



PLANNING & ZONING COMMISSION

Regular Meeting Agenda
CITY OF PARKVILLE, MISSOURI
Tuesday, October 11, 2022 5:30 PM
City Hall Board Room

1. Call to Order

2. Roll Call

3. General Business

- A. Approval of the October 11, 2022, regular meeting agenda.
- B. Approve the minutes for the August 9, 2022, regular meeting
- C. Approve the minutes for the September 13, 2022, regular meeting

4. Unfinished Business

5. Public Hearing

- A. An application for a conditional use permit for Parkville Presbyterian Church to operate an office use of low traffic generation in a residential district at 819 Main Street. (Case No. PZ22-34); *Parkville Presbyterian Church, Applicant.*

6. Regular Business

7. Other Business

- A. Upcoming meetings & dates of importance:
 - Board of Aldermen Meetings: Tuesday, October 18 and November 1 at 7:00 p.m.
 - Board of Zoning Adjustments Meeting: Tuesday, October 25 at 5:30 p.m.
 - Planning & Zoning Commission Regular Meeting: Tuesday, November 8 at 5:30 p.m.

8. Adjournment

**Minutes of the
Planning & Zoning Commission Regular Meeting
City of Parkville, Missouri**
Tuesday, August 9, 2022 5:30 PM
City Hall Board Room
City Hall Board Room

1. Call to Order

Chair Wright called the meeting to order at 05:31 PM.

2. Roll Call

Commissioners Present:

Barbara Wassmer
John Delich
R. Douglas Krtek
Allyson Berberich
Spencer Keese
Michael Wright

Absent:

Kathy Leibrand
Walt Lane
Gareld Butler

A quorum of the Commission was present.

Staff Present:

Stephen Lachky, Community Development Director
Brad Stanton, Planner

3. General Business

A. Approval of the August 9, 2022, regular meeting agenda.

ACTION: Barbara Wassmer moved to approve the agenda, R. Douglas Krtek seconded. Motion Passed: 6-0.

AYES: Michael Wright, Barbara Wassmer, John Delich, R. Douglas Krtek, Allyson Berberich, Spencer Keese

NOES: None

ABSTAIN: None

4. Unfinished Business

5. Public Hearing

- A. An application for a Conditional Use Permit (CUP) to operate a recreation - indoor, limited use in the "OTD" Old Town District at 2 E 2nd St. (Case No. PZ22-24); *JCI KC LLC, Applicant*.

STAFF ANALYSIS & SUMMARY

Brad Stanton, Planner, provided an overview of the project. The applicant wishes to operate an indoor baseball training facility in the existing building at 2 E 2nd St in downtown Parkville. This requires an approved conditional use permit. The applicant wishes for an indefinite CUP, however staff recommends a 5 year term to re-evaluate the impacts on adjacent properties. The applicant also proposes to limit the operating hours from 6 am - 10 pm daily.

QUESTIONS & CLARIFICATIONS

Commissioner Wassmer stated that 6am was early. Commissioner Krtek asked whether there had been noise complaints on this property. Mr. Stanton responded no. Chair Wright inquired about parking. Mr. Stanton responded that the existing parking lot was adequate. Commissioner Keesee asked about the complaints of other indoor baseball facilities in the city. Mr. Stanton and Stephen Lachky, Community Development Director, responded that there were noise complaints after midnight of bats and balls.

PUBLIC HEARING

Julie Schottman, 6166 Limestone Ct, stated that residents on Limestone Ct (located near the Prodigy Baseball Academy in the Bell Road Industrial Park) could hear baseball activities inside their homes.

Closed Public Hearing

MOTION

ACTION: Barbara Wassmer moved to approve the application, Allyson Berberich seconded. Motion Passed: 6-0.

AYES: Michael Wright, Barbara Wassmer, John Delich, R. Douglas Krtek, Allyson Berberich, Spencer Keesee

NOES: None

ABSTAIN: None

6. Regular Business

- A. An application for a preliminary plat for River Hills Estates Replat of Lots 23-29, a residential subdivision containing 7 lots and 1 tract of open space on 4.18 acres, more or less. (Case No. PZ22-23); *Parkville Investors, LLC, Applicant*.

STAFF ANALYSIS & SUMMARY

Brad Stanton provided an overview the project. He stated that the applicant was proposing a replat of Lots 23-29 of River Hills Estate. They are proposing to plat 7 lots and 1 tract of open space. This plat would reconfigure the lot layout as well as provide a network of private driveways to overcome topographical challenges.

QUESTIONS & CLARIFICATIONS

Chair Wright inquired about the existing private drive. Mr. Stanton responded that it was an existing private drive for Lot 24. Chair Wright asked if the homeowner had any thoughts/concerns on the replat. Mr. Stanton responded that he had not received any comments from the homeowner and that the homeowner would ultimately have to sign off on the final plat prior to recording. Chair Wright expressed concerns regarding fire access through the private drives. Commissioner Wassmer expressed concerns about the shared driveway access and it's termination.

DEVELOPER'S PRESENTATION

Cory Miller, applicant, stated that they intended to create a shared, private driveway network to save construction costs. They plan to heat the steep portion of the shared drive to provide a benefit to the homeowners. Commissioner Wright asked how wide the shared drives would be. Stephen Lachky responded it was 14' as displayed.

BOARD DISCUSSION & ANALYSIS

The Commission expressed the concern that they did not have enough information to make a decision. Specifically, they would like to see an agreement with the existing homeowner, approval by SPFPD, and approval by Parkville Public Works.

MOTION

ACTION: Michael Wright moved to continue the application, John Delich seconded. Motion : 6-0.

AYES: Michael Wright, Barbara Wassmer, John Delich, R. Douglas Krtok, Allyson Berberich, Spencer Keesee

NOES: None

ABSTAIN: None

7. Other Business

A. Upcoming meetings & dates of importance:

- Board of Aldermen Work Session: Tuesday, August 16 at 6:00 p.m. (hybrid)
- Board of Aldermen Meetings: Tuesday, August 16 and September 6 at 7:00 p.m.
- KC Communities for All Ages Final Workshop: Tuesday, August 23 at 5:30 p.m. (in person)
- Planning & Zoning Commission Regular Meeting: Tuesday, September 13 at 5:30 p.m.

8. Adjournment

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

Submitted by:

Stephen Lachky, AICP
Community Development Director

Date

Brad Stanton, AICP
Planner

Date

**Minutes of the
Planning & Zoning Commission Regular Meeting
City of Parkville, Missouri**
Tuesday, September 13, 2022 5:30 PM
City Hall Board Room
City Hall Board Room

1. Call to Order

Chair Wright called the meeting to order at 05:30 PM.

2. Roll Call

Commissioners Present:

Barbara Wassmer
R. Douglas Krtek
Walt Lane
Allyson Berberich
Spencer Keesee
Andrew Barchers
Gareld Butler
John Delich
Michael Wright

Absent:

A quorum of the Commission was present.

Staff Present:

Stephen Lachky, Community Development Director
Brad Stanton, Planner

3. General Business

A. Approval of the September 13, 2022, regular meeting agenda.

ACTION: Commissioner Krtek moved to approve the agenda, Commissioner Delich seconded. Motion Passed: 9-0.

AYES: Michael Wright, Barbara Wassmer, John Delich, R. Douglas Krtek, Walt Lane, Allyson Berberich, Spencer Keesee, Andrew Barchers, Gareld Butler

NOES: None

ABSTAIN: None

B. Approve the minutes for the July 12, 2022, regular meeting

ACTION: R. Douglas Krtek moved to approve the minutes, Walt Lane seconded. Motion Passed: 9-0.

AYES: Michael Wright, Barbara Wassmer, John Delich, R. Douglas Krtek, Walt Lane, Allyson Berberich, Spencer Keese, Andrew Barchers, Gareld Butler
NOES: None
ABSTAIN: None

4. Unfinished Business

- A. An application for a preliminary plat for River Hills Estates Replat of Lots 23-29, a residential subdivision containing 7 lots and 1 tract of open space on 4.18 acres, more or less. (Case No. PZ22-23); *Parkville Investors, LLC, Applicant*.

STAFF ANALYSIS & SUMMARY

Brad Stanton, Planner, stated that the applicant had worked with City Staff and SPFPD to make changes responsive to the Planning Commission's concerns. He stated that the changes were: lots 28-29 would access River Hills Drive directly, the driveway leading to Lot 27-A was widened to 14' wide, the turning radius of the shared driveway intersection was widened per SPFPD comments.

DEVELOPER'S PRESENTATION

Cory Miller, 15815 NW 45 Highway, applicant, provided an overview of the changes made between last month's meeting and tonight. Commissioner Lane had questions regarding the heating system and where it would be housed. Mr. Miller stated that they have options: in the common area or in a residence with shared costs.

MOTION

ACTION: Barbara Wassmer moved to approve the application, R. Douglas Krtek seconded. Motion : 9-0.

AYES: Michael Wright, Barbara Wassmer, John Delich, R. Douglas Krtek, Walt Lane, Allyson Berberich, Spencer Keese, Andrew Barchers, Gareld Butler

NOES: None

ABSTAIN: None

- B. An application for a final plat for River Hills Estates Replat of Lots 23-29, a residential subdivision containing 7 lots and 1 tract of open space on 4.18 acres, more or less. (Case No. PZ22-35); *Parkville Investors, LLC, Applicant*.

STAFF ANALYSIS & SUMMARY

Mr. Stanton noted the final plat document is the same as the preliminary plat.

MOTION

ACTION: R. Douglas Krtek moved to approve the application, Allyson Berberich seconded. Motion Passed: 9-0.

AYES: Michael Wright, Barbara Wassmer, John Delich, R. Douglas Krtek, Walt Lane, Allyson Berberich, Spencer Keese, Andrew Barchers, Gareld Butler

NOES: None

ABSTAIN: None

5. Public Hearing

- A. An application for text amendment to Parkville Municipal Code, Title IV: Development Code, Section 405.040, Subsection K. Lodging – Short-Term Rentals, to amend the existing provisions and guidelines for short-term residential dwelling rentals. (Case No. PZ22-30); *City of Parkville, Applicant*.

STAFF ANALYSIS & SUMMARY

Stephen Lachky, Director of Community Development, presented an overview of the City's efforts to develop regulations for short-term lodging. Discussion ensued about capping the number of short-term rentals to 4 per ward. Commissioner Delich wanted stronger wording allowing staff to deny applications because of HOA restrictions.

PUBLIC HEARING

No public comment.

MOTION

Commission moved to amend the recommendation with the following amendments:

- K4. Where applicable the regulations of a HOA shall be considered as a relevant factor in whether to deny the use of a specific property for short-term rental because it is not compatible with the surrounding area, including its potential impacts on adjacent property.
- K6D. Short-term rentals shall have at least one dedicated parking space on site on the subject property and this space shall not include on-street parking in public right-of-way.

ACTION: Walt Lane moved to amend, John Delich seconded. Motion Passed: 9-0.

AYES: Michael Wright, Barbara Wassmer, John Delich, R. Douglas Krtok, Walt Lane, Allyson Berberich, Spencer Keese, Andrew Barchers, Gareld Butler

NOES: None

ABSTAIN: None

Motion to approve

ACTION: Walt Lane moved to approve the application, Andrew Barchers seconded. Motion Passed: 9-0.

AYES: Michael Wright, Barbara Wassmer, John Delich, R. Douglas Krtok, Walt Lane, Allyson Berberich, Spencer Keese, Andrew Barchers, Gareld Butler

NOES: None

ABSTAIN: None

- B. An application for zoning map amendment to rezone Vertical Ventures III, Lot 5 from "BP" to "I-1-P" Planned Light Industrial District to allow a contractor storage use on property generally located south of the intersection of Ensign Drive and 45 Highway. (Case No. PZ22-26); *Brian Mertz, Parkville Holdings LLC, Applicant.*

STAFF ANALYSIS & SUMMARY

Brad Stanton provided an overview of the application. Mr. Stanton stated that the property is currently zoned Business Park but has never developed. The applicant proposes to rezone the property to I-1-P Planned Light Industrial in order to construct a contractor storage use.

PUBLIC HEARING

No public comment.

MOTION

ACTION: John Delich moved to approve, Allyson Berberich seconded. Motion Passed: 9-0.

AYES: Michael Wright, Barbara Wassmer, John Delich, R. Douglas Krtok, Walt Lane, Allyson Berberich, Spencer Keesee, Andrew Barchers, Gareld Butler

NOES: None

ABSTAIN: None

6. Regular Business

- A. An application for a major site plan for three (3) contractor storage buildings (21,700 sq. ft. total) on Vertical Ventures III, Lot 5, 1.73 acres, more or less, generally located south of the intersection of Ensign Drive and 45 Highway. (Case No. PZ22-27); *Brian Mertz, Parkville Holdings LLC, Applicant.*

STAFF ANALYSIS & SUMMARY

Brad Stanton provided an overview of the major site plan application. The applicant is proposing to construct 3 one-story storage buildings for a total of 21,700 sq. ft. The Development Code does not provide a parking requirement for this use. The applicant has provided 13 parking spaces, which staff finds appropriate.

QUESTIONS & CLARIFICATIONS

Chair Wright asked about screening or fencing. Brian Mertz, applicant, noted that the property was not proposed to be screened. Commissioner Delich asked whether the units were heated/cooled. Mr. Mertz responded that they could be, but it was up to the tenants.

MOTION

ACTION: R. Douglas Krtok moved to approve, Spencer Keesee seconded. Motion Passed: 9-0.

AYES: Michael Wright, Barbara Wassmer, John Delich, R. Douglas Krtok, Walt

Lane, Allyson Berberich, Spencer Keesee, Andrew Barchers, Gareld Butler

NOES: None

ABSTAIN: None

7. Other Business

A. Upcoming meetings & dates of importance:

- Board of Aldermen Meetings: Tuesday, September 20 and October 4, 2022 at 7:00 p.m.
- Board of Zoning Adjustments Meeting: Tuesday, September 27, 2022 at 5:30 p.m.
- Planning & Zoning Commission Regular Meeting: Tuesday, October 11, 2022 at 5:30 p.m.

8. Adjournment

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

Submitted by:

Stephen Lachky, AICP
Community Development Director

Date

Brad Stanton, AICP
Planner

Date



Staff Analysis

Agenda Item: **5.A**

Proposal: An application for a Conditional Use Permit (CUP) to operate an office use of low traffic generation in a residential district at 819 Main Street.

Case No: PZ22-34

Applicant: Parkville Presbyterian Church

Owners: Parkville Presbyterian Church

Location: 819 Main Street, Between Main Street and 9 Highway, approx. 250' south of 12th Street.

Zoning: "R-4" Mixed-Density Residential

Parcel #: #20-7.0-35-100-009-006.000, #20-7.0-35-100-009-005.000, #20-7.0-35-100-009-015.000, and #20-7.0-35-100-009-016.000

Exhibits:

- A. This Staff Analysis
- B. Application for Conditional Use Permit
- C. Subject Area Property Map
- D. Site Photos, Submitted by Applicant
- E. Application Narrative, Submitted by Applicant
- F. Additional exhibits as may be presented at the public hearing

By Reference:

- A. Parkville Municipal Code, Title IV – Development Code in its entirety (<https://ecode360.com/PA3395-DIV-05>)
 - 1. Section 403.050 Conditional Use Permit
 - 2. Section 405.050 Conditional Uses
- B. Parkville Master Plan (<http://parkvillemo.gov/departments/community-development-department/master-plan/>)
- C. Hearing notice published in The Platte County Citizen newspaper on September 28, 2022.
- D. Summary of Public Hearing posted on Parkville City webpage (<http://parkvillemo.gov/public-hearings/>)

Comments

Received: The Community Development Department has not received any public comments at the time of this report.

Overview

The applicant, Parkville Presbyterian Church, proposes to operate an office use of low traffic generation on a portion of the property addressed at 819 Main Street. The subject property consists of four parcels (#20-7.0-35-100-009-006.000, #20-7.0-35-100-009-005.000, #20-7.0-35-100-009-015.000, and #20-7.0-35-100-009-016.000) containing 1.44 acres, more or less, and is generally located between Main Street and 9 Highway, approx. 250' south of 12th Street, near downtown Parkville. The applicant would like to rent a portion of the existing building for a low traffic generating office use. An application for a Conditional Use Permit (CUP) has been submitted to allow an office use of low traffic generation in a residential district that fronts a State highway (9 Highway).

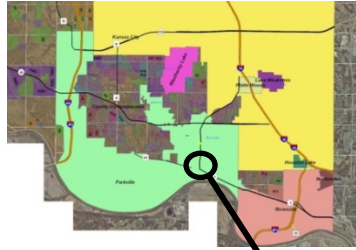
The subject building has been used as a church for approx. 71 years, however the applicant proposes to lease a portion of the facility to a for-profit, office use entity, requiring compliance with the Parkville Municipal Code. The applicant has requested a 5-year CUP and proposed daily operation with hours of 8am – 5pm.

Recommendation

Staff recommends approval of this application with conditions (2).



View from 9 Highway, looking west



Legend

 Subject Property



Exhibit C: Subject Area Property Map

CUP Matters for Consideration

Per Parkville Municipal Code, Title IV, Section 403.050, a conditional use permit provides flexibility for different uses within a zoning district and allows the potential for additional uses. Further, due to the varying design and operational characteristics of the use or due to conditions in the area where the use is proposed, these uses may not be appropriate in that district, but require a case-specific review to determine the compatibility in a specific context and location. Section 405.050, Subsection B.16 allows for the proposed use as a conditional use in this zoning district.

Parkville Municipal Code Section 405.050 notes “The uses in this Section may involve more specific types or formats, or include more specific performance criteria than the uses generally enabled in Table 405-2, and due to their typical scale, intensity and potential impacts require special and site specific review different from generally enabled uses.” “Office uses of low traffic generation, such as real estate, accounting, law, dental, financial services, and those similar in nature in residential districts that front and have access to a State highway...” require Conditional Use Permit approval.

This application has been reviewed against the City of Parkville’s Development Code, including the applicable general requirements in Table 403-1, Section 403.010 and Section 403.050, Subsection B. As of the date of the completion of this staff analysis report, the Community Development Department has received no public comment.

General Review and Analysis

Parkville Municipal Code, Section 403.050, Subsection B. provides review criteria for how the Planning and Zoning Commission shall determine if a conditional use permit is appropriate. The following are staff’s findings and conclusions.

- 1. The application furthers the intent of the proposed zoning district and does not conflict with the intent of any abutting districts, and is otherwise determined to be consistent with the Master Plan and any official plan or program developed under the guidance of the Master Plan.**

This property is zoned “R-4” Mixed-Density Residential District. The subject property is surrounded by R-4 zoned districts to the north, west, and south and Park University to the east. According to the Municipal Code, “The R-4 Mixed-Density Residential District provides residential living in a medium-density neighborhood setting and compact, walkable character.” Staff finds that the proposed use furthers the intent of the R-4 zoning district of integrating a range of small-scale civic building types at strategic locations.

The *Parkville Master Plan (adopted 2021)* Future Land Use map labels this property as “Low-Density Residential.” This future land use category allows for church uses. This application for conditional use permit does not negatively impact the future land use projection of the property.

- 2. Compliance of any proposed development with the requirements of this code.**
All proposed work proposed by this application is interior to the existing building. The property currently contains ample parking and parking may be shared with the church use during off-times.
- 3. Whether any additional site-specific conditions are necessary to meet the purposes and intent of the Development Code and the intent or design objectives of any**

applicable subsections of the Development Code, or mitigate any other potential impacts that are specific to the proposed use.

Staff does not find any necessary additional site-specific conditions.

4. The impact on the public realm, including the design and functions of streetscapes and relationships of building and site elements to the streetscape.

There is no expected impact to the public realm.

5. The adequacy of drainage, utilities and other public facilities.

All public facilities are existing. This application will have minimal impact on public facilities.

6. Compatibility with the character of the area in terms of building scale, building form, landscape and site design.

The building, landscape, and site design is existing.

7. Compatibility with the area in terms of operating characteristics such as hours of operation, visible and audible impacts, traffic patterns, intensity of use as proposed or foreseeable, and other potential impacts on adjacent property.

An office use of low traffic generation is generally compatible with the surrounding area. The proposed hours of operation are 8am-5pm, or normal business hours. There are no expected visible or audible impacts. The proposed office use will generate minimal traffic and can be sufficiently parked on the existing parking lots.

8. Whether a limited time period for the permit is reasonable necessary to either limit the duration of the use, assess the use against changing conditions in the area, or ensure periodic reporting and on-going enforcement of the permit.

The applicant has requested the CUP for a 5-year time period. Staff recommends a 5-year time limit to ensure compliance with the Code and compatibility with the surrounding area. The applicant may re-apply for further CUP approval after five (5) years have elapsed.

9. The application will not prevent development and use of the neighboring property in accordance with the applicable development regulations.

Approval of the Application for Conditional Use Permit will not prevent development and use of neighboring properties in accordance with the applicable development regulations. The proposed development will be entirely interior to an existing building.

10. The long range plans applicable to the site and surrounding area are not negatively impacted considering the permanence of the proposed use, the permanence of existing uses in the area, and any changes in character occurring in the area.

Staff does not foresee any negative impact to long range plans in the area from this plan.

11. The recommendations of professional staff or other technical reviews associated with the application.

Staff recommends approval of the application with conditions.

Staff Conclusion and Recommendation

Following review, staff recommends approval of the Application for Conditional Use Permit for the subject property based on the merits of the application and the findings and conclusions in this report, subject to the following conditions:

1. Approval is based on the representations of the drawings presented as part of this application and does not waive any requirement or development standard contained in the Parkville Municipal Code.
2. The Conditional Use Permit is to allow an office use of low traffic generation on the property described in attached exhibits covering 1.44 +/- acres for a time period of five (5) years, unless revoked.

It should be noted that the recommendation contained in this report is made without knowledge of facts, public comments or any additional information which may be presented during the public hearing. For that reason, the conclusions herein are subject to change as a result of evaluating additional information; additionally, staff reserves the right to modify or confirm the conclusions and recommendations herein based on consideration of any additional information that may be presented.

Necessary Action

Following consideration of the Application for Conditional Use Permit, supporting information, associated exhibits, factors discussed above, and any testimony presented during the public hearing, the Planning and Zoning Commission should recommend approval, approval with conditions, denial, or postpone the application for further consideration. If approved subject to conditions, the conditions should be noted for the record. Unless postponed, the Planning Commission's action will be forwarded to the Board of Aldermen on October 18, 2022 for final action.

End of Memorandum

<u>/s/ Brad Stanton</u>	<u>10-10-2022</u>
Brad Stanton	Date
Planner	



Application #: PZ 2022-34
Date Submitted: September 7, 2022
Public Hearing: October 11, 2022
Date Approved: _____

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

Application for Conditional Use Permit

Pre-application meeting required per Parkville Municipal Code, Title IV, Section 403.010, Subsection C

1. Applicant/Contact Information

Applicant(s)

Name: Parkville Presbyterian Church
Address: 819 Main St
City, State: Parkville, MO 64152
Phone: 741-1641 Fax: _____
E-mail: _____

Engineer/Surveyor(s) preparing plans & legal desc.

Name: _____
Address: _____
City, State: _____
Phone: _____ Fax: _____
E-mail: _____

Owner(s), if different from applicant(s)

Name: _____
Address: _____
City, State: _____
Phone: _____ Fax: _____
E-mail: _____

Contact Person, if different from applicant(s)

Name: Michael Vaughn
Address: 7704 NW 70th St
City, State: Kansas City, MO 64152
Phone: 896-1627 Fax: _____
E-mail: mbvVaughn@gmail.com



We, the undersigned, do hereby authorize the submittal of this application and associated documents and certify that all information contained therein is true and correct. We acknowledge that conditional use in the City of Parkville is subject to the Municipal Code of the City of Parkville. We do hereby agree to abide by and comply with the above-mentioned codes, and further understand that any violations from the provisions of such or from the conditions as stated herein shall constitute cause for fines, punishments and revocation of approvals as applicable.

Applicant's Signature (Required) _____ **Date:** _____

Property Owner's Signature (Required) _____ **Date:** _____

2. Proposed Conditional Use (see also Checklist of required submittals)

Proposed use: Office use of low traffic generation Requested length of permit 5 years
Description: A small amount of space being used by a for-profit entity
Proposed days and hours of operation: Monday - Friday, 8am -5pm

3. Property Information (see also Checklist of required submittals)

Property address / general location: 819 Main St, Parkville, MO 64152
Parcel ID Number: 20-7.0-35-100-009-006.000 Zoning: "R-4" Mixed-Density Residential
Present use of the property: Church
Length of use (or vacancy): 71 years

4. Neighboring land uses and zoning

Describe the existing land use and zoning on the surrounding properties:

Existing Land Use

North: Residential

South: Residential

East: Church

West: Residential

Existing Zoning

North: Residential

South: Residential

East: Church

West: Residential

Attach a narrative addressing:

How the application furthers the intent of the proposed zoning district and does not conflict with the intent of any abutting districts, and is otherwise determined to be consistent with the Master Plan and any official plan or program developed under the guidance of the Master Plan.

Compliance of any proposed development with the requirements of this code.

Whether any additional site-specific conditions are necessary to meet the purposes and intent of this code and the intent or design objectives of any applicable subsections of this code, or mitigate any other potential impacts that are specific to the proposed use.

The impact on the public realm, including the design and functions of streetscapes and relationships of building and site elements to the streetscape.

5. The adequacy of drainage, utilities and other public facilities.

6. Compatibility with the character of the area in terms of building scale, building form, landscape and site design.

7. Compatibility with the area in terms of operating characteristics such as hours of operation, visible and audible impacts, traffic patterns, intensity of use as proposed or foreseeable, and other potential impacts on adjacent property.
8. Whether a limited time period for the permit is reasonable necessary to either limit the duration of the use, assess the use against changing conditions in the area, or ensure periodic reporting and on-going enforcement of the permit.
9. How the application will not prevent development and use of the neighboring property in accordance with the applicable development regulations
10. How the long range plans applicable to the site and surrounding area are not negatively impacted considering the permanence of the proposed use, the permanence of existing uses in the area, and any changes in character occurring in the area.
11. Any other information relevant to the application

5. Checklist of required submittals

- ☐ Completed application, including all required details and supporting data.
- ☐ Nonrefundable application fee of \$300.00. Separately, the applicant will be billed to recover costs for required publication, posted and mailed notice per Parkville Municipal Code, Title IV, Section 403.010, Subsection E.
- ☐ Complete written and graphical legal description of subject property in paper and electronic formats, an area map showing the subject property and surrounding major features including roads.
- ☐ Three (3) copies 24" x 36" size, or larger sets, and one (1) electronic set (PDF format) of the site plan showing property boundaries, existing and proposed topography, structures, parking utilities, landscaping, signage, facades and other site features related to the proposed CUP.
- ☐ Authorized signature of the applicant and property owner.

For Office Use OnlyApplication accepted as complete by: Stephen Lachky, Community Development Dir 9/7/2022
Name/Title DateApplication fee payment: Check # 4803 Amount \$ 300.00

Final reimbursable costs paid (if applicable). Date of Action: _____

Planning Commission Action: ☐ Approved ☐ Approved with Conditions ☐ Denied Date of Action: _____

Conditions if any: _____

Board of Aldermen Action: ☐ Approved ☐ Approved with Conditions ☐ Denied Date of Action: _____

Conditions if any: _____

6. Conditional Use Permit checklist for staff review for site plans**1. Basic Information**

- a. Name of the development
- b. Name, address, contact information of person or firm that prepared the plan
- c. Date plan was prepared, including any revision dates
- d. Graphic, engineering scale
- e. North arrow
- f. Vicinity map identifying boundaries and location of property in relation to City

2. Development Summary Table | *Provided on site plan in chart format*

- a. Existing zoning and proposed zoning if applicable
- b. Total land area in square feet and acres
- c. Proposed use or uses of each building and/or structure
- d. Height above grade of buildings and structures and number of stories of each building and/or structure
- e. Gross floor area per floor and total for each building/structure
- f. Residential buildings shall also include residential building type and total number of dwelling units.
Residential development shall identify gross and net density
- g. Building coverage and floor area ratio
- h. Ratio of required number of parking spaces for each use and amount of proposed parking spaces

3. Plan Drawing

- a. Property lines and lot dimensions
- b. Proposed building footprint with lines
- c. Building(s) with dimensions and distance to property lines
- d. Cross-sections of the site detailing the height of buildings/structures, distances, and relationship to existing topography, and if applicable, proposed topography
- e. Existing and proposed rights-of-way improvements (curb/gutter/sidewalk/driveways, etc.) and easements
- f. All radii, acres, points of tangency, central angles and lengths of curves
- g. Existing and proposed topography, with major contour lines at intervals of 10 feet, and minor contour lines at an interval of 2 feet
- h. Indication of FEMA Special Flood Hazard Areas (SFHA) if applicable
- i. Location and identification of any proposed and any existing site features to be retained, including detention areas, retaining walls, existing mature trees, and other pertinent site features
- j. Identification of proposed or existing use or uses within each building, building entrances and exits, docks or other service entrances, utility entrances and screening to them, trash enclosures if applicable, outdoor storage and sales areas, and other paved areas.
- k. Architectural renderings of the completed project be provided, including elevations of each side of each structure and delineation of building materials.

4. Parking and Circulation

- a. Location and dimensions of the widths of existing or proposed private vehicular access into the property from perimeter streets and location of existing or approved accesses on properties adjacent or opposite the property
- b. Location of proposed or existing parking spaces, aisles, and drives with setback dimensions from proposed streets right-of-way and adjacent property lines; typical width and length of parking spaces; number of parking spaces per row; and width of parking and drive aisles
- c. Illustration of AutoTURN vehicular movements for emergency vehicle access to development, specifically a Pierce Velocity fire truck (duel axle type w/ 110 ft. ladder; vehicle specifications are 43.3 ft. length X 8 ft. width)
- d. Location of proposed trash enclosures if applicable
- e. Identification of all public and private existing and proposed sidewalks, trails, bicycle facilities, and/or open space areas (Tracts A, B, C, etc.)
- f. Indication of compliance with access and parking standards per City Code ([Chapter 408](#))

5. Landscaping and Screening

- a. A plan for landscaping design and screening in conformance with City Code ([Section 407.020](#) and [407.030](#))
- b. A lighting plan in conformance with City Code ([Section 407.040](#))
- c. A stormwater management plan in conformance with City Code ([Section 407.050](#))
- d. A landscape schedule showing compliance with City Code ([Chapter 407](#))

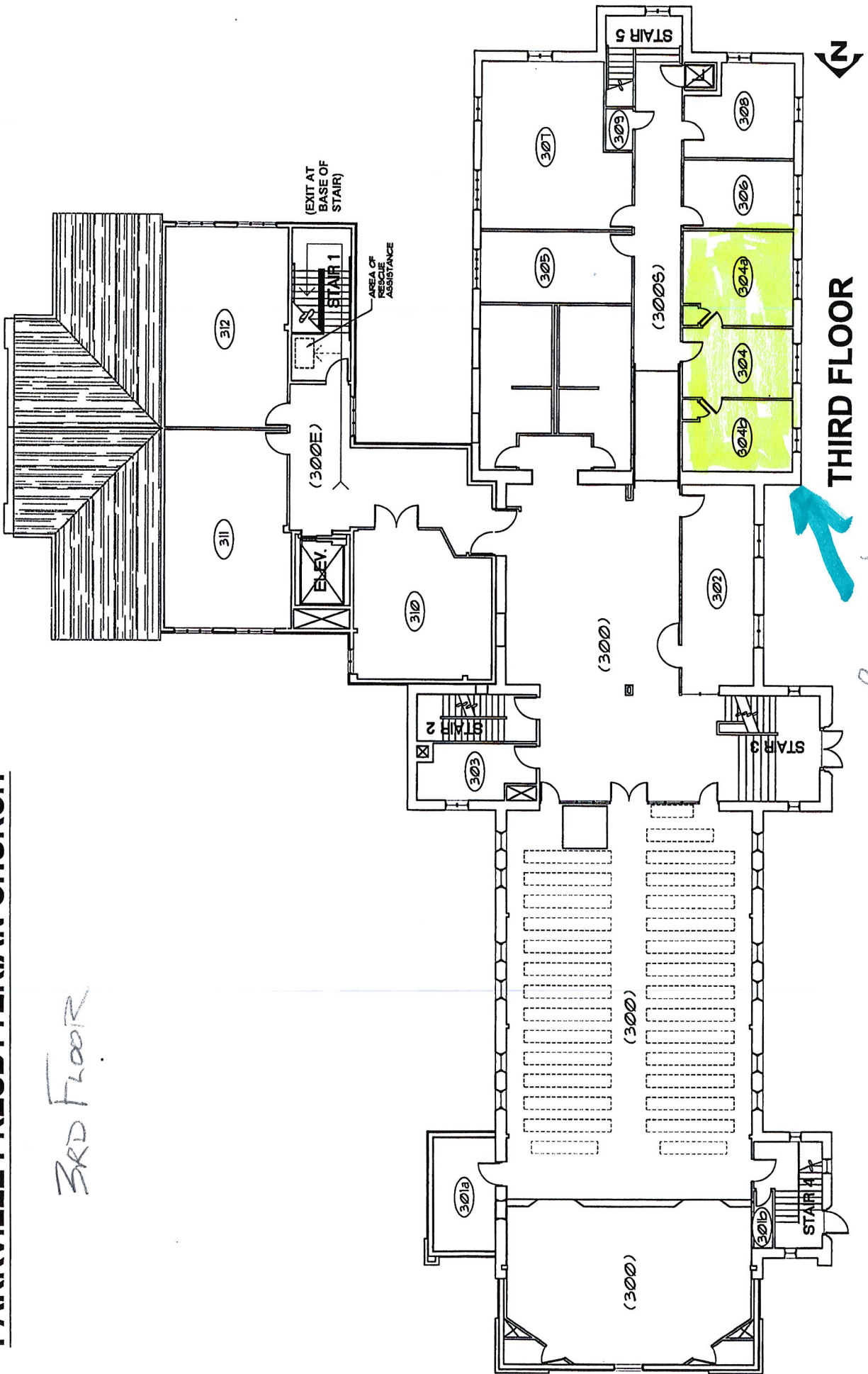
6. Other Requirements

- a. All survey monuments and benchmarks, together with their description
- b. Show windows and entrances
- c. Label all materials
- d. Show canopies and awnings if proposed
- e. Information regarding signage if proposed, in compliance with City Code ([Chapter 409](#))

Note: Submissions of conditional use permits to the Planning and Zoning Commission that do not conform to the above checklist may, at the discretion of the Planning and Zoning Commission, be subject to delay until unfulfilled items are complied with.

PARKVILLE PRESBYTERIAN CHURCH

3RD Floor



Room 304
(Suite)

Room 304

From 3rd Floor

HALLWAY

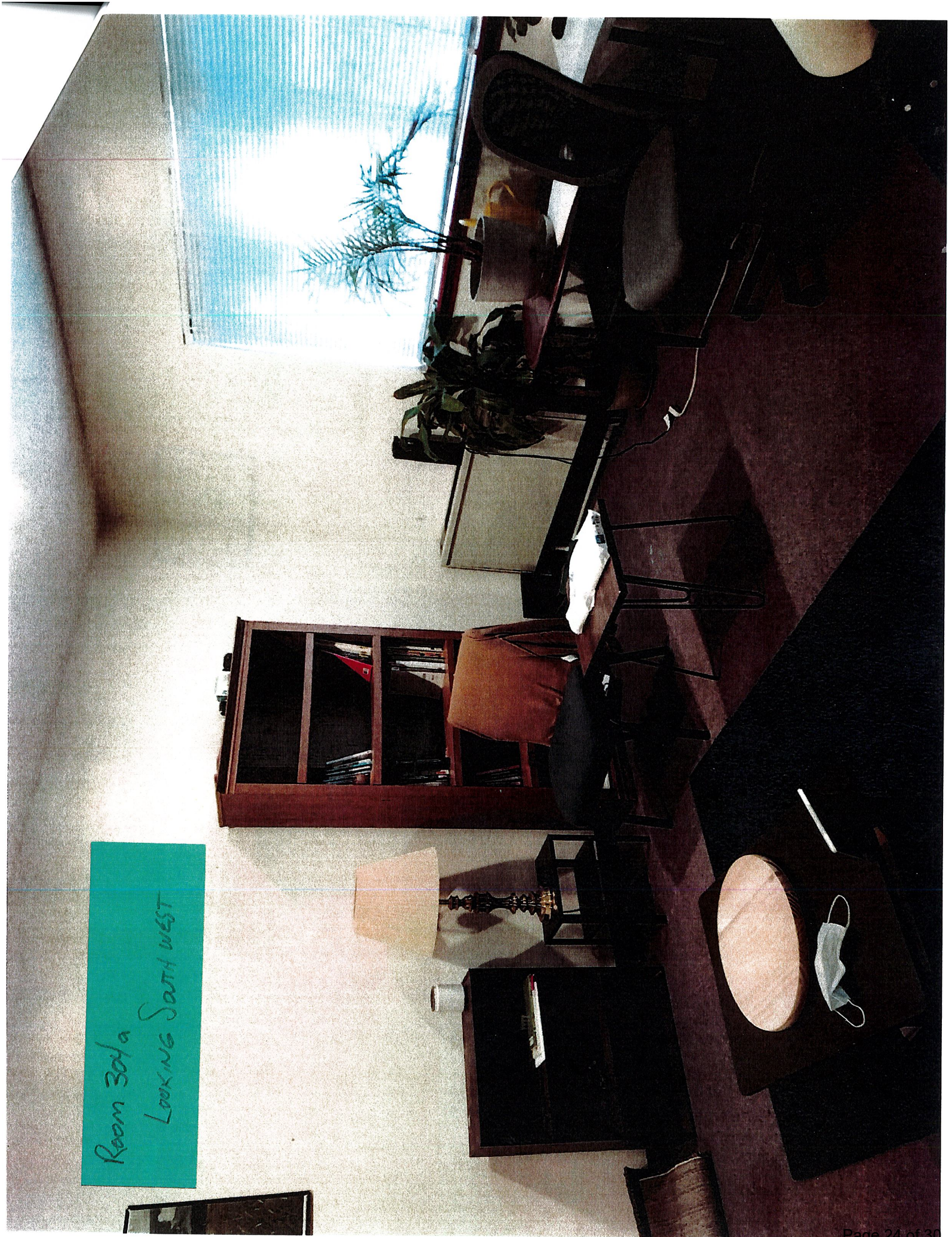
(Looking North West)



Room 304
Looking West



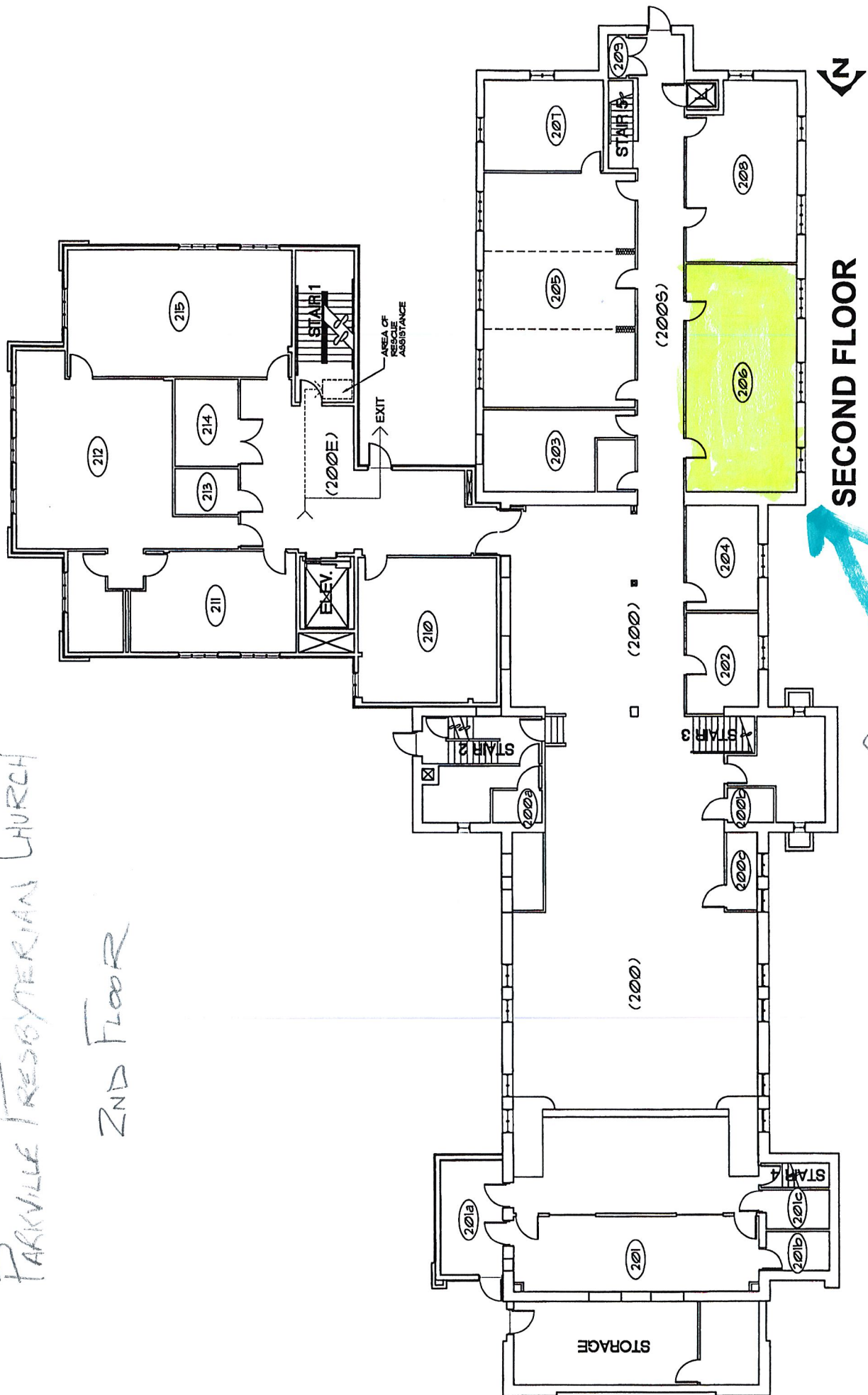
Room 304a
Looking South West



Room 304b
(Looking Southwest)

Parkville Presbyterian Church

2ND Floor





206

2ND FLOOR HALLWAY
(LOOKING SOUTH)
RM 206 IS ON WESTSIDE
OF HALLWAY

Rm 206 INTERIOR
(LOOKING SOUTH)



Parkville Presbyterian Church
Application for Conditional Use Permit
Narrative Attachment for City of Parkville Planning & Zoning

1. How the application furthers the intent of the proposed zoning district and does not conflict with the intent of any abutting districts, and is otherwise determined to be consistent with the Master Plan and any official plan or program developed under the guidance of the Master Plan.

Parkville Presbyterian is asking for a Conditional Use Permit to allow for the lease of a limited amount of the church's interior office space (less than 3% of the church's total interior space) to a consulting type business.

The church seeks a Conditional Use Permit that would allow it to lease a small amount of office space to a church member. The church member operates a financial/planning consulting business. This business is conducted mostly by phone and online (via the internet). The business sees a small number of its clients (5-10 per month) in person.

Parkville Presbyterian expects to lease the space and receive rents of less than \$10200/year. The church does not expect that the proposed business will discernibly affect the traffic around the church, or its neighboring properties in any way. There will be no changes to the exterior of the church building, its landscaping, or its parking. The proposed business will not have any exterior signage.

2. Compliance of any proposed development with the requirements of this code.

This proposal is believed to be in compliance with city code by the applicant.

3. Whether any additional site-specific conditions are necessary to meet the purposes and intent of this code and the intent or design objectives of any applicable subsections of this code, or mitigate any other potential impacts that are specific to the proposed use.

The primary ways in which the church uses its property and the ways that the church relates to its neighbors and the neighboring properties will not be changed by this proposal.

4. The impact on the public realm, including the design and functions of streetscapes and relationships of building and site elements to the streetscape.

This proposal will have no effect on the surrounding streetscape.

5. The adequacy of drainage, utilities and other public facilities.

This proposal will have no effect on drainage, utilities or other public facilities.

6. Compatibility with the character of the area in terms of building scale, building form, landscape and site design.

This proposal will have no effect on the character of the area.

12/1/12

Parkville Presbyterian Church
Application for Conditional Use Permit
Narrative Attachment for City of Parkville Planning & Zoning

7. Compatibility with the area in terms of operating characteristics such as hours of operation, visible and audible impacts, traffic patterns, intensity of use as proposed or foreseeable, and other potential impacts on adjacent property

This proposal will not change any of the observable operating characteristics of the property, nor will this proposal affect traffic patterns around the church property, or any other adjacent properties.

8. Whether a limited time period for the permit is reasonable necessary to either limit the duration of the use, assess the use against changing conditions in the area, or ensure periodic reporting and on-going enforcement of the permit.

Even though Parkville Presbyterian believes that this proposal will have little or no impact on the surrounding area, it does agree that a limited time period for the permit to be a reasonable condition.

9. How the application will not prevent development and use of the neighboring property in accordance with the applicable development regulations.

Parkville Presbyterian does not believe this proposal will in any way affect the use or development of neighboring properties beyond what is currently permitted.

10. How the long range plans applicable to the site and surrounding area are not negatively impacted considering the permanence of the proposed use, the permanence of existing uses in the area, and any changes in character occurring in the area.

The church does not believe that long range plans applicable to the site will have any impact on the church's own property, surrounding properties or the neighboring area.

11. Any other information relevant to the application.

The church has no additional information pertinent to this application.

R. J. Smith