

**Parkville Planning & Zoning Commission**  
**August 12, 2008, 5:30 p.m.**  
City Hall Boardroom

**Minutes**

**ITEM 1. CALL TO ORDER**

Chairman Katerndahl called meeting to order at 5:30 pm

**ITEM 2. ROLL CALL**

Members present:

Chairman Dean Katerndahl  
Lonnie Scott  
Judy McRuer  
Tom Wood

Gregory Knauer  
Marvin Ferguson  
Bryant Lamer  
Mike Nall

Members absent:

Harold Brown (with prior notice)

Also present:

Sean Ackerson, AICP, Community Development Director  
Tracy Sisney, Department Assistant  
Approximately 10 people in the Audience

**ITEM 3. GENERAL BUSINESS**

**Item 3(A) Approval of Amended Planning & Zoning Meeting Agenda.**

Commissioner Scott moved to accept the Agenda. Alderman Ferguson seconded. Motion passed 8-0.

**Item 3(B) Approval of Minutes from the June 10, 2008 Commission Meeting.**

Commissioner Lamer moved to accept the Minutes. Commissioner McRuer seconded. Motion passed 8-0

**ITEM 4. PUBLIC HEARING**

**Item 4(A) Review of text amendment to the Parkville Municipal Code, Title IV to create a new “TND” Traditional Neighborhood Design District, and related Illustrated Standards for said district.**

Chairman Katerndahl opened the Public Hearing regarding the proposed Traditional Neighborhood District. Chairman Katerndahl reminded the Commission that the hearing was related to the handouts titled Traditional Neighborhood Design Manual and the Illustrated Standards.

Chairman Katerndahl stated that he had spoken previously with Director Ackerson and they agreed that rather than approach this on a point-by-point basis, they would try to cover the major issues of the proposal. He added that this Commission had a workshop meeting in the previous month and that some, but not all Commission members were able to attend. Some members had been able to speak with Director Ackerson with questions and input and all agreed to focus on the bigger issues and come to some consensus before walking through it in greater detail.

Director Ackerson then gave an overview of the intent of the proposed district and how it would work. He covered items such as whom approves what, under what circumstances, are there public hearings required, if not, then how are changes made, etc.

Ackerson read highlights from the proposed amendment, explaining each as he progressed. Director Ackerson explained that the overall intent of the district is to allow a mix of uses reminiscent of historic community development patterns. He referenced the mix of uses in downtown Parkville as a classic example. He explained the district worked much like an overlay with underlying sub zoning or “T-zones” defining development in smaller increments. He drew comparisons to the City’s existing Planned Unit Community planned development regulations.

Director Ackerson gave a brief breakdown of each T-zone category and explained these zones, revising how each defines permitted uses, building types, and specific standards. He stated these should be adjusted to reflect the Commission’s specifications.

Director Ackerson stated that much of the final plan approval under a TND district would be granted by a new Design Review Board or “DRB” according to the draft. He stated this had been a primary concern during the workshop meeting in June. He summarized the rezoning and public hearing process, explaining that once the design manual or concept plan had been put together and submitted, a hearing will be held to create the TND zoning and at that time to approve the concept plan, with the details being ironed out at that time. If that stage is approved then the DRB would then be set up.

The DRB is defined as two (2) Planning Commission members, someone from the Planning staff, someone from the Public Works staff, the Applicant or their designee, the Applicant’s Architect or someone from the Architect’s design team. Director Ackerson recommended that this section be revised to also include two (2) members of the Board of Aldermen. He went on to suggest that regardless of who nominates them, the actual members should be approved by the Board of Aldermen.

Once that DRB is defined, they become the governing body of that project. Per the amendment, the DRB must reach a unanimous decision on the Final Plan, or the issue would be presented to the Planning Commission following the normal review. The DRB would have the authority to modify the plan following the same procedure. This was proposed to allow more flexibility while ensuring for adequate oversight. It also allowed for great responsiveness and reduced the potential for the Planning Commission to face special meetings to address plan changes. The DRB would meet on an as needed basis. That flexibility allows the group to respond to market changes, desirability changes that the applicant would not want to drag out for long periods of time.

Commissioner McRuer asked if the DRB made up the Covenants for the development. Director Ackerson stated that no, that is part of the initial plan submittal and that it would be approved along with the Concept plan, unless otherwise approved by the Commission.

Director Ackerson added that he also recommends the text be amended to define the authority of the DRB to grant approval of plan changes, versus those changes that are great enough to require reconsideration by the Commission.

Commissioner Nall questioned whether the TND district could apply throughout Parkville. Director Ackerson stated that the district could be used throughout Parkville, but only if the property were rezoned to TND. Ackerson stated that he did not foresee this replacing standard development forms overall, as he thought there were limited applicability and a limited market. He added that this would not replace the standard CUP or single family subdivision districts.

Chairman Katerndahl stated he felt the biggest concern was that the Planning Commission felt as they were giving up part of the responsibilities they currently have and that Director Ackerson was making it very clear that they were still very hands on.

Commissioner Nall asked about the mix of single family and multi family homes and wondered if that would be set out from the preliminary stage. Director Ackerson stated that the Commission has the power to restrict the types of mix.

Director Ackerson announced that he would be scheduling a date in the very near future for a couple of open workshops to continue this dialog with more specific questions and answers. Chairman Katerndahl asked then if the intent would be to bring a more revised TND proposal to the September meeting after getting together for these workshops in order to firm up the decision-making process. Ackerson confirmed.

Commissioner Knauer added that in light of Commissioner Brown's vacation through the month of August, he felt it imperative that Dr. Brown be brought into the loop as soon as he returns. Commissioner Knauer remembered from the last meeting that Brown had questions and concerns.

Director Ackerson spoke of an upcoming meeting with MARC with regard to the TND concept and said he had hoped to bring in other members affiliated with their perspective towns that have implemented the TND to visit our Commission with what they have learned. He also stated that possibly this Commission could visit Longview Farms, which is probably the best and most advanced model available in the Metropolitan area.

Chairman Katerndahl then suggested leaving the public hearing open, pending additional questions.

Chairman Katerndahl asked to table this until the next meeting.

**Alderman Ferguson moved to table this item until the next meeting. Commissioner McRuer seconds. Motion passed 8-0.**

## **ITEM 5. UNFINISHED BUSINESS**

**Item 5(A) Consideration of amendments to the City of Parkville Comprehensive Plan to update future land use projections, define land use categories, update goals, objectives and guiding principals, adopt transportation network projections, and other similar amendments.** *Tabled from the June 10, 2008 Planning Commission meeting. Staff requests that this item remain tabled.*

Director Ackerson added that they were making progress but requested additional time. Chairman Katerndahl suggested that this item remain tabled and recommends no action be taken on this matter at this time.

**Alderman Ferguson motions that this item remain tabled. Commissioner McRuer seconds. Motion passed 8-0.**

**ITEM 6. REGULAR BUSINESS**

No Regular business was discussed.

**ITEM 7. OTHER BUSINESS**

Chairman Katerndahl summarized upcoming meetings listed on the agenda.

**ITEM 8. ADJOURNMENT**

**Alderman Ferguson moved to adjourn. Commissioner Knauer seconded. Motion passed 8-0.**

**Meeting adjourned at 6:27 p.m.**

Submitted by: \_\_\_\_\_ Date  
Tracy Sisney, Community Development Assistant

*Information on these items is maintained at Parkville City Hall and is available for viewing during normal office hours. Planning Commission decisions are recommendations forwarded to the Parkville Board of Aldermen meeting unless otherwise noted. Inquiries on items contained herein can be made by visiting Parkville City Hall at 8880 Clark Avenue, Parkville, or by calling the Community Development Department at (816) 741-7676.*