



**To:** Planning and Zoning Commission  
**From:** City Staff  
**Date:** November 15, 2016  
**Re:** Case #16026 - Raymore Activity Center Site Plan

## GENERAL INFORMATION

**Applicant/  
Property Owner:** City of Raymore  
**Requested Action:** Site Plan Approval for the Raymore Activity Center in Recreation Park  
**Property Location:** Northwest corner of Recreation Park along entrance drive

### 2016 Aerial Photograph:



**Property Photographs:**



View from Park House parking lot looking south at project location



View from project location looking north at homes in Shadowood

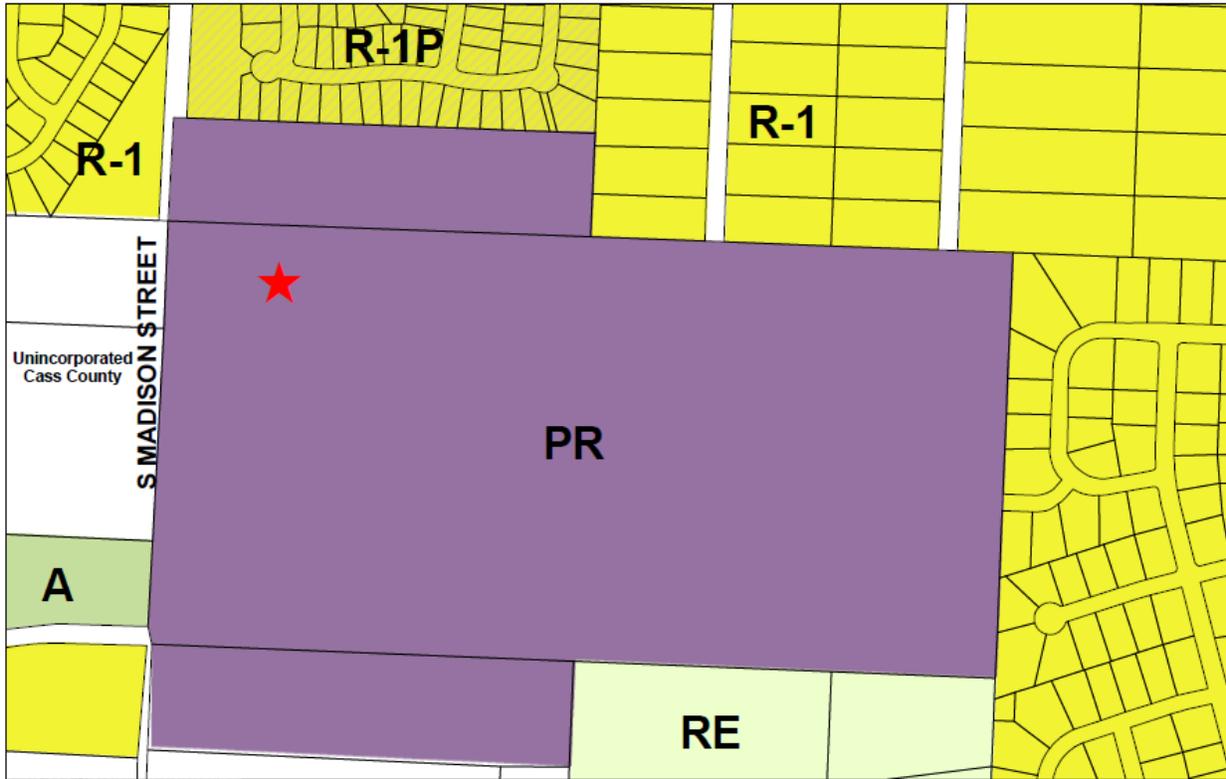


View from project location looking east



View from project location looking west

**Existing Zoning:** PR: Parks, Recreation and Public Use District



**Existing Surrounding Uses:**

- North:** Single Family Residential
- South:** Public Works Facility
- East:** Single Family Residential
- West:** Church

**Total Tract Size:** 90.0 acres (Park House and Recreation Park)

**Growth Management Plan:** The Future Land Use Plan Map contained in the Growth Management Plan identifies this property as appropriate for parks.

**Major Street Plan:** The Major Thoroughfare Plan Map contained in the Growth Management Plan has South Madison Street classified as a Major Collector.

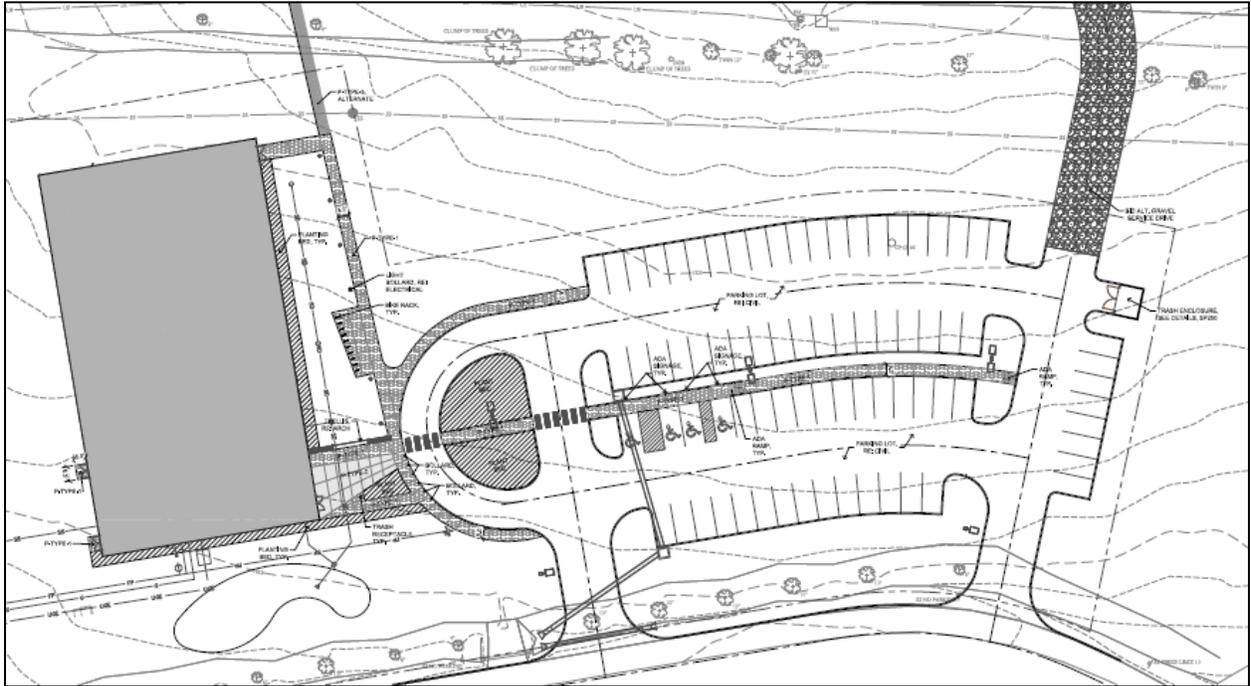
**Advertisement:** City Ordinance does not require advertisement for Site Plans.

**Public Hearing:** City Ordinance does not require a public hearing for Site Plans.

# PROPOSAL

## Outline of Requested Action:

The applicant seeks to obtain site plan approval for the Raymore Activity Center to be located within Recreation Park.



## SITE PLAN REQUIREMENTS AND STANDARDS

In order for the applicant to accomplish the aforementioned action, they must meet the provisions of the Unified Development Code. Chapter 470 of the Unified Development Code outlines the requirements and actions that need to be taken in order to site plan property, specifically Section 470.160.

### **Section 470.160 Site Plan Review**

#### A. Purpose

The City of Raymore recognizes that the nature of land development creates the potential for traffic congestion, overcrowding, adverse visual and environmental impacts, and health problems. The City strives to promote growth in Raymore while stabilizing the established residential character of the area. Site plan review regulates the development of structures and sites in a manner that takes into consideration the following considerations:

1. the balancing of landowners' rights to use their land, with the corresponding rights of neighboring landowners, residents and the general public, to live without undue

disturbances (e.g., noise, smoke, vibration, fumes, dust, odor, glare, stormwater runoff, etc.);

2. the convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent areas or roads;
3. the adequacy of waste disposal methods and protection from pollution of surface or ground water;
4. the protection of historic and environmental features on the site under review and in adjacent areas;
5. the stability of the built environment, particularly residential neighborhoods, by promoting urban development which is compatible with clearly identified natural resources; and
6. the adequacy of provisions for resulting additional system demands which may be imposed by the development upon roads and streets, water supply and storage, storm sewerage, and sanitary sewerage and wastewater treatment and the consistency of the development with the City's Growth Management Plan.

B. Applicability

1. All applications for building permits for developments in the multi-family, commercial and industrial zoning districts are subject to site plan review in accordance with this section. All nonresidential uses in residential districts require site plan review.
2. No building permit will be issued without being granted site plan approval when it is required by this subsection.

C. Application

Applications for site plan review may be obtained from the Community Development Director. The application must be completed in its entirety in accordance with Section 470.010C and filed with the Community Development Director. The applicant must submit copies in accordance with the submission schedule regularly adopted by the Planning and Zoning Commission.

D. Procedure

1. Community Development Director Action
  - a. All site plans will be reviewed by the Community Development Director.
  - b. The Community Development Director has the authority to take final action (approve, conditionally approve or deny) on applications for:
    - (1) developments that have an approved site plan on file where the application proposes to expand the existing use by less than 10 percent or 5,000 square feet, whichever is less; or
    - (2) developments that have an approved site plan on file where the application proposes to modify signage, parking, landscaping or other minor feature and the proposed modifications will be in compliance with all requirements of this Code.

- c. The Community Development Director must complete the review within 20 days of receiving a complete application.

2. Planning and Zoning Commission Action

With the exception of those cases identified in paragraph 1 above, all other applications for site plan review will be reviewed by the Community Development Director, and forwarded to the Planning and Zoning Commission for review and action. The Commission has the authority to take final action, and may approve, approve with conditions or disapprove the application.

3. Conditions of Approval

In approving a site plan, the Planning and Zoning Commission or, when applicable the Community Development Director, may impose reasonable conditions, safeguards and restrictions upon the applicant and the premises.

- E. Findings of Fact

1. In order to be approved, the Community Development Director or Planning and Zoning Commission must find that the following conditions are met:

- a. the plan complies with all applicable standards of this code and all other applicable City ordinances and policies;
- b. the plan does not conflict with the adopted plans of the City of Raymore or the purpose and intent of this code;
- c. the proposed use is allowed in the district in which it is located;
- d. vehicular ingress and egress to and from the site, and circulation within the site provides provides for safe, efficient, and convenient movement not only within the site but also on adjacent roadways;
- e. the plan provides for safe, efficient, and convenient movement of pedestrians on and to the site;
- f. the arrangement of structures and buildings on the site allows for efficient use of the land, is compatible with development on adjacent property, and minimizes potential adverse impacts on existing or planned municipal infrastructure and services;
- g. open space and natural features on the site are arranged in such a way that unique natural resources are preserved and creates a desirable and functional environment for site users;
- h. the plan avoids unnecessary or unreasonable alterations to existing topography, preserves existing healthy, mature trees and woodlands, and designs drainage facilities to promote the use and preservation of natural watercourses;
- i. provides adequate parking for the use, including logical and safe parking and circulation;

- j. provides landscaping and screening as required by this code that creates logical transitions to adjoining uses, screens incompatible uses, minimizes the visual impact of the development on adjacent roads and properties, and utilizes native plant materials selected to withstand the local climate and individual site microclimates; and
- k. includes site illumination that has been designed and located to minimize adverse impacts on adjacent properties.

F. Effect of Approval

If the Planning and Zoning Commission or, when applicable, the Community Development Director approves a site plan, it will be considered permission to prepare and submit a building permit application that complies with the approved site plan and conditions of approval.

G. Appeals

1. The applicant may appeal the decision of the Community Development Director to the Planning and Zoning Commission.
  - a. The applicant must notify the Community Development Director of their intent to appeal within 10 days of the date of decision from the Community Development Director.
  - b. The Community Development Director will schedule the appeal for the next regularly scheduled Planning and Zoning Commission meeting which is no sooner than 15 days from the date the intent to appeal was filed.
  - c. The applicant must provide an additional 15 review copies of the drawings and the additional required fee along with the intent to appeal.
2. The applicant may appeal the decision of the Planning and Zoning Commission to the City Council.
  - a. The applicant must notify the Community Development Director of their intent to appeal, in writing, within 10 days of the date of the Planning and Zoning Commission meeting when the application was considered.
  - b. The Community Development Director will schedule the appeal for the next regularly scheduled City Council meeting provided it is at least 15 days from the date the intent to appeal was filed.
  - c. The applicant will provide an additional 15 review copies of the drawings along with the intent to appeal.

## PREVIOUS ACTIONS ON THE PROPERTY

1. Recreation Park was established in the 1980's.
2. Phase 2 of Shadowood Subdivision, approved in December of 2002, established the single-family lots that are adjacent to the Park House property to the north.

3. The Parks, Recreation and Public Use (PR) zoning district designation was established as part of the City initiated zoning amendments on September 28, 2009.
4. A conditional use permit for the Public Works maintenance facility was approved on May 10, 2004.
5. A conditional use permit for the government building (activity center) to be located in the park was approved on October 10, 2016.

## ENGINEERING DIVISION COMMENTS

Please refer to the attached memorandum.

## STAFF COMMENTS

1. **Development Standards:** The development standards applicable to the property are as follows:

PR	
<b>Minimum Lot Area</b>	
per lot	-----
per dwelling unit	n/a
<b>Minimum Lot Width (ft.)</b>	70
<b>Minimum Lot Depth (ft.)</b>	n/a
<b>Yards, Minimum (ft.)</b>	
Front	10
rear	30
side	30
<b>Maximum Building Height (feet)</b>	35
<b>Maximum Building Coverage (%)</b>	40

2. **Special Use Conditions:** There are no use-specific standards or conditions.
3. **Parking:** A recreation activity center must comply with the following parking standard:

Use	Minimum Parking Spaces Required
<b>PUBLIC AND CIVIC USES</b>	
Parks and Recreation	To be determined by the Community Development Director

The building will contain 16,318 square feet of area in the gymnasium and the support staff area. A total of 76 parking spaces are proposed, creating a parking

ratio of 1 parking space per 214 square feet of gross floor area. Private indoor spectator sport facilities have a parking requirement of 1 space per 800 square feet of gross floor area. Private indoor participant facilities have a parking requirement of 1 space per 200 square feet of gross floor area.

The site plan provides 76 parking spaces on site with room for expansion. Since the building is located within the Recreation Park, other parking areas in the park are available for use during larger events at the facility.

4. **Landscaping:** Twenty percent (20%) of the park will be required to be reserved for landscaped area. There is considerable open space area to the north, west and south of the building. Approximately 45% of the area where the activity center is to be placed will be left in open space.
5. **Building Design:** The proposed building is in compliance with the building design standards contained in Section 440.010 of the Unified Development Code. Building materials will consist of masonry block with EIFS above the masonry block. Clearstory windows will be utilized on the north and south walls. Metal and glass walls will frame the entrance to the building.
6. **Pedestrian Access:** Pedestrian Access to the building will be provided with sidewalk connection to the trail to the north. The existing trail provides connection with the sidewalk along South Madison Street and the trail network in Recreation Park.
7. **Storm Water Management:** Storm water will be collected on site and discharged to the existing lake south of the proposed facility which serves as the detention basin for the area. Storm water treatment facilities will be installed.
8. **Site Lighting:** The parking lot lighting will be required to be in compliance with the outdoor lighting performance standards of the City.
9. **Trash Enclosure:** The exterior of the trash enclosure will be constructed of the same materials as the main building. The location of the enclosure is in compliance with the requirements of the UDC..
10. **Screening of Mechanical Equipment:** All electrical and mechanical equipment located adjacent to the building shall be screened from view from adjacent properties and any adjacent street. Accessory utility facilities that are in excess of 3 ½ feet shall be screened. The landscape plan will be submitted as part of site plan review.
11. **Site Access:** Vehicular access to the site will be provided off of the entrance drive to Recreation Park. There will be two access points to accommodate safe and adequate vehicular flow through the parking lot.

12. **Building Use:** The principal use of the building will be for recreation activity space. A lobby, reception area, small office, break room for employees, prep kitchen area, restrooms and storage area will be provided on the south end of the building in the support space area.

A three-lane track will be placed around the multi-use gym. Telescoping bleacher seats for 200 spectators will be provided for use during events.

13. **Signage:** A wall sign is illustrated on the building elevations. No monument sign is currently planned as part of the project.

14. **Fire District Review:** The site plan was reviewed by the South Metropolitan Fire Protection District. Two means of access are provided to the building. A fire hydrant will be required within 150 feet of the Fire Department Connection.

The South Metropolitan Fire Protection District requires the issuance of a building permit from the district. This permit is in addition to the building permit issued by the City of Raymore.

## **STAFF PROPOSED FINDINGS OF FACT**

Section 470.160 of the Unified Development Code states that the Planning and Zoning Commission and the City Council must make findings of fact taking into consideration the following:

- a. **the plan complies with all applicable standards of this code and all other applicable City ordinances and policies;**

The site plan does comply with all applicable standards of the Unified Development Code and all other applicable City ordinances and policies.

- b. **the plan does not conflict with the adopted plans of the City of Raymore or the purpose and intent of this code;**

The site plan does not conflict with any of the adopted master plans of the City or the purpose and intent of the Unified Development Code.

- c. **the proposed use is allowed in the district in which it is located;**

A conditional use permit was approved for a government building (activity center) to be located on the property.

- d. vehicular ingress and egress to and from the site, and circulation within the site provides for safe, efficient, and convenient movement not only within the site but also on adjacent roadways;**

Vehicular ingress and egress to and from the site and circulation within the site provides for safe, efficient and convenient movement of vehicles. Access to the site is off of the park entrance drive.

- e. the plan provides for safe, efficient, and convenient movement of pedestrians on and to the site;**

The site plan does provide for safe, efficient and convenient movement of pedestrians. Sidewalks and trail connections are provided to allow pedestrians to access the site from all directions.

- f. the arrangement of structures and buildings on the site allows for efficient use of the land, is compatible with development on adjacent property, and minimizes potential adverse impacts on existing or planned municipal infrastructure and services;**

The placement of the building in the northwest corner of the park does allow for efficient use of the land and minimizes potential adverse impacts on existing and planned municipal infrastructure and services.

- g. open space and natural features on the site are arranged in such a way that unique natural resources are preserved and creates a desirable and functional environment for site users;**

There are no unique natural resource features on the site that need to be preserved.

- h. the plan avoids unnecessary or unreasonable alterations to existing topography, preserves existing healthy, mature trees and woodlands, and designs drainage facilities to promote the use and preservation of natural watercourses;**

There are minor alterations to the existing topography of the lot that will be made for this project. There are no natural watercourses on the site.

- i. provides adequate parking for the use, including logical and safe parking and circulation;**

Parking for the use meets the minimum requirement and is provided in a logical manner. Circulation through the site is well planned.

- j. provides landscaping and screening as required by this code that creates logical transitions to adjoining uses, screens incompatible uses, minimizes the visual impact of the development on adjacent roads and properties, and**

**utilizes native plant materials selected to withstand the local climate and individual site microclimates; and**

Adequate landscaping is provided for the site. There is no screening required as part of this project.

- k. includes site illumination that has been designed and located to minimize adverse impacts on adjacent properties.**

The site illumination has been designed and located to minimize adverse impacts on adjacent properties.

## **REVIEW OF INFORMATION AND SCHEDULE**

<u>Action</u>	<u>Planning Commission</u>
Site Plan Review	November 15, 2016

## **STAFF RECOMMENDATION**

The staff recommends the Planning and Zoning Commission accept the staff proposed findings of fact and approve Case #16026 Raymore Activity Center Site Plan subject to the following conditions:

Prior to commencement of any land disturbance activities:

1. State of Missouri and City of Raymore land disturbance permits shall be obtained prior to the commencement of any site grading or land disturbance activities.
2. All erosion control measures identified on the site disturbance plan and required by the land disturbance permit must be installed prior to grading and these measures must be maintained until the requirements of the SWPPP are satisfied.

Prior to issuance of a Building Permit:

3. Building construction plans shall be approved by the Building Official.

Prior to issuance of a Certificate of Occupancy:

4. All accessible parking spaces must be identified by signs complying with the Manual of Uniform Traffic Control Devices and the Department of Justice, Code of Federal Regulation 28 CFR Part 36, ADA Standards for Accessible

Design. The sign must be vertically mounted on a post or wall no more than five feet from the space and centered on the width of the space.

5. One of the accessible parking spaces shall be served by an access aisle a minimum of ninety-six inches wide and shall be designated "lift van accessible only" with signs that meet the requirements of the federal Americans with Disabilities Act.
6. If the electrical transformer box and any other accessory utility facility is taller than three and one-half feet or covers more than twenty-five square feet in area than it must be screened in accordance with Section 420.040D of the Unified Development Code.
7. All work shall be completed in accordance with the site plan approved by the Planning and Zoning Commission.

Perpetual Conditions:

8. Prior to removing erosion control measures at the conclusion of the project, the contractor must obtain concurrence from the City.
9. A signed copy of the weekly and post rain event erosion control inspection reports shall be submitted to the City upon completion of each report.
10. Owner must immediately notify City staff of any illicit discharge that enters or has the potential to enter the storm sewer system.

**PLANNING AND ZONING COMMISSION ACTION - 11/15/2016**

The Planning and Zoning Commission, at its November 15, 2016 meeting, voted 9-0 to accept the staff proposed findings of fact and approved Case #16026 Raymore Activity Center Site Plan subject to the following conditions:

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