

**Minutes of the
Planning & Zoning Commission Regular Meeting
City of Parkville, Missouri
Tuesday, October 11, 2016 at
5:30pm
City Hall Boardroom**

1. CALL TO ORDER

Chairman 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 5:35 pm with prior notice)
Barbara Wassmer
Doug Krtek
Shane Smeed
Kim Verhoeven
Michael Wright

A quorum of the Planning & Zoning Commission was present.

Staff Present:

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

4. GENERAL BUSINESS

A. Approval of Planning & Zoning Meeting Agenda.

Chairman Katerndahl called for any discussion of the proposed agenda. Seeing none Chairman Katerndahl called for a motion to approve the agenda as proposed.

Commissioner Verhoeven moved to approve the agenda, Commissioner Wassmer seconded. Motion passed: 9-0.

B. Approve the minutes from the September 13, 2016 Planning and Zoning Commission meeting.

Chairman Katerndahl called for any discussion of the minutes or changes needed. Seeing none Chairman Katerndahl called for a motion to approve the minutes as proposed.

Commissioner Delich moved to approve the minutes, Commissioner Smeed seconded. Motion passed: 9-0.

C. Approve the minutes from the September 13, 2016 Special Workshop meeting.

Chairman Katerndahl called for any discussion of the minutes or changes needed. Seeing no other questions, Chairman Katerndahl called for a motion to approve the minutes as proposed.

Commissioner Smeed moved to approve the minutes, Commissioner Delich seconded. Motion passed: 9-0.

4. PUBLIC HEARING

- A. Application for Text Amendment (Zoning & Subdivision Regulations) to Parkville Municipal Code, Title IV, Chapter 463: Sign Code, Article IV: Restrictions On Signs Within Zoning Districts, Section 463.160 Special Conditions For All Zones. Case #PZ16-15; Park University, Applicant

Chairman Katerndahl introduced the Amendment for discussion and turned the meeting over to Director Lachky.

Stephen Lachky invited Erik Bergrud of Park University to speak. Bergrud explained the circumstance behind the University needing a new sign and the goals it hoped to accomplish by working with the City. He addressed the questions posed by the Commission at the last meeting and pointed out changes made by the University based on those questions. He referenced a PowerPoint slide to show the changes of added stone around both sides of the monument sign and the removed Mackay Hall logo. Bergrud addressed the height and width of the sign and stated the intent of a tastefully updated look. He concluded by stating the purpose of the sign would be to display campus events as well as promote parking for Community Festivals.

Chairman Katerndahl called for questions from the Commission. Vice Chairman Cary asked the height and width of the current monument sign for comparison purposes. Bergrud was not certain but estimated the new sign width to be about the same as the current one and the height to be about two (2) feet higher. Cary then asked if the current stone base would be retained. Bergrud replied that was dependent on what the architects decided and added he was unsure if it could accommodate the new sign.

Chairman Katerndahl asked if the new sign was two-sided. Bergrud explained the intent of the new sign was to run one (1) message simultaneously on both sides.

Commissioner Delich stated his preference of aesthetics.

Chairman Katerndahl clarified the role of the Commission and the process moving forward regarding this matter. Director Lachky confirmed.

Lachky explained that the University's Master Plan Signage/Wayfinding Program approved two years ago detailed sign requirements and the Commission's involvement was to amend the ordinance allowing the school to have an electronic message board.

Lachky highlighted the ordinance changes and updated the Commission on research requested at the last meeting. Distance from other districts was addressed. He reported electronic message centers (EMC) were required to be away from residential districts in most cities and added that illumination was already addressed in current Code. Lachky illustrated the size of the EMC sign face and explained how the Commission could place a requirement on square footage. He stated the recommendation of Consultant Brewster of limiting square footage to fifty (50) percent and then explained Park University could be an exception due to its location off 9 Hwy. Chairman Katerndahl pointed out the likeliness of going over fifty (50) percent was minimal given the current ordinance restrictions. Lachky confirmed.

Commissioner Delich asked about the biggest sign the University was allowed. Director Lachky replied the University was a Master Planned District and that he used determinations based on similar districts. He added that in the past staff did not go over ten (10) percent above the limitation. Delich then asked where it was stated for those questioning how big their sign could be. Lachky stated that for Master Planned districts there was no size restrictions and explained the purpose of the district was to limit restrictions.

Next Lachky addressed EMC duration. He referenced the current Code restriction of ten (10) minutes and that of other cities ranging from six (6) to fifteen (15) seconds. He stated the recommendation of International Sign Association listed five (5), ten (10), and thirty (30) seconds as common hold times and it considered three (3) seconds to be flashing.

Lachky asked whether the Commission preferred addressing the amendment through the Planned Education Campus District presently and detailed later through Zoning Code updates or both comprehensively. He referenced the suggested EMC options presented as least restrictive, moderate restrictions, and most restrictive for the Commission to review and provide feedback. Chairman Katerndahl pointed out the differences in the options. Director Lachky highlighted the ten (10) minute duration in the most restrictive option would defeat the University's purpose of communicating messages to students.

Chairman Katerndahl opened the floor for questions.

Commissioner Wright commented the Commission should be clear in communicating what constituted a sign considering there were essentially two (2) signs with EMCs, the monument and the reader board. In response, Lachky commented this was the first case of this issue and restated the Commission's ability to set specific standards. Chairman Katerndahl asked if the Commission was to consider the message only in regards to regular signs. Lachky answered the message board was all that should be considered.

Commissioner Wright asked for clarification on what constituted fifty (50) percent regarding sign face. Director Lachky explained that if a lot allowed a 200 square foot sign, fifty (50) percent would be 100 square feet.

Commissioner Verhoeven commented as a former Community Land & Recreation Board member that the opportunity to promote City events on the University message board would be a huge benefit for Parkville. She added promoting had been a major challenge since not being able to use the banner.

Chairman Katerndahl summarized the options to be considered. In what districts should EMCs be allowed and duration were posed to the Commission. Discussion ensued regarding the options.

Commissioner Krtek presented his approval of option two.

Commissioner Wright questioned whether conditions could be presented. Katerndahl confirmed and then stated the public had to be allowed the chance to speak.

Commissioner Wassmer pointed out the Commission was able to blend options, for example, using the time duration of one combined with the location of another.

Commissioner Delich commented on transition speed and the appearance of flashing. Director Lachky informed that the issue was addressed in current Code and that flashing was prohibited.

Following review, staff recommended approval of the proposed text amendment to Parkville Municipal Code, Title IV, Chapter 463: Sign Code, Article IV: Restrictions On Signs Within Zoning Districts, Section 463.160 Special Conditions For All Zones, subject to conditions by the Planning & Zoning Commission.

Chairman Katerndahl opened the floor to the public for questions. Seeing none he called for a motion to approve the text amendment as proposed.

Commissioner Wright moved to approve the text amendment with conditions of removing the fifty (50) square feet restriction and adopting the ten (10) second duration, Commissioner Verhoeven seconded. Motion passed: 8-0 with Commissioner Smeed abstained due to conflict of interest.

- B. Application for Conditional Use Permit (CUP) to relocate an existing public utility well along the Missouri River, generally located at the Platte Landing Park, 300 South Main St., Parkville, MO. *Case #PZ16-18; Missouri American Water, Applicant*

Chairman Katerndahl addressed Lachky for updates regarding the Conditional Use Permit.

Director Lachky explained that one of four wells failed and Missouri American Water proposed to relocate it. He presented images to display the proposed relocation and gave a brief overview. He explained the current wells were put in before Platte Landing Park was established. He added there were no screening requirements but the public liked the current vegetation around the wells. Lachky reported the applicant agreed to screen the new well like the current vegetation and recommended adding it as a condition.

Following review, staff recommended approval of the CUP based on the merits of the application and the findings and conclusions in staff analysis. Additionally, staff recommended approval of the CUP, subject to the following conditions:

- Screening of the proposed well shall be consistent and to the same standard as the existing utility water wells in Platte Landing Park.
- Any other conditions the Planning and Zoning Commission determines are necessary.

Chairman Katerndahl invited the applicant to speak. Scott Keith with Missouri American Water approached. He reaffirmed what Director Lachky reported and explained the plan was to abandon the failed well and construct an identical setup further west.

Chairman Katerndahl opened the floor for questions. Seeing none he called for a motion to approve the CUP as proposed.

Commissioner Cary moved to approve the CUP as proposed, Commissioner Wassmer seconded. Motion passed: 9-0.

Chairman Katerndahl closed the Public Hearing at 6:26p.m.

5. REGULAR BUSINESS

- A. Application for a Site Plan/Development Plan for exterior modifications in the “OTD” Old Town District at 12 E. 1st St. – removal of ATM canopy and restriping parking lot. *Case #PZ16-14; Ed Bradly, Bank Liberty, Applicant*

Chairman Katerndahl invited Lachky for to present an overview.

Director Lachky began by presenting photos of the existing canopy as he explained the proposal. The applicant proposed to remove the current canopy, relocate the ATM, and restripe the parking lot to include additional spaces. He explained that Vision Downtown Parkville Master Plan acknowledged parking plays a key role in downtown and recognized current constraints/limitations of customer parking. The plan’s transportation and parking recommendations included capitalizing on parking opportunities to

maximize transportation resources. The additional parking the applicant proposed would benefit the City during non-business hours. Lachky introduced the applicant, Ed Bradley. Bradley explained the drive-thru was closed over a year ago due to a significant decrease in its traffic. He added it had been there since 1933, was in disrepair, and unattractive. He stated the parking lot was in poor condition and needed resurfacing. Bradley then detailed the plan for a new canopy, ATM, and the additional twelve (12) parking spaces. He stated those spaces would benefit customers, the Post Office, and the City during events downtown. He concluded by asking if there were any questions.

Commissioner Lane asked if the applicant would be expanding the footprint of the asphalt on the site. Bradley replied he would and then illustrated using the PowerPoint image. He also confirmed the landscaping would be cut back but not completely removed.

In response to a Commissioner's question regarding emergency vehicles being able to get into the parking lot, Director Lachky explained staff's only concern with parking was meeting space requirements for private property. Lachky also illustrated how emergency vehicles could access the lot.

Chairman Katerndahl questioned whether there was sufficient space for cars to pass in the event a customer was at the ATM. Bradley confirmed there was sufficient space to pass.

Bradley commented an architect drew out the plans to make sure all requirements were met.

Staff concluded that the proposed exterior modifications were generally consistent and compatible with other improvements in the "OTD" Old Town District; were consistent with the adopted "OTD" Old Town District guidelines; modernizes the building on the subject property keeping its current architectural style, materials and color; did not negatively impact the historic nature or character of the downtown; and added additional parking to the downtown. Staff recommended approval as submitted, subject to any additional conditions the Planning and Zoning Commission recommends.

Chairman Katerndahl called for additional questions. Seeing none he called for a motion to approve the Site Plan/Development Plan as proposed.

Commissioner Smeed moved to approve the Site Plan/Development Plan as proposed, Commissioner Wright seconded. Motion passed: 9-0.

- B.** Approve sign permit in an "R-4" Multiple-Family Residential District for an institutional, public and semi-public use sign at 31 W 8th St. *Case No. PZ16-16; Banneker School Foundation, applicant.*

Chairman Katerndahl called for the background regarding the sign permit.

Director Lachky provided the background on the Banneker School Foundation. The school was constructed in 1885 and currently in a residential area. He showed photos of the school and reported the fact that it was one of five schools listed on the National Register of Historic Places. He stated that the site was historical but had no identifying marker. Lachky reported the applicant proposed to install a 3' X 4' monument sign on the property identifying the historic site, its restoration project and goals; acknowledging public & private donation supporters; and providing webpage links for more information. The sign would be composed of wrought iron.

Lachky stated concerns for the Commission to consider. The impact of the sign on abutting property and illumination were addressed. Staff pointed out the sign would add historic nature and character to the subject property.

The applicant, Katherine Persley, was invited to speak and answer any questions. She reported the sign would be placed close to the tree in front of the property. She stated the Foundation Committee felt the sign was important to give the school the recognition it deserved. Persley reported the proposed sign would be used temporarily and a permanent sign would be placed once the project was further along.

Chairman Katerndahl opened the floor for questions.

Commissioner Delich questioned whether the sign was aluminum plaque. Persley replied it was wrought iron and resembled a real estate sign.

Commissioner Krtek questions any restrictions for historical sites as far as temporary signage or otherwise that could be placed on the property. Persley replied there was not that she knew of. She reiterated that a monument sign resembling those at National Parks and Monuments would be place on the site once the foundation was further along in the project.

Commissioner Wright inquired about any setback requirements. Director Lachky responded there were none aside from the sign being out of public right-of-way.

Wright then asked if the sign would be mounted in concrete or stuck in the ground and movable. Persley responded the sign would be stuck in the ground at this point. She added there was discussion on whether the tree needed to be removed and until that was decided the sign needed to be movable.

Persley thanked the City and Park University for their support in the project.

Staff concluded the proposed sign met the requirements of Parkville Municipal Code, Title IV, Section 463.120; did not cause undue light glare and spillover onto abutting and neighboring landowners; and added to the historic nature/character of the subject property. Staff recommended approval as submitted, subject to any additional conditions the Planning and Zoning Commission recommends.

Chairman Katerndahl called for additional questions. Seeing none he called for a motion to approve the sign permit as proposed.

Vice Chairman Cary moved to approve the sign permit as proposed, Commissioner Wassmer seconded. Motion passed: 9-0.

6. UNFINISHED BUSINESS

A. None.

7. OTHER BUSINESS

A. Upcoming Meetings & Dates of Importance:

- Board of Alderman Meetings; Tuesday, October 18, 2016 at 7:00 p.m. and Tuesday, November 1, 2016 at 7:00 p.m.
- Board of Zoning Adjustment Meeting: Tuesday, September 27, 2016-Cancelled-No Agenda Item
- Planning & Zoning Commission Regular Meeting: Tuesday, November 8, 2016 at 5:30 p.m.
- Zoning Code and Subdivision Regulations update Open House #2 Mosaic Life Care Center - 6185 Jefferson Ave, Parkville Commons Lobby - November 16, 2016 from 5:30-7:30pm

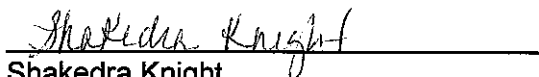
8. ADJOURNMENT

Seeing no further discussion, Chairman Katerndahl called for a motion to adjourn. **Commissioner Lane moved to adjourn, Commissioner Wassmer seconded. Motion passed: 9-0. Meeting adjourned at 6:47 pm.**

Submitted by:


Stephen Lachky
Community Development Director

10-11-16
Date


Shakedra Knight
Community Development Department Assistant

10-11-16
Date