

**SMITHVILLE BOARD OF ALDERMEN
WORK SESSION**

June 18, 2024 6:00 p.m.

City Hall Council Chambers and Via Videoconference

1. Call to Order

Mayor Boley, present, called the meeting to order at 6:00 p.m. A quorum of the Board was present: Melissa Wilson, Marv Atkins, Ronald Russell, Dan Hartman and Leeah Shipley. Kelly Kobylski was absent.

Staff present: Cynthia Wagner, Gina Pate, Chief Lockridge, Chuck Soules, Jack Hendrix, Rick Welch and Linda Drummond.

2. Update on the Chamber Services Contract

Erika Winston, Executive Director for the Smithville Chamber of Commerce, noted that they have been working with the City to help promote Smithville.

The Chamber of Commerce maintains a community calendar on its website: <https://www.smithvillechamber.org/calendar#!calendar>. Erika noted that she tries to keep the calendar up to date as much as possible. She explained that if a Chamber member wants to add an event there is a button towards the top of the page that allows them to do that. If a non-Chamber member there is a form they need to fill out so the event can be approved.

They also manage a business start up page with information they will need and who they need to contact.

<https://www.smithvillechamber.org/businessstartup>

The Chamber puts out a weekly newsletter called the Scoop that goes out via email and is also on the [Chamber's website](#). They have a spot for updates for the City and Erika put the Board of Aldermen meetings on it.

Becky Pendleton-Meek, Chamber of Commerce President, explained the business retention visits. She noted that towards the end of last year, she, Erika, Cynthia and Gina met to discuss what a business retention visit would look like. They compared some different business retention models that different cities had developed and made one of their own. Beginning in January of this year they started the business retention visits. The visits included City staff as well as someone from the Chamber. Every month they meet with a business here in our community. They want to see what the City can help them with and what the Chamber can help them with to make their business more successful. Businesses visited to date include: Packs Hardware, Dentistry at Smithville Marketplace, Motorcycle Closeouts, Smithville Ford and Taylor Plumbing. Becky noted that the responses they received from those visits was that the businesses were surprised that they took the time to come and speak with them and that they were concerned for what they need as a business. She noted that some of the businesses are affiliated with other Chambers and had not been visited by them.

Alderman Atkins noted that he liked the calendar and all the information on it.

Alderman Wilson noted that she appreciated the update on the business retention visits. She said those visits will be very beneficial and encouraging.

Becky noted that it is good to hear what the businesses have to say and to be able to give them an outlet to be heard.

Alderman Russell noted that the Board had a brief discussion about this during their retreat. After that discussion he looked at other Chambers of Commerce around different places in the country and their relationships with their city. He said that one thing he did see they had in common was a close relationship with their Economic Development Committee. He asked if the Chamber could have someone be a liaison for the Smithville Economic Development Committee and if they could give the Board an update every so often.

Mayor Boley explained that Erika sits on the Economic Development Committee.

Becky explained that Erika reports what the Chamber is doing to the Economic Development Committee and then also reports to the Chamber what the Economic Development Committee is working on.

Erika noted that she also meets with the Clay County Economic Development Committee quite frequently.

Mayor Boley noted that Erika is also the City's representative on the Clay County Missouri Extension Board.

Cynthia pointed out that in the staff memo it was noted that Erika worked with our Economic Development Committee and our Parks and Recreation to promote tourism and special events happening within the City. She also noted that she meets with Erika on a monthly basis.

Alderman Russell noted that he echoed Alderman Wilson comments on the business retention visits. He also believes the Scoop newsletter is a good and useful tool for people.

Alderman Hartman noted that in the last couple of years he has seen the Chamber Board come together and said that it was a testament to Becky and Erika's leadership skills. He also said that he liked the video updates that they did for the ribbon cuttings and the video segments. He asked if the Chamber had an ambassador program for new businesses.

Becky explained that Erika reaches out to new businesses for membership in the Chamber and the Chamber is also a good liaison for people looking for employment.

Alderman Russell noted that he liked the video interviews the Chamber does with the small business owners.

Erika noted that a Chamber member wanted them to do that and so they spoke with Carol from the school to involve students who are interested in videoing and interviewing that could help with doing those.

Cynthia noted that staff appreciates the calendar that the Chamber manages with the events going on in the City. She added that it is a great asset for the community.

Alderman Hartman noted that the Chamber Board making Erika full-time has been a game changer and he applauded them for making that decision.

Becky noted that in the past there has not been a strong relationship between the City and the Chamber but said that we need to continue to work together to accomplish the goals that will make all the businesses and the community succeed.

Mayor Boley added that we have really worked well together on the Legacy Fund and Chamber Awards Dinner.

Erika noted that she also does her best to meet with the Northland Regional Chamber for ribbon cuttings to help promote Smithville and our businesses.

Mayor Boley noted that Erika recently graduated from the Leadership Northland Program.

3. Planning Review Process Overview

Jack Hendrix, Development Director, presented the step-by-step planning review process for development. Jack noted that more could be found in the [staff report](#).

Planning Review Process

- The staff memo describes the general process for every type of planning application
- There are two types of reviews, zoning matters and subdivision related matters
- Each application has certain steps, many of which are the same or similar to each other
- Staff's process for each step is the focus of tonight's presentation

Types of Applications

- Zone District Change
- Conditional Use Permits
- Overlay District with Conceptual Plan
- Combined zone district change and subdivision/site plan
- New Subdivision
- Site Plan Review

Planning Process Initiation

- Planning applications usually start with a telephone call from the proposed applicant
- Is it a zoning matter?
- Does it implicate any infrastructure review?
- Is it a combined zoning and subdivision related matter?
- Provide recommendations on application(s) needed
- Schedule a Development Conference

Zone District Changes

- Zone District changes do not independently involve an in-depth review
- All rezonings start with a review of the Comprehensive Plan requirements
- The plan has a Future Land Use Plan Map
- Staff then uses the Comprehensive Plan to provide a Staff report that addresses the eight standard of review questions in the ordinance

Development Project Standards

- Subdivision Code identifies the process(es) for reviews
- Site Plan review process was amended to include the subdivision code requirements
- Conditional Use Permits were amended to require site plan review, which includes subdivision requirements.

Development Review Committee

- Staff starts this process after the initial conversations with the applicant are sussed out.
- The applicant provides staff with a draft layout of the project (subdivision, site plan, conditional use permit)
- The development review committee meets with the applicant and their engineer/architect/surveyors to discuss the proposed layout, etc.
- Technical Studies are identified and formally requested

Technical Studies

- There are four primary areas for these studies:
 - Water system improvement needs
 - Sanitary system capacity and improvement needs
 - All projects must prepare a storm water study in accordance with the impact (size of project)
 - Traffic Impact Study is required if the project will generate 50 peak hour trips or 500 daily trips
 - IF the traffic counts are close to the trigger, the applicant can submit a trip generation report that shows less

Water System Studies

- All projects that include waterline extensions get an updated hydraulic model analysis provided by the City's engineers
- The applicant must provide our engineers with the anticipated water needs in order to update the model.
- If the model shows the project does not meet flow standards, applicant must upgrade the system to meet those standards for their project.

Sanitary Sewer System Studies

- Sanitary sewer studies include analyzing the daily a peak flows of sanitary waste added to the system
- Those flows must stay below system capacity limits throughout the path to the treatment plant
- Could require additional off-site work to avoid overflows
- If the project will require a lift station, or will drain to an existing lift station, additional evaluations are required
- System upgrades or other off-site improvements may be required
- Upgrades are analyzed to determine when they will be required to be completed (development agreement)
- Can make the improvement costs be shared with other developments
- More concern on North Force main projects than projects in other areas

Stormwater Studies

- All projects must perform a stormwater analysis

- Depending upon the impact and location of the project, the level of the study may vary
- City's engineer assesses the proposed scope of the study and makes recommendations for any changes
- The study often includes detention requirements – either underground or detention basins
- City engineer certifies that the plan meets our standards

Alderman Wilson asked how they conduct the stormwater study to know how much water/rainwater is running off.

Chuck Soules, Public Works Director, explained that they take the rainfall per hour and they develop hydrographs so they can tell how fast the water is running off. He said it is all based on theory there is no measurement. They also take into account the type of soil. Chuck explained that they plug all the information into a computer program, and it runs the model.

Traffic Impact Studies (TIS)

- Initial determination of study necessity based upon a trip generation report (or if a residential subdivision, size)
- If required, the applicant must submit a proposed scope of the study for review by staff and our engineers
- We direct the intersections to be evaluated based upon our needs
- Once the scope is agreed upon, the applicant must then complete and provide the TIS for review
- City engineers then review the TIS for compliance with the scope and can either approve, or require additional scope to be added if the TIS reveals additional problems
- Once approved, the TIS requirements for road upgrades, both on site or off-site will be included in the development agreement
- The requirements will often be phased with the project timeline (Phase I, Phase II, etc.)

Jack explained that currently the standard is 50 peak hour vehicle trips, or 500 daily trips generated in one day. If the matter is close, the applicant must submit a report from a traffic engineer that identifies the peak and daily numbers are below those limits and then no TIS is required.

Alderman Wilson asked if a developer could add road improvements, turn lanes, etc. up front if they know it will be needed in the future.

Jack explained that they can if it does not cause the City any issues, he said that we would allow it and it would possibly be cheaper for the developer.

Development Agreements

- Once all of the technical studies have been completed, reviewed and finally approved, a development agreement will be drafted
- Development agreement will identify what improvements must be made, when they must occur, and identify any other applicants that will be involved in upgrades
- Development agreement will also identify the Parkland Dedication requirements

Hearings

- Once all studies are completed and the development agreement is drafted, staff will draft its' report(s)
- The hearing must be properly noticed in the newspaper and letters to adjoining property owners
- Staff is working on a process to include placing signs on the land affected by the matter
- Planning Commission the conducts the hearing, and then makes its' recommendation to the Board

Jack explained that the City sends out a certified letter to all adjoining property owners within 185 feet, even though the letter being certified is not required. The certified letters are sent 15 days before the hearing is scheduled.

Board of Aldermen

- When a matter is placed on the agenda, all of the previously discussed matters have been completed

Alderman Wilson noted that sometimes people question why we do not have Planning and Zoning Commission meetings every month. She explained that if there is nothing to be presented to the commission there is no reason for a meeting.

Jack noted that in the future they may be having meetings to discuss the Accessory Dwelling Unit (ADU) scenarios.

Cynthia noted that regular business is application driven but there are times the Planning and Zoning Commission need to have work sessions.

Alderman Wilson noted that they had one when they recently changed the lot size in R-1. She explained that there are other things the commission works on other than what was presented this evening. They have to keep up with the market and how it affects the City's zoning.

Alderman Hartman noted that we are going to have to continue to just communicate these processes. He said what people sometimes misconceive or misunderstand is that the item comes before the Board, and no one was ever notified. They do not know that our staff has been incredibly busy and that they have followed the statutes of notification. Alderman Hartman noted that the other piece that is very interesting is that we talked a lot about attainable and affordable housing, and this is a factor in that because of the cost to the developer and most of that cost is front loaded, so the developers is carrying cost. That cost is what eventually does get passed along to the individual that buys that home, if it is a lot scenario. He explain that unless you are involved in it all the time you do not realize that it can be a very expensive process up front. People think this is a very fast track, but there is nothing fast about this process. Alderman Hartman asked if he was correct that every city or municipality in Missouri goes through this same process based on state statute.

Jack said that yes they do. He noted that if they are dividing land they have to go through the subdivision requirements that are in state law. If there are rezoning the have to go through the state law requirements as well. He added that often times cities add more requirements because it protect the city and guides the development types the city is wanting.

Alderman Russell noted that he had asked for having an update from the Chamber either monthly or even once a quarter.

Mayor Boley noted that the Chamber gives an update during the Economic Development Committee meetings, and they are live streamed for the public and all are welcome to attend.

4. Adjourn

Alderman Hartman moved to adjourn. Alderman Atkins seconded the motion.

Ayes – 5, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 6:46 p.m.

Linda Drummond, City Clerk

Damien Boley, Mayor