



**City of Blue Springs
903 Main Street
Blue Springs, Missouri 64015**

**Development Advisory Commission
MINUTES
Wednesday, March 16, 2022**

A meeting of the Development Advisory Commission of the City of Blue Springs was held in City Hall Development Room 128 located at 903 W. Main Street on Wednesday, March 16, 2022 and virtually through Microsoft Teams, with the following members and guests in attendance.

**MEMBERS
PRESENT**

Travis Hagewood (virtual)
Travis Graham, Chair (virtual)
Chase Rosher

**MEMBERS
ABSENT**

Orion Berridge, Vice Chair
Bob Frost

STAFF / OTHERS

Mike Mallon, Director, Community Development
Matt Wright, Assistant Director, Community Development
Chris Sandie, Director, Public Works
Jerry Kaylor, Councilmember Dist. 1, Liaison (virtual)
Aliyah Kincade, Recording Secretary
Jackie Sommer, City Attorney

CALL TO ORDER

Chairperson Travis Graham called the meeting to order at 3:09 p.m.

**APPROVAL OF
MINUTES**

Chairperson Graham requested action on the Consent Agenda. Commissioner Travis Hagewood moved to approve the February 9, 2022, meeting minutes. Seconded by Commissioner Chase Rosher.

**AGENDA ITEM 1A
/ UNIFIED
DEVELOPMENT
CODE TEXT
AMENDMENT /
A. UDCT-03-22-8174
/ "Boards and
Commissions"**

Matt Wright, Assistant Director, Community Development, presented the UDC text amendments to amend and adopt regulations related to all the decision-making bodies.

Mr. Wright stated since December 2021 a task force with three Councilmembers and staff have been working on these amendments. Additional minor changes, including language and code section numbers and letter may be update, but the general intent of the amendments will stay the same. We will go through each board and explain the amendments being proposed.

Planning Commission

Mr. Wright states the top portion shows the general summary of what is proposed to be amended. One change being proposed is changing the number of Commissioners from eleven to nine. State statute requires seven and a max of fifteen. Previously there were nine Commissioner until the mid-2000's, when we increased it up to eleven. The amendment to nine Commissioners is to assist with making quorums easier to achieve. Additionally, some language is being updated to coincide with State statutes and regulations. Everything that is underlined is proposed to be added and everything that is stricken through is proposed to be removed.

QUESTIONS

Commissioner Travis Hagewood questions the intent to reduce the number of Commissioners for Planning Commission.

Mr. Wright states the amendment allows for quorums to be obtained easier. The higher number of Commissioners the higher the number is necessary to reach a quorum.

Councilmember Jerry Kaylor ask that Mr. Wright state how many members are currently present and how many seats are available on the Planning Commission.

Mr. Wright states we currently have ten members and one vacancy. There are three to four Commissioners up for reappointment in April 2022 and one Commissioner has requested to not be reappointed. If the proposed amendment passes, we will not need to ask for a commissioner to be removed, as the proposed amendment of nine Commissioners would be met.

Councilmember Kaylor states this would then be a great time to make the change with the proposed amendment.

Mr. Wright states with the current vacancy and one commissioner asking to not be reappointed, it would be the ideal time to initiate the proposed amendments.

Chairperson Travis Graham questions there are ten commissioners presently, correct? What will happen to the tenth Commissioner if the proposed amendments are approved?

Mr. Wright explains there is one vacancy on the Planning Commission presently and one commissioner has asked not to be reappointed in April 2022, which would make up the proposed amendment, reducing the commissioners to nine.

Commissioner Chase Rosher questions what the effect of reducing the number of Commissioners is to a quorum.

Mr. Wright explains a quorum is a majority vote, so if you have eleven members you would need six members and if reduced to nine, then five would be needed.

Chairperson Graham asked if it is going to be just as difficult to get five out of nine members to be present as it is to have six out of eleven to be present.

Mike Mallon states a survey was done with local cities with larger and smaller populations in relation to the number of commissioners and it was found that eleven members was high in comparison to others.

The idea to reduce the number of members is to bring attention to other members who may be absent frequently and that there would be less of a buffer to be absent and encourage attendance.

Board of Adjustment

Mr. Wright states that most of the amendments are to bring the code into compliance with State statutes and regulations. The Planning Commission liaison has been removed because Variance applications never go before the Planning Commission.

Mr. Rosher questions what the Board of Adjustment is, as he is new to this Commission.

QUESTIONS

Mr. Wright states the Board of Adjustment reviews Variance application and is a quasi-judicial board and appeals have to be appealed in circuit court.

Appearance Review Committee

Mr. Wright states this committee reviews site plan design review applications in the Adams Dairy Parkway overlay zoning district.

Mr. Wright states that most of the amendments are to bring in compliance with State statutes/regulations and update appointments and removal of members.

In the proposed amendment the term limits are requested to be extended from two years to three to be consistent with other City Boards and Commissions.

The additional item to be updated is the committee reviews building permits, which was never the case, and substitute that with site plan design review applications. The committee has always functioned to review the site plan design review applications and never building permit applications.

None.

QUESTIONS

Historic Preservation Commission

Mr. Wright states this Commission probably has the most updates in relation to the other board and commissions.

The first item is the Commission currently has nine total members with two being from the City Council and Planning Commission. The task force wanted all City Councilmembers and other Commissioners to be removed from boards they do not represent and not be voting members. The update would remove the City Councilmember and Planning Commissioner member and have seven resident members as voting members. The City Councilmember and Planning Commission will be liaisons.

The next item is updated language for the Composition and Terms of Office to be in compliance with the State Historic Preservation office. The language updates for members to have a professional background in historic preservation, architecture, planning, etc. and interest related to historic preservation.

Additional items to be removed are requirements for the Commission members because of the difficulty to find members with the specific qualifications.

Most of the other updates are clean up language and removing the statement that the Chair could call a meeting, since that is not how this Commission operates.

None.

QUESTIONS

Downtown Review Board

Mr. Wright states like the Historic Preservation Commission there are several updates for this Board. This Board currently has two Councilmembers, two Staff members and three Planning Commissioners, the update would be to remove all these members. Also, to reduce the number of members from nine to five.

Another item to change is the requirement to live in Blue Springs, but to make every effort for a member to live, work or own property in the Downtown zoning district. Another member will be from Downtown Alive! and then from the Chamber of Commerce.

Lastly for DRB and HPC there are sometimes confusion where the body is an approval or recommending body, so in the future we will work to clear up that confusion with additional code amendments. Currently, we are focusing on appointments and reappointments.

None.

QUESTIONS

Development Advisory Commission

Mr. Wright states this update consists of clarification to the building industry. Not all members in this Commission have to be residents of Blue Springs but do need to have active business within the City to be appointed.

The rest of the language is clear up language like the other Committees, Commissions and Boards.

None.

QUESTIONS

Mr. Wright explains the timeline for approval would be Planning Commission March 28, 2022, and then City Council April 4, 2022.

**MOTION
UNIFIED
DEVELOPMENT
CODE TEXT
AMENDMENT /
A. UDCT-03-22-8174
/ "Boards and
Commissions"**

Commissioner Travis Hagewood moved to recommend approval of UDC Text Amendment / A. UDCT-03-22-8174 / "Boards and Commissions".

SECOND

Commissioner Chase Rosher

VOTE

Chase Rosher- Aye
Travis Hagewood – Aye
Travis Graham, Chairperson – Aye

(APPROVED 3-Aye, 0-No)

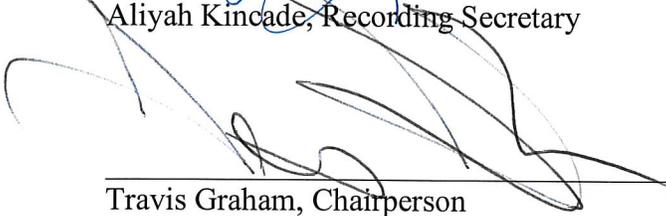
OTHER BUSINESS

Mr. Wright states we do not have a next meeting set up but do expect a meeting later in the spring for additional updates.

ADJOURN

With no further items to come before the Commission, a motion was made by Commissioner Travis Hagewood, and seconded by Commissioner Chase Rosher, to adjourn at 3:39 p.m. Motion carried unanimously.


Respectfully Submitted by,
Aliyah Kincade, Recording Secretary



Travis Graham, Chairperson

Date 10-14-22