



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

Wednesday, October 14, 2020

4:00 PM

Via Video Conference and City Council Chambers

City Hall

220 SE Green Street

Lee's Summit, MO 64063

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Notice is hereby given that the Community and Economic Development Committee of the City of Lee's Summit will meet in regular session on Wednesday, October 14, 2020 at 4:00 pm in person and by video conference as provided by Section 610.015 of the Revised Statutes of the State of Missouri. Due to the ongoing Covid-19 pandemic, public attendance in the meeting room at City Hall is extremely limited, and therefore the public is invited to attend the meeting by one of these methods:

- By viewing the meeting on the City website at [www.WatchLS.net](http://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.
- By sending a request to the City Clerk at [clerk@cityofls.net](mailto:clerk@cityofls.net) to attend the meeting on the Zoom platform. The City Clerk will provide instructions regarding how to attend by this method.

Persons wishing to comment on any item of business on the agenda may do so in writing prior to 5:00 p.m. on Tuesday, October 13, 2020, by one of the following methods:

- By sending an e-mail to [clerk@cityofls.net](mailto:clerk@cityofls.net),
- By leaving a voicemail at 816-969-1005 or
- By leaving written printed comments in the utility payments drop boxes located in the alley behind City Hall or inside the foyer at the north end of City Hall, both located at 220 SE Green Street, Lee's Summit, MO 64063.

Written comments submitted by these methods will be presented at the Finance and Budget Committee meeting. Persons wishing to speak at a public hearing on this agenda may do so by contacting the City Clerk prior to 5:00 p.m. on Tuesday, October 13, 2020 by e-mail at [clerk@cityofls.net](mailto:clerk@cityofls.net), and they will be provided with instructions regarding how to provide their live testimony via video conference during the public hearing.

In the event that the meeting cannot be broadcast via [www.WatchLS.net](http://www.WatchLS.net) and the cable channels noted above, this agenda will be amended to include directions for the public to attend via the Zoom software platform at [www.Zoom.com](http://www.Zoom.com); such amendment will include a specific link to attend the Finance and Budget Committee meeting.

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1. Call to Order

Chairperson Forte called the October 14, 2020 Community and Economic Development Committee meeting to order at 4:00 p.m.

2. Roll Call

**Present:** 4 - Chairperson Diane Forte  
Vice Chair Fred DeMoro  
Councilmember Hillary Shields  
Planning Commissioner Donnie Funk

**Absent:** 1 - Councilmember Beto Lopez

3. Approval of Agenda

**Vice Chair DeMoro made a motion to approve the October 14, 2020 Community and Economic Development Committee agenda as presented, seconded by Vice Chair DeMoro. The motion passed unanimously.**

4. Public Comments

There were no public comments.

5. Business

- A. [2020-3694](#) Approval of the September 9, 2020 Community and Economic Development Action Letter.

**Vice Chair DeMoro made a motion to approve the September 9, 2020 Community and Economic Development Committee action letter, seconded by Councilmember Shields. The motion passed unanimously.**

- B. [2020-3733](#) Review and Discussion of Community and Economic Development Committee authorities and duties

Mark Dunning, Assist City Manager stated the Rules Committee has requested each Council Committee review their current responsibilities and provide updates.

Mr. Dunning reviewed the composition of the CEDC pointing out this committee is unique because it has a non-voting representative from the Planning Commission on the committee. He stated this makes sense as development items first go through Planning Commission for approval. It is beneficial having a Planning Commissioner serve as an ex-officio member on the CEDC to hear discussions, participate in dialogue and share information between the Planning Commission and CEDC. However, there currently is no documentation stating this position on the committee and staff recommends adding this language.

Mr. Dunning then reviewed the past and current duties of the CEDC stating in the past the Community Development Committee's (CDC's) primary focus was on planning, zoning, and code enforcement applied to development, redevelopment and maintenance of private property. Over the years, the scope has added economic development issues to the duties. Mr. Dunning also checked the code of ordinances and identified chapters that could be included in the CEDC oversight.

Therefore, staff is suggesting the following changes to the CEDC composition and duties:

1. Add language stating the Planning Commission will appoint a member of the Planning Commission to serve as an ex-officio member of the CEDC.
2. Remove language referencing the Park and Land Use Development (the City has the Parks and Recreation Dept. to oversee these issues).
3. Add language to include addressing issues relating to public health, safety and welfare.

After discussion, the CEDC agreed to the changes suggested by staff on the composition and the duties of the CEDC.

Chair Forte read the sentence changing the scope of duties as follows:

“The CEDC shall review current or policies dealing with matters related to the public health, safety and welfare of the community including but not limited to matters pertaining to planning, zoning, development, regulations, property maintenance, and other regulations pertinent to the use and maintenance of private property.”

Mr. Dunning pointed out this change is not intended to have all development issues comes to this committee. For example, the Public Works committee would still review infrastructure issues, etc.

In addition, certain issues will continue to be coordinated between the CEDC and the Finance and Budget Committee when reviewing a policy/scope change that also include changes in fees (revenues).

Mr. Dunning stated he will relay these changes to the Rules Committee.

C. [2020-3734](#) Presentation of the tools to review current development

Mark Dunning prefaced the presentation stating staff worked hard to put together this information and the tools will provide better government transparency. It will also teach the public how to find information on their own without coming in person to City Hall. Staff also plans to create a promotional how-to video to share with the community.

Mr. Josh Johnson, Assistant Director, Development Services, reported on resources available on the City’s website that provides information on development projects in the city. This information is useful to elected officials and the public wanting to know more about specific projects and the timelines.

On the Development Services website page, there are three tools available:

1. City View Portal

- Four Main Categories
  - Misc. Fees
  - Business Licensing
  - Building Permits
  - Planning Application - need address or application number of project
    - Provides summary and details of project, including fees, as well as review comments made throughout the planning process
    - Provides links to every document for the application in date order and links can be sent as a web address
    - Helpful for public hearing process for the public to look up information

2. Development Project List (Top Blue Band on page)

- Only includes projects going through the public hearing process
- Real time information and is updated throughout the day
- Can sort by City Council District or City Council meeting date
- If no district indicated, usually a city-wide project (UDO amendment)
- Click on Application Number to take you to the City View Portal (above)
- Public may submit a public comments from this page that will go to the Planning Department and Planning Commission
- Some projects still in the beginning of the process will not be listed as they do not have a planning commission date

3. Current Activities (Bottom Blue Band on page)

- Wider in scope
- Mapping data that links to permitting system
- Click on specific site and a description pops up with a link to the City portal
  - Site work
  - Building work

Chairperson Forte asked how long a project can stay “in plan review”?

Mr. Johnson replied if the applicant is actively working on project it is unlimited, but if applicant does not make contact in six months or the project is inactive, staff will void the project out of the system after contacting the applicant to verify status.

Mr. Dunning encouraged the committee to refer questions from the public about these tools to staff and they will assist them in using the portals.

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**6. Roundtable**

Chairperson Forte reviewed future agenda items with staff that includes bees, homelessness and updates to the CDBG process and amendments to the annual action plan. She then stated the next Community and Economic Development Committee meeting would be on November 11, 2020.

**7. Adjournment**

There being no further business, Chairperson Forte adjourned the meeting at 4:51 p.m.

For your convenience, City Council agendas, as well as videos of City Council and Council Committee meetings, may be viewed on the City's Legislative Information Center website at "[lsmo.legistar.com](http://lsmo.legistar.com)"