

**Minutes of the
Planning & Zoning Commission Regular Meeting
City of Parkville, Missouri
Tuesday, March 8, 2016 at 5:30 p.m.
City Hall Boardroom**

1. CALL TO ORDER

Chairman Katerndahl called the meeting to order at 5:30 pm.

2. ROLL CALL

Commissioners Present:

Dean Katerndahl, Chairman
Keith Cary, Vice Chairman
John Delich
Doug Krtek
Robert Lock
Walt Lane

Commissioners Absent with prior notification:

Michael Wright
Pam Scott
Barbara Wassmer

A quorum of the Planning Commission was present.

Staff Present:

Stephen Lachky / Community Development Director
Kelly Yulich / Department Assistant

4. GENERAL BUSINESS

A. Approval of Planning & Zoning Meeting Agenda.

Chairman Katerndahl called for any discussion of the proposed agenda. Seeing none
Chairman Katerndahl called for a motion to approve the agenda as proposed.

Commissioner Delich moved to approve the agenda, Commissioner Lock seconded. Motion passed: 6-0.

B. Approve the minutes from the February 9, 2016 Regular Planning and Zoning Commission meeting.

Chairman Katerndahl called for any discussion of the minutes or changes needed.
Commissioner Delich requested to have an addendum added to the minutes stating the reasoning and conclusions from the Norrington Hall egress stairway. Chairman Katerndahl called for a motion to approve the minutes with said addendum added. **Vice Chairman Cary moved to approve the minutes, Commissioner Delich seconded. Motion passed: 6-0.**

4. PUBLIC HEARING

None.

5. REGULAR BUSINESS

Application for Final Plat of Re-plat of Lot 11, Cider Mill Ridge, Fourth Plat Case PZ16-01, RP Golf LLC, applicant.

Community Development Director, Stephen Lachky, gave an overview of the application requesting a re-platting of Lot 11, Cider Mill Ridge, Fourth Plat and a portion of the abutting un-platted property to the east and south, changing Lot 11-A to Tract H and adding new Tract G as a median on Barn Hill Road at the intersection of National Drive. Tract H retained the same dimensions and was not changing other than removing the lot designation and creating a tract designation. The addition of Tract G consisted of 2,561 square feet or 0.06 acres. Both tracts would be maintained by the Home Owners Association of the National Cider Mill Ridge.

Lachky stated that the application had been reviewed against the City of Parkville's Municipal Codes, including the subdivision regulations, the R-2 district regulations, and the height, area and bulk requirements. The application had also been reviewed against the previously approved Cider Mill Ridge Fourth Plat. The primary consideration for approval of the plat was the ability to meet the minimum applicable subdivision regulations and standards for permitted uses, area, width, depth, setbacks, adequate utilities, grading and drainage and parkland donation.

Staff concluded that based on the final plat and supporting information submitted, all applicable standards and requirements had been met, with the exception of a right-of-way maintenance agreement, which outlines the responsibilities of the developer for the maintenance of landscaping on the median island. Accordingly, staff recommended approval of the proposed Re-plat of Lot 11, Cider Mill Ridge – Fourth Plat subject to conditions:

- Completion of the Public Works Department punch list which included repair of a sidewalk ramp.
- Right-of-Way maintenance agreement which outlined the responsibilities of the developer for the maintenance of the landscape island, approved by the Public Works Director.

Chairman Katerndahl asked if there were any questions or discussion from the planning commission. Seeing none he requested a motion.

Commissioner Lane moved to recommend approval of the application subject to the conditions herein. Commissioner Delich Seconded. Motion passed 6-0.

6. UNFINISHED BUSINESS

None.

7. OTHER BUSINESS

A. Parkville Zoning & Subdivision Regulations Project

Chris Brewster, a consultant with Gould Evans, gave a presentation and update on the Parkville Zoning Code & Subdivision Regulations Update project. Brewster went over the project goals and showed how the consultant team is working on linking regulations to plans and policies and making Parkville's regulations more user-friendly. The initial draft had been started and the consultant team is currently working on reorganizing application procedures; this includes the removal of multiple sections with overlapping procedures, removing repeated language, and eliminating confusion through better organization. The current regulations have conflicts and lacks clear criteria. Brewster noted the need for discretionary vs. administrative roles appeared mixed.

Brewster noted that charts could be used for pre-application steps, miscellaneous technical studies, appeals and successive applications. Applications, fees, notice, timeline and review cycles are all common procedures which could easily be created into charts. More specific review procedures — including platting, zoning map amendments, planned developments, conditional uses, site plans, appeals and variances and text amendments — could all be placed in a specific "procedures" section. Additionally, reviews could be deemed "minor" or "major".

Brewster then talked about next steps for the Zoning Code & Subdivision Regulations Update project. The Steering Committee will look at draft issue paper for housing choice, downtown, and the planning and zoning process, at their April work session. In May, the Steering Committee will look at draft issue papers for streetscapes, open space and civic spaces. The first public open house meeting will be held in the Board Room at Parkville City Hall the evening of May 23, 2016. An initial draft of the revised zoning code and subdivision regulations will be made available to the Steering Committee in June or July. Another public open house meeting will be held in September or October; following this meeting, a final draft will be available for the Steering Committee to review. The goal is to have an adoptable document available in October or November.

Vice Chairman Cary questions who at the City would be deciding between a "major" or "minor" projects that would warrant either approval at the staff level, or items that would need to go before the Planning & Zoning Commission. Chairman Katerndahl suggested items approved administratively could be added as "Other Business" on each month's agenda so staff could provide the Planning & Zoning Commission an update on what had been approved each month at the staff level. Brewster said items could be approved in the form of a consent agenda type of approval.

B. Upcoming Meetings & Dates of Importance:

- Board of Zoning Adjustment Meeting: Tuesday March 22, 2016 at 5:30pm
- Board of Aldermen Meetings: Tuesday, March 15, 2016 and Tuesday, and Tuesday April 5, 2016 at 7:00 pm.

- Planning & Zoning Commission Regular Meeting: Tuesday, April 12, 2016 at 5:30 pm.

8. ADJOURNMENT

Seeing no other discussion, Chairman Katerndahl called for a motion to adjourn. **Commissioner Lane moved to adjourn, Commissioner Krtek seconded. Motion passed: 6-0.** Meeting adjourned at 6:30 p.m.

Submitted by:



Kelly Yulich
Community Development Department Assistant

3-11-16
Date