

TENTATIVE AGENDA
RAYTOWN BOARD OF ALDERMEN
COMMITTEE OF THE WHOLE
FEBRUARY 28, 2017
WORK SESSION
RAYTOWN CITY HALL
10000 EAST 59TH STREET
RAYTOWN, MISSOURI 64133
6:00 P.M.

1. Communities for All Ages

Point of Contact: Scott Peterson, Planning & Zoning Coordinator

2. Municipal Land Bank

Point of Contact: Scott Peterson, Planning & Zoning Coordinator

3. Raytown Comprehensive Plan

Point of Contact: Scott Peterson, Planning & Zoning Coordinator

4. City Traffic Study Requirements

Point of Contact: Kati Horner Gonzalez, Public Works Director

5. Fiscal Year 2016-2017 Project Funding and Schedule

Point of Contact: Kati Horner Gonzalez, Public Works Director

6. Future Work Session Items

Point of Contact: Tom Cole, City Administrator

ADJOURNMENT



City of Raytown – Development and Public Affairs

10000 East 59th Street / Raytown, Missouri 64133 / (816) 737-6011

MEMORANDUM

To: Board of Aldermen
From: Scott Peterson
Planning and Zoning Coordinator
Date: January 24, 2017
Subject: Establishment of a Municipal Land Bank for the City of Raytown.

Background

Currently properties that are foreclosed upon in the City of Raytown that fail to sell on the courthouse steps of Jackson County are transferred to the Land Trust of Jackson County, who are then responsible for the maintenance of the land and any buildings that may sit on them. Many of these properties are too small or landlocked to ever be developed, and they sit vacant for years, often causing recurring property maintenance issues each year.

Missouri state statutes allow for municipalities whose counties have a Land Trust to establish their own municipal land banks. Establishment of such a land bank in Raytown would require the Land Trust of Jackson County to transfer all properties it currently owns in Raytown to the City; all subsequent properties that fail to sell on the courthouse steps in Raytown will then be transferred to the Raytown Municipal Land Bank.

Establishment of the Municipal Land Bank

The Board of Aldermen can establish a Municipal Land Bank through an ordinance. Once established, state statutes outline the requirements for how the land bank is managed and operated. The municipal land bank must be composed of five board members: three members are appointed by the governing municipality (Raytown), one member is appointed by the school district (Raytown C-2), and the final member is appointed by the county land trust (Land Trust of Jackson County). Board members serve staggered terms. According to state statute both elected officials and city staff members are eligible to serve as board members.

Duties of the Municipal Land Bank

Once established, the Raytown Municipal Land Bank will be responsible for the transfer, sale, and management of all properties that fail to sell on the county courthouse steps in Raytown. City staff has reviewed the list of properties currently owned by the Land Trust of Jackson County; most of the properties are unusable, and it is the belief of staff that many of these properties can be transferred to interested neighbors. The transfer of these unusable properties could come with an agreement that if there are no code violations for a period of three-to-five years, the property would be automatically transferred to the interested owner for a fee of \$1.00 or other minor sum.

However, it is the belief of City Staff that there are several properties that are capable of being either developed or redeveloped, and could provide residential or economic benefit to the city with some management and marketing. The Raytown Municipal Land Bank could serve in this role, and work closely with the Economic Development and Planning and Zoning divisions to have these properties sold and developed. All revenue generated from the sale of properties would go back to the Raytown Municipal Land Bank to finance the acquisition, sale and management of Land Bank properties. Attached with this memo is a list of the properties currently possessed by the Land Trust of Jackson County, and whether they are considered buildable according to the zoning ordinance. It is worth mentioning that the Board of Zoning Adjustment does have the ability to approve development on lots smaller than allowed in the zoning ordinance, so some of these properties may have buildable potential despite being considered to be too small.

Factors for Consideration

There are a number of factors for the Board's consideration should it be determined that a municipal land bank is in the city's best interest. Some of them are outlined below:

1. Budget- The land trust will need an operational budget for the maintenance and transfer of properties. Initially all properties will be transferred from the Land Trust of Jackson County free of charge, but there are still attorney costs and other fees associated with transfer of real estate to be accounted for.
2. Timeframe- The Land Trust of Jackson County does not update their property records until the spring, so staff will not know for sure which properties are to be acquired until then. The Land Trust will have one year by law to transfer all properties to the municipal land bank once it is established. Finally, establishment of such an organization requires an internal audit. Waiting until May to officially establish the land bank would save the City the costs of auditing an organization that doesn't exist yet.
3. Board Membership- As stated previously, staff and elected officials are eligible to serve on the municipal land bank, but the school district and county land trust each get one appointment as well.

Name	SitusAddress	Zoning District	Buildable	Notes
32-810-03-12-00-0-00-000	NO ADDRESS ASSIGNED BY CITY	NC	Yes	
32-810-08-04-00-0-00-000	9805 E 53RD ST UNIT B	M	Yes	Existing building on property
32-840-17-10-00-0-00-000	9326 E 57TH ST	R-1	No	Does not meet minimum lot size
32-940-08-17-00-0-00-000	5712 BLUE RIDGE CUT OFF	R-3	No	No street access; does not meet minimum lot size
45-110-03-12-02-0-00-000	NO ADDRESS ASSIGNED BY CITY	R-1	No	Does not meet minimum lot size
45-130-12-35-00-0-00-000	NO ADDRESS ASSIGNED BY CITY	NC	No	Does not meet minimum lot size
45-210-09-02-00-0-00-000	5909 RAYTOWN TFWY	NC	No	Does not meet minimum lot size
45-230-04-40-00-0-00-000	NO ADDRESS ASSIGNED BY CITY	R-2	Yes	
45-240-07-25-00-0-00-000	NO ADDRESS ASSIGNED BY CITY	NC	Yes	
45-240-10-11-00-0-00-000	NO ADDRESS ASSIGNED BY CITY	R-1	No	
45-240-14-21-00-0-00-000	NO ADDRESS ASSIGNED BY CITY	R-1	No	
45-510-12-28-00-0-00-000	NO ADDRESS ASSIGNED BY CITY	R-1	No	
45-520-08-19-00-0-00-000	NO ADDRESS ASSIGNED BY CITY	R-1	No	No street access; minimum lot size ok
45-520-12-08-00-0-00-000	NO ADDRESS ASSIGNED BY CITY	R-1	No	
45-610-02-49-00-0-00-000	6828 VERMONT AVE	R-1	No	Does not meet minimum lot width at street
45-620-03-24-00-0-00-000	10505 E 67TH ST	R-1	No	No street access; minimum lot size ok
45-620-12-03-02-0-00-000	NO ADDRESS ASSIGNED BY CITY	R-1	No	Does not meet minimum lot size

45-640-12-01-00-0-00-000	NO ADDRESS ASSIGNED BY CITY	R-1	No	Does not meet minimum lot depth
45-640-13-22-00-0-00-000	NO ADDRESS ASSIGNED BY CITY	R-1	No	Does not meet minimum lot size
45-710-15-01-02-0-00-000	NO ADDRESS ASSIGNED BY CITY	R-1	No	Does not meet minimum lot size
45-730-03-16-00-0-00-000	NO ADDRESS ASSIGNED BY CITY	R-1	No	Does not meet minimum lot width at street
45-730-11-20-00-0-00-000	NO ADDRESS ASSIGNED BY CITY	R-1	No	Does not meet minimum lot size
45-830-06-41-00-0-00-000	8241 SPRING VALLEY RD	R-1	Yes	
45-830-07-03-00-0-00-000	9047 E 82ND ST	R-1	No	Does not meet minimum lot width at street; minimum lot size is ok
45-840-13-06-00-0-00-000	NO ADDRESS ASSIGNED BY CITY	R-1	No	Does not meet minimum lot depth
50-110-02-57-00-0-00-000	NO ADDRESS ASSIGNED BY CITY	R-1	No	Does not meet minimum lot size
50-210-09-50-00-0-00-000	NO ADDRESS ASSIGNED BY CITY	R-1	No	Does not meet minimum lot size
50-220-14-06-00-0-00-000	8510 STARK AVE	R-1	Yes	
50-230-02-50-01-0-00-000	8915 E 87TH ST	R-1	No	Does not meet minimum lot size
50-230-02-51-01-0-00-000	8911 E 87TH ST	R-1	No	Does not meet minimum lot size
50-240-01-40-00-0-00-000	NO ADDRESS ASSIGNED BY CITY	NC	Yes	
50-320-07-42-00-0-00-000	7814 E 86TH ST	R-1	Yes	
51-320-03-84-00-0-00-000	NO ADDRESS ASSIGNED BY CITY	R-2	No	No street access



MEMORANDUM

To: Board of Aldermen
From: Scott Peterson
Planning and Zoning Coordinator
Date: February 28, 2017
Subject: Update on the Raytown Comprehensive Plan.

Background

In the Spring of 2016 the Planning and Zoning Commission for the City of Raytown reviewed the City's Comprehensive Plan in order to determine if it still met the needs, vision, and goals of the community in 2016 as it did upon its adoption in November of 1996. The Comprehensive Plan had been updated in part several times since its original adoption, most notably when the Central Business District Plan was adopted in 2001, and again in 2007 when the 350 Highway/ Blue Corridor Plan was adopted; however, despite the additions to it, the Plan had not seen any extensive review since its original adoption. Due to the length of time that had passed without any review or update, The Planning and Zoning Commission found a number of themes and patterns that need to be addressed in the Comprehensive Plan:

1. Data and Definitions- A common theme present throughout the Comprehensive Plan was that a large portion of the definitions and surveyed data provided were out-of-date or incorrect. It is apparent that every section will need to be thoroughly reviewed in order to ensure that all of the information provided is accurate and representative of Raytown.

2. Accomplishments- A large number of recommendations made by the Comprehensive Plan have been enacted over the last twenty years, and the updated Comprehensive Plan should reflect those accomplishments. There have been multiple infrastructure projects, commercial developments, and zoning changes that have sought to realize the vision set forth by Raytown's community in the Comprehensive Plan.

3. Recommendations- Many of the needs of the Raytown community have changed since the Comprehensive Plan was adopted. Any good Comprehensive Plan must adapt as the community changes and as the previous recommendations are put into place. As such, new goals need to be

identified as Raytown moves forward with the community's vision of its future. The Planning and Zoning Commission made a few key recommendations that should be addressed in the revised Comprehensive Plan:

- a) Renewed emphasis on mixed-use developments, with particular attention paid to choice and diversity.
- b) Cultivate Raytown's role in the region as a forward-thinking leader in the community.
- c) Develop transit- and pedestrian-oriented streets and neighborhoods.
- d) Continue to search for funding opportunities both inside and outside of the region.

Comprehensive Plan Update:

1. 10 Steps to Preparing a Comprehensive Plan (Chandler):

1. Plan to Plan
2. Structure and Schedule the Process
3. Gather and Analyze Data
4. Identify Problems, Issues, and Concerns (PIC's)
5. Develop a "Vision" for the Plan
6. Develop Plan Goals and Objectives
7. Generate and Evaluate Plan Options
8. Select and Develop a Preferred Plan
9. Adopt the Plan, Set an Implementation Schedule
10. Monitor for Results and Impact

2. Typical Features of a Comprehensive Plan:

- a) Land Use
 - a. Housing
 - b. Business
 - c. Industrial
- b) Transportation
- c) Infrastructure
 - a. Streets
 - b. Storm sewers
 - c. Sanitary sewers
 - d. Water
 - e. Public Buildings
- d) Parks
- e) Economic Development
- f) Issues and Opportunities

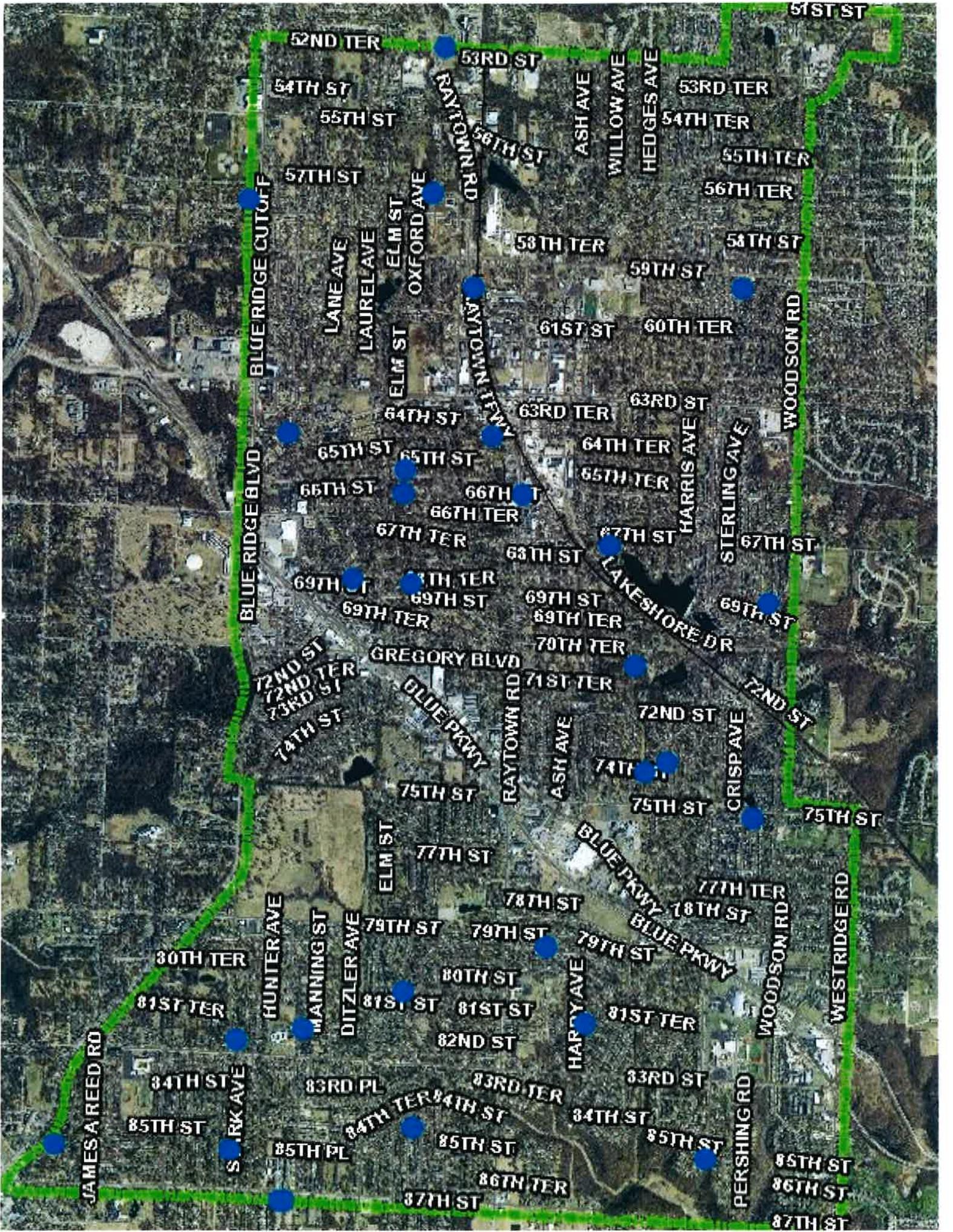
3. Features Unique to Raytown for Consideration:

- a) Neighborhood Revitalization
- b) Communities for All Ages

- c) Rock Island Corridor
- d) Stormwater Master Plan
- e) Parks Master Plan

4. Next Steps for Comprehensive Plan Review

- a) Budget for Plan (Time and Cost)
- b) Internal audit
- c) Hire planning consultant.





City of Raytown – Public Works Department

10000 East 59th Street / Raytown, Missouri 64133 / (816) 737-6012

MEMORANDUM

To: Board of Aldermen
From: Kati Horner Gonzalez
Director of Public Works
Date: February 28, 2017
Subject: City Traffic Study Requirements

Background

The Public Works Department, in coordination with the Community Development Department, has evaluated and updated the Traffic Study Requirements for development projects within city limits. This discussion will compare the new requirements to the previous requirements.

The requirements for the traffic study are partially codified in Sec 50-520, Sec 50-521, and 50-560; staff will bring the recommended updates to the Board of Aldermen for adoption after the board has had the opportunity to review and discuss the new traffic study requirements.



TRAFFIC IMPACT ANALYSIS POLICY

To ensure fair consideration of each proposed development a traffic impact analysis for the proposed site is required to be submitted unless otherwise waived by the Director of Public Works. The following outlines the traffic impact analysis information required to be submitted.

A Traffic Impact Study is Required When:

- Any development project requiring a rezoning, Conditional Use Permit, or subdivision that may exceed 100 vehicles during the peak hour.
- Any project anticipated to generate more than 100 AM & PM peak generating time trips.
- Any project anticipated to generate 1000 or more **added** vehicle trips to or from the site during a 24-hour period.
 - Trip generation rates must be obtained from the most recent edition of the Trip Generation Handbook by the Institute of Transportation Engineering. Only “new” vehicle trips will be counted thus no pass-by or internal trip captured will be used in calculated added vehicle trips.
- Any project located in the vicinity of the intersection of two arterial, collector, or some combination of streets, or if the project will adversely impact an intersection as determined by the City Engineer.
- Any project anticipated to impact an existing high-accident or congested location.
- Any project that is anticipated to generate controversy or opposition.
- When the city or state does not consider a proposed access to be safe and/or provide efficient movement of traffic

Traffic Impact Studies must be accompanied by the seal of a Traffic Engineer currently licensed to practice in the State of Missouri or Kansas. These reports shall be submitted to the Development and Public Affairs Department with the project application. A waiver for such studies may be granted by the City Engineer or Director of Public Works given the following:

1. When sufficient data exists (previous studies and traffic data on file)
2. When a similar existing development that has completed an impact study within the last two years and is approximately the same size and/or consists of the same characteristics of the proposed development.
3. Where no specific site access or safety issues exist for the proposed site.
4. Where suggestions made by the City of Raytown Public Works Department are incorporated into the plans.

Traffic Impact Study Procedures:

1. Identify the specific land use types and intensities and the arrangement of buildings, parking, traffic signal locations and access to public streets.
2. Identify the study area limits based on the magnitude of the development.
3. Identify the functional classification of the public street(s) to be accessed.
4. Document current characteristics of the public street(s) – number of types of lanes, speed limits or 85th percentile speeds, and sight distances from proposed streets and driveways.
5. Compare the proposed access with established design criteria-spacing from other driveways or streets, width of driveway, minimum sight distance, etc.
6. Analysis for future year(s) based on regional growth and multi-phase developments.
7. Consider planned transportation improvements such as street widening, bicycle trails and transit stops.
8. Estimate the number of vehicle trips that the development will generate.
9. Document current weekday AM & PM peak generating time traffic volumes at proposed access locations as well as turning movements. For intersections with high non-automotive traffic a separate count shall be conducted that includes pedestrians and bicycles.
10. Midday and “school release” peak generating time traffic volumes if applicable.
11. Trip distribution and assignment of the development traffic volumes through the site access and on the public street(s).
12. Conduct volume/capacity analyses for all public street intersections and all private property access points to streets adjacent to the proposed development to provide a projected level of service.
13. Compare existing plus development traffic conditions with established guidelines and policies for acceptable levels of service and turn lanes.
14. Identify geometric and/or traffic control, including signal timing, improvements to mitigate deficiencies and/or comply with established policies. If new traffic signals are recommended a signal warrant analyses must be provided.
15. Prepare a report outlining the findings and conclusions of the study, including exhibits illustrating the site plan, traffic volumes, and existing street conditions.

Notes:

- Traffic data shall not be collected on weeks that include a holiday and non-school session time periods, where applicable.
- Traffic counts shall not be used if more than one (1) year old unless approved by the city.



City of Raytown – Public Works Department

10000 East 59th Street / Raytown, Missouri 64133 / (816) 737-6012

MEMORANDUM

To: Board of Aldermen
From: Kati Horner Gonzalez
Director of Public Works
Date: February 28, 2017
Subject: FY 2017 Project Funding and Schedule Discussion

Discussion

The purpose of this discussion item is to review the list of projects slated for FY 2017. Staff is requesting Board of Aldermen input on project priorities, project schedules, and funding mechanisms. A current project list for Public Works is attached for discussion purposes; the list includes all transportation, capital, storm, and sanitary that are currently slated for 2017 along with other projects that have been identified since the adoption of the budget. Staff will give an overview of the project list as well as current prioritization and the current funding status for the projects.

