



Planning & Zoning Commission
Regular Meeting Agenda
City of Parkville, Missouri
Tuesday, December 11, 2018 @ 5:30pm
City Hall Boardroom

1. Call to Order
2. Roll Call
3. General Business
 - A. Approve the Agenda
 - B. Approve the minutes from the November 13, 2018 regular meeting of the Planning & Zoning Commission
4. Unfinished Business
 - A. None.
5. Public Hearing
 - A. None.
6. Regular Business
 - A. Discussion of Bylaws and Procedures
7. Other Business
 - A. Upcoming meetings & dates of importance:
 - Board of Aldermen Meetings: Tuesday, December 18, 2018 and January 2, 2019 at 7:00 p.m.
 - Board of Zoning Adjustment Meeting: December meeting is canceled.
 - Planning & Zoning Commission Regular Meeting: Tuesday, January 9, 2018 at 5:30 p.m.
8. Adjournment

Post Date & Time: _____ By: _____

**Minutes of the
Planning & Zoning Commission Regular Meeting
City of Parkville, Missouri
Tuesday, November 13, 2018 at 5:30pm
City Hall Boardroom**

1. CALL TO ORDER

Chair Katerndahl called the meeting to order at 5:30 p.m.

2. ROLL CALL

Commissioners Present:

Dean Katerndahl, Chairman
Keith Cary, Vice Chairman
John Delich
Walt Lane (arrived at 5:32)
Barbara Wassmer
Doug Krtek (arrived at 5:32)
Shane Smeed (absent with prior notice)
Kim Verhoeven
Michael Wright
A quorum of the Planning & Zoning Commission was present.

Staff Present:

Stephen Lachky/Community Development Director
Alysen Abel/Public Works Director
Shakedra Knight /Management Analyst/Community Development Assistant

3. GENERAL BUSINESS

A. Approval of November 13, 2018 Planning & Zoning Commission meeting Agenda.

Chairman Katerndahl called for questions. Seeing none he called for a motion to approve the agenda.

Commissioner Delich moved to approve the agenda, Commissioner Cary seconded. Motion passed: 7-0.

B. Approval of the minutes from the October 9, 2018 Planning & Zoning Commission meeting.

Chairman Katerndahl called for questions. Seeing none he called for a motion to approve the minutes.

Commissioner Cary moved to accept the minutes, Commissioner Verhoeven seconded. Motion passed: 8-0.

C. Approval of the minutes from the October 10, 2018 Planning & Zoning Commission meeting.

Chairman Katerndahl called for questions. Seeing none he called for a motion to approve the minutes.

Commissioner Cary moved to accept the minutes, Commissioner Verhoeven seconded. Motion passed: 8-0.

4. UNFINISHED BUISNESS

A. None

5. PUBLIC HEARING

- A. Application for Zoning Map Amendment for Creekside Industrial, a planned industrial development consisting of pad sites for office/service and industrial uses on 48.95 acres, more or less, generally located at the southwest quadrant of the intersection of I-435 and MO-Hwy 45 in Parkville, MO 64152. #PZ18-18E, *Brian Mertz, Parkville Development 50, LLC, Applicant*
- B. Application for Preliminary Development Plan for Creekside Industrial, a planned industrial development consisting of pad sites for office/service and industrial uses on 48.95 acres, more or less, generally located at the southwest quadrant of the intersection of I-435 and MO-Hwy 45 in Parkville, MO 64152. #PZ18-18F, *Brian Mertz, Parkville Development 50, LLC, Applicant*

Director Lachky gave a brief background on the applications. He identified the subject properties and provided the history including zoning and previously proposed and approved designs. He referenced previous staff reports and addressed the Neighborhood Improvement District (NID), RFPs and FAQs. He concluded with a detailed timeline of the application approval process.

Patricia Jensen with White Goss Law Firm handed out copies of the applicant's presentation. She explained the previously withdrawn and resubmitted applications. She presented the area plan, current zoning, and illustrated photos of the subject property. She concluded by stating that the staff report made certain recommendations and the applicant was in agreement with all of those conditions.

Brian Mertz explained that the terrain interfered with development on the subject property and presented the proposal.

Commissioner Cary asked the applicant about limited flex industrial uses. Brian Mertz stated it would have the ability to have a small office component and a warehouse in addition. He provided a similar example of the industrial complex off of Kelly Dr. in Parkville.

Director Lachky showed aerial imagery of the subject property and then reviewed the plans layout, requirements of the new tenants, the proposed grading, and screening. He presented staff review criteria and conditions, signage requirements, and pointed out that an updated traffic impact study was required of the applicant.

Director Lachky addressed questions regarding the rezoning application and the standards with different districts. He reviewed the staff report and then concluded stating staff recommended approval.

Commissioner Lane asked about challenges with utilities and easements. Lachky stated that there were some extension requirements but were no known challenges.

Commissioner Wright whether there was a footprint size limitation on “I-2-P” zoning. Lachky stated there was not one aside from setbacks. He added that the applicant would have to go through the subdivision re-plat process to combine plats.

Chairman Katerndahl called for questions from the Commission. Seeing none he opened up the public hearing.

Tim Albright (18011 NW Jade Ct, Platte County). He generally spoke of his reasons for opposition of the proposed development.

Chairman Katerndahl called for additional comment. Seeing none he closed the public hearing.

Discussion ensued regarding the difference in verbiage and standards of “I-1”, “I-2” and “I-3” zoning districts.

Discussion ensued regarding growth and development.

Commissioner Delich moved to closed discussion. Commissioner Wright seconded. Motion passed: 8-0

Chairman Katerndahl called for a motion on the proposed application.

Commissioner Wright moved to approve the Application for Zoning Map Amendment for Creekside Industrial, a planned industrial development consisting of pad sites for office/service and industrial uses on 48.95 acres, more or less, generally located at the southwest quadrant of the intersection of I-435 and MO-Hwy 45 in Parkville, MO 64152, Commissioner Verhoeven seconded. A Roll call vote passed the motion: 8-0

Commissioner Delich moved to approve the Application for Preliminary Development Plan for Creekside Industrial, a planned industrial development consisting of pad sites for office/service and industrial uses on 48.95 acres, more or less, generally located at the southwest quadrant of the intersection of I-435 and MO-Hwy 45 in Parkville, MO 64152, subject to all staff conditions, Commissioner Lane seconded. A Roll call vote passed the motion: 8-0

- C. Application for a Conditional Use Permit (CUP) to operate a Recreation – Indoor, Limited use yoga studio at 102 Main St in Parkville, MO in the “OTD” Old Town District on parcel #20-7.0-35-100-036-013.001 (0.04 acres, more or less), generally located on the west side of N Main St between NW Mill St and W 2nd St. #PZ18-26, *Wendy Landry, Om Prana Yoga, Applicant*

Director Lachky introduced the application and gave the history including similar request in the past. He explained the reason for the request, development code requirements for pedestrian traffic and parking, and reviewed the staff criteria considered. He concluded stating staff recommended approval.

Applicant Wendy Landry addressed the Commission stating that she was requesting approval. She explained the proposed setup and referenced Artisan Studio as an example. Landry gave the

history of her business, its success. Limitations with the current location, her education and experience, detailed the accredited programs offered and concluded stating Om Prana Yoga was an established business with deep roots.

Commissioner Wassmer asked about retail hours. Landry explained they would evaluate pedestrian traffic and set retail hours accordingly.

Chairman Katerndahl called for questions. Seeing none he opened up the public hearing.

Downtown business owner Kathleen Fasoni (5647 NW Union Chapel) generally spoke about her support for the applicant.

Downtown business owner Michael Fasoni (5647 NW Union Chapel) generally spoke that the retail Ordinance was not good for OTD and gave his reasoning.

Chairman Katerndahl called for additional questions. Seeing none he closed the public hearing.

Commissioner Krtek moved to approve the Application for Conditional Use Permit (CUP) to operate a Recreation – Indoor, Limited use yoga studio at 102 Main St in Parkville, MO in the “OTD” Old Town District on parcel #20-7.0-35-100-036-013.001 (0.04 acres, more or less), generally located on the west side of N Main St between NW Mill St and W 2nd St., for a period of 20 years, subject to all staff conditions, Commissioner Wassmer seconded. Motion: 8-0

6. REGULAR BUSINESS

A. None

7. OTHER BUSINESS

A. Upcoming meetings & dates of importance:

- Board of Aldermen Meetings: Tuesday, November 20, and December 4, 2018 at 7:00 p.m.
- Board of Zoning Adjustment Meeting: November 27, 2018 (canceled)
- Planning & Zoning Commission Regular Meeting: Tuesday, December 11, 2018 at 5:30 p.m.

8. ADJOURNMENT

Chairman Katerndahl called further discussion. Seeing none he called for a motion to adjourn.

Commissioner Krtek moved to adjourn, Commissioner Wright seconded. Motion passed: 8-0. Meeting adjourned at 7:25 p.m.

Submitted by:

Stephen Lachky
Community Development Director

11-13-18
Date

Shakedra Knight
Community Development Assistant

11-13-18
Date

DRAFT



Memorandum

To: Planning and Zoning Commission
Cc: Chris Williams, City Attorney
From: Stephen Lachky, Community Development Director
Date: Wednesday, December 5, 2018
RE: Bylaws and Procedures of the City of Parkville, Missouri Planning and Zoning Commission

Background

On September 11, 2018; October 9, 2018; October 10, 2018; and November 13, 2018 the City of Parkville's Planning and Zoning Commission held several public hearings for a number of development applications associated with the Creekside development projects around the I-435 and MO-Hwy 45 corridor in Parkville, Mo.

The Planning and Zoning Commission had adopted Bylaws and Procedures in place (see Attachment 2) as well as rules put in place to facilitate the meetings (see Attachment 3). Following the meetings, Dean Katerndahl, Chair of the Planning and Zoning Commission, recommended reviewing these Bylaws and Procedures at some point in the future, as well as considering suggested procedures for future meetings and public hearings (see Attachment 4).

Open Discussion

Since there is no unfinished business or public hearing items scheduled for the December 11, 2018 regular meeting of the Planning and Zoning Commission, staff felt the meeting would be a good opportunity to review the Bylaws and Procedures, rules put in place for previous Creekside development public hearings, and consider suggested procedures to see if formal amendments to the Bylaws and Procedures would be appropriate.



BYLAWS AND PROCEDURES
Of the
CITY OF PARKVILLE, MISSOURI
PLANNING AND ZONING COMMISSION
Adopted by the Parkville Planning Commission on 10/08/2002

CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

I. AUTHORITY AND POWERS

The authority and powers of the Parkville Planning and Zoning Commission are those set forth in RSMO, Chapter 89 and amendments and supplements thereto, and those powers and duties delegated to the Planning and Zoning Commission by the Board of Aldermen for the City of Parkville as set forth in Title IV of the City Code of Ordinances.

Those powers and duties include:

- a. Create or cause to be created and adopt a city plan of future land use of the municipality.
- b. To make reports and recommendations relating to planning and development of the municipality to public officials, agencies, and citizens.
- c. To review and approve the location, extent and character of public improvements, all streets, public facilities, and public utilities (either publicly or privately owned) to insure that such are in coordination with the city plan;
- d. To review the acceptance, widening, extension, relocation, narrowing, or change of use of any street or public improvement to insure that such are in coordination with the city plan;
- e. To review and make recommendations to the Board of Aldermen on all proposed plats of a subdivision of land lying within the municipality;
- f. To review and make recommendations to the Board of Aldermen on the adoption of or amendments to the City's subdivision regulations and zoning ordinance.

II. ORGANIZATION AND STRUCTURE

a. MEMBERSHIP

The Planning and Zoning Commission consists of not more than fifteen nor less than seven members appointed by, and including if he/she so desires, the Mayor. A member of the Board of Aldermen may serve on the Commission if the Board chooses to appoint a representative. Appointments made by the Mayor, with the consent of the Board of Aldermen, for service on the Planning and Zoning Commission shall be for a period of four (4) years, except when appointed to fill a vacancy of an unexpired term. All commissioners shall serve without pay or remuneration of any sort.

b. OFFICERS AND HOW ELECTED

1. The officers of the Planning and Zoning Commission shall consist of a Chairman, Vice Chairman, and Secretary. The Commission shall annually elect these officers from its citizen members at its regular meeting in June. Nominations shall be made from the floor, and the person receiving a majority vote of the total commission membership shall be declared elected. Officers shall serve until their successor is elected.
2. Any officer vacancies that may occur shall be filled at the next regular meeting in the same manner.

c. PRESIDING OFFICER

1. The Chairman or, in his absence, the Vice Chairman, shall preside at all meetings and hearings of the Commission. In the absence of both the Chairman and Vice Chairman, the Secretary shall preside over the Commission.
2. The presiding officer shall administer oaths of truthfulness, take evidence, enter discussions and vote on all matters coming before the Commission.
3. The presiding officer shall decide all points of order and procedure, subject to these rules, unless otherwise directed by the majority of the members of the Commission present.
4. The Chairman shall appoint members to serve on any committees of the Commission.

d. *COMMISSION STAFF LIAISON*

1. The Community Development Director, or designated representative, shall serve as the Staff Liaison to the Planning and Zoning Commission and shall provide the staff necessary to carry out the duties and responsibilities of the Commission. The Community Development Director may appoint a member of his/her staff to serve as the Recorder of the meeting minutes. All references in these rules to the Staff Liaison shall include the Director of Community Development or his/her appointed staff or designees.
2. The Staff Liaison shall process all applications that are to be brought before the Commission and in doing so, guide the applicant through the proper procedures of the applicable ordinances, regulations or requirements.
3. The Staff Liaison shall be responsible for all routine correspondence and provide for the proper presentation of zoning amendments, subdivision developments and other matters coming before the Commission, including preparation of the official agenda.
4. The Staff Liaison shall attend all official meetings and hearings of the commission, keep the minutes, compile records, maintain files, and make available current ordinances, maps, and other pertinent information relating to the duties of the Commission.

III. MEETINGS

a. *OPEN MEETINGS*

All meetings of the Commission, including committee meetings, shall be open to the public and comply with the state's open meeting laws, and shall be conducted generally according to Robert's Rules of Order.

b. *REGULAR MEETINGS*

The Commission shall meet at the time and place set by resolution of the Planning and Zoning Commission, unless otherwise specified in official public notices. In the event that no business comes before the Planning and Zoning Commission for a specific meeting, the Chairman may elect to cancel the regular meeting and direct the Staff Liaison to notify all members of such cancellation.

c. *SPECIAL MEETINGS*

Special meetings may be called by the Chairman, or by any two (2) members, when required to act upon matters before the Commission, provided at least seventy-two (72) hours notice is delivered to the residence of each member of the Commission and to the public by posting such notice in a conspicuous place within the Parkville City Hall. Such notice shall specify the subject, time and place for such special meeting. Only the subject contained in the notice may be considered at such special meetings.

d. *ADJOURNED MEETINGS*

Meetings may be adjourned to a specified date, time, and place. In order to adjourn such meetings, a quorum need not be present; however, the notice provisions of special meetings shall apply if a quorum is not present.

e. *QUORUM*

A quorum shall consist of a majority of the total members of the Commission.

f. *VOTING*

An affirmative vote of a majority of the members present is required to pass any motion. The passage of a resolution requires a majority vote of the full membership of the Planning and Zoning Commission. The presiding officer may call for a roll call vote and the minutes shall reflect such votes.

g. *AGENDA*

An official agenda generally following the "ORDER OF BUSINESS" shall be made available for all regular meetings and the presiding officer shall generally adhere to said agenda unless it is amended or revised by consent of the majority of the Commission members present.

h. *ORDER OF BUSINESS*

1. Call to order by presiding officer.
2. Roll call to determine quorum.
3. Acceptance of the agenda.
4. Consideration of minutes from previous meeting(s).
5. Old business, including hearings continued from previous meetings.
6. Public hearings (newly introduced).
7. Regular business from staff, public and plats.
8. Other business including reports from special committees, resolutions and recommendations by the Commission or special reports from staff.
9. Adjournment for continuance of any unfinished business to the next regular or special meeting called.

i. *DISPOSITION*

All items coming before the Commission as agenda items shall be acted upon on the day presented or heard and such action shall be one of the following:

1. Denial;
2. Approval;
3. Continuance;
4. Recommended to Board of Aldermen for approval;
5. Recommended to Board of Aldermen for disapproval (denial); or
6. Taken under advisement.

j. *ATTENDANCE*

Any member of the Planning and Zoning Commission that is absent for three consecutive meetings without making prior arrangements shall be deemed to have resigned from the Planning and Zoning Commission. A replacement member shall then be appointed by the mayor and approved by the Board of Aldermen.

IV. PROCEDURES

A. *OFFICE PROCEDURES*

1. Records and Files

Minutes shall be maintained for all Commission meetings and such minutes shall be filed in the office of Community Development. All maps, charts, materials, documents, reports and correspondence shall be carefully maintained and preserved in accordance with the retention schedules contained in the "Missouri Municipal Records Manual", and using office procedures compatible with the permanence and importance of such documentation. Security shall be provided to prevent any loss or unauthorized alteration.

2. Collection of Fees

Each application or activity coming before the Commission that requires a fee by law shall be accompanied by suitable payment, payable to the City of Parkville and accepted by the Staff Liaison before placed on the official agenda. The amounts and methods of payment of fees shall be in accordance with schedules and ordinances established or authorized by the Board of Aldermen.

B. *PUBLIC HEARING PROCEDURES*

1. **Legal Notice.** The Department of Community Development is responsible for assuring all legal notices relating to this commission are duly published according to law.
2. **Order of Appearance of Hearing.** The order of hearing for each case shall be:
 - a) Open public hearing.
 - b) Staff reports:
 1. Community Development Director or representative.
 2. Public Works Director or representative, if applicable.
 3. Reports from other departments or public entities, if applicable.
 - c) Applicant's report.

- d) Report of proponent(s).
 - e) Report of opponent(s).
 - f) Close public hearing.
 - g) Motion to dispose.
3. **Citizen Presentation.** All persons appearing before the Commission shall stand where directed and state their name and address for the record. Any person who wishes to question testimony or otherwise comment on an issue at hand shall first be recognized by the chairman and shall direct their questions and comments to the Commission. No cross-examination of witnesses by anyone other than Commission members shall be allowed unless specifically authorized by the presiding officer.
 4. **Time Limits for Presentations.** The presiding officer may limit the time any presenter, citizen, or witness has to state his/her case. Every effort shall be made to permit the development of all pertinent facts and to provide for the preservation of a fair and impartial hearing.
 5. **Commission Presentation.** No member of the Commission shall make the initial presentation on behalf of any applicant unless the member is the applicant. However, a Commission member may offer testimony on behalf of an applicant after that Commission member has disqualified themselves from the Commission.
 6. **Member Disqualification.** A member shall disqualify themselves and not participate in discussion or vote on any application in which the member, his employer, or any member of his immediate family has or have had any financial interest whatsoever. Any member affected by this regulation shall disqualify themselves prior to the presentation of the application. A member who disqualifies themselves shall remove themselves from the Commissioner's table until the disposition of the item.
 7. **Postponement or Tabling of Hearing.** The hearing of any application may, upon request by the applicant, be postponed or may be tabled and such tabling or postponement may be granted by the chairman of the meeting; provided that after the granting of two such postponements the members may vote to dismiss the subject application without prejudice and in such case the applicant, if it chooses to pursue the application, must re-file it according to the requirements of the zoning ordinance or subdivision regulations.

C. PROCEDURE FOR STAFF INITIATED AGENDA ITEMS

Staff initiated agenda items shall be placed on the agenda by the Community Development Director and acted upon in accordance with these Rules and Procedures. Such items may be presented directly by staff or may be referred to the Commission by the Board of Aldermen.

D. RESOLUTIONS OF THE PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission may adopt a resolution on any matter that comes before the Commission testifying its decision or recommendation to the Board of Aldermen.

E. PLANNING AND ZONING COMMISSION SUPPORT AT BOARD LEVEL

On matters of major importance that are acted on by the Planning and Zoning Commission and transmitted to the Board of Aldermen, it is appropriate to attend the Board meetings when such items are discussed to provide support of the Planning and Zoning Commission's action and recommendation.

F. ETHICAL PRINCIPLES OF THE PARKVILLE PLANNING AND ZONING COMMISSION AND STAFF

The Parkville Planning and Zoning Commission have officially adopted the following principles to govern the conduct of its business. Should any questions arise about the interpretation and application of any of these principles, staff or the city attorney should be consulted.

1. **Serve the Public Interest.** The primary obligation of Planning and Zoning Commission members and Community Development staff is to serve the public interest.
2. **Support Citizen Participation in Planning.** Members and staff should encourage a forum for meaningful citizen participation and expression in the planning process and assist in clarifying community goals, objectives, and policies.
3. **Recognize the Comprehensive and Long-Range Nature of Planning Decisions.** Planning and Zoning Commission members and planning staff must seek to balance and integrate physical (including historical, cultural, and natural), economic, and social characteristics of the community or area affected by planning decisions by gathering all relevant facts, considering responsible alternative approaches, and evaluating the means of accomplishing them. Planning and Zoning Commission members and planning staff should expressly evaluate foreseeable consequences before making a recommendation or decision.
4. **Expand Choice and Opportunity for All Persons.** Commission members and planning staff should strive to make decisions that increase choice and opportunity for all persons; recognize a special responsibility to plan for the needs of disadvantaged people; and urge that policies, institutions, and decisions that restrict choices and opportunities be changed.
5. **Facilities Coordination through the Planning Process.** Planning and Zoning Commission members and planning staff should strive to ensure that individuals and public and private agencies likely to be affected by a prospective planning decision receive adequate information far enough in advance of the decision to allow their meaningful participation.
6. **Avoid Conflict of Interest.** To avoid conflict of interest and the appearance of impropriety, Planning and Zoning Commission members who may receive some private benefit from a public planning decision must not participate in that decision. The private benefit may be direct or indirect, create a material personal gain, or provide an advantage to an immediate relation.
7. **Render Thorough and Diligent Planning Service.** Should a Planning and Zoning Commission member or members of staff believe he/she can no longer render service in a thorough and diligent manner, he/she should resign from the position. If a member has not sufficiently reviewed relevant facts and advice affecting a public planning decision, the member should not participate in that decision.
8. **Not Seek or Offer Favors.** Planning and Zoning Commission members and staff must not directly or indirectly solicit any gift or accept or receive any gift (whether in money, services, loans, travel, entertainment, hospitality, promises, or in some other form) under circumstances in which it could be reasonably inferred that the gift was intended or could reasonably be expected to be intended to influence them in the performance of their duties or that it was intended or could reasonably be construed to be intended as a reward for any recommendation or decision on their part.
9. **Not Disclose or Improperly Use Confidential Information for Financial Gain.** Planning and Zoning Commission members and staff must not disclose or use confidential information obtained in the course of their planning duties for financial or other gain.
10. **Ensure Full Disclosure at Public Hearings.** Planning and Zoning Commission members and staff members must ensure that the presentation of information on behalf of any party to a planning question occurs only at the scheduled public hearing on the question, not in private, unofficially, or with other interested parties absent. The official must make ex-parte information (received in mail, by telephone, or other communication) regarding the issue part of the public record.



**PLANNING & ZONING COMMISSION
CITY OF PARKVILLE, MISSOURI**

**A G E N D A
SEPTEMBER 11, 2018**

MEETING SCHEDULE

5:30 p.m. Regular Meeting

CHAIR

Dean Katerndahl

VICE CHAIR

Keith Cary

COMMISSIONERS

Walt Lane	Doug Krtek
Barbara Wassmer	John Delich
Kim Verhoeven	Michael Wright
Shane Smeed	

Welcome to the City of Parkville Planning & Zoning Commission Meeting

The Planning & Zoning Commission encourages citizen participation in local government processes. The following rules have will help facilitate the transaction of business during the meeting. Please take a moment to review the rules before the meeting begins:

- Turn all cellular phones, pagers, beepers and other noise-making devices off or to "silent mode."
- Each member of the public that wishes to speak during one or more of the public hearings must sign up on the designated form provided by the Community Development Assistant.
- Always speak from the lectern using the microphone. This ensures that all remarks are accurately and properly recorded. Only one speaker should be at the podium at a time. Speakers are requested to state their name, address and who he/she is representing, if applicable, before delivering any remarks.
- Speakers should limit their comments so as not to exceed three (3) minutes. Speakers cannot yield the balance of their public comment time to another member of the public. If you have documentation or other materials to present to the Planning & Zoning Commission, provide them to the Community Development Assistant prior to the meeting for distribution and filing with the official record of the meeting.
- The Public Hearings provide citizens a forum to address the Planning & Zoning Commission on matters that pertain to development applications in the City. Groups intending to speak on the same subject matter are encouraged to select a spokesperson whose total presentation time shall be limited to ten (10) minutes. Speakers are encouraged to not make comments that have already been spoken.
- All remarks should be addressed to the Planning & Zoning Commission as a whole and not to any individual member or to staff. The Commission will refrain from asking questions of a speaker until the three (3) minute time limit has lapsed.

The City of Parkville Planning & Zoning Commission welcomes your participation and appreciates your cooperation. If you would like additional information about the Planning & Zoning Commission or its proceedings, please contact the Community Development Assistant at (816) 741-7676 or visit the City's website at <http://parkvillemo.gov>.



**Planning & Zoning Commission
CITY OF PARKVILLE, MISSOURI**

Suggested Procedures for Future Meetings and Public Hearings

- The Planning Commission adopt a set of public engagement guidelines that are posted on the city website and printed on the back of the agenda including:
 - Each speaker is allowed three minutes to express their views
 - Each speaker must address only the topic at hand
 - Speakers should refrain from repeating points made by previous speakers
 - All questions should be addressed to the chair of the Planning Commission
 - All speakers must be respectful and refrain from commenting on personalities involved
 - Written comments submitted in advance of the meeting are welcome

- The applicant is required to meet with the Planning Commission in a work session prior to a formal application on large or complex development projects.

- The applicant visit with adjacent property owners and report on the results of the meeting as a part of their application.
 - Suggested with request to develop denser residential, business, or industrial developments abutting a residential zoning district

- If public engagement guidelines are adopted, adopting a preamble explaining why. Example:
 - The Planning Commission has adopted a set of public engagement guidelines in order to assure that everyone is heard, that the discussion is civil, and that the Planning Commission receives valuable information from the public potentially affected by the issue being considered.