

MINUTES OF THE BOARD OF ALDERMEN / PLANNING AND ZONING COMMISSION JOINT
WORK SESSION OF AUGUST 16, 2022

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1. GENERAL AGENDA

Mayor Dean Katerndahl opened the work session at 6:01 p.m. on August 16, 2022, at City Hall, 8880 Clark Avenue, Parkville, Missouri. In attendance were aldermen Tina Welch, Philip Wassmer, Bob Bennett, Douglas Wylie, Stephen Melton, Greg Plumb, Michael Lee and Brian T. Whitley (joined meeting at 6:42 p.m.) and Planning and Zoning Commission members in attendance were Barbara Wassmer and Walt Lane.

A quorum of the Board of Aldermen was present.

The following staff was also present:

Alexa Barton, City Administrator

Kevin Chrisman, Police Chief

Alysen Abel, Public Works Director

Stephen Lachky, Community Development Director

Matthew Chapman, Finance/Human Resources Director

Brittanie Propes, Parks & Recreation Director

Jeffery Rhodes, Assistant to the City Administrator

Rich Wood, City Attorney

A. Short-Term Residential Dwelling Rentals Code Amendment

Community Development Director Stephen Lachky provided an overview of the Parkville Municipal Code related to short-term residential dwelling rentals and the proposed amendments; presentation attached as Exhibit A.

Discussion focused on requiring the short-term rental to be owner-occupied, location of existing rentals, parking, definition of short-term, separate requirements for owner-occupied versus non-owner occupied, guest room tax and sales tax collections, limiting short-term rentals per ward, first rights of refusal and concerns that requiring owner-occupied rentals could deter people from using it.

Alderman Whitley joined the work session at 6:42 p.m.

In summary, Mayor Katerndahl summarized the recommended amendments that included a limit of four per ward, it must be within a primary residence, administrative approval would be allowed and one parking space would be required,

2. ADJOURN

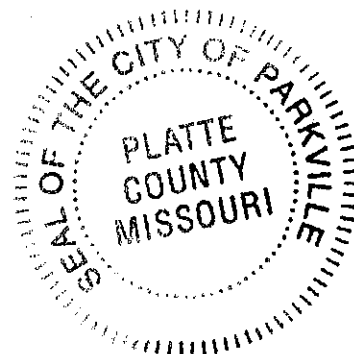
The work session ended at 6:54 p.m.

The work session minutes for August 16, 2022, having been read and considered by the Board of Aldermen, and having been found to be correct as written, were approved on this the thirtieth day of August 2022.

Submitted by:

Melissa McChesney
City Clerk Melissa McChesney

2022-090A



Board of Aldermen joint work session with the Planning and Zoning Commission

August 16, 2022



Issue

- ◆ Receive information from staff on short-term residential dwelling rentals (RDRs), and potential next steps for a text amendment to the RDR regulations in the Parkville Municipal Code.

Current RDR regulations

- ◆ On September 7, 2021 the Board of Aldermen adopted Ordinance No. 3087.
 - ◆ This action created provisions and guidelines for short-term RDRs.
 - ◆ Requires applicants obtain a conditional use permit via a public hearing process through the City.

Proactive enforcement

- ◆ In January 2022, Code Enforcement staff identified all existing RDRs (total of 6 properties) throughout the City operating illegally without a conditional use permit.
- ◆ Compliance letters were mailed, providing guidance and plan for a 6-month grace period to obtain a permit.
- ◆ To-date, the City has approved permits for three properties.
 - ◆ 804 Main St.
 - ◆ 11 W 5th St.
 - ◆ 500 East St.



Board of Aldermen request

- ◆ Aldermen noted concerns with the current RDR standards.
 - ◆ “Quality of life” issues such as the number of RDRs conglomerated in certain neighborhoods without HOAs.
 - ◆ Improved housing stock, but dilution of permanent residents.
 - ◆ “How much is too much?” in terms of the number of applications allowed
- ◆ As a result, the Board suggested an initial length of six months for all CUPs.
- ◆ The Board requested that staff conduct research of best-practices in the meantime.

June 29th regional discussion

- ◆ City staff participated in a meeting with planners and community development directors around the region.
- ◆ Participants included:
 - ◆ Riverside, Mo.
 - ◆ Gladstone, Mo.
 - ◆ North Kansas City, Mo.
 - ◆ Kansas City, Mo.
 - ◆ Overland Park, Kan.
 - ◆ Unified Government / Kansas City, Kan.
 - ◆ University of Missouri – Kansas City (UMKC)

1. Number of total RDRs

- ◆ Communities are issuing permits for too many RDRs.
- ◆ A solution is capping/limiting the total number of RDR permits which can be issued.
 - ◆ This action addresses quality of life concerns.
 - ◆ No exact formula exists; however, communities can look at population data, maps, etc. to determine what's appropriate.

2. Number of RDR units per property

- ◆ Restricts total units per property.
 - ◆ This action addresses density concerns.
- ◆ A solution is restricting the number of RDRs to only one unit per property.
 - ◆ This includes multi-family buildings.

3. Non-resident RDRs

- ◆ Out-of-town or corporate-owned RDR units dilute permanent residents living in a neighborhood.
- ◆ A solution is requiring RDR properties in residential districts to be owner-occupied.
 - ◆ This action addresses preserving the character of neighborhoods.
 - ◆ Charleston, Sc. implemented this requirement and it's been very successful for them.

4. On-street parking

- ◆ RDRs don't have enough or adequate on-street parking, resulting in tenants parking motor vehicles along the street.
- ◆ A solution is to limit all on-street parking by requiring RDR properties to have dedicated parking spaces for tenants on-site.
 - ◆ This action reduces congestion for other residents living along the street.

5. Administrative time

- ◆ The RDR application, review and approval process is time-consuming for City staff, commissioners and elected officials.
- ◆ A solution is to streamline the process by making the approval process administrative (provided criteria is met).
 - ◆ Cities can provide exceptions/variances through a the traditional public hearing process.
 - ◆ Automatic renewals are encouraged provided 1) regulations are met; and 2) there've been no major issues/complaints.

Proposed Text Amendment

- ◆ Limit the total number of short-term RDRs to no more than four per Ward district.
- ◆ Restrict the number of short-term RDRs to one dwelling unit per property.
- ◆ Require owners occupy short-term RDR properties as their full-time primary residence.
- ◆ Require short-term RDR properties have at least one dedicated parking space on-site.
- ◆ Provide staff administrative approval authority of short-term RDR applications, provided all criteria above and requirements of Section 405.040, K. are adhered to. For instances where a variance or exception is requested, applicants will need to obtain a conditional use permit subject to the City's discretionary review process in Section 403.050.

Next Steps

- ◆ City staff will initiate an Application for Text Amendment (to modify regulations of Section 405.040, K.)
 - ◆ Public notification and a public hearing is required.
- ◆ Planning and Zoning Commission can consider the text amendment at their **September 13th** regular meeting.
- ◆ The Board of Aldermen can consider the text amendment at their **September 20th** regular meeting.

