

**TENTATIVE AGENDA**  
**RAYTOWN BOARD OF ALDERMEN**  
**JANUARY 3, 2017**  
**REGULAR SESSION No. 41**  
**RAYTOWN CITY HALL**  
**10000 EAST 59<sup>TH</sup> STREET**  
**RAYTOWN, MISSOURI 64133**

**OPENING SESSION**  
**7:00 P.M.**

Invocation  
Pledge of Allegiance  
Roll Call

Public Comments

Communication from the Mayor

Communication from the City Administrator

Committee Reports

**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 December 20, 2016 Board of Aldermen meeting minutes.

**REGULAR AGENDA**

**OLD BUSINESS**

2. Public Hearing: A public hearing to regarding the Floodplain Overlay District contained in Chapter 50.
  - 2a. **SECOND READING: Bill No. 6431-16, Section XIII. AN ORDINANCE REPEALING CHAPTER 50, DIVISION 11 AND APPROVING CHAPTER 50, DIVISION 11, SECTION 285 THROUGH 296 OF THE CODE OF ORDINANCES UPDATING THE FLOODPLAIN OVERLAY DISTRICT.** Point of Contact: Kati Horner Gonzalez, Public Works Director.
3. Public Hearing: A public hearing regarding text amendments to the Land Use Table contained in Chapter 50.
  - 3a. **SECOND READING: Bill No. 6432-16, Section XIII. AN ORDINANCE AMENDING CHAPTER 50 (ZONING), SECTION 107 (LAND USE TABLE) OF THE CODE OF ORDINANCES OF THE CITY OF RAYTOWN, FOR THE PURPOSE OF UPDATING THE LAND USE TABLE IN THE ZONING ORDINANCE OF THE CITY OF RAYTOWN.** Point of Contact: Scott Peterson, Planning & Zoning Coordinator.

4. Public Hearing: A public hearing regarding text amendments relating to regulations governing public hearings that appear before the Planning & Zoning Commission.

4a. **SECOND READING: Bill No. 6433-16, Section XIII. AN ORDINANCE** AMENDING CHAPTER 50 (ZONING), SECTION 560 (RECEIPT OF APPLICATIONS) OF THE CODE OF ORDINANCES OF THE CITY OF RAYTOWN, FOR THE PURPOSE OF ESTABLISHING NEIGHBORHOOD INFORMATION MEETINGS FOR APPLICATIONS THAT APPEAR BEFORE THE PLANNING AND ZONING COMMISSION, AS WELL AS REQUIRING SAID APPLICATIONS TO POST SIGNAGE ON APPLICANT PROPERTIES NOTIFYING THE PUBLIC OF SAID PUBLIC HEARINGS. Point of Contact: Scott Peterson, Planning & Zoning Coordinator.

### **NEW BUSINESS**

5. **FIRST READING: Bill No. 6436-17, Section XIII. AN ORDINANCE** AUTHORIZING AND APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE JACKSON COUNTY BOARD OF ELECTION COMMISSIONERS TO UTILIZE CITY HALL AS A POLLING PLACE FOR THE 2017 CALENDAR YEAR. Point of Contact: Teresa Henry, City Clerk.

6. **R-2929-17: A RESOLUTION** AUTHORIZING AND APPROVING AN ORGANIZATION RESOLUTION AND AGREEMENT BY AND BETWEEN THE CITY OF RAYTOWN, MISSOURI AND UMB BANK, N.A. Point of Contract: Teresa Henry, City Clerk.

7. **R-2930-17: A RESOLUTION** ACCEPTING A COMMUNITY GRANT FROM WAL-MART IN THE AMOUNT OF \$500.00 TO FURTHER THE CITY'S COMMUNITY EDUCATION PROGRAMS THROUGH THE EMERGENCY MEDICAL SERVICES DEPARTMENT AND AMENDING THE FISCAL YEAR 2016-2017 BUDGET TO REFLECT THE INCREASE IN GRANT REVENUES. Point of Contact: Doug Jones, Emergency Medical Services Director.

8. **R-2931-17: A RESOLUTION** AUTHORIZING AND APPROVING AN AGREEMENT FOR MEDICAL DIRECTOR SERVICES BETWEEN TUCKER LIENHOP, D.O. AND THE CITY OF RAYTOWN, MISSOURI. Point of Contact: Doug Jones, Emergency Medical Services Director.

9. **R-2932-17: A RESOLUTION** AUTHORIZING AND APPROVING THE EXPENDITURE OF FUNDS TO GALLS, INC. FOR THE PURCHASE OF POLICE UNIFORMS AND MINOR EQUIPMENT IN AN AMOUNT NOT TO EXCEED \$35,100.00 FOR FISCAL YEAR 2016-2017. Point of Contact: Jim Lynch, Police Chief.

10. **R-2933-17: A RESOLUTION** AUTHORIZING AND APPROVING THE EXPENDITURE OF FUNDS WITH INDEPENDENT SALT COMPANY FOR THE PURCHASE OF SALT FOR TREATING ROADS AND BRIDGES IN INCLEMENT WEATHER IN AN AMOUNT NOT TO EXCEED \$50,232.00 FOR FISCAL YEAR 2016-2017. Point of Contact: Kati Horner Gonzalez, Public Works Director.

### **DISCUSSION ITEM**

11. **City Tagline.** Point of Contact: Tom Cole, City Administrator

### **CLOSED SESSION**

**Notice is hereby given that the Mayor and Board of Aldermen may conduct a closed session, pursuant to the following statutory provisions:**

610.021(3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information relating to the performance or merit of an individual employee is discussed or recorded; and/or

610.021(13) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

### **ADJOURNMENT**

**DRAFT**  
**MINUTES**  
**RAYTOWN BOARD OF ALDERMEN**  
**DECEMBER 20, 2016**  
**REGULAR SESSION No. 40**  
**RAYTOWN CITY HALL**  
**10000 EAST 59<sup>TH</sup> STREET**  
**RAYTOWN, MISSOURI 64133**

**OPENING SESSION**  
**7:00 P.M.**

Mayor Michael McDonough called the December 20, 2016 Board of Aldermen meeting to order at 7:00 p.m. Reverend Pat Jackson, Blue Ridge Presbyterian Church, provided the invocation and led the pledge of allegiance. Reverend Jackson also provided a Christmas message.

**Roll Call**

The roll was called and the attendance was as follows:

Present: Alderman Eric Teeman, Alderman Mark Moore, Alderman Jason Greene, Alderman Bill Van Buskirk, Alderman Karen Black, Alderman Jim Aziere, Alderman Janet Emerson, Alderman Steve Meyers

Absent: None

**Proclamations and Presentations**

Alderman Emerson, on behalf of the Board of Aldermen thanked Mark Loughry for his work as Finance Director and as Interim City Administrator, wished him well in his new position and presented him with a plaque.

**Public Comments**

Reverend Pat Jackson reminded people of the 20<sup>th</sup> Annual Martin Luther King Celebration on Sunday, January 15, 2017 at Raytown South High School. The keynote speaker will be Cheryl Brown Henderson. Mayor McDonough will be there, several local school bands, as well as the 5<sup>th</sup> Annual MLK Today Essay Contest.

**Communication from the Mayor**

Mayor McDonough stated that this was Mark Loughry's last meeting with the Board of Aldermen; he has accepted a position with Leavenworth County, Kansas. He also stated that Fox Drug has closed as a pharmacy and the old Soda Fountain is now open again. The Mayor wished the Board and City Employees a Merry Christmas.

**Communication from the City Administrator**

Mark Loughry thanked the Board for the plaque and the kind words offered him, as well as the support from the Board as he took over the interim role.

**Committee Reports**

Alderman Emerson stated the Main Street Emporium will be closing December 31, 2016. The Soda Fountain has winter hours of 11:00 a.m. – 4:00 p.m. Alderman Van Buskirk stated he had attended the Police Pension Board Meeting last Wednesday.

## 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 December 6, 2016 Board of Aldermen meeting minutes.

Alderman Aziere, seconded by Alderman Emerson, made a motion to approve the consent agenda. The motion was approved by a vote of 8-0.

Ayes: Aldermen Aziere, Emerson, Moore, Teeman, Van Buskirk, Black, Meyers, Greene  
Nays: None

### REGULAR AGENDA

#### OLD BUSINESS

2. **SECOND READING: Bill No. 6428-16, Section XVII: AN ORDINANCE AMENDING CHAPTER 1, GENERAL PROVISIONS, SECTION 1-2, DEFINITIONS AND RULES OF CONSTRUCTION OF CODE AND ORDINANCES OF THE CITY OF RAYTOWN, MISSOURI.** Point of Contact: Joe Willerth, City Attorney.

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

Joe Willerth, City Attorney, provided the Staff Report and remained available for discussion.

Alderman Van Buskirk, seconded by Alderman Black, made a motion to adopt. The motion was approved by a vote of 8-0.

Ayes: Aldermen Van Buskirk, Black, Greene, Meyers, Aziere, Moore, Emerson, Teeman  
Nays: None

3. **SECOND READING: Bill No. 6429-16, Section XVII: AN ORDINANCE AMENDING CHAPTER 1, GENERAL PROVISIONS, SECTION 1-22, GENERAL PENALTY, CONTINUING VIOLATIONS OF THE CODE OF ORDINANCES OF THE CITY OF RAYTOWN, MISSOURI.** Point of Contact: Joe Willerth, City Attorney.

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

Joe Willerth, City Attorney, provided the Staff Report and remained available for discussion.

Alderman Emerson, seconded by Alderman Teeman, made a motion to adopt. The motion was approved by a vote of 8-0.

Ayes: Aldermen Emerson, Teeman, Black, Aziere, Greene, Moore, Meyers, Van Buskirk  
Nays: None

4. **SECOND READING: Bill No. 6430-16, Section XII: AN ORDINANCE AMENDING CHAPTER 10, BUSINESSES AND BUSINESS REGULATIONS; ARTICLE XIV, SOLICITORS; SECTIONS 10-494, APPLICATION FOR SOLICITATION PERMIT; SECTION 10-496, STANDARDS FOR ISSUANCE; AND SECTION 10-503 PROHIBITED ACTS OF THE CODE OF ORDINANCES OF THE CITY OF RAYTOWN, MISSOURI.** Point of Contact: Teresa Henry, City Clerk.

Teresa Henry, City Clerk, provided the Staff Report and remained available for discussion.

Alderman Aziere, seconded by Alderman Moore, made a motion to adopt. The motion was approved by a vote of 8-0.

Ayes: Aldermen Aziere, Moore, Teeman, Van Buskirk, Meyers, Emerson, Greene, Black  
Nays: None

### **NEW BUSINESS**

5. Public Hearing: A public hearing regarding the Floodplain Overlay District contained in Chapter 50.

5a. **FIRST READING: Bill No. 6431-16, Section XIII. AN ORDINANCE** REPEALING CHAPTER 50, DIVISION 11 AND APPROVING CHAPTER 50, DIVISION 11, SECTION 285 THROUGH 296 OF THE CODE OF ORDINANCES UPDATING THE FLOODPLAIN OVERLAY DISTRICT. Point of Contact: Kati Horner Gonzalez, Interim Public Works Director.

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

Jason Hansen, City Engineer, provided the Staff Report and remained available for discussion.

Discussion included the need to update to match the new Federal Study and Federal regulations. The mapping will be effective starting January 20, 2017. FEMA and SEMA have both approved the proposed ordinance.

6. Public Hearing: A public hearing regarding text amendments to the Land Use Table contained in Chapter 50.

6a. **FIRST READING: Bill No. 6432-16, Section XIII. AN ORDINANCE** AMENDING CHAPTER 50 (ZONING), SECTION 107 (LAND USE TABLE) OF THE CODE OF ORDINANCES OF THE CITY OF RAYTOWN, FOR THE PURPOSE OF UPDATING THE LAND USE TABLE IN THE ZONING ORDINANCE OF THE CITY OF RAYTOWN. Point of Contact: Scott Peterson, Planning & Zoning Coordinator.

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

Scott Peterson, Planning & Zoning Coordinator, provided the Staff Report and remained available for discussion.

7. Public Hearing: A public hearing regarding text amendments relating to regulations governing public hearings that appear before the Planning & Zoning Commission.

7a. **FIRST READING: Bill No. 6433-16, Section XIII. AN ORDINANCE** AMENDING CHAPTER 50 (ZONING), SECTION 560 (RECEIPT OF APPLICATIONS) OF THE CODE OF ORDINANCES OF THE CITY OF RAYTOWN, FOR THE PURPOSE OF ESTABLISHING NEIGHBORHOOD INFORMATION MEETINGS FOR APPLICATIONS THAT APPEAR BEFORE THE PLANNING AND ZONING COMMISSION, AS WELL AS REQUIRING SAID APPLICATIONS TO POST SIGNAGE ON APPLICANT PROPERTIES NOTIFYING THE PUBLIC OF SAID PUBLIC HEARINGS. Point of Contact: Scott Peterson, Planning & Zoning Coordinator.

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

Scott Peterson, Planning & Zoning Coordinator, provided the Staff Report and remained available for discussion.

8. **R-2922-16: A RESOLUTION** APPOINTING TOM COLE AS CITY ADMINISTRATOR FOR THE CITY OF RAYTOWN AND RATIFYING AN EMPLOYMENT AGREEMENT BETWEEN THE CITY AND TOM COLE TO SERVE IN SUCH CAPACITY. Point of Contract: Teresa Henry, City Clerk.

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

Alderman Emerson, seconded by Alderman Teeman, made a motion to adopt. The motion was approved by a vote of 8-0.

Ayes: Aldermen Emerson, Teeman, Moore, Black, Meyers, Greene, Van Buskirk, Aziere  
Nays: None

9. **R-2923-16: A RESOLUTION** AUTHORIZING AND APPROVING AN EMPLOYMENT AGREEMENT BETWEEN THE CITY OF RAYTOWN AND BRIANA BURRICHTER AS FINANCE DIRECTOR FOR THE CITY. Point of Contact: Teresa Henry, City Clerk.

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

Alderman Emerson, seconded by Alderman Moore, made a motion to adopt. The motion was approved by a vote of 8-0.

Ayes: Aldermen Emerson, Moore, Meyers, Greene, Van Buskirk, Aziere, Black, Teeman  
Nays: None

10. **R-2924-16: A RESOLUTION** APPROVING THE APPOINTMENT OF KATI HORNER GONZALEZ AS THE PUBLIC WORKS DIRECTOR FOR THE CITY. Point of Contact: Teresa Henry, City Clerk.

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

Alderman Van Buskirk, seconded by Emerson, made a motion to adopt. The motion was approved by a vote of 8-0.

Ayes: Aldermen Van Buskirk, Emerson, Teeman, Moore, Greene, Black, Aziere, Meyers  
Nays: None

11. **R-2925-16: A RESOLUTION** AUTHORIZING AND APPROVING THE ADOPTION OF A PERSONNEL MANUAL FOR THE CITY OF RAYTOWN, MISSOURI. Point of Contact: Mark Loughry, Interim City Administrator.

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

Mark Loughry, Interim City Administrator, provided the Staff Report and remained available for discussion.

Discussion included this process started when the recodification of personnel policies and procedures were removed from city code with the intent of creating a standalone personnel policy and procedures through the manual. Approximately a year ago, the process of review began with the Employee Committee, which reviewed the current policies and made recommendations for changes. Engagement from employees was encouraged throughout the process. It was noted that any policy manual will have sections that are not supported by 100% of the staff. The Committee and the Administrative Team has very strong support for the current version. About 6 months ago, it was sent out for further review, resulting in alterations where appropriate.

Mark Loughry highlighted some of the larger changes. Where different departments currently follow different policies, the manual will create more consistency across departments.

Department heads from Administration, Finance, Public Works, Development & Public Affairs, Police and Emergency Medical Services each commented on the proposed manual. There were a few comments about changes that would be desirable, but comments were generally positive. It was noted that amendments can be made later.

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

After additional discussion, Alderman Van Buskirk, seconded by Alderman Emerson, made a motion to amend the definition of immediate family to not include domestic partner or cohabitant. The motion failed by a vote of 3-5.

Ayes: Aldermen Van Buskirk, Emerson, Meyers  
Nays: Aldermen Moore, Black, Greene, Aziere, Teeman

Alderman Greene, seconded by Alderman Moore, made a motion to table the item to a date certain of January 3, 2017. The motion failed by a vote of 2-6.

Ayes: Aldermen Greene, Moore  
Nays: Aldermen Van Buskirk, Meyers, Aziere, Black, Emerson, Teeman

The motion made by Aldermen Emerson, seconded by Aldermen Aziere was considered. The motion was approved by a vote of 7-1.

Ayes: Aldermen Emerson, Aziere, Black, Greene, Meyers, Van Buskirk, Teeman  
Nays: Alderman Moore

12. **R-2926-16: A RESOLUTION** AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH ACS BUILDING SERVICES FOR THE 2016 RAYTOWN CITY HALL RTU REPLACEMENTS IN AN AMOUNT NOT TO EXCEED \$425,000.00 AND AMEND THE 2016-2017 FISCAL YEAR BUDGET. Point of Contact: Kati Horner Gonzalez, Interim Public Works Director.

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

Kati Horner Gonzalez, Public Works Director, provided the Staff Report and remained available for discussion.

Alderman Emerson, seconded by Alderman Black, made a motion to adopt. The motion was approved by a vote of 8-0.

Ayes: Aldermen Emerson, Black, Teeman, Van Buskirk, Meyers, Moore, Greene, Aziere  
Nays: None

13. **R-2927-16: A RESOLUTION** AUTHORIZING AND APPROVING AN ANNUAL MAINTENANCE AGREEMENT BY AND BETWEEN THE CITY OF RAYTOWN AND HARRIS COMPUTER-GLOBAL SOFTWARE IN AN AMOUNT NOT TO EXCEED \$45,134.00 FOR FISCAL YEAR 2016-2017. Point of Contact: Jim Lynch, Police Chief.

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

Captain Doug Goode, provided the Staff Report and remained available for discussion.

Alderman Van Buskirk, seconded by Alderman Black, made a motion to adopt. The motion was approved by a vote of 8-0.

Ayes: Aldermen Van Buskirk, Black, Greene, Moore, Teeman, Aziere, Emerson, Meyers  
Nays: None

14. **R-2928-16: A RESOLUTION** AUTHORIZING AND APPROVING THE CONTINUATION OF AN AGREEMENT BY AND BETWEEN TYLER TECHNOLOGIES, INC. AND THE CITY OF RAYTOWN, MISSOURI FOR MAINTENANCE OF WINDOWS-BASED SOFTWARE PROVIDED BY INTERACTIVE COMPUTER DESIGNS, INC. IN AN AMOUNT NOT TO EXCEED \$80,320.00 FOR FISCAL YEAR 2016-2017. Point of Contact: Briana Burrichter, Assistant Finance Director.

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

Briana Burrichter, Finance Director, provided the Staff Report and remained available for discussion.

Alderman Teeman, seconded by Alderman Emerson, made a motion to adopt. The motion was approved by a vote of 8-0.

Ayes: Aldermen Teeman, Emerson, Aziere, Greene, Meyers, Black, Van Buskirk, Moore  
Nays: None

### **CLOSED SESSION**

**Notice is hereby given that the Mayor and Board of Aldermen may conduct a closed session, pursuant to the following statutory provisions:**

610.021(1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys;

Alderman Aziere, seconded by Alderman Meyers made a motion to move to closed session. The motion was approved by a majority of those present.

### **ADJOURNMENT**

The meeting adjourned at 10:18 p.m.

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Teresa Henry, City Clerk

**CITY OF RAYTOWN**  
**Request for Board Action**

**Date:** December 29, 2016  
**To:** Mayor and Board of Aldermen  
**From:** Jason Hanson, City Engineer

**Bill No.:** 6431-16  
**Section No.:** XIII

**Department Head Approval:** \_\_\_\_\_

**Finance Director Approval:** \_\_\_\_\_

**City Administrator Approval:** \_\_\_\_\_



**Action Requested:** Board of Aldermen approval of the proposed floodplain ordinance update.

**Recommendation:** Staff recommends that Sections 50-285 through 50-296 in Chapter 50, Division 11, Floodplain Overlay District (FP) be repealed and replaced with proposed Sections 50-285 through 50-293 for approval.

**Analysis:** This ordinance adopts the new countywide Flood Insurance Rate Maps (FIRMs) and the Flood Insurance Study (FIS) that will become effective on January 20, 2017. Our community is required to adopt or show evidence of adoption of floodplain management regulations that meet the standards of FEMA Paragraph 60.3 (d) or (c) by the effective date of the FIRM. This means that our community must adopt the new map panel numbers and the Flood Insurance Study by either amending the community's current floodplain management ordinance or by updating it. Staff recommends adoption of the proposed model ordinance in its entirety.

The Federal Emergency Management Agency and the Missouri State Emergency Management Agency has evaluated the proposed Raytown floodplain management ordinance, and it complies with all of their regulations.

The floodplain areas in Raytown will not be physically changing in size with these new FEMA floodplain maps, and the new Flood Insurance Study. Our FEMA map identification numbers will be updated and changed, but the floodplains themselves will remain the same. There will be no significant impact to City operations and definitions.

Proposed Schedule:

- Planning & Zoning Commission met on Dec 1, 2016 – this fulfilled our State & Federal requirement for a Public Hearing. The Planning & Zoning Commission voted unanimous to recommend approval of the proposed floodplain ordinance on December 1, 2016.
- Board of Aldermen meeting on Dec 20, 2016 for 1st reading of ordinance.
- Board of Aldermen meeting on Jan 3, 2017 for ordinance approval.

**Alternatives:** Do not approve, and the ramifications will be that the City of Raytown will be suspended from the National Flood Insurance Program on January 21, 2017. Please read the details of this on the attachment.

**Budgetary Impact:**  
 Not Applicable

**AN ORDINANCE REPEALING CHAPTER 50, DIVISION 11 AND APPROVING CHAPTER 50, DIVISION 11, SECTION 285 THROUGH 296 OF THE CODE OF ORDINANCES UPDATING THE FLOODPLAIN OVERLAY DISTRICT**

**WHEREAS**, Application PZ-2016-012, submitted by the City of Raytown ("Applicant"), requesting an amendment to the floodplain overlay district management regulations of the Comprehensive Zoning regulations, was referred to the Planning & Zoning Commission to hold a public hearing; and

**WHEREAS**, after due public notice in the manner prescribed by law, the Planning Commission held a public hearing on December 1, 2016, and rendered a report to the Board of Aldermen recommending that the application be approved; and,

**WHEREAS**, after due public notice in the manner prescribed by law, the Board of Aldermen held a public hearing on December 20, 2016 and January 3, 2017, and rendered a decision to amend the Floodplain Overlay District.

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

**SECTION 1 – APPROVAL OF AMENDMENT.** That Chapter 50, Sections 50-285 through 50-296, commonly known as Floodplain Overlay District, of the Code of Ordinances of the City of Raytown, Missouri is hereby amended as provided in Section 2.

**SECTION 2 – AMENDMENT.** That Chapter 50, Sections 50-285 through 50-296, commonly known as Floodplain Overlay District, of the Code of Ordinances of the City of Raytown, Missouri is hereby amended as provided in Exhibit "A".

**SECTION 3–REPEAL OF ORDINANCES IN CONFLICT.** That 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.** That 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 3<sup>rd</sup> day of January, 2017.

\_\_\_\_\_  
Michael McDonough, Mayor

ATTEST:

Approve as to Form:

\_\_\_\_\_  
Teresa M. Henry, City Clerk

\_\_\_\_\_  
Joe Willerth, City Attorney

## EXHIBIT A

### Sec. 50-285 – ARTICLE 1. STATUTORY AUTHORIZATION, FINDINGS OF FACT, AND PURPOSES

#### SECTION A. STATUTORY AUTHORIZATION

The Legislature of the State of Missouri has in RSMo 79.110 delegated the responsibility to local governmental units to adopt floodplain management regulations designed to protect the health, safety, and general welfare. Therefore, the Board of Aldermen of the City of Raytown, Missouri ordains as follows:

#### SECTION B. FINDINGS OF FACT

(a) *Flood Losses Resulting from Periodic Inundation*

The special flood hazard areas of the City of Raytown, Missouri are subject to inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base; all of which adversely affect the public health, safety and general welfare.

(b) *General Causes of the Flood Losses*

These flood losses are caused by (1) the cumulative effect of development in any delineated floodplain causing increases in flood heights and velocities; and (2) the occupancy of flood hazard areas by uses vulnerable to floods, hazardous to others, inadequately elevated, or otherwise unprotected from flood damages.

(c) *Methods Used To Analyze Flood Hazards*

The Flood Insurance Study (FIS) that is the basis of this ordinance uses a standard engineering method of analyzing flood hazards which consist of a series of interrelated steps.

- (1) Selection of a base flood that is based upon engineering calculations which permit a consideration of such flood factors as its expected frequency of occurrence, the area inundated, and the depth of inundation. The base flood selected for this ordinance is representative of large floods which are characteristic of what can be expected to occur on the particular streams subject to this ordinance. It is in the general order of a flood which could be expected to have a one percent chance of occurrence in any one year as delineated on the Federal Insurance Administrator's FIS, and illustrative materials for Jackson County dated January 20, 2017 as amended, and any future revisions thereto.
- (2) Calculation of water surface profiles are based on a standard hydraulic engineering analysis of the capacity of the stream channel and overbank areas to convey the regulatory flood.
- (3) Computation of a floodway required to convey this flood without increasing flood heights more than one (1) foot at any point.

- (4) Delineation of floodway encroachment lines within which no development is permitted that would cause any increase in flood height.
- (5) Delineation of flood fringe, i.e., that area outside the floodway encroachment lines, but still subject to inundation by the base flood.

#### SECTION C. STATEMENT OF PURPOSE

It is the purpose of this ordinance to promote the public health, safety, and general welfare; to minimize those losses described in Article 1, Section B (1); to establish or maintain the community's eligibility for participation in the National Flood Insurance Program (NFIP) as defined in 44 Code of Federal Regulations (CFR) 59.22(a)(3); and to meet the requirements of 44 CFR 60.3(d) by applying the provisions of this ordinance to:

- (a) restrict or prohibit uses that are dangerous to health, safety, or property in times of flooding or cause undue increases in flood heights or velocities;
- (b) require uses vulnerable to floods, including public facilities that serve such uses, be provided with flood protection at the time of initial construction; and
- (c) protect individuals from buying lands that are unsuited for the intended development purposes due to the flood hazard.

#### Sec. 50-286 – ARTICLE 2. GENERAL PROVISIONS

##### SECTION A. LANDS TO WHICH ORDINANCE APPLIES

This ordinance shall apply to all lands within the jurisdiction of the City of Raytown, Missouri identified as numbered and unnumbered A zones and AE zones, on the Flood Insurance Rate Maps (FIRMs) for Jackson County on map panels 29095C0288G, 29095C0289G, 29095C0293G, 29095C0401G, 29095C0402G, 29095C0403G, and 29095C0404G, dated January 20, 2017 as amended, and any future revisions thereto. In all areas covered by this ordinance, no development shall be permitted except through the issuance of a floodplain development permit, granted by the Board of Aldermen or its duly designated representative under such safeguards and restrictions as the Board of Aldermen or the designated representative may reasonably impose for the promotion and maintenance of the general welfare, health of the inhabitants of the community, and as specifically noted in Article 4.

##### SECTION B. FLOODPLAIN ADMINISTRATOR

The City Engineer is hereby designated as the Floodplain Administrator under this ordinance.

##### SECTION C. COMPLIANCE

No development located within the special flood hazard areas of this community shall be located, extended, converted, or structurally altered without full compliance with the terms of this ordinance and other applicable regulations.

## SECTION D. ABROGATION AND GREATER RESTRICTIONS

It is not intended by this ordinance to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance imposes greater restrictions, the provisions of this ordinance shall prevail. All other ordinances inconsistent with this ordinance are hereby repealed to the extent of the inconsistency only.

## SECTION E. INTERPRETATION

In their interpretation and application, the provisions of this ordinance shall be held to be minimum requirements, shall be liberally construed in favor of the governing body, and shall not be deemed a limitation or repeal of any other powers granted by State statutes.

## SECTION F. WARNING AND DISCLAIMER OF LIABILITY

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on engineering and scientific methods of study. Larger floods may occur on rare occasions or the flood heights may be increased by man-made or natural causes, such as ice jams and bridge openings restricted by debris. This ordinance does not imply that areas outside the floodway and flood fringe or land uses permitted within such areas will be free from flooding or flood damage. This ordinance shall not create a liability on the part of the City of Raytown, any officer or employee thereof, for any flood damages that may result from reliance on this ordinance or any administrative decision lawfully made thereunder.

## SECTION G. SEVERABILITY

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of appropriate jurisdiction, the remainder of this ordinance shall not be affected thereby.

## Sec. 50-287 – ARTICLE 3. ADMINISTRATION

### SECTION A. FLOODPLAIN DEVELOPMENT PERMIT (REQUIRED)

A floodplain development permit shall be required for all proposed construction or other development, including the placement of manufactured homes, in the areas described in Article 2, Section A. No person, firm, corporation, or unit of government shall initiate any development or substantial-improvement or cause the same to be done without first obtaining a separate floodplain development permit for each structure or other development.

### SECTION B. DESIGNATION OF FLOODPLAIN ADMINISTRATOR

The City Engineer is hereby appointed to administer and implement the provisions of this ordinance.

## SECTION C. DUTIES AND RESPONSIBILITIES OF FLOODPLAIN ADMINISTRATOR

Duties of the City Engineer shall include, but not be limited to:

- (a) review of all applications for floodplain development permits to assure that sites are reasonably safe from flooding and that the floodplain development permit requirements of this ordinance have been satisfied;
- (b) review of all applications for floodplain development permits for proposed development to assure that all necessary permits have been obtained from Federal, State, or local governmental agencies from which prior approval is required by Federal, State, or local law;
- (c) review all subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, to determine whether such proposals will be reasonably safe from flooding;
- (d) issue floodplain development permits for all approved applications;
- (e) notify adjacent communities and the Missouri State Emergency Management Agency (Mo SEMA) prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA);
- (f) assure that the flood carrying capacity is not diminished and shall be maintained within the altered or relocated portion of any watercourse.
- (g) verify and maintain a record of the actual elevation (in relation to mean sea level) of the lowest floor, including basement, of all new or substantially improved structures;
- (h) verify and maintain a record of the actual elevation (in relation to mean sea level) that the new or substantially improved non-residential structures have been floodproofed;
- (i) when floodproofing techniques are utilized for a particular non-residential structure, the City Engineer shall require certification from a registered professional engineer or architect.

## SECTION D. APPLICATION FOR FLOODPLAIN DEVELOPMENT PERMIT

To obtain a floodplain development permit, the applicant shall first file an application in writing on a form furnished for that purpose. Every floodplain development permit application shall:

- (a) describe the land on which the proposed work is to be done by lot, block and tract, house and street address, or similar description that will readily identify and specifically locate the proposed structure or work;
- (b) identify and describe the work to be covered by the floodplain development permit;
- (c) indicate the use or occupancy for which the proposed work is intended;
- (d) indicate the assessed value of the structure and the fair market value of the improvement;
- (e) specify whether development is located in designated flood fringe or floodway;

- (f) identify the existing base flood elevation and the elevation of the proposed development;
- (g) give such other information as reasonably may be required by the City Engineer and/or designee;
- (h) be accompanied by plans and specifications for proposed construction; and
- (i) be signed by the permittee or his authorized agent who may be required to submit evidence to indicate such authority.

## Sec. 50-288 – ARTICLE 4. PROVISIONS FOR FLOOD HAZARD REDUCTION

### SECTION A. GENERAL STANDARDS

- (a) No permit for floodplain development shall be granted for new construction, substantial-improvements, and other improvements, including the placement of manufactured homes, within any numbered or unnumbered A zones and AE zones, unless the conditions of this section are satisfied.
- (b) All areas identified as unnumbered A zones on the FIRM are subject to inundation of the 100-year flood; however, the base flood elevation is not provided. Development within unnumbered A zones is subject to all provisions of this ordinance. If Flood Insurance Study data is not available, the community shall obtain, review, and reasonably utilize any base flood elevation or floodway data currently available from Federal, State, or other sources.
- (c) Until a floodway is designated, no new construction, substantial improvements, or other development, including fill, shall be permitted within any numbered A zone or AE zone on the FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.
- (d) All new construction, subdivision proposals, substantial-improvements, prefabricated structures, placement of manufactured homes, and other developments shall require:
  - (1) design or adequate anchorage to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
  - (2) construction with materials resistant to flood damage;
  - (3) utilization of methods and practices that minimize flood damages;
  - (4) all electrical, heating, ventilation, plumbing, air-conditioning equipment, and other service facilities be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding;
  - (5) new or replacement water supply systems and/or sanitary sewage systems be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, and on-site waste disposal systems be located so as to avoid impairment or contamination; and

- (6) subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, located within special flood hazard areas are required to assure that:
  - (a) all such proposals are consistent with the need to minimize flood damage;
  - (b) all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage;
  - (c) adequate drainage is provided so as to reduce exposure to flood hazards; and
  - (d) all proposals for development, including proposals for manufactured home parks and subdivisions, of five (5) acres or fifty (50) lots, whichever is lesser, include within such proposals base flood elevation data.

(e) *Storage, material, and equipment*

- (1) The storage or processing of materials within the special flood hazard area that are in time of flooding buoyant, flammable, explosive, or could be injurious to human, animal, or plant life is prohibited.
- (2) Storage of other material or equipment may be allowed if not subject to major damage by floods, if firmly anchored to prevent flotation, or if readily removable from the area within the time available after a flood warning.

(f) *Nonconforming Use*

A structure, or the use of a structure or premises that was lawful before the passage or amendment of the ordinance, but which is not in conformity with the provisions of this ordinance, may be continued subject to the following conditions:

- (1) If such structure, use, or utility service is discontinued for six (6) consecutive months, any future use of the building shall conform to this ordinance.
- (2) If any nonconforming use or structure is destroyed by any means, including flood, it shall not be reconstructed if the cost is more than 50 percent of the pre-damaged market value of the structure. This limitation does not include the cost of any alteration to comply with existing state or local health, sanitary, building, safety codes, regulations or the cost of any alteration of a structure listed on the National Register of Historic Places, the State Inventory of Historic Places, or local inventory of historic places upon determination.

(g) *Hazardous Materials*

All hazardous material storage and handling sites shall be located out of the floodplain.

(h) *Cumulative Improvement*

A structure may be improved (remodeled or enlarged) without conforming to current requirements for elevation so long as the cumulative value of all work done within the last five calendar years does not exceed 50 percent of the structure's current market value. If the cumulative value of the improvement exceeds 50 percent of the structure's current market value, the structure must be brought into compliance with Article 4, Section B(1) which requires elevation of residential structures to or above the base flood elevation or the elevation/floodproofing of

non-residential structures to or above the base flood elevation.

(i) *Critical Facilities*

- (1) All new or substantially improved critical nonresidential facilities including, but not limited, to governmental buildings, police stations, fire stations, hospitals, orphanages, penal institutions, communication centers, water and sewer pumping stations, water and sewer treatment facilities, transportation maintenance facilities, places of public assembly, emergency aviation facilities, and schools shall be elevated above the 500-year flood level or together with attendant utility and sanitary facilities, be floodproofed so that below the 500-year flood level the structure is water tight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certification shall be provided to the Floodplain Administrator as set forth in the National Flood Insurance Program (NFIP) regulations.
- (2) All critical facilities shall have access routes that are above the elevation of the 500-year flood.

(j) *Accessory Structures*

Structures used solely for parking and limited storage purposes, not attached to any other structure on the site, of limited investment value, and not larger than 400 square feet, may be constructed at-grade and wet-floodproofed provided there is no human habitation or occupancy of the structure; the structure is of single-wall design; a variance has been granted from the standard floodplain management requirements of this ordinance; and a floodplain development permit has been issued.

SECTION B. SPECIFIC STANDARDS

- (a) In all areas identified as numbered and unnumbered A zones and AE zones, where base flood elevation data have been provided, as set forth in Article 4, Section A(2), the following provisions are required:

(1) *Residential Construction*

New construction or substantial-improvement of any residential structures, including manufactured homes, shall have the lowest floor, including basement, elevated to three (3) feet above the base flood elevation.

(2) *Non-Residential Construction*

New construction or substantial-improvement of any commercial, industrial, or other non-residential structures, including manufactured homes, shall have the lowest floor, including basement, elevated to three (3) feet above the base flood elevation or, together with attendant utility and sanitary facilities, be floodproofed so that below the base flood elevation the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. Such

certification shall be provided to the Floodplain Administrator as set forth in Article 3, Section C(9).

- (3) Require, for all new construction and substantial-improvements that fully enclosed areas below lowest floor used solely for parking of vehicles, building access, or storage in an area other than a basement and that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:
  - (a) A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided; and
  - (b) the bottom of all opening shall be no higher than one foot above grade. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

#### SECTION C. MANUFACTURED HOMES

- (a) All manufactured homes to be placed within all unnumbered and numbered A zones and AE zones, on the community's FIRM shall be required to be installed using methods and practices that minimize flood damage. For the purposes of this requirement, manufactured homes must be elevated and anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors.
- (b) Require manufactured homes that are placed or substantially improved within unnumbered or numbered A zones and AE zones, on the community's FIRM on sites:
  - (1) outside of manufactured home park or subdivision;
  - (2) in a new manufactured home park or subdivision;
  - (3) in an expansion to and existing manufactured home park or subdivision; or
  - (4) in an existing manufactured home park or subdivision on which a manufactured home has incurred substantial-damage as the result of a flood, be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to three (3) feet above the base flood elevation and be securely attached to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.
- (c) Require that manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within all unnumbered and numbered A zones and AE zones, on the community's FIRM, that are not subject to the provisions of Article 4, Section C(2) of this ordinance, be elevated so that either:
  - (1) the lowest floor of the manufactured home is at three (3) feet above the base flood level;  
or
  - (2) the manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than thirty-six (36) inches in height

above grade and be securely attached to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.

#### SECTION D. FLOODWAY

Located within areas of special flood hazard established in Article 2, Section A are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of flood waters that carry debris and potential projectiles, the following provisions shall apply:

- (a) The community shall select and adopt a regulatory floodway based on the principle that the area chosen for the regulatory floodway must be designed to carry the waters of the base flood without increasing the water surface elevation of that flood more than one foot at any point.
- (b) The community shall prohibit any encroachments, including fill, new construction, substantial-improvements, and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge.
- (c) If Article 4, Section D(2) is satisfied, all new construction and substantial-improvements shall comply with all applicable flood hazard reduction provisions of Article 4.
- (d) In unnumbered A zones, the community shall obtain, review, and reasonably utilize any base flood elevation or floodway data currently available from Federal, State, or other sources as set forth in Article 4, Section A(2).

#### SECTION E. RECREATIONAL VEHICLES

- (a) Require that recreational vehicles placed on sites within all unnumbered and numbered A zones and AE zones on the community's FIRM either:
  - (1) be on the site for fewer than 180 consecutive days,
  - (2) be fully licensed and ready for highway use\*; or
  - (3) meet the permitting, elevation, and the anchoring requirements for manufactured homes of this ordinance.

\*A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick-disconnect type utilities and security devices, and has no permanently attached additions.

### Sec. 50-289 – ARTICLE 5. FLOODPLAIN MANAGEMENT VARIANCE PROCEDURES

#### SECTION A. ESTABLISHMENT OF APPEAL BOARD

The Board of Zoning Adjustment as established by the City of Raytown shall hear and decide appeals and requests for variances from the floodplain management requirements of this ordinance.

#### SECTION B. RESPONSIBILITY OF APPEAL BOARD

Where an application for a floodplain development permit or request for a variance from the floodplain management regulations is denied by the City Engineer and/or designee, the applicant may apply for such floodplain development permit or variance directly to the Board of Zoning Adjustment, as defined in Article 5, Section A.

The Board of Zoning Adjustment shall hear and decide appeals when it is alleged that there is an error in any requirement, decision, or determination made by the City Engineer in the enforcement or administration of this ordinance.

#### SECTION C. FURTHER APPEALS

Any person aggrieved by the decision of the Board of Zoning Adjustment or any taxpayer may appeal such decision to the Jackson County Circuit Court as provided in RSMo 89.110.

#### SECTION D. FLOODPLAIN MANAGEMENT VARIANCE CRITERIA

In passing upon such applications for variances, the Board of Zoning Adjustment shall consider all technical data and evaluations, all relevant factors, standards specified in other sections of this ordinance, and the following criteria:

- (a) the danger to life and property due to flood damage;
- (b) the danger that materials may be swept onto other lands to the injury of others;
- (c) the susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
- (d) the importance of the services provided by the proposed facility to the community;
- (e) the necessity to the facility of a waterfront location, where applicable;
- (f) the availability of alternative locations, not subject to flood damage, for the proposed use;
- (g) the compatibility of the proposed use with existing and anticipated development;
- (h) the relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
- (i) the safety of access to the property in times of flood for ordinary and emergency vehicles;
- (j) the expected heights, velocity, duration, rate of rise and sediment transport of the flood waters, if applicable, expected at the site; and,
- (k) the costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems; streets; and bridges.

#### SECTION E. CONDITIONS FOR APPROVING FLOODPLAIN MANAGEMENT VARIANCES

- (a) Generally, variances may be issued for new construction and substantial-improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing items 2 through 6 below have been fully considered. As the lot size increases beyond the one-half acre, the technical justification required for issuing the variance increases.
- (b) Variances may be issued for the reconstruction, rehabilitation, or restoration of structures listed on the National Register of Historic Places, the State Inventory of Historic Places, or local inventory of historic places upon determination provided the proposed activity will not preclude the structure=s continued historic designation.

- (c) Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.
- (d) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
- (e) Variances shall only be issued upon (a) a showing of good and sufficient cause, (b) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (c) a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
- (f) A community shall notify the applicant in writing over the signature of a community official that (1) the issuance of a variance to construct a structure below base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25.00 for \$100.00 of insurance coverage and (2) such construction below the base flood level increases risks to life and property. Such notification shall be maintained with the record of all variance actions as required by this ordinance.

#### SECTION F. CONDITIONS FOR APPROVING VARIANCES FOR ACCESSORY STRUCTURES

Any variance granted for an accessory structure shall be decided individually based on a case by case analysis of the building's unique circumstances. Variances granted shall meet the following conditions as well as those criteria and conditions set forth in Article 5, Sections D and E of this ordinance.

In order to minimize flood damages during the 100-year flood and the threat to public health and safety, the following conditions shall be included for any variance issued for accessory structures that are constructed at-grade and wet-floodproofed.

- (a) Use of the accessory structures must be solely for parking and limited storage purposes in zone A only as identified on the community's Flood Insurance Rate Map (FIRM).
- (b) For any new or substantially damaged accessory structures, the exterior and interior building components and elements (i.e., foundation, wall framing, exterior and interior finishes, flooring, etc.) below the base flood elevation, must be built with flood-resistant materials in accordance with Article 4, Section A (4)(b) of this ordinance.
- (c) The accessory structures must be adequately anchored to prevent flotation, collapse, or lateral movement of the structure in accordance with Article 4, Section A (4)(a) of this ordinance. All of the building's structural components must be capable of resisting specific flood-related forces including hydrostatic, buoyancy, and hydrodynamic and debris impact forces.
- (d) Any mechanical, electrical, or other utility equipment must be located above the base flood elevation or floodproofed so that they are contained within a watertight, floodproofed enclosure that is capable of resisting damage during flood conditions in accordance with Article 4, Section A (4)(d) of this ordinance.
- (f) The accessory structures must meet all National Flood Insurance Program (NFIP) opening requirements. The NFIP requires that enclosure or foundation walls, subject to the 100-year flood, contain openings that will permit the automatic entry and exit of floodwaters in accordance with Article 4, Section B (1)(c) of this ordinance.
- (g) The accessory structures must comply with the floodplain management floodway encroachment provisions of Article 4, Section D(2) of this ordinance. No variances may be issued for accessory

structures within any designated floodway, if any increase in flood levels would result during the 100-year flood.

- (h) Equipment, machinery, or other contents must be protected from any flood damage.
- (i) No disaster relief assistance under any program administered by any Federal agency shall be paid for any repair or restoration costs of the accessory structures.
- (j) A community shall notify the applicant in writing over the signature of a community official that (1) the issuance of a variance to construct a structure below base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25.00 for \$100.00 of insurance coverage and (2) such construction below the base flood level increases risks to life and property. Such notification shall be maintained with the record of all variance actions as required by this ordinance.
- (k) Wet-floodproofing construction techniques must be reviewed and approved by the community and registered professional engineer or architect prior to the issuance of any floodplain development permit for construction.

#### Sec. 50-290 – ARTICLE 6. PENALTIES FOR VIOLATION

Violation of the provisions of this ordinance or failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with granting of variances) shall constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$500.00, and in addition, shall pay all costs and expenses involved in the case. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent the City of Raytown or other appropriate authority from taking such other lawful action as is necessary to prevent or remedy any violation.

#### Sec. 50-291 – ARTICLE 7. AMENDMENTS

The regulations, restrictions, and boundaries set forth in this ordinance may from time to time be amended, supplemented, changed, or appealed to reflect any and all changes in the National Flood Disaster Protection Act of 1973, provided, however, that no such action may be taken until after a public hearing in relation thereto, at which parties of interest and citizens shall have an opportunity to be heard. Notice of the time and place of such hearing shall be published in a newspaper of general circulation in the City of Raytown least 20 days shall elapse between the date of this publication and the public hearing. A copy of such amendments will be provided to the Region VII office of the Federal Emergency Management Agency (FEMA). The regulations of this ordinance are in compliance with the National Flood Insurance Program (NFIP) regulations.

#### Sec. 50-292 – ARTICLE 8. DEFINITIONS

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the same meaning they have in common usage and to give this ordinance its most reasonable application.

- (a) "100-year Flood" *see "base flood."*
- (b) "Accessory Structure" means the same as "*appurtenant structure.*"
- (c) "Actuarial Rates" *see "risk premium rates."*

- (d) "Administrator" means the Federal Insurance Administrator.
- (e) "Agency" means the Federal Emergency Management Agency (FEMA).
- (f) "Agricultural Commodities" means agricultural products and livestock.
- (g) "Agricultural Structure" means any structure used exclusively in connection with the production, harvesting, storage, drying, or raising of agricultural commodities.
- (h) "Appeal" means a request for review of the Floodplain Administrator's interpretation of any provision of this ordinance or a request for a variance.
- (i) "Appurtenant Structure" means a structure that is on the same parcel of property as the principle structure to be insured and the use of which is incidental to the use of the principal structure.
- (j) "Area of Special Flood Hazard" is the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year.
- (k) "Base Flood" means the flood having a one percent chance of being equaled or exceeded in any given year.
- (l) "Basement" means any area of the structure having its floor subgrade (below ground level) on all sides.
- (m) "Building" *see "structure."*
- (n) "Chief Executive Officer" or "Chief Elected Official" means the official of the community who is charged with the authority to implement and administer laws, ordinances, and regulations for that community.
- (o) "Community" means any State or area or political subdivision thereof, which has authority to adopt and enforce floodplain management regulations for the areas within its jurisdiction.
- (p) "Development" means any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, levees, levee systems, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.
- (q) "Elevated Building" means for insurance purposes, a non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.
- (r) "Eligible Community" or "Participating Community" means a community for which the Administrator has authorized the sale of flood insurance under the National Flood Insurance Program (NFIP).
- (s) "Existing Construction" means for the purposes of determining rates, structures for which the *"start of construction"* commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. *"Existing construction"* may also be referred to as *"existing structures."*
- (t) "Existing Manufactured Home Park or Subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final

site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

(u) "Expansion to an Existing Manufactured Home Park or Subdivision" means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

(v) "Flood" or "Flooding" means a general and temporary condition of partial or complete inundation of normally dry land areas from (1) the overflow of inland and/or (2) the unusual and rapid accumulation or runoff of surface waters from any source.

(w) "Flood Boundary and Floodway Map (FBFM)" means an official map of a community on which the Administrator has delineated both special flood hazard areas and the designated regulatory floodway.

(x) "Flood Elevation Determination" means a determination by the Administrator of the water surface elevations of the base flood, that is, the flood level that has a one percent or greater chance of occurrence in any given year.

(y) "Flood Elevation Study" means an examination, evaluation and determination of flood hazards.

(z) "Flood Fringe" means the area outside the floodway encroachment lines, but still subject to inundation by the regulatory flood.

(aa) "Flood Hazard Boundary Map (FHBM)" means an official map of a community, issued by the Administrator, where the boundaries of the flood areas having special flood hazards have been designated as (unnumbered or numbered) A zones.

(bb) "Flood Insurance Rate Map (FIRM)" means an official map of a community, on which the Administrator has delineated both the special flood hazard areas and the risk premium zones applicable to the community.

(cc) "Flood Insurance Study (FIS)" means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations.

(ee) "Floodplain" or "Flood-prone Area" means any land area susceptible to being inundated by water from any source (*see "flooding"*).

(ff) "Floodplain Management" means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.

(gg) "Floodplain Management Regulations" means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as floodplain and grading ordinances) and other applications of police power. The term describes such state or local regulations, in any combination thereof, that provide standards for the purpose of flood damage prevention and reduction.

(hh) "Floodproofing" means any combination of structural and nonstructural additions, changes, or adjustments to structures that reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, or structures and their contents.

(ii) "Floodway" or "Regulatory Floodway" means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.

(jj) "Floodway Encroachment Lines" means the lines marking the limits of floodways on Federal, State and local floodplain maps.

(kk) "Freeboard" means a factor of safety usually expressed in feet above a flood level for purposes of floodplain management. "*Freeboard*" tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as bridge openings and the hydrological effect of urbanization of the watershed.

(ll) "Functionally Dependent Use" means a use that cannot perform its intended purpose unless it is located or carried out in close proximity to water. This term includes only docking facilities and facilities that are necessary for the loading and unloading of cargo or passengers, but does not include long-term storage or related manufacturing facilities.

(mm) "Highest Adjacent Grade" means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

(nn) "Historic Structure" means any structure that is (a) listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register; (b) certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; (c) individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or (d) individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either (1) by an approved state program as determined by the Secretary of the Interior or (2) directly by the Secretary of the Interior in states without approved programs.

(oo) "Lowest Floor" means the lowest floor of the lowest enclosed area, including basement. An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access, or storage, in an area other than a basement area, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable floodproofing design requirements of this ordinance.

(pp) "Manufactured Home" means a structure, transportable in one or more sections, that is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "*manufactured home*" does not include a "*recreational vehicle*."

(qq) "Manufactured Home Park or Subdivision" means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

(rr) "Map" means the Flood Hazard Boundary Map (FHBM), Flood Insurance Rate Map (FIRM), or the Flood Boundary and Floodway Map (FBFM) for a community issued by the Federal Emergency Management Agency (FEMA).

(ss) "Market Value" or "Fair Market Value" means an estimate of what is fair, economic, just and equitable value under normal local market conditions.

(tt) "Mean Sea Level" means, for purposes of the National Flood Insurance Program (NFIP), the National Geodetic Vertical Datum (NGVD) of 1929 or other datum, to which base flood elevations shown on a community's Flood Insurance Rate Map (FIRM) are referenced.

(uu) "New Construction" means, for the purposes of determining insurance rates, structures for which the "*start of construction*" commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, "*new construction*" means structures for which the "*start of construction*" commenced on or after the effective date of the floodplain management regulations adopted by a community and includes any subsequent improvements to such structures.

(vv) "New Manufactured Home Park or Subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lot on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by the community.

(ww) "(NFIP)" means the National Flood Insurance Program (NFIP).

(xx) "Participating Community" also known as an "*eligible community*," means a community in which the Administrator has authorized the sale of flood insurance.

(yy) "Person" includes any individual or group of individuals, corporation, partnership, association, or any other entity, including Federal, State, and local governments and agencies.

(zz) "Principally Above Ground" means that at least 51 percent of the actual cash value of the structure, less land value, is above ground.

(aaa) "Recreational Vehicle" means a vehicle which is (a) built on a single chassis; (b) 400 square feet or less when measured at the largest horizontal projections; (c) designed to be self-propelled or permanently towable by a light-duty truck; and (d) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

(bbb) "Remedy A Violation" means to bring the structure or other development into compliance with Federal, State, or local floodplain management regulations; or, if this is not possible, to reduce the impacts of its noncompliance.

(ccc) "Repetitive Loss" means flood-related damages sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such flood event, equals or exceeds twenty-five percent of the market value of the structure before the damage occurred.

(ddd) "Risk Premium Rates" means those rates established by the Administrator pursuant to individual community studies and investigations which are undertaken to provide flood insurance in accordance with Section 1307 of the National Flood Disaster Protection Act of 1973 and the accepted actuarial principles. "*Risk premium rates*" include provisions for operating costs and allowances.

(eee) "Special Flood Hazard Area" *see "area of special flood hazard."*

(fff) "Special Hazard Area" means an area having special flood hazards and shown on an FHBM, FIRM or FBFM as zones (unnumbered or numbered) A and AE.

(ggg) "Start of Construction" includes substantial-improvements, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvements were within 180 days of the permit date. The *actual start* means either the first placement of permanent construction of a structure on a site, such as the pouring of slabs or footings, the installation of piles, the construction of columns, any work beyond the stage of excavation, or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling, the installation of streets and/or walkways, excavation for a basement, footings, piers, foundations, the erection of temporary forms, nor installation on the property of accessory structures, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial-improvement, the *actual start of construction* means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

(hhh) "State Coordinating Agency" means that agency of the state government, or other office designated by the governor of the state or by state statute at the request of the Administrator to assist in the implementation of the National Flood Insurance Program (NFIP) in that state.

(iii) "Structure" means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. "*Structure*" for insurance purposes, means a walled and roofed building, other than a gas or liquid storage tank that is principally above ground and affixed to a permanent site, as well as a manufactured home on a permanent foundation. For the latter purpose, the term includes a building while in the course of construction, alteration or repair, but does not include building materials or supplies intended for use in such construction, alteration or repair, unless such materials or supplies are within an enclosed building on the premises.

(jjj) "Substantial-Damage" means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. The term includes Repetitive Loss buildings (see definition). For the purposes of this definition, "repair" is considered to occur when the first repair or reconstruction of any wall, ceiling, floor, or other structural part of the building commences. The term does not apply to:

- (1) Any project for improvement of a building required to comply with existing health, sanitary, or safety code specifications which have been identified by the Code Enforcement Official and which are solely necessary to assure safe living conditions, or
- (2) Any alteration of a "historic structure" provided that the alteration will not preclude the structure's continued designation as a "historic structure", or

(3) Any improvement to a building.

(kkk) "Substantial Improvement" means any combination of reconstruction, alteration, or improvement to a building, taking place during a 10-year period, in which the cumulative percentage of improvement equals or exceeds fifty percent of the current market value of the building. For the purposes of this definition, an improvement occurs when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the building. This term includes structures, which have incurred "repetitive loss" or "substantial damage", regardless of the actual repair work done.

The term does not apply to:

- (1) Any project for improvement of a building required to comply with existing health, sanitary, or safety code specifications which have been identified by the Code Enforcement Official and which are solely necessary to assure safe living conditions, or
- (2) Any alteration of a "historic structure" provided that the alteration will not preclude the structure's continued designation as a "historic structure." Or
- (3) Any building that has been damaged from any source or is categorized as repetitive loss.

\*\* Recommend development of written and adopted policy and procedure.

(III) "Substantially improved existing manufactured home parks or subdivisions" is where the repair, reconstruction, rehabilitation or improvement of the streets, utilities and pads equals or exceeds 50 percent of the value of the streets, utilities and pads before the repair, reconstruction or improvement commenced.

(mmm) "Variance" means a grant of relief by the community from the terms of a floodplain management regulation. Flood insurance requirements remain in place for any varied use or structure and cannot be varied by the community.

(nnn) "Violation" means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required by this ordinance is presumed to be in violation until such time as that documentation is provided.

(ooo) "Water Surface Elevation" means the height, in relation to the National Geodetic Vertical Datum (NGVD) of 1929 (or other datum where specified) of floods of various magnitudes and frequencies in the floodplain.

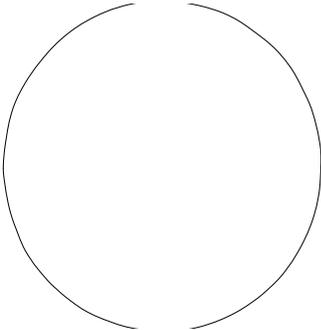
#### Sec. 50-293 – ARTICLE 9. CERTIFICATE OF ADOPTION

This Floodplain Management Ordinance for the community of the City of Raytown, Missouri.

ADOPTED AND APPROVED by the Governing Body of the City of Raytown, Missouri.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Place seal here.



\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
City Attorney

ATTEST:

\_\_\_\_\_  
City Clerk  
Signature of Recording Clerk

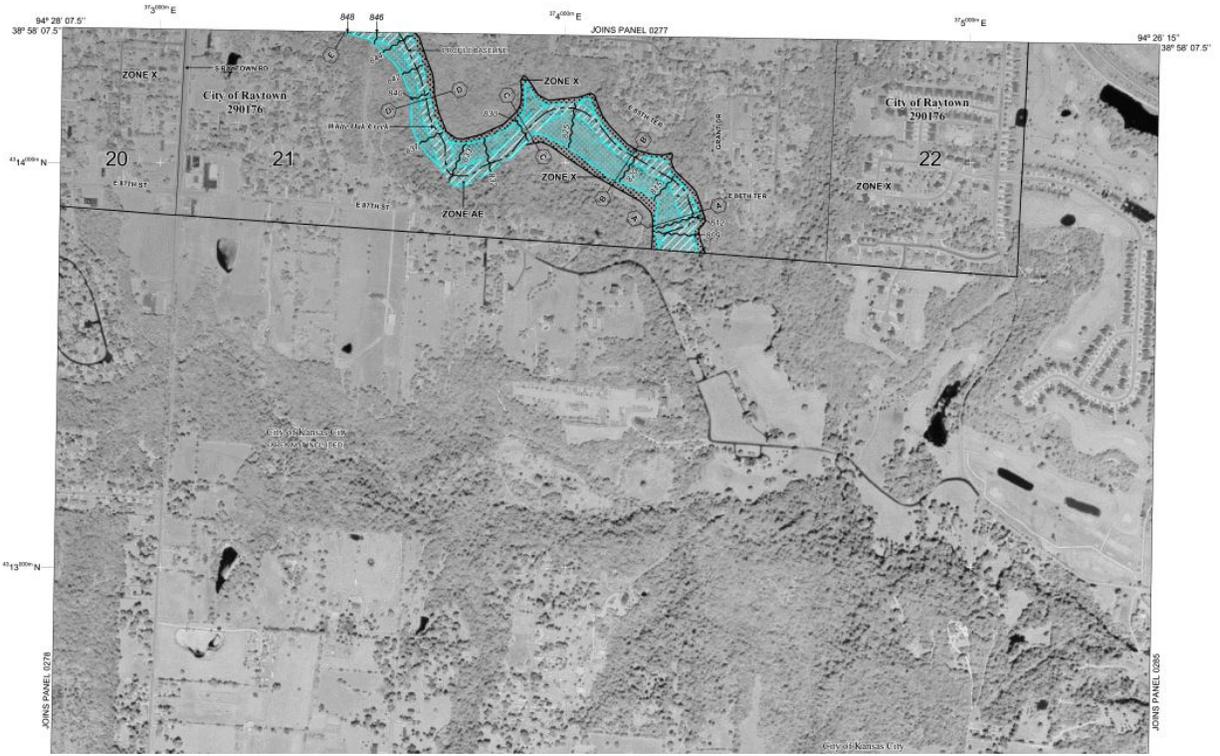
**Alternatives:** Do not approve the proposed floodplain ordinance, and the ramifications will be that the City of Raytown will be suspended from the National Flood Insurance Program on January 21, 2017.

A community that is suspended from the National Flood Insurance Program, faces the following sanctions:

- No Raytown resident will be able to purchase a NFIP flood insurance policy.
- Existing NFIP flood insurance policies will not be renewed.
- No Federal grants or loans for development may be made in identified flood hazard areas under programs administered by Federal agencies such as HUD, EPA, and SBA.
- No Federal disaster assistance may be provided to repair insurable buildings located in identified flood hazard areas for damage caused by a flood.
- No Federal mortgage insurance or loan guarantees may be provided in identified flood hazard areas. this includes policies written by FHA, VA, and others.
- Federally insured or regulated lending institutions, such as banks and credit unions, must notify applicants seeking loans for insurable buildings in flood hazard areas that there is a flood hazard and that the property is not eligible for Federal disaster relief.







NATIONAL FLOOD INSURANCE PROGRAM (NFIP)  
MINIMUM LAND MANAGEMENT CRITERIA  
(Evaluation Sheet)

Ordinance #  
Draft  
Ordinance  
Date: \_\_\_\_\_

Community: Raytown (Jackson Co) State: MISSOURI Date of Review: 11/22/2016

Name of Reviewer: Karen McHugh Reviewed by: FEMA State (circle one)

NOTE: The "Item Description" is a synopsis of the regulatory requirement and should not be construed as a complete description. Refer to the actual language contained in the National Flood Insurance Program (NFIP) Rules and Regulations [44CFR 60.3] for complete description of the required standards.

| Item Description<br>(Section reference of NFIP Regulations follows)   | Level of Regulations |     |     |     | Applicable Ordinance Section<br>Section 50 |
|---|----------------------|-----|-----|-----|--|
|   | (a)                  | (b) | (c) | (d) |  |
| 1. Citation of Statutory Authorization.<br><i>*Statutory Citation: RSMo 79.110</i>  |                      |     |     | X   | Sec. 50-285 Art. 1<br>Sec. A               |
| 2. Purpose section citing health, safety, and general welfare reasons for adoption.   |                      |     |     | X   | Sec. 50-285 Art. 1<br>Sec. C               |
| 3. Adopt or reference the correct map and date. [60.3(b)]<br>(includes: "as amended, and any future revisions thereto.") January 20, 2017<br>29095C0288G, 29095C0289G, 29095C0293G, 29095C0401,<br><i>*Reference: 29095C0402G, 29095C0403G, 29095C0404G</i> |                      |     |     | X   | Sec. 50-286 Art. 2<br>Sec. A               |
| 4. Adopt or reference the correct FIS and date. [60.3(c)]<br>(includes: "and illustrative materials")<br><i>*Reference: January 20, 2017</i>  |                      |     |     | X   | Sec. 50-285 Art. 1<br>Sec. B (c) (1)       |
| 5. Abrogation and Greater Restriction section.  |                      |     |     | X   | Sec. 50-286 Art. 2<br>Sec. D               |
| 6. Disclaimer of Liability section advising that the degree of flood protection required by the ordinance is considered reasonable but does not imply total flood protection.   |                      |     |     | X   | Sec. 50-286 Art. 2<br>Sec. F               |
| 7. Severability section (If any section, provision, or portion of the ordinance is adjudged unconstitutional or invalid by a court, the remainder of the ordinance shall not be affected.)  |                      |     |     | X   | Sec. 50-286 Art. 2<br>Sec. G               |
| 8. Framework for administering the ordinance (permit system, establish office for administering the ordinance, etc.)<br>The City Engineer   |                      |     |     | X   | Sec. 50-287 Art. 3                         |
| 9. Require permits for all proposed construction or other development including placement of manufactured homes.<br>[60.3(a)(1)]  |                      |     |     | X   | Sec. 50-287 Art. 3<br>Sec. A               |
| 10. Require permits for all proposed construction and other development within SFHAs on the FHBM or FIRM.<br>[60.3(b)(1)]   |                      |     |     | X   | Sec. 50-287 Art. 3<br>Sec. A               |
| 11. Review permits to assure sites are reasonably safe from flooding. [60.3(a)(3)]  |                      |     |     | X   | Sec. 50-287 Art. 3<br>Sec. C (a)           |
| 12. Assure that all other State and Federal permits are obtained. [60.3(a)(2)]  |                      |     |     | X   | Sec. 50-287 Art. 3<br>Sec. C (b)           |

NATIONAL FLOOD INSURANCE PROGRAM (NFIP)  
 MINIMUM LAND MANAGEMENT CRITERIA  
 (Evaluation Sheet)

|     |   |  |  |  |   |                                      |
|-----|---|--|--|--|---|--------------------------------------|
| 13. | Review subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, to determine whether such proposals will be reasonably safe from flooding. [60.3(a)(4)]   |  |  |  | X | Sec. 50-287 Art. 3<br>Sec. C (c)     |
| 14. | Notify neighboring communities of watercourse alterations or relocations. [60.3(b)(6)]  |  |  |  | X | Sec. 50-287 Art. 3<br>Sec. C (e)     |
| 15. | Maintain carrying capacity of altered or relocated watercourse. [60.3(b)(7)]  |  |  |  | X | Sec. 50-287 Art. 3<br>Sec. C (f)     |
| 16. | Where BFE data are utilized, obtain and maintain records of<br>i) the lowest floor elevation, including basement, of all new or substantially improved structures. [60.3(b)(5)(i)]  |  |  |  | X | Sec. 50-287 Art. 3<br>Sec. C (g)     |
| 17. | ii) the actual elevation that a new or substantially improved non-residential structure is floodproofed. [60.3(b)(5)(ii)]   |  |  |  | X | Sec. 50-287 Art. 3<br>Sec. C (h)     |
| 18. | Require that, for floodproofed <u>NONRESIDENTIAL</u> structures, a registered professional engineer/architect certify that the design and methods of construction meet requirements at (c)(3)(ii). [60.3(c)(4)]   |  |  |  | X | Sec. 50-287 Art. 3<br>Sec. C (i)     |
| 19. | In A Zones, in the absence of FIA BFE data and Floodway data, consider other available data as basis for elevating residential structures to or above base flood level, and for floodproofing or elevating nonresidential structures to or above base flood level. [60.3(b)(4)] |  |  |  | X | Sec. 50-288 Art. 4<br>Sec. A (b)     |
| 20. | Until a regulatory floodway is designated, no encroachments may increase the base flood level more than 1 foot. [60.3(c)(10)]   |  |  |  | X | Sec. 50-288 Art. 4<br>Sec. A (c)     |
| 21. | If a proposed site is in a flood-prone area, all new construction and substantial improvements shall be:<br>(a) Adequately anchored (including manufactured homes) to prevent flotation, collapse, or lateral movement. [60.3(a)(3)(i)]   |  |  |  | X | Sec. 50-288 Art. 4<br>Sec. A (d) (1) |
| 22. | (b) Constructed with flood-resistant materials [60.3(a)(3)(ii)]   |  |  |  | X | Sec. 50-288 Art. 4<br>Sec. A (d) (2) |
| 23. | (c) Constructed by methods/practices that minimize flood damage. [60.3(a)(3)(iii)]  |  |  |  | X | Sec. 50-288 Art. 4<br>Sec. A (d) (3) |
| 24. | (d) Constructed with electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities designed and/or located to prevent water entry or accumulation. [60.3(a)(3)(iv)]  |  |  |  | X | Sec. 50-288 Art. 4<br>Sec. A (d) (4) |

NATIONAL FLOOD INSURANCE PROGRAM (NFIP)  
 MINIMUM LAND MANAGEMENT CRITERIA  
 (Evaluation Sheet)

|     |  |  |  |  |   |  |
|-----|--|--|--|--|---|--|
| 25. | Require new and replacement water supply and sanitary sewer systems to be designed to minimize or eliminate infiltration and on-site waste disposal systems be designed to avoid impairment or contamination [60.3(a)(5), (a)(6)(i), and (a)(6)(ii)]   |  |  |  | X | Sec. 50-288 Art. 4<br>Sec. A (d) (5)     |
| 26. | If a subdivision proposal or other proposed new development is in a flood-prone area, any such proposal shall be reviewed to assure that:<br><br>(a) Such proposals minimize flood damage. [60.3(a)(4)(i)]   |  |  |  | X | Sec. 50-288 Art. 4<br>Sec. A (d) (6) (a) |
| 27. | (b) Public utilities and facilities are constructed so as to minimize flood damage [60.3(a)(4)(ii)]  |  |  |  | X | Sec. 50-288 Art. 4<br>Sec. A (d) (6) (b) |
| 28. | (c) Adequate drainage is provided. [60.3(a)(4)(iii)]   |  |  |  | X | Sec. 50-288 Art. 4<br>Sec. A (d) (6) (c) |
| 29. | Require base flood elevation data for subdivision proposals or other developments greater than 50 lots or 5 acres. [60.3(b)(3)]  |  |  |  | X | Sec. 50-288 Art. 4<br>Sec. A (d) (6) (d) |
| 30. | Require all new and substantially improved <u>RESIDENTIAL</u> structures within A1-30, AE, and AH Zones have their lowest floor (including basement) elevated to or above the BFE. [60.3(c)(2)] Three (3) feet above BFE   |  |  |  | X | Sec. 50-288 Art. 4<br>Sec. B (a) (1)     |
| 31. | Require that new and substantially improved <u>NONRESIDENTIAL</u> structures within A1-30, AE, and AH Zones have their lowest floor elevated or floodproofed to or above the base flood elevation. [60.3(c)(3)] Three (3) feet above   |  |  |  | X | Sec. 50-288 Art. 4<br>Sec. B (a) (2)     |
| 32. | Require, for all new construction and substantial improvements, that fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage have permanent openings designed to allow the entry and exit of flood waters in accordance with specifications of 60.3(c)(5). [60.3(c)(5)] |  |  |  | X | Sec. 50-288 Art. 4<br>Sec. B (a) (3)     |
| 33. | Require all manufactured homes to be elevated and anchored to resist flotation, collapse, or lateral movement. [60.3(b)(8)]  |  |  |  | X | Sec. 50-288 Art. 4<br>Sec. C (a)         |

NATIONAL FLOOD INSURANCE PROGRAM (NFIP)  
 MINIMUM LAND MANAGEMENT CRITERIA  
 (Evaluation Sheet)

|     |  |  |  |  |   |   |  |   |   |  |   |            |
|-----|--|--|--|--|---|---|--|---|---|--|---|------------|
| 34. | <p>Require that manufactured homes placed or substantially improved within A1-30, AH, and AE Zones, which meet one of the following criteria, to be elevated such that the lowest floor is at or above the BFE and be securely anchored:</p> <ul style="list-style-type: none"> <li>i. outside a manufactured home park or subdivision;</li> <li>ii. in a new manufactured home park or subdivision;</li> <li>iii. in an expansion to an existing manufactured home park or subdivision;</li> <li>iv. on a site in a existing park which a manufactured home has incurred substantial damage as a result of a flood. [60.3(c)(6)]</li> </ul> |  |  |  | X | <p>Sec. 50-288 Art. 4<br/>         Sec. C (b) (1-4)</p> |  |   |   |  |   |            |
| 35. | <p>In A1-30, AH and AE Zones, require that manufactured homes to be placed or substantially improved in an <u>existing</u> manufactured home park to be elevated so that</p> <ul style="list-style-type: none"> <li>i) the lowest floor is at or above the BFE, or</li> <li>ii) the chassis is supported by reinforced piers no less than 36 inches above grade and securely anchored. [60.3(c)(12)] Three (3) feet above</li> </ul>   |  |  |  |   |   |  | X | <p><b>Sec. 50-288 Art. 4</b><br/> <b>Sec. C (c) (1-2)</b></p> |  |   |            |
| 36. | <p>In AO Zones, require that new and substantially improved <u>RESIDENTIAL</u> structures have their lowest floor (including basement) at or above the highest adjacent grade at least as high as the FIRM's depth number. [60.3(c)(7)]</p>  |  |  |  |   |   |  |   |   |  | X | <p>N/A</p> |
| 37. | <p>In AO Zones, require that new and substantially improved <u>NONRESIDENTIAL</u> structures have their lowest floor elevates or completely floodproofed above the highest adjacent grade at least as high as the FIRM's depth number. [60.3(c)(8)] 2 feet</p>   |  |  |  |   |   |  |   |   |  |   |            |
| 38. | <p>In Zones AO and AH, require drainage paths around structures on slopes to guide water from structures. [60.3(c)(11)]</p>  |  |  |  |   |   |  |   |   |  |   |            |
| 39. | <p>Designate a regulatory floodway which will not increase the base flood level more than 1 foot. [60.3(d)(2)]</p>   |  |  |  |   |   |  |   |   |  |   |            |
| 40. | <p>In a regulatory floodway, prohibit any encroachment which would cause any increase in the base flood level unless hydrologic and hydraulic analyses prove that the proposed encroachment would not increase flood levels during the base flood discharge. [60.3(d)(3)]</p>  |  |  |  |   |   |  |   |   |  |   |            |
| 41. | <p>In A1-30, AH, and AE Zones, all recreational vehicles to be placed on a site must be elevated and anchored <u>or</u> be on the site for less and 180 consecutive days or be fully licensed and highway ready. [60.3(c)(14)]</p>   |  |  |  |   |   |  |   |   |  |   |            |

NATIONAL FLOOD INSURANCE PROGRAM (NFIP)  
 MINIMUM LAND MANAGEMENT CRITERIA  
 (Evaluation Sheet)

|     |   |  |  |  |   |                    |
|-----|---|--|--|--|---|--------------------|
| 42. | Variance section with evaluation criteria and insurance notice. <b>[60.6(a)]</b><br><i>Statutory Citation: RSMo 89.110</i>  |  |  |  | X | Sec. 50-289 Art. 5 |
| 43. | Adequate enforcement provisions including a violations/penalty sections specifying actions community will take to assure compliance. \$500  |  |  |  | X | Sec. 50-290 Art.6  |
| 44. | Adopt definitions of: 1) Base Flood, 2) Development, 3) Existing Manufactured Home Park or Subdivision, 4) Expansion to an Existing Manufactured Home Park or Subdivision, 5) Flood Insurance Rate Map, 6) Flood Insurance Study, 7) Floodway, 8) Historic Structure, 9) Lowest Floor, 10) Manufactured Home, 11) Manufactured Home Park or Subdivision, 12) New Construction, 13) New Manufactured Home Park or Subdivision, 14) Recreational Vehicle, 15) Special Flood Hazard Area, 16) Start of Construction, 17) Structure, 18) Substantial Damage, 19) Substantial Improvement, 20) Variance, 21) Violation, and other definitions as appropriate. [59.1] |  |  |  | X | Sec. 50-290 Art. 8 |
| 45. | Ordinance effective date . Adoption date .  |  |  |  | X |                    |
| 46. | Signature of Appropriate Office and Certification.  |  |  |  | X |                    |

**REVIEW COMMENTS:**

Additional language: Storage, material and equipment; Cumulative Improvement, Critical facilities; Hazardous materials; Nonconforming use; Accessory Structures.

30, 31, 34 & 35: Three (3) feet above BFE

**CITY OF RAYTOWN**  
**Request for Board Action**

**Date: December 29, 2016**

**Bill No. 6432-16**

**To: Mayor and Board of Aldermen**

**Section No.: XIII**

**From: Scott Peterson, Planning & Zoning Coordinator**

**Department Head Approval:** \_\_\_\_\_

**Finance Director Approval:** \_\_\_\_\_ (only if funding requested)

**City Administrator Approval:** \_\_\_\_\_

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**Action Requested:** Approval of ordinance amending Chapter 50, Article XI, Section 50-107 of the Code of Ordinances of the City of Raytown.

**Recommendation:** The Planning & Zoning Commission by a vote of 6 in favor and 0 against recommends approval of the ordinance amending Chapter 50, Article XI, Section 50-107 of the Code of Ordinances of the City of Raytown.

**Analysis:** The Development & Public Affairs staff has done a comprehensive review of Chapter 50 (Zoning) of the Code of Ordinances for the City of Raytown, and has made a number of recommended changes to the use table in Section 50-107 and its associated use definitions. It has been known for some time that there were existing errors in the use table, as well as some conflicting information between the use table and the zoning district requirements. As such, staff has put together changes to the use table to accurately reflect what is required in each zoning district, as well as to better capture the spirit and intent of the zoning ordinance.

In addition, recommended changes to definitions of certain zoning uses in Section 50-107 are outlined below:

1. It is the opinion of staff that the definitions for *vehicle repair, general* and *vehicle repair, limited* are vague and fail to distinguish a significant difference from each other. They currently read as follows:
  - a. *Vehicle repair, general*, means an establishment primarily engaged in painting of or bodywork to motor vehicles or heavy equipment. Typical uses include paint and body shops.
  - b. *Vehicle repair, limited*, means a use providing automobile repair or maintenance services within completely enclosed buildings, but not including general vehicle repair services.

As such, staff recommends that *vehicle repair, general*, and *vehicle repair, limited*, be amended to read as follows:

- a. *Vehicle repair, general*, means an establishment engaged in vehicle and equipment body repair and painting; engine block and transmission replacement and other similar heavy repair services. Services listed in vehicle repair, limited, may also be included.
- b. *Vehicle repair, limited*, means an establishment providing vehicle repair and maintenance services such as brake, muffler, exhaust systems, automotive glass, wheel alignment, tire sales and repair, engine tune up, lubrication and other similar minor repair and maintenance services provided they are within a completely enclosed building.

2. Staff recommends that a new definition be added to Section 50-4 for *group home*, to read as such:

- a. *Group home*, means a residential facility serving nine or fewer residents and not more than two of whom are staff residents, similar in appearance to a single-family dwelling and providing basic health supervision, rehabilitation training, community integration or social support. Group homes are specifically licensed by the State of Missouri or otherwise permitted by law.

**Alternatives:** Alternatives to the recommendation of the Planning & Zoning Commission would be to either deny the text amendment application or refer the application back to the Planning & Zoning Commission for revisions and/or further review.

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

Not Applicable

**Additional Reports Attached:**

- Staff Report for the December 1, 2016 Planning & Zoning Commission meeting.
- Minutes for the December 1, 2016 Planning & Zoning Commission meeting.
- Proposed Land Use Table amendment

# STAFF REPORT

**To: The City of Raytown Planning and Zoning Commission**

**From: Scott Peterson, Planning and Zoning Coordinator**

**Date: December 1, 2016**

**Subject: Agenda Item No. 5.C: 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.**

The Development and Public Affairs staff has done a comprehensive review of Chapter 50 (Zoning) of the Code of Ordinances for the City of Raytown, and has made a number of recommended changes to the use table in Section 50-107 and its associated use definitions. It has been known for some time that there were existing errors in the use table, as well as some conflicting information between the use table and the zoning district requirements. As such, staff has put together changes to the use table to accurately reflect what is required in each zoning district, as well as to better capture the spirit and intent of the zoning ordinance. The recommended update to the use table is attached with this staff report.

The letters **C** and **P** indicate proposed new designations on the Table and the areas blocked out in red are proposed deletions.

In addition, recommended changes to definitions of certain zoning uses in Section 50-107 are outlined below:

2. It is the opinion of staff that the definitions for *vehicle repair, general* and *vehicle repair, limited* are vague and fail to distinguish a significant difference from each other. They currently read as follows:
  - a. *Vehicle repair, general*, means an establishment primarily engaged in painting of or bodywork to motor vehicles or heavy equipment. Typical uses include paint and body shops.
  - b. *Vehicle repair, limited*, means a use providing automobile repair or maintenance services within completely enclosed buildings, but not including general vehicle repair services.

As such, staff recommends that *vehicle repair, general*, and *vehicle repair, limited*, be amended to read as follows:

- c. *Vehicle repair, general*, means an establishment engaged in vehicle and equipment body repair and painting; engine block and transmission replacement and other similar heavy repair services. Services listed in vehicle repair limited may also be included.

- d. *Vehicle repair, limited*, means an establishment providing vehicle repair and maintenance services such as brake, muffler, exhaust systems, automotive glass, wheel alignment, tire sales and repair, engine tune up, lubrication and other similar minor repair and maintenance services provided they are within a completely enclosed building.
2. Staff recommends that a new definition be added to Section 50-4 for *group home*, to read as such:
- b. *Group home*, means a residential facility serving nine or fewer residents and not more than two of whom are staff residents, similar in appearance to a single-family dwelling and providing basic health supervision, rehabilitation training, community integration or social support. Group homes are specifically licensed by the State of Missouri or otherwise permitted by law.

**Staff Recommendation:**

It is the recommendation of staff that the Planning and Zoning Commission vote to approve the text amendment changes to Section 50-107 as outlined in the staff report and accompanying use table.

**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

**AN ORDINANCE AMENDING CHAPTER 50 (ZONING), SECTION 107 (LAND USE TABLE) OF THE CODE OF ORDINANCES OF THE CITY OF RAYTOWN, FOR THE PURPOSE OF UPDATING THE LAND USE TABLE IN THE ZONING ORDINANCE OF THE CITY OF RAYTOWN**

**WHEREAS**, application PZ-2016-004, submitted by the City of Raytown, proposes to amend Section 50-107 of the City of Raytown Zoning Ordinance relating to regulations governing public hearings that appear before the Planning and Zoning Commission; and

**WHEREAS**, after due public notice in the manner prescribed by law, the Planning and Zoning Commission held a public hearing on December 1, 2016 and by a vote of 6 in favor and 0 against recommended approval of the amendment to Section 50-107 of the City of Raytown Zoning Ordinance; and

**WHEREAS**, after due public notice in the manner prescribed by law, the Board of Aldermen held public hearings on December 20, 2016, and January 3, 2017 and rendered a decision to approve the amendment to Section 50-107 of the City of Raytown Zoning Ordinance.

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

**SECTION 1 – APPROVAL OF AMENDMENTS.** That Section 50-107, commonly known as “Land Use Table”, is hereby amended as provided in Section 2.

**SECTION 2 – AMENDMENTS.** The following definitions are hereby adopted:

(5) Definitions:

*Vehicle repair, general*, means an establishment engaged in vehicle and equipment body repair and painting; engine block and transmission replacement and other similar heavy repair services. Services listed in vehicle repair, limited, may also be included.

*Vehicle repair, limited*, means an establishment providing vehicle repair and maintenance services such as brake, muffler, exhaust systems, automotive glass, wheel alignment, tire sales and repair, engine tune up, lubrication and other similar minor repair and maintenance services provided they are within a completely enclosed building.

*Group home*, means a residential facility serving nine or fewer residents and not more than two of whom are staff residents, similar in appearance to a single-family dwelling and providing basic health supervision, rehabilitation training, community integration or social support. Group homes are specifically licensed by the State of Missouri or otherwise permitted by law.

The following land use table is hereby amended to read as follows as set forth 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 5 – 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 3<sup>rd</sup> day of January, 2017.

\_\_\_\_\_  
Michael McDonough, Mayor

ATTEST:

\_\_\_\_\_  
Teresa M. Henry, City Clerk

Approved as to Form:

\_\_\_\_\_  
Joe Willerth, City Attorney

**EXHIBIT "A"**

| USES  | ZONING DISTRICTS      |     |     |    |                          |    |   |   |    |    |    |                   |    |    |    | Conditions |
|---|-----------------------|-----|-----|----|--------------------------|----|---|---|----|----|----|-------------------|----|----|----|------------|
|   | Residential Districts |     |     |    | Nonresidential Districts |    |   |   |    |    |    | Overlay Districts |    |    |    |            |
|   | R-1                   | R-2 | R-3 | MH | NC                       | HC | M | N | TS | FP | HO | P                 | CD | HP | AE |            |
| Accessory uses  | P                     | P   | P   | P  | P                        | P  | P |   | P  |    | P  | P                 |    |    | P  | (6), (11)  |
| Adult Book Store  |                       |     |     |    |                          |    |   |   |    |    |    | P                 |    |    | P  | (15)       |
| Adult Day Care  | C                     | C   | C   |    | P                        |    |   |   | P  |    |    | P                 |    |    | P  | (12)       |
| Adult Entertainment Establishment                       |                       |     |     |    |                          |    |   |   |    |    |    | P                 |    |    | P  | (15)       |
| Adult Mini-Motion Picture Theater                       |                       |     |     |    |                          |    |   |   |    |    |    | P                 |    |    | P  | (15)       |
| Adult Motion Picture Theater                            |                       |     |     |    |                          |    |   |   |    |    |    | P                 |    |    | P  | (15)       |
| Agriculture   | P                     | P   | P   | P  | P                        | P  | P | P | P  |    |    | P                 |    |    |    |            |
| Airports and aviation fields including helicopter pads. |                       |     |     |    |                          |    | C |   |    |    |    |                   |    |    |    | (11)       |
| Amusement Parks   |                       |     |     |    | C                        |    | C |   |    |    |    |                   |    |    |    |            |
| Animal Care, General                                    |                       |     |     |    |                          |    | P |   | P  |    |    |                   |    |    |    | (13)       |
| Animal Care, Limited                                    |                       |     |     |    |                          |    | P |   | P  |    |    | P                 |    |    |    | (13)       |
| Arenas  |                       |     |     |    | C                        |    | C |   |    |    |    |                   |    |    |    |            |
| Art Galleries   | P                     | P   | P   |    | P                        | P  |   |   | P  |    |    | P                 |    |    |    | (5)        |
| Assembly Rooms  |                       |     |     |    | C                        |    | C |   |    |    |    |                   |    |    |    |            |
| Athletic Fields   |                       |     |     |    | C                        |    | C |   |    |    |    |                   |    |    |    |            |
| Auction Facilities                                      |                       |     |     |    | C                        |    | C |   |    |    |    |                   |    |    |    |            |
| Auditorium or Stadium                                   |                       |     |     |    |                          |    | P |   | P  |    |    | P                 |    |    |    | (13)       |
| Auditoriums   |                       |     |     |    |                          |    |   |   |    |    |    |                   |    |    |    |            |
| Bakery, Retail  |                       |     |     |    | P                        | P  |   |   | P  |    |    |                   |    |    |    | (10), (11) |

**EXHIBIT "A"**

| USES   | ZONING DISTRICTS      |     |     |    |                          |    |   |   |    |    |                   |   |    |    | Conditions |                 |
|--|-----------------------|-----|-----|----|--------------------------|----|---|---|----|----|-------------------|---|----|----|------------|-----------------|
|  | Residential Districts |     |     |    | Nonresidential Districts |    |   |   |    |    | Overlay Districts |   |    |    |            |                 |
|  | R-1                   | R-2 | R-3 | MH | NC                       | HC | M | N | TS | FP | HO                | P | CD | HP |            | AE              |
| Bed and breakfast homes with or without a related tearoom                              | C                     | C   | C   |    |                          |    |   |   |    |    |                   |   |    |    |            |                 |
| Boat Sales   |                       |     |     |    | C                        | C  | C |   |    |    |                   |   |    |    |            |                 |
| Camps  |                       |     |     |    |                          |    |   | P | P  |    |                   | P |    |    |            |                 |
| Car Wash   |                       |     |     |    |                          |    | P |   | P  |    |                   | P |    |    |            | (13)            |
| Car Wash   |                       |     |     |    | C                        | C  | C |   |    |    |                   | P |    |    |            | (13)            |
| Cemeteries, crematories and mausoleums   | C                     | C   | C   | C  | C                        | C  | C | C |    |    |                   |   |    |    |            |                 |
| Churches, chapels, mosques, synagogues, temples and other places of religious assembly | P                     | P   | P   | P  | P                        | P  | P |   | P  |    |                   | P |    |    | P          | (3), (10), (11) |
| College or University  |                       |     |     |    |                          |    | P |   | P  |    |                   | P |    |    |            | (13)            |
| Commercial and retail uses that are not permitted by district regulations              | C                     | C   | C   | C  | C                        | C  | C | C |    |    |                   |   |    |    |            |                 |
| Communications towers  | C                     | C   | C   | C  | C                        | C  | C | C | C  |    |                   |   |    |    |            | (16)            |

**EXHIBIT "A"**

| USES  | ZONING DISTRICTS      |     |     |    |                          |     |   |   |    |    |    |                   |    |    | Conditions |      |
|---|-----------------------|-----|-----|----|--------------------------|-----|---|---|----|----|----|-------------------|----|----|------------|------|
|   | Residential Districts |     |     |    | Nonresidential Districts |     |   |   |    |    |    | Overlay Districts |    |    |            |      |
|   | R-1                   | R-2 | R-3 | MH | NC                       | HC  | M | N | TS | FP | HO | P                 | CD | HP |            | AE   |
| Condominium dwelling containing more than two household condominium dwellings |                       |     | C   |    |                          |     |   |   |    |    |    | P                 | P  |    |            | (17) |
| Construction Sales and Service  |                       |     |     |    |                          |     | P |   | P  |    |    | P                 |    |    |            | (13) |
| Convenience Stores  |                       |     |     |    | P                        | P   | P |   | P  |    |    | P                 |    |    |            | (13) |
| Cultural Service  |                       |     |     |    |                          |     | P |   | P  |    |    | P                 |    |    |            | (13) |
| Dance halls, discotheques, and night clubs                                    |                       | C   | C   |    | C                        | C   |   |   |    |    |    |                   |    |    |            |      |
| Day care center   |                       |     |     |    | P                        |     |   |   | P  |    |    | P                 |    |    | P          | (12) |
| Dormitories and fraternity or sororoty houses                                 |                       | C   | C   |    |                          |     |   |   |    |    |    |                   |    |    |            |      |
| Drive-In Theater  |                       |     |     |    |                          | P   |   |   | P  |    |    | P                 |    |    |            | (11) |
| Drive-through restaurants   |                       |     |     | C  | P                        | C-P |   |   |    |    |    |                   |    |    |            |      |
| Dwelling, Large group living  | C                     | C   | P   |    | P                        |     |   |   | P  |    |    | P                 |    |    |            | (9)  |
| Dwelling, Small group living  | P                     | P   | P   |    |                          |     |   |   | P  |    | P  | P                 |    |    |            | (2)  |
| Exhibit hall  |                       |     |     |    | C                        |     | C |   |    |    |    |                   |    |    |            |      |

**EXHIBIT "A"**

| USES   | ZONING DISTRICTS      |     |     |    |                          |     |   |   |    |    |                   |   |    |    | Conditions |           |
|--|-----------------------|-----|-----|----|--------------------------|-----|---|---|----|----|-------------------|---|----|----|------------|-----------|
|  | Residential Districts |     |     |    | Nonresidential Districts |     |   |   |    |    | Overlay Districts |   |    |    |            |           |
|  | R-1                   | R-2 | R-3 | MH | NC                       | HC  | M | N | TS | FP | HO                | P | CD | HP |            | AE        |
| Financial institutions   |                       |     |     | C  | P                        | C-P |   |   |    |    |                   |   |    |    |            |           |
| Food/Bakery Product Manufacturing  |                       |     |     |    |                          |     | P |   | P  |    |                   | P |    |    |            |           |
| Fortune Tellers, palm readers, psychics, tarot card readers and similar uses                           |                       |     |     | C  | C                        |     |   |   |    |    |                   |   |    |    |            |           |
| Foster homes   | P                     | P   | P   |    |                          |     |   |   | P  |    |                   | P |    |    |            |           |
| Fraternal club, service club, private club and/or tavern   | C                     | C   | C   | C  | C                        | C   | C | C |    |    |                   |   |    |    |            |           |
| Golf course  | P                     | P   | P   |    |                          |     | P |   | P  |    |                   | P |    |    | P          | (4), (13) |
| Golf-driving, commercial or illuminated  |                       |     |     | C  |                          | C   |   |   |    |    |                   |   |    |    |            |           |
| Government Uses, including but not limited to police station, fire station, emergency medical services | C                     | C   | C   | C  | P                        | C   | P |   | P  |    |                   | P |    |    | P          | (13)      |
| Group day care home  |                       |     |     |    | P                        |     |   |   | P  |    |                   | P |    |    | P          | (12)      |
| Group Home   | C                     | C   | C   |    |                          |     |   |   |    |    |                   |   |    |    |            |           |
| Health Club  |                       |     |     |    | P                        | P   | P |   | P  |    |                   | P |    |    |            | (13)      |

**EXHIBIT "A"**

| USES   | ZONING DISTRICTS      |     |     |    |                          |    |   |   |    |    |    |                   |    |    |    | Conditions |
|--|-----------------------|-----|-----|----|--------------------------|----|---|---|----|----|----|-------------------|----|----|----|------------|
|  | Residential Districts |     |     |    | Nonresidential Districts |    |   |   |    |    |    | Overlay Districts |    |    |    |            |
|  | R-1                   | R-2 | R-3 | MH | NC                       | HC | M | N | TS | FP | HO | P                 | CD | HP | AE |            |
| Home occupations                                 | P                     | P   | P   |    |                          |    |   |   | P  |    | P  | P                 |    |    |    | (7)        |
| Hospital   |                       |     |     |    |                          | P  | P |   | P  |    |    | P                 |    |    | P  | (11), (13) |
| Hotel or motel                                   |                       |     |     |    |                          | P  | P |   | P  |    |    | P                 |    |    | P  | (11), (13) |
| Junk yards or salvage yards                      |                       |     |     |    |                          | C  | C |   |    |    |    |                   |    |    |    | (18)       |
| Kennels  |                       |     |     | C  |                          | C  | C |   |    |    |    |                   |    |    |    | (19)       |
| Laundry  |                       |     |     |    |                          | P  |   |   | P  |    |    | P                 |    |    | P  | (11)       |
| Laundry Service                                  |                       |     |     |    |                          |    | P |   | P  |    |    | P                 |    |    |    | (13)       |
| Manufactured home without a permanent foundation |                       |     |     | P  |                          |    |   |   | P  |    |    | P                 |    |    |    | (13)       |
| Manufacturing and Assembly                       |                       |     |     |    |                          |    | P |   | P  |    |    | P                 |    |    |    | (13)       |
| Mobile Homes                                     |                       |     |     | P  |                          |    |   |   | P  |    |    | P                 |    |    |    |            |
| Modular Home                                     | P                     | P   | P   | P  |                          |    |   |   |    |    |    |                   |    |    |    |            |
| Mortuaries                                       |                       |     |     |    | P                        | P  |   |   | P  |    |    | P                 |    |    | P  | (11)       |
| Motorcycle sales and service                     |                       |     |     |    |                          | P  |   |   | P  |    |    | P                 |    |    | P  | (11)       |
| Multi-household buildings                        |                       |     | P   |    |                          |    |   |   | P  |    |    | P                 | P  |    |    |            |
| Multi-household dwellings (i.e., communes)       | C                     | C   | C   | C  | C                        | C  | C |   |    |    |    |                   |    |    |    |            |
| Museums  | P-C                   | P-C | P-C |    | P                        |    |   |   | P  |    |    | P                 |    |    |    |            |
| Nursery or Garden Center                         |                       |     |     |    |                          | P  |   |   | P  |    |    | P                 |    |    | P  | (11)       |

**EXHIBIT "A"**

| USES  | ZONING DISTRICTS      |     |     |    |                          |    |   |   |    |    |                   |   |    |    | Conditions |      |
|---|-----------------------|-----|-----|----|--------------------------|----|---|---|----|----|-------------------|---|----|----|------------|------|
|   | Residential Districts |     |     |    | Nonresidential Districts |    |   |   |    |    | Overlay Districts |   |    |    |            |      |
|   | R-1                   | R-2 | R-3 | MH | NC                       | HC | M | N | TS | FP | HO                | P | CD | HP |            | AE   |
| Offices   |                       |     |     |    | P                        | P  |   |   | P  |    |                   | P |    |    | P          | (11) |
| Outdoor Gun Clubs   |                       |     |     |    |                          | C  |   |   |    |    |                   |   |    |    |            |      |
| Outdoor Storage Uses  |                       |     |     | C  |                          | C  | C |   |    |    |                   |   |    |    |            |      |
| Parking Lot, Commercial   |                       |     |     |    |                          |    | P |   | P  |    |                   | P |    |    |            | (13) |
| Parks and Recreation- Public  | P                     | P   | P   | P  |                          |    | P | P | P  |    |                   | P |    |    |            | (13) |
| Penal, reformatory or other correctional uses   |                       |     |     | C  |                          | C  |   |   |    |    |                   |   |    |    |            |      |
| Pharmacy  |                       |     |     |    | P                        | P  |   |   | P  |    |                   | P |    |    | P          | (11) |
| Pitch and putt or miniature golf courses  | P                     | P   | P   |    | C                        | C  |   |   | P  |    |                   | P |    |    |            |      |
| Pre-schools, nursery schools, children's day care or facilities of five persons but not more than ten persons | C                     | C   | C   |    |                          |    |   |   |    |    |                   |   |    |    |            |      |
| Printing and Publishing   |                       |     |     |    | P                        | P  | P |   | P  |    |                   | P |    |    |            | (13) |
| Private swimming pools  | P                     | P   | P   |    |                          |    |   |   | P  |    |                   | P |    |    |            | (6)  |

**EXHIBIT "A"**

| USES  | ZONING DISTRICTS      |     |     |    |                          |    |   |   |    |    |    |                   |    |    |    | Conditions |
|---|-----------------------|-----|-----|----|--------------------------|----|---|---|----|----|----|-------------------|----|----|----|------------|
|   | Residential Districts |     |     |    | Nonresidential Districts |    |   |   |    |    |    | Overlay Districts |    |    |    |            |
|   | R-1                   | R-2 | R-3 | MH | NC                       | HC | M | N | TS | FP | HO | P                 | CD | HP | AE |            |
| Public and private resource recycling centers not involving any hazardous or toxic waste  |                       |     |     | C  |                          | C  | C |   |    |    |    |                   |    |    |    |            |
| Public and private sanitary landfills not involving any hazardous or toxic waste material |                       |     |     |    |                          | C  |   |   |    |    |    |                   |    |    |    |            |
| Private entertainment and recreation center   |                       |     |     |    |                          | P  | P |   | P  |    |    | P                 |    |    | P  | (11), (13) |
| Race Tracks   |                       |     |     |    | C                        |    | C |   |    |    |    |                   |    |    |    |            |
| Recreation and Entertainment, Indoor  |                       |     |     |    | P                        | P  | P |   | P  |    |    | P                 |    |    |    | (13)       |
| Repair Service  |                       |     |     |    | P                        |    | P |   | P  |    |    | P                 |    |    |    | (13)       |
| Research Service  |                       |     |     |    |                          |    | P |   | P  |    |    | P                 |    |    |    | (13)       |
| Residential care facility   | C                     | C   | P   |    | P                        |    |   |   | P  |    |    | P                 |    |    | P  | (9)        |
| Residential or outpatient facilities for the treatment of alcohol or drug abuse           | C                     | C   | C   | C  | C                        | C  | C | C |    |    |    |                   |    |    |    |            |

**EXHIBIT "A"**

| USES   | ZONING DISTRICTS      |     |     |    |                          |    |   |   |    |    |                   |   |    |    | Conditions |           |
|--|-----------------------|-----|-----|----|--------------------------|----|---|---|----|----|-------------------|---|----|----|------------|-----------|
|  | Residential Districts |     |     |    | Nonresidential Districts |    |   |   |    |    | Overlay Districts |   |    |    |            |           |
|  | R-1                   | R-2 | R-3 | MH | NC                       | HC | M | N | TS | FP | HO                | P | CD | HP |            | AE        |
| Restaurants                                  |                       |     |     |    | P                        | P  |   |   | P  |    |                   | P |    |    | P          | (11)      |
| Retail store or shop                         |                       |     |     |    | P                        | P  |   |   | P  |    |                   | P |    |    | P          | (11)      |
| Riding stable (private)                      |                       |     |     |    | C                        |    | C |   |    |    |                   |   |    |    |            | (20)      |
| Riding stable and academy (public)           |                       |     |     |    | C                        |    | C |   |    |    |                   |   |    |    |            | (21)      |
| Schools, private or parochial and non-profit | C                     | C   | C   | C  | C                        | C  | C | C |    |    |                   |   |    |    |            |           |
| Service stations                             |                       |     |     | C  | C                        | C  |   |   |    |    |                   |   |    |    |            |           |
| Single-household dwellings                   | P                     | P   | P   |    |                          |    |   |   | P  |    | P                 | P |    |    |            | (1)       |
| Studio, Television or Film                   |                       |     |     |    |                          |    | P |   | P  |    |                   | P |    |    |            | (14)      |
| Swimming pools, public or commercial         |                       |     |     | C  | C                        |    |   |   |    |    |                   |   |    |    |            |           |
| Tattoo parlors and body-piercing businesses  |                       |     |     | C  | C                        | C  |   |   |    |    |                   |   |    |    |            |           |
| Temporary Uses                               | P                     | P   | P   | P  | P                        | P  | P | P | P  | P  | P                 | P | P  | P  | P          | (22)      |
| Transit Facility                             |                       |     |     |    |                          |    | P |   | P  |    |                   | P |    |    |            | (14)      |
| Two-household condominium dwellings          |                       | P   | P   |    |                          |    |   |   | P  |    |                   | P |    |    |            | (9), (15) |
| Two-household dwellings                      |                       | P   | P   |    |                          |    |   |   | P  |    |                   | P |    |    |            | (9), (15) |

**EXHIBIT "A"**

| USES   | ZONING DISTRICTS      |     |     |    |                          |    |   |   |    |    |    |                   |    |    |    | Conditions |
|--|-----------------------|-----|-----|----|--------------------------|----|---|---|----|----|----|-------------------|----|----|----|------------|
|  | Residential Districts |     |     |    | Nonresidential Districts |    |   |   |    |    |    | Overlay Districts |    |    |    |            |
|  | R-1                   | R-2 | R-3 | MH | NC                       | HC | M | N | TS | FP | HO | P                 | CD | HP | AE |            |
| Utility, Minor   |                       |     |     |    |                          |    | P |   | P  |    |    | P                 |    |    |    | (14)       |
| Vehicle and Equipment Rental                                   |                       |     |     | C  | C                        | C  | C |   |    |    |    |                   |    |    |    |            |
| Vehicle and Equipment Sales                                    |                       |     |     | C  | C                        | C  | C |   |    |    |    |                   |    |    |    |            |
| Vehicle Repair, General  |                       |     |     |    |                          | C  | P |   |    |    |    |                   |    |    |    |            |
| Vehicle Repair, Limited  |                       |     |     |    |                          | C  | P |   | P  |    |    | P                 |    |    |    | (14)       |
| Vehicle/Equipment Storage Yard                                 |                       |     |     |    |                          | C  | C |   |    |    |    |                   |    |    |    |            |
| Veterinary and small animal hospitals with outdoor containment |                       |     |     | C  |                          | C  | P |   |    |    |    |                   |    |    |    |            |
| Vocational School  |                       |     |     |    |                          |    | P |   | P  |    |    | P                 |    |    |    | (14)       |
| Warehousing and Wholesale                                      |                       |     |     |    |                          |    | P |   | P  |    |    | P                 |    |    |    | (14)       |
| Water towers   | C                     | C   | C   | C  | C                        | C  | C | C |    |    |    |                   |    |    |    |            |

**CITY OF RAYTOWN**  
**Request for Board Action**

**Date: December 29, 2016**

**Bill No. 6433-16**

**To: Mayor and Board of Aldermen**

**Section No.: XIII**

**From: Scott Peterson, Planning & Zoning Coordinator**

**Department Head Approval:** \_\_\_\_\_

**Finance Director Approval:** \_\_\_\_\_ (only if funding requested)

**City Administrator Approval:** \_\_\_\_\_

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**Action Requested:** Approval of ordinance amending Chapter 50, Article XI, Section 50-560 of the Code of Ordinances of the City of Raytown.

**Recommendation:** The Planning & Zoning Commission by a vote of 6 in favor and 0 against recommends approval of the ordinance amending Chapter 50, Article XI, Section 50-560 of the Code of Ordinances of the City of Raytown, subject to an amendment to Section 50-560.01(d) that will reduce the written summary report deadline from two weeks to ten days.

**Analysis:** In an effort to optimize the ability for the public to directly address any questions or concerns they may have about certain applications that appear before the Planning and Zoning Commission, especially those residents and businesses that are within 185-feet of said applications, staff is making a recommendation to amend Section 50-560, which identifies the procedure for public hearings that appear before the Planning and Zoning Commission. The amendment will require that the applicants for certain Planning and Zoning Commission applications, specifically rezoning, preliminary plat, planned development, conditional use and site plan applications, hold a "Neighborhood Information Meeting", whereby all property owners within 185 feet of the applicant property will be invited to attend a meeting, hosted by the applicant, where questions and concerns can be addressed. The applicant will then provide a report on what was discussed in the meeting.

The Neighborhood Information Meetings will be held at no cost to the City, and neither staff nor any representative of the City will officially be involved with the meetings, unless they choose to attend as observers. It is the belief of staff that these meetings will also help to clarify any issues the public may have, as well as help applicants make changes to their application that will alleviate any concerns by neighboring property owners, prior to any public hearings.

The second text amendment to Section 50-560 proposed by staff is to require that applicants for the same described applications as above appearing before the Planning and Zoning Commission post a sign along each street frontage of the applicant property notifying the public of a public hearing to be held at the scheduled date and time. The sign will be provided by city staff, and must be posted at least fifteen (15) days prior to the date of the public hearing.

**Alternatives:** Alternatives to the recommendation of the Planning & Zoning Commission would be to either deny the text amendment application or refer the application back to the Planning & Zoning Commission for revisions and/or further review.

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

Not Applicable

**Additional Reports Attached:**

- Staff Report for the December 1, 2016 Planning & Zoning Commission meeting.
- Minutes for the December 1, 2016 Planning & Zoning Commission meeting.

# STAFF REPORT

**To: The City of Raytown Planning and Zoning Commission**

**From: Scott Peterson, Planning and Zoning Coordinator**

**Date: December 1, 2016**

**Subject: Agenda Item No. 5.B: Public Hearing to consider text amendments to the City of Raytown Zoning Ordinance, Chapter 50, Article XI, Section 50-560 of the Code of Ordinances of the City of Raytown.**

In an effort to optimize the ability for the public to directly address any questions or concerns they may have about certain applications that appear before the Planning and Zoning Commission, especially those residents and businesses that are within 185-feet of said applications, staff is making a recommendation to amend Section 50-560, which identifies the procedure for public hearings that appear before the Planning and Zoning Commission. The amendment will require that the applicants for certain Planning and Zoning Commission applications, specifically rezoning, preliminary plat, planned development, conditional use and site plan applications, hold a "Neighborhood Information Meeting", whereby all property owners within 185 feet of the applicant property will be invited to attend a meeting, hosted by the applicant, where questions and concerns can be addressed. The applicant will then provide a report on what was discussed in the meeting.

The Neighborhood Information Meetings will be held at no cost to the City, and neither staff nor any representative of the City will officially be involved with the meetings, unless they choose to attend as observers. It is the belief of staff that these meetings will also help to clarify any issues the public may have, as well as help applicants make changes to their application that will alleviate any concerns by neighboring property owners, prior to any public hearings.

The second text amendment to Section 50-560 proposed by staff is to require that applicants for the same described applications as above appearing before the Planning and Zoning Commission post a sign along each street frontage of the applicant property notifying the public of a public hearing to be held at the scheduled date and time. The sign will be provided by city staff, and must be posted at least fifteen (15) days prior to the date of the public hearing.

The proposed amendment language for both the Neighborhood Information Meeting, and the sign posting requirement, is as follows:

## **Sec. 50-560.01 Neighborhood Information Meeting**

- (a) Purpose – Citizen participation in the planning process is essential to the successful growth of the community.

This citizen participation requirement is designed to inform and involve neighboring residents in the process of community change. It is not intended that complete consensus be achieved on all applications, but neighborhood concerns can be identified early on and addressed to some degree prior to the public hearing.

Specifically, the purpose of citizen participation is to:

- Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community;

- Ensure that the citizens and property owners of Raytown have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early state of the process; and
- Facilitate ongoing communication between the applicant, interested citizens and property owners, city staff and elected officials throughout the application review process.

(b) This section applies to Rezoning, Preliminary Plat, Planned Development, Conditional Use and Site Plan applications.

(c) Applicants shall send a courtesy notice to property owners within one hundred eighty-five feet of the applicant property; the president of any home-owners association or registered neighborhood within five hundred feet of the application; and other interested parties who have requested that they be placed on the interested parties notification list maintained by the City.

The notice will provide a brief description of the application and will establish a date and location for a meeting to discuss the issues regarding the application. The meeting shall be held at least two weeks prior to the Planning Commission Meeting for which the application is scheduled.

(d) The applicant will submit a written summary report identifying the number of persons attending the meeting, the issues raised, and the resolution to any issues solved. The report shall be submitted to the Secretary of the Planning Commission at least two weeks prior to the date of the Planning Commission Meeting scheduled to discuss the application.

**Sec. 50-560.02 Posted Sign Notice**

(a) This section applies to Rezoning, Preliminary Plat, Planned Development, Conditional Use and Site Plan applications.

(b) The applicant will post a sign informing the general public that a hearing will be held concerning the pending application. The sign will be furnished by the City and must be posted at least 15 days prior to the date of the public hearing.

(c) A sign must be posted along each road frontage in a conspicuous place on the property upon which action is pending. The sign must be placed within five feet of the right-of-way line in a central position on the property and placed so that the sign is clearly visible from the street.

(d) The applicant is responsible for maintaining the sign on the property for at least 15 days prior to the hearing, through the hearing, and through any continuances of the hearing by the Planning and Zoning Commission.

**Staff Recommendation:**

Staff recommends that the Planning and Zoning Commission approve the proposed text amendments to Section 50-560 of the Code of Ordinances of the City of Raytown.

**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 50-560 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

**AN ORDINANCE AMENDING CHAPTER 50 (ZONING), SECTION 560 (RECEIPT OF APPLICATIONS) OF THE CODE OF ORDINANCES OF THE CITY OF RAYTOWN, FOR THE PURPOSE OF ESTABLISHING NEIGHBORHOOD INFORMATION MEETINGS FOR APPLICATIONS THAT APPEAR BEFORE THE PLANNING AND ZONING COMMISSION, AS WELL AS REQUIRING SAID APPLICATIONS TO POST SIGNAGE ON APPLICANT PROPERTIES NOTIFYING THE PUBLIC OF SAID PUBLIC HEARINGS**

**WHEREAS**, application PZ-2016-003, submitted by the City of Raytown, proposes to amend Section 50-560 of the City of Raytown Zoning Ordinance relating to regulations governing public hearings that appear before the Planning and Zoning Commission; and

**WHEREAS**, after due public notice in the manner prescribed by law, the Planning and Zoning Commission held a public hearing on December 1, 2016 and by a vote of 6 in favor and 0 against recommended approval of the amendment to Section 50-560 of the City of Raytown Zoning Ordinance; and

**WHEREAS**, after due public notice in the manner prescribed by law, the Board of Aldermen held public hearings on December 20, 2016, and January 3, 2017 and rendered a decision to approve the amendment to Section 50-560 of the City of Raytown Zoning Ordinance.

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

**SECTION 1 – APPROVAL OF AMENDMENTS.** That Section 50-560, commonly known as “Receipt of applications”, is hereby amended as provided in Section 2.

**SECTION 2 – AMENDMENTS.**

**Sec. 50-560.01 Neighborhood Information Meeting**

- (a) Purpose – Citizen participation in the planning process is essential to the successful growth of the community.

This citizen participation requirement is designed to inform and involve neighboring residents in the process of community change. It is not intended that complete consensus be achieved on all applications, but neighborhood concerns can be identified early on and addressed to some degree prior to the public hearing. Specifically, the purpose of citizen participation is to:

- Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community;
- Ensure that the citizens and property owners of Raytown have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early state of the process; and
- Facilitate ongoing communication between the applicant, interested citizens and property owners, city staff and elected officials throughout the application review process.

- (b) This section applies to Rezoning, Preliminary Plat, Planned Development, Conditional Use and Site Plan applications.
- (c) Applicants shall send a courtesy notice to property owners within one hundred eighty-five feet of the applicant property; the president of any home-owners association or registered neighborhood within five hundred feet of the application; and other interested parties who have requested that they be placed on the interested parties notification list maintained by the City.

The notice will provide a brief description of the application and will establish a date and location for a meeting to discuss the issues regarding the application. The meeting shall be held at least two weeks prior to the Planning Commission Meeting for which the application is scheduled.

- (d) The applicant will submit a written summary report identifying the number of persons attending the meeting, the issues raised, and the resolution to any issues solved. The report shall be submitted to the Secretary of the Planning Commission at least ten days prior to the date of the Planning Commission Meeting scheduled to discuss the application.

**Sec. 50-560.02 Posted Sign Notice**

- (a) This section applies to Rezoning, Preliminary Plat, Planned Development, Conditional Use and Site Plan applications.
- (b) The applicant will post a sign informing the general public that a hearing will be held concerning the pending application. The sign will be furnished by the City and must be posted at least 15 days prior to the date of the public hearing.
- (c) A sign must be posted along each road frontage in a conspicuous place on the property upon which action is pending. The sign must be placed within five feet of the right-of-way line in a central position on the property and placed so that the sign is clearly visible from the street.
- (d) The applicant is responsible for maintaining the sign on the property for at least 15 days prior to the hearing, through the hearing, and through any continuances of the hearing by the Planning and Zoning Commission.

**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.

**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 3 day of January, 2017.

\_\_\_\_\_  
Michael McDonough, Mayor

ATTEST:

\_\_\_\_\_  
Teresa M. Henry, City Clerk

Approved as to Form:

\_\_\_\_\_  
Joe Willerth, City Attorney

**CITY OF RAYTOWN  
Request for Board Action**

**Date:** December 29, 2016  
**To:** Mayor and Board of Aldermen  
**From:** Teresa Henry, City Clerk

**Bill No.:** 6436-17  
**Section No.:** V-A

**Department Head Approval:** \_\_\_\_\_

**Finance Director Approval:** \_\_\_\_\_

**City Administrator Approval:** \_\_\_\_\_



**Action Requested:** Approve a Poll Contract with the Jackson County Board of Election Commissioners.

**Recommendation:** Recommended for approval.

**Analysis:** This is a request for a cooperative agreement with Jackson County to provide a polling location for two precincts that serve the City. Under state law, public entities are required to provide polling locations to election authorities free of charge and City Hall has been used as a polling location for many years. The attached contract specifies the rights and responsibilities of the parties with respect to such use.

To continue the service, the City needs to approve a new contract with Jackson County.

**Alternatives:** Deny the request.

**Fiscal Impact:** None

**Budgetary Impact**

Not Applicable

**AN ORDINANCE AUTHORIZING AND APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE JACKSON COUNTY BOARD OF ELECTION COMMISSIONERS TO UTILIZE CITY HALL AS A POLLING PLACE FOR THE 2017 CALENDAR YEAR**

**WHEREAS**, the Jackson County Election Board has requested to use the Raytown City Hall at 10000 East 59<sup>th</sup> Street as a polling place for the calendar year 2017; and

**WHEREAS**, pursuant to state statute, public facilities are required to be provided as polling places, free of charge.

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

**SECTION 1 – APPROVAL OF CONTRACT.** That the poll contract(s) submitted by the Jackson County Board of Election Commissioners in connection with conducting elections in Jackson County and the use of the Raytown City Hall as a polling place for the calendar year 2017, the same being attached hereto and by this reference made a part hereof, is (are) hereby accepted and approved.

**SECTION 2 – AUTHORITY TO EXECUTE DOCUMENTS.** That the Mayor is hereby authorized to execute said contractual agreement(s) on behalf of the City and City Clerk is hereby authorized to attest the same.

**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.

**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 \_\_\_\_ day of January, 2017.

\_\_\_\_\_  
Michael McDonough, Mayor

ATTEST:

Approved as to Form:

\_\_\_\_\_  
Teresa M. Henry, City Clerk

\_\_\_\_\_  
Joe Willerth, City Attorney

**CITY OF RAYTOWN  
Request for Board Action**

**Date:** December 29, 2016  
**To:** Mayor and Board of Aldermen  
**From:** Teresa Henry, City Clerk

**Resolution No.:** R-2929-17

**Department Head Approval:** \_\_\_\_\_

**Finance Director Approval:** \_\_\_\_\_ (only if funding requested)

**City Administrator Approval:** \_\_\_\_\_



**Action Requested:** Approve the resolution authorizing agents for UMB banking business.

**Recommendation:** Approve the recommended resolution.

**Analysis:** With Finance Director Mark Loughry's departure from the City, it is necessary to name replacements. The authority granted by this resolution empowers the agents to manage the City's investment activity and authorize other banking business items as required. The attached accomplishes that requirement.

**Alternatives:** Authorize other individuals.

**Fiscal Impact:** None

**Budgetary Impact**

Not Applicable

**Additional Reports:** None

**A RESOLUTION AUTHORIZING AND APPROVING AN ORGANIZATION RESOLUTION AND AGREEMENT BY AND BETWEEN THE CITY OF RAYTOWN, MISSOURI AND UMB BANK, N.A.**

**WHEREAS**, the City of Raytown (City) has contracted with United Missouri Bank (UMB) for banking services and in connection with such banking services it is necessary to designate individuals authorized to act on behalf of the City for such purposes; and

**WHEREAS**, the City had previously authorized Mark Loughry (along with other City officials) to perform such duties on behalf of the City; and

**WHEREAS**, Mark Loughry, Finance Director, left his employment with the City and is no longer eligible to serve in such capacity; and

**WHEREAS**, the Board of Aldermen find it to be in the best interest of the City to authorize and approve the Organization Resolution and Agreement for Deposit Accounts Services attached hereto and made a part hereof by reference;

**NOW THEREFORE**, be it resolved by the Board of Aldermen of the City of Raytown, Missouri, as follows:

**THAT** the Organization Resolution and Agreement for Deposit Accounts Services, attached hereto and incorporated herein by reference, is hereby authorized and approved;

**FURTHER THAT** the officials whose names appear on the attached Organization Resolution and Agreement for Deposit Accounts Services are hereby authorized to execute any and all documents necessary in connection with said agreement and the City Clerk is authorized to attest thereto;

**FURTHER THAT** all resolutions or parts of resolutions in conflict with this resolution are hereby repealed.

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 3<sup>rd</sup> day of January, 2017.

ATTEST:

\_\_\_\_\_  
Michael McDonough, Mayor

\_\_\_\_\_  
Teresa M. Henry, City Clerk

Approved as to Form:

\_\_\_\_\_  
Joe Willerth, City Attorney

**CITY OF RAYTOWN**  
**Request for Board Action**

**Date:** December 29, 2016

**Resolution No.:** R-2930-17

**To:** Mayor and Board of Aldermen

**From:** Doug Jones, Emergency Medical Services Director

**Department Head Approval:** \_\_\_\_\_

**Finance Director Approval:** \_\_\_\_\_ (only if funding requested)

**City Administrator Approval:** \_\_\_\_\_



**Action Requested:** EMS requests the Board of Aldermen to accept a \$500.00 grant awarded to Raytown EMS for the purposes of providing educational trainings, materials, and equipment and to support the child safety seat program.

**Recommendation:** Staff recommends accepting the grant funding specifically to be used for training, education, and equipment for our staff and our community, as well as education and training related to the child safety seat program. This recommendation further includes the use of a portion of the funds to provide child safety seats to parents in need.

**Analysis:** The department of Emergency Medical Services, along with the entire EMS industry views the education of the general public as a critical component to our mission. These grant funds would help us continue in our mission to provide education and training to our staff and the people in our community as well as help our effort to keep infants and children safe by providing education and training related to child safety seats. These grant funds also help us provide child safety seats to parents unable to financially provide a safety seat for their child.

**Alternatives:** Not accepting the Wal-Mart grant would limit our outreach training and education programs as well as reduce our ability to educate and train staff and the community on child safety seats and the provision of child safety seats to those in need.

**Budgetary Impact:**

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

Fund: General  
Department: EMS

**A RESOLUTION ACCEPTING A COMMUNITY GRANT FROM WAL-MART IN THE AMOUNT OF \$500.00 TO FURTHER THE CITY'S COMMUNITY EDUCATION PROGRAMS THROUGH THE EMERGENCY MEDICAL SERVICES DEPARTMENT AND AMENDING THE FISCAL YEAR 2016-2017 BUDGET TO REFLECT THE INCREASE IN GRANT REVENUES**

**WHEREAS**, the City of Raytown's Emergency Medical Services Department currently operates community education programs, and

**WHEREAS**, Wal-Mart has made grant funds available for purposes of providing educational training, materials and equipment and has awarded the City of Raytown with a grant in the amount of \$500.00; and

**WHEREAS**, the City desires to accept this grant and amend the fiscal year 2016-2017 budget to reflect the increase in grant revenues;

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

**THAT** the City of Raytown hereby accepts a Community Grant from Wal-Mart in the amount of \$500.00 to be used for the purpose of providing educational training, materials and equipment;

**FURTHER THAT** the fiscal year 2016-2017 Budget approved by Resolution R-2909-16, is hereby amended to allow for the revenue and expenditures associated with the grant;

**FURTHER THAT** the City Administrator is hereby authorized to execute all documents necessary to accept the grant 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 3<sup>rd</sup> day of January, 2017.

---

Michael McDonough, Mayor

ATTEST:

APPROVED AS TO FORM:

---

Teresa M. Henry, City Clerk

---

Joe Willerth, City Attorney

**CITY OF RAYTOWN**  
**Request for Board Action**

**Date:** December 29, 2016

**Resolution No.:** R-2931-17

**To:** Mayor and Board of Aldermen

**From:** Doug Jones, Emergency Medical Services Director

**Department Head Approval:** \_\_\_\_\_

**Finance Director Approval:** \_\_\_\_\_ (only if funding requested)

**City Administrator Approval:** \_\_\_\_\_



**Action Requested:** EMS requests the Board of Aldermen to approve a resolution authorizing the City of Raytown to renew the professional agreement with Tucker Lienhop, D.O. for his position as the Department of Emergency Medical Services' Physician Medical Director.

**Recommendation:** The department of Emergency Medical Services recommends Tucker Lienhop, D.O. continue to serve as our Medical Director. Dr. Lienhop is well respected in the EMS industry.

**Analysis:** The State of Missouri, the Drug Enforcement Agency, and other regulatory agencies require EMS agencies to have physician oversight. The Bureau of EMS requires agencies to have this oversight in order to provide care without a direct order from another doctor. EMS views this advisor as essential to the success of the Department of EMS. Dr. Lienhop's service to the department has so far been quite satisfactory.

**Alternatives:** Failure to have a medical director would harm the department's ability to buy important controlled substances and other life-saving medications. In addition, failure to have a medical director would diminish the ability to provide advanced life support care as well as render EMS noncompliant with federal and state requirements. Raytown EMS would not be able to operate without a medical director.

**Budgetary Impact:**

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

Amount Requested: \$3,960.00

Department: EMS

Fund: General

For the Medical Director expense, \$3,960.00 has been budgeted for Fiscal Year 2016-2017.

**Additional Reports Attached:** Medical Director Agreement

**A RESOLUTION AUTHORIZING AND APPROVING AN AGREEMENT FOR MEDICAL DIRECTOR SERVICES BETWEEN TUCKER LIENHOP, D.O. AND THE CITY OF RAYTOWN, MISSOURI**

**WHEREAS**, the City desires to promote the general interest and welfare of its citizens by participating in a program which promotes the services and skills of the paramedics employed by the City; and

**WHEREAS**, it is necessary for the City to designate a medical director to review ambulance reporting forms, develop ambulance protocols, certify license maintenance for paramedics, certify training programs for paramedics, and maintain federal and state drug license for purchase of medications; and

**WHEREAS**, the City desires to contract with Tucker Lienhop, D.O. for the purpose of providing educational and instructional services for the paramedics of the City; serving as an advisor to the City on matters relating to emergency medical service delivery; and coordinating educational and training sessions designed to provide for skills maintenance for the employees of the City who provide emergency medical services;

**WHEREAS**, the Board of Aldermen find it is in the best interests of the City to enter into an agreement with Tucker Lienhop, D.O. for such purposes;

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

**THAT** the Medical Services Director Agreement, by and between Tucker Lienhop, D.O. 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 in the amount not to exceed \$3,960.00 per year;

**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 3<sup>rd</sup> day of January, 2017.

\_\_\_\_\_  
Michael McDonough, Mayor

ATTEST:

\_\_\_\_\_  
Teresa M. Henry Clerk

Approved as to Form:

\_\_\_\_\_  
Joe Willerth, City Attorney

## MEDICAL DIRECTOR SERVICES AGREEMENT

**THIS AGREEMENT**, made and entered into this 3<sup>rd</sup> day of January, 2017, by and between the **City of Raytown, Missouri**, a municipal corporation (hereinafter referred to as "**City**"), and **Tucker Lienhop, D.O.** (hereinafter referred to as "**Consultant**").

### RECITALS

**WHEREAS**, the City desires to promote the general interest and welfare of its citizens by participating in a program which promotes the services and skills of the paramedics employed by the City; and

**WHEREAS**, it is necessary for the City to designate a medical director to review ambulance reporting forms, develop ambulance protocols, certify license maintenance for paramedics, certify training programs for paramedics, and maintain federal and state drug license for purchase of medications; and

**WHEREAS**, the City desires to contract with the Consultant for the purposes of providing educational and instructional services for the paramedics of the City; serving as an advisor to the City on matters relating to emergency medical service delivery; and coordinating educational and training sessions designed to provide for skills maintenance for the employees of the City who provide emergency medical services;

**NOW THEREFORE**, in consideration of the promises and mutual covenants herein set forth, it is hereby agreed as follows:

1. Consultant shall provide the services required hereunder in a timely manner; however, in the absence or inability of Consultant to fulfill the obligations hereunder, Consultant shall designate another qualified individual to provide such services to the City on a temporary basis during the absence or inability of Consultant to perform the functions prescribed herein.
2. Consultant agrees to provide medical direction services to the City through the City's Emergency Medical Services (EMS) Department as set forth by the State of Missouri in state law as well as regulations promulgated by the Bureau of EMS governing Medical Directors, including, but not limited to the following:
  - a. Perform consulting and advisory services on behalf of the City with respect to matters relating to or affecting the emergency medical services program of the City; and
  - b. Ensure that the personnel providing emergency medical services for the City are able to provide care, meeting established standards of care with consideration for state and national standards as well as local area needs and resources; and
  - c. Establish and develop triage, treatment and transport protocols, which may include authorization for standing orders; and
  - d. Review ambulance reporting forms and the operation of the paramedic program and make suggestions regarding appropriate emergency medical care to employees of the City, including the paramedics; and
  - e. Provide organized instruction, educational services and practical training for the employees of the City; and

- f. Serve as an advisor to the City on matters relating to emergency medical service delivery; and
  - g. Coordinate educational and training sessions to provide for skills maintenance for the employees of the City who provide emergency medical services; and
  - h. Determine standards of pre-hospital care through protocols and standing orders to ensure providers are qualified and competent to treat patients and shall monitor compliance and establish goals; and
  - i. Provide a written report of any grievance regarding the emergency medical services provided by the City and/or its employees to the Director of EMS. In the event any grievance is not resolved to the satisfaction of Consultant by the Director of EMS within a reasonable time, the grievance shall be submitted in writing to the City Administrator. The determination of the City Administrator with respect to such grievance shall be final. Nothing contained herein shall affect the rights of an employee of the City of Raytown to pursue a grievance under the City's personnel policies.
3. City agrees to:
- a. Communicate with and notify Consultant of training and operational concerns and needs as determined and established by Department of EMS protocols and standing orders; and
  - b. Provide Consultant with copies of patient care reports for review on critical response cases as recommended by the Missouri Bureau of Emergency Medical Services and set forth in Department of Public Safety Continuing Quality Improvement Program; and
  - c. Pay Consultant the sum of Three Thousand Nine Hundred and Sixty Dollars (\$3,960.00) per year for services rendered to the City as herein provided; and
  - d. Indemnify and hold harmless the Consultant from any and all claims for damages arising out of the performance of, or failure to perform, any emergency medical care or ambulance services by any official, contractor, or employee of the City.
4. Consultant's services under this agreement shall be performed in compliance with the privacy regulations pursuant to Public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996, Subtitle F – Administrative Simplification, Sections 261, et seq., as amended (“HIPAA”), to protect the privacy of any personally identifiable protect health information (“PHI”) that is collected, processed or learned as a result of the contracted services provided to the City of Raytown by Consultant. In conformity therewith, Consultant agrees to:
- a. Not use or further disclose PHI except as permitted under this Agreement or required by law; and
  - b. Use appropriate safeguards to prevent use or disclosure of PHI except as permitted by this Agreement; and
  - c. Mitigate, to the extent practicable, any harmful effect that is known to Consultant of a use or disclosure of PHI by Consultant's office in violation of this Agreement; and
  - d. Report to the City any use or disclosure of PHI not provided by this Agreement of which Consultant becomes aware; and

- e. Ensure that any agents or subcontractor to whom Consultant provides PHI, or who have access to PHI, such as other consulting entities, agree to the same restrictions and conditions that apply to Consultant with respect to such PHI; and
  - f. Make PHI available to the City and to the individual who has a right of access as required under HIPAA; and
  - g. Incorporate any amendments to PHI when notified to do so by the City; and
  - h. Provide an accounting of all uses or disclosures of PHI made by Consultant as required under the HIPAA privacy rule; and
  - i. Make its internal practices, books and records relating to the use and disclosure of PHI available to the Secretary of the Department of Health and Human Services for purposes of determining Consultant's and the City's compliance with HIPAA; and
  - j. At the termination of this Agreement, return or destroy all PHI received from, or created or received by Consultant on behalf of the City, and if return is infeasible, the protections of this agreement will extend to such PHI.
  - k. The specific uses and disclosures of PHI that may be made by Consultant on behalf of the City include, but are not limited to:
    - 1) The review of patient care information in provide in advice to the City concerning a particular ambulance incident; and
    - 2) The review of patient care information with respect to providing the City with medical care advice generally; and
    - 3) The review of patient care information in the course of Consultant conducting compliance assessment activities; and
    - 4) Other uses or disclosures of PHI as permitted by the HIPAA privacy rule.
4. It is understood and agreed by the parties that some of Consultant's services will be rendered at its business office, but that Consultant will from time to time come to the City's EMS station in Raytown, Missouri, or such other place as designated by the City, to meet with employees of the City.
5. In the performance of the services, the particular services and the hours Consultant is to work on any given day will be entirely within Consultant's control and City will rely upon Consultant to work such number of hours as are reasonably necessary to fulfill the spirit and purpose of this agreement.
6. The parties hereto agree that the term of this agreement shall be for a period of one (1) year from January 3, 2017 through January 3, 2018 and may be renewed for unlimited successive one-year terms by mutual agreement of the parties unless sooner terminated as provided herein.
7. This agreement may be terminated without cause by any party upon thirty (30) days written notice to the other parties. This agreement shall be immediately terminated without notice in the event Consultant becomes unable to practice medicine in the State of Missouri.
8. Consultant is an independent contractor performing a service for the City and shall not be considered an employee of the City for any purpose.

9. This agreement shall be binding upon the parties hereto and upon their respective successors and assigns.
10. This agreement contains the entire agreement of the parties, and may not be modified orally, but only by an agreement in writing signed by the parties hereto.

**IN WITNESS WHEREOF**, the parties have executed this Agreement the day and year first above written.

**CITY OF RAYTOWN, MISSOURI**

\_\_\_\_\_  
Tom Cole, City Administrator

Attest:

\_\_\_\_\_  
Teresa M. Henry, City Clerk

\_\_\_\_\_  
Tucker Lienhop, D.O., Consultant

**CITY OF RAYTOWN  
Request for Board Action**

**Date:** December 29, 2016  
**To:** Mayor and Board of Aldermen  
**From:** Captain Michelle Rogers

**Resolution No.:** R-2932-17

**Department Head Approval:** \_\_\_\_\_

**Finance Director Approval:** \_\_\_\_\_ (only if funding requested)

**City Administrator Approval:** \_\_\_\_\_



**Action Requested:** A resolution approving the purchase in excess of \$15,000.00 from Galls, LLC.

**Recommendation:** Approve the resolution.

**Analysis:** The PD Supply Unit is responsible for the purchase of police uniforms and equipment for use by Police Officers and civilian employees. On November 1, 2015 the City entered into a two year contract with Alamar Uniforms for uniforms and equipment. On June 1, 2016, Galls, LLC. purchased Alamar; however, they have been, and will continue to, honor the contract until the expiration date of October 31, 2017.

**Alternatives:** Not approve the spending and look for another vendor.

**Budgetary Impact:**

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

**Total Amount Requested:** \$35,100.00

General Fund - \$26,800.00  
PSST - \$ 8,300.00

**Additional Reports Attached:** Letter from Galls, LLC. regarding honoring our current contract.

**A RESOLUTION AUTHORIZING AND APPROVING THE EXPENDITURE OF FUNDS TO GALLS, INC. FOR THE PURCHASE OF POLICE UNIFORMS AND MINOR EQUIPMENT IN AN AMOUNT NOT TO EXCEED \$35,100.00 FOR FISCAL YEAR 2016-2017**

**WHEREAS**, the City of Raytown issued an invitation to bid on police uniforms and minor equipment for the period of November 1, 2015 through October 31, 2017; and

**WHEREAS**, the City awarded the bid to Alamar Uniforms for the purchase of police uniforms and minor equipment for a two-year period pursuant to Resolution R-2822-15; and

**WHEREAS**, Alamar Uniforms was purchased by Galls, LLC. on June 1, 2016; and

**WHEREAS**, the Board of Aldermen find it is in the best interest of the citizens of Raytown to authorize expenditures with Galls, LLC.; the company that purchased Alamar Uniforms, for the purchase of uniforms and minor equipment in an amount not to exceed \$35,100.00 for fiscal year 2016-2017;

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

**THAT** the purchase of police uniforms and minor equipment from Galls, LLC. during fiscal year 2016-2017 in an amount not to exceed \$35,100.00 is hereby authorized and approved; and

**FURTHER THAT** the City Administrator and/or Police Chief are hereby authorized to execute any and all documents and to take any and all actions necessary to effectuate the terms of the bid award.

**PASSED AND ADOPTED by the Board of Aldermen and APPROVED by the Mayor of the City of Raytown, Missouri, the 3<sup>rd</sup> day of January, 2017.**

\_\_\_\_\_  
Michael McDonough, Mayor

ATTEST:

Approved as to Form:

\_\_\_\_\_  
Teresa M. Henry, City Clerk

\_\_\_\_\_  
Joe Willerth, City Attorney



December 19, 2016

via electronic mail

Attn: Chief Jim Lynch  
Raytown Police Department  
10000 E 59<sup>th</sup> St.  
Raytown, MO 64133

Galls | Quartermaster  
1340 Russell Cave Road  
Lexington, KY 40505  
859-266-7227

Re: Acquisition of Alamar Uniforms, Inc. by Galls, LLC

Dear Chief Lynch:

It is with great excitement I share with you that Alamar Uniforms ("Alamar") has become a part of Galls, LLC ("Galls"), the leading distributor of uniforms and equipment to the public safety market. As part of Galls' acquisition of Alamar, Galls has agreed to bound by all the terms and conditions set forth in Alamar's contracts, and Galls will honor and perform all obligations under those contracts.

We appreciate your attention to this important matter.

Sincerely,

Galls, LLC

A handwritten signature in black ink, appearing to read 'J. Penman', followed by a horizontal line.

Justin Penman  
Manager, Contract Compliance

**CITY OF RAYTOWN  
Request for Board Action**

**Date:** December 30, 2016

**Resolution No.:** R-2933-17

**To:** Mayor and Board of Aldermen

**From:** Kati Horner Gonzalez, Director of Public Works

**Department Head Approval:** \_\_\_\_\_

**Finance Director Approval:** \_\_\_\_\_ (only if funding is requested)

**City Administrator Approval:** \_\_\_\_\_

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**Action Requested:** Board of Aldermen approval of the authority to purchase 800 tons of road salt for 2017 winter operations at the rate of \$62.79 per ton for a total not to exceed \$50,232.00.

**Recommendation:** Staff recommends approval as submitted.

**Analysis:** In May, Independent Salt Company submitted a bid for 800 tons of salt at \$62.79/ton resulting in a total bid amount of \$50,232.00. The contract, approved by the Board of Aldermen on May 17, 2016, includes the option to purchase additional salt at the same unit price of \$62.79 through March 31, 2017. Staff recommends the purchase of 800 tons from Independent Salt Company to be delivered prior to March 31, 2017 to replenish salt levels that are anticipated to be used through the winter season.

The purchase of up to 1600 tons of additional salt may be purchased from Independent Salt prior to March 31, 2017. Additionally, up to 1000 tons of additional salt may be purchased from the City of Kansas City through material transport as a back-up source of salt in the event of unseasonable levels of snowfall. If salt needs exceed the initial 800 tons, Public Works staff will request additional purchasing authority.

**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

Amount to Spend: \$50,232.00  
Fund: Transportation Sales Tax Fund

**Additional Reports Attached:** Bid Tab from May 2016 Bids

**Bid Tabulation**  
**2:00pm, Friday May 6, 2016**

**2016-17 ROAD SALT PURCHASE**



|                    |           |      | 1.                   |              | 2.             |              | 3.             |           | 4.               |           |
|--------------------|-----------|------|----------------------|--------------|----------------|--------------|----------------|-----------|------------------|-----------|
|                    |           |      | Independent Salt Co. |              | Central Salt   |              | Morton Salt    |           | Compass Minerals |           |
| Description        | Est. Qty. | Unit | Bid Unit Price       | Bid Price    | Bid Unit Price | Bid Price    | Bid Unit Price | Bid Price | Bid Unit Price   | Bid Price |
| 1. Sodium Chloride | 800       | Ton  | \$ 62.79             | \$ 50,232.00 | \$ 65.59       | \$ 52,472.00 | \$ -           | No Bid    | \$ -             | No Bid    |

**A RESOLUTION AUTHORIZING AND APPROVING THE EXPENDITURE OF FUNDS WITH INDEPENDENT SALT COMPANY FOR THE PURCHASE OF SALT FOR TREATING ROADS AND BRIDGES IN INCLEMENT WEATHER IN AN AMOUNT NOT TO EXCEED \$50,232.00 FOR FISCAL YEAR 2016-2017**

**WHEREAS**, the City of Raytown uses Road Salt to treat roads and bridges within the City in inclement weather; and

**WHEREAS**, the Board of Aldermen find it is in the best interest of the City to authorize and approve the expenditure of funds with Independent Salt Company in an amount not to exceed \$50,232.00 for fiscal year 2016-2017;

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

**THAT** the Board of Aldermen find it is in the best interest of the City to authorize and approve the expenditure of funds with Independent Salt Company in an amount not to exceed \$50,232.00 for fiscal year 2016-2017; and

**FURTHER THAT** the City Administrator and/or his designee, is hereby authorized to execute any and all documents and to take any and all actions necessary to effectuate the terms of the Agreement and exercise the authority granted herein on behalf of the City.

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 3<sup>rd</sup> day of January, 2017.

\_\_\_\_\_  
Michael McDonough, Mayor

ATTEST:

\_\_\_\_\_  
Teresa M. Henry, City Clerk

Approved as to Form:

\_\_\_\_\_  
Joe Willerth, City Attorney

# IS RAYTOWN STILL REACHING FOR TOMORROW ?

Raytown Marketing Committee presents a new position

# Mayor McDonough creates committee

## April 2016

- "The roles of the Raytown Marketing Committee are to promote the City of Raytown throughout the Kansas City Metropolitan area as a great place to live, work and shop using various methods of advertisements, promotional campaigns and contests, including finding a new marketing slogan or "tagline" to represent our City. "

# Marketing committee members

- Mike McDonough Mayor
- Tom Cole City Liaison
- Vicki Turnbow Raytown Area Chamber of Commerce President
- Pam Clark Clark's Appliances
- Andrew Loos Heartland Cremation and Burial Society
- Steve Guenther Raytown Main Street Association Liaison
- Sue Frank State Farm Insurance Agency (former Mayor)
- Mike Crawford Mitch Crawford Holiday Motors
- Angel Abercrombie Citizen
- Michael Crane Crane Brewing Company
- Jamie Davis Citizen
- Cara James Citizen
- Chris Payne Business Owner
- Dominic Tyson Citizen / Business Owner

# We are beyond tomorrow ...

Raytown Main Street Association Success

Festival of Lost Township –Crane Brewing Company Success

Re-development of Raytown Plaza- Chris Payne

New places to dine- Breakfast and Lunch Lovers, NewZoom Café

Trendy businesses- Benetti's Coffee, My Yoga Centre

Morgana's Gluten Free Bakery – Wellness Center ...just to name a few

# Committee Process

- The marketing committee has met 8 times
- Completed a why, what, when and how exercise to find our common thoughts
- Utilized professional resources to identify quality process and result
- Attended presentations from Guts Branding and Hundreds of Customers
- Consulted with Red Table Development
- Researched City branding with the Tagline Guru
- Reached out to the public via social media

# 12 Elements of a Great Tagline- Tagline Guru Nuts and Bolts – Eric Swartz

- Original
- Believable
- Simple
- Succinct
- Positive
- Specific
- Unconventional
- Provocative
- Conversational
- Persuasive
- Humorous
- Memorable

# Brand vs. Position- Guts Branding-Kurt Bartolich

Markets vs. Minds

Opinions (subjectively) vs. Facts (objectively)

Anyone vs. Only one

Slogan driven vs. Positioning lines

# *“Raytown, City of Trails”*

“When we think of attractive places to live, those are healthy places with activities for the young, old, and even challenged. Places that are moving forward to healthier lifestyles and healthier eating alternatives, Organic Farmers Market, restaurants, etc. The positive imagery of this tag line changes us overnight and would be very easy to brand. The word "Trails" still brings with it the possibility of multiple layers of additional means from historical trails, to extraordinary people trails, to new trails, etc. ”

“When we look at a final tag line it has to be overwhelmingly positive, diverse, brand-able, and something to build our image on. Raytown, "City of Trails" meets that criteria and is historically accurate and significant. ”

-Steve Guenther

# “Raytown, Blazing New Trails”

- More progressive sounding
- Lends to excitement / not “vanilla”
- Eye catching
- Something different that still ties the trails and expansion
- Youthful
- Growth inspired

# Why "Trails" ?

- Santa Fe
- Oregon Trail
- California Trail
- Katy Trail

# Marketable

Rock Island Corridor

Cave Springs was voted 2<sup>nd</sup> best trail to hike in KC 2012

National Trail Day

School District recognizes "trails" -New Trails Early Learning Center

Non Profits –Raytown Three Trails Kiwanis Club

# Public Opinions and interest

When the two taglines were placed out on 3 face book pages there was plenty of feedback  
93 comments to be exact.

48 "votes" for Raytown, City of Trails

18 "votes" for Raytown, Blazing New Trails

27 other ideas questions and comments

# Many Thanks

- As a committee we are hopeful the board will be able to select the best option potentially on January 3, 2017



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**DISCUSSION ITEM**

**January 3, 2017**

**RE: PROPOSED NEW CITY TAGLINE**

Mayor & Board of Aldermen:

As presented at the December 13, 2016 Work Session, the Mayor appointed Marketing Committee has worked diligently to identify two proposed taglines in an effort to "refresh" the City's marketing, image and appeal.

The two proposed taglines are:

"Raytown, City of Trails"

"Raytown, Blazing New Trails"

A copy of a presentation by the Marketing Committee is included in the packet to identify and detail the process and evaluation that culminated in the two proposed choices.

City Staff and the Marketing Committee are seeking direction, via vote of the Board of Aldermen as to which of the two options are most appealing. Upon receiving an affirmative vote, the Marketing Committee will advance its efforts to establish options regarding a new City logo and local/national placement of the Raytown brand.

Thomas A. Cole, CEcD, MBA  
City Administrator  
City of Raytown, Missouri