

**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 6<sup>th</sup> and West Street stating that when you drive down 6<sup>th</sup> street and are turning, you have to make adjustments because it is too steep. Commissioner Fricker suggested evaluating the stops at the intersections of 1<sup>st</sup> 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

*Information on these items is maintained at Parkville City Hall and is available for viewing during normal office hours. Planning and Zoning 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.*