

**Minutes of the Regular Meeting of the  
Planning & Zoning Commission  
City of Parkville, Missouri  
Tuesday, August 12, 2014 at 5:30 p.m.  
City Hall Boardroom**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Commissioners Present:

Dean Katerndahl, Chairman  
Keith Cary, Vice Chairman  
Bob Lock, Secretary  
Judy McRuer  
Pam Scott  
Doug Krtek-Arrived at 5:40pm.

Absent with prior notice:

Kelly Fricker  
Walt Lane  
Bryant Lamer

A quorum of the Planning Commission was present.

Staff Present:

Sean Ackerson, Assistant City Administrator / Community Development Director  
Kelly Yulich, Department Assistant

**3. GENERAL BUSINESS**

**A. Approval of Planning & Zoning Meeting Agenda.**

Chairman Katerndahl called for any discussion on the agenda and explained that that a request to change the public meeting item 4.A be moved to the last item of the evening since the two applicants for items 4.B and 5.A were present. Seeing no objections in the change of the agenda he called for a motion to approve.

**Commissioner Scott moved to approve the agenda change. Commissioner McRuer seconded. Motion passed 5-0.**

**B. Approval of Minutes from the July 8, 2014 Regular Commission meeting and the July 8, 2014 Work Session.**

Chairman Katerndahl called for any discussion on the minutes and seeing none he called for a motion to approve.

**Commissioner McRuer moved to approve the minutes. Commissioner Scott seconded. Motion passed 5-0.**

#### 4. **PUBLIC HEARING**

##### **A. Adoption of a revised Vision Downtown Parkville (previously referred to as the Parkville Downtown Master Plan)**

Community Development Director Ackerson gave an overview of the revisions being made to Vision Downtown Parkville formally known as the Parkville Downtown Master Plan. He explained that following reviews, considerations and input expressed from the Board, Planning Commission, staff and others involved in the project a number of revisions were recommended. In addition, he suggested updating the acknowledgments page to reflect current elected and appointed officials and accepting technical assessments, reports and studies prepared during the plan separately instead of adding them to the document as appendices.

Ackerson expressed the need for the administrative authority to correct report hierarchy, grammatical errors and miscellaneous typos. He suggested that an executive summary that ties together all the individual projects be prepared and adopted separately.

Ackerson recommended that the planning commission adopt the document subject to the revisions.

Chairman Katerndahl asked the Commission if they had any questions or comments directed to Mr. Ackerson prior to opening up the public hearing. Commissioner Scott had questions concerning the train noise.

Chairman Katerndahl opened up the public hearing and asked the public for any input. Seeing none, he closed the hearing and called for a motion.

**Commissioner Scott moved to approve with the recommendations set forth by the staff. Commissioner McRuer seconded. Motion to approve passed 6-0.**

Ackerson stated that the planning Commission's action will be forwarded to the Board of Aldermen along with any explanation thereof for final action.

##### **B. Application for a conditional use permit to allow additional antenna & modifications to existing lattice cell tower at 6205 Kelly Drive.** *Case PZ14-20, SSC, Inc. on behalf of T-Mobile*

Community Development Director Ackerson stated T-Mobile, was requesting approval to amend the conditional use permit (CUP) for the existing lattice communications tower located at 6205 Kelly Drive. The application proposed the installation of six new antennas and other associated changes. The subject tower is the northern most of the two towers on the site and is also identified as the lattice tower (not the monopole tower). Specifically, the applicant proposed to:

- Install six new Andrew quad-port antennas centered at a height of 214 feet
- Install new Nokia remote radio units (RRU's)
- Install a new flexi equipment and panel, junction box, cable and associates equipment
- Install new hybrid cable to the RRU's

- Install coax hangers, connectors, jumpers and make structural modifications to the tower in accordance with the Tower Analysis Report for T-Mobile, site A5C0057, Wireless Resources by SSC Inc. dated and sealed dated June 9, 2014.

The subject tower was constructed March 1, 1997. Per Section 471.020, C, any tower or antenna permitted prior to November 4, 1997 is considered pre-existing and is not subject to a conditional use permit. However, the proposed antennas and other new equipment are not exempt as pre-existing and require an amendment to the existing conditional use permit per Section 471.040. The tower, remainder of existing antennas and equipment and the tower compound are depicted in the application and discussed herein, but are not subject to this application or the proposed conditional use permit. Staff concluded that the proposed tower modifications do not increase the maximum tower height; the new antenna and structural modifications will have little, if any additional impact on surrounding properties; the tower is exempt from the landscaping / screening, setback and separation requirements; the tower components and foundation have been found to be structurally sufficient by a licensed structural engineer subject to the proposed construction drawings.

Ackerson recommended approval subject to the following conditions:

- The new antenna and tower modifications must meet or exceed the current standards and regulations of the FAA, the FCC, and any other agency of the Federal Government with the authority to regulate towers and antennas;
- As applicable, approval of a building permit, including review of structural modifications by a third party engineer qualified to do such and post construction inspection by the same;
- All new antenna, equipment and tower modifications must be of a light, neutral color that is identical to, or closely compatible with, the color of the supporting structure so as to make the antenna and related equipment as visually unobtrusive as possible;
- Implemented all recommendations of the Tower Analysis Report for T-Mobile, site A5C0057, Wireless Resources by SSC Inc. dated and sealed June 9, 2014 and construction drawing set identified as T-Mobile Site Modernization For Existing Cell Site, Wireless Resources site number A5C0057A, dated March 25, 2014 and sealed by Shelton Keisling March 26, 2014 and by Robert E. Jensen March 27, 2014; and
- Any additional conditions the Planning and Zoning Commission determined that are necessary to meet the requirements of Chapter 471.

Chairman Katerndahl asked the applicant to step forward. The applicant's representative Justin Anderson with SSC, Inc. gave a brief summary of the upgrades to the antenna and described why the upgrades were needed. He concurred with staff's conclusions and recommendation.

Commissioner McRuer questioned when the last time any upgrades had been done. Community Development Director Ackerson stated the last upgrades were done in 2011. Commissioner Scott questioned how many more upgrades will be needed and the applicant stated as long as technology keeps evolving, upgrades will be needed. They will continue to use the existing antennas as long as is feasible.

Chairman Katerndahl opened up the public hearing and asked the public for any input. Seeing none, he closed the hearing and called for a motion.

**Commissioner McRuer moved to approve with the recommendations set forth by the staff. Vice Chairman Cary seconded. Motion to approve passed 6-0.**

Ackerson stated that the planning Commission's action will be forwarded to the Board of Aldermen along with any explanation thereof for final action.

## **5. REGULAR BUSINESS**

### **A. Application for a Final Development Plan for a 60' monopole training tower on a portion of 6.28 acres located at 16203 Hwy 45, Parkville.** *Case PZ14-24, Pinnacle Career Institute, applicant*

Community Development Director Ackerson summarized the application stating Pinnacle Career Institute proposed to install a new 60' monopole training tower at 16203 Hwy 45. Earlier this year the Planning and Zoning Commission and Board of Aldermen unanimously approved a site plan for a 60' lattice training tower in conjunction with rezoning the same property to "B-P" Planned Business District. The application proposed to modify the previously approved plans by adding the new monopole training structure in the southeast corner of the compound. The new structure is proposed to be approximately 60 feet tall and 7 feet wide at the base. Like the approved lattice tower, the proposed tower will include a platform at the top of the tower and the applicants will utilize the tower to provide climbing, repair and safety training.

The existing compound is located on 6.28 acres owned by Kansas City Power and Light, who has leased the property to the applicant and has authorized the additional on and offsite improvements.

Ackerson concluded that with the staff recommended conditions, the proposed site plan meets the intent of the B-P district standards and regulations. Further, the proposed development is as compatible with the projected uses in the abutting business park as the existing and projected uses on the subject site and the immediately abutting site to the south. Last the plans are compatible with the previously approved site plans for the existing lattice tower. Ackerson recommended approval subject to the following conditions.

- sidewalks or trails be deferred until such time as development on abutting properties warrants the improvements or they can be coordinated with trail improvements on 45 Highway;
- review and approval by the Public Works Director and inclusion of any recommended storm water management improvements necessary, if any;
- setting aside an additional 2,000 square feet of open space abutting the existing parking area as a land-bank for future parking, if ever needed; and
- approval of a final landscaping plan by the Community Development Director prior to issuance of a building permit with construction prior to issuance of a final occupancy permit.

Chairman Katerndahl asked for the applicant to step forward and Mr. Matt Kilday the representative for Pinnacle Career Institute gave a brief explanation that the structure will be used in training for cell phone towers some but mainly for wind turbine installation and repair training. Chairman Katerndahl asked for any questions or concerns from the board and seeing none he called for a motion.

**Commissioner Scott moved to approve with the recommendations set forth by the staff. Commissioner Krtek seconded. Motion to approve passed 6-0.**

Ackerson stated that the planning Commission's action will be forwarded to the Board of Aldermen along with any explanation thereof for final action.

**6. UNFINISHED BUSINESS**

None

**7. OTHER BUSINESS**

**A. 45 HWY Corridor Plan Update**

Ackerson gave a brief summary of the first meeting in July. The meeting was very productive and they have a tentative second meeting scheduled for Tuesday August 26<sup>th</sup>. Their goal is to be ready for public input for a September meeting and to be complete by the end of the year.

**B. Upcoming Meetings**

Chairman Katerndahl **acknowledged the following upcoming meetings:**

- **Planning Commission work session: Tuesday, August 12<sup>th</sup>, immediately following adjournment of the regular meeting.**
- **Board of Aldermen Meetings: Tuesday, August 19<sup>th</sup> and Tuesday, September 2nd at 7:00 pm.**
- **Planning & Zoning Commission Regular Meeting Tuesday at 5:30 pm.**

**8. ADJOURNMENT**

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

**Commissioner Scott moved to adjourn. Commissioner McRuer seconded. Motion to adjourn passed 6-0. Meeting adjourned at 6:30pm.**

Submitted by: \_\_\_\_\_  
Kelly Yulich, Department Assistant

**8-13-14**  
**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.*