



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0015

**Planning & Zoning Commission
Regular Meeting Agenda
City of Parkville, Missouri
Tuesday February 9th, 2016 @ 5:30pm
City Hall Boardroom**

1. Call to Order
2. Roll Call
3. Announcements
 - A. Introduction of New Planning & Zoning Commissioner Barbara Wassmer by Chairman Dean Katerndahl.
 - B. Introduction of New Community Development Director by City Administrator Lauren Palmer.
4. General Business
 - A. Approve the Agenda.
 - B. Approve the minutes from the November 30, 2015 Special Planning and Zoning Commission meeting.
5. Public Hearing
 - A. None
6. Regular Business
 - A. Application for a planned district development permit for Park University Case PZ15-36, Park University, applicant.
7. Unfinished Business
 - A. None
8. Other Business
 - A. Update on the final report for the Route 9 Corridor Study
 - B. Update on the Zoning & Subdivision Regulations Project
 - C. Update on the adopted Parkville Property Maintenance Code via Board of Aldermen
 - D. Upcoming meetings & dates of importance:
 - Board of Zoning Adjustment Meeting: Wednesday, February 10, 2016 at 5:30 pm.
 - Board of Aldermen Meetings: Tuesday, February 16, 2016 and Tuesday, March 1st, 2016 at 7:00 pm
 - Planning & Zoning Commission Regular Meeting: Tuesday, March 8, 2015 at 5:30 pm.
9. Adjournment

**Minutes of the
Planning & Zoning Commission Regular Meeting
City of Parkville, Missouri
Tuesday, November 30, 2015 at 5:30 p.m.
City Hall Boardroom**

1. CALL TO ORDER

Chairman Katerndahl called the meeting to order at 5:33 pm.

2. ROLL CALL

Commissioners Present:

Dean Katerndahl, Chairman
Keith Cary, Vice Chairman
Bob Lock, Secretary
Walt Lane
John Delich
Doug Krtok
Michael Wright
Pam Scott

Commissioners Absent with Prior Notice:

Bryant Lamer

A quorum of the Planning Commission was present.

Staff Present:

Sean Ackerson, Assistant City Administrator / Community Development Director
Alysen Abel, Public Works Director
Emily Crook, Department Assistant

3. GENERAL BUSINESS

A. Approval of Planning & Zoning Meeting Agenda.

Chairman Katerndahl called for any discussion of the proposed agenda.

Commissioner Delich moved to approve the agenda, Commissioner Lock seconded. Motion passed: 8-0.

B. Approve the minutes from the October 19, 2015 Planning and Zoning Commission meeting.

Chairman Katerndahl called for any discussion of the minutes. Commissioner Krtok noted that Commissioner Wright was incorrectly called Secretary Wright in Item 3B.

Secretary Wright moved to approve the minutes, Commissioner Scott seconded. Motion passed: 8-0.

4. **PUBLIC HEARING**

None.

5. **REGULAR BUSINESS**

- A. **Application for a final development plan for a QuikTrip gas and convenience store on 2.653 acres zoned “B-4” Planned Business District and located at the SE corner of 45 and 9 Highway.** *Case PZ15-35, QuikTrip Corporation, applicant.*

Chairman Katerndahl introduced the application and then asked Community Development Director Ackerson to explain it.

Ackerson reminded the Planning and Zoning Commission that the preliminary development plan came before them in May. Since then, the applicants and their engineering consultants have proved that the preliminary plan works.

Commissioner Scott enters at 5:36 pm.

The site is currently a small hill and grading will have to be done to an elevation that is slightly below that of 9 and 45 Highway on the north end. On the south end the hill will be mostly retained to provide screening for the residents. They demonstrated that the stormwater detention erosion control and traffic elements will work.

Commissioner Lane arrived at 5:38 pm.

Referencing the drawings, Ackerson stated that the QuikTrip to be built on the site is a “QT Generation 3” store. It will have entrances on the north, east, and west sides. There are no substantial changes between the Preliminary Development Plan and the Final Development Plan. The only difference is that the medallions on the front of the building have been removed. The site plan is substantially the same layout with only minor changes. Prior to being presented to the Planning and Zoning Commission, the plan considered a QuikTrip/McDonalds combination store. There was a lot of discussion at the meeting in May about circulation both internally and externally. A traffic study had been submitted prior to the May meeting demonstrating that the improvements included to the QuikTrip plan were adequate as it took into consideration the traffic that would be generated by the QuikTrip/McDonalds traffic volumes. The focus of discussion at the meeting was what improvements would be required at Julian Drive. The traffic study concluded that there was not a signal warranted at the intersection of 45 Highway and Julian Drive. One of the conditions that the Planning and Zoning Commission was to have the applicant re-evaluate the study. There were specific concerns about cut-through traffic and rights-of-way. They did address that. They referenced combined histories of accidents at the intersection. They concluded that the vast majority of the accidents were, primarily, conflicts with deer. The entrance off of 9 Highway was widened to accommodate for fire truck access. The internal drive was modified to include stop bars to make clear who has the right-of-way along the 9 Highway intersection. Beyond that, the plan is substantially the same. The only changes to the plan are minor. A condition was to reduce the size of the signage to enhance landscaping.

Commissioner Lane stated that the plan looks much more attractive than it did in the original plan. Community Development Director Ackerson stated that the façade most closely mirrors the QuikTrip in Riverside with the exception that this site has less overall gas islands.

Commissioner Lane asked about the monument signs. Community Development Director Ackerson stated that the conditions made at the last meeting were met. The monument signs were both decreased by several square feet.

Community Development Director Ackerson stated that the conditions for the preliminary plan approval were met: Rezoning the property to “B-4” Planned Business District; Concurrent with the submittal of construction plans, the developer’s engineer shall provide a Final Stormwater Management Study that contains final design calculations for the stormwater system, including the analysis associated with the system draining to the PAC detention pond. The study shall be approved prior to issuance of a permit; the applicant’s engineer shall submit detailed drawings and engineering calculations associated with the stormwater detention and stormwater treatment facilities. Drawings and calculations shall be approved prior to issuance of a grading permit; at the time of construction plan review, the Public Works staff will review the need for additional agreements, easements, and bonds associated with the construction of the stormwater detention and stormwater treatment facilities; at the time of construction plan review, the Public Works staff will review the construction plans associated with the Wastewater System Improvements; the developer’s engineer shall provide erosion and sediment control plans in accordance with APWA 5100 design standards. Additional measures may be deemed necessary by City staff upon review. Practices such as a sediment basin or sediment trap may be evaluated at the time of construction plan review. Turf reinforcement mat shall be placed on any slopes of 3:1 or greater; Increasing the radius of the entrance at 9 Highway and Lewis Street (entrance to Bank Liberty) in order to provide for a smoother flow in and out of the development; widen the side street entrance at 9 Highway and Lewis Street (entrance to Bank Liberty) as well to allow for easier movement in and out of the development; lengthen the left turn lane from westbound 45 Highway to Julian Drive to a minimum of 270 feet (including the taper, deceleration, and storage) to allow for zero slow down within the main line of 45 Highway; redesign the frontage road from Julian Dr. to the development to be more defined and make it stop controlled (add a stop sign for side traffic) at the right-in, right-out entrance to allow traffic entering the site from 45 Highway to have the right of way; verify that all access and internal drives can accommodate South Platte Fire Protection District’s ladder truck and pumper trucks (specifications below). Adjust the site plan as necessary to accommodate these truck templates; stripe and sign the access at Julian Drive to provide storage for the northbound left turn vehicle queues and install traffic signs at the frontage road intersection telling drivers not to block access to and from the frontage road; final approval of the landscape and screening plan by the Community Development Director; approval of a development agreement in conjunction with the Final Development Plan approval to finalize agreements regarding participation in financing districts or other financial contributions to help fund traffic improvements in the 9 Highway Corridor, and to explore issues related to the intersection of Julian Drive with the frontage road; substantially reducing the monument sign height on 9 Highway; reducing the height of the monument sign on 45 Highway to 15 feet; removing the two

sign medallions proposed on the north building façade; and adding landscaping around the base of the proposed monuments signs.

Community Development Director Ackerson stated that the preliminary development plan works, that they met all or the conditions that were set with the preliminary development plan and that they are in compliance with the zoning and subdivision regulations. With that in mind, staff recommends approval subject to conditions: Approval of the final detention modification plans by the Public Works Director prior to construction; construction and acceptance of the modifications to the PAC detention pond prior to constructing the building or parking lot, unless otherwise approved by the Public Works Director following verification that off-site impacts, if any, are adequately addressed; prior to issuance of a certificate of occupancy and prior to acceptance of the detention pond improvements, the owner or contractor shall submit a bond in an amount equal to 50% of the cost of QuikTrip's required improvements to the PAC detention pond (shall not include that portion of the improvements which are the City's responsibility), guaranteeing against defects in construction for a period of two years, and the owner's engineer shall submit a signed and sealed certification statement (by an engineer licensed in the State of Missouri), certifying that the detention pond improvements were constructed as designed. Changes, if any, during construction shall be approved prior to completion and shall be documented in post-construction "as built" drawings; prior to issuance of a certificate of occupancy, the owner's engineer shall submit a signed and sealed certification statement (by an engineer licensed in the State of Missouri), certifying that the on-site storm water treatment improvements were constructed as designed. Changes, if any, during construction shall be approved prior to completion and shall be documented in post-construction "as built" drawings; prior to issuance of a certificate of occupancy, the owner shall submit verification of approval and acceptance of those improvements constructed in the Missouri Department of Transportation right-of-way.

Chairman Katerndahl asked if there were any questions from the Commissioners.

Commissioner Scott asked if MODOT was OK with the entry close to 9 and 45 Highway. Community Development Director Ackerson said that they did approve of it with the addition of a deceleration lane.

Chairman Katerndahl asked if there were any more questions.

Patricia Jensen (4510 Bellview) represented White Goss. She, first, wanted to dispel any rumors of QuikTrip pulling out of the project. She stated that they complied with all of the conditions and that the construction of the QuikTrip would bring more jobs to the Parkville community, decreasing unemployment.

Darla Holman (6734 Red Oak Drive) stated that when they started the project it immediately became clear that stormwater improvements were needed. They did a drainage study for the left side of 9 Highway to send water to the detention pond. They concluded that they would need to modify the outlet pipe and pond. They will dredge the pond and leave it in better condition than when it was created. She stated that QuikTrip will have an on-site underground detention pipe. She asked the Commissioners if they had any questions about stormwater.

Vice Chairman Cary asked what the size of the underground detention pipe would be. Ms. Holman replied that it would be a 25,000 ft³ pipe at 5 ft³/second.

Commissioner Wright asked if it would tie into the PAC site from QuikTrip. Ms. Holman said that it would.

Commissioner Wright asked how much of the pond they would be removing. Ms. Holman stated that it would amount to approximately 5 ft in depth.

Chairman Katerndahl asked if there were any other comments on stormwater.

Commissioner Delich said that if the Public Works Director is satisfied, he does not see any reason for concern.

Vice Chairman Cary asked how they planned to bore under a 15 ft pipe. Ms. Holman said that it would be done with an encasement bore.

Public Works Director Abel stated that that is the plan and she is satisfied with it. It is within the APWA standards and it works well with the calculations.

Tom Fulton (7301 w 103 St, Overland Park, KS) representing Olsen Associates stated that they looked at the safety of the intersection at 45 Highway and Julian Drive. With the low volume of traffic accidents at the intersection, they do not believe that a stop light is necessary. The suggestion was to widen the westbound left-turn lane on Julian Drive.

Commissioner Lock stated that the lane on Julian Drive will serve residents.

Commissioner Delich stated that the modifications that are being made do address the issue of the traffic signals. Mr. Fulton stated that, if a traffic signal were put in, it would only really be beneficial in the morning and at night when traffic flow is heavier.

Vice Chairman Cary asked if they would be taking the Pedestrian/Biking Trail into consideration. Ms. Holman stated that they will be putting up signs for vehicle traffic to be aware of pedestrians.

Ms. Jensen stated that they would like to start construction in the next couple of weeks.

Mike Talcott (9725 Foxridge Drive, Mission, KS) represented QuikTrip. He stated that he started the project at least 3 ½ years ago. They have put a lot of thought into it and he thinks that it is going to turn out well.

Commissioner Scott stated that at Burlington Creek there are Pedestrian/Bike Path signs. She thinks that pedestrians and bicyclists should also have signs to yield to traffic.

Chairman Katerndahl asked if there were any other comments or questions.

Commissioner Wright asked about the church and the Riss Lake Reserves residents, if they were satisfied with the changes. Community Development Director Ackerson stated that he did not think they would be. They are concerned about the traffic at Julian Drive and that the church was not concerned. He stated that the overall traffic is low and that there is already a mix of commercial and residential traffic. MODOT will not support the signal.

Chairman Katerndahl asked if there were any more questions. Seeing none, he called for a motion.

Commissioner Lane made a motion to approve the final development plan for the QuikTrip to be located at the southeast corner of 45 and 9 Highway subject to compliance with the modifications stipulated in the Agenda Item 5A revised as staff recommends and subject to addition of pedestrian-oriented signage, pedestrian and bike signage on the bike trail at [the] new access point. Commissioner Scott seconded. Motion passed: 8-0

6. UNFINISHED BUSINESS

None.

7. OTHER BUSINESS

A. Project Updates

1. Bella Vista: There have not been any further submissions and no projections as to when it will advance to the agenda. Community Development Director Ackerson will be reaching out to set up a meeting.
2. Route 9 Corridor Study: The last public meeting went well. There will be some improvements to the North- and South-bound lanes to add a controlled access lane. Community Development Director Ackerson stated that it will go to the Board of Aldermen in the next couple of months.
3. Thousand Oaks West: There have not been any further submissions.
4. Community Development Director Ackerson discussed the transition period after he leaves and before the new Director arrives. City Administrator Lauren Palmer and Building Official Paul Giarratana will be the primary contacts.

B. Upcoming meetings & dates of importance:

Upcoming meetings were listed on the agenda:

- Board of Aldermen Meetings: Tuesday, December 01, 2015 and Tuesday, December 15, 2015 at 7:00 pm.
- Planning & Zoning Commission Regular Meeting: Tuesday, December 8, 2015 at 5:30 pm. We currently do not have a quorum, so this meeting may be cancelled. A special meeting may be scheduled only if necessary.

8. ADJOURNMENT

Seeing no other discussion, Chairman Katerndahl called for a motion to adjourn. **Commissioner Scott moved to adjourn, Commissioner Krtek seconded. Motion passed: 8-0.** Meeting adjourned at 6:48 p.m.

Submitted by:

Emily Crook
Community Development Department Assistant

12/01/2015
Date



Case No: P2-15-36
 Date Submitted: 1-8-16
 Hearing Date: 2-9-16

CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0015

Application for Planned District Development Permit

1. Applicant / Contact Information

Applicant(s)
 Name: MICHAEL J. HEULE (HELIX)
 Address: 1629 WALNUT
 City, State: KANSAS CITY, MO 64108
 Phone: 816.300.0301 Fax: 816.300.0301
 E-mail: MHEULE@HELIXKC.COM

Owner(s), if different from applicant
 Name: MATTHEW VAN HOESEN (PARK)
 Address: 8700 NW RIVER PARK DRIVE
 City, State: PARKVILLE, MO 64152
 Phone: 816.584.6225 Fax: 816.587.6560
 E-mail: MATTHEW.VANHOESEN@PARK.EDU

Engineer and/or surveyor(s) preparing plat
 Name: SK DESIGN GROUP (SKDG)
 Address: 4600 COLLEGE BLVD
 City, State: OVERLAND PARK, KS 66211
 Phone: 913.451.1818 Fax: 913.451.7599
 E-mail: N/A

Contact Person
 Name: MATT KIST (SKDG)
 Address: 4600 COLLEGE BLVD
 City, State: OVERLAND PARK, KS 66211
 Phone: 913.451.1818 Fax: 913.451.7599
 E-mail: MKIST@SKDG.COM

We, the undersigned, do hereby authorize the submittal of this application and associated documents and certify that all information contained therein is true and correct. We acknowledge that development in the City of Parkville is subject to the Municipal Code of the City of Parkville. We do hereby agree to abide by and comply with the above-mentioned codes, and further understand that any violations from the provisions of such or from the conditions as stated herein shall constitute cause for the retraction of this permit.

Applicant's Signature (Required) M. J. Heule Date: 01.08.16
Property Owner's Signature (Required) Matthew Van Hoesen Date: 01.08.16

2. Property Information

Planned zoning district: P-EC PLANNED EDUCATIONAL CAMPUS
 Address or location: PARK UNIVERSITY, 8700 NW RIVER PARK DRIVE, PARKVILLE, MO 64152
If no address issued, submit legal
 Proposed use(s): CAMPUS ACADEMIC COMMONS

Gross acreage: N/A Net acreage: N/A
 Open space acreage: N/A Lot coverage (non-res): N/A
 Residential Lots: N/A Residential density (units/acre): N/A

Is proposal an alteration to an existing building or new construction? existing new

3. Public Improvements

Are any public improvements required for this project? NO



Case No: P215-36
Date Submitted: 1-8-16
Hearing Date: 2-9-16

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Explain: ALL WORK IN THIS PERMIT IS AT THE CENTER OF CAMPUS

Please note below other comments or factors relating to the proposed development:
THIS PROJECT RENOVATES THE INTERIOR OF A CAMPUS BUILDING. ON THE EXTERIOR, IT ADDS AN EXPOSED EGRESS STAIR, A NEW ENTRY VESTIBULE, AN OUTDOOR PATIO AND IMPROVES STUDENT SAFETY BY IMPLEMENTING MASTERPLAN CHANGES TO CAMPUS VEHICLE CIRCULATION.

4. Checklist of required submittals

- Completed application.
- Nonrefundable application fee of \$300.00. (\$75.00 for minor modifications/improvements)
- N/A ~~Certified list of property owners within 185' of subject property~~
- Fifteen (15) copies 24" x 36" size, or larger, one (1) 11 x 17 size copy, and one (1) electronic copy (pdf format) of the development plan showing features associated with the site such as structures, parking, access, loading areas and signage. The site plan should also show the accurate dimensions of the property and any features.
- ~~Fifteen (15) copies 24" x 36" size, or larger, one (1) 11 x 17 size copy, and one (1) electronic copy (pdf format) of the floor plan and elevation views of the structure (2 complete sets of sealed building plans must be submitted to the Building Safety Division of the Community Development Department and the South Platte Fire Protection District for code compliance review before construction can occur).~~
- ~~Fifteen (15) paper copies and one (1), electronic copy (pdf format) of any supporting documentation desired for presentation to the Planning Commission. Please note: after approval by the Planning Commission, 30 (thirty) copies of the 11 X 17 plan and any supporting information will be required to submit to the Board of Aldermen.~~
- Authorization signature of the applicant and owner of record of the property.
- N/A ~~If subject to covenants and/or deed restrictions, signed approval of the association/entity enforcing such.~~

For City Use Only

Application accepted as complete by: Kelly Yulich - ASSIT. TO CO DIRECTOR
Name / Title Date 1/8/16

Application fee payment: Check # 22077 M.O. Cash

Final reimbursable costs payment (if applicable). Date of Action: _____

Planning Commission Action: Approved Approved with Conditions Denied
Date of Action: 2-9-15
Conditions if any: _____

Board of Aldermen Action: Approved Approved with Conditions Denied
Date of Action: 2-16-15
Conditions if any: _____

City of Parkville, Missouri
(816) 741-7676

REC#: 00051470 1/08/2016 10:12 AM
OPER: SC TERM: 002
REF#: 27077

TRAN: 25.0000 Development Permit
PZ15-36
Development Permit 300.00CR

TENDERED: 300.00 CHECK
APPLIED: 300.00-

CHANGE: 0.00



Staff Analysis

- Agenda Item: 5.A
- Application: Application for a planned district development permit for Park University.
Case PZ15-36, Park University, applicant.
- Case No: PZ15-36
- Applicant: Michael J. Heule (Helix KC), for Park University
- Location: Park University, 8700 NW River Park Dr., surrounding and generally to the east and southeast of Norrington Hall
- Property owner: Park University
- Zoning: "P-EC" Planned Educational Campus
- Parcel #: 20-7.0-35-100-027-001.000
- Exhibits:
- A. This staff report
 - B. Site Plan/Development Plan Application and attachments
 - C. Construction drawings and site plans for Norrington Hall
 - D. Comments/response from Southern Platte Fire Protection District
 - E. Comments/response from Parkville Public Works Director
 - F. Additional exhibits as may be presented during the meeting
- By reference:
- A. The Parkville Municipal Code Title IV, Zoning Code, including but not limited to Chapters 428, "P-EC" Planned Educational Campus District Regulations and 460, Vehicle Parking - <http://www.ecode360.com/PA3395>
 - B. Park University Campus Master Plan approved Aug. 21, 2007-<M:\Community Development\REVIEWS - CITY - CO- KCMO APPS\PZ15'S CASES\PZ15-36 - Park U Norrington Hall\Ref>
 - C. Parkville Master Plan- <http://parkvillemo.gov/departments/community-development-department/master-plan/>

Overview

The applicant requests a planned district development permit for modifications for Norrington Hall to create an academic commons for study, research, and learning which is a permitted use in the P-EC Planned Educational District. Specifically **Section 428.020, A, 1, b** allows ancillary uses as are typically associated with public or private institutions for teaching and learning that are customary and subordinate to the primary educational use. Such uses include study halls, research facilities, classroom buildings and activity centers. This is a creative reuse of an historic structure on Park University's campus. Interior plans for this project have been reviewed by city staff and interior building permits have been issued. Before permits for exterior work can be issued, site plans must be approved by the Cities Planning and Zoning

Commission. The site plan will improve pedestrian circulation and connectivity in the historic core of the campus.

Norrington Hall Renovation



Aerial View of Norrington Hall with the parking diagram superimposed
Red line depicts ADA accessible Path



Subject site depicted below



Overview of new parking spaces and locations



Analysis and Comments

The application has been reviewed against the City of Parkville's Municipal Code, including but not limited to, Title IV, Chapter 428, and "P-EC" *Planned Educational Campus*. Based on the information received to date, the primary considerations for approval are consistent with the previously approved Campus Master Plan, consistent with the intent and permitted uses in the P-EC district, consistent with the Parkville Master Plan, compatible with the surrounding area, conforms to customary engineering standards, and enhances connectivity, circulation and safety while minimizing adverse traffic impacts on the surrounding area.

Standards of Review

Per Section 428.030, Prior to consideration of any site plans or building plans on property zoned "P-EC" Planned Educational Campus District, a Campus Master Plan shall be prepared and approved which The Campus Master Plan was approved August 21, 2007 via Ordinance 2355A. The Campus Master Plan was later amended by Park University in 2011, but that amendment only included changes to identify and locate the intended use of the Park University

Underground and to amend the Campus Signage/Way Finding Program Master Plan amendment to allow athletic field signage. Site plans are to be reviewed against the 2007 Campus Master Plan and the 2011 amendments as adopted. The plans are to be approved by the Planning Commission based on the following standards of review:

1. **The extent to which the proposal conforms to the City's Zoning Code and requirements herein.** The Norrington Hall project proposal conforms substantially to the City's zoning regulations. The use is a permitted use and there are no significant changes to the height, setbacks or lot area.
2. **The extent to which the proposal conforms to the goals and objectives of the adopted Campus Master Plan.** The plan substantially conforms to the adopted Campus Master Plan. The Campus Master Plan calls for the renovation of Norrington Hall for office and key teaching spaces for Arts and Humanities and for Social Sciences. The proposed use differs from this projection somewhat, but would not substantially change the physical aspects of the plan, including closing road access to restricted access for campus traffic only. The Campus Master Plan shows 'restricted campus traffic' to the north of Mackay behind Norrington Hall. The Norrington site plan proposal instead calls for extending public vehicular access to an area immediately north of Mackay. The area behind Norrington would still have restricted campus access behind identified access control points. This would accommodate pedestrian access while still allowing emergency and maintenance vehicular access as necessary. As the relevant goals of the Campus Master Plan are to promote pedestrian safety and the overall campus aesthetic, staff believes that the proposal conforms to the goals and objectives of the Campus Master Plan.
3. **The extent to which the proposal conforms to the goals and objectives of the adopted Parkville Master Plan.** The proposed site plan is consistent with the adopted master plan and future land use projections. The plan projects the campus to be "university" which is intended to accommodate a master planned university education campus, allowing for design flexibility and innovative development integrated within a campus setting and maintaining compatibility with the historic character and patterns of nearby development. A variety of educational and ancillary uses are allowed in accordance with the "P-EC" Planned Educational Campus District of the City Zoning Code. The plans do not include significant exterior changes to the building keeping the historic character of the structure preserved. The proposed use is generally consistent with the projections of the Campus Master Plan. With the exception of generally promoting pedestrian circulation there are no other goals and objectives or projections on point.
4. **The extent to which the development would be compatible with the surrounding area.** The proposed site plan appears to be well thought out and sensitive to the character and pattern of surrounding development. The building is central to the campus and would not have any external impact beyond the campus boundary. With regard to internal impacts, the change would not appear to have any impacts beyond the change in traffic circulation which is consistent with the Campus Master Plan projections. The site plan is also consistent with the goal of preserving and perpetuating the historic character of the campus in a sensitive manner that allows for modern, adaptive reuse of existing historic structures and landscapes. The site plan continues the university's legacy of being a good neighbor by minimizing impacts to the surrounding community.
5. **The extent to which the proposal conforms to customary engineering standards used in the City.** The applicant has worked through the process with staff to identify and resolve engineering issues related to design, construction, accessibility, utilities,

services, and other related engineering details. A condition of approval should be final approval of the site plan and related engineering documents by the Public Works Director.

6. **The extent to which the location of streets, paths, walkways and driveways are located so as to enhance connectivity, circulation and safety and minimize any adverse traffic impact on the surrounding area.** The Campus Master Plan calls for limiting public vehicular access to minimize conflicts with pedestrians. The plan calls for closing public vehicular access between the roads north and south of Norrington Hall and allowing emergency and maintenance vehicle access via access control points. Although the location of the access control points and delineation between vehicular and pedestrian space is not identical between the Campus Master Plan and the proposal, they are generally consistent. When coupled with other recent parking and road improvements on campus, the proposal significantly enhances pedestrian connectivity and safety, and maintains adequate vehicular circulation within the campus. The proposed changes in parking were carefully reviewed by staff with the awareness that parking for the campus is not assigned to a specific building. Instead parking is dispersed throughout the campus. Current parking requirements for the structure are minimal, while the renovation of the building into classroom space as anticipated by the Campus Master Plan would have required ten (10) additional spaces per classroom added under the Parkville Vehicular Parking Table (Section 460.040), the proposal will not significantly increase classroom space on campus and parking requirements should remain roughly the same between current and proposed usages for the structure. The usable square footage of the structure will not increase in any meaningful way. The university also anticipates that the increased enrollment in online courses, coupled with a decreasing student population on campus will decrease parking demands. It should also be noted that parking was recently expanded on campus with the construction of a new lot to the east. This should accommodate any un-projected increased parking requirements resulting from the change in use. When evaluated as a whole, this project combined with other parking changes on campus will result in a net gain of 55 general parking spots and three (3) ADA parking spots on campus. Additionally, the proposal preserves or creates five (5) ADA spaces immediately behind and north of Norrington Hall. The applicant has indicated that it is currently performing a campus parking assessment to determine if additional surface parking will be needed in the future. The proposal shows the use of removable bollards at the access control points to allow maintenance and emergency vehicle access. These need to be reviewed and approved by the Southern Platte Fire Protection District as a condition of any approval.

Staff Conclusion and Recommendation

Staff concludes that the proposed site plan substantially conforms to the intent of the P-EC Planned Educational Campus District standards and regulations, as well as the Park University Campus Master Plan subject to conditions recommended below. Further, the proposed development conforms to the goals and objectives of the adopted Parkville Master Plan, is compatible with the surrounding area, conforms to customary engineering standards, and the location of streets, paths, walkways, and driveways are located so as to enhance connectivity, circulation and safety, and minimize any adverse traffic impact on the surrounding area. Staff recommends approval subject to the following conditions:

- Final review and approval of plans by the Public Works Director; Memo from Public Works Director Alysén Able dated February 1, 2016 attached.
- Final review and approval of plans by the Southern Platte Fire Protection District. Memo from SPFPD Chief Dean Cull dated January 28, 2016 attached.

Necessary Action

Following consideration of the site plan and supporting information, the factors discussed above and any information presented at the meeting, the Planning Commission should approve, approve with conditions, deny, or postpone the application. If approved subject to conditions, the conditions should be noted for the record.

Paul Giarratana, CBO, CBI, CFM
Building Official

2-9-16

Kelly Yulich
Assistant to the
Community Development Department

2-9-16

Zach Tusinger
Community Development Intern

2-9-16



February 1, 2016

FROM: Alysén Abel, Public Works Director

RE: Plan Review Comments – February 9, 2016 Planning Commission

PARK UNIVERSITY – NORRINGTON HALL
PUBLIC WORKS COMMENTS

Site Development:

The developer's engineer submitted site development plans showing the proposed grading and site improvements for the area around Norrington Hall on the Park University campus. The proposed improvements were reviewed and approved by the Public Works department. The improvements are compliant with the applicable APWA standards and ADA regulations.

Storm water:

The proposed improvements reduced the amount of impervious surface by reconfiguring the parking areas and drive aisles. Since there is a reduction in impervious area, storm water detention and storm water treatment will not be required associated with these improvements.

Erosion Control:

The developer's engineer submitted erosion and sediment control plans to control the proposed improvement areas. The amount of disturbed area is less than 1 acre, and therefore does not require a Land Disturbance Permit from the Missouri Department of Natural Resources. Since a permit is not required, they are not required to submit Storm water Pollution Prevention Plan. The erosion and sediment control plans were reviewed and approved by the Public Works department. The plans are compliant with APWA Sections 5100 and 2150.

There are existing areas that will not be disturbed with the proposed improvements. These areas have considerable grade, greater than a 3:1 slope. The contractor must install construction fencing around the limits of disturbance, to control the amount of area disturbed with construction operations.

The Public Works staff can recommend approval with the following conditions:

- a. Prior to any land disturbance activities, the contractor must install erosion and sediment control practices, as shown on the approved site development plans. Additionally, the contractor is required to install construction fence along the limits of disturbance, to prevent disturbance outside the limits of disturbance shown on the approved site development plans.



January 28, 2016

FROM: Dean Cull – SPFPD Chief

RE: Plan Review Comments – February 9, 2016 Planning Commission

PARK UNIVERSITY – NORRINGTON HALL
SPFPD COMMENTS

Concerns from the Fire Department:

1. Specs on Turf reinforcement. I.e. product specs and structural loading documents for the larger trucks.
2. Auto-Cad truck tracking
3. Curbing on the offset drive leading to McKay Hall needs to be a rollback curb. (CG2)
4. Possible agreement with the University to make sure snow is removed from the drivable re-enforced matting.
5. The triangle area with reinforced drivable matting-curbing outlying the triangle or matting only?

Response from Development:

1. Fiber Reinforced Soil

- a. Two product brochures for turf reinforcement products specific to fire lanes were supplied describing the technology which comes from the Army Corp of Engineers in the 1960's for stabilization of beach heads and temporary airfields. They could supply original research if the fire marshal wanted to look further through the documentation of structural loading for heavy vehicles.
- b. In terms of maintenance and performance. The sand root zone is designed for a 10" per hour infiltration rate which will exceed any localized rain event. The system is also under drained to remove excess water from the profile which might lead to base destabilization. The product is commonly used in many sport field applications in which snow removal is required for game day events. The most common method of snow removal is rubber tipped plows. While a little more invasive on the turf we have seen rotating brushes used for snow removal.

2. Fire lane width

- a. The will prepare exhibits showing the turning path of the fire trucks, for through movements

- b. The turnaround is for passenger cars only, and is not intended to be used for fire truck turnarounds. Fire trucks should only be through movements, since the approaching roads are two-way traffic.
- c. The triangle and each side of the sidewalk will be the reinforced soil matrix

3. Removable bollards

- a. The Developer had not heard about the freezing issues, but the bollard company recommended the following on their website - <http://www.reliance-foundry.com/blog/winter-maintenance-retractable-removable-bollards>
- b. Alternatively, They can go with a surface mounted collapsible bollard, which would alleviate the concern. There are two types of operation, hydrant wrench operated or standard padlock operated

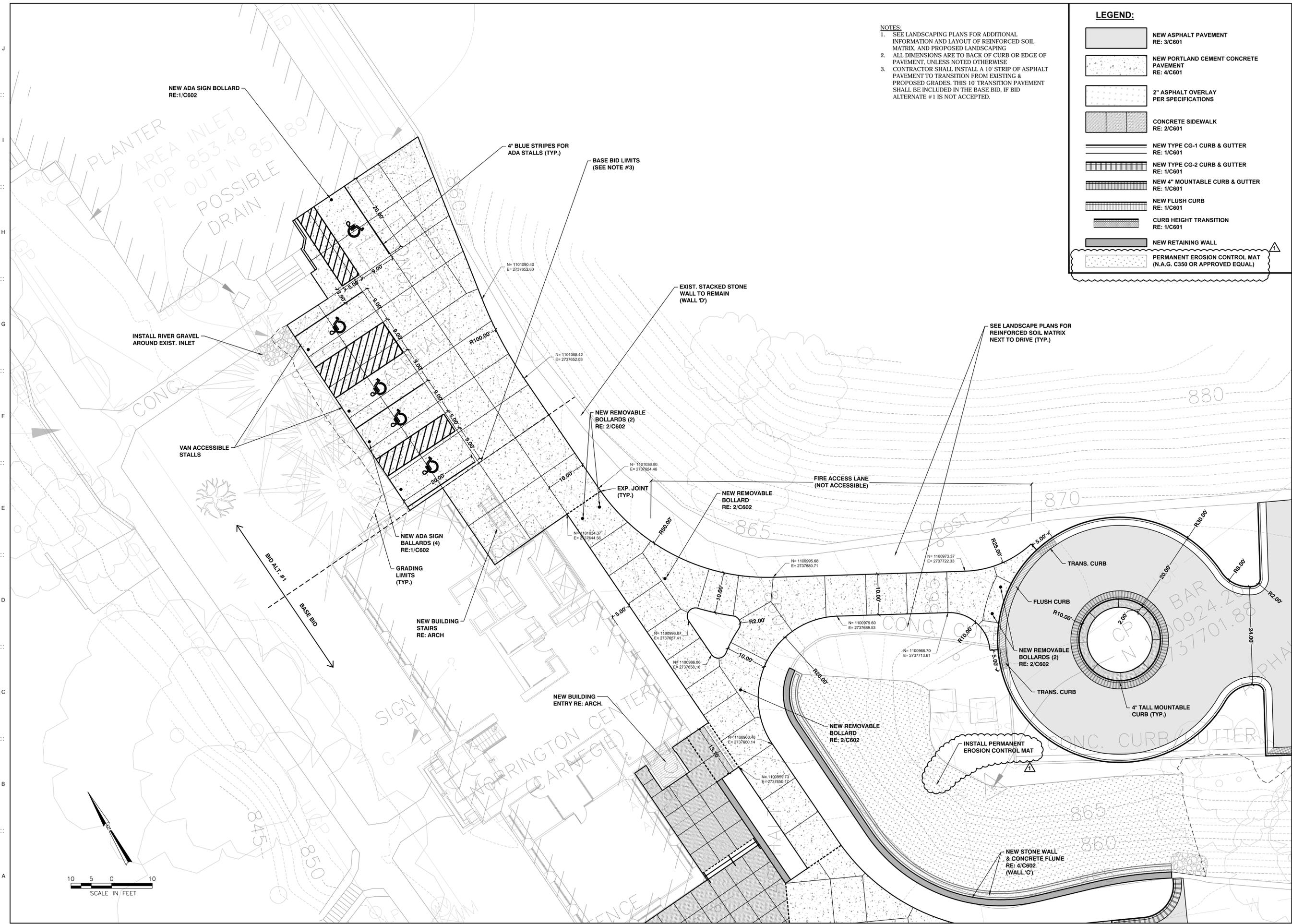
The different curb types are shown on the enlarged plan sheets C301 & C302. The Curb on the inside of the turnaround circle (upper parking lot) is a 4" tall mountable curb. This is very common for roundabout design. The curb on the west side of the circle, entering the fire access lane, is a flush curb, and is a smooth transition. The curb around the new parking "bump out" at the northeast corner of Mackey Hall, is a 4" tall roll back curb. All of these various curb conditions are easily driven over by a fire truck.

Response from SPFPD:

The developer's submitted comments and associated documents have been reviewed and the Fire Department has determined that they are acceptable. SPFPD will be issuing permits for the project as submitted with the new information attached to the plans.

PARK UNIVERSITY
Norrington Hall
Renovation





NOTES:
 1. SEE LANDSCAPING PLANS FOR ADDITIONAL INFORMATION AND LAYOUT OF REINFORCED SOIL MATRIX, AND PROPOSED LANDSCAPING.
 2. ALL DIMENSIONS ARE TO BACK OF CURB OR EDGE OF PAVEMENT, UNLESS NOTED OTHERWISE.
 3. CONTRACTOR SHALL INSTALL A 10' STRIP OF ASPHALT PAVEMENT TO TRANSITION FROM EXISTING & PROPOSED GRADES. THIS 10' TRANSITION PAVEMENT SHALL BE INCLUDED IN THE BASE BID. IF BID ALTERNATE #1 IS NOT ACCEPTED.

LEGEND:

[Pattern]	NEW ASPHALT PAVEMENT RE: 3/C601
[Pattern]	NEW PORTLAND CEMENT CONCRETE PAVEMENT RE: 4/C601
[Pattern]	2" ASPHALT OVERLAY PER SPECIFICATIONS
[Pattern]	CONCRETE SIDEWALK RE: 2/C601
[Pattern]	NEW TYPE CG-1 CURB & GUTTER RE: 1/C601
[Pattern]	NEW TYPE CG-2 CURB & GUTTER RE: 1/C601
[Pattern]	NEW 4" MOUNTABLE CURB & GUTTER RE: 1/C601
[Pattern]	NEW FLUSH CURB RE: 1/C601
[Pattern]	CURB HEIGHT TRANSITION RE: 1/C601
[Pattern]	NEW RETAINING WALL
[Pattern]	PERMANENT EROSION CONTROL MAT (N.A.G. C350 OR APPROVED EQUAL)



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 Civil Engineer
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NORRINGTON HALL RENOVATION
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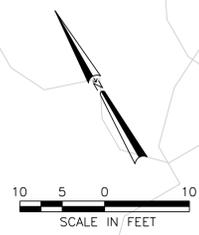
CONSTRUCTION DOCUMENTS

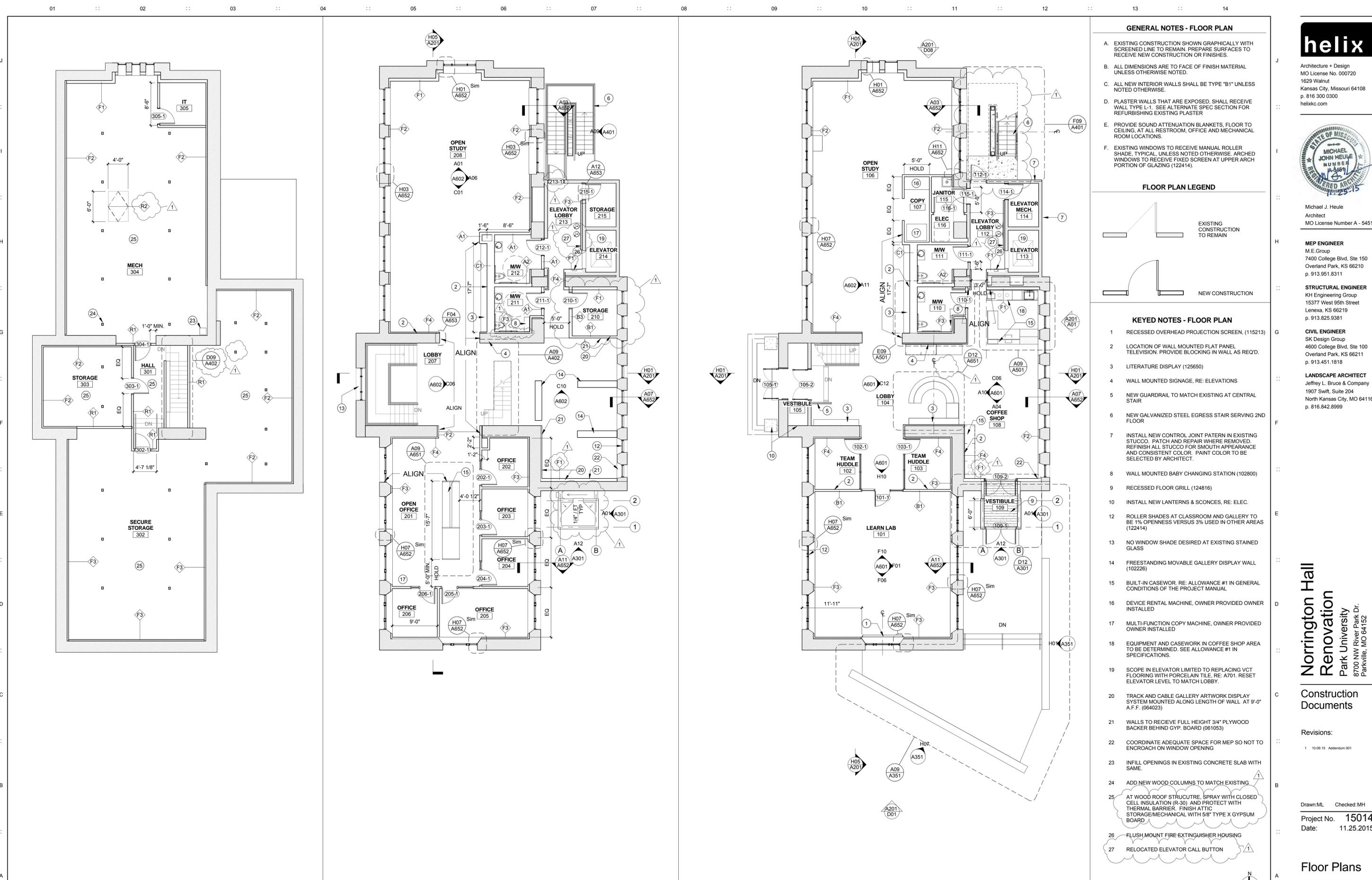
Revisions:
 Addendum #1 12/09/2015

Drawn: TW Checked: MK
 Project No. 15014
 Date: 11.25.2015

Dimension Plan-1

C301

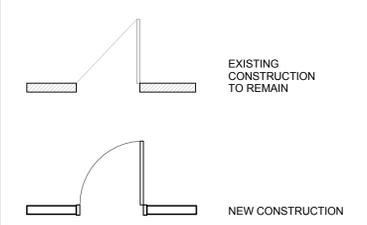




GENERAL NOTES - FLOOR PLAN

- A. EXISTING CONSTRUCTION SHOWN GRAPHICALLY WITH SCREENED LINE TO REMAIN. PREPARE SURFACES TO RECEIVE NEW CONSTRUCTION OR FINISHES.
- B. ALL DIMENSIONS ARE TO FACE OF FINISH MATERIAL UNLESS OTHERWISE NOTED.
- C. ALL NEW INTERIOR WALLS SHALL BE TYPE "B1" UNLESS NOTED OTHERWISE.
- D. PLASTER WALLS THAT ARE EXPOSED, SHALL RECEIVE WALL TYPE L-1. SEE ALTERNATE SPEC SECTION FOR REFURBISHING EXISTING PLASTER.
- E. PROVIDE SOUND ATTENUATION BLANKETS, FLOOR TO CEILING, AT ALL RESTROOM, OFFICE AND MECHANICAL ROOM LOCATIONS.
- F. EXISTING WINDOWS TO RECEIVE MANUAL ROLLER SHADE, TYPICAL, UNLESS NOTED OTHERWISE. ARCHED WINDOWS TO RECEIVE FIXED SCREEN AT UPPER ARCH PORTION OF GLAZING (122414).

FLOOR PLAN LEGEND



KEYED NOTES - FLOOR PLAN

- 1 RECESSED OVERHEAD PROJECTION SCREEN, (115213)
- 2 LOCATION OF WALL MOUNTED FLAT PANEL TELEVISION. PROVIDE BLOCKING IN WALL AS REQ'D.
- 3 LITERATURE DISPLAY (125650)
- 4 WALL MOUNTED SIGNAGE, RE: ELEVATIONS
- 5 NEW GUARDRAIL TO MATCH EXISTING AT CENTRAL STAIR
- 6 NEW GALVANIZED STEEL EGRESS STAIR SERVING 2ND FLOOR
- 7 INSTALL NEW CONTROL JOINT PATTERN IN EXISTING STUCCO. PATCH AND REPAIR WHERE REMOVED. REFINISH ALL STUCCO FOR SMOOTH APPEARANCE AND CONSISTENT COLOR. PAINT COLOR TO BE SELECTED BY ARCHITECT.
- 8 WALL MOUNTED BABY CHANGING STATION (102800)
- 9 RECESSED FLOOR GRILL (124816)
- 10 INSTALL NEW LANTERNS & SCONES, RE: ELEC.
- 12 ROLLER SHADES AT CLASSROOM AND GALLERY TO BE 1% OPENNESS VERSUS 3% USED IN OTHER AREAS (122414)
- 13 NO WINDOW SHADE DESIRED AT EXISTING STAINED GLASS
- 14 FREESTANDING MOVABLE GALLERY DISPLAY WALL (102226)
- 15 BUILT-IN CASEWORK, RE: ALLOWANCE #1 IN GENERAL CONDITIONS OF THE PROJECT MANUAL
- 16 DEVICE RENTAL MACHINE, OWNER PROVIDED OWNER INSTALLED
- 17 MULTI-FUNCTION COPY MACHINE, OWNER PROVIDED OWNER INSTALLED
- 18 EQUIPMENT AND CASEWORK IN COFFEE SHOP AREA TO BE DETERMINED. SEE ALLOWANCE #1 IN SPECIFICATIONS.
- 19 SCOPE IN ELEVATOR LIMITED TO REPLACING VCT FLOORING WITH PORCELAIN TILE, RE: A701. RESET ELEVATOR LEVEL TO MATCH LOBBY.
- 20 TRACK AND CABLE GALLERY ARTWORK DISPLAY SYSTEM MOUNTED ALONG LENGTH OF WALL AT 9'-0" A.F.F. (064023)
- 21 WALLS TO RECEIVE FULL HEIGHT 3/4" PLYWOOD BACKER BEHIND GYP. BOARD (061053)
- 22 COORDINATE ADEQUATE SPACE FOR MEP SO NOT TO ENCROACH ON WINDOW OPENING
- 23 INFILL OPENINGS IN EXISTING CONCRETE SLAB WITH SAME.
- 24 ADD NEW WOOD COLUMNS TO MATCH EXISTING
- 25 AT WOOD ROOF STRUCTURE, SPRAY WITH CLOSED CELL INSULATION (R-30) AND PROTECT WITH THERMAL BARRIER. FINISH ATTIC STORAGE/MECHANICAL WITH 5/8" TYPE X GYPSUM BOARD
- 26 FLUSH MOUNT FIRE EXTINGUISHER HOUSING
- 27 RELOCATED ELEVATOR CALL BUTTON

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Construction Documents

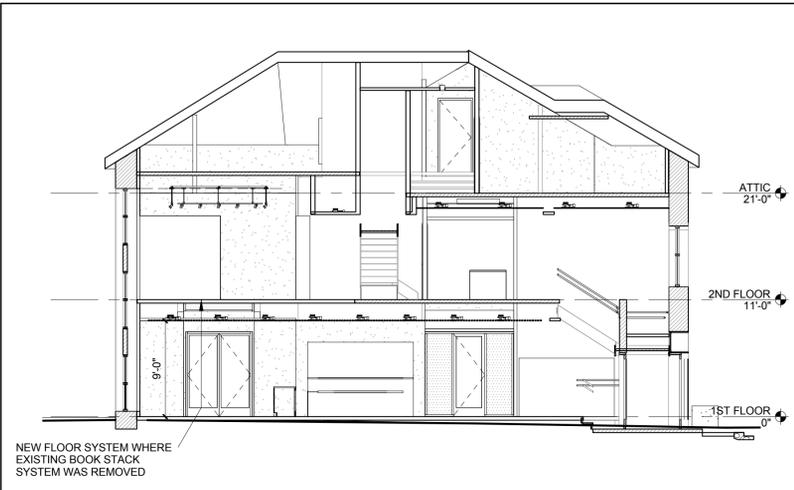
Revisions:
 1 10.09.15 Addendum 001

Drawn:ML Checked:MH
 Project No. 15014
 Date: 11.25.2015

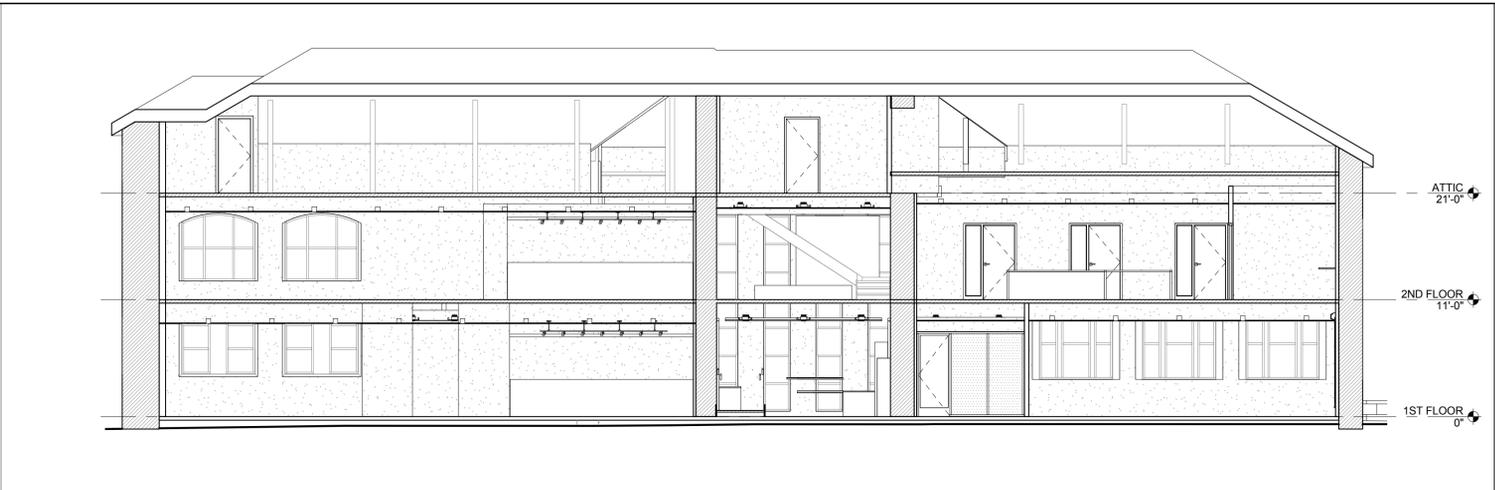
Floor Plans

A101
 Copyright © 2015 Helix

A01 Attic Floor Plan 1/8" = 1'-0" re: A201	A04 Second Floor Plan 1/8" = 1'-0" re: A201	A08 First Floor Plan 1/8" = 1'-0" re: A201
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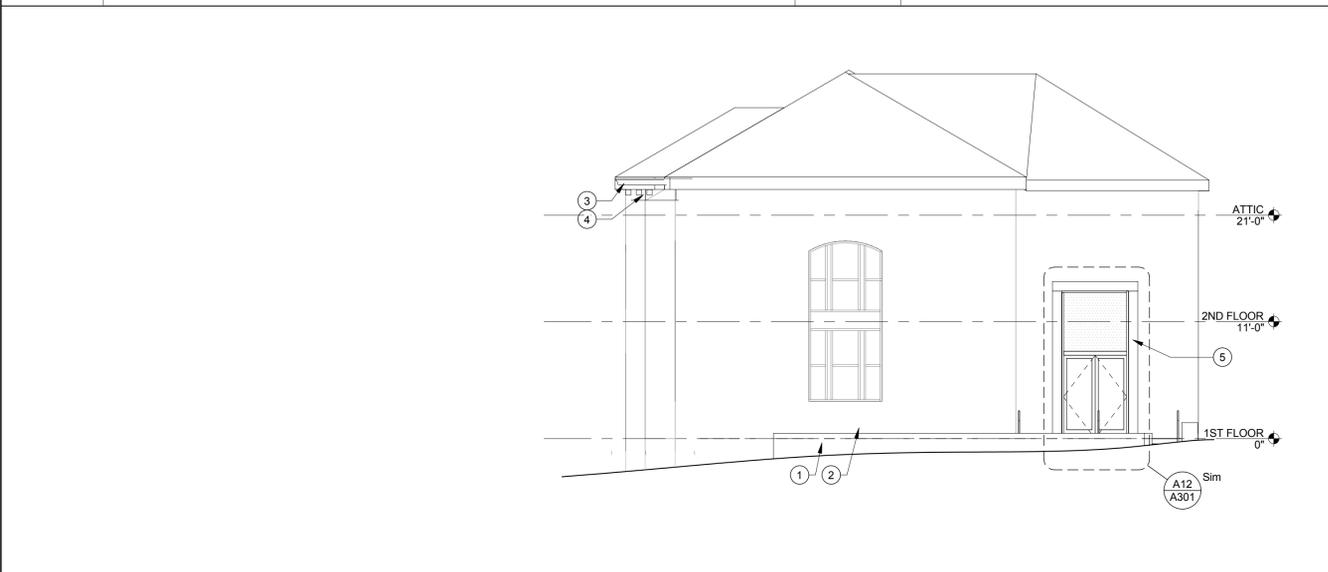


H01 Building Cross Section
1/8" = 1'-0" re: A101

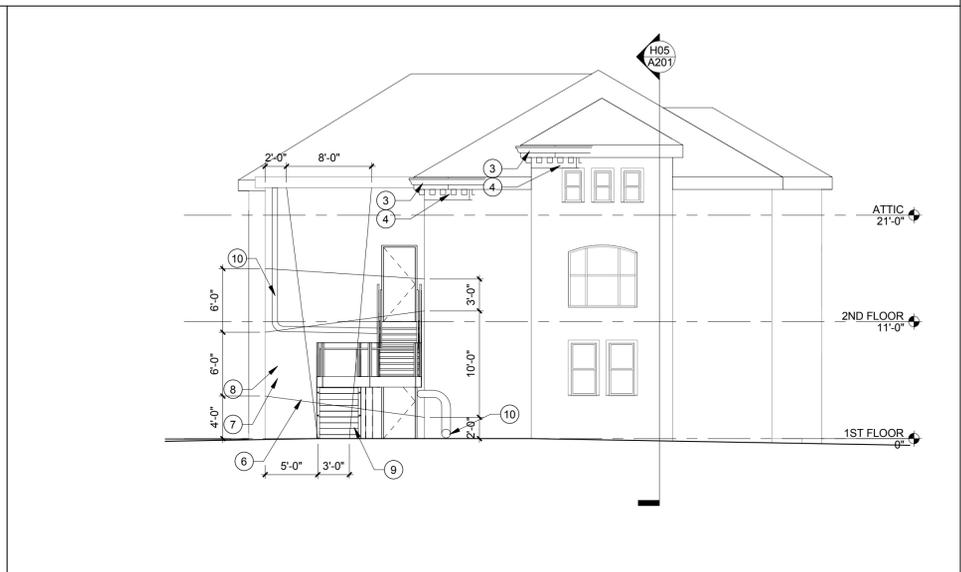


H05 Building Longitudinal Section
1/8" = 1'-0" re: A101

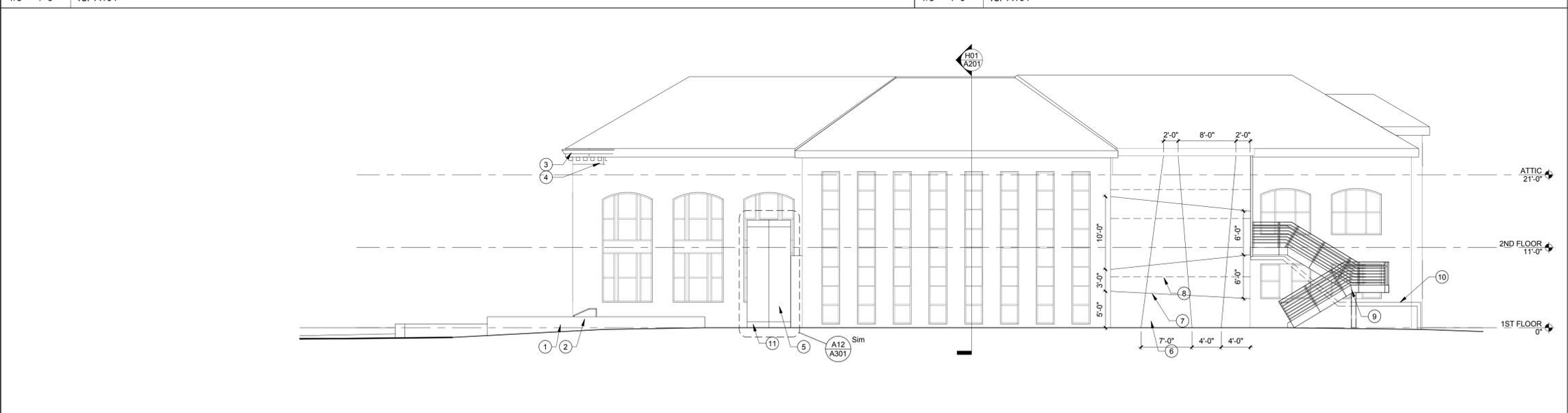
- GENERAL NOTES - ELEVATIONS**
- A. PROVIDE 200 LINEAR FEET OF TUCK POINTING TO MATCH EXISTING. MOCK-UP AND REVIEW WITH ARCHITECT.
- KEYED NOTES - EXTERIOR ELEVATION**
- LIMESTONE BLOCK RETAINING WALL, 18" BENCH HEIGHT @ TERRACE, MFR: ISC SURFACES. PRODUCT, BOTTOM LEDGE STONE, ORIGIN: ST. MARY'S KANSAS, USA (044200)
 - 3" CAST STONE CAP (047200)
 - EXISTING COPPER GUTTER TO REMAIN. CLEAN AS REQUIRED.
 - CLEAN EXISTING STONE TRIM AND STONE SOFFIT WITH CORBELS AROUND ENTIRE PERIMETER AS NECESSARY. PROTECT STONE BELOW.
 - METAL PANEL SYSTEM, MFR FIRESTONE. PRODUCT: SERIES 3000 METAL PANEL (074213)
 - REFINISH STUCCO W/ HONED FINISH. PROVIDE THREE PAINT MOCK-UPS FOR COLOR SELECTION TO BE APPROVED BY ARCHITECT
 - CUT IN NEW STUCCO CONTROL JOINTS, PATTERN AS SHOWN. PATCH AND REPAIR AS REQUIRED
 - REMOVE EXISTING STUCCO CONTROL JOINTS. PATCH AND REPAIR AS NECESSARY
 - GALVANIZED STEEL EGRESS STAIR
 - REROUTE EXISTING COPPER DOWNSPOUT AS REQUIRED. FOLLOW PROFILE OF STAIR AND LANDING
 - DOLOMITE LIMESTONE MILLED TO GIVE APPEARANCE OF LARGER STONE AT CORNERS (044200)



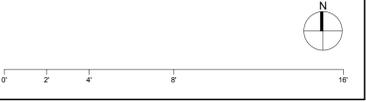
D01 South Elevation
1/8" = 1'-0" re: A101



D08 North Elevation
1/8" = 1'-0" re: A101



A01 East Elevation
1/8" = 1'-0" re: A101



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Construction Documents

Revisions:
1 10.09.15 Addendum 001

Drawn:ML Checked:MH
Project No. 15014
Date: 12.18.2015

Exterior Elevations and Building Sections
A201
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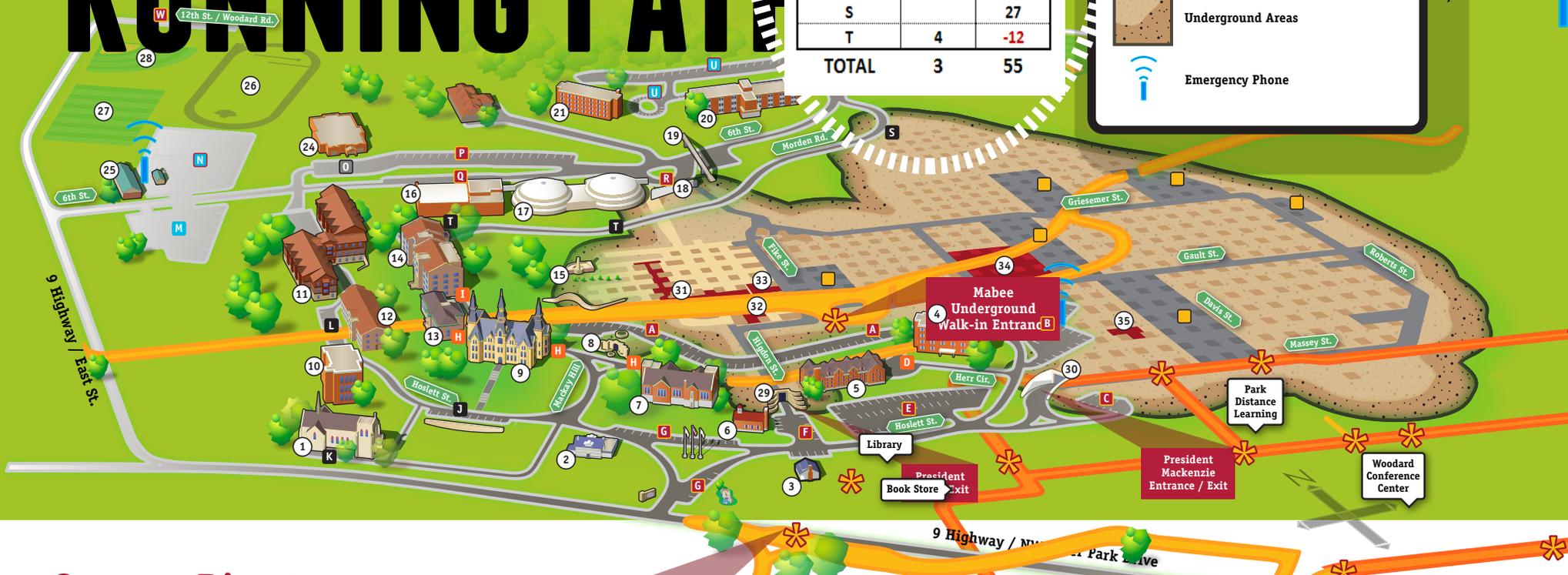
WALKING/ PARK UNIVERSITY SM RUNNING PATH

8700 NW River Park Drive • Parkville, MO 64152 • (816) 741-2000 • www.park.edu

**PARK UNIVERSITY PARKING
NORRINGTON PROJECT CHANGES**

PARKING LOT	ADA PARKING	GENERAL PARKING
A		-45
C		85
H-MacKay	-3	
H-Thompson	4	
I	-2	
S		27
T	4	-12
TOTAL	3	55

- General Parking
- Reserved Parking
- Faculty and Staff Parking Only
- Residential Parking Only
- Residential and General Parking
- Synergy Reserved Parking Only
- Commercial Underground Parking (Tenants/Staff/Faculty Parking Only)
- Underground Areas
- Emergency Phone



Campus Directory

1. Graham Tyler Memorial Chapel (CH)
2. University White House
3. Park House
4. Hawley Hall
5. Herr House (HERR)
6. McCoy Meetin' House
7. Thompson Commons Student Center
8. Mabee Learning Center/Academic Underground Entrance (MA)
9. Mackay Hall (MC)

10. Alumni Hall (AL)
11. Copley Quad Residence Hall (CQ)
12. Copley-Thaw Hall (CO)
13. Norrington Center
14. Findlay-Wakefield Science Hall (SC)
15. Charles Smith Scott Observatory
16. Intramural & Recreational Fieldhouse
17. Breckon Sports Center
18. Mabee Learning Center/Academic Underground 6th Street Entrance (MA)

19. Pedestrian Bridge
20. Chesnut Hall
21. Dearing Hall
22. Hemingway Field
23. Comfort Field
24. Synergy Services
25. Concessions & Restrooms (CERLAB)
26. Track
27. Julian Field
28. Softball Field

29. President Condit Underground, Exit Only
30. President Mackenzie Underground Entrance/Exit
31. McAfee Memorial Library
32. Bookstore
33. Watson Literacy Center (WLC)
34. Park Distance Learning (PDL)
35. Woodard Conference Center (WOOD)

Norrington Hall
Renovation

PROJECT
LIMITS



27

Norrington Hall Renovation

PARKING

-  NEW ADA SPACES
-  NEW SPACES

A

B

C

85



NO PEDESTRIANS IN ALLEY
CAUTION TWO WAY TRAFFIC

Norrington Hall
Renovation

AREA A1
NEW ADA PARKING SPACES



Norrington Hall
Renovation

AREA A2
NEW ADA PARKING SPACES



Norrington Hall
Renovation

AREA C1
NEW ADA PARKING SPACES



Norrington Hall
Renovation

AREA C2
NEW ADA PARKING SPACES



CITY OF PARKVILLE **Policy Report**

DATE: Monday, January 25, 2016

PREPARED BY:
Lauren Palmer
City Administrator

REVIEWED BY:
Kelly Yulich
Department Assistant

ISSUE:
Review the final report for the Route 9 Corridor Study

BACKGROUND:

On July 1, 2014, the Board of Aldermen authorized staff to prepare and submit a grant application to the Mid-America Regional Council (MARC) for Planning Sustainable Places (PSP) funding for a corridor study of Route 9. The purpose of this funding is specifically to assist communities with implementation of recommendations generated through previous PSP funded planning initiatives, including the Livable Communities Study and Vision Downtown Parkville. The grant was awarded in December 2014 for a corridor study to generate a preliminary conceptual design for improvements to Route 9 from Route 45 to Mattox Road in Riverside.

On April 7, 2015, the Board of Aldermen selected CFS Engineers as the lead consultant. CFS Engineers presented updates to the Board regarding the project on August 4, 2015, and October 20, 2015. Based on feedback from the Board of Aldermen, project steering committee, corridor stakeholders, and public at-large (two public meetings and website input), the consultant team finalized the corridor study final report. The final report was adopted by the Board of Aldermen on January 5, 2016.

The corridor study builds upon prior planning efforts that were aimed at preserving the character of downtown Parkville while capitalizing on opportunities to enhance economic activity. The report includes preliminary design for twelve project segments along the corridor, but the major improvements are summarized as follows:

- Where possible, a 3-lane section should be implemented with a 5-foot sidewalk (west side) and a 10-foot multi-use path (east side). Two lanes are proposed for segments that are constrained by topography or require fewer movements.
 - Curbs, drains, bioswales and other stormwater infrastructure are recommended to eliminate runoff issues.
 - Install a new traffic signal at Clark Avenue and include a street stub for a possible future connection to the east.
 - Improve access control between Clark Avenue and Lakeview Drive in a manner that preserves existing driveways and maintains the function of adjacent properties.
 - In the short-term, utilize re-striping and curbs to improve the visibility of the intersection with Main Street. For the future, consider reconfiguring Main Street to extend north and connect to Lakeview Drive.
 - Rebuild the existing retaining wall at 12th Street to improve visibility.
 - Improve the East Street corridor with a new signal at 1st Street; turn lanes at 2nd, 5th, and 6th Streets; new sidewalk and multi-use path; and re-open the White Aloe Creek Trail on the Park University campus. Improve pedestrian connectivity from Route 9 to the riverfront trail network through the signalized intersection at 1st Street and downtown.
 - Install turn lanes at Coffey Road.
 - Install a new traffic signal at Mattox Road (Riverside segment).
-

ITEM 7A

For 02-09-16

Planning & Zoning Commission Meeting

The final section of the report includes a project prioritization tool. Project segments were scored based on a variety of factors including economic impact, traffic benefit, cost, and feasibility. Based on the prioritization matrix and the steering committee recommendations, the Board of Aldermen authorized the following initial implementation steps:

1. Group project priorities #1 and #2 (62nd St. to Lakeview Dr.) and project priorities #4 and #5 (7th St. to 2nd St.) into two grant applications to MARC for the 2016 Call for Projects for fiscal year 2019-2020 federal transportation funding.
2. Seek partnerships with other local agencies (Park University, Platte County) for grant submittals and matching funds.
3. Create a new 9 Highway Community Improvement District (CID) to generate local match revenue to support grant applications.

Upon adoption by the Board of Aldermen, the study report may now be used as a tool to evaluate future development along the corridor. Applicants may be required to reserve right-of-way for improvements, although little right-of-way acquisition is anticipated in the preliminary design. The study may also be used to facilitate participate by developers in improvements to mitigate off-site impacts along Route 9.

BUDGET IMPACT:

There is no direct budget impact associated with adoption of the study report. The project was funded by a PSP grant from MARC in the amount of \$113,586. The grant was matched by \$75,000 of local funding provided by Parkville (\$15,000), Riverside (\$15,000), Missouri Department of Transportation (\$20,000), Platte County (\$15,000), and Park University (\$10,000).

Implementation of the study recommendations will require future investment by Parkville and project partners. The report recommends over \$13 million of improvements (engineering and construction) to be implemented over 25 years. Section 6 of the report includes an implementation strategy that summarizes the revenues and financing options available to help fund various improvements. Federal transportation funding administered through MARC requires a 20% local match. This source of federal funding is extremely competitive in the region and realistically will not fund the entire corridor. The Missouri Department of Transportation Cost Share Program is suspended but may be reinstated if/when the state resolves its funding strategy for MODOT. Local match will be required for that funding. The report outlines new revenues that may be generated to support projects through partnerships, voter-approved sales taxes, or new development (economic incentive tools).

ALTERNATIVES:

1. Receive an update from staff regarding the Route 9 Corridor Study Report.
2. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that the Planning and Zoning Commission receive an update regarding the Route 9 Corridor Study Report; and ask questions or provide input on the related implications for land use planning and development along the corridor.

POLICY:

The project scope of work included in the grant agreement calls for the consultant team to prepare a report documenting the findings of the study. It is customary with grant-funded projects for the Board of Aldermen to adopt the final report to signify the completion of the project and for grant reporting purposes. The final report was adopted on January 5, 2016. The

ITEM 7A

For 02-09-16

Planning & Zoning Commission Meeting

staff update is in response to a request from the Planning and Zoning Commission for additional information about the study and its connection to future development along the corridor.

SUGGESTED MOTION:

As this is a non-action staff update, no motion is necessary.

ATTACHMENTS:

1. *Available electronically by reference:*
 - Route 9 Corridor Study Report [Final Report](#)
 - Appendix 1: [Executive Summary of New Signals](#)
 - Appendix 2: [Roundabout Capacity Check](#)
 - Appendix 3: Route 9 at Mattox Intersection Study
 - [Appendix 3A](#)
 - [Appendix 3B](#)
 - [Appendix 3C](#)
 - Appendix 4: [MARC Scoring Criteria](#)
 - Appendix 5: [Environmental Justice](#)
 - Appendix 6: [Meeting Minutes](#)
 - Appendix 7: [Design Plan & Profile Sheets](#)
 2. January 5, 2016 - PowerPoint Presentation
-



**CITY OF PARKVILLE
Memorandum**

Date: Tuesday, February 2, 2016

To: Planning and Zoning Commission

From: Lauren Palmer, City Administrator

CC: Stephen Lachky, incoming Community Development Director
Zach Tusinger, Planner
Chris Brewster, Gould Evans

RE: Project Update - Zoning and Subdivision Regulations Update

On June 2, 2015, the Board of Aldermen approved a professional services agreement with Gould Evans of Kansas City to update the zoning code and subdivision regulations. Many of the City's codes and regulations were adopted over 40 years ago. Although many sections have been amended as needed, the zoning and subdivision regulations have not been comprehensively updated. In 2009, the City of Parkville adopted a Master Plan projecting future growth and development. In 2014, the City of Parkville adopted Vision Downtown Parkville to guide future growth and development in the downtown area. The City seeks to develop clear, understandable, and user-friendly zoning and subdivision regulation documents that: a) are consistent with existing City plans and policies, b) implement the 2009 City of Parkville Master Plan and related plans such as Vision Downtown Parkville, and c) tailor development and design standards for the City's diverse development contexts and needs. The City also seeks a balanced approach to regulation in terms of facilitating growth and development while protecting Parkville's character, landscapes, resources, public health, safety, and welfare.

Due to other priorities and staff turnover, the project is behind schedule by approximately six months. Staff worked with the consultant team to revise the schedule with an anticipated completion date of November 2016. With guidance from staff, the consultant team completed the initial project analysis and draft audit report. The audit report is a section-by-section review of the existing Zoning Code, Subdivision Regulations and Zoning Map, and it identifies issues or concerns, conflicts with state statutes, significant deviations from best practices, and how the regulations either align or conflict with significant planning policies of the City. An executive summary is attached to this memorandum, and the consultants will be prepared to present the full draft at the Commission meeting on February 9, 2016.

In particular, the audit report identifies seven critical issues that will be reviewed and confirmed by the Commission. These critical issues will be the focus of public outreach and focus group discussions. The consultant team will prepare critical issue summaries for each topic to facilitate public input. Input received will provide the basis for the initial draft which is anticipated by June 2016. A revised project schedule is attached. Staff and consultants will be happy to answer any questions at the meeting on February 9, 2016.

ATTACHMENTS:

1. Audit Report - Executive Summary
2. Revised Project Schedule

I. INTRODUCTION

The Zoning & Subdivision Regulation Update Analysis provides a comprehensive review of Parkville's development regulations (zoning ordinance, subdivision standards) against the Master Plan (2014), and recently adopted Vision Downtown Parkville (2009). It is a preliminary step in the update of the development regulations in order to better implement these plans as well as the City's overall policies and approach to development. The purpose of this report is to evaluate how well the existing City regulations will implement the plans and identify a range of options the City may take to correct any deficiencies.

This report is an initial step in the process. None of the commentary or analysis in this report represents an official recommendation or formal direction for the City towards future growth. This report is an independent and critical review meant to advance the dialogue as the City continues to explore plan implementation strategies to incorporate into its long-range planning process. Future steps in the process will begin to assess the merits of different regulatory strategies, as well as review drafts of proposed language.

A section by section review and comment log of Parkville's development regulations has been created. This comment log will be a constant reference for the project team on what is currently working well and needs to be incorporated into the updated regulations, and what needs to be changed. This executive summary covers some of the highlights of that review, and is intended to identify the key themes and strategies that are topics for discussion. This approach will keep the more detailed dialogue on policies, strategies and regulatory approaches, rather than getting stakeholders mired in debates about specific regulatory language. Therefore, this report concludes with a list of potential topics to frame these discussions for the next step in this process. Focus groups, open house presentations, and stakeholder engagement around these major themes will provide valuable guidance on the overall direction and content of this update.

II. DEVELOPMENT REGULATIONS – GENERALLY

As is the case with most cities, Parkville has not reviewed and updated its development regulations for a significant period of time. Many things have changed, and many situations have arose that needed to be addressed with interim or immediate regulatory changes. Over time, the regulations become increasingly disjointed from establish policies, develop internal conflicts or interpretation problems, and become cumbersome to use. Therefore, as with any code update, the Parkville zoning update will address the following general issues:

- Plain Language Approach
- Improved Organization
- Procedures

- Approach to Land Uses and Zoning Districts

Plain Language Approach. Many sections of the Parkville development regulations suffer from cumbersome wording, awkward cross-references, and vague or difficult language. While development regulations are legal documents that may need to be defended in court, they are also a city’s most used laws, constantly encountered by citizens, property owners, developers, design professionals, public officials and departments, all coming at these issues from different perspectives. Therefore a “plain language” approach often better serves the purpose, and it ultimately makes the document more defensible. The following specific opportunities have been identified in many sections:

- *Clarify, streamline, remove legalese* – There are many sections that can be stated more simply and have the same or even more effective impact.
- *Graphics and Tables* – Sections, and subsections of long-text may lend themselves to being converted to tables. Parking standards (Chapter 460), Landscape standards (scattered throughout), and Signs standards (Chapter 463) are examples of sections that lend themselves easily to converting pages of text to simplified tables. Additionally many sections could benefit from simple diagrams or descriptive graphics)
- *Improve definitions* - The existing regulations includes many obscure terms, overly-technical language, and some outdated concepts and land uses. Definitions also occur in several sections throughout the code, building the opportunity for conflicts and interpretation issues. As the language is updated, a better approach to definitions will be created (usually the last step, once all content and language is refined). In general this approach will include:
 - Allow the common meaning of most terms to control all interpretation and avoid “over-defining”
 - Remove obsolete language;
 - Create approaches to how standards are interpreted (specifically for measurements, land use, etc.) and avoid having to “define” things that are difficult to express in a single – and often incomplete – definition
 - Then define only “terms of art” – those things that do not necessarily have a common meaning or a clear approach to interpretation.

Overall organization. Parkville’s existing regulations are difficult to follow and many sections are hard to find. For example, procedure sections and definitions are scattered throughout the code, often include with substantive standards for a specific topic. While in a limited perspective this may have the appearance of “user-friendliness” by having all related things in one section, in the broader perspective it makes the regulations cumbersome and creates opportunities for future conflicts as changes that get incorporated in one area conflict with similar topics in another. Ultimately the regulations become more of a long collection of standards rather than an integrated approach to implementing a vision and policies towards development and urban design. In general, the following organization framework will be used to re-organize Parkville’s regulations, and within this framework amendments to existing standards or addition of new tools will be added.

- *Overview* – All of the technical and legally required language establishing the codes link to the cities authority and policies.
- *Interpretation* – All of the references that will determine how substantive standards are applied, interpreted and enforced (i.e. rules of construction, interpretation of measurements, approach to land uses, and defined terms.)
- *Administration and Procedures* - All of the different applications and review processes needed to administer this code. (See below for a more detailed review of specific problems in Parkville’s current regulations.)
- *Subdivision Standards* - “Big picture” planning urban design and development that **set the context**. These topics address systems that need to coordinate development across broad areas, such as street networks and street design, open space systems and types, block and lot patterns, and required infrastructure.
- *Zoning Districts* – “Intermediate scale” planning, urban design and development that defines **complimentary relationships**. These topics address a range of complimentary things that related to the plans and integrate into a larger, more complete whole. Land uses, district development standards, scale and intensity of buildings and uses, and performance criteria are organized at this level.
- *Site and Building Design Standards* – “Small scale” planning, urban design and development that **implement projects**. These topics deal with how specific sites and buildings relate to their context and establish complementary relationships. Things like parking, landscape, site design, signs and other topics are addressed
- *Special Topics* – Things that don’t fit into the above framework or which are regulated on a city-wide basis as a single topic are reserved for this section(s).

Procedures. The procedures in the current regulations are mixed into many different sections and often are not well defined or organized. Therefore it is often difficult to determine how an application is submitted, how it is evaluated, and when certain steps in the process are triggered. As recommended above, all procedures should be move to one clearly defined section of the regulations. This will result in better organization, and it will also allow potentially repetitive sections to be stated once in a single place, minimizing length and potential future conflicts. Basically all of the different procedures should be organized around the following similar structure of sub-sections.

- *Intent / Applicability* – For what is the application used and when is it triggered.
- *Submittal requirements* – Typically we recommend that these be kept on administrative forms rather than list in ordinance; these forms can then be an appendix to the code and can then be more easily updated or refined through administrative processes instead of triggering comprehensive and fully-notice amendments to regulations.
- *Timing* – identifying deadlines, review bodies and processes and other aspects of how an application will be handles.

- *Criteria* – The main topics upon which each decision on the application will be made, including criteria for any flexibility. This is perhaps the most crucial aspect of the Procedures since it creates better links to planning policies and objectives, and raises expectations for all who will participate in the process.
- *Effect of Decision* – The duration of approvals, identification of subsequent steps, appeal processes or administrative flexibility, if any.

Approach to uses / zoning districts – Like many older zoning regulations, Parkville’s regulations are highly dependent on land uses. More recent trends in the planning profession recognize that while land use may be one aspect of “compatibility” of development, it often misses more important relationships in design, scale or intensity of development. Ultimately communities end up creating long “laundry lists” of uses – sometimes general and other times specific – that may or may not be reflective of the types of places people envision. When new opportunities come along, a new use is added or sometimes even a new district. Parkville’s regulations exhibit both of these symptoms, and may benefit for a more generalized and streamlined approach to uses or even removing or consolidating certain districts. (Currently 16 base districts, plus planned variations). The following steps in the approach to zoning districts and uses will help determine the correct strategy:

- *General categories and types* – Group all of the different uses in the regulations in general categories based on scale, intensity and potential impacts.
- *Interpretation* – Define an approach to interpret for similar and equivalent issues and/or emerging and unanticipated uses or specific types.
- *Zoning District Standards* – Coordinate uses with standards that apply to all uses in the district (eg. site design, building form and scale or general performance standards)
- *Use Performance Criteria* – Identify certain specific uses that may need special performance criteria or consideration (this will help determine if general zoning district standards will address this, if specific conditions are needed for that use only, or if a special discretionary review process is necessary. Ultimately this step is used to help avoid making “distinctions without a difference” in the approach to land uses.
- *Apply to Districts* – In a table format, all of the resulting uses on the list can be better integrated into the appropriate zoning districts – either as permitted, discretionary process (special use permit), etc.
- *Refine districts* – based on this result, some districts may be able to be consolidated or removed if they do not result in substantially distinct development opportunities or protections.
- *Special Standards* - Determine the specific uses that need special review processes or performance criteria (different from general categories and types), and create specific standards and new sections for only that limited class of uses.

III. POTENTIAL CRITICAL ISSUES – SPECIFIC TOPICS

In addition to improving Parkville’s regulations from a general and comprehensive review and organization, this effort will also identify items that need to be amended or added to best implement the cities plans and development policies. These topics will be further discussed and analyzed in more detail in the process, however from a detailed plan review and the section-by-section comment log mentioned earlier in this summary, the following preliminary list has been identified:

- Housing Choices / Neighborhood Design
- Public Realm Design (3 distinct but overlapping aspects)
 - Natural Landscapes and Open Spaces
 - Distinctive Civic Spaces (ranging from formal/compact to natural/open)
 - Streets and Streetscape Design
- General Site Design Issues (including the following topics)
 - Landscape Standards
 - Parking Standards (quantity and design)
 - Signs
 - Storm water strategies
- Implementation of Specific Plans
 - Vision Downtown Parkville
 - Highway 45 Corridor Plan (draft)
 - Route 9 Corridor Study

Housing Choices / Neighborhood Design – The Master Plan (2009) identifies many of the changes that will impact housing in Parkville, including amount of new housing anticipated, changing demographics, changing housing preferences, changes to typical household sizes, and shifts in financing and socio-economic aspects of the housing industry. The current residential zoning districts are geared most-specifically to single-family subdivisions. In addition, any other options are regulated primarily on density or the categorization as “multi-family”. These broad distinctions do not account for the wide range of building types that may be included in this and therefore does not consider the different contexts in which different types of housing may be appropriate. Related to this, beyond the basic density number, there are not many neighborhood design / urban design standards (neighborhood streetscapes, open spaces or civic spaces) that address the distinct neighborhoods and broad contexts for different housing that are called for in the plan. At a minimum, exploring a small-lot, building type approach for downtown and the OTD-R zoning district should be explored. Based on this, the approach may be broadened to other areas of the Master Plan where the “moderate mix neighborhood” and “mixed-use neighborhood” is designated. Further, a refined approach to planned development, including more specific updates for “clustered development” or preservation of open space as called for in the plan should be considered.

Public Realm Design - The Master Plan (2009) and Vision Downtown Parkville (2014) have a lot of policies, goals and objectives that can be loosely organized around the broad topic of “public realm design.” There are many complimentary and overlapping concepts that impact the development regulations in this regard.

- *Open space / Natural Features* (“green infrastructure” / integrating development) – One of the defining features of Parkville is its natural setting – including topography, vegetation, and relationship to the river. A way to better integrate development into the existing features is called for in the plan, and these policies need to be better linked to the City’s planned development process (for large scale projects) as well as the site design, open space and landscape standards for small-scale development.
- *Civic Spaces* (formal and compact vs. landscape and open) – Both plans recognize the need for different types of open spaces for different contexts. The regulations to clearly correlate with this, and value “space for the sake of space” in the standards. In contrast, a very small, well designed courtyard or plaza should be just as valuable to a commercial area, as would be preserving 15% of a site as open space. These distinctions need to be recognized in the site design, landscape design and building coverage standards for various contexts.
- *Street / Streetscape design* - The plans call for “context sensitive design” of these spaces as well as other design and policy considerations for multi-modal transportation – particularly trails and sidewalks, and “green infrastructure” – dealing with both storm water and landscape for public rights of way. The development standards do not reflect these important context-factors to streetscape design and instead focus simply on functional classifications and traffic.

General Site Design Issues. Overall site design is not featured prevalently in the Parkville regulations. These standards impact how sites are organized, how they relate to streetscape or the public realm, and how they shape a distinct character of different contexts. Topics addressed in site design typically address landscape design, storm water, parking and access to lots, signs and other project specific standards. In Parkville’s, regulations these standards are only addressed within districts, and appear in some districts more prevalently (i.e. Old Town District, Traditional Neighbor Development) than in others. The standards appear as a series of “stand-alone” ordinances applying to discrete projects, and one of the bigger benefits to site design – integrating projects and sites into a larger and greater context is lost. While reorganization may not greatly affect the content of where the standards end up, objectives and opportunity for better design criteria can become more explicit. Further, the ability implement the following specified City policies or approaches to each topic and be strengthened in the standards.

- *Landscape Standards* – Promote natural and native landscapes, preserve topography, and promote a more complete tree canopy.
- *Parking Quantity and Design* – Minimize the impact of larger parking areas on public spaces, storm water or adjacent property, through flexibility, location or landscape design

- *Signs* – allow different signage for distinct contexts (also update for legally required “content neutral” approaches).
- *Storm water* – Reinforce the following preferences for storm water management: large scale over site scale; natural over constructed; BMPs and infiltration prior to site detention.

Implementation of Specific Plans - Since the Master Plan adoption, specific plans have been completed or are nearing completion. These plans reinforce many of the above strategies, and give greater opportunities for context-specific regulatory strategies. They also increase the ability to convert standards to a more urban-design oriented or “place-based” approach to standards.

- *Vision Downtown Parkville* – The Old Town District, and Old Town District – Residential should be updated to more closely reflect the small-scale, compact building types and uses that are characteristic of this area. Dealing with design of small-lot detached houses as well as small-scale, multi-unit building types will be necessary to reinforce transitions between downtown and the neighborhoods. Those options are currently not addressed effectively in any of the residential zoning districts (see above commentary on Housing Choices.) Similarly a great deal of downtown character is identified as streetscape and public realm design, and then how buildings related to and interact with the public realm. Standards will need to be updated to reflect those forms and patterns, even if they stop short of general design standards or specific architectural standards (which may need special review boards and processes to implement effectively).
- *Highway 45 Corridor Plan (draft)* - The draft Highway 45 Corridor Plan also uses urban design, site design and landscape principles to emphasize distinctions across different areas of the corridor. While this plan does not address land use and therefore will not necessarily alter the fundamental approach to development standards (as the Vision Downtown Parkville does), many of the site design standards mentioned above will need to be emphasized and coordinated with the various zoning districts anticipated to be used throughout the corridor.
- *Route 9 Corridor Study* – This study was adopted in 2015 as a strategy under the Master Plan. It deals primarily with public realm design recommendations along Route 9, reflecting a variety of context and development patterns along this important road. It provides more specific guidance on the “context sensitive design” policies and strategies that were identified in the Master Plan. While most of this study will be implemented through future capital investments, it is important for the development regulations, and specifically the subdivision regulations where design standards for public realm investments (streets and open/civic spaces) are first established, to coordinate with the policies for public investment.

IV. SUMMARY

This executive summary and the detailed notes and analysis that support it are a preliminary step in identifying the critical issues to be explored more in depth later in this project. The following list of

potential critical issues has been developed from this analysis, from preliminary discussions on the project. Upon further discussion with the Planning Commission, stakeholders and staff, a final list will be arrived upon to facilitate discussions in future steps.

Potential Critical Issues:

- ❑ Street Trees / Streetscape Design
- ❑ Open Space / Civic Space Standards
- ❑ Housing Choices - Residential Building Types / Small-scale, Multi-unit Buildings – both OTD-R, and other applications
- ❑ Downtown – Buildings, Streetscape and Design
- ❑ Planned Residential Districts (“Cluster” or “Conservation” subdivisions)
- ❑ Site Design - Signs
- ❑ Site Design – Integrating landscape, parking, and storm water design

Future Steps with Revised Targeted Dates

Phase 1 – Initiations [Complete]

Phase 2 – Analysis [In progress; completed in February 2016]

Phase 3 – Discussion [March – May] ***Critical issue discussion papers produced here***

Phase 4 – Initial Drafts [May – August]

Phase 5 – Final Draft [August – October]

Phase 6 – Adoption – [October / November]

**PARKVILLE MISSOURI
ZONING ORDINANCE UPDATE
REVISED SCHEDULE / WORK PLAN – 02/02/16**

PHASE 1 - INITIATION	Status	Notes
<i>Task 1.1 Staff Kickoff Meeting</i>	Completed – Sept. 24, 2015	
<i>Task 1.2 Code and Plan Review</i>	Completed – Nov. 2015	
<i>Task 1.3 Development Review</i>	Completed – Nov. 12, 2015	[note: list of stakeholders to engage in process needs to be refined throughout process]
PHASE 2 - ANALYSIS		
<i>Task 2.1 Audit Report</i>	In progress	2/9 target completion date
<i>Task 2.2 Kickoff Meeting</i>		2/9 P&Z meeting on Audit Report.
<i>Task 2.3 Critical Issues Summaries</i>		Initial list for review/approval with P&Z on 2/9; summaries papers done February - April
PHASE 3 - DISCUSSION		
<i>Task 3.1 Public Open House</i>		TBD – late March / early April suggested target date
<i>Task 3.2 Focus Group / Stakeholder Meetings (4)</i>		TBD – suggested May – July dependent on issues and project status
<i>Task 3.3 P&Z Discussion</i>		TBD – March/April target date
<i>Task 3.4 Board of Aldermen Discussion</i>		TBD – April / May
PHASE 4 - INITIAL DRAFTS		
<i>Task 4.1 Initial Draft</i>		May / June target date
<i>Task 4.2 Interim Drafts</i>		June / August – if necessary
PHASE 5 - FINAL DRAFT		
<i>Task 5.1 Final Draft</i>		August / September target date
<i>Task 5.2 Zoning Map</i>		August / September
<i>Task 5.3 P&Z Commission meeting</i>		September
<i>Task 5.4 Public Open House / Joint Meeting Work Session</i>		September / October
PHASE 6 - ADOPTION		
<i>Task 6.1 Adoption Draft</i>		October
<i>Task 6.2 Adoption Hearings</i>		October / November
<i>Task 6.2 Final Documents</i>		November