

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

**December 3, 2015**  
**Raytown City Hall**  
**Board of Aldermen Chambers**  
**10000 East 59<sup>th</sup> Street**  
**Raytown, Missouri 64133**

**WORK SESSION**

**6:00 pm**

**1. Review of City of Raytown Comprehensive Plan**

**REGULAR MEETING**

**7:00 pm**

**1. Welcome by Chairperson.**

Chairman Wilson and Vice Chairman Bettis were not present at the meeting. Ms. Stock motioned to appoint Steve Meyers as a temporary Chairman for the meeting; Ms. Dwight seconded the motion, and the motion passed unanimously 7-0.

**2. Call meeting to order and Roll Call.**

Wilson: Absent

Jimenez: Present

Stock: Present

Bettis: Absent

Robinson: Present

Lightfoot: Present

Hartwell: Present

Dwight: Present

Meyers: Present

Also present: John Benson, Director of Development and Public Affairs, Joe Willerth, City Attorney, and Scott Peterson, Permit Technician.

**3. Approval of minutes**

**A. November 5, 2015 meeting**

1. Revisions- None.
2. Motion- Ms. Hartwell motioned to approve the minutes.
3. Second- Ms. Stock seconded the motion.
4. Additional Board Discussion- None
5. Vote- Motion passed unanimously 7-0.

**B. November 12, 2015 meeting**

1. Revisions-None
2. Motion- Ms. Stock motioned to approve the minutes.
3. Second- Ms. Hartwell seconded the motion.
4. Additional Board Discussion- None.
5. Vote- Motion passed unanimously 7-0.

**4. Old Business – None**

**5. New Business**

**A. Application: Conditional Use Permit application for a Food Production / Manufacturing business in the Center 63 Shopping Center located at 6240 Raytown Trafficway, Raytown, MO 64133**

**Case No.: PZ-2015-012**

**Applicant: Cindy Rupp on behalf of AHG, Inc.**

Mr. Benson informed the Commission that the applicant had withdrawn the application after they found another location for their business.

**B. Application: Final Site Development Plan for a bakery at 5902 Blue Ridge Boulevard**

**Case No.: PZ-2015-013**

**Applicant: Wanda Mullins**

1. Open Public Hearing: Mr. Meyers opened the public hearing.
2. Explain Procedure for a Public Hearing and swear-in speakers: Mr. Willerth swore in those wishing to speak on the application.
3. Enter Relevant City Exhibits into the Record
  - a. Application submitted by applicant
  - b. Site Development Plan submitted by applicant
  - c. Publication of Public Hearing Notice
  - d. Public Hearing Notices sent to property owners within 185-feet of subject property
  - e. City of Raytown Zoning Ordinance, as amended
  - f. City of Raytown Comprehensive Plan
4. Explanation of any exparte' communication from Commission members regarding the application: None
5. Introduction of Application by Staff: Mr. Benson introduced the site plan for the proposed bakery at 5902 Blue Ridge Blvd; Mr. Benson explained the waiver being sought by the applicant which, if approved, would allow for the parking lot and detention area to be located to the side of the building, as opposed to the rear as dictated by the Central Business District (CBD) Design Guidelines.
6. Presentation of Application by Applicant: Ms. Wanda Mullins, the applicant, and Jeff Shinkle, the architect for the project, spoke on behalf of the application. Mr. Shinkle stated that they had no objections to the staff recommendations, and that they would like to locate the parking lot at the proposed location due to the existing garage and curb cut already located there for use.
7. Request for Public Comment: Larry Helsel, 5833 Blue Ridge Blvd, made a comment before the board. He requested that the Board consider the road conditions during winter weather, and how the parking lot location would affect neighboring properties in such conditions. He requested that the driveway and parking lot be relocated to the south side of the property along Blue Ridge in order to alleviate these concerns.
8. Additional Comment by Applicant, if necessary: Mr. Shinkle clarified that the concerns of Mr. Helsel would be addressed due to grading the parking lot to be level. He stated that the parking lot would not be built on a slope, but would instead be graded to be level.
9. Additional Staff Comments and Recommendation: Mr. Benson stated that the staff recommended approval of the site development plan, based on the following conditions:

- a. The parking lot be modified to put the handicap spaces closest to the front door.
  - b. The three parking spaces near the northeast corner of the lot be moved to the west.
  - c. The location of the street trees along Blue Ridge Boulevard be moved behind the sidewalk so as not to interfere with power lines along the street.
10. Board Discussion: Mr. Jimenez asked about relocating the parking lot to the south side. Mr. Benson stated that if the parking lot were moved to the south side, then the application would no longer require board approval, since it would not be in violation with the CBD Design Guidelines.
11. Close Public Hearing: Mr. Meyers closed the public hearing.
12. Board Decision to Approve, Conditionally Approve or Deny the Application.
- a. Motion- Ms. Hartwell motioned to approve the application subject to staff recommendations.
  - b. Second- Ms. Stock made a second on Ms. Hartwell's motion.
  - c. Additional Board Discussion- Both Ms. Stock and Mr. Lightfoot said they are wary to make exceptions to the CBD Design Guidelines, but felt that this application had a clear distinction in the layout of the property that allowed for approval.
  - d. Vote- Motion passed unanimously 7-0.

**C. Application: Application to rezone property located at 6200 Blue Ridge Boulevard from Neighborhood Commercial and Planned District Overlay (NC-P) to Neighborhood Commercial, Central Business District Overlay District and Town Square Overlay District (NC-CBD-TS).**

**Case No.:** PZ-2015-011

**Applicant:** City of Raytown

1. Open Public Hearing: Mr. Meyers opened the Public Hearing.
2. Explain Procedure for a Public Hearing
3. Enter the Following Relevant Exhibits into the Record:
  - a. Application for Rezoning
  - b. Public Hearing Notice published in The Daily Record newspaper
  - c. Public Hearing Notice sent to Property Owners within 185-feet of subject property
  - d. City of Raytown Zoning Ordinance, as amended
  - e. City of Raytown Comprehensive Plan
  - f. Staff Report
4. Introduction of Application by Staff: Mr. Benson introduced the application to the Board. The property is currently owned by the City of Raytown, and has been vacant since the City acquired the property and demolished the building that had been located on the site. The application upon Board approval will be rezoned to its original NC-CBD-TS zoning, which had been changed to accommodate a retail development that ultimately did not come to fruition.

Mr. Lightfoot asked if there had been any potential buyers of the property recently. Mr. Benson stated that there had not been any serious buyers since the property had been rezoned for the previous retail development that did not get constructed.

Mr. Benson was asked about the potential uses of the property under the new zoning classification. The property would be allowed to construct a mixed-use development with both commercial and residential tenants. Any future buyer of the property could still apply to rezone the property through the Planning and Zoning Commission should they feel the need, but the purpose of the rezoning application before the board was to provide more flexibility to potential buyers.

5. Presentation of Application By Applicant: Mr. Benson served as the applicant on behalf of the City.
6. Request for Public Comment: Sue Frank, 8512 Harvard Ter., spoke in favor of the rezoning.
7. Additional Comments by Applicant, if necessary: None.
8. Additional Staff Comments and Recommendation: None.
9. Board Discussion: None.
10. Close Public Hearing: Mr. Meyers closed the 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 made a second on Ms. Stock's motion.
  - c. Additional Board Discussion- None.
  - d. Vote- Vote passed 6-0 with Mr. Meyers abstaining due to his current position on the Board of Aldermen.

**6. Other Business:** None.

**7. Planning Projects Report:** None.

**8. Set Future Meeting Date** – January 7, 2016

**9. Adjourn**