

Alderman Bill Van Buskirk, changed his amendment to only include:

Sec-2-355 (a) – add “with approval from the Mayor and Board of Aldermen.”

Discussion continued.

Alderman Mims amended her second to match Alderman Bill Van Buskirk’s amended motion.

Alderman Bill Van Buskirk’s motion, seconded by Alderman Mims, was approved by a vote of 9-0-1.

Ayes: Aldermen Bill Van Buskirk, Mims, Hunt, Ward, Greene, Emerson, Walters, Mary Jane Van Buskirk, Myers

Nays: None

Absent: Alderman Aziere

Alderman Mims, made a motion to amend the ordinance as follows:

Sec. 26-20 (a) – keep “subject to review by the City Administrator.”

The motion was discussed.

Alderman Myers seconded Alderman Mims’ motion.

Discussion continued.

Alderman Mims' motion, seconded by Alderman Myers, was approved by a vote of 7-0-1-2.

Ayes: Aldermen Mims, Myers, Greene, Mary Jane Van Buskirk, Hunt, Bill Van Buskirk, Janet Emerson

Nays: None

Absent: Alderman Aziere

Abstain: Aldermen Walters, Ward

6. **R-3209-19: A RESOLUTION** AUTHORIZING AND APPROVING THE PURCHASE OF MOBILE AND PORTABLE RADIOS AND ACCESSORIES FROM MOTOROLA SOLUTIONS, INCORPORATED OFF THE JOHNSON COUNTY, KANSAS RADIO AND ACCESSORIES CONTRACT IN AN AMOUNT NOT TO EXCEED \$44,928.00. Point of Contact: Randy Hudspeth, Interim Police Chief.

The resolution was read by title only by Teresa Henry, City Clerk.

Randy Hudspeth, Interim Police Chief, remained available for any discussion.

The resolution was discussed.

Alderman Myers, seconded by Alderman Emerson, made a motion to adopt.

Discussion continued.

The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Myers, Emerson, Greene, Bill Van Buskirk, Hunt, Mary Jane Van Buskirk, Mims, Walters, Ward

Nays: None

Absent: Alderman Aziere

Alderman Mims, seconded by Alderman Mary Jane Van Buskirk, made a motion to adjourn.

The motion was approved by a vote of 9-0-1.

Ayes: Aldermen Mims, Mary Jane Van Buskirk, Emerson, Ward, Hunt, Bill Van Buskirk, Walters, Greene, Myers

Nays: None

Absent: Alderman Aziere

ADJOURNMENT

The meeting adjourned at 9:50 p.m.

CITY OF RAYTOWN
Request for Board Action

Date: May 29, 2019
To: Mayor and Board of Aldermen
From: Teresa Henry, City Clerk

Amended Bill No. 6504-19
Section No.: IV-C-1

Action Requested: Approval of amendments to Chapter 2 and Chapter 26 of the Raytown Municipal Code.

A summary listing of the suggested amendments for consideration in Chapter 2, listed below by Article and Title for reference, are attached as Exhibit "A":

Chapter 2, Article IV – Departments
Chapter 26, Article I, General

Analysis: At the April 2, 2019 General Election, the citizens of the City of Raytown, voted to make the Chief of Police position an appointed position instead of an elected position (vote was 2725/1065).

It is necessary to amend the Raytown Municipal Code to reflect the changes necessary due to the results of the election.

During the May 21, 2019 Board of Aldermen meeting there were amendments made to the prepared Ordinance that have been reflected in the copy before you at this time.

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE IV, DEPARTMENTS AND CHAPTER 26, ARTICLE I, GENERAL OF THE RAYTOWN MUNICIPAL CODE

WHEREAS, it has been determined that amendments to Chapters 2 and 26 are needed to be consistent with the day-to-day operations and to comply with the results of the Municipal Election held in the City of Raytown, Missouri on April 2, 2019.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:

SECTION 1 – AMENDMENT OF CHAPTER 2, ARTICLE IV, DEPARTMENTS. That Chapter 2 of the Raytown Municipal Code is hereby amended to read as attached hereto in Exhibit “A”:

SECTION 2 – AMENDMENT OF CHAPTER 26, ARTICLE I, GENERAL. That Chapter 26 of the Raytown Municipal Code is hereby amended to read as attached hereto in Exhibit “A”:

SECTION 3 – REPEAL OF ORDINANCES IN CONFLICT. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 4 – SEVERABILITY CLAUSE. The provisions of this ordinance are severable and if any provision hereof is declared invalid, unconstitutional or unenforceable, such determination shall not affect the validity of the remainder of this ordinance.

SECTION 4 – EFFECTIVE DATE. This ordinance shall be in full force and effect from and after the date of its passage and approval.

BE IT REMEMBERED that the above was read two times by heading only, **PASSED** and **ADOPTED** by a majority of the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Jackson County, Missouri, this 4th day of June, 2019.

Michael McDonough, Mayor

ATTEST:

Approved as to Form

Teresa M. Henry, City Clerk

Jennifer M. Baird

Sec.2-339-2-~~364~~ 354. -Reserved

Chapter 2, Article IV.-DEPARTMENTS

DIVISION 4. – POLICE DEPARTMENT

Sec-2-355.-Appointment of chief of police; management and control.

- (a) *Appointment of chief of police.* The city administrator shall appoint the chief of police of the police department as is provided for in section 2-130 of this Code with approval from the Mayor and Board of Aldermen.
- (b) *Management and control.* The department shall be under the supervision of the chief of police. He shall be responsible to the city administrator for the efficient operation of the police department.

DIVISION 4 5. – PUBLIC WORKS DEPARTMENT

Chapter 26 - LAW ENFORCEMENT

ARTICLE I. - IN GENERAL

Sec. 26-19.- Establishment of department.

In accordance with the provisions of RSMo 85.620, there shall be and is hereby established the city police department.

~~Sec. 26-20- Compensation of chief of police.~~

~~The office of chief of police shall be compensated at the rate fixed and established by ordinance.~~

Sec. 26-2~~10~~- Administrative officer of police department.

- (a) *Designation.* Recognizing the need for adequate supervision of the police department, the chief of police shall act as administrative officer of said police department subject to review by the city administrator. ~~and approval by the board of aldermen.~~
- (b) *Duties, authority.*
 - (1) *Management and control.* The general management and control of the police department is vested in the chief of police, who shall be responsible for the government, efficiency, discipline and general good conduct of said department. He shall be responsible for the training, assignment and reassignment of all police personnel.
 - (2) *Duty to preserve peace.* It shall be the duty of the chief of police to cause the public peace to be preserved and enforce all laws and ordinances of the city of which the police department must take cognizance; and whenever any violation thereof shall come to his knowledge, he shall cause the requisite complaint to be made and procure the evidence for successful prosecution of the offender or offenders.

- (3) *Members, suspension and removal.* The chief of police shall have the authority to take all appropriate disciplinary action with regard to the employees of the department, subject to the rights granted employees in the City of Raytown Personnel Manual.
- (4) *Appointments and promotions.* The chief of police shall make all appointments in the department in accordance with the rules and regulations governing departmental employees and as provided in the City of Raytown Personnel Manual.
- (5) *Departmental property.* The chief of police shall have the custody, control and responsibility for machines, tools, implements, vehicles, apparatus or equipment of every kind necessary for use in the department and all public property pertaining to and connected therewith and belonging thereto as provided in the City of Raytown Personnel Manual.
- (6) *Absence or disability.* In the case of absence of the chief of police from the city or in case of his inability to act, then such person as shall be named acting chief of police shall perform all the duties of the chief of police. An acting chief of police shall be particularly careful to carry out all the orders and directives of the chief of police, previously given. Such orders shall not, except in cases of extreme emergency, be countermanded or set aside and, when such action is taken, he shall report in writing to the chief of police his reasons in each instance.
- (7) *Discharge of probationers.* Probationary employees in the police department may be discharged by the chief of police at any time during their probationary period when they fail to meet departmental requirements, as provided in the City of Raytown Personnel Manual.
- (8) *Annual report.* The chief of police shall file an annual report of all activities of the police department with the mayor and board of aldermen on or before such annual date as may be designated by the board of aldermen.
- (9) *Chain of command.* The chain of command from ~~the mayor and board of aldermen to~~ the city administrator to chief of police and down the line of authority shall be preserved in order to maintain principles of good administration. Ranks shall not be bypassed.
- (10) *Civilian auxiliary.* The chief of police is authorized to establish a civilian auxiliary within the police department, composed of civilian volunteers, to provide clerical and administrative assistance to said department, all in accordance with the attached proposal which is by this reference made a part hereof.

Sec. 26-2~~2~~1 - Authority of chief of police to provide assistance to other authorities upon request.

In the event of a natural disaster, acts of God, riot, or public disturbance, or other emergency, the chief of police, upon request for assistance by the appropriate authorities of other counties or municipalities of the state, is hereby authorized and approved to provide assistance to such county or municipality as is necessary to protect and promote the health, safety and welfare of the citizens of the city.

Sec. 26-232. - Applicants for employment to pass standard qualifications and testing, be recommended for appointment.

All applicants for employment by the police department shall first meet and pass the standard qualifications and testing prescribed for such applicants, and shall be recommended for appointment by the chief of police.

Sec. 26-243. - Participation in certain employee organizations by supervisory personnel prohibited.

Supervisory personnel of the police department, including persons holding the rank of sergeant or higher, are prohibited from holding office in or being a member of any union or employee organization that admits to membership the employees they are required to supervise.

Secs. 26-254—26-51. - Reserved.

ARTICLE III. - POLICE PENSION PLAN

Sec. 26-52. - Establishment, purpose of fund.

The policemen's retirement fund is hereby established by the city, such fund to provide for the retirement of the salaried members of the organized police force of the city, and to provide benefits for the widows, children, or designated beneficiaries of deceased employees of the police department, as provided herein; provided, however, that the rights of any person now on retirement or eligible for any retirement plan under the laws of the state shall not be changed by this article, nor shall the liability of the pension fund to any such.

Sec. 26-53. - Designation of fund.

The fund created in section 26-52 shall be designated and known as "The Policemen's Retirement Fund

Sec. 26-54. - Terms and conditions.

The Policemen's Retirement Fund shall have the terms and conditions as set forth in the pension plan document, including those provisions regarding definitions, eligibility, retirement, termination, disability, and death benefits, benefit limitations, funding, governance, administration, amendment, and effective date, which pension plan document is attached to the ordinance from which this article is derived, incorporated herein, and by this reference made a part of this article.

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE III, OFFICERS AND EMPLOYEES; ARTICLE IV, DEPARTMENTS, ARTICLE VI, MEETINGS AND ARTICLE VII, PUBLIC RECORDS

WHEREAS, it has been determined that amendments to Chapters 2 are needed to be consistent with the day-to-day operations of the City of Raytown.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:

SECTION 1 – AMENDMENT OF CHAPTER 2 ARTICLE III, OFFICERS AND EMPLOYEES; ARTICLE IV, DEPARTMENTS, ARTICLE VI, MEETINGS AND ARTICLE VII, PUBLIC RECORDS. That Chapter 2 of the Raytown Municipal Code is hereby amended to read as attached hereto in Exhibit "A":

SECTION 2 – REPEAL OF ORDINANCES IN CONFLICT. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 3 – SEVERABILITY CLAUSE. The provisions of this ordinance are severable and if any provision hereof is declared invalid, unconstitutional or unenforceable, such determination shall not affect the validity of the remainder of this ordinance.

SECTION 4 – EFFECTIVE DATE. This ordinance shall be in full force and effect from and after the date of its passage and approval.

BE IT REMEMBERED that the above was read two times by heading only, **PASSED** and **APPROVED** by a majority of the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Jackson County, Missouri, this 20th day of November, 2018.



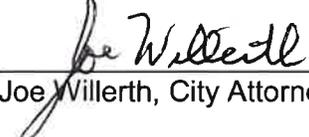
Michael McDonough, Mayor

ATTEST:

Approved as to Form



Teresa Henry, City Clerk



Joe Willerth, City Attorney

“EXHIBIT A”

ARTICLE III. - OFFICERS AND EMPLOYEES³

Footnotes:

--- (3) ---

State Law reference— Officers generally, RSMo 77.370 et seq.; appointive officers, RSMo 79.230; salaries of officers to be fixed by ordinance, RSMo 79.290; removal of officers from office, RSMo 79.240; filling vacancies in certain municipal offices, RSMo 79.280; officer's oath of office, RSMo 79.260; penalties for misdemeanor in office, RSMo 79.360; officers to be voters and residents, exceptions, RSMo 79.250; property qualifications of officers prohibited, RSMo 71.150.

DIVISION 1. - GENERALLY

Sec. 2-105. - Adoption of personnel manual.

The city has compiled and adopted a city personnel policy manual, a copy of which is available in the office of the city clerk. The personnel manual may be amended from time to time and such amendment of the personnel manual shall be approved by a $\frac{3}{4}$ vote of the entire elected board.

(Ord. No. 5576-17, § 1, 6-20-2017)

Sec. 2-106. - Residency.

Applicants for positions in the municipal service except as otherwise provided by law, are not required to be residents of the city, but they are encouraged to become residents upon assuming municipal service.

(Code 1969, § 14-10; Ord. No. 2341-81, § 6, 1-5-1982; Ord. No. 4267-97, § 1, 5-6-1997)

Secs. 2-107—2-123. - Reserved.

DIVISION 2A. - CITY ADMINISTRATOR

Sec. 2-124. - Office of city administrator established.

There is hereby created and established the office of city administrator for the city.

(Code 1969, § 2-150; Ord. No. 4014-94, § 1, 7-19-1994)

Sec. 2-125. - Appointment and tenure.

A qualified person shall be appointed city administrator for the city by the mayor. Such appointment shall be approved by a majority of the board of aldermen. The person so appointed shall serve at the pleasure of the board, ~~for an indefinite term~~. The person appointed to the office of city administrator shall become a resident of and reside within the city limits within six months of appointment. The residency requirement may be waived by a majority vote of the board of aldermen.

(Code 1969, § 2-151; Ord. No. 4014-94, § 1, 7-19-1994; Ord. No. 5558-16, § 1, 11-1-2016)

Sec. 2-126. - Qualifications.

The person appointed to the office of city administrator shall be at least 25 years of age; and shall be a graduate of an accredited university or college, majoring in public or municipal administration or shall have the equivalent qualifications and experience in financial, administration and/or public relations fields.

(Code 1969, § 2-152; Ord. No. 4014-94, § 1, 7-19-1994; Ord. No. 5558-16, § 1, 11-1-2016)

Sec. 2-127. - Bond.

The city administrator, before entering upon the duties of his office, shall file with the city a bond in the amount of \$50,000.00; such bond shall be approved by the board of aldermen and such bond shall insure the city for the faithful and honest performance of the duties of the city and for rendering a full and proper account to the city for funds and property which shall come into the possession or control of the city administrator. The cost of such bond shall be paid by the city; however, should the city administrator be covered by a blanket bond to the same extent, such individual bond shall not be required.

(Code 1969, § 2-153; Ord. No. 4014-94, § 1, 7-19-1994)

Sec. 2-128. - Compensation.

The city administrator shall receive such compensation as may be determined from time to time by the board of aldermen and such compensation shall be payable semi-monthly.

(Code 1969, § 2-154; Ord. No. 4014-94, § 1, 7-19-1994)

Sec. 2-129. - Removal of city administrator.

The city administrator shall serve at the pleasure of the board of aldermen. The mayor, with the consent of a majority of the board of aldermen, may remove the city administrator from office at will, and such city administrator may also be removed by a two-thirds vote of the board of aldermen independently of the mayor's approval or disapproval.

(Code 1969, § 2-155; Ord. No. 4014-94, § 1, 7-19-1994)

Sec. 2-130. - Duties.

- (a) *Administrative office.* The city administrator shall be the chief administrative ~~assistant to the mayor~~ ~~and such shall be the administrative officer~~ of the city government. Except as otherwise specified by ordinance or by the law of the state, the city administrator shall coordinate and generally supervise the operation of all departments of the city.
- (b) *Purchasing.* The city administrator shall have purchasing authority as provided in the purchasing policy approved by the board of aldermen and on file in the office of the city clerk.
- (c) *Budget.* The city administrator shall be the budget officer of the city, in accordance with state law, and shall assemble estimates of the financial needs and resources of the city for each ensuing year and shall prepare a program of activities within the financial power of the city, embodying in it a budget document with proper supporting schedules and an analysis to be proposed to the mayor and board of aldermen for their final approval.
- (d) *Financial reports.* The city administrator shall make monthly reports to the mayor and board of aldermen relative to the financial condition of the city. Such reports shall show the financial condition of the city in relation to the budget.
- (e) *Annual report.* The city administrator shall prepare and present to the mayor and board of aldermen an annual report of the city's affairs, including in such report a summary of reports of department heads and such other reports as the mayor and board of aldermen may require.

- (f) *Personnel system.* The city administrator shall act as the personnel officer of the city and shall recommend an appropriate position classification system and pay plan to the mayor and board of aldermen. The city administrator, after consultation with department heads, shall approve advancements and appropriate pay increases within the approved pay plans and position classification system. The city administrator shall have the power to appoint and remove (in accordance with personnel system regulations approved by the board of aldermen) all subordinate employees of the city. The city administrator shall make recommendations of appointment and removal of department heads.
- (g) *Policy formulation.* The city administrator shall recommend to the mayor and board of aldermen adoption of such measures as he may deem necessary or expedient for the health, safety, or welfare of the city or for the improvement of administrative services for the city.
- (h) *Board of aldermen agenda.* The city administrator shall submit to the mayor and board of aldermen a proposed agenda for each council meeting at least 48 hours before the time of the regular council meeting.
- (i) *Boards and committees.* The city administrator shall work with all city boards and committees to help coordinate the work of each.
- (j) *Attend board of aldermen meetings.* The city administrator shall attend all meetings of the board of aldermen.
- (k) *Miscellaneous.* The City Administrator shall perform any other duties or functions prescribed by the mayor or by the board of aldermen.
- (k) ~~*Bid specifications.* The city administrator shall supervise preparation of all bid specifications for services and equipment, and receive sealed bids for presentation to the board of aldermen.~~
- (l) *State and federal aid program.* The city administrator shall coordinate federal and state programs which may have application to the city.
- (m) *Conference attendance.* The city administrator shall attend state and regional conferences and programs applicable to his office, and the business of the city, ~~whenever such attendance is directed and approved by the board of aldermen and mayor.~~
- (n) *Press release.* The city administrator **or his designee** shall be responsible for keeping the public informed in the purposes and methods of city government through all available news media.
- (o) ~~*Recordkeeping.* The city administrator shall keep full and accurate records of all actions taken by him in the course of his duties, and he shall safely and properly keep all records and papers belonging to the city and entrusted to his care; except as otherwise provided by law, all such records shall be and remain the property of the city and be open to inspection by the mayor and board of aldermen.~~

(Code 1969, § 2-156; Ord. No. 4014-94, § 1, 7-19-1994)

Sec. 2-131. - Powers.

- ~~(a) *City property.* The city administrator shall have responsibility for all real and personal property of the city subject to his authority. He shall have the responsibility for all inventories of such property and for the upkeep of all such property. Personal property may be sold by the city administrator only with approval of the board of aldermen. Real property may be sold only with approval of the board of aldermen by resolution or ordinance.~~
- ~~(b) *Set administrative policies.* The city administrator shall have the power to prescribe such rules and regulations as he shall deem necessary or expedient for the conduct of administrative agencies subject to his authority, and he shall have the power to revoke, suspend, or amend any rule or regulation of the administrative service except those prescribed by the board of aldermen.~~
- ~~(c) *Coordinate departments.* The city administrator shall have the power to coordinate the work of all the departments of the city, and, at all times of an emergency, shall have authority to assign the employees of the city to any department where they are needed for the most effective discharge of the functions of city government.~~
- (a) *Generally.* The city administrator shall have the power to coordinate the work of all the departments of the city, and at times of an emergency, shall have authority to assign the employees of the city to any department where they are needed for the most effective discharge of the functions of city government.
- (b) *Rules and regulations.* The city administrator shall establish such rules and regulations as are necessary or expedient for the conduct of city departments
- (d) (c) *Investigate and report.* The city administrator shall have the power to investigate and to examine or inquire into the affairs or operation of any department of the city under his jurisdiction, and shall report on any condition or fact concerning the city government requested by the mayor or board of aldermen.
- (e)(d) *Coordinate officials.* The city administrator shall have the power to overrule any action taken by a department head subject to his authority, and may supersede him in the functions of his office.
- (f) (e) *Appear before the board of aldermen.* The city administrator shall have the power to appear before and address the board of aldermen at any meeting.
- (g)(f) *Action by mayor and board of aldermen to prevail.* At no time shall the duties or powers of the city administrator supersede the action by the mayor and board of aldermen.
- ~~(h) *Authority to name an acting city administrator.* The city administrator is hereby granted authority to delegate his duties and powers to an acting city administrator, named by the city administrator, for a period not to exceed ten consecutive working days, upon prior written notification of same to the mayor and the board of aldermen.~~

(Code 1969, § 2-157; Ord. No. 4014-94, § 1, 7-19-1994; Ord. No. 4077-95, § 1, 6-20-1995)

~~Secs. 2-132—2-160.—Reserved.~~

CITY OF RAYTOWN
Request for Board Action

Date: May 29, 2019
To: Mayor and Board of Aldermen
From: Captain Michelle Rogers

Resolution No.: R-3211-19

Department Head Approval: _____

Finance Director Approval: _____ (only if funding requested)

City Administrator Approval: _____



Action Requested: A resolution approving Johnson County Missouri Sheriff's Department Jail as the housing provider for our inmates.

Recommendation: Approve the Resolution.

Analysis: On 04-25-19, a bid request was sent out for housing our inmates, as our current contract with Johnson County Missouri Sheriff's Department is set to expire June 30th. 2019. This request was advertised in the Daily Record, our Website and e-mailed to other County Jails in our region.

On 05-22-19, I contacted City Clerk Teresa Henry and she advised that one bid was received from Johnson County Missouri Sheriff's Department on 05-14-19. The housing price increased from \$40.00 to \$45.00 and the transportation fee of \$20.00 remained the same.

Budgetary Impact:

- Not Applicable
- Budgeted item with available funds
- Non-Budgeted item with available funds through prioritization
- Non-Budgeted item with additional funds requested

Account: 101.32.00.100.52250
Amount: \$14,500.00
Department: Police

Additional Reports Attached: Bid Request. Bid from Johnson County Sheriff's Department

A RESOLUTION AUTHORIZING AND APPROVING AN AGREEMENT FOR INMATE SECURITY HOUSING SERVICES BY AND BETWEEN JOHNSON COUNTY MISSOURI SHERIFF'S OFFICE AND THE CITY OF RAYTOWN, MISSOURI IN AN AMOUNT NOT TO EXCEED \$14,500.00 FOR FISCAL YEAR 2018-2019

WHEREAS, the Police Department issued an invitation to bid for Inmate Security Housing Services for the proper inmate housing of prisoners; and

WHEREAS, the Police Department received one (1) bid in response to the invitation and has determined that the bid submitted by Johnson County Missouri Sheriff's Office was the most advantageous bid received; and

WHEREAS, in order to provide for such inmate housing, the Police Department desires to continue an agreement with Johnson County Missouri Sheriff's Office for fiscal year 2018-2019; and

WHEREAS, the Board of Aldermen find it is in the best interests of the City of Raytown to enter into such agreement in an amount not to exceed \$14,500.00 for fiscal year 2018-2019;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:

THAT the Agreement for Inmate Security Housing Services, in an amount not to exceed \$14,500.00, by and between Johnson County Missouri Sheriff's Office and the City of Raytown, Missouri in substantially the same form as attached hereto, marked Exhibit "A" and incorporated herein by reference is hereby authorized and approved; and

FURTHER THAT the City Administrator is hereby authorized to execute any and all documents necessary and to take any and all actions necessary to effectuate the terms of the Agreement.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 4th day June, 2019.

Michael McDonough

ATTEST:

Approved as to Form:

Teresa M. Henry, City Clerk

Jennifer M. Baird, City Attorney

The City of Raytown will accept sealed bids/proposals from qualified correctional facility service providers. They must be able to provide Inmate Detention Off-Premises on an as needed basis as a biennial (2 year) contract. The scope of this service will include requirements for transportation of inmates, housing and security, staffing, safety and health issues, programs, visitation policies, recreation availability, and reporting. The City is seeking a correctional facility service provider that has the ability to separate and house inmates according to the type of offense committed. Facilities that bid for this service will be responsible for creating a contract that clearly states the services they will provide along with any restrictions.

Bids/proposals must be received either by mail or in person at Raytown City Hall, 10000 E 59th Street, Raytown Missouri, by May 22, 2019. All materials must be placed in a sealed envelope and marked "Attention Teresa Henry – Bid/Proposal for Correctional Facility Service Provider". The City reserves the right to reject any and all proposals, to waive technical defects in the proposal, and to select the proposal deemed most advantageous to the City of Raytown

**CITY OF RAYTOWN
Request for Board Action**

Date: May 31, 2019
To: Mayor and Board of Aldermen
From: Damon Hodges, City Administrator

Resolution No.: R-3212-19

Department Head Approval: _____

Finance Director Approval: _____ (only if funding is requested)

City Administrator Approval: _____



Action Requested: Authorize and approve spending over \$15,000 with Missouri Organic for the purposes of the Storm Debris Vouchers and Clean-up Coupon Program which allows Raytown property owners to dispose of tree limb, brush, and leaf debris at Missouri Organic. Additionally, authorize and approve the transfer of funds to continue the Clean-up Coupon program for the remaining fiscal year allowing Raytown property owners to dispose of tree limb, brush, and leaf debris at Missouri Organic or scheduled curbside pickup of approved household items by WCA.

Recommendation: Staff recommends for approval.

Analysis: The need for property maintenance is ongoing and necessary for the City. With this past winter being one of the worst winters for Raytown, Raytown property owners experienced excessive tree damage and storm debris. With Board of Aldermen approval, the Public Works Department issued 2,282 FREE Storm Debris Vouchers to assist property owners with the storm debris clean-up efforts. Each Storm Debris Voucher had a redeemable value of \$25 in services, either for drop-off of storm debris at Missouri Organic, or for curbside pickup of storm debris by Compost Connection.

With current redemptions of Storm Debris Vouchers and ongoing City-Wide Clean-Up Coupons at Missouri Organic, the City's spending with Missouri Organic has exceeded \$15,000.

Additionally, the total budgeted funds for the City-Wide Clean-Up have been exhausted due to the redemption of Storm Debris Vouchers and the City-Wide Clean-Up Coupons. The City-Wide Clean-Up Coupon program includes yard waste drop off at Missouri Organic and scheduled curbside pickup of approved household items by WCA.

City staff is requesting transfers of \$30,000 from Public Works to Governing Body to cover the expenses incurred to date and funds to continue providing the program for the remaining portion of the fiscal year.

Alternatives: n/a.

Budgetary Impact:

- Not Applicable
- Budgeted item with available funds
- Non-Budgeted item with available funds through prioritization
- Non-Budgeted item with additional funds requested

To:
General Fund, Governing Body
Contractual Services
101.11.00.100.53999

From:
General Fund, Public Works
Electricity
101.62.00.100.53401

Amount to Spend: not to exceed \$52,000.00

A RESOLUTION AUTHORIZING AND APPROVING THE EXPENDITURE OF FUNDS TO MISSOURI ORGANIC, WCA AND COMPOST CONNECTION FOR THE CITY OF RAYTOWN'S CLEAN-UP COUPON PROGRAM IN AN AMOUNT NOT TO EXCEED \$52,000.00 AND AMEND THE FISCAL YEAR 2018-2019 BUDGET

WHEREAS, in order to assist our residents in removing yard debris and unwanted household items from their property the City uses a Clean-up Coupon Program; and

WHEREAS, the Clean-up Coupon Program allows citizens to purchase a coupon for the disposal of yard debris and unwanted items from their property at a reduced rate utilizing Missouri Organic, WCA or Compost Connection; and

WHEREAS, due to the extreme weather conditions during fiscal year 2018-2019, the budget for the program has been exhausted by the additional tree limb, brush and leaf disposal of our property owners; and

WHEREAS, the fiscal year 2018-2019 budget approved by Resolution R-3134-18 will need to be amended; and

WHEREAS, the Board of Aldermen find it is in the best interest of the citizens of Raytown to authorize the expenditure of funds to Missouri Organic, WCA and Compost Connection for the City of Raytown's Clean-up Coupon Program in an amount not to exceed \$52,000.00 and amend the fiscal year 2018-2019 budget;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:

THAT the expenditure of funds to Missouri Organic, WCA and Compost Connection for the City of Raytown's Clean-up Coupon Program in an amount not to exceed \$52,000.00 and amend the fiscal year 2018-2019 budget is hereby authorized and approved; and

FURTHER THAT, the fiscal year 2018-2019 budget approved by Resolution R-3134-18 is hereby amended as follows:

FROM:	TO:
101.62.100.53401	101.11.00.100.53999
\$30,000.00	\$30,000.00
Electricity	Contractual Services

FURTHER THAT the City Administrator is hereby authorized to execute all documents necessary to this transaction and the City Clerk is authorized to attest thereto.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 4th day of June, 2019.

Michael McDonough, Mayor

ATTEST:

Approved as to Form:

Teresa M. Henry, City Clerk

Jennifer M. Baird, City Attorney