

**Minutes of the  
Planning & Zoning Commission Special Workshop  
City of Parkville, Missouri  
Tuesday October 11, 2016 @  
5:30 p.m.  
City Hall Boardroom**

**1. CALL TO ORDER**

Chairman Katerndahl called the meeting to order at 6:56 p.m.

Commissioners present

Dean Katerndahl, Chairman  
Keith Cary, Vice Chairman  
John Delich  
Walt Lane  
Barbara Wassmer  
Doug Krtek  
Shane Smeed  
Kim Verhoeven  
Michael Wright

Staff Present

Stephen Lachky/ Community Development Director  
Shakedra Knight/ Community Development Department Assistant

Note: This workshop was made open to the public and all interested parties were welcome to attend. All items were for discussion only. The Planning & Zoning Commission did not take any action on any workshop agenda item.

**2. WORKING SESSION**

**A. Parkville Zoning Code and Subdivision Regulations Update project –  
Initial draft documents**

**Chris Brewster** – Consultant for Zoning Code and Subdivision Regulations Update Project

Consultant Chris Brewster opened by stating he received the emails regarding questions and he would address those. He presented the packet of the latest draft and stated he hoped for thoughts and suggestions from the Commission. Brewster stated the format of his presentation would be to address the main topics of Subdivision Design, Design, Signs, and Special Districts. He added that the definitions would be addressed last.

Brewster guided the Commission through the packet to address edits since the last draft. He started with Section 403 Applications and Procedures and stated there were not

many changes. Major and Minor Site Plan was broken down in that Section and Brewster asked for Commission input regarding that. Section 411 addressed Supplemental Standards and would now include topic specific regulations. He added Wireless Communication was recently addressed and there were no changes to Floodplain Management.

Brewster explained that Section 407 was flagged for Building Design standards. He stated it would be addressed in the adoption draft but may be removed. Chairman Katerndahl questioned whether Section 405 would address Planned Districts. Brewster replied yes and added all districts would be covered. Commissioner Delich asked about combined development being addressed. Brewster answered it would be addressed as Mixed Use and also pointed out the 'P' and 'C' in the legend referenced permitted and combined use. Next he stated that Subdivision Standards were context appropriate and addressed in Section 404.

Commissioner Delich used Bank Liberty canopy removal as a reference and asked where Code would address the issue regarding traffic. Brewster explained there was a guide for Old Town District (OTD) where parking and landscaping were addressed.

Consultant Brewster used a PowerPoint image to illustrate the Open Space System concept and the different standards based on different locations. He also addressed design parameters and noted some standards were taken from the Parkville Master Plan. Brewster illustrated examples of Street Design in the same manner. Next he addressed Site Design. He explained that it was broken down into six (6) categories and included an entire section on screening.

Brewster announced there was a new section designated for lighting. He addressed Access and Parking standards and explained they would be included with mitigation options. Commissioner Delich commented property lines, right-of-way lines, sidewalks, and landscapes were pushed to the limits and needed to be cleaned up.

Brewster moved to the next topic of signs. He stated the issue was tough to deal with and needed to be simplified. He detailed changes in the section and pointed out specifics. Electronic Message Centers (EMC) corresponded with the fifty (50) percent sign face discussed by Director Lachky. He stated a lot of cities double sign area with face and asked for input from the Commission. Commissioner Delich commented he hoped final aesthetics and size would be addressed. Delich added he had seen EMCs that looked horrible and he hoped to use criteria (via Code) that made sense. Brewster stated landscape was more difficult but materials were addressed. He explained Window Signs were exempted up to a certain percentage of the window size. He also explained that Planned Sign Districts were addressed and that allowed control over aesthetics. Brewster asked for the Commission to look over the Sign Section and provide feedback.

Special Districts were addressed and Brewster illustrated the draft information with Table 406-1 and 406-2. He stated Housing was addressed under Conditional Use Permits and included three and four-plex and Row housing. Brewster stated he talked with the City Attorney regarding when Public Notice is needed in reference to housing. He also stated 'R4' and 'R5' could be combined. 'R4' would represent OTD and used City wide; 'R5' would represent large scale apartment districts. Business Park would also be in a specific district.

Consultant Brewster illustrated the use Table 405-2. He pointed out 'U1' was not on the zoning map and suggested treating the Underground as a CUP; he asked for feedback regarding his suggestion.

Chairman Katerndahl asked whether there were other major changes requiring public notice. Brewster answered there were not. He added that per the City Attorney clean up did not require public notice.

Brewster explained in detail current districts and proposed changes/condensing approaches to uses and districts. He stated he went into more detail than intended and again asked the Commission to review the draft and give feedback. Brewster explained that he would take into consideration information from the Board of Aldermen November meetings and ideally liked to have the project finalized for adoption by December 15, 2016.

Katerndahl asked if the Commission was able to provide citizens' summaries relevant to what they needed. Brewster answered yes.

Katerndahl confirmed November meeting intent was detail oriented. Brewster replied it was. He added the current draft had errors and the final draft would be clean. He also confirmed comments were requested before the next meeting in order to be addressed.

Commissioner Cary pointed out the next Commission meeting was on Election Day and requested it be moved. Director Lachky stated he would send an email confirming the date.

Chairman Katerndahl asked if there were any other questions. Seeing none, he adjourned the meeting.

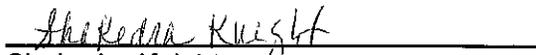
### 3. ADJOURN

The Special Workshop was adjourned at 7:45 p.m.

Submitted by:

  
\_\_\_\_\_  
Stephen Lachky, AICP  
Community Development Director

10-11-16  
Date

  
\_\_\_\_\_  
Shakedra Knight  
Community Development Department Assistant

10-11-16  
Date