

**MINUTES**  
**CITY OF RAYTOWN**  
**PLANNING AND ZONING COMMISSION MEETING**

**December 1, 2016**  
**Raytown City Hall**  
**Board of Aldermen Chambers**  
**10000 East 59<sup>th</sup> Street**  
**Raytown, Missouri 64133**

**7:00 pm**

- 1. Welcome by Chairperson**
- 2. Call meeting to order and Roll Call.**

Wilson:	Present	Jimenez:	Absent	Stock:	Present
Bettis:	Absent	Robinson:	Present	Lightfoot:	Absent
Hartwell*:	Present	Dwight:	Present	Meyers:	Present

Also present- Scott Peterson, Planning and Zoning Coordinator, Ron Williamson, Planning Consultant, Joe Willerth, City Attorney, Ray Haydaripoor, Acting Director of Development and Public Affairs, Jason Hanson, City Engineer, and June Van Loo, Permit Technician.

\* Ms. Hartwell arrived to the meeting late, but the Board had a quorum to proceed with the meeting until her arrival.

- 3. Approval of minutes – October 06, 2016 meeting**

- a. Revisions- None
- b. Motion- Ms. Dwight made a motion to approve the minutes.
- c. Second- Mr. Robinson seconded Ms. Dwight's motion.
- d. Additional Board Discussion- None.
- e. Vote- Motion passed unanimously 5-0.

- 4. Old Business – None**

- 5. New Business:**

**A. Application: Public Hearing to consider text amendments to the City of Raytown Zoning Ordinance, Chapter 50, Article IV, Division 11, Floodplain Overlay District (FP) of the Code of Ordinances of the City of Raytown.**

**Case No.: PZ-2016-012**

**Applicant: City of Raytown**

1. Introduction of Application by Chair- Mr. Wilson introduced the application.
2. Open Public Hearing- Mr. Wilson opened the Public Hearing.

3. Explain Procedure for a Public Hearing and swear-in speakers- Mr. Willerth swore in those wishing to speak on behalf of the application.
4. Enter Additional Relevant City Exhibits into the Record:
  - a. Publication of Notice of Public Hearing in Daily Record Newspaper.
  - b. City of Raytown Zoning Ordinance, as amended
  - c. City of Raytown Comprehensive Plan
  - d. Staff Report on application for December 1, 2016 Planning & Zoning Commission meeting
5. Explanation of any exparte' communication from Commission members regarding the application.- None.
6. Introduction of Application by Staff- Mr. Jason Hanson stated that the Floodplain Overlay zoning district is being required to change by the Federal Emergency Management Agency (FEMA). The changes include updated floodplain maps and definitions of terms that more accurately represent federal standards.
7. Request for Public Comment- None.
8. Additional Staff Comments and Recommendation- Staff recommended approval of the application.
9. Board Discussion- None.
10. Close Public Hearing- Mr. Wilson closed the Public Hearing.
11. Board Decision to Approve, Conditionally Approve or Deny the Application.
  - a. Motion- Mr. Meyers made a motion to approve the application.
  - b. Second- Ms. Stock seconded Mr. Meyers' motion.
  - c. Additional Board Discussion- None.
  - d. Vote- Motion passed unanimously 5-0.

**B. Application: Public Hearing to consider text amendments to the City of Raytown Zoning Ordinance, Chapter 50, Article XI, Section 50-561 of the Code of Ordinances of the City of Raytown.**

**Case No.: PZ-2016-0013**

**Applicant: City of Raytown**

1. Introduction of Application by Chair- Mr. Wilson introduced the application.
2. Open Public Hearing- Mr. Wilson opened the Public Hearing.
3. Explain Procedure for a Public Hearing and swear-in speakers- Mr. Willerth swore in those wishing to speak on behalf of the application.
4. Enter Additional Relevant City Exhibits into the Record:
  - a. Publication of Notice of Public Hearing in Daily Record Newspaper.
  - b. City of Raytown Zoning Ordinance, as amended
  - c. City of Raytown Comprehensive Plan
  - d. Staff Report on application for December 1, 2016 Planning & Zoning Commission meeting
5. Explanation of any exparte' communication from Commission members regarding the application.- None.

6. Introduction of Application by Staff- Mr. Peterson stated that the proposed changes will require applicants to host Neighborhood Information Meetings, where neighbors within 185 feet of the applicant property will be notified and invited to attend. The Neighborhood Information Meetings will be organized and led by the applicants, with City Staff only present as impartial observers.

The second proposed change will be to require that applicants post notices for the upcoming Public Hearing for applications to be heard by the Planning and Zoning Commission on the applicant property. The notices to be posted will be signs provided to the applicants by City Staff.

The proposed changes will apply to rezoning, preliminary plat, planned development, conditional use and site plan applications. The Board of Aldermen had previously requested that staff look into ways to provide greater transparency and public notification to applications that come to the Board of Aldermen through the Planning and Zoning Commission.

Discussion included the level of staff involvement in the Neighborhood Information meetings, and if applicants would be guided through the process. Mr. Peterson stated that staff would guide all applicants through the process as needed, and would help provide some of the necessary information for the Neighborhood Information Meetings, but ultimately applicants would be responsible for the organization and function of the meetings.

Mr. Wilson asked for clarification on the timeline provided in the Staff Report for the Neighborhood Information Meetings. Both the Neighborhood Information Meeting and the required written summary report had been required two weeks in advance of the Public Hearing. Mr. Wilson suggested that the written summary report be changed to ten (10) calendar days, to provide time for applicants to present the summary after the Neighborhood Information Meeting is held.

7. Request for Public Comment- None.
8. Additional Staff Comments and Recommendation- Staff recommended approval of the application.
9. Board Discussion- The Commission discussed the abilities of applicants to host Neighborhood Information Meetings, particularly those that are not large businesses.

Ms. Dwight asked if applicants would be penalized if they hold the Neighborhood Information Meetings and nobody came to them. Mr. Peterson responded that the applicants would not be penalized. The Neighborhood Information Meetings will exist exclusively to help address neighbor and community concerns, should any exist.

10. Close Public Hearing- Mr. Wilson closed the Public Hearing.

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

- a. Motion- Mr. Meyers made a motion to approve the application, subject to the change that the written summary report be required to be presented to Staff no later than ten (10) calendar days prior to the Public Hearing.
- b. Second- Mr. Robinson seconded Mr. Meyers motion.
- c. Additional Board Discussion- None.
- d. Vote-Motion passed unanimously 6-0.

**C. Application: Public Hearing to consider text amendments to the City of Raytown Zoning Ordinance, Chapter 50, Article XI, Section 50-107 of the Code of Ordinances of the City of Raytown.**

**Case No.:** PZ-2016-0014  
**Applicant:** City of Raytown

1. Introduction of Application by Chair- Mr. Wilson introduced the application.
2. Open Public Hearing- Mr. Wilson opened the Public Hearing.
3. Explain Procedure for a Public Hearing and swear-in speakers- Mr. Willerth introduced those wishing to speak on behalf of the application.
4. Enter Additional Relevant City Exhibits into the Record:
  - a. Publication of Notice of Public Hearing in Daily Record Newspaper.
  - b. City of Raytown Zoning Ordinance, as amended
  - c. City of Raytown Comprehensive Plan
  - d. Staff Report on application for December 1, 2016 Planning & Zoning Commission meeting
5. Explanation of any exparte' communication from Commission members regarding the application.- None.
6. Introduction of Application by Staff- Mr. Peterson stated that the proposed changes to the land use table were a result of comprehensive staff review to ensure that the land use table accurately matched the Zoning ordinance. In addition, changes were made to several definitions in the land use table to clarify those uses.
7. Request for Public Comment- None.
8. Additional Staff Comments and Recommendation- Staff recommended approval of the application.
9. Board Discussion
10. Close Public Hearing
11. Board Decision to Approve, Conditionally Approve or Deny the Application.
  - a. Motion- Ms. Stock made a motion to approve the application.
  - b. Second- Ms. Hartwell seconded Ms. Stock's motion.
  - c. Additional Board Discussion- None.
  - d. Vote- Motion passed unanimously 6-0.

**6. Other Business- None.**

**7. Planning Projects Report-** Mr. Peterson stated that there will be several new changes to the Zoning ordinance presented to the Commission in the coming months, including more amendments to Public Hearing procedures, as well as zoning requirements for communications towers.

**8. Set Future Meeting Date – January 5, 2016**

**9. Adjourn**