



**AGENDA
CITY OF HARRISONVILLE
PLANNING & ZONING COMMISSION
REGULAR MEETING
CITY HALL
APRIL 19, 2018
6:00 PM**

- 1. Call to Order**
 - A. Roll Call**
- 2. Approval of Minutes**
 - A. Planning & Zoning Commission - Regular Meeting - Mar 15, 2018 6:00 PM**
- 3. Agenda Items**
 - A. HPC Revisions**
 - B. Zoning Letter-Ad Changes**
- 4. Discussion Items**
- 5. Adjourn**

Posted on City Hall Bulletin Board this 12th day of April, 2018

Randall K. Jones, City Clerk



DRAFT
MINUTES
CITY OF HARRISONVILLE
PLANNING & ZONING COMMISSION
REGULAR MEETING
CITY HALL
MARCH 15, 2018
6:00 PM

1. Call to Order

The meeting was called to order at 6:02 PM by Chair Chris Chiodini

Attendee Name	Organization	Title	Status	Arrived
Chris Chiodini	Harrisonville	Chair	Present	
Scott Milner	Harrisonville		Present	
Murad Hasam	Harrisonville		Present	
Brian Hasek	Harrisonville	Mayor	Present	
Jim Proctor	Harrisonville		Absent	
Dorothy Young	Harrisonville		Present	
Cheryl Bush	Harrisonville	Board Member	Present	
Barrett Welton	Harrisonville		Present	
Walter Bruens	Harrisonville		Absent	

Also in attendance were Danny Carmichael, Applicant; Michael Dijak, Applicant; Brad Bockelman, Alderman Liaison; Happy Welch, City Administrator;

2. Approval of Minutes

A. Planning & Zoning Commission - Regular Meeting - Nov 16, 2017 6:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Brian Hasek, Mayor
SECONDER:	Dorothy Young
AYES:	Chiodini, Milner, Hasam, Hasek, Young, Bush, Welton
ABSENT:	Jim Proctor

3. Agenda Items

A. SUP STONEGATE CREMATORIUM

Happy Welch stated that because the business has been sold to new owners, the new owners have to come before the Commission to have the Special Use Permit approved

again. The Commission has the option to keep the conditions the same as previously stated or add new conditions to the permit.

No questions were asked of staff.

Mr. Charmichael stated he started the business in 2004. He is now planning on retiring , but staying on board for a 12 month transition period with the new owners.

Chris Chiodini stated that the previous permit was for 7 years and 12 years. Would they be asking for 12 years? Mr. Dijak said yes.

Dorothy Young asked Mr. Dijak if has ran a business like this in the past?

Mr. Dijak stated that he has not. The buyers are a series of entrepreneurs that have an interest in this business and the community. They hope to grow and expand on the existing business. Mr. Dijak also stated that he currently has an apprenticeship to be a Funeral Director.

Chris Chiodini asked if the state has to approve new owners?

Mr. Charmichael stated that yes, the state has to approve.

Mr. Dijak stated that it is a simple notification process.

Murad Hasam asked how the tranition after the 12 months with Mr. Charmichael leaving?

Mr. Dijak stated that the two other employees can serve as Funeral Directors in charge as he finishes his testing.

There was nobody else in attendance to speak for or against the SUP.

With no further questions from The Commission, Brian Hasek moved to approve, and Dorothy Young seconded the motion.

RESULT:	RECOMMENDED FOR BOARD APPROVAL [UNANIMOUS]
MOVER:	Brian Hasek, Mayor
SECONDER:	Dorothy Young
AYES:	Chiodini, Milner, Hasam, Hasek, Young, Bush, Welton
ABSENT:	Jim Proctor

B. Staff Report Crematorium

4. Discussion Items

Happy Welch stated that the City has made an offer for a City Planner. He should be at the next meeting.

He also outlined changing the notification process for zoning changes and other items that required newspaper ads and letters to adjourning property owners.

5. Adjourn

With nothing further to come before The Commission, Brian Hasek moved to adjourn and Dorothy Young seconded the motion. With a unanimous vote, the meeting was adjourned at 6:15 PM.

Respectfully Submitted,

Jamie Martin, Recording Secretary

Minutes Acceptance: Minutes of Mar 15, 2018 6:00 PM (Approval of Minutes)



STAFF REPORT

TO: Planning & Zoning Commission
FROM: Happy Welch, City Administrator
DATE: April 5, 2018
SUBJECT: HPC Revisions

Type of Item: *Approval*

The Historic Preservation Commission is the 7 member board that oversees the Historic District that covers the square and is the approving body for improvements, changes, revisions to the exteriors of buildings, and also oversee any additions or changes to the district, or grant money through the State Historic Preservation Office.

Recently it has been difficult to achieve the quorum required by the code for 5 of 7 members. In an effort to assist those who have submitted an application for a Certificate of Appropriateness we are requesting that the quorum be reduced from 5 to 4 and allow for an alternate member that is a member of the Board of Aldermen and is the liaison with the HPC.

HPC approved these changes at their 4/4/2018 meeting and due to this being in the land use section of the code we wanted to seek P&Z approval before sending to the Board of Aldermen.

A. Action Item (ID # 2844)

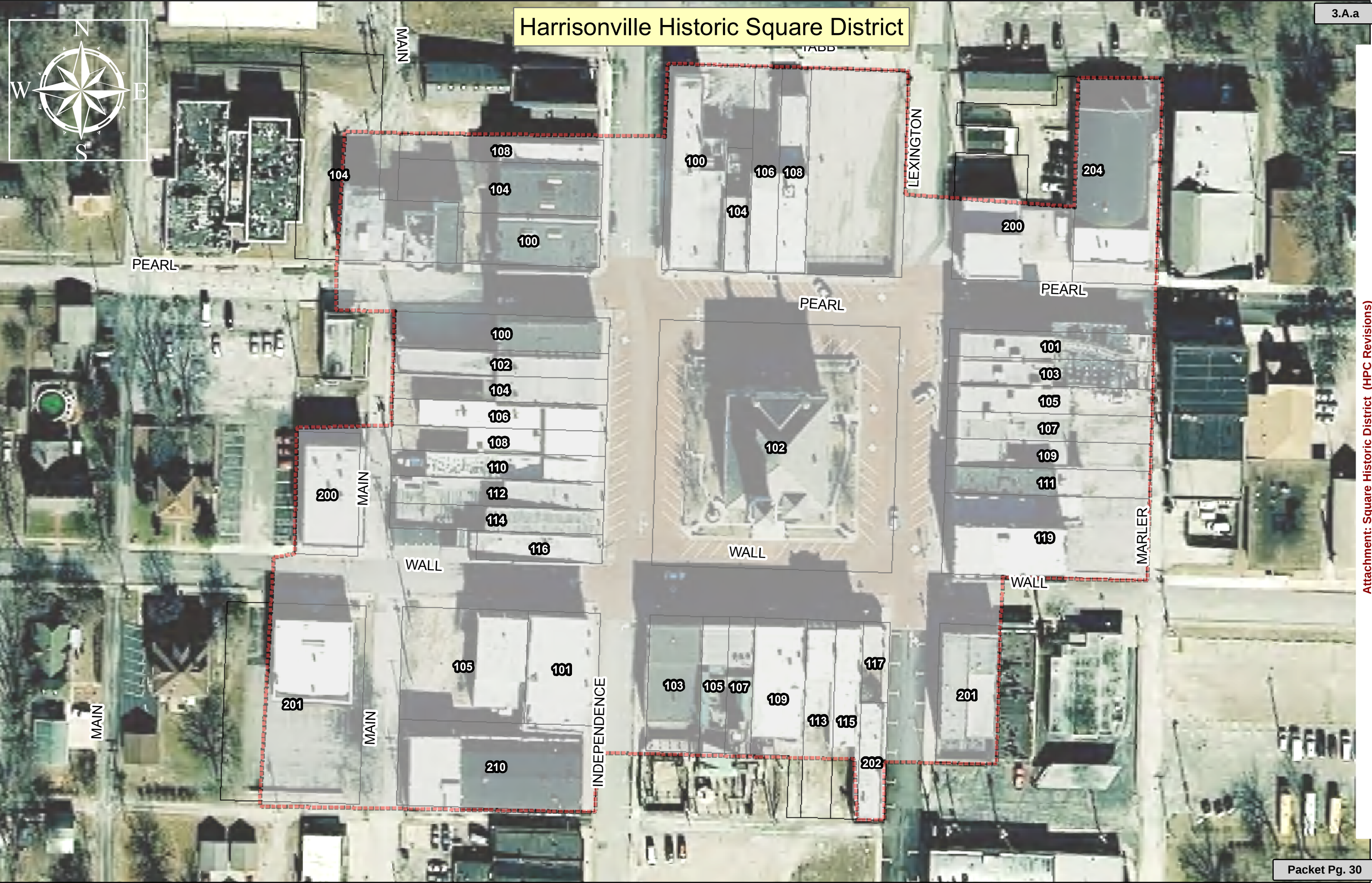
HPC Revisions

Attachments:

Square Historic District (PDF)

Historic Pres Member Changes (PDF)

Harrisonville Historic Square District



Section 405.350 Composition of Historic Preservation Commission.

[Ord. No. 1825, 5-13-1991]

The Harrisonville Historic Preservation Commission shall consist of seven (7) members who are residents of Harrisonville **plus one (1) alternate who is the Board of Alderman liaison for the HPC**, all of whom shall be appointed by the Mayor and approved by the Board of Aldermen. Every effort shall be made to appoint persons with a demonstrated interest in the historical preservation of the City of Harrisonville. To the extent available, the Commission shall include professional members representing such disciplines as architecture, law, real estate, history, construction or any other field related to historic preservation. A quorum shall consist of ~~five (5)~~ **four (4)** members. Members must attend seventy-five percent (75%) of the meetings or not miss more than three (3) consecutive regularly scheduled meetings. **The alternate must attend at least four (4) meetings a year, one in each quarter.** Failure to meet these requirements could be cause for removal by the Mayor and Board of Aldermen.



STAFF REPORT

TO: Planning & Zoning Commission
FROM: Happy Welch, City Administrator
DATE: April 5, 2018
SUBJECT: Zoning Letter-Ad Changes-PZ

Type of Item: *Discussion*

We have reviewed the fees charged around the area for Special (Conditional) Use Permits and Zoning Amendments and the amounts vary as to the fee charged by the various cities in Cass County and in Grandview. For a Special Use Permit, it ranges from none (Raymore), to \$475 + \$10 per acre (Grandview). For a zoning change the fee ranged from \$150 (Belton) to \$525 (Raymore).

From previous conversations with the Board and committees I believe the fee amount should go no higher than a flat \$150 and that cost can be substantiated by staff time and advertising/mailing costs.

Again the city should take over sending the letters and placing the ad and establish a fee to accomplish the change.

B. Action Item (ID # 2845)

Zoning Letter-Ad Changes

Attachments:

Grandview & Others Pricing Schedule (DOCX)

Zoning Amend Notification Change (DOCX)

Grandview Pricing Schedule

A. Conditional Use	\$475+A	31-28
B. Temporary Use	\$250	31-28
C. Zoning Ordinance Amendment	\$475+A	31-28
D. Planned District Review	\$475	31-28

Historic Preservation Commission

A. Certificate of Appropriateness Application	\$150	31-25A
B. Landmark Nomination	\$475	31-25A
C. Historic District Nomination	\$475	31-25A

"A" = if site is more than 5 acres, add \$10.00 per acre

"B" = if fourth (4th) submission or more is needed, add \$50.00 per submission

Belton Pricing Schedule

Zoning Change - \$150.00
 Preliminary Plat - \$300.00 + \$10.00 for each acre over 40.
 Lot Split - \$150.00
 Special Use Permit - \$150.00

Raymore Pricing Schedule

Zoning Change - \$525.00
 Preliminary Plat - \$790.00
 Lot Split – none
 Special Use Permit – none

Pleasant Hill Pricing Schedule

Special Use Permit - \$160.00
 Zoning Change - \$160.00 (residential), \$105 (commercial)

Peculiar Pricing Schedule

Special Use Permit - \$250.00
 Rezoning - \$450.00
 Preliminary Plat - \$210.00 + \$20 per lot

Section 405.630 Rules of Procedures Governing Amendments and Special Use Permits.

Applications for amendment, revision or change of the Zoning District Map or for a special use permit may be made by any person or his/her agent who owns the land sought to be rezoned or specially used. If such application is made by the owner's agent, the agent shall enter upon the application the name and current mailing address of the owner. Application for amendment, revisions or change of any portion of the Zoning Ordinance may be made by any interested persons. All applications shall be made on forms prescribed by the Planning and Zoning Commission and duly filed with the City Administrator.

B.

Fees — Sketch Of Land In Question. A fee of ~~fifty dollars (\$50.00)~~ One hundred fifty dollars (\$150.00) shall accompany each application for amendment, revision or change or for a special use permit, ~~except that the fee shall be twenty-five dollars (\$25.00) for each application for a special use permit for group care centers including pre-schools and private kindergartens.~~ An accurate sketch of the land in question, drawn to scale on a sheet eight and one-half (8½) inches by eleven (11) inches, showing adjacent tracts within one hundred eighty-five (185) feet and the current ownership thereof shall accompany the application. The City Administrator may waive or vary from these sketch requirements in cases where such information would be of no value in making the decision relative to zoning change or conditional use permit.