

**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 approve 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

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.