



The City of Lee's Summit
Action Letter - Draft
Community and Economic Development Committee

Wednesday, November 10, 2021

4:00 PM

City Council Chambers
and Via Video Conference
220 SE Green Street
Lee's Summit, MO 64063

Notice is hereby given that the Community and Economic Development Committee for the City of Lee's Summit will meet in Regular Session on Wednesday, November 10, 2021 at 4:00 pm in person and via video conference as provided by Section 2-50 of the City of Lee's Summit Code of Ordinances, adopted by the City Council on June 15, 2021, Ordinance No. 9172.

Persons wishing to comment on any item of business on the agenda, including public testimony during a Public Hearing, via video conference may do so by sending a request prior to 5:00 p.m. on Tuesday, November 9, 2021, to the City Clerk at clerk@cityofls.net to attend the meeting on the video conferencing platform. The City Clerk will provide instructions regarding how to attend by this method. The meeting may be viewed on the City website at www.WatchLS.net, and various cable providers (Spectrum channel 2, Google TV channel 143, AT&T U-Verse channel 99 and Comcast channel 7) for those whose cable providers carry the City of Lee's Summit meetings.

1. Call to Order

Chairperson Forte called the November 10, 2021 Community and Economic Development Committee meeting to order at 4:02 p.m.

2. Roll Call

Present: 5 - Chairperson Diane Forte
Vice Chair Fred DeMoro
Councilmember Trish Carlyle
Councilmember Andrew Felker
Planning Commissioner Donnie Funk

3. Approval of Agenda

Vice Chair DeMoro made a motion to approve the November 10, 2021 Community and Economic Development Committee agenda as presented, seconded by Councilmember Carlyle.

The motion passed unanimously by roll call vote.

4. Public Comments

There were no public comments.

5. Business

- A. [2021-4471](#) Approval of the October 13, 2021 Community and Economic Development Action Letter.
- Councilmember Felker made a motion to approve the October 13, 2021 Community and Economic Development Committee Action Letter, seconded by Vice Chair DeMoro.

The motion passed unanimously by roll call vote.

- B. [2021-4510](#) Presentation of Development Services team members
- Mark Dunning, Assistant City Manager, congratulated Ryan Elam, Director of Development Services, on his five years of service with the City and presented him with a certificate.
- Team members from the Development Services department were present at the meeting and Mr. Elam introduced the managers for the Administration, Plan Services, Field Services and Central Building Services divisions in the Development Services department. Each of them reviewed the responsibilities for their division and introduced the individual staff members for every position in their division.

- C. [2021-4508](#) Pro-Active Code Enforcement Discussion
- Dan Harper, P.E, Assist. Director of Field Services, provided background information on this topic. Originally, this proactive approach was rolled out in 2020, but because of the pandemic it was temporarily tabled and is now being brought back to the forefront.

This plan has four goals:

1. Enhance safety and environment
2. Equalize/normalize enforcement geographically
3. Organize community resources to assist citizens
4. Capture unreported violations

The following changes to the code enforcement model are being proposed:

Patrol Schedule:

- Sub-divide each of the existing 4 NHS districts into 10 sub-districts
- Each year randomly assign one sub-district for each NHS district to a specific month for pro-active enforcement
- December and January of each year are set aside to reduce outstanding cases and prepare for the next year

Business License Enforcement

- Include business license enforcement during scheduled pro-active patrols

Increased Outreach and Education

- Re-launch the Quality Housing Program
- Provide monthly educational opportunities in conjunction with the pro-active patrols
- Establish a system to connect citizens with resources for abatement

Because these changes will increase current caseloads additional staff will be needed.

The committee voiced their support of the program and asked staff to proceed with creating a policy to bring back to the committee for review.

D. [BILL NO. 21-239](#)

An Ordinance Amending Chapter 4, Alcoholic Beverages, Article II.

Administration and Enforcement Section 4-52 and Article III. Licenses, Division 1 of the Code of Ordinances of the City of Lee's Summit, Missouri to Revise The Provisions Relating to the Administration of Liquor Licenses by the City. (CEDC 11/10/21)

Chief Travis Forbes presented information on this topic and the proposed changes explaining the changes will result in quicker, more efficient application processing for local businesses. Discussion ensued.

Councilmember DeMoro moved to recommend to City Council approval of an Ordinance Amending Chapter 4, Alcoholic Beverages, Article II. Administration and Enforcement Section 4-52 and Article III. Licenses, Division 1 of the Code of Ordinances of the City of Lee's Summit, Missouri to revise the provisions relating to the Administration of Liquor Licenses by the City.

The motion passed unanimously by roll call vote.

6. Roundtable

Mark Dunning stated staff will correct the red-line version of the changes to the Liquor License ordinance and send it to committee members.

Chairperson Forte thanked Donnie Funk for serving as the Planning Commission liaison on the Community and Economic Development Committee for the past several years. This will be his last meeting and Dana Arth will be the new liaison starting next month.

Chairperson Forte announced the next Community and Economic Development Committee meeting will be on Wednesday, December 8, 2021 at 5:00 p.m.

7. Adjournment

There being no further business Chairperson Forte adjourned the meeting at 5:35 p.m.

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