

Parkville Planning & Zoning Commission
Monday, March 18, 2013, 5:30 p.m.
City Hall Boardroom

Minutes

ITEM 1. CALL TO ORDER

Chairman Katerndahl called the meeting to order at 5:32 p.m.

ITEM 2. ROLL CALL

Members present:

Dean Katerndahl, Chairman
Kelly Fricker
Judy McRuer

Bob Lock, Secretary
Bryant Lamer
Walt Lane

Absent with prior notice:

Keith Cary, Vice Chairman
Lonnie Scott

Pam Scott

Also present:

Sean Ackerson, Assistant City Administrator-Community Development Director
Tracy Sisney, Assistant City Clerk-Department Assistant
Tony Borchers, the National

ITEM 3. GENERAL BUSINESS

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

Chairman Katerndahl opened the meeting by asking for a motion to approve the agenda as published.

Commissioner McRuer moved to approve the agenda as published. Commissioner Fricker seconded. Motion passed 6-0.

Item 3(B) Approval of Minutes from the December 11, 2012 Planning and Zoning Commission Meeting.

Chairman Katerndahl asked for a motion to approve the minutes from the November 13, 2012 meeting.

Commissioner McRuer moved to approve the minutes as presented. Commissioner Fricker seconded. Motion passed 6-0.

ITEM 4. PUBLIC HEARING

Item 4(A) Amendment to consider a conditional use permit to allow an accessory dwelling unit at 7th and Park. *Kurt and Tracie Breeding, owners. PZ13-01*

Chairman Katerndahl opened the public hearing and deferred to staff. Director Ackerson stated this was an application for a conditional use permit (CUP) to allow an accessory dwelling unit (ADU), commonly referred to as “mother-in-law quarters,” over a detached garage in association with a new single-family home with an attached garage. Ackerson reviewed the information packets and stated that the Planning Commission and Board to find that a CUP is “in the interest of the public health, safety, morals and general welfare of the community”. He added that this application was specific to restriction of the inhabitants of the ADU being only family members or nursing staff.

Ackerson stated that staff had reviewed the application and found that the proposed ADU meets all applicable standards and criteria and found no adverse effects. He said with an R-4 multi-family zoning with ½ acre, the lot would allow up to three units, if desired. He added that staff found in favor of the application and recommended approval subject to the conditions listed in the staff summary.

Director Ackerson stated that he had received two letters from neighbors that were in support of the application, one of which mentioned a preference of architectural style and materials to be used, but Ackerson explained that under the R-4 Code there was no architectural review or standards. He added that no letters of opposition were received.

Chairman Katerndahl clarified that the role of the Planning and Zoning Commission was to decide if the ADU was acceptable and meets the requirements. Director Ackerson confirmed.

Jeff Price, Price Architecture and Tracie Breeding, Applicant provided an updated colored landscaping plan that provides a better picture of the overall plan and offered to answer any questions.

Chairman Katerndahl asked about the 6th Street right-of-way. Director Ackerson stated that it was a public right-of-way kept in its natural state and did not see a maintained road in its future.

Commissioner Lane asked about the gate listed on the plans and Mr. Price answered that it was a hobby space on the side of the gravel drive.

Commissioner Lamer inquired as to who would be living in the ADU. Ms. Breeding replied that no one would be living there but it would be maintained for visiting guests and family.

Commissioner McRuer asked about the 6' aluminum fencing listed in the plans. Mr. Price replied that it would be black and look like wrought iron fencing.

Hearing no questions from the public, Chairman Katerndahl closed the public hearing.

Commissioner Lamer moved to approve Item 4A subject to staff recommendations. Commissioner McRuer seconded. Motion passed 6-0.

ITEM 5. REGULAR BUSINESS

None

ITEM 6. UNFINISHED BUSINESS

None

ITEM 7. OTHER BUSINESS

Director Ackerson stated that Thousand Oaks was very busy. Grading plans had been approved for the 18th plat, the 13th plat had started construction and plans for the 15th plat would be coming soon.

Commissioner Fricker inquired as to the status of the Parkville Animal Sanctuary. Director Ackerson stated that they had not come back as of yet and were still looking at other options.

Director Ackerson said that the YMCA would be going through expansion phases through next summer to add additional amenities such as a pool, interior training rooms and adding over 100 parking spaces.

In addition, Ackerson stated that our current Judge would be retiring, as would our City Clerk. He also added that one of our part-time receptionists had moved on to a full time position and that the City Administrator search had been narrowed down after receiving many applications.

ITEM 8. ADJOURNMENT

Commissioner McRuer moved to adjourn. Commissioner Lamer seconded. Motion to adjourn passed 6-0.

Meeting adjourned at 6:00 p.m.

Submitted by: _____
Tracy Sisney, Department Assistant

03/19/13
Date

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**Special Workshop of the
Parkville Planning & Zoning Commission**

Tuesday, June 11, 2013 at 5:30 pm
In the City Hall Board Conference Room

Summary of 45 Highway Corridor Plan Discussion

Dean Katerndahl, Bob Lock, Judy McRuer, Walt Lane, Keith Cary, Sean Ackerson and Graham Smith attended.

Graham Smith of Gould Evans was introduced as the project manager. The project scope was distributed and summarized as four phases to be completed by fall 2013. The rest of the work session was a discussion of the vision, constraints and opportunities in the corridor.

Q&A:

What defines the Corridor?

- Trees; open space; small businesses
- Rolling hills; high quality materials

What is the vision for the corridor?

- No strip centers one after another
- Stone; older country setting; stone markers; fountains; identifying elements at 435; build on Park University materials palette as common element, tie to other common Parkville themes like water as in Riss Lake or along the river
- Consistency of signage; a variety of housing types/ choices; young family & retirement housing
- Opportunities for retirement village or patio home village
- Lighting as a consistent element; limitations on the type / light level
- Trails; bike routes; greenway; the successful inclusion of trails in Riverside cited as an example

General suggestions

- Implement the plan jointly – a joint city/county commission or defined city/county advisory roles
- Address 435 – apply standards to I-435 to the extent possible or address separately if not.

Graham Smith explained that the next step was to assess the corridor. A first steering committee meeting would be held in the coming month to discuss the findings of the assessment and to discuss potential options.

No action was taken.

**Minutes of the Special Meeting of the
Planning & Zoning Commission
City of Parkville, Missouri
Tuesday, August 20, 2013 at 5:30 p.m.
City Hall Boardroom**

1. CALL TO ORDER

Acting Chairman Keith Cary called the meeting to order at 5:32 p.m.

2. ROLL CALL

Members present:

Keith Cary, Vice Chairman
Bob Lock, Secretary
Kelly Fricker
Walt Lane
Judy McRuer
Pam Scott

Absent with prior notice:

Dean Katerndahl, Chairman
Bryant Lamer
Lonnie Scott

A quorum of the Planning Commission was present.

Staff present:

Sean Ackerson, Assistant City Administrator / Community Development Director
Amanda Miller, Department Assistant

3. GENERAL BUSINESS

A. Approval of Planning & Zoning Meeting Agenda.

Acting Chairman Cary opened the meeting by asking for a motion to approve the agenda as published.

Commissioner Fricker moved to approve the agenda as published. Commissioner Pam Scott seconded. Motion passed 6-0.

B. Approval of Minutes from the March 18, 2013 Planning and Zoning Commission Meeting.

Commissioner McRuer recommended changing item 7 in the second paragraph of other business from animal sanctuary to animal shelter. Staff concurred.

Acting Chairman Cary asked for a motion to approve the minutes from the March 18, 2013 meeting with the recommended change.

Commissioner McRuer moved to approve the minutes as amended. Commissioner Pam Scott seconded. Motion passed 6-0.

4. PUBLIC HEARING

A. Request for approval of a proposed zoning district change for 5.0 acres from County “AG” Agricultural District and “PI” Planned Industrial District to City “B-4” Planned Business District and 15.69 acres from County “PI” Planned Industrial District to City “R-1” Single-Family District.

Acting Chairman Keith Cary called on Assistant City Administrator / Community Development Director Sean Ackerson to present the application for zoning district change. Ackerson referred to the staff report submitted and summarized the requested rezoning and exhibits submitted for consideration. The property is located at 12300 and 12018 Highway FF. Ackerson stated that the rezoning application was submitted in conjunction with the Replat of Lot 2, Enochs Ridge. (agenda Item 5A). Ackerson recommended approval of the application based on the findings in his staff report. Ackerson added that a question about the potential need for additional right-of-way for FF Highway had been raised and was yet to be resolved. He recommended approving subject to dedication of additional right-of-way if required by MoDOT. He pointed out he had not had the benefit of considering any additional information presented during the public hearing.

Chairman Cary called for questions. Discussion ensued regarding two existing non-residential structures and their existing and proposed use, ingress / egress easements shown on the plan, and whether the property could be further subdivided. It was pointed out that the staff report included an error by associating the wrong requested zoning with the wrong acreages. Ackerson clarified that the proposed “B-4” Planned Business District zoning was proposed for the 5.0 acres containing the two existing non-residential uses and the “R-1” Single-Family District zoning was requested for the 15.69 acre area to the east. Ackerson verified that the public hearing notices included the correct descriptions and the error was limited to the staff report.

Acting Chairman Cary opened the public hearing and called for public comment. A representative for the applicant stated the applicant could not attend the meeting and he would be happy to answer questions. Discussion ensued regarding any intent to redevelop the property in the future. Ackerson confirmed he had reviewed the application not only for the applicant’s intended use, but also for other uses permitted under both requested zoning districts. He stated his recommendation was based on this consideration.

Plat details were discussed. Ackerson recommended approval subject to approval of the rezoning application. Commissioner Pam Scott questioned whether both applications could be approved with the same vote. Ackerson confirmed they could discuss both applications at the same time, but suggested they vote on each application separately.

Seeing no other public comment, Cary closed the public hearing.

Commissioner Lock moved to approve Item 4A subject to staff recommendations. Commissioner McRuer seconded. Motion passed 6-0.

5. REGULAR BUSINESS

A. Application for Replat of Lot 2, Enochs Ridge.

Acting Chairman Cary called for any further discussion on the proposed replat [see discussed under 4A].

Commissioner Lock moved to approve Item 4A subject to staff recommendations. Commissioner McRuer seconded. Motion passed 6-0.

B. Discussion of Planning and Zoning Commission Priorities

Director Ackerson stated that Staff had begun projecting Community Development Department expenses for 2014 and requested input from the Commission on planning priorities. Ackerson summarized the budget process and requested that the Commission help identify high priority projects to be considered as part of the 5-year capital improvement projects budget.

Commissioner Pam Scott suggested evaluating the stop sign at the intersection of 6th and West Street stating that when you drive down 6th street and are turning, you have to make adjustments because it is too steep. Commissioner Fricker suggested evaluating the stops at the intersections of 1st Street and Main Street and FF Highway (Mill Street) and Main Street. Commissioner Scott felt the sidewalk from Main to Crooked along Mill Street is way too narrow. She said that many people walk, bike and commute that trail and it seems too dangerous to her. She also recommended that the signage in downtown be updated and a rewrite of the zoning code and subdivision regulations to implement the City's Master Plan.

Ackerson requested that the Commissioners submit any additional items be submitted via email and encouraged the Commissioners to call if they needed to discuss any items. No action was taken.

6. UNFINISHED BUSINESS

None

7. OTHER BUSINESS

A. Highway Corridor Plan and Downtown Master Plan updates.

Director Ackerson pointed out that the City was working with Gould Evans for the 45 Highway Corridor Plan and they were currently in the initial assessment portion. He believed that a public meeting will probably be held in September or October.

Sean Ackerson announced that the kick-off meeting for the Downtown Master Plan was scheduled to be for Wednesday, September 4th at a time yet to be determined. The Parkville Downtown Master Plan would focus on improving downtown, identifying priorities and setting direction for growth and development in downtown.

In addition to the kick-off meeting, a series of neighborhood meetings, town hall meetings and other workshops will be held to give citizens, business owners, property owners and other interested in downtown an ability to guide the development of the plan.

B. Upcoming meetings.

Cary summarized upcoming meetings. No action was taken.

C. Additional items.

Director Ackerson introduced Greg Foss, the new Executive Director of the Parkville Economic Development Council. Greg shared his background and excitement about working with Parkville.

8. ADJOURNMENT

Commissioner Pam Scott moved to adjourn. Commissioner Fricker seconded. Motion to adjourn passed 6-0.

Meeting adjourned at 6:27 p.m.

Submitted by: _____
Sean Ackerson, Assistant City Administrator /
Community Development Director

09/09/13
Date

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**Minutes of the Regular Meeting of the
Planning & Zoning Commission
City of Parkville, Missouri
Tuesday, September 10, 2013 at 5:30 p.m.
City Hall Boardroom**

1. CALL TO ORDER

Chairman Dean Katerndahl called the meeting to order at 5:33 p.m.

2. ROLL CALL

Members present:

Dean Katerndahl, Chairman
Kelly Fricker
Bryant Lamer
Walt Lane
Judy McRuer
Pam Scott

Absent with prior notice:

Keith Cary, Vice Chairman
Bob Lock
Lonnie Scott

A quorum of the Planning Commission was present.

Staff present:

Sean Ackerson, Assistant City Administrator / Community Development Director
Amanda Miller, Department Assistant

3. GENERAL BUSINESS

A. Approval of Planning & Zoning Meeting Agenda.

Chairman Katerndahl opened the meeting by asking for a motion to approve the agenda as published.

**Commissioner Pam Scott moved to approve the agenda as published.
Commissioner McRuer seconded. Motion passed 6-0.**

B. Approval of Minutes from the August 20, 2012 Planning and Zoning Commission Meeting.

Assistant City Administrator / Community Development Director Sean Ackerson asked the commissioners to table the previous meeting's minutes and stated that they will be available at the next meeting.

Commissioner Lock moved to table the minutes. Commissioner Pam Scott seconded. Motion passed 6-0.

4. PUBLIC HEARING

A. Request to amend the Community Unit Plan for the National Subdivision to allow a reduced rear-yard setback for Lot 37 of the 4th Plat, generally known as 6213 Heathery Way. Case 13-09

Chairman Katerndahl opened the public hearing and called on Assistant City Administrator / Community Development Director Sean Ackerson to present the application and staff recommendation. Ackerson summarized the application and exhibits submitted for the record, as listed in his staff report. The applicants are requesting a reduction of the rear-yard setback to allow a new deck to extend from the back of the existing house. The property is zoned R-2 Single-Family Residential District and is part of a Community Unit Plan approved for the National subdivision. The R-2 zoning requires a 30 foot rear-yard setback, but the CUP designation allows for reduction if appropriate.

The rear-yard of the subject property abuts common open space and does not abut any other current or planned residential use. In 2008, the Planning Commission recommended and the Board of Aldermen approved a similar rear-yard reduction on the lot, allowing the existing deck to extend 8' 2" into the rear yard.

Ackerson summarized the analysis and conclusions from his staff report. He concluded that the reduction has no impact on abutting properties or golf-course, that due to the common open space, the spirit and intent of the zoning code is still met and that all other applicable regulations can still be met. He recommended approval of the proposed CUP amendment and reduced rear-yard setback.

Commissioner Lamer pointed out that there were no comments received to date and that the National has granted their approval of the proposed improvements. Pam Scott questioned if this property had a fence. Ackerson stated that it didn't appear so. Discussion ensued about the open space, landscaping and separation from the golf course.

Chairman Katerndahl called for public input and hearing none, he closed the public hearing and called for a motion.

Commissioner Lamer moved to approve Item 4A. Commissioner Pam Scott seconded. Motion passed 6-0.

B. Request to amend the Community Unit Plan for the Riss Lake Subdivision to allow a reduced rear-yard setback for Lot 298 of the 6th Plat, generally known as 7802 Twilight Place. Case 13-10

Chairman Katerndahl opened the public hearing and called on Assistant City Administrator / Community Development Director Sean Ackerson to present the application and staff recommendation. Ackerson summarized the application and exhibits submitted for the record, as identified in his staff report. He stated that the applicant proposes reductions to the rear-yard setback to accommodate a preferred design for a new single-family home and an accessory deck. A 2.9 foot rear-yard reduction is proposed to accommodate the deck and a 1.1 foot reduction to accommodate the single-family home.

The property is zoned R-2 Single-Family Residential District and is part of a Community Unit Plan approved for the Riss Lake subdivision. The R-2 zoning requires a 30 foot rear-yard setback, but the CUP designation allows for reduction if appropriate.

Ackerson summarized his analysis and comments from his staff report. He stated the subject property was 0.24 acres in area and was platted in 1994 as part of the Riss Lake 6th Plat. The property abuts Klamm Road, which is located outside Parkville in Kansas City. The property on the other side of Klamm is undeveloped, but zoned for residential uses on larger lots with deeper setbacks. Ackerson stated that he believes the minimum lot size was approximately 1.8 acres with a 25 to 40 foot setback. He concluded the proposed reductions would have no impact on the abutting property.

A letter from Dennis and Marcia Tighe, 7803 Twilight, dated Thursday, September 5, 2013 was referenced. In the letter, the property owner expressed several concerns, including a concern that the home was too large for the lot and that the home could not meet minimum require square footage. Ackerson stated there was no maximum lot coverage for this district. He evaluated the coverage and found the proposed residential structure covered approximately 19% and concluded this was close to the cover on the four closest lots; they range from 15-23% coverage.

With regard to minimum square footage requirements, the proposed structure is approximately 2,500 square feet and would exceed the R-2 district minimum requirement square footage, as well as the minimum square footage for the Riss Lake subdivision. Per the County Assessor's data, this would fall within the range of square footage for the four closest homes on Twilight Place; they range from approximately 2,100 to 2,700 square feet.

Ackerson concluded that the reduction has no identifiable impacts to abutting properties and that due to the irregular shape of the lot and separation from the abutting property to the east, the spirit and intent of the rear-yard setback is still met and that all other applicable regulations can still be met.

Commissioner Judy McRuer asked if Klamm Road was paved or not. Someone from the audience answered that it was slightly paved. Pam Scott then asked about the ability to move the home further back on the lot as requested in the letter from the Tighes and where widening Klamm Road would impact the lot. Ackerson answered by saying that any improvements would most likely have to be to the east, as Riss Lake was built up making acquisition of additional right-of-way very difficult. Rather he speculated that if expansion was needed, it would be to the east toward the undeveloped properties where additional land, if any, could be more easily acquired.

Discussion ensued about whether the proposed plans met all other criteria, where sidewalks and other infrastructure existed and about the ability to require a landscaped buffer. The applicant, Craig Archer from Newmark Homes, informed the commissioners that they would keep as many trees as possible, but would need to move some for the footing and confirmed that a large Sycamore would be removed.

Chairman Katerndahl called for public input. Dan Rottinghaus, 7800 Twilight Place said that he had been living at his current residence for eight years. He expressed concerns about stormwater runoff. He explained that when it storms, the existing storm drain does not take the water correctly and excess water runs across 7802 Twilight. He was concerned that the water would be diverted onto his property and flood his basement. He asked for a guarantee that his basement would not flood in the future. Sean

Ackerson told Rottinghaus that the storm drainage was not affected by the requested setback and would be a separate issue. Ackerson stated that he would have the Public Works Director evaluate the storm drain. Mr. Archer stated that they would probably have to develop a swale to help with the problem. Discussion ensued about alternatives and proposed grading. Ackerson stated that drainage was previously evaluated as part of the 6th Plat grading plans, but would be considered as part of the building permit. Dan Rottinghaus also questioned whether the new home would connect to an existing water valve, expressing concern about multiple homes sharing a meter. Mr. Archer stated they were being required to connect to a new meter.

Hearing no additional public comment, Chairman Katerndahl closed the public hearing and called for a motion.

Commissioner Pam Scott moved to approve the change in setback for Item 4B. Commissioner Lamer seconded. Motion passed 6-0.

C. Request to amend the Community Unit Plan for the Riss Lake Subdivision to allow a reduced rear-yard setback for Lot 639 of the 11th Plat, generally known as 6100 Westwood Court. Case 13-11

Chairman Katerndahl introduced the item and opened the public hearing. Prior to discussion, Commissioner Kelly Fricker stated she was within the 185 foot hearing notice area and would abstain from the vote. Discussion ensued about policy for abstaining. Fricker excused herself and left the room.

Ackerson summarized the application as a request to reduce the rear-yard by 1.5 to 7.5 feet to accommodate a desired single-family structure and accessory deck. He explained the reduction varied due to the proposed design and the angle of the rear-yard. He referenced exhibits as noted in the submitted staff report and summarized his analysis and conclusions. He explained the subject rear-yard abutted a 10 foot open space strip with a vacant lot on the other side. The open space strip is vegetated and provided additional screening to development on the lot.

Ackerson stated no public comments on the application had been received to date. He stated that the lot is approximately 0.3 acres in area and has been a part of Riss Lake since 2001. The property to the north is still vacant (owned by Don Julian Builders). As proposed, the single-family home would cover 21% of the lot. Homes near this property range from 12%-22% lot coverage. He noted that the home was proposed to be approximately 3,100 square feet, which exceeds the City's and Riss Lake's minimum standards.

Ackerson concluded that the reduction has no significant impacts to abutting properties, that with the reasonable preservation of trees within the 10 foot open space strip abutting the rear property line, the spirit and intent of the rear-yard setback is still met and that all other applicable regulations can still be met. He recommended approval of the proposed application subject to preservation of trees within the abutting open space strip.

The applicant Craig Archer pointed out that the vacant property owned by Don Julian Builders would likely never be developed as it has been determined to be too steep. Discussion ensued about the abutting lot, open space strip, existing vegetation and the proposed building plans. Pam Scott asked for reassurance that they wouldn't remove

any trees unless absolutely necessary. Mr. Archer stated their intent was to preserve as many trees as possible and referenced similar preservation in the surrounding lots.

Chairman Katerndahl called for public comments. Hearing none, he closed the hearing and requested a motion.

Commissioner Pam Scott moved to approve the request subject to preservation of trees within the abutting open space strip. Commissioner Walt Lane seconded. Motion passed 5-0. Commission Kelly Fricker abstained due to a conflict of interest.

Commissioner Fricker rejoined the meeting.

5. REGULAR BUSINESS

A. Discussion of Planning and Zoning Commission priorities for 2014.

Sean Ackerson informed everyone that staff was currently working on the 2014 budget and that he would like the Planning Commission to suggest capital improvements and help planning priorities. He stated that suggestions to date included: improving the stop and intersection improvements at 6th and West Street; consideration of stop and circulation improvements at the intersection of Main Street with Mill Street and 1st Street; updating the sign codes; rewriting the zoning and subdivision regulations; implementation of zoning and overlays for the new OTD-Residential district and guidelines; and IT improvements as necessary to aid with Planning Commission meetings. Discussion ensued about train horns and an ability to create a quiet zone and whether that should be added to the list. Ackerson summarized recent discussion and explained that this was being discussed again as part of the downtown master plan. Discussion ensued about any intent BNSF may have to add a second track, the ability to create a quiet zone, potential improvements and other related items. The Commission generally concurred that improvements necessary to eliminate train horns should be added to the list, unless there were some reason that could not be allowed.

6. UNFINISHED BUSINESS

None

7. OTHER BUSINESS

A. Applications/ project updates

- **Downtown Master Plan update**

Ackerson stated a kick-off meeting was held on September 4th and about 80 people attended. The next two meetings were scheduled for Thursday, September 12th from 6:30-9:00pm; these two meetings will be divided between business owners, property owners and downtown residents as one group and other Parkville residents as a second group. Ackerson also announced a two-day charette scheduled for September 17th and 18th.

- **Highway Corridor Plan**

Mr. Ackerson stated that the 45 Highway consultants had completed much of the existing conditions analysis, but the project was behind schedule due to the City's focus on the downtown master plan, which is on a very tight schedule.

- **Other projects**

Ackerson stated that the Board of Aldermen has approved the rezoning and final plat for the Enoch property as recommended by the Planning Commission (heard by the Commission in August).

Chairman Katerndahl enquired about the Platte Landing Park development. Ackerson informed him that a design was recently approved and that construction would begin soon. Some of the features include realigning Main Street along the riverfront, dog park, boat ramp and parking.

B. Upcoming meetings:

- **Board of Aldermen Meetings: Tuesday, October 1 at 7:00p.m. (September 17th meeting canceled due to conflicts)**
- **Planning & Zoning Commission meeting: Regular meeting Tuesday, October 8, 2013 at 5:30p.m.**

8. ADJOURNMENT

Commissioner Pam Scott moved to adjourn. Commissioner Fricker seconded. Motion to adjourn passed 6-0.

Meeting adjourned at 7:10 pm

Submitted by: _____
Amanda Miller, Department Assistant

10/07/13
Date

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**Minutes of the Regular Meeting of the
Planning & Zoning Commission
City of Parkville, Missouri
Tuesday, October 8, 2013 at 5:30 p.m.
City Hall Boardroom**

1. CALL TO ORDER

Chairman Dean Katerndahl called the meeting to order at 5:30 p.m.

2. ROLL CALL

Members present:

Dean Katerndahl, Chairman

Kelly Fricker

Walt Lane

Keith Cary, Vice Chairman

Bob Lock

Absent with prior notice:

Bryant Lamer

Judy McRuer

Pam Scott

A quorum of the Planning Commission was present. It was clarified that Lonnie Scott tenured his resignation as he was moving outside the City limits.

Staff present:

Sean Ackerson, Assistant City Administrator / Community Development Director

Amanda Miller, Department Assistant

3. GENERAL BUSINESS

A. Approval of Planning & Zoning Meeting Agenda.

Chairman Katerndahl called for a motion to approve the agenda as published.

Commissioner Cary moved to approve the agenda as published. Commissioner Fricker seconded. Motion passed 5-0.

B. Approval of Minutes from the August 20, 2013 and September 10, 2013 Planning & Zoning Commission meetings.

Chairman Katerndahl explained that the August 20, 2013 minutes were not received. Assistant City Administrator / Community Development Director Sean Ackerson asked the commissioners to table consideration of these minutes. Katerndahl called for any discussion on the September 10, 2013 minutes and seeing none he called for a motion.

Commissioner Lane moved to approve the September 10, 2013 minutes. Commissioner Fricker seconded. Motion passed 5-0. The August 20, 2013 minutes remained tabled.

4. PUBLIC HEARING

A. Request for approval of a proposed zoning district change for 5.0 acres from County "AG" Agriculture District to City "R-1" Single-Family District. Case No. PZ13-12.

Chairman Katerndahl opened the public hearing and called on Assistant City Administrator / Community Development Director Sean Ackerson to present the application and staff recommendation. Ackerson summarized the application and exhibits submitted for the record, as listed in his staff report. He stated that the applicant Kevin Myers was present at the meeting.

Ackerson displayed a map and identified the subject site and surrounding properties and development. He summarized the application as a request to rezone 5 acres to "R-1" Single-Family Residential District in order to construct a new single-family home on the subject property. Ackerson explained the property was annexed into Parkville in 2001 and has been zoned County AG since that time. He stated rezoning to a city zoning district was necessary to obtain a city building permit. The area to be rezoned is to be deeded to the applicant by separate instrument. Since the property to be deeded is not less than 5.0 acres and no new streets or access easements are required, the property does not have to be subdivided.

Ackerson summarized the review, analysis and findings from his staff report. He concluded the rezoning allowed development compatible with surrounding development, was consistent with the Parkville Master Plan projection and objectives and that services and utilities in the area were adequate to serve development under the zoning. He concluded that there would be no significant impact to surrounding properties and recommended approval as submitted.

He stated that as of the meeting, no public comments for or against the application had been received.

Commissioner Lock asked for clarification on the application and whether the Commission was approving just the zoning or whether a development plan was also proposed. Ackerson clarified they were only being asked to approved the requested zoning. Chairman Katerndahl called on the applicant, Kevin Myers. Mr. Myers agreed with staff comments. He stated that his intent to develop a single-family home on the property with the remainder of the larger parcel to remain undeveloped until an additional single-family home might be built in the future. Discussion ensued about existing use of the property, ownership and future intent.

Chairman Katerndahl called for additional public input and hearing none, he closed the public hearing and called for a motion.

Commissioner Cary moved to recommend approval of the proposed zoning district change for 5.0 acres from County "AG" Agriculture District to City "R-1" Single-Family District as proposed. Commissioner Lane seconded. Motion passed 5-0.

Ackerson stated that the application would be forwarded to the Board of Aldermen for consideration during their Tuesday, October 15, 2013 regular meeting.

5. REGULAR BUSINESS

A. Discussion of Planning and Zoning Commission priorities for 2014.

Assistant City Administrator / Community Development Director Sean Ackerson stated that staff was seeking the Commission's recommendation on capital improvement projects for 2014. He explained that City staff was preparing a list of planning projects, equipment, improvement projects and other capital improvements for consideration during the 2014 budget discussions and wanted the Planning Commission to prioritize what they believed to be the most important planning improvements. Ackerson summarized items discussed to date including zoning and subdivision regulation updates, implementing the adopted "OTD-R" Old Town District Residential Zoning and guidelines, demolishing a vacant home on city owned property at 6201 Highway 9, making improvements to the at-grade railroad crossings at East Street and Main Street as necessary to establish a quiet zone, improving the intersections of Main Street with First and Mill Streets and replacing two existing department vehicles. He stated that other non-capital improvement items had been identified and were forwarded to appropriate staff for consideration. These generally included traffic and traffic signage improvements.

Ackerson summarized each project and projected cost estimates. Discussion ensued about the process, why the Commission was being asked to participate and how non-planning capital improvements were being proposed. Ackerson stated that the Commission's recommendations would be forwarded to the Board along with recommendations from other advisory boards and staff. The larger list would then be prioritized by the Board of Aldermen. Discussion ensued.

Ackerson acknowledged that IT improvements necessary to assist with Commission meetings had also been requested, but were being addressed by the IT department and administrative staff.

In light of a number of Commissioners that could not make the meeting, Ackerson volunteered to email the list to all Commissioners, so they could rank the list individually. Once received, he would compile the list and see if clear priorities were identified and report back. Items could be discussed further if needed at the November meeting.

6. UNFINISHED BUSINESS

None

7. OTHER BUSINESS

A. Applications/ project updates

• **Downtown Master Plan update**

Ackerson stated that the Commission's Downtown Master Plan workshop, which was to follow the meeting, was being rescheduled due to the number of Commissioners who could not attend and the need for some Commissioners to leave early. He projected they needed a couple hours to receive updates on progress to date and to discuss their preferences and recommendations. The workshop would be rescheduled, but no meeting date had been set.

- **Highway Corridor Plan**

Ackerson Acknowledged the project is currently behind schedule and was being postponed due to conflicts with City and County projects. The consultant had been notified and was working with staff to identify a new schedule. Ackerson stated it was hard to host public input meetings in the winter due to conflicts with holidays, travel and other activities. He suggested they would likely be working on further analysis during the winter with public meetings being rescheduled for spring 2014.

- **Other projects**

Ackerson stated that an application had been received from QuikTrip corporation for construction of new QT at the southeast corner of the intersection of 9 Highway with 45 Highway. He stated staff was reviewing the application, but that no hearing or Commission consideration was scheduled at this time. Meanwhile, QT has scheduled a meeting to discuss the proposal with area neighbors on Wednesday, October 16th. Ackerson explained the application was part of a larger development plan, which had not yet been submitted and he projected the project would not be considered by the Planning Commission until late 2013 or early 2014.

B. Upcoming meetings

Chairman Katerndahl acknowledged the following upcoming meetings:

- Board of Aldermen Meetings: Tuesday, October 15th and Tuesday, November 5th at 7:00 p.m.
- Planning & Zoning Commission meeting: Regular meeting Tuesday, November 12, 2013 at 5:30 p.m.
- Downtown Master Plan:
 - Planning Commission workshop – rescheduled time and date to be determined
 - Board of Aldermen workshop – Tuesday, October 15, 2013 during the regularly scheduled Board of Aldermen meeting which begins at 7:00 pm.

8. ADJOURNMENT

Seeing no other discussion, Chairman Katerndahl called for a motion to adjourn.

Commissioner Cary moved to adjourn. Commissioner Lock seconded. Motion to adjourn passed 5-0.

Meeting adjourned at 6:07 pm

Submitted by: _____
Amanda Miller, Department Assistant

10/08/13
Date

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**Minutes of the Regular Meeting of the
Planning & Zoning Commission
City of Parkville, Missouri
Tuesday, November 12, 2013 at 5:30 p.m.
City Hall Boardroom**

1. CALL TO ORDER

Chairman Dean Katerndahl called the meeting to order at 5:37 p.m.

2. ROLL CALL

Members present:

Dean Katerndahl, Chairman
Kelly Fricker
Walt Lane
Bryant Lamer
Judy McRuer

Absent with prior notice:

Keith Cary, Vice Chairman
Bob Lock, Secretary
Pam Scott

A quorum of the Planning Commission was present.

Staff present:

Sean Ackerson, Assistant City Administrator / Community Development Director
Amanda Miller, Department Assistant

3. GENERAL BUSINESS

A. Approval of Planning & Zoning Meeting Agenda.

Chairman Katerndahl called for a motion to approve the agenda as published.

Commissioner Lamer moved to approve the agenda as published. Commissioner Fricker seconded. Motion passed 5-0.

B. Approval of Minutes from the August 20, 2013 and October 8, 2013 Planning & Zoning Commission meetings.

Assistant City Administrator / Community Development Director Sean Ackerson asked that the August minutes not be removed from the table, therefore no action was taken. Chairman Katerndahl called for any discussion on the October 8, 2013 minutes and seeing none he called for a motion.

Commissioner Fricker moved to approve the October 8, 2013 minutes. Commissioner McRuer seconded. Motion passed 5-0. The August 20, 2013 minutes remained tabled.

4. PUBLIC HEARING

None

5. REGULAR BUSINESS

A. Review of Parkville Downtown Master Plan draft.

Assistant City Administrator / Community Development Director Sean Ackerson began with a quick introduction and stated that he would be making notes and taking input from this meeting, incorporating it and coming back with a final plan in December. The presentation was handed over to Ken Boone and he began with notifying the commissioners that this project would be completed by November 30th, due to a funding deadline. Also, he informed everyone that the final adoption by the Board of Aldermen was anticipated on December 17, 2013. Ken summarized the purpose of the master plan; showing that change occurs and we are planning ahead for that change in a proactive manner.

Ken presented an outline of the plan and summarized major recommendations. Discussion ensued. Office and housing markets, transportation improvements and train noise were discussed. The economic development consultant concluded there was a strong market for office space and additional multifamily housing; however, the community did not support large-scale multi-family housing that would substantially change the Downtown Character. Instead, multi-family uses were only projected on a limited basis as part of redevelopment of the east side of East Street.

Regarding transportation, it was stated that small improvements would need to be made near-term and that long-term improvements like improving East Street would be important. When talking about the train noise, many questions were raised. Questions about any plans to add a second railroad track, the ability to install wayside horns and implement a quiet zone and other alternatives that might reduce train noise and minimize conflicts with pedestrians. Ken stated that BNSF has indicated an intent to add a second track as some time, but had not given a timeline, and would only indicated the anticipated track was not currently included in their five-year plan. The consultant team, including TranSystems, studied installation of a quiet zone, relocation of the railroad tracks and other potential improvements and did not recommend any action until a second track is installed. Ken stated quiet zone improvements had been estimated at nearly Ken discussed estimated costs of \$500,000 per intersection to install improvements necessary to seek a quite zone. He cautioned that installing the improvements prior to installation of a second track would result in additional expenditures to redo improvements later after a second track was added. These necessary additional improvements were estimated at as high as \$500,000. The Commission directed the consultant team to further discuss the issue and consider how the City could move forward with a quiet zone prior to installation of a second track.

6. UNFINISHED BUSINESS

None

7. OTHER BUSINESS

A. Applications/ project updates

B. Upcoming meetings

Chairman Katerndahl acknowledged the following upcoming meetings:

- Board of Aldermen Meetings: Tuesday, November 19th and Tuesday, December 3rd at 7:00 p.m.
- Planning & Zoning Commission meeting: Regular meeting Tuesday, December 10, 2013 at 5:30 p.m.

8. ADJOURNMENT

Seeing no other discussion, Chairman Katerndahl called for a motion to adjourn.

Commissioner McRuer moved to adjourn. Commissioner Lamer seconded. Motion to adjourn passed 5-0.

Meeting adjourned at 7:35 pm

Submitted by: _____
Amanda Miller, Department Assistant

11/14/13
Date

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**Minutes of the Regular Meeting of the
Planning & Zoning Commission
City of Parkville, Missouri
Tuesday, December 10, 2013 at 5:30 p.m.
City Hall Boardroom**

1. CALL TO ORDER

Chairman Dean Katerndahl called the meeting to order at 5:32pm

2. ROLL CALL

Members present:

Dean Katerndahl, Chairman
Keith Cary, Vice Chairman
Bob Lock, Secretary
Judy McRuer
Bryant Lamer
Pam Scott

Absent with prior notice:

Kelly Fricker
Walt Lane

A quorum of the Planning Commission was present.

Staff present:

Sean Ackerson, Assistant City Administrator / Community Development Director

3. GENERAL BUSINESS

A. Approval of Planning & Zoning Meeting Agenda.

Chairman Katerndahl called for a motion to approve the agenda as published.

Commissioner Scott moved to approve the agenda as published. Commissioner McRuer seconded. Motion passed 6-0

B. Approval of Minutes from the August 20, 2013 & November 12, 2013 Planning & Zoning Commission meetings.

Assistant City Administrator / Community Development Director Sean Ackerson asked that the August 20, 2013 minutes be postponed. Chairman Katerndahl called for any discussion on the minutes and seeing none he called for a motion.

Commissioner Scott moved to postpone approval of the August 20, 2013 minutes. Commissioner McRuer seconded. Motion passed 6-0. The August 20, 2013 minutes were postponed.

Chairman Katerndahl called for a motion to approve the November 12, 2013 Planning & Zoning Commission Meeting.

Commissioner Scott moved to accept the approval of the November 12, 2013 minutes. Commissioner Cary seconded. Motion passed 6-0

Chairman Katerndahl asked to move Regular Business ahead of the public hearing, so the applicant would not have to sit through the public hearing.

Commissioner Scott moved to accept, Commissioner McRuer Seconded. Motion passed 6-0

5. REGULAR BUSINESS

A. Consideration of the Replat of Lots 6 through 9 and Part of Lot 10, Block 30, City of Parkville. Ryan O'Laughlin, Owner PZ13-21

Chairman Katerndahl opened the public hearing and called on Assistant City Administrator/Community Development Director Sean Ackerson to present the application and staff recommendation. Ackerson summarized the application and exhibits submitted for the record, as listed in his staff report.

The Applicant and property owner, Ryan O'Laughlin proposes to subdivide parcel 20-7.0-35-100-019-008.000, containing all of lots 6 through 9 and part of lot 10 of block 30 of Parkville, into two lots. The property currently contains a multi-family structure and accessory garage on approximately 0.36 acres (15,839 square feet). As proposed, the property would be divided into lot 1 containing 0.22 acres (9,837 square feet) and Lot 2 containing 0.14 acres (6,002 square feet).

Ackerson stated the application had been reviewed against the City of Parkville's Municipal Codes, including the subdivision regulations, the R-4 district regulations, the height, area and bulk requirements and the parking regulations.

The primary consideration for approval of the final plat is the ability to meet the minimum applicable subdivision regulations and standards for permitted uses, lot size, setbacks and parking in the R-4 zoning district. Based on the final plat and supporting information submitted to date, staff finds that all applicable standards and requirements have been met, with the exception of the following:

- The use of proposed lot 1 unless the existing accessory garage is removed or the lots are reconfigured to keep the garage on the same lot as the residential structure; and
- Minimum rear-setback for proposed lot 2; and
- Minimum lot area for proposed lot 2 unless the existing residential structure is converted to a single-family use (currently multifamily).

Accordingly, staff recommended approval of the proposed *Replat of Lots 6 through 9 and Part of Lot 10, Block 30, City of Parkville* based on the following conditions being completed prior to recording of the plat or any building permits for new construction being issued:

- Conversion of the existing residential structure to a single-family use; and
- Removal of the existing garage, unless the lots are reconfigured to keep the garage on the same lot as the existing residential structure; and
- Parkland dedication of \$155.40, unless otherwise recommended by the Commission or Board of Aldermen; and

- Any other conditions deemed necessary by the commission.

Ackerson stated the applicant was in the audience. Chairman Katerndahl asked the applicant to come forward and called for any questions of the applicant.

Applicant Ryan O'Laughlin explained that he wants to build a new single family house on the property. He also owns another lot north of the plat. He explained that he is in the process of converting the existing house into a single family dwelling from the multi family use that it has previously been. He also stated that the existing garage is falling down and will be torn down.

Chairman Katerndahl called for any other questions or comments and seeing none asked for a motion.

Commissioner Scott moved to approve the application subject to removal of the existing garage, converting the existing home to a single family use and a \$155.40 Parkland dedication prior to recording the plat or any building permits for new construction being issued. Commissioner Lamer Seconded. Motion Approved 6-0.

Ackerson stated that the application would be forwarded to the Board of Aldermen for consideration during their Tuesday, December 17, 2013 regular meeting.

4. **PUBLIC HEARING**

A. Parkville Downtown Master Plan

Chairman Katerndahl opened the public hearing and called on Assistant City Administrator/Community Development Director Sean Ackerson to present.

Ackerson gave an overview of the Downtown Master Plan process including public meetings and prior drafts. Ackerson presented slides summarizing changes to the plan since last reviewed by the Commission. Since November, the project team had made several basic editing revisions (spelling, grammar, formatting and phrasing), added supporting images/ graphics / illustrations, descriptions and related references, updated Chapter 2.0, Economic & Market Analysis Summary of Major Findings to remove preliminary recommendations that were not consistent with final plan recommendations, and added a new Chapter 4.0, Implementation.

During the discussion, Commissioner Lamer questioned the recommendation regarding mitigation of train noise. He objected to the language in Section 3 on page 34 regarding the quiet zone. Ackerson explained that based on lack of overall support, the plan did not recommend making improvements for a quiet zone at this time. Instead, the plan broadly outlines necessary steps and estimated costs. The Commission discussed the impact of the train noise, questions about the cost estimates provided and concern that the statements would lead a reader to conclude that a quiet zone was specifically not recommended (not just that there wasn't consensus). Commission concurred with Lamer and recommended Section 3 on page 34 be revised to clarify how costs were estimated and to recommend the community continue to pursue a quiet zone. They also recommended an action item be included in Section 4.5 on page 69 calling for the development of a quiet zone layout to aide in further evaluation.

Additional discussion during the Commission meeting focused around any loss of control, authority of any outside agencies and any obligation to specific funding if the plan were formally adopted. Ackerson explained that adoption of the plan and incorporation into the City Master Plan would not obligate the City to any specific funding or expenses and would not delegate any City authority or development control to outside agencies.

During the Commission meeting, Jim Allen representing the Parkville EDC, stated the EDC's appreciation for the public process and completed work. Jim expressed support for the vision and recommendations previously reviewed, noting however, the EDC had not formally endorsed the plan yet since they had not taken a vote of their membership.

Chairman Katerndahl asked if there were any other questions or comments and called for a motion.

Commissioner Lamer moved to accept the plan as complete subject to recommended changes. Commissioner Lock seconded the motion. Motion Passed 6-0.

Ackerson stated that the Plan would be forwarded to the Board of Aldermen for consideration during their Tuesday, December 17, 2013 regular meeting.

6. UNFINISHED BUSINESS

None

7. OTHER BUSINESS

A. Applications/ project updates - None

B. Upcoming meetings

Chairman Katerndahl acknowledged the following upcoming meetings:

- Board of Aldermen Meetings: Tuesday, December 17th 2013 and Tuesday, January 7th 2014 at 7:00 p.m.
- Planning & Zoning Commission meeting: Regular meeting Tuesday, January 14th, 2014 at 5:30 p.m.

8. ADJOURNMENT

Seeing no other discussion, Chairman Katerndahl called for a motion to adjourn.

Commissioner McRuer moved to adjourn. Commissioner Cary seconded. Motion to adjourn passed 6-0

Meeting adjourned at 7:32pm.

Submitted by: _____
Sean Ackerson, Assistant City Administrator

03/03/2014
Date

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