



## City Administrator's Report

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June 1, 2023

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### Retreat Follow Up

In response to Board requests for additional information related to the annexation process and identification of City-owned land in the City, staff has prepared the attached memo.

### Public Works Projects Updates

As previously reported, staff has created a dedicated page on the City website to provide weekly updates on construction projects project.

The page can be found at  
[www.smithvillemo.org/projectupdates](http://www.smithvillemo.org/projectupdates)

A graphic for the "4TH ST & 4TH TERR PROJECT & MANZANOLA WATERLINE REPLACEMENT". It features a background image of a construction site. The text is in blue and white. Below the title, it says "Weekly Project Updates". A paragraph explains that a page has been created on the City website for weekly updates, and provides the website URL and a QR code. The QR code is labeled "Scan QR Code" and "SCAN ME".

**4TH ST & 4TH TERR PROJECT**  
**& MANZANOLA WATERLINE REPLACEMENT**

**Weekly Project Updates**

We have created a page on the City website to provide you with weekly updated on this project. You can visit the website below, or scan the QR code on the right side.

[smithvillemo.org/projectupdates](http://smithvillemo.org/projectupdates)

Scan QR Code

SCAN ME

### Meeting Schedule

Just a reminder that a number of upcoming meetings have been cancelled or moved:

- The July 4 meeting is cancelled for the Holiday and City Hall is closed July 3 & 4.
- The August 1 meeting has been cancelled as Mayor Boley will be out of town.

<b>Date:</b>	May 31, 2023
<b>Prepared By:</b>	Jack Hendrix, Development Director
<b>Subject:</b>	Annexation Policy and City Owned Land

At the recent Board of Aldermen Retreat, some additional information was requested. In response to this request, staff has compiled information to provide details on the current policies and procedures for annexing land into the city limits of Smithville as well as identifying land with the city limits that is owned by the City of Smithville.

### *Annexation Policy*

Over the last five years, the Board of Aldermen have engaged in several planning and public engagement sessions addressing the city, its' growth, and the desires of the public. These sessions have regularly discussed growth of the city, including future annexation of land into the city. Annexation has been a critical item for the Board of Aldermen for the last several years. To improve transparency of the city workings, view these documents here: <https://www.smithvillemo.org/pview.aspx?id=20734&catid=25> Each of the following documents in *italics* are available through this link.

The 2018 Strategic Planning Summary of the Board retreat in that year identified Annexation as one of the Opportunities in the SWOT analysis conducted at that time.

*2018 Strategic Planning Summary, pg. 9.*

The official 2019 Strategic Plan created by the Board identified 'selective annexation' of adjacent lands to create economic zones, connect neighborhoods and create new options for neighborhoods as a specific action. *Strategic Plan, pg. 28.*

In 2020, the Planning Commission and Board of Aldermen conducted a substantial amount of work with the public to create the Comprehensive Plan 2030. A key element in that plan was for the Board, **in the near term**, to create a specific policy that governs the future annexation of land into the city. *Comprehensive Plan 2030, pg. 70.*

The plan was adopted by the Planning Commission on November 10, 2020. The next week, the Board of Aldermen conducted a work session where the Board discussed its' priorities to include in an official Annexation Policy.

On December 1, 2020, the Board adopted its' current Voluntary Annexation Policy. This policy is contained in the official Board Policy Manual and can be located on page 32 here: <https://www.smithvillemo.org/files/documents/PolicyManual-d9-7-20211313055102090921PM.pdf>

### *City Owned Land*

It is important to differentiate between annexation of land and city ownership of land. While they sometimes coincide, they often are separated by both time and original intent. Some properties are titled in the name of the City of Smithville's Land Clearance for Redevelopment Authority (which was created following the flood of 1965) and others were acquired through purchase and/or condemnation in the past. The city controls all these properties. The following list contains the parcel numbers of each of these properties. You can use this link: <https://gisweb.claycountymo.gov/ps/> and enter the parcel number listed below to view on GIS.

01918000400100 – Diamond Crest Parkland

01918000501100 – Kemper Extension to Diamond Crest Parkland

01904000100701 – Diamond Crest Pump Station

05202000100201 – 188<sup>th</sup> St. Water tower

05310000400100 – Wildflower Pump Station

05504000102300 – City Sewer Plant

05504000101100 – 169 Hwy & Second Creek corner lot

05613000703303; 05613000703000 – Hawthorne Park

05504000300200 – LCRA Property south of river I

05617000200300 – LCRA Property south of river II

05617000201800 - LCRA Property south of river III

05617000201500; 05617000201600; 05617000201100; 05617000201000; LCRA lots north of Church St. and Mill

05617000300200 – Southside Church/Mill Parking Lot

05617000300800 – Remembrance Park

05617000400400 – Courtyard Park

05617000101600 – Old School Lot

05617000101800 – Former Fire Station (leased to Fire District)

05617000102100 – Heritage Park Overflow Parking

05617000102700 – Heritage Park

05617000500800 – Senior Center

05617000500600 – City Hall

05617000502000; 05617000502200 – City Hall Parking lots

05617000602000 – Meadow St. Parking Lot (north of Major Lumber)

05617000701100; 05617000701200 – LCRA drainage east of Smith St.

05906000600200 – Helvey Park and Water Plant

05909000101000 – Stonebridge Pump Station

05913000201400 – Emerald Ridge Park

09202000104301 – Southwest Water Tower

## **Voluntary Annexation Policy**

The City of Smithville recognizes the benefits and burdens of adding land to the corporate limits and seeks to set forth a policy to be used to evaluate future annexations to the City. There are two distinct types of annexations in Missouri, involuntary and voluntary. Involuntary annexations are those initiated by the City of Smithville, by and through actions of the elected Board of Aldermen. Voluntary annexations are those completed at the request of the owners of land that is contiguous and compact to the current limits of the City.

The Board of Aldermen has the sole discretion to determine when it will seek to commence an involuntary annexation. This policy is not intended to address the underlying reasons for, or policy behind any such Board decision in the future. The purpose of this policy is to provide guidance to potential developers and other interested parties to determine whether seeking voluntary annexation to the City meets the stated goals and objectives of this policy. The Board of Aldermen reserves the right to amend this policy from time to time, as well as weigh the factors in this policy when deciding whether to accept an annexation request.

### **Declaration of Intent**

The City of Smithville will weigh any request to voluntarily annex properties into its limits using the following reasons:

1. To diversify the economic base and create job opportunities by annexing property for commercial and industrial development.
2. To protect public health, safety, and general welfare.
3. To avoid costly duplication of public facilities and services.
4. To promote orderly growth by facilitating long-range planning for the provision of municipal services and by applying appropriate land use regulations, development standards, property maintenance standards, fire codes, construction codes and environmental regulations.
5. To ensure that residents and businesses outside of the corporate limits who benefit from access to the City's facilities and services contribute property taxes and other revenues to pay for the costs associated with providing and maintaining those facilities and services.
6. To direct, protect and preserve its utility services.
7. To promote intergovernmental cooperation.

## **Guiding Principles for Annexation**

Annexation should be advantageous to the property owners and/or residents in the areas being considered for annexation in terms of cost and services received, as well as it should be clearly established that annexation is of value to the City in the realization of its objectives. To this extent, the City of Smithville has set forth the following guiding principles:

- Annexation is the response to growth and is intended to be pursued in a manner whose fiscal impact on the incorporated City is fundamentally positive.
- Annexation shall not generally create enclaves (islands or donut holes) within the City limits.
- Annexation of property shall be at least environmentally neutral or improving.
- Annexation shall be in the best interest of the City.
- Development agreements to ensure these principles are met may be required.

## **Annexation Priorities**

While any area adjacent to the current city limits is subject to potential annexation, the City of Smithville has certain priorities when evaluating potential annexation. The first consideration of annexation is compliance with the City's Comprehensive Plan. The following are the priorities for annexation:

- Areas of undeveloped land for commercial or industrial growth located adjacent to the existing City limits that meet contiguity requirements.
- Unincorporated "Islands" within the existing City limits.
- Areas currently served by City utilities not within the corporate boundary.
- Areas of strategic importance or deemed desirable that are not connected to City utilities.
- Protection of valuable natural resources to protect environmentally sensitive areas.

## **Annexation Policies**

- The City shall pursue a systematic annexation process to promote orderly growth, the provision of municipal services and to preserve the City's fiscal position.
- All annexation should have a positive impact on the City financially. The City shall pursue an annexation program that adds to the economic stability of the City.

- The City shall consider annexation of an area to increase the quality of life, upgrade utility facilities, and provide the necessary services to meet the specific needs of the residents in the development area.
- Areas of unincorporated land that are considered a liability for any reason shall be avoided unless they are of strategic priority or that benefit the City in some fashion that mitigates the financial impact.
- Annexation should be considered based on the availability of utilities. Incremental growth and utility extensions are suggested near existing city limits as municipal utility and departmental capacity permits.
- Annexations that would result in the creation of islands or peninsulas of unincorporated area should be avoided if possible. Annexation of existing unincorporated island or peninsula areas is suggested if it would reduce the size and impact of these areas.
- Annexations of larger than five acres are strongly encouraged in order to avoid smaller piecemeal annexations of single parcels. This encourages the collection of several parcels for annexation at one time.
- The City shall adopt a more proactive position in utilizing the tool of annexation, prior to development, to control the type, quality, and location of development in areas currently outside the City limits.
- That as a part of the decision to annex, a developer should complete an analysis of the downstream sewer impact, as well as water, street, and storm water impacts and should disclose to the city the anticipated needs of utilities and infrastructure improvements, along with a timetable of anticipated development.
- Extensions of main and service lines, shall be chargeable to the property development rather than to the public generally.
- It shall be the responsibility of the development to make necessary improvements, including but not limited to curb and gutter, pavement improvements, turn lanes, sidewalks and storm sewer.
- While a developer MUST annex into the city in order to connect to the city wastewater and water systems (Connections Policy 10-7-2014), nothing in that policy requires the city to accept a voluntary annexation request without meeting the standards in this annexation policy.
- The City shall consider annexation of an area to protect environmentally sensitive areas and to better regulate the quality of the development in the area.