



**AGENDA  
CITY OF HARRISONVILLE  
COMMUNITY DEVELOPMENT COMMITTEE  
REGULAR MEETING  
CITY HALL  
MAY 16, 2017  
6:00 PM**

**I. Attendance**

- 1. Present**

**II. Approval of Minutes**

- 1. Community Development Committee - Regular Meeting - Apr 18, 2017 6:00 PM**

**III. Agenda**

- 1. Temp Sign Review**
- 2. Work Ready Participation**
- 3. Marketplace Storage**

**IV. Discussion**

**V. Adjourn**

**VI. Action Items**

**Posted on City Hall Bulletin Board this 12th day of May**

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**Randall K. Jones, City Clerk**

**The Board of Aldermen meeting is an open meeting but is not a meeting of the public. There is a place on the agenda for comments of citizens under PUBLIC PARTICIPATION. Our rule is that comments by any individual or group shall not exceed (4) minutes. The Board of Aldermen request that concerns be initially addressed at the appropriate action level before coming to the Board of Alderman**



**DRAFT**  
**MINUTES**  
**CITY OF HARRISONVILLE**  
**COMMUNITY DEVELOPMENT COMMITTEE**  
**REGULAR MEETING**  
**CITY HALL**  
**APRIL 18, 2017**  
**6:00 PM**

**I. Attendance**

**A. Roll Call**

Present: Mayor Brian Hasek, Aldermen Brad Bockelman, David Dickerson, Clint Long (arrived at 6:13 p.m.) and Matt Turner. Also Alderman Judy Bowman, City Administrator Happy Welch, Community Development Director Jim Clarke and Deputy City Clerk Sheryl Stanley, recording.

Mayor Hasek called the meeting to order at 6 p.m.

**II. Approval of Minutes**

**A. Community Development Committee - Regular Meeting - Nov 15, 2016 6:00 PM**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	David Dickerson, Member
<b>SECONDER:</b>	Matt Turner, Member
<b>AYES:</b>	Dickerson, Turner, Hasek, Long, Bockelman

**III. Discussion**

**A. Temp Signs**

*City Administrator Welch opened the discussion on temporary signs, saying he felt it would be appropriate to amend the ordinance because of contradictions in the code regarding size, length of time signs can be displayed, placement on rights of way, and policing those who violate the ordinance. Members engaged in a lengthy discussion and ultimately decided Item 3A and 3B of the sign code should be combined; that the maximum area of temporary yard signs should be 4 square feet; that the maximum height should be 3 feet; and gross face area shall not exceed 8 square feet. Further, that any reference to not placing signs on rights of way should be omitted. David Dickerson moved that the committee send these amendments to the sign code to the full board for action, and Clint Long seconded. Motion passed on a unanimous voice vote.*

Minutes Acceptance: Minutes of Apr 18, 2017 6:00 PM (Approval of Minutes)

**RESULT: RECOMMENDED [UNANIMOUS]**  
**MOVER:** David Dickerson, Member  
**SECONDER:** Clint Long, Member  
**AYES:** Dickerson, Turner, Hasek, Long, Bockelman

**B. Building Inspection Revision**

*Re-Roofing Permit & Inspection: Mr. Welch explained that we currently require a permit for re-roofs and do an inspection from the ground. He and Chris Arthur, building official, recommend eliminating these requirements from the code, since it is not a cost effective policy and staff cannot adequately inspect a roof from ground level. He would like to have this become effective July 1. David Dickerson moved and Clint Long seconded a motion send these building code amendments to the full board for action. Motion passed on a unanimous voice vote.*

*Mr. Welch noted that Mr. Arthur has many changes he would like to make to the building code. He asked if those changes should first be taken to the Board of Building & Engineering Adjustments, and Mayor Hasek directed that they be brought to the Community Development Committee first.*

**RESULT: RECOMMENDED [UNANIMOUS]**  
**MOVER:** David Dickerson, Member  
**SECONDER:** Clint Long, Member  
**AYES:** Dickerson, Turner, Hasek, Long, Bockelman

**C. Econ Dev. Revisions**

*Economic Development - Mr. Welch pointed out some discrepancies which have come to light in Section 430.040C of the municipal code concerning procedural requirements in economic development. Mr. Clarke added his interpretation of the requirements and added the language in question might be drawn from state statute so we should avoid tampering with it at this time. He offered to research it further. Committee members directed Mr. Clarke and Mr. Welch to review the language in the code, amend it to reflect the process which was used most recently regarding Harrisonville Senior Living Village, and bring the matter to the board for action. Alderman Dickerson made the motion which was seconded by Alderman Long and passed on a unanimous voice vote.*

**RESULT: RECOMMENDED [UNANIMOUS]**  
**MOVER:** David Dickerson, Member  
**SECONDER:** Clint Long, Member  
**AYES:** Dickerson, Turner, Hasek, Long, Bockelman

**IV. Adjourn**

Matt Turner moved the meeting be adjourned; David Dickerson seconded. Meeting adjourned at 7:10 p.m.

\_\_\_\_\_  
 Brian Hasek, Mayor & Ex-Officio  
 Chairman of the Board of Aldermen

Minutes Acceptance: Minutes of Apr 18, 2017 6:00 PM (Approval of Minutes)

ATTEST:

\_\_\_\_\_  
Sheryl Stanley, Deputy City Clerk

Minutes Acceptance: Minutes of Apr 18, 2017 6:00 PM (Approval of Minutes)



**TO:** Community Development Committee  
**FROM:** Happy Welch, City Administrator  
**DATE:** May 10, 2017  
**SUBJECT:** Temp Sign Review

**Type of Item:** *Approval*

We need to finalize our Temporary Sign specifications.

I contact MoDOT and they do not want signs in their ROW, so we should leave State and County in Section 1c that they may not be put on State or County ROW.

The size of sign was a big discussion item in Section 3a. If we leave them the ordinance language the same size but combine Sections 3a & b then that would eliminate the large signs in the multi-family/commercial districts.

My notes are included for your reference.

**1. Action Item (ID # 2510)**

Temp Sign Review

Attachments:

Temp Sign Code (PDF)

Temp Sign Code with Notes (PDF)

## Sign Code

Temporary signs shall be erected and maintained in a safe and attractive manner and shall be subject to applicable regulations except as specifically modified herein.

### 1.

*Duration.* The sign may be placed upon initiation of the temporary event, and must be removed within a set time period as provided below:

#### a.

*Real estate sale or lease.* Initiation upon the actual availability of the property or premises for sale or lease, and termination upon execution and acceptance of a final contract for the real estate transaction. Real estate signs do not require a permit.

#### b.

*Building construction or remodeling.* Initiation upon issuance of a building permit — or upon initiation of construction for activity requiring no permit — and termination upon issuance of the certificate of occupancy or approval for connection to electric power for the work authorized by the building permit — or termination of the work for activity requiring no permit. Construction signs do not require a permit.

#### c.

*Election.* Candidates for offices, levy signs or other elections may be displayed thirty (30) days prior to an election. They may not be put on State, County or City rights-of-way or easements and must be removed five (5) working days after the election. The signs must be removed even if the candidate qualifies for the primary and/or general election. Signs may be redisplayed thirty (30) days ahead of each election and removed five (5) working days after the election. Election signs do not need a permit.

#### d.

*Special, temporary events.* Time-limited events that require attention-getting devices, a banner or fabric message display for a temporary period may display not more than two (2) temporary signs for up to twenty-one (21) days. Such signs shall be removed upon completion of the special event, not to exceed two (2) events per calendar year on one (1) parcel. In lieu of this Section, the provisions of Section 435.120(1)(f) "Banners and Fabric Message Displays" may be applied, but not both. Signs used for special, temporary events require a permit.

#### e.

*Temporary stand alone signs.* One (1) temporary stand alone sign may be permitted in lieu of a banner or fabric message display for three hundred sixty-five (365) days effective on January first (1st) of each year with a permit. The provisions of Section [435.130\(B\)](#) "Sign Maintenance" shall apply. Temporary stand alone signs require a permit.

#### f.

*Banners and Fabric Message Displays.* One (1) banner or fabric message display may be permitted for three hundred sixty-five (365) days effective on January first (1st) of each year with a permit. The provisions of Section [435.130\(B\)](#) "Sign Maintenance" shall apply. The same banner or fabric message display may not be displayed for more than ninety (90) days. In lieu of this Section, the provisions of Section 435.120(1)(d) "Special Temporary Events" may be applied, but not both. Banners and fabric message displays require a permit.

### 2.

*Number of temporary signs.* Only one (1) temporary sign requiring a sign permit may be located on a parcel at any one time.

### 3.

*Size of temporary signs.*

a.

*Single- and two-family residential districts.* Temporary signs located on properties occupied by or zoned for residences shall not exceed six (6) square feet in area and three (3) feet in height. Temporary stand alone sign gross face area shall not exceed nine (9) square feet.

b.

*Multi-family and non-residential districts.* Temporary signs located on properties occupied by or zoned for non-residential uses shall not exceed thirty-two (32) square feet in area and eight (8) feet in height; except that an inflatable sign may be larger. Temporary stand alone sign gross face area shall not exceed thirty-two (32) square feet.

4.

*Construction.* Construction of temporary signs shall meet commonly accepted design parameters, as well as construction and materials standards for each sign type, and shall be removed if found to be a threat to the health, safety and welfare of the public by City Zoning and Building Officials; except that electrified temporary signs shall meet electrical codes.

Sign Code

Temporary signs shall be erected and maintained in a safe and attractive manner and shall be subject to applicable regulations except as specifically modified herein.

1.

*Duration.* The sign may be placed upon initiation of the temporary event, and must be removed within a set time period as provided below:

a.

*Real estate sale or lease.* Initiation upon the actual availability of the property or premises for sale or lease, and termination upon execution and acceptance of a final contract for the real estate transaction. Real estate signs do not require a permit.

b.

*Building construction or remodeling.* Initiation upon issuance of a building permit — or upon initiation of construction for activity requiring no permit — and termination upon issuance of the certificate of occupancy or approval for connection to electric power for the work authorized by the building permit — or termination of the work for activity requiring no permit. Construction signs do not require a permit.

c. All temporary signs

MODOT says no.

REMOVE

*Election.* Candidates for offices, levy signs or other elections may be displayed thirty (30) days prior to an election. ~~They may not be put on State, County or City rights-of-way or easements~~ and must be removed five (5) working days after the election. The signs must be removed even if the candidate qualifies for the primary and/or general election. Signs may be redisplayed thirty (30) days ahead of each election and removed five (5) working days after the election. Election signs do not need a permit.

d.

*Special, temporary events.* Time-limited events that require attention-getting devices, a banner or fabric message display for a temporary period may display not more than two (2) temporary signs for up to twenty-one (21) days. Such signs shall be removed upon completion of the special event, not to exceed two (2) events per calendar year on one (1) parcel. In lieu of this Section, the provisions of Section 435.120(1)(f) "Banners and Fabric Message Displays" may be applied, but not both. Signs used for special, temporary events require a permit.

e.

*Temporary stand alone signs.* One (1) temporary stand alone sign may be permitted in lieu of a banner or fabric message display for three hundred sixty-five (365) days effective on January first (1st) of each year with a permit. The provisions of Section 435.130(B) "Sign Maintenance" shall apply. Temporary stand alone signs require a permit.

f.

*Banners and Fabric Message Displays.* One (1) banner or fabric message display may be permitted for three hundred sixty-five (365) days effective on January first (1st) of each year with a permit. The provisions of Section 435.130(B) "Sign Maintenance" shall apply. The same banner or fabric message display may not be displayed for more than ninety (90) days. In lieu of this Section, the provisions of Section 435.120(1)(d) "Special Temporary Events" may be applied, but not both. Banners and fabric message displays require a permit.

2.

*Number of temporary signs.* Only one (1) temporary sign requiring a sign permit may be located on a parcel at any one time.

3.

Attachment: Temp Sign Code (2485 : Temp Signs)  
Attachment: Temp Sign Code with Notes (2510 : Temp Sign Review)



Size of temporary signs.

Together one size

a. Single- and two-family residential districts. Temporary signs located on properties occupied by or zoned for residences shall not exceed six (6) square feet in area and three (3) feet in height. Temporary stand alone sign gross face area shall not exceed ~~nine (9) square feet.~~ <sup>four (4) square feet</sup>

b. Multi-family and non-residential districts. Temporary signs located on properties occupied by or zoned for non-residential uses shall not exceed thirty-two (32) square feet in area and eight (8) feet in height; except that an inflatable sign may be larger. Temporary stand alone sign gross face area shall not exceed thirty-two (32) square feet. <sup>nine (9) square feet</sup>

4. Construction. Construction of temporary signs shall meet commonly accepted design parameters, as well as construction and materials standards for each sign type, and shall be removed if found to be a threat to the health, safety and welfare of the public by City Zoning and Building Officials; except that electrified temporary signs shall meet electrical codes.

- fundraisers
- political
- Temporary events
- Allowth rights or way
- Contact area engineer

Combine a & B 4 sq. ft 3 ft in height Gross

Attachment: Temp Sign Code (2485 : Temp Signs)  
Attachment: Temp Sign Code with Notes (2510 : Temp Sign Review)



**TO:** Community Development Committee  
**FROM:** Happy Welch, City Administrator  
**DATE:** May 9, 2017  
**SUBJECT:** Work Ready Participation

**Type of Item:** *Discussion*

County business leaders and local governments are trying to establish Cass County as a Work Ready Community. Work Ready is a program from ACT, the people who do college testing in high school. Individuals take a test and they are rated bronze to platinum depending on their abilities. Church and Dwight have used Work Ready testing in this and other facilities and found it to be very useful. The task force is looking to sign up businesses and cities for their support and I'm bringing this to you for consideration. There is no cost to the city.

**2. Action Item (ID # 2508)**

Work Ready Participation

Attachments:

Work Ready Employers (PDF)

SCH-Copier117050908080 (PDF)

# Employers

Certified Work Ready Communities help you match employees to jobs based on verified skill levels. The ACT National Career Readiness Certificates earned by individuals is matched to employers who either recognize or recommend the NCRC credential. Employers emphasizing the importance of workforce skill requirements is a crucial part of the Certified Work Ready Communities effort. Learn how your business can benefit from recognizing the NCRC credential when recruiting and hiring employees by visiting the [ACT Workready Communities Employer page \(link is external\)](#).

If your business recognizes the National Career Readiness certificate in your county's effort to become a Certified Work Ready Community, complete the [Employer Partnership Letter](#)

- ✓ It's a no cost way to improve the candidate pool.
- ✓ You can get higher skilled candidates
- ✓ Better Employee Retention
- ✓ Quicker learning curve on Qualified Employees

# Missouri's National Career Readiness Certificate Employer Partnership Letter

3.2.b

By completing this form, your business communicates support of the ACT WorkKeys® Assessment System and the National Career Readiness Certificate™ (NCRC) as the credential to document essential work-related skills in support of the county becoming a Certified Work Ready Community.

(Complete this form online at: <http://workreadycommunities.org/business/form>)

### Employer Support:

- We agree to recognize the value of the NCRC as an indicator of workplace skills and will accept and/or request the NCRC when hiring and/or promoting in our organization.\*
- We give permission to use our organization's name and logo in public awareness efforts to promote the NCRC.

### Employer Information: (All information required)

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Title \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact Email Address \_\_\_\_\_

Contact Website (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Number of Employees \*\* \_\_\_\_\_ Industry \_\_\_\_\_

Employer Signature \_\_\_\_\_ Date \_\_\_\_\_

Please send this letter to:

CWRC Director, Division of Workforce Development  
421 E. Dunklin Street, Jefferson City, MO 65101  
Fax: (573) 751-8162 • Email: [cwrc@ded.mo.gov](mailto:cwrc@ded.mo.gov)



[www.NationalCareerReadiness.org](http://www.NationalCareerReadiness.org)

The National Career Readiness Certificate logo is a registered trademark of ACT, Inc.

\*NOTE: Please refer to the NCRC *Employer Handbook* published by ACT.

\*\*Number of Employees

Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY Users can call (800) 735-2966 or dial 7-1-1.

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## STAFF REPORT

**TO:** Community Development Committee  
**FROM:** Happy Welch, City Administrator  
**DATE:** May 2, 2017  
**SUBJECT:** Marketplace Storage

**Type of Item:** *Discussion*

West Star Development wants to build a 2 story climate controlled storage facility on the vacant lot at the south end of the Price Chopper (Market Place) development. This is allowed in a C-2 zone but this development is restricted because of the TIF established to pay for improvements. No more than 20% of a particular building can be non-retail. Storage does not produce sales tax. West Star has designed the building to include 7 1200 square foot storefronts facing the parking lot for commercial use, and have a fast food venture they will locate on the vacant lot to the east of the storage facility.

**3. Action Item (ID # 2505)**

Marketplace Storage

Attachments:

Marketplace uses (PDF)

Marketplace Proposed Storage (PDF)

as an automobile repair or similar business that includes garage doors as a primary feature of its facility; provided that an auto repair business or similar business as described herein shall not include a retail business whose primary business is the sale of and installation of tires for motor vehicles. For the purpose of this section and notwithstanding the foregoing, the following shall not be considered to be automobile repair businesses: NTB, Jiffy Lube, and Quaker State Lube, but in no event may any business have garage doors directly facing any public street.

f. Non-Sales Tax Generating Businesses. The Developer shall not, without City approval, sell or lease any portion of the Redevelopment Project Area to non-sales tax generating businesses such as office uses, banks, or fitness centers; provided however, that the Developer is hereby authorized without further approval or consent from the City pursuant to this subsection 13.f., to locate a bank use of no more than 10,000 square feet of finished floor area on the ground floor level, plus such other non-sales tax generating businesses as may occupy no more than 20% of the small shop space as referenced in Exhibit 4 of the Redevelopment Plan as Shops A, Shops B and Shops C.

14. Intentionally Left Blank

15. Design Criteria and Review Procedures.

a. The Developer shall comply with and/or follow controls and design criteria relating to exterior improvements as a part of all zoning (including preliminary and final site development plans) and subdivision approvals (hereinafter collectively referred to as "Land Use Approvals") in order to create an integrated, unified design.

b. Construction plans for the Project Improvements shall conform to the Redevelopment Plan, Land Use Approvals, Commercial Design Guidelines attached hereto as Exhibit G and this Agreement. In order to insure that the Project Improvements and their construction will be in accordance with the provisions of this Agreement, and in substantial agreement with proposals made by the Developer to the City, the parties agree as follows:

(1) No Project Improvements shall be commenced or made unless and until all the construction plans therefore, in the detail herein required, or any changes thereto, shall have been submitted to and approved in writing by the City or the City staff all in accordance with the Redevelopment Plan and Land Use Approvals.

(2) The City shall have the absolute right in its judgment and discretion at any time to approve a variance from conformance to, or a waiver of compliance with, the approved controls and design criteria relating to exterior improvements, or to eliminate any one or more of such requirements in connection with the approval or disapproval of the above construction plans or changes thereto, subject to all applicable City ordinance provisions.

(3) Subsequent to commencement of Project Improvements and until said Project Improvements have been completed, the Developer shall, as part of the report required by Section 16, describe in such detail as may reasonably be required by the City, the progress of the Developer in construction. During such period the work of the

**PHASING TABLE**

PHASE	TYPE	TOTAL SQUARE FEET
I	ANCHOR RETAIL SHOPS RESTAURANT/GAS STATION	92,061
II	JUNIOR ANCHOR	23,200
III	RETAIL	15,600

PARKING PROVIDED.....553 STALLS  
 STALLS PER 1,000 S.F.....4.23

