

**Minutes of the
Planning & Zoning Commission Regular Meeting
City of Parkville, Missouri
Tuesday, February 9, 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
Pam Scott
Barbara Wassmer
Walt Lane

Commissioners Absent with prior notification:

Robert Lock
Michael Wright

A quorum of the Planning Commission was present.

Staff Present:

Lauren Palmer / City Administrator
Paul Giarratana / Building Official
Stephen Lachky / Community Development Director
Zach Tusinger / Community Development Part-Time Planner
Alysen Abel / Public Works Director
Kelly Yulich / Department Assistant

3. Announcements

- A. Introduction of New Planning & Zoning Commissioner Barbara Wassmer by Chairman Dean Katerndahl.

Chairman Katerndahl welcomed new Planning & Zoning Commissioner Barbara Wassmer and also thanked Commissioner Byrant Lamer for all his years and service on the Planning & Zoning Commission.

- B. Introduction of New Community Development Director by City Administrator Lauren Palmer.

City Administrator Palmer thanked the Chairman for allowing her to address the Commission in introducing Stephen Lachky as the new Community Development Director. Palmer gave an overview of his background and described his qualifications and most recent position with Mid America Regional Council, along with his involvement on the Route 9 Corridor Study. Lachky thanked the Commissioners and expressed his excitement in working with the City of Parkville, and the community. Chairman Katerndahl welcomed Lachky to the City.

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 Scott seconded. Motion passed: 7-0.**

B. **Approve the minutes from the November 30, 2015 Special Planning and Zoning Commission meeting.**

Chairman Katerndahl called for any discussion of the minutes or changes needed. Seeing none Chairman Katerndahl called for a motion to approve the minutes as proposed. **Vice Chairman Cary moved to approve the minutes, Commissioner Krtek seconded. Motion passed: 7-0.**

4. **PUBLIC HEARING**

None.

5. **REGULAR BUSINESS**

A. **Application for a planned district development permit for Park University** *Case PZ15-36, Park University, applicant.*

Chairman Katerndahl addressed the City of Parkville Staff for a description of the proposed application.

Building Official Paul Giarratana gave an overview of the application requesting 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 Campus) District. Giarratana stated 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. Staff explained that such uses include study halls, research facilities, classroom buildings and activity centers. Giarratana stated that this is a creative reuse of an historic structure on Park University's campus. Interior plans for this project have been reviewed by the City staff and interior building permits have been issued.

However, before permits for exterior work can be issued, the site plans must be approved by the City's Planning & Zoning Commission. Giarratana explained that the site plan will improve pedestrian circulation and connectivity in the historic core of the campus.

Staff then directed Park University's Architect, Michael Heule with Helix Architecture and Design, to give their presentation explaining the details and design of the outside changes to Norrington Hall.

Mr. Heule stated the City's staff analysis gave an excellent interpretation of what the University wants to create for Norrington Hall. He stated the exterior renovations will help to improve vehicular and pedestrian circulation. Heule explained the circulations of the parking lot used to be up on the east side of Norrington Hall. With the improvements, this will now be dedicated for pedestrians only, creating a more pedestrian-friendly environment with landscaping and sidewalks. He stated the exterior renovations will include an exterior egress stair on the north side, and a new entry vestibule on the backside of the building. The front entry will not be changed; it will still be retained as the primary entry into the building. The primary building changes consist of these minor renovations; however, the paving, landscaping and pedestrian circulation will be greatly improved.

Commissioner Delich asked how many square feet the building has; Staff stated estimated around 8,200 square feet with two full stories. Staff explained how City code requires an egress balcony since exit widths on the building do not meet requirements based on occupancy. Staff explained how this is being corrected and brought up to current code requirements.

Chairman Katerndahl questioned with the parking being removed up on top of the ridge, which the entrance will be brought in from the east. Heule explained the access routes. Staff also explained how the fire department can access the area as well.

Commissioner Scott questioned whether the egress stairs need to be covered due to the elements. Commissioner Delich asked if the stairs are a required fire egress. Staff stated it is a required egress; however, City codes do not require it to be covered. If covered a sprinkler system would need to be installed. Delich stated he thought it is a requirement for the egress stairs to be covered due to the elements in our area. Building Official Paul Giarratana stated it is not a requirement to have the stairway covered due to the egress width along with the occupancy count; the atrium stairs make up the requirement for evacuation in the event of an emergency. The exterior stairs are not a requirement stairway; it is more of a convenience stairway. Staff considers it more of an added amendment. Commissioner Scott assumed the egress stairs needed to be covered, not necessarily enclosed. She stated that visually it would make a difference upon the elevation. Scott was concerned it needed to be covered by code. Commissioner Delich questioned if the stairs would have open grating. Staff explained it would be an open grate.

Chairman Katerndahl questioned if this application would be going before the Board of Aldermen. Staff stated this is not an application the Board of Aldermen would be giving final approval for.

Commissioner Wassmer questioned whether the door would have similar characteristics to that of the front of the building. Heule explained they are keeping a clean and contemporary look of newly updated doors and windows on that side of the building.

Chairman Katerndahl requested a motion on the application.

Commissioner Scott questioned the conditions; whether they need to be met at the time of approval or if the Commission would be recommending a motion based upon conditions of the staff analysis.

Giarratana explained the Southern Platte Fire Protection District gave their final approval, and has written a memo stating the fact. Public Works Director Alysen Abel stated she has reviewed the application and plans and is satisfied with the proper erosion control put into place. Commissioner Delich asked if the Public Works Director if she was satisfied that the conditions can be met, and Public Works Director Abel responded that she was satisfied with the conditions.

Commissioner Scott moved to recommend approval of the application subject to the conditions herein. Commissioner Delich Seconded. Motion passed 7-0.

Commissioner Scott added to the recommendation. She would like to hear from staff regarding the resolution of the stairwell; whether or not the egress stairs need to be covered or enclosed.

REVISED MOTION Commissioner Scott Moved to recommend approval of the application subject to the conditions recommend by staff and after staff resolution and the reporting back as to whether or not the egress stairway needs to be covered or enclosed. Commissioner Delich Seconded. Motion passed 7-0.

Public Works Director Alysen Abel left the meeting at 6:51pm.

****See adopted addendum attached**

6. UNFINISHED BUSINESS

None.

7. OTHER BUSINESS

A. Update on the final report for the Route 9 Corridor Study

City Administrator Lauren Palmer gave an overview of the Route 9 Corridor Study report which was approved by the Board of Aldermen the previous month. Palmer explained the plan has 12 different project segments and gave an overview of each segment. Design elements include a 4 foot sidewalk on the west side of the corridor and a 10 foot multi-use trail on the west side of the corridor. Some areas will incorporate a center turn lane where warranted, along with a new traffic signal at Clark Ave. Access control points were displayed along certain segments. The report includes strategy to determine which segments should be implemented first. Palmer explained different impacts and developmental strategies on the different segments of the corridor and how they reflect with the *Vision Downtown Parkville* plan.

Commissioner Lane questioned whether utilities along the corridor would need to be underground. Administrator Palmer said cost analysis projections in the report are optimistic this can be accomplished. Commissioner Delich questioned implementation with the Missouri Department of Transportation (MoDOT) and how funding is needed now. Palmer stated the City is going to be seeking federal grants to help fund implementation of the projects. She elaborated saying how transportation funding strategies would be needed, and that Community Improvement District's (CID) or other tools could be used alongside public/private partnerships to fund the projects and implement the report's vision.

Commissioner Delich asked if there is a fixed priority to start the segments. Palmer stated that each segment was scored on a variety of factors. The report includes a project prioritization matrix and the highest priority is 62nd St. to Lakeview Dr.

Chairman Katerndahl asked whether a segment could be implemented sooner if a developer came forward and wanted to do a large development along the corridor. Palmer said this is correct and that implementation of project segments could possibly trigger additional development along the corridor.

B. Update on the Zoning & Subdivision Regulations Project

Chris Brewster with Gould Evans gave an overview of the Zoning & Subdivision Regulations Project. He stated the project goals will help development context in the City and balance the City's growth with character. Gould Evans staff is working on linking the City's code regulations to plans and policies, and making these regulations more user-friendly.

Brewster explained the firm's "plain language" approach to help make the regulations more useable and easier to understand. Gould Evans uses graphics and tables along with purpose and intent statements. The firm allows flexibility with the criteria to help determine logical framework and structure with the regulations. Brewster described the different phases and tasks which have been completed and which phrases and tasks still need to be completed. Gould Evans has wrapped up Phase 2 at this time. They are hoping to get into Phase 3 within the next two months, and believe the City can have an adoptable draft by either October or November.

City Administrator Lauren Palmer stated the project is six months behind schedule. Staff has reviewed the scope of work and initially thought of having a different steering committee other than the Planning & Zoning Commission; however staff decided the Planning & Zoning Commission needs to be the steering committee. Mr. Brewster explained the different phases and the additional meetings that will need to be conducted with the Planning & Zoning Commission. The six phases are:

- Phase 1 – Initiation
- Phase 2 – Analysis
- Phase 3 – Discussion
- Phase 4 – Initial Drafts
- Phase 5 – Final Drafts
- Phase 6 – Adoption

Staff would also like to have broad public meetings/open houses for members of the public to engage in. Chris Brewster gave an overview how the City's current code repeats itself in definitions and procedures in several different areas. His firm believes they can streamline this. He showed examples of in the City's code and which pages could be condensed into tables. Issues Gould Evans has identified include unclear/internal conflicts in procedure and criteria, scattered definitions, and lack of planning and urban design standards in subdivision regulations. Additionally, Chris said there are too many zoning districts in his opinion. His firm will also streamline and narrow the City's Board of Zoning Adjustments expectations.

Commissioner Scott stated that property annexed from Platte County into the City of Parkville needs to be properly zoned to a City district in order for any development to occur, and asked if the update would address and rectify this? Mr. Brewster stated that there is a zoning map component to the project and that his firm will confer to determine the correct process for addressing this issue.

Other areas being addressed include housing choices and neighborhood design, open and civic spaces, streets and streetscape design and general design standards (i.e., landscape, signs, storm water and parking), planned districts and their flexibility with regard to the integrated vision of downtown Parkville districts (e.g., OTD-R, OTD, TND), and the Highway 45 Corridor Plan and Route 9 Corridor Study. Mr. Brewster said the scope and public meetings will focus on these areas. Brewster stated that Gould Evans is currently writing papers and requested the Commissioners to review their drafts and contribute any ideas, thoughts or additional areas to address.

Commissioner Scott stated a task is for the Commission to approve a paint palette or design within the Old Town District since there currently isn't one in code, making it difficult for the Planning & Zoning Commission to approve projects. She stated the approval process is frustrating without criteria in place and asked if the project team could address this. Mr. Brewster said this could be done and that the Planning & Zoning Commission should think about the level of standards and review the Commission would like to have in the criteria; he also added that too many standards leads to differing interpretations.

Chairman Katerndahl stated the Commission should look within the documents that have been provided by Gould Evans to determine any additional questions or feedback that should be provided to Gould Evans.

Commissioner Scott asked if there are firm dates in place for the project timeline. Mr. Brewster explained the dates listed in the packet are tentative, but said his firm is looking at late March / early April for having an initial draft completed. Commissioner Scott stated her concern is there won't be enough time for the steering committee to review the initial draft papers prior to the first public meeting.

City Administrator Palmer stated she wants the Commission to make a recommendation to Mr. Brewster. Mr. Brewster stated there will be several additional meetings. Chairman Katerndahl asked the commissioners to please send any questions, thoughts or feedback to Community Development Director Stephen Lachky so he can communicate them to Mr. Brewster.

Commissioner Scott was still concerned the steering committee needs more information prior to the first public meeting. Mr. Brewster related the first public meeting is more of a relaxed informal public meeting for discussion. Discussion ensued as to the timeframe when the initial draft would be presented to the steering committee. Commissioner Scott reiterated her concern that the steering committee would be seeing initial draft papers for the first time at the public meeting. She prefers to see papers prior to them, and then convene following the public meeting to review information discussed. Administrator Palmer did not disagree; however, she was concerned this may interfere with the number of allowable meetings currently budgeted in the City's project scope with Gould Evans.

Commissioner Scott questioned if the Commission are going to be too involved in the project than what the consultant team anticipated. Mr. Brewster responded that he encourages participation and doesn't want to limit the amount of involvement by the Commission.

C. Update on the adopted Parkville Property Maintenance Code via Board of Aldermen

Building Official Paul Giarratana gave an update to the newly adopted Parkville Property Maintenance Code. The Board of Aldermen approved the update at the last Board of Aldermen meeting. Giarratana explained that staff had currently been working under two separate codes which were conflicting with one another. Giarratana had rewritten and combined the two codes making it one document. The new document is streamlined and cleaned up. Additionally, the Property Maintenance Code is tailored to our City and has given staff easier methods for notifying code violator's and helps staff in addressing code violation issues. We are making it more of a community effort other than a city effort.

D. Upcoming Meetings & Dates of Importance:

- Board of Zoning Adjustment Meeting: Wednesday, February 10, 2016 at 5:30pm

- Board of Aldermen Meetings: Tuesday, February 16, 2016 and Tuesday, March 1st, 2016 at 7:00 pm.
- Planning & Zoning Commission Regular Meeting: Tuesday, March 8th, 2016 at 5:30 pm.

City Administer Lauren Palmer recognized Part-Time Planner Zach Tusinger for his service. She said Mr. Tusinger will be graduating in May and moving to the west coast.

8. ADJOURNMENT

Seeing no other discussion, Chairman Katerndahl called for a motion to adjourn. **Commissioner Scott moved to adjourn, Commissioner Delich seconded. Motion passed: 7-0.** Meeting adjourned at 7:08 p.m.

Submitted by:

Kelly Yulich
Community Development Department Assistant

2-10-16
Date

ADDENDUM TO 2-9-16 PLANNING & ZONING MEETING

Date: Monday, February 22, 2016
To: The Planning and Zoning Commission
From: Community Development Staff
RE: Norrington Hall egress stairway

Commissioner Scott and Commissioner Delich raised a question related to approval of the application for a planned district development permit for Park University (Case PZ15-36, Park University, applicant):

The motion:

Commissioner Scott Moved to recommend approval of the application subject to the conditions recommend by staff and after staff resolution and the reporting back as to the stairway if it needed to be covered or enclosed. Commissioner Delich Seconded. Motion passed 7-0.

Is it a requirement of City code to cover and protect the egress stairs from weather and elements? Other concerns the Planning & Zoning Commission raised were whether the egress stairs are for convenience purposes only or if the egress stairs are a requirement of City code. The applicant explained the egress stairs as a “safety relief valve”. The Commissioners wanted to verify whether or not the stairs need to be enclosed, covered or open according to City code.

Building Official Paul Giarratana reviewed the codes and plans after the Planning & Zoning Commission meeting and determined the following:

Going back and looking at the permit review to answer the question on second floor egress stairs, the exterior stairs are required but do not need to be covered from the elements. The code does not require the stairs to be covered. If the stairs where covered then the covering would need to be fire and smoke rated. I believe the intent of the code is to keep the exterior stairs open to keep the accumulation of smoke and toxic gases out of the exiting element.

The exposed stairs will be constructed out of 1 ½ inch non-slip steel grate galvanized.

The following code sections applied:

1. The second floor has an occupancy load of 123 persons; **per IBC Section 1015.1** two exits from any space shall be required for occupancy with more than 49 persons
2. **1026.2 Use in a means of egress.** Exterior exit stairways and ramps shall be permitted as an element of a required means of egress for buildings not exceeding six stories above grade plane or which are not high-rise buildings.
3. **1009.9.2 Outdoor conditions.** Outdoor stairways and outdoor approaches to stairways shall be designed so that water will not accumulate on walking surfaces.

4. 1026.2 Use in a means of egress. Exterior exit stairways and ramps shall be permitted as an element of a required means of egress for buildings not exceeding six stories above grade plane or which are not high-rise buildings.
5. 1026.3 Open side. Exterior exit stairways and ramps serving as an element of a required means of egress shall be open on at least one side. An open side shall have a minimum of 35 square feet of aggregate open area adjacent to each floor level and the level of each intermediate landing. The required open area shall be located not less than 42 inches above the adjacent floor or landing level.