



**BOARD OF ALDERMEN**  
Regular Meeting Agenda  
CITY OF PARKVILLE, MISSOURI  
Tuesday, January 17, 2023 7:00 PM  
City Hall Board Room

**Next numbers: Bill No. 3231 / Ord. No. 3162**

**1. CALL TO ORDER**

- A. Roll Call
- B. Pledge of Allegiance

**2. CITIZEN INPUT**

- A. Communities for All Ages Silver Level Recognition
- B. Fentanyl Awareness Presentation by Amy and Annika Owens

**3. CONSENT AGENDA**

- A. Approve the minutes for the December 20, 2022, regular meeting
- B. Approve the minutes for the December 20, 2022, work session
- C. Receive and file the December Municipal Court report
- D. Receive and file the crime statistics for January through November 2022
- E. Receive and file the November Sewer Report
- F. Approve a temporary resort liquor license with Sunday sales for Plaza Mariachi, a new business to be located at 15325 Old Town Drive, Suite 119
- G. Appoint Tim Cahill to the Planning and Zoning Commission through May 2023
- H. Reappoint Kenneth Roberson to the Board of Zoning Adjustment through May 2027
- I. Appoint Jackson Carrizzo to the Board of Zoning Adjustment through May 2023
- J. Approve Resolution No. 23-001 endorsing an application for the Platte County Outreach Grant Program for Gateway Park
- K. Approve accounts payable from December 21, 2022 to January 12, 2023

*Please Note: All matters listed under "Consent Agenda" are considered to be routine by the Board of Aldermen and will be enacted upon under one motion without discussion. Any member of the Board of Aldermen may be allowed to request an item be pulled from the Consent Agenda for consideration under the regular agenda if debate and a separate motion are desired. Any member of the Board of Aldermen may be allowed to question or comment on an item on the Consent Agenda without a separate motion under the regular agenda. Items not removed from the Consent Agenda will stand approved upon motion made by any alderman, followed by a second and a voice vote to "Approve the consent agenda and recommended motions for each item as presented."*

**4. ACTION AGENDA**

- A. Adopt an ordinance to amend Ordinance No. 3159 to amend the 2023 salary schedule (Administration)
- B. Approve a public facility easement to provide access to construct, repair and maintain

Posted Date & Time: 1/13/23; 2:08 p.m.

By: MM

equipment necessary to support the operation and use of a tornado siren (Community Development)

- C. Approve the second reading of an ordinance to amend Parkville Municipal Code Section 405.030, Subsection B.3 to create provisions for large lot detached buildings - Case No. PZ 2022-39 (Community Development)
- D. Approve the second reading of an ordinance to approve a conditional use permit to allow a Lodging – Short-Term Rental use at 804 Main Street - Case No. PZ 2022-41; Taryn Byron, applicant (Community Development)
- E. Approve the second reading of an ordinance to approve a conditional use permit to allow a Lodging – Short-Term Rental use at 500 East Street - Case No. PZ 2022-40; Annette Lou Hagen, applicant (Community Development)
- F. Approve the first reading of an ordinance to approve a conditional use permit to allow a Lodging – Short-Term Rental use at 504 East Street - Case No. PZ 2022-14; William G. & Julia M. Benson, applicants (*postponed from December 20, 2022*) (Community Development)
- G. Approve the first reading of an ordinance to approve a conditional use permit to allow a Lodging - Short-Term Rental use at 107 W. 12th Street - Case No. PZ 2022-42; Greenfield Enterprises, LLC, applicant (Community Development)
- H. Approve the first reading of an ordinance to approve a conditional use permit to allow a Lodging - Short-Term Rental use at 826 East Street - Case No. PZ 2022-43; Greenfield Enterprises, LLC, applicant (Community Development)
- I. Approve the first reading of an ordinance to amend Parkville Municipal Code Section 150.150, and the Parkville Property Maintenance Code to create Section 302.4.1, regarding the removal of dead trees on City property and on private property (Community Development)

## **5. STAFF UPDATES ON ACTIVITIES**

- A. Administration
- B. Police Department
- C. Community Development
  - 1. Development Updates
- D. Public Works
- E. Parks & Recreation

## **6. MAYOR, BOARD OF ALDERMEN & COMMITTEE REPORTS & MISCELLANEOUS ITEMS**

## **7. UPCOMING MEETINGS**

- A.
  - Tuesday, February 7, 2023 at 7:00 p.m.
  - Tuesday, February 21, 2023 at 7:00 p.m.
  - Tuesday, March 7, 2023 at 7:00 p.m.
  - Tuesday, March 21, 2023 at 7:00 p.m.

### General Agenda Notes:

The agenda closed at noon on January 12, 2023. With the exception of emergencies or other urgent matters, any item requested after the agenda was closed will be placed on the next Board meeting agenda. The deadline to submit your name for Citizen Input is noon on January 17, 2022.

## **8. EXECUTIVE SESSION**

A. The Board of Aldermen may enter into closed session pursuant to:

- RSMo. 610-021(1) for legal actions, litigation and attorney-client communication
- RSMo. 610-021(3) and/or (13) for personnel matters
- RSMo. 610-021(12) for sealed bids and contract negotiations

## **9. ADJOURN**

### General Agenda Notes:

The agenda closed at noon on January 12, 2023. With the exception of emergencies or other urgent matters, any item requested after the agenda was closed will be placed on the next Board meeting agenda. The deadline to submit your name for Citizen Input is noon on January 17, 2022.

## 1. CALL TO ORDER

A regular meeting of the Board of Aldermen was convened at 7:08 p.m. at City Hall, 8880 Clark Avenue, Parkville, Missouri on December 20, 2022, and was called to order by Mayor Dean Katerndahl. City Clerk Melissa McChesney called the roll as follows:

Present:

Ward 1 Alderman Tina Welch  
Ward 1 Alderman Philip Wassmer  
Ward 2 Alderman Brian T. Whitley  
Ward 2 Alderman Bob Bennett  
Ward 3 Alderman Douglas Wylie  
Ward 3 Alderman Stephen Melton  
Ward 4 Alderman Greg Plumb  
Ward 4 Alderman Michael Lee

Absent:

None

A quorum of the Board of Aldermen was present.

The following staff was also present:

Alexa Barton, City Administrator  
Jeffery Rhodes, Assistant City Administrator  
Kevin Chrisman, Police Chief  
Alysen Abel, Public Works Director  
Brad Stanton, Community Development Planner  
Bryan Kidney, Interim Finance Director  
Brittanie Propes, Parks & Recreation Director  
Chris Ashley, Parks & Recreation Project Manager  
Rich Wood, City Attorney

## 2. CITIZEN INPUT

### A. Recognize Friends of Parkville Nature Sanctuary Amateur Photo Contest Winners (May-November 2022)

Mayor Katerndahl and Friends of Parkville Nature Sanctuary (FOPNS) Vice Chair Brent Frazee recognized the May through November winners of the amateur monthly photo contest winners; presentation attached as Exhibit A. He presented certificates to Doug Thomas and Emma Worley for their winning photos.

Brent presented a photo to Parkville Nature Sanctuary Director Kristen Bontrager for receiving the Certified Public Manager designation.

Police Chief Kevin Chrisman said that Mayor Katerndahl was trained on the MILO machine and presented him with a certificate for successfully passing the two-hour course.

Mayor Katerndahl recognized Representative-Elect Jamie Johnson for District 12.

## 3. CONSENT AGENDA



- A. Approve the minutes for the December 6, 2022, regular meeting
- B. Receive and file the crime statistics for January through October 2022
- C. Renew the agreement with the Parkville Economic Development Council
- D. Approve an agreement with LINK to develop an educational program for two ballot measures on the April 2023 ballot
- E. Approve a purchase order with Brenntag for the odor control chemical for the sanitary sewer lines in the Riss Lake subdivision
- F. Approve Resolution No. 22-019 to amend the Personnel Manual regarding holiday compensation
- G. Approve accounts payable from December 2 to December 16, 2022

**ACTION:** IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO **APPROVE THE CONSENT AGENDA AND RECOMMENDED MOTIONS, AS PRESENTED.**

**RESULT:** MOTION PASSED 8-0.

#### 4. ACTION AGENDA

- A. **Approve the second reading of an ordinance to adopt the 2023 Operating Budget and 2023-2027 Capital Improvement Program**

City Administrator Alexa Barton stated that two funds included errors in the first reading that were fixed in the final version of the ordinance. She provided an overview of the changes in the General Fund and the Transportation Fund. She said that staff would keep an eye on how the revenues were performing in 2023 to ensure there was not any overspending in any of the funds; she would report to the Board how the revenues were trending throughout 2023.

**ACTION:** IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO **AMEND BILL NO. 3217 TO REFLECT THE CHANGES PRESENTED.**

**RESULT:** MOTION PASSED 8-0.

**ACTION:** IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO **APPROVE BILL NO. 3217, AN ORDINANCE ADOPTING THE 2023 OPERATING BUDGET AND THE 2023-2027 CAPITAL IMPROVEMENT PROGRAM AS AMENDED, ON SECOND READING TO BECOME ORDINANCE NO. 3158.**

**RESULT:** MOTION PASSED 8-0.

**AYES:** TINA WELCH, PHILIP WASSMER, BRIAN T. WHITLEY, BOB BENNETT, DOUGLAS WYLIE, STEPHEN MELTON, GREG PLUMB,

MICHAEL LEE

NOES: NONE

ABSTAIN: NONE

B. **Approve the second reading of an ordinance to classify all employee positions and establish compensation for such classifications for fiscal year 2023**

City Administrator Alexa Barton said that the updated ordinance addressed requests from the Board regarding police officers, noting that she and Police Chief Kevin Chrisman agreed to combine all officers to the same grade and all officer positions would receive five percent compression in 2023.

**ACTION:** IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO **APPROVE THE SECOND READING OF THE ORDINANCE.**

Because the bill was amended from the first reading, it needed to first be amended to reflect the changes. Therefore, the second was rescinded by Alderman Wylie and the motion was rescinded by Alderman Whitley.

**ACTION:** IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO **AMEND BILL NO. 3218 TO REFLECT THE CHANGES PRESENTED.**

**RESULT:** MOTION PASSED 8-0.

**ACTION:** IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO APPROVE BILL NO. 3218, AN ORDINANCE **APPROVING THE CLASSIFICATION OF EMPLOYEE POSITIONS AND ESTABLISHING COMPENSATION RANGES FOR FISCAL YEAR 2023 AS AMENDED, ON SECOND READING TO BECOME ORDINANCE NO. 3159.**

**RESULT:** MOTION PASSED 8-0.

**AYES:** TINA WELCH, PHILIP WASSMER, BRIAN T. WHITLEY, BOB BENNETT, DOUGLAS WYLIE, STEPHEN MELTON, GREG PLUMB, MICHAEL LEE

**NOES:** NONE

**ABSTAIN:** NONE

C. **Approve the second reading of an ordinance to upgrade the City's enrollment in LAGERS to Benefit Program L-6**

The first reading was presented on December 6. No additional information was provided.

**ACTION:** IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO APPROVE BILL NO. 3219, AN **ORDINANCE ADOPTING A CHANGE IN THE BENEFIT**

**PROGRAM OF COVERED EMPLOYEES UNDER THE MISSOURI LOCAL GOVERNMENT EMPLOYEES RETIREMENT SYSTEM TO BENEFIT PROGRAM L-6, ON SECOND READING TO BECOME ORDINANCE NO. 3160.**

**RESULT:** MOTION PASSED 8-0.

**AYES:** TINA WELCH, PHILIP WASSMER, BRIAN T. WHITLEY, BOB BENNETT, DOUGLAS WYLIE, STEPHEN MELTON, GREG PLUMB, MICHAEL LEE

**NOES:** NONE

**ABSTAIN:** NONE

**D. Approve the second reading of an ordinance rezoning property for Friends of Parkville Animal Shelter from "R-4" Mixed Density Residential to "B-4-P" Planned Business District - Case No. PZ 2022-37**

The first reading was presented on December 6. No additional information was presented.

Alderman Plumb stated that the Friends of Parkville Animal Shelter purchased the property and, with approval from the City, was ready to plan the construction.

**ACTION:** IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO APPROVE BILL NO. 3225, AN ORDINANCE **APPROVING AN APPLICATION FOR A ZONING MAP AMENDMENT FOR FRIENDS OF PARKVILLE ANIMAL SHELTER, SUBJECT TO CONDITIONS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION, ON SECOND READING TO BECOME ORDINANCE NO. 3161.**

**RESULT:** MOTION PASSED 8-0.

**AYES:** TINA WELCH, PHILIP WASSMER, BRIAN T. WHITLEY, BOB BENNETT, DOUGLAS WYLIE, STEPHEN MELTON, GREG PLUMB, MICHAEL LEE

**NOES:** NONE

**ABSTAIN:** NONE

**E. Hold a public hearing and determine if the Parkville Market Place Tax Increment Financing Plan redevelopment project is making satisfactory progress under the proposed time schedule contained within the approved plans for completion of such projects in accordance with and as required by RSMo 99.865**

City Administrator Alexa Barton said a public hearing was required by statute for a five-year review of tax increment financing plans.

Mayor Katerndahl opened the public hearing. Alderman Whitley said that an extension was approved for the open pad site because the developer had difficulty marketing it because of COVID and he requested a status. Barton responded that there was activity and the

developer was actively promoting the site. Items within the agreement prohibited them from building certain things. City Attorney Rich Wood stated that if the developer did not construct anything or receive an extension they would be in default of their agreement.

Hearing no comments from the public, Mayor Katerndahl closed the public hearing. No action was required.

F. **Approve the first reading of an ordinance to implement a three percent rate increase for the sewer utility in 2023**

Public Works Director Alysén Abel said that a three percent sewer rate increase was proposed and a 30-day notice of the public hearing was required. A public hearing would be held on February 7. She noted that for every one percent increase, it totaled \$16,000 in additional revenue to provide for maintenance and upkeep of the City's sewer system.

**ACTION:** IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO APPROVE BILL NO. 3226, AN ORDINANCE AMENDING SECTION 703.040 OF THE PARKVILLE MUNICIPAL CODE IMPLEMENTING A THREE PERCENT INCREASE TO THE SEWER BASE CHARGE, SEWER USAGE CHARGE, AND SURCHARGE FOR CUSTOMERS OF THE PARKVILLE SEWER SYSTEM, ON FIRST READING AND POSTPONE THE SECOND READING TO FEBRUARY 7, 2023.

**RESULT:** MOTION PASSED 8-0.

G. **Approve the first reading of an ordinance to amend Parkville Municipal Code Section 405.030, Subsection B.3 to create provisions for large lot detached buildings - Case No. PZ 2022-39**

Community Development Planner Brad Stanton said that buildings in Parkville were typically one or two detached garages, which were different from an accessory dwelling. The Code only allowed one building per lot with a maximum size. Over the years, the City received building permit applications for large storage barns that exceeded the maximum size allowed in the larger lots in western Parkville that maintained Platte County zoning since they were annexed into the city. He said the amendment stated that lots of five acres or larger were not limited and that if the proposed building was larger than the maximum there must be additional setback requirements of the underlying zoning district.

**ACTION:** IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO APPROVE BILL NO. 3227, AN ORDINANCE AMENDING PARKVILLE MUNICIPAL CODE SECTION 405.030, SUBSECTION B.3 TO CREATE PROVISIONS FOR LARGE LOT DETACHED BUILDINGS, ON FIRST READING AND POSTPONE THE SECOND READING TO JANUARY 17, 2023.

**RESULT:** MOTION PASSED 8-0.

H. **Approve the first reading of an ordinance to approve a conditional use permit to allow a Lodging – Short-Term Rental use at 804 Main Street - Case No. PZ 2022-41; Taryn Byron, applicant**

Mayor Katerndahl recommended that if a waiver to the short-term rental requirements was

granted there should be a compelling reason to do so and if an application was approved that did not meet the requirements, it would prohibit one that did meet the requirements from being approved.

Community Development Planner Brad Stanton provided an overview of the short-term residential rental applications; presentation attached as Exhibit B. He said that a conditional use permit was required if the applicant wanted to vary from the four requirements in the Code that was approved on October 4.

Stanton provided an overview of the application for 804 Main, noting that the applicant requested two variances. The first was to be able to list more than one unit and the second was that they not be required to live on the property full-time. He noted that the Planning and Zoning Commission recommended approval, with the condition that only one unit could be converted into a short-term rental.

Discussion focused on the five percent guest room tax collection. City Administrator Alexa Barton said that the applicant had not filed the guest room taxes and they were notified in January of the requirement and reminded by Code Enforcement on December 12.

The applicant Taryn Byron, 4321 N. Central Street, Kansas City, Missouri, said she e-mailed the Finance Department in November, but did not receive a response with the required form. She said that after the Commission meeting the prior week she was okay with just operating one unit as a short-term rental.

**ACTION:** IT WAS MOVED BY ALDERMAN WYLIE AND SECONDED BY ALDERMAN PLUMB TO APPROVE BILL NO. 3228, AN ORDINANCE **APPROVING AN APPLICATION FOR A CONDITIONAL USE PERMIT TO ALLOW A LODGING – SHORT-TERM RENTAL USE AT 804 MAIN STREET, SUBJECT TO CONDITIONS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION, ON FIRST READING AND POSTPONE THE SECOND READING TO JANUARY 17, 2023.**

**RESULT:** MOTION PASSED 6-2 (WHITLEY AND WASSMER OPPOSED).

I. **Approve the first reading of an ordinance to approve a conditional use permit to allow a Lodging – Short-Term Rental use at 500 East Street - Case No. PZ 2022-40; Annette Lou Hagen, applicant**

Community Development Planner Brad Stanton stated that the short-term rental was approved for six months and the applicant was requesting variances that it not be owner-occupied and not be required to have a dedicated parking spot on-site. He added that per the zoning requirements a total of eight spots were needed, but the property was grandfathered in and were not able to provide on-site parking.

City Administrator Alexa Barton said that the applicant received the same notifications as the applicant for 804 Main Street. They applied for a business license and were remitting the guest room taxes.

Discussion focused on whether a short-term rental was non-compliant with the City ordinances would be a condition to revoke the conditional use permit through the code enforcement process.

**ACTION:** IT WAS MOVED BY ALDERMAN WYLIE AND SECONDED BY ALDERMAN PLUMB TO APPROVE BILL NO. 3229, AN ORDINANCE **APPROVING AN APPLICATION FOR A CONDITIONAL USE PERMIT TO ALLOW A LODGING – SHORT-TERM RENTAL USE AT 500 EAST STREET IN PARKVILLE, MISSOURI, SUBJECT TO CONDITIONS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION, ON FIRST READING AND POSTPONE THE SECOND READING TO JANUARY 17, 2023.**

**RESULT:** MOTION PASSED 7-1 (WHITLEY OPPOSED).

J. **Approve the first reading of an ordinance to approve a conditional use permit to allow a Lodging – Short-Term Rental use at 504 East Street - Case No. PZ 2022-14; William G. & Julia M. Benson, applicants**

Community Development Planner Brad Stanton said that the applicant came forward in the initial round and the Planning and Zoning Commission recommended approval, with the condition that the property owners place a fence on the property line to address parking concerns and pedestrian traffic. Both property owners mutually agreed that a fence was not needed. In the initial round, the applicant requested that it not be required to be owner-occupied and to remove the requirement for on-site parking. Public parking was available in the Six at Park parking lot. The application was not approved because the property owners had to work out the fence issue.

The applicant, Bill Benson, 6204 NW 104th Street, Kansas City, Missouri, said that he addressed the complaint that was filed.

**ACTION:** IT WAS MOVED BY ALDERMAN PLUMB AND SECONDED BY ALDERMAN BENNETT TO POSTPONE BILL NO. 3230 TO THE JANUARY 17, 2023, MEETING IN ORDER TO GIVE THE APPLICANT TIME TO OBTAIN A BUSINESS LICENSE AND FILE THE GUEST ROOM TAXES.

**RESULT:** MOTION PASSED 6-2 (WASSMER AND WHITLEY OPPOSED).

K. **Approve a minor site plan for an existing building conversion/addition at 12 E. 1st Street - Case No. PZ 2022-036; Clockwork, applicant**

Community Development Planner Brad Stanton stated that the applicant proposed converting the building to a mixed-use restaurant on the first floor and office space on the second floor and maintaining the non-conforming pick-up window. He noted that minor site plans were generally approved administratively by staff if not for the non-conforming window and they felt the Board should have final approval. The Planning and Zoning Commission recommended approval on December 13.

Discussion focused on traffic flow for the drive-through and ATM, pavement markings to help direct traffic and the impact of the changes to the planning for the triangle intersection. Public Works Director Alysén Abel said that she hoped the grant funding and construction of the improvements at the intersection would be concurrent with the building improvements. City Attorney Rich Wood asked the Board to keep in mind that we do not

know the improvement plans for the intersection and there could be a situation where the access would be cut off, which would require compensation to the property owner. Stanton said that the maximum access in the Old Town District did not apply because the existing site was legal non-conforming. He added that staff had to be aware of the easement from the ATM to the south entrance.

The applicant Leon Versfeld, 6010 Southlake Drive, said that there would not be a real change to the pick-up window to what was there and he wanted to direct traffic the furthest away from the intersection. He added that he was open to any changes the City requested as plans for the intersection were prepared.

**ACTION:** IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN WYLIE TO **APPROVE A MINOR SITE PLAN FOR AN EXISTING BUILDING CONVERSION/ADDITION AT 12 E 1ST STREET, SUBJECT TO CONDITIONS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION.**

**RESULT:** MOTION PASSED 8-0.

## 5. STAFF UPDATES ON ACTIVITIES

### A. Administration

1. City Hall Closed December 26-27, 2022 for Christmas and January 2, 2023 for New Year's Day
2. January 3, 2023, Board of Aldermen Meeting Cancelled

City Administrator Alexa Barton said that she and Mayor Katerndahl recommended canceling the January 3, 2023, meeting.

Mayor Katerndahl said that due to the winter weather anticipated for December 22, City Hall would be closed that day. Barton added that staff would continue to watch the weather closely to determine if City Hall would be closed and if so, staff would be working remotely unless they worked with the Police Department or plowed the streets.

### B. Police Department

1. Park Village Senior Holiday Luncheon and Shop with a Cop Wrap-Ups

Police Chief Kevin Chrisman provided a summary of the senior luncheon and Shop with a Cop events. He thanked Kevin Heaton and Al Burns for donating food and staff for their help with the event. For Shop with a Cop, a total of 35 kids and 18 families were helped. He also thanked the donors to the Police Community Assistance Fund.

### C. Community Development

1. Development Updates

D. **Public Works**

E. **Parks & Recreation**

Parks and Recreation Director Brittanie Propes said that a photo of the Parkville Nature Sanctuary made the cover and the month of November of the Platte County 2023 calendar and that she was working on a mailer to send to Parkville residents at the beginning of 2023 about the 2022 projects that were funded by the park sales tax. She provided an update to the Veterans Memorial, noting that staff was putting together a packet with a proposal for a land swap. She also provided an update to the improvements to Pocket Park, noting that staff was working on a kiosk for the Grigsby statue and a grand re-revealing of the statue in its new home was proposed to take place on February 13, which would have been the 103rd birthday of Bill Grigsby.

**6. MAYOR, BOARD OF ALDERMEN & COMMITTEE REPORTS & MISCELLANEOUS ITEMS**

Alderman Lee commended Chief Chrisman for meeting with Thousand Oaks residents to discuss speeding and traffic concerns.

Mayor Katerndahl thanked staff for their hard work in 2022.

**7. UPCOMING MEETINGS**

**8. EXECUTIVE SESSION**

**9. ADJOURN**

Mayor Katerndahl declared the meeting adjourned at 9:45 p.m.

The minutes for December 20, 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 seventeenth day of January 2023.

Submitted by:

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City Clerk Melissa McChesney



## 1. GENERAL AGENDA

Mayor Dean Katerndahl opened the work session at 6:33 p.m. on December 20, 2022, at City Hall, 8880 Clark Avenue, Parkville, Missouri. In attendance were aldermen Tina Welch, Philip Wassmer, Brian T. Whitley, Bob Bennett, Douglas Wylie, Stephen Melton, Greg Plumb and Michael Lee.

The following staff was also present:

Alexa Barton, City Administrator

Kevin Chrisman, Police Chief

Alysen Abel, Public Works Director

Brittanie Propes, Parks & Recreation Director

Chris Ashley, Public Works Project Manager

Jeffery Rhodes, Assistant City Administrator

Rich Wood, City Attorney

Bryan Kidney, Interim Finance Director

### A. Parkville Economic Development Council Update

City Administrator Alexa Barton stated that the Board of Aldermen requested information about the benefits of economic development and the impact of the Creekside development.

Ed Linnebur, Parkville Economic Development Council Executive Director, introduced new Board Chair Dale Brouk. He provided an overview of the Parkville Economic Development Council; presentation attached as Exhibit A.

## 2. ADJOURN

The work session ended at 7:01 p.m.

The work session minutes for December 20, 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 seventeenth day of January 2023.

Submitted by:

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City Clerk Melissa McChesney

December 30, 2022

I, Toni Rizzuti, hereby swear and confirm that all cases heard, tried and disposed of in the Parkville Municipal Court for the month of December 2022, are accurate and true to the best of my knowledge and beliefs.

A handwritten signature in black ink, appearing to read "Toni Rizzuti", is written over a horizontal line.

Toni Rizzuti  
Court Clerk

City of Parkville  
8880 Clark Ave  
Parkville, MO 64152  
United States

PARKVILLE MUNICIPAL COURT FINE ACCOUNT

1059  
30-DEC-2022

ACCOUNT INFORMATIONREMITTANCE AMOUNT

|                       |          |
|-----------------------|----------|
| Clerk Fee-Municipal   | \$132.00 |
| CVC Surcharge Muni    | \$4.07   |
| Law Enf Arrest-Local  | \$301.50 |
| LET-Muni              | \$100.00 |
| Dom Viol - Muni       | \$200.00 |
| Fine-Muni Ordin Other | \$208.00 |
| Clerk Fee-E/R         | \$468.00 |
| CVC Surcharge-E/R     | \$14.43  |

DETACH AND RETAIN FOR YOUR RECORDS.

SF4001BOTT-1SA



TO REORDER, CALL YOUR LOCAL SAFEGUARD DISTRIBUTOR AT 913-649-4800

CCDD350010000 B21SP013313

H

## PARKVILLE MUNICIPAL COURT FINE ACCOUNT

8880 CLARK AVENUE  
PARKVILLE, MO 64152  
(816) 741-1332

CENTRAL BANK  
18-89/1012

1057

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

V O I D

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

PAY

TO THE  
ORDER  
OF

XXXXXXXXXX V O I D XXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

V O I D



AUTHORIZED SIGNATURE AS COURT AGENT



001057 101201892 130230423

City of Parkville  
8880 Clark Ave  
Parkville, MO 64152  
United States

PARKVILLE MUNICIPAL COURT FINE ACCOUNT

1060  
30-DEC-2022

Continued from check # 1059

ACCOUNT INFORMATIONREMITTANCE AMOUNT

Law Enf Arrest Costs-E/R  
Fines-E/R

\$100.50  
\$3,724.00

\$5,252.50

59

SF4001BOTT-1SA



DETACH AND RETAIN FOR YOUR RECORDS.  
TO REORDER, CALL YOUR LOCAL SAFEGUARD DISTRIBUTOR AT 913-649-4800

CCDD350010000 B21SF013313

ORIGINAL DOCUMENT PRINTED ON CHEMICALLY REACTIVE PAPER WITH MICROPRINTED BORDER

## PARKVILLE MUNICIPAL COURT FINE ACCOUNT

8880 CLARK AVENUE  
PARKVILLE, MO 64152  
(816) 741-1332

CENTRAL BANK  
18-89/1012

1056

30-DEC-2022

PAY Five Thousand Two Hundred Fifty-Two &amp; 50/100\*\*\*\*\*

AMOUNT  
\$5,252.50

TO THE  
ORDER  
OF

City of Parkville



AUTHORIZED SIGNATURE AS COURT AGENT



⑈001056⑈ ⑆101201892⑆ ⑆130230423⑈

RETURN A - MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

| 1                                                                                                                                    | 2                                                                         | 3                                            | 4                                                                      | 5                                                                       | 6                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------|
| CLASSIFICATION OF OFFENSES                                                                                                           | OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDING "UNFOUNDED" AND ATTEMPTS) | UNFOUNDED, I.E. FALSE OR BASELESS COMPLAINTS | NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS) | TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6) | NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE |
|                                                                                                                                      |                                                                           |                                              | 2022                                                                   | 2021                                                                    | 2020 2019                                                         |
| 1. CRIMINAL HOMICIDE                                                                                                                 |                                                                           |                                              |                                                                        |                                                                         |                                                                   |
| a. MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault if homicide reported, submit Supplemental Homicide Report) | 11                                                                        |                                              | 0                                                                      | 1                                                                       | 0 1                                                               |
| b. MANSLAUGHTER BY NEGLIGENCE                                                                                                        | 12                                                                        |                                              | 0                                                                      | 0                                                                       | 0 0                                                               |
| 2. RAPE TOTAL                                                                                                                        | 20                                                                        | 1                                            | 1                                                                      | 2                                                                       | 1 0                                                               |
| a. Rape                                                                                                                              | 21                                                                        | 1                                            | 1                                                                      | 1                                                                       |                                                                   |
| b. Attempts to Commit Rape                                                                                                           | 22                                                                        |                                              |                                                                        |                                                                         |                                                                   |
| c. Historical Rape                                                                                                                   | 22                                                                        |                                              |                                                                        |                                                                         |                                                                   |
| 3. ROBBERY TOTAL                                                                                                                     | 30                                                                        | 3                                            | 3                                                                      | 2                                                                       | 0 1                                                               |
| a. Firearm                                                                                                                           | 31                                                                        | 1                                            | 1                                                                      |                                                                         |                                                                   |
| b. Knife or Cutting Instrument                                                                                                       | 32                                                                        |                                              |                                                                        |                                                                         |                                                                   |
| c. Other Dangerous Weapon                                                                                                            | 33                                                                        |                                              |                                                                        |                                                                         |                                                                   |
| d. Strong-Arm ( Hands, Fists, Feet, Etc. )                                                                                           | 34                                                                        | 2                                            | 2                                                                      | 2                                                                       |                                                                   |
| 4. ASSAULT TOTAL                                                                                                                     | 40                                                                        | 20                                           | 20                                                                     | 23                                                                      | 16 25 14                                                          |
| a. Firearm                                                                                                                           | 41                                                                        |                                              |                                                                        |                                                                         |                                                                   |
| b. Knife or Cutting Instrument                                                                                                       | 42                                                                        |                                              |                                                                        |                                                                         | 1                                                                 |
| c. Other Dangerous Weapon                                                                                                            | 43                                                                        | 1                                            | 1                                                                      | 1                                                                       |                                                                   |
| d. Hands, Fists, Feet, Etc. - Aggravated injury                                                                                      | 44                                                                        | 7                                            | 7                                                                      | 6                                                                       |                                                                   |
| e. Other Assaults - Simple, Not Aggravated                                                                                           | 45                                                                        | 12                                           | 12                                                                     | 8                                                                       |                                                                   |
| 5. BURGLARY TOTAL                                                                                                                    | 50                                                                        | 12                                           | 12                                                                     | 18                                                                      | 2 19 12                                                           |
| a. Forcible Entry                                                                                                                    | 51                                                                        | 4                                            | 4                                                                      | 1                                                                       |                                                                   |
| b. Unlawful Entry - No Force                                                                                                         | 52                                                                        | 7                                            | 7                                                                      |                                                                         |                                                                   |
| c. Attempted Forcible Entry                                                                                                          | 53                                                                        | 1                                            | 1                                                                      | 1                                                                       |                                                                   |
| 6. LARCENY - THEFT TOTAL<br>( Except Motor Vehicle Theft )                                                                           | 60                                                                        | 94                                           | 2 92                                                                   | 64 15                                                                   | 103 97                                                            |
| 7. MOTOR VEHICLE THEFT TOTAL                                                                                                         | 70                                                                        | 22                                           | 22                                                                     | 13                                                                      | 2 13 11                                                           |
| a. Autos                                                                                                                             | 71                                                                        | 16                                           | 16                                                                     | 2                                                                       |                                                                   |
| b. Trucks and Buses                                                                                                                  | 72                                                                        | 6                                            | 6                                                                      |                                                                         |                                                                   |
| c. Other Vehicles                                                                                                                    | 73                                                                        |                                              |                                                                        |                                                                         |                                                                   |
| GRAND TOTAL                                                                                                                          | 77                                                                        | 152                                          | 2 150                                                                  | 123 38                                                                  | 161 136                                                           |

2022 2021 2020 2019

January 2022

Month and Year of Report

Mo0830100

Agency Identifier

8000.00

Population

January 3, 2023

Date

Jon Jordan

Captain

Prepared By

Title

Chief K. L. Christian

Chief, Commissioner, Sheriff, or Superintendent Page 17 of 226

Parkville Police Department...

Agency and State

Through  
November 30, 2022

# PROPERTY STOLEN BY CLASSIFICATION

| CLASSIFICATION                                                |    | NUMBER OF ACTUAL<br>OFFENSES (COLUMN 4<br>Return A) | Monetary<br>Value of Property Stolen |
|---------------------------------------------------------------|----|-----------------------------------------------------|--------------------------------------|
| <b>1. MURDER AND NONNEGLIGENT MANSLAUGHTER</b>                | 12 |                                                     |                                      |
| <b>2. RAPE (TOTAL)</b>                                        | 20 | 1                                                   |                                      |
| <b>3. ROBBERY</b>                                             |    |                                                     |                                      |
| (a) HIGHWAY (Streets, alleys, etc.)                           | 31 |                                                     |                                      |
| (b) COMMERCIAL HOUSE (except c, d and f)                      | 32 |                                                     |                                      |
| (c) GAS OR SERVICE STATION                                    | 33 | 1                                                   | 258                                  |
| (d) CONVENIENCE STORE                                         | 34 | 1                                                   | 330                                  |
| (e) RESIDENCE (anywhere on premises)                          | 35 |                                                     |                                      |
| (f) BANK                                                      | 36 | 1                                                   | 2000                                 |
| (g) MISCELLANEOUS                                             | 37 |                                                     |                                      |
| <b>TOTAL ROBBERY</b>                                          | 30 | 3                                                   | 2588                                 |
| <b>5. BURGLARY - BREAKING AND ENTERING</b>                    |    |                                                     |                                      |
| (a) RESIDENCE (dwelling)                                      |    |                                                     |                                      |
| (1) NIGHT (6 p.m. - 6 a.m.)                                   | 51 | 1                                                   | 275                                  |
| (2) DAY (6 a.m. - 6 p.m.)                                     | 52 | 3                                                   | 5855                                 |
| (3) UNKNOWN                                                   | 53 | 2                                                   | 5578                                 |
| (b) NON-RESIDENCE (store, office, etc.)                       |    |                                                     |                                      |
| (1) NIGHT (6 p.m. - 6 a.m.)                                   | 54 | 4                                                   | 13100                                |
| (2) DAY (6 a.m. - 6 p.m.)                                     | 55 | 2                                                   | 2480                                 |
| (3) UNKNOWN                                                   | 56 |                                                     |                                      |
| <b>TOTAL BURGLARY</b>                                         | 50 | 12                                                  | 27288                                |
| <b>6. LARCENY - THEFT (Except Motor Vehicle Theft)</b>        |    |                                                     |                                      |
| (a) \$200 AND OVER                                            | 61 | 57                                                  | 108263                               |
| (b) \$50 TO \$200                                             | 62 | 18                                                  | 1848                                 |
| (c) UNDER \$50                                                | 63 | 17                                                  | 310                                  |
| <b>TOTAL LARCENY (Same as Item 6X)</b>                        | 60 | 92                                                  | 110421                               |
| <b>7. MOTOR VEHICLE THEFT (Including Alleged Joy Riding)</b>  | 70 | 22                                                  | 295000                               |
| <b>GRAND TOTAL - ALL ITEMS</b>                                | 77 | 130                                                 | 100 136 122 435297                   |
| <u>ADDITIONAL ANALYSIS OF LARCENY AND MOTOR VEHICLE THEFT</u> |    |                                                     |                                      |
| <b>6X. NATURE OF LARCENIES UNDER ITEM 6</b>                   |    |                                                     |                                      |
| (a) POCKET-PICKING                                            | 81 |                                                     |                                      |
| (b) PURSE SNATCHING                                           | 82 |                                                     |                                      |
| (c) SHOPLIFTING                                               | 83 | 14                                                  | 9 39 48 7477                         |
| (d) FROM MOTOR VEHICLE (except e)                             | 84 | 33                                                  | 28248                                |
| (e) MOTOR VEHICLE PARTS AND ACCESSORIES                       | 85 | 17                                                  | 13753                                |
| (f) BICYCLES                                                  | 86 | 3                                                   | 1010                                 |
| (g) FROM BUILDING (except c and h)                            | 87 | 4                                                   | 5 5 6 3816                           |
| (h) FROM ANY COIN-OPERATED MACHINES (parking meters etc.)     | 88 |                                                     |                                      |
| (i) ALL OTHERS                                                | 89 | 21                                                  | 56117                                |
| <b>TOTAL LARCENIES (Same as Item 6)</b>                       | 80 | 92                                                  | 64 103 97 110421                     |
| <b>7X. MOTOR VEHICLES RECOVERED</b>                           |    |                                                     | 2021 2020 2019                       |
| (a) STOLEN LOCALLY AND RECOVERED LOCALLY                      | 91 | 1                                                   |                                      |
| (b) STOLEN LOCALLY AND RECOVERED BY ANOTHER JURISDICTION      | 92 | 4                                                   |                                      |
| (c) TOTAL LOCALLY STOLEN MOTOR VEHICLES RECOVERED (a & b)     | 90 | 5                                                   |                                      |
| (d) STOLEN IN OTHER JURISDICTION AND RECOVERED LOCALLY        | 93 | 3                                                   |                                      |

January 1 through November 30, 2022

2022

## **OUR MISSION**

*We partner with communities to deliver the finest water and wastewater services available at a competitive price. We are committed to keeping water safe and clean while serving people and taking care of communities with improved technical operations, careful management and financial oversight, and ensured regulatory compliance.*

Alliance Water  
Resources, Inc.

206 S. Keene St.  
Columbia, MO  
65201

(573)874-8080

## **OPERATIONS REPORT – PARKVILLE DIVISION**

### **NOVEMBER 2022**

#### **Wastewater Treatment Plant Operations**

- The Wastewater plant received 5.41 inches of precipitation.
- The plant removal efficiency for the month:
  - 96.2 % BOD mg/L
  - 94.0% TSS mg/L
- The average daily flow 391,833 Gallons.

#### **Wastewater Laboratory Analysis**

- Staff performed all required monitoring and process control lab tests.
- The following samples were delivered to Keystone Labs for analysis: NH<sub>3</sub>-N (4), BOD<sup>5</sup> (4).
- Monthly and daily laboratory equipment maintenance and calibrations were performed according to the manufacturer's guidelines.
- Staff performed QA/QC on the laboratory analysis performed at the WWTF.

#### **Wastewater Treatment Plant Compliance**

- All regulatory testing completed.

#### **Wastewater Treatment Plant Maintenance**

- Aeration basin upgrade completed.
- Stair replacement completed.
- U.V. system cleaned and repairs started.

#### **Collection System Operations**

- Staff conducted one sewer inspection.
- Staff completed 253 sewer locates.
- Staff performed normal maintenance and monitoring.
- Pinecrest and South National Lift Stations cleaned by contractor.

#### **Bio-solids**

- Staff applied 9.14 dry ton.

#### **Safety**

- Staff monthly safety meeting subjects:
  - Hazcom: Safety Data Sheet Sections
  - Hazard Communication

## OPERATIONS REPORT – PARKVILLE DIVISION

### Loading

|                    |                                                     |
|--------------------|-----------------------------------------------------|
| <b>Hydraulic</b>   | 391,000 gallons per day                             |
| <b>Organic</b>     | 30.97 lbs. of BOD per day<br>(929.1 lbs. per month) |
| <b>Non-Organic</b> | 24.26 lbs. of TSS per day<br>(727.8 lbs. per month) |

### NPDES Effluent Permit Parameters

| Parameter                | Monthly Average      | Permit Limit                |
|--------------------------|----------------------|-----------------------------|
| <b>pH</b>                | 6.8 Min. and 7.0 Max | 6.5 - 9.0                   |
| <b>TSS</b>               | 7.44 mg/L            | 30 mg/L                     |
| <b>BOD<sub>5</sub></b>   | 9.5 mg/L             | 25 mg/L                     |
| <b>NH<sub>3</sub>-N</b>  | 1.82 mg/L            | 3.0 mg/L                    |
| <b>E. coli Coliform</b>  | # / 100 mL           | 206 #/100 mL                |
| <b>O &amp; G</b>         | mg/L                 | 10.0 mg/L (quarterly)       |
| <b>T. Phosphorus</b>     | mg/L                 | Monitoring Only (quarterly) |
| <b>T. Nitrogen</b>       | mg/L                 | Monitoring Only (quarterly) |
| <b>SM1 T. Phosphorus</b> | mg/L                 | Monitoring Only (quarterly) |
| <b>SM1 T. Nitrogen</b>   | mg/L                 | Monitoring Only (quarterly) |

### Removal Efficiency

| Parameter          | Monthly Average | Permit Limit |
|--------------------|-----------------|--------------|
| <b>Organic</b>     | 96.2%           | 85%          |
| <b>Non-Organic</b> | 94.0%           | 85%          |

### Biosolids

| Report Period           | Year to Date   |               |
|-------------------------|----------------|---------------|
| <b>Quantity Applied</b> | 75.42 dry tons | 9.14 dry tons |
| <b>Acres Applied</b>    | 56 acres       | 10 acres      |





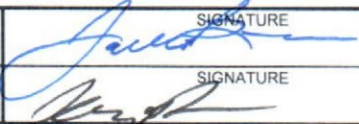
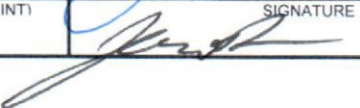
**MISSOURI DEPARTMENT OF NATURAL RESOURCES**  
**DIVISION OF ENVIRONMENTAL QUALITY**  
Discharge Monitoring Report For Municipal Wastewater Treatment Plants

| NAME OF FACILITY                 |             |               |             |            | LOCATION ADDRESS & CITY                  |             |                               |             |                         |            |                               |            | COUNTY/REGION |             |
|----------------------------------|-------------|---------------|-------------|------------|------------------------------------------|-------------|-------------------------------|-------------|-------------------------|------------|-------------------------------|------------|---------------|-------------|
| Parkville Extended Aeration WWTF |             |               |             |            | 12303 NW FF Highway, Parkville, MO 64152 |             |                               |             |                         |            |                               |            | Platte/ KCRO  |             |
| MONTH/YEAR                       |             | PERMIT NUMBER |             |            | OUTFALL NUMBER                           |             | TYPE TREATMENT FACILITY       |             |                         |            |                               |            |               |             |
| NOV. 2022                        |             | MO-0113085    |             |            | #001                                     |             | Extended Air-Activated Sludge |             |                         |            |                               |            |               |             |
| INFLUENT                         |             |               |             |            | EFFLUENT                                 |             |                               |             |                         |            |                               |            | % Removal     |             |
| DATE                             | pH<br>UNITS | BOD<br>mg/L   | TSS<br>mg/L | TEMP<br>°C | FLOW<br>GPD                              | pH<br>UNITS | BOD<br>mg/L                   | TSS<br>mg/L | Ammonia<br>as N<br>mg/l | DO<br>mg/L | E. coli<br>COLFRM<br>#/100 ML | TEMP<br>°C | BOD<br>mg/L   | TSS<br>mg/L |
| 1                                |             |               |             |            | 636000                                   | 6.90        |                               |             |                         |            |                               | 19.30      |               |             |
| 2                                |             |               |             |            | 108000                                   |             |                               |             |                         |            |                               |            |               |             |
| 3                                |             |               |             |            | 306000                                   | 6.82        |                               |             |                         |            |                               | 19.80      |               |             |
| 4                                |             |               |             |            | 333000                                   |             |                               |             |                         |            |                               |            |               |             |
| 5                                |             |               |             |            | 488000                                   |             |                               |             |                         |            |                               |            |               |             |
| 6                                |             |               |             |            | 502000                                   |             |                               |             |                         |            |                               |            |               |             |
| 7                                |             | 198.00        | 198.00      |            | 412000                                   | 6.86        | 9.00                          | 11.50       |                         |            |                               | 17.90      | 95.5          | 94.2        |
| 8                                | 7.11        |               |             | 19.50      | 368000                                   |             |                               |             | 0.05                    | 6.72       |                               | 18.20      |               |             |
| 9                                |             |               |             |            | 460000                                   | 6.88        |                               |             |                         |            |                               | 19.70      |               |             |
| 10                               |             |               |             |            | 373000                                   | 6.78        |                               |             |                         |            |                               | 20.40      |               |             |
| 11                               |             |               |             |            | 347000                                   | 6.83        |                               |             |                         |            |                               | 16.10      |               |             |
| 12                               |             |               |             |            | 383000                                   |             |                               |             |                         |            |                               |            |               |             |
| 13                               |             |               |             |            | 389000                                   |             |                               |             |                         |            |                               |            |               |             |
| 14                               | 7.22        |               |             | 18.70      | 414000                                   | 6.91        |                               |             |                         |            |                               | 16.50      |               |             |
| 15                               |             | 239.00        | 108.00      |            | 395000                                   | 6.79        | 8.00                          | 5.00        |                         |            |                               | 15.80      | 96.7          | 95.4        |
| 16                               |             |               |             |            | 393000                                   |             |                               |             | 0.05                    | 7.19       |                               | 17.10      |               |             |
| 17                               |             |               |             |            | 395000                                   | 6.78        |                               |             |                         |            |                               | 15.60      |               |             |
| 18                               |             |               |             |            | 424000                                   |             |                               |             |                         |            |                               |            |               |             |
| 19                               |             |               |             |            | 370000                                   |             |                               |             |                         |            |                               |            |               |             |
| 20                               |             |               |             |            | 410000                                   |             |                               |             |                         |            |                               |            |               |             |
| 21                               |             | 224.00        | 52.00       |            | 433000                                   |             | 11.00                         | 4.50        |                         |            |                               |            | 95.1          | 91.3        |
| 22                               | 7.10        |               |             | 17.70      | 388000                                   | 6.97        |                               |             | 5.37                    | 8.80       |                               | 16.20      |               |             |
| 23                               |             |               |             |            | 358000                                   |             |                               |             |                         |            |                               |            |               |             |
| 24                               |             |               |             |            | 424000                                   |             |                               |             |                         |            |                               |            |               |             |
| 25                               |             |               |             |            | 353000                                   |             |                               |             |                         |            |                               |            |               |             |
| 26                               |             |               |             |            | 329000                                   |             |                               |             |                         |            |                               |            |               |             |
| 27                               |             |               |             |            | 372000                                   |             |                               |             |                         |            |                               |            |               |             |
| 28                               |             |               |             |            | 387000                                   |             |                               |             |                         |            |                               |            |               |             |
| 29                               |             |               |             |            | 407000                                   |             |                               |             |                         |            |                               |            |               |             |
| 30                               | 7.24        | 396.00        | 176.00      | 16.80      | 398000                                   |             | 10.00                         | 8.75        |                         |            |                               |            | 97.5          | 95.0        |
| 31                               |             |               |             |            |                                          |             |                               |             |                         |            |                               |            |               |             |
| Total                            |             | 4             | 4           | 4          | 11,755,000.0                             |             | 38                            | 4           | 3                       | 3          | 0                             | 12         |               |             |
| Avg                              |             | 264           | 134         | 18         | 391,833                                  |             | 9.5                           | 7.44        | 1.82                    | 7.6        | #DIV/0!                       | 17.7       | 96.2          | 94.0        |
| Min                              | 7.1         | 198           | 52          | 17         | 108,000                                  | 6.8         | 8.0                           | 4.5         | 0.05                    | 6.7        | 0.0                           | 15.6       | 95.1          | 91.3        |
| Max                              | 7.2         | 396           | 198         | 20         | 636,000                                  | 7.0         | 11.0                          | 11.5        | 5.37                    | 8.8        | 0.0                           | 20.4       | 97.5          | 95.4        |

OPERATIONAL CONTROLS/LABORATORY TEST REQUIRED FOR "ACTIVATED SLUDGE" PROCESSES

| DATE  | SLUDGE<br>DISP.<br>LBS. DRY<br>WEIGHT | #1 Aeration Basin |      |      |               |             | #2 Aeration Basin |      |       |               |             | Weather Conditions     |   |         |       |      |
|-------|---------------------------------------|-------------------|------|------|---------------|-------------|-------------------|------|-------|---------------|-------------|------------------------|---|---------|-------|------|
|       |                                       | MIXED LIQUOR      |      |      |               |             | MIXED LIQUOR      |      |       |               |             | Outside                |   | Weather | *RAIN | Time |
|       |                                       | pH                | DO   | MLSS | Settleability |             | pH                | DO   | MLSS  | Settleability |             | Ambient<br>Temp<br>° F |   |         |       |      |
|       |                                       |                   |      |      | 30 min<br>ml  | Temp<br>° C |                   |      |       | 30 min<br>ml  | Temp<br>° C |                        |   |         |       |      |
|       |                                       | UNITS             | mg/l | mg/l |               |             | UNITS             | mg/l | mg/l  |               |             |                        |   | inches  |       |      |
| 1     | 2.34                                  |                   |      |      |               |             | 6.64              |      | 4,240 |               | 19.9        | 44                     | c |         | 5:22  |      |
| 2     | 1.91                                  |                   |      |      |               | 21          | 6.53              | 0.2  | 4,440 | 460           | 20.2        | 52                     | c |         | 7:00  |      |
| 3     | 1.86                                  |                   |      |      |               | 20.4        | 6.4               | 5.4  | 2,500 | 350           | 20.8        | 60                     | c |         | 7:00  |      |
| 4     |                                       |                   |      |      |               | 20.8        | 6.65              | 5.46 | 3,040 | 502           | 21.1        | 51                     | r |         | 7:10  |      |
| 5     |                                       |                   |      |      |               | 19.3        |                   | 5.13 |       |               | 19.2        | 50                     | c | 2.5     | 10:30 |      |
| 6     |                                       |                   |      |      |               | 19.5        |                   | 0.14 |       |               | 19.3        | 55                     | c | 2.3     | 9:10  |      |
| 7     |                                       |                   |      |      |               | 19.3        | 6.7               | 5.13 | 3,320 | 600           | 19.6        | 48                     | c |         | 7:04  |      |
| 8     | 3.03                                  |                   |      |      |               | 19          | 6.71              | 4.76 | 3,320 | 570           | 19.3        | 55                     | c |         | 7:05  |      |
| 9     |                                       |                   |      |      |               | 19.5        | 6.64              | 5.05 | 3,060 |               | 19.7        | 61                     | c |         | 7:08  |      |
| 10    |                                       |                   |      |      |               | 20          |                   | 4.54 | 6,250 | 690           | 20.3        | 65                     | c |         | 7:10  |      |
| 11    |                                       |                   |      |      |               | 19          | 6.62              | 4.01 | 2,880 | 500           | 19.6        | 30                     | c | 0.5     | 7:10  |      |
| 12    |                                       |                   |      |      |               | 18.3        |                   | 4.52 |       |               | 18.4        | 32                     | c | 0.06    | 11:00 |      |
| 13    |                                       |                   |      |      |               | 17.9        |                   | 4.45 |       |               | 17.9        | 36                     | c |         | 11:14 |      |
| 14    |                                       |                   | 0.3  |      |               | 17.9        | 6.67              | 5.86 | 3,160 | 650           | 17.9        | 40                     | c |         | 6:55  |      |
| 15    |                                       |                   | 1.6  |      |               | 18.3        | 6.64              | 3.98 | 3,360 | 690           | 18.1        | 37                     | s |         | 7:20  |      |
| 16    |                                       |                   | 1.4  |      |               | 18          | 6.62              | 5.39 | 2,780 | 710           | 17.8        | 27                     | c |         | 7:30  |      |
| 17    |                                       |                   |      |      |               | 17.8        | 6.49              | 5.02 | 2,720 | 550           | 17.5        | 30                     | c |         | 7:05  |      |
| 18    |                                       |                   |      |      |               | 17.5        | 6.32              | 4.21 | 3,020 | 620           | 17.2        | 20                     | c |         | 7:05  |      |
| 19    |                                       |                   |      |      |               | 17.1        |                   | 3.61 |       |               | 16.8        | 30                     | c |         |       |      |
| 20    |                                       |                   | 1.9  |      |               | 16.8        |                   | 1.5  |       |               | 17.1        | 40                     | c |         | 10:30 |      |
| 21    |                                       |                   | 0.3  |      |               | 17.2        | 6.47              | 0.44 | 3,000 | 600           | 17          | 32                     | c |         | 7:10  |      |
| 22    |                                       |                   | 4.9  |      |               | 17.4        | 6.6               | 3.7  | 2,860 | 470           | 17.3        | 29                     | c | t       | 7:10  |      |
| 23    |                                       |                   |      |      |               | 17.5        | 6.65              | 5.06 | 2,660 | 500           | 17.5        | 40                     | c |         | 7:10  |      |
| 24    |                                       |                   |      |      |               |             |                   |      |       |               |             | 57                     | c |         | 10:08 |      |
| 25    |                                       |                   |      |      |               |             |                   |      |       |               |             | 42                     | c |         | 10:04 |      |
| 26    |                                       |                   |      |      |               |             |                   |      |       |               |             | 32                     | c |         | 8:07  |      |
| 27    |                                       |                   |      |      |               |             |                   |      |       |               |             | 42                     | r | 0.05    | 5:59  |      |
| 28    |                                       |                   |      |      |               | 16.6        | 6.6               | 5.13 | 3,200 | 600           | 17          | 30                     | C |         | 7:10  |      |
| 29    |                                       |                   |      |      |               | 16.7        | 6.65              | 5.59 | 2,940 | 700           | 17          | 70                     | c |         | 7:15  |      |
| 30    |                                       |                   | 2.7  |      |               | 16          | 6.69              | 6.48 | 2,780 | 650           | 16.3        | 24                     | c |         | 7:05  |      |
| 31    |                                       |                   |      |      |               |             |                   |      |       |               |             |                        |   |         |       |      |
| Total | 9.14                                  |                   |      |      |               |             |                   |      |       |               |             |                        |   | 5.41    |       |      |

COMMENTS:

|                            |                                                                                     |              |            |
|----------------------------|-------------------------------------------------------------------------------------|--------------|------------|
| TESTS PERFORMED BY (PRINT) | SIGNATURE                                                                           | PHONE #      | DATE       |
| James Brown                |  | 816-215-4017 | 12-20-22   |
| REPORT APPROVED BY (PRINT) | SIGNATURE                                                                           | PHONE #      | DATE       |
| Jason Brown                |  | 816-215-5690 | 12-20-2022 |

**CITY OF PARKVILLE**

**Policy Report**

Date: January 11, 2023

Prepared By:

Melissa McChesney, City Clerk

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Approve a temporary resort liquor license with Sunday sales for Plaza Mariachi, a new business to be located at 15325 Old Town Drive, Suite 119

BACKGROUND:

Per Parkville Municipal Code Chapter 600, all liquor license applications must be approved by the Board of Aldermen. On January 9, 2023, a liquor license application was submitted by Mariachi LLC dba Plaza Mariachi, a new business to be located at 15325 Old Town Drive, Suite 119 (Creekside). Per Parkville Municipal Code Section 600.070, Plaza Mariachi qualifies for a temporary resort liquor license with Sunday sales. Since it will be a new business, a temporary resort license is required for the first three months.

Following approval by the Board and receipt of the license fee and remaining supporting documents, the City Clerk will provide an approval letter to the business which will be submitted to the Missouri Division of Alcohol and Tobacco Control for its Missouri liquor license. A copy of the City's approval letter will be on file in the City Clerk's Office.

BUDGET IMPACT:

The fee for these types of liquor licenses is \$168.75 and will be coded as revenue in the General Fund.

ALTERNATIVES:

1. Approve the temporary resort liquor license with Sunday sales for Plaza Mariachi.
2. Do not approve the item.
3. Postpone the item.

FINANCE COMMITTEE RECOMMENDATION:

The item was not presented to the Finance Committee, but is being taken directly to the Board of Aldermen for consideration.

STAFF RECOMMENDATION:

Staff recommends approval of the liquor license for Plaza Mariachi.

POLICY:

Parkville Municipal Code Section 600.030 states that the Board of Aldermen shall approve all new applications for a liquor license.

SUGGESTED MOTION:

I move to approve a temporary resort liquor license with Sunday sales for Plaza Mariachi, a new business to be located at 15325 Old Town Drive, Suite 119.

ATTACHMENTS:

1. Application





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

APPLICATION TO SELL LIQUOR IN PARKVILLE, MISSOURI  
(Parkville Municipal Code Chapter 600)

For period June 1, 2022 to May 31, 2023  
Current year Next year

Date of Application: 12/9/22

SECTION 1.

1. Name of Business: PLAZA MARIACHI
2. Type of Business: RESTAURANT
3. Street address where liquor is to be sold: 15325 OLD TOWN DR #119 PARKVILLE, MO 64152
4. Is this location within 300 feet of a church or school? Yes ☐ No ☒  
*See Parkville Municipal Code Section 600.310 Notice and Consent*
5. Mailing Address: 15325 OLD TOWN DR #119 PARKVILLE, MO 64152  
\*816-888-8325
6. Phone No. of Business: 816-503-6802 Fax No. of Business: \_\_\_\_\_
7. Name of Managing Officer (principal applicant): MARIO GARCIA LOPEZ
8. Name(s) of any partner(s) in this business (attach separate sheet if necessary):  
RICARDO CORTES , FELIPE GARCIA
9. Name(s) and residence address(es) of any other person(s) having financial interest in this business or partnership (attach separate sheet if necessary):  
\_\_\_\_\_  
\_\_\_\_\_
10. If corporation, give name of corporation, date of incorporation, state in which incorporated, and names and addresses of all stockholders who hold ten percent (10%) or more of the capital stock (attach separate sheet if necessary): MARIACHI LLC 11/5/2021  
MARIO GARCIA LOPEZ 2114 JENNIFER CT KEARNEY, MO 64060  
FELIPE GARCIA 909 BVALEWOOD DR. KEARNEY, MO 64060  
RICARDO CORTES 925 S. VALLEY DR. LAWRENCE, KS 66043
11. Name(s) and residence address(es) of any other person(s) having financial interest in the building to be used for liquor sales:  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 3. LICENSE FOR WHICH APPLICATION IS BEING MADE**

(Please choose the license for which application is being made.)

1. ☐ **Microbrewer: \$375**  
Based on annual production of at least 500 barrels, at a fee of \$7.50 per hundred barrels. If, at the end of the license year, the microbrewery has produced less than 500 barrels, the City shall refund \$7.50 for every hundred barrels under that number. A fraction of one hundred barrels produced shall be counted as one hundred barrels. It allows production of beer and malt liquor of no more than 10,000 barrels per year in Zones I-1, I-2 or I-3 only. Holder of this license must also have a resort liquor license (RSMo 311.195)
2. ☐ **Retailer of malt liquor in the original package: \$75**  
Allows sale of malt liquor in original package for consumption off premises. LIMITED to drug stores, cigar/tobacco stores, confectioneries, delicatessens, grocery or general merchandise stores with stock having at-cost value of at least \$1,000. (RSMo 311.200) Limit of one per every 2,000 residents.
3. ☐ **Retailer of malt liquor by the drink: \$52.50**  
Allows sale of malt liquor/ light wine by drink for consumption on premises, sale of malt liquor/ light wine in original package for consumption off premises. (RSMo 311.200)
4. ☐ **Retailer of intoxicating liquor in original package: \$150** ☐ **Sunday Sales: additional \$300**  
Allows sale of intoxicating liquor, malt liquor in original package for consumption off premises. LIMITED to drug stores, cigar/tobacco stores, confectioneries, delicatessens, grocery or general merchandise stores having at-cost value of at least \$1,000. (RSMo 311.200, 311.293). Limit two per every 1,000 residents.
5. ☐ **Resort license (RSMo 311.095): \$450** ☐ **Sunday Sales: additional \$300**  
Allows sale of intoxicating liquor by drink for consumption on premises of a "resort," sale of intoxicating liquor in original package for consumption off premises, sale of malt liquor by drink for consumption on premises, sale of malt liquor in original package for consumption off premises.
- 5a. ☒ **Temporary resort license: \$93.75 for 3 months/ Sunday sales: additional \$75 for 3 months**  
Allows 3-month resort license, based on projection of sales. For all new restaurants.
6. ☐ **Malt liquor/ light wine sale-by-drink permit (no more than 7 days): \$37.50**  
Allows sale of light wine and malt liquor for consumption off premises where sold between 10:00 a.m. and midnight (11:00 a.m. to midnight on Sundays) or requested date(s) of sale. LIMITED to church, school, civic, service, fraternal, veterans, political, or charitable club or organization for picnic, bazaar, fair, festival or similar gathering or event. (RSMo 311.482)
7. ☐ **Boat or Vessel, Intoxicating liquor by drink for consumption: \$450**  
Authorizes sale of intoxicating liquor by the drink at retail for consumption on the premises of any boat or other vessel licensed by the United States Coast Guard to carry one hundred (100) or more passengers for hire on navigable waters in or adjacent to this State, which has a regular place or mooring in Parkville, Missouri. NOTE: Does not include riverboat gambling boats. (RSMo 311.090)
8. ☒ **Intoxicating liquor by drink for consumption on premises - including Sunday Sales: No fee**  
Authorizes sale of liquor by drink at retail for consumption on premises. LIMITED to charitable, fraternal, religious, service or veterans' organization with 501(c) exemption. (RSMo 311.090)
9. ☐ **Wholesaler: \$375**  
Allows sale of intoxicating liquor of all kinds to person licensed to sell at retail and privilege of selling to licensed wholesalers and soliciting orders for sale of intoxicating liquor of all kinds, to, by, or through licensed wholesaler in Missouri. (RSMo 311.180.9)
10. ☐ **Caterer: \$15 per day; requires separate caterer's permit.**
11. ☐ **Tasting Permit: \$37.50**  
Authorizes any winery, distiller, manufacturer, wholesaler or brewer or designated employee to provide distilled spirits, wine, or malt beverage samples off a licensed premises provided no sales transactions take place or on any temporary licensed retail premises. (RSMo 311.294)
12. ☐ **Retailer intoxicating liquor by the drink limited to distillers: \$375**  
LIMITED to a distiller whose manufacturing establishment is located within the City and allows for the sale of intoxicating liquor by the drink at retail for consumption on the premises where sold provided the licensed premises is in close proximity to the distillery.

**SECTION 4. AFFIDAVIT OF PRINCIPAL APPLICANT**

I hereby affirm that I am and shall continue to be actively engaged for the period of the license for which application is made in the actual control and management of the premises for which liquor license is sought. I am at least 21 years of age. I am of good moral character. I am qualified to hold an alcoholic beverage license in the State of Missouri. I have never been convicted, since the ratification of the 21st Amendment of the Constitution of the United States, of a violation of the provisions of any law applicable to the manufacturer or sale of alcoholic beverages. I have never had a dealer's license revoked. I am a qualified legal voter and taxpaying citizen of the Missouri county, town, city or village of which I am a resident and will produce a tax receipt and Election Board certification to that effect upon request.

I affirm that I am not in arrears for any back taxes or license fees owned to the City of Parkville. I will not accept directly or indirectly any loans, equipment, money, credit or property of any kind, except ordinary commercial credit, as such term is defined in the Rules and Regulations of the Supervisor of Liquor Control of the State of Missouri.

I am prepared to offer all statements, books, records and papers which the City Clerk determines to be necessary to describe the true ownership and management of the business or in the respects necessary to determine my qualifications for this liquor license.

I affirm that the type of business to be conducted on the premises for which application is made is as shown on this application. If applying for license in category 3 or 5, I state that goods for sale at this location are valued at-cost in at least the amount of \$1,000, and at no time shall the at-cost value of goods offered for sale at this location be less than \$1,000 (exclusive of fixtures and alcoholic beverages.)

I affirm that no distiller, wholesaler, winemaker, brewer, or supplier of coin-operated, commercial manual or mechanical amusement devices, or any employee, officer or agent thereof has any financial interest in the retail business of this applicant for the sale of alcoholic beverages or C.O.L., and that I will not accept from any such persons equipment, money, credit or property of any kind, except ordinary commercial credit for liquor.

I understand that if I do not begin operation of the business at the address shown within 120 days, then my license fee is forfeited and the license issued to me shall be considered invalid, null and void, and no effect, and I may not reapply for a liquor license for a period of one year from the date invalidated license was issued. I understand that I am to file with the City Clerk a written report of any loan made to me of money or credit relating to the licensed business within fifteen days of such loan being made.

If any of the facts or information in the foregoing application change during the period for which license is issued, I shall file with the City Clerk a written report of such change(s) within ten days of such change(s).

SIGNATURE OF PRINCIPAL APPLICANT: Marcin Kucinski DATE: 12/13/2022

**Attach:**

- Certificate of Occupancy (building permit required if currently undergoing construction or remodel)
- License application(s) from partner(s): Section 2 of this form
- Check for license fee (see page 3 for fees)
- Photo of exterior of premises to be used for liquor sales
- Background check through the Missouri State Highway Patrol
- Supplemental information as requested

**CITY OF PARKVILLE  
Policy Report**

Date: January 11, 2023

Prepared By:  
Melissa McChesney, City Clerk

Reviewed By:  
Alexa Barton, City Administrator

ISSUE:  
Appoint Tim Cahill to the Planning and Zoning Commission through May 2023

BACKGROUND:  
Parkville Municipal Code Section 110.140 states the Mayor, with the consent of the Board of Aldermen, shall make appointments to City commissions, committees and boards. The Planning and Zoning Commission was created under the provisions of RSMo. Chapter 89. It consists of nine members who serve staggered, four-year terms.

Mayor Katerndahl recommends appointing Tim Cahill to fill a vacant position previously held by John Delich, who resigned from the Commission on December 28, 2022. The term will expire in May 2023.

BUDGET IMPACT:  
There is no impact to the budget.

ALTERNATIVES:

1. Appoint Tim Cahill to the Planning Commission through May 2023.
2. Reject the Mayor's nomination and request an alternative nomination.
3. Postpone action.

FINANCE COMMITTEE RECOMMENDATION:  
Appointments are not reviewed by the Finance Committee.

STAFF RECOMMENDATION:  
Staff does not make recommendations on appointments.

POLICY:  
Parkville Municipal Code Section 110.140 states the Mayor, with consent and approval of the Board of Aldermen, shall make appointments to City commissions, committees and boards.

SUGGESTED MOTION:  
I move to appoint Tim Cahill to the Planning and Zoning Commission through May 2023.

ATTACHMENTS:

1. Application & Resume





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

## Application for Appointed Boards, Commissions and Committees

Select the boards, commissions and committees in which you are interested in serving as a member:

☐ Board of Zoning Adjustment ☐ Community Land & Recreation Board  
☐ Diversity & Inclusion Commission ☐ Municipal Officials Ethics Commission  
☐ Industrial Development Authority ☒ Planning & Zoning Commission  
☐ Tax Increment Financing Commission

Name: Timothy G Cahill, FAIA E-mail: tcahill@hntb.com

Home Address (required): 8405 N Vista Circle, Parkville, Mo. 64152

Mailing Address (if different than above): \_\_\_\_\_

Are you a resident of the City of Parkville? ☒ Yes ☐ No *Applicants must be residents of Parkville.*

Phone (day): (816) 516-2857 Phone (evening): (816) 516-2857

Current Employer: HNTB Title: Sr.VP, Arch. Design Dir.

How did you learn about Parkville boards and commissions?

☐ Internet ☐ Community Group/Organization ☒ Mayor/Alderman ☒ Other

Why are you interested in serving on a Parkville board or commission?

As an Architect of 43 years, as a friend of two of the current planning commissioners,

I care about the progress of Parkville and how it occurs.

Have you ever served on a Parkville board or commission? ☐ Yes ☒ No

If yes, which ones? \_\_\_\_\_ Dates Served: \_\_\_\_\_

Do you belong to any community organizations or professional groups?

American Institute of Architects, KC Architectural Foundation, KU School of Architecture Board

Return to: Parkville City Hall  
8880 Clark Avenue  
Parkville, Missouri 64152  
E-mail: cityhall@parkvillemo.gov

*Please submit a resume or short biography  
with your application.*

\*\*\*\*\*  
I declare that all statements in this application are true and correct to the best of my knowledge. I further declare that if I am appointed, I will serve fairly, impartially, and to the best of my ability. I acknowledge that information contained in this application is public record and may be subject to public inspection pursuant to Missouri Sunshine Laws.

Applicant Signature:  Date: 12/23/2022

*Appointments to boards, committees and commissions are approved annually by the Board of Aldermen in May and terms vary depending on the board/commission. Applications are accepted throughout the year by the City Clerk. Appointments are made by the Mayor with the consent of the Board of Aldermen.*

**Tim Cahill, FAIA, NCARB, LEED AP- Architecture Practice Leader / Chief Design Officer, HNTB**

Tim Cahill's award-winning work is recognized for its creative solutions to complex, aesthetic and economic design challenges.

Cahill served as the principal designer on the San Diego Airport Terminal Expansion, the Wichita Airport Terminal, the Toledo Arena and Mudhens stadium, and the University of Nebraska Football Stadium Expansion. Other significant projects include Memorial Stadium at the University of Illinois, the University of Michigan stadium renovation and expansion in Ann Arbor, the San Francisco 49ers' Levi's Stadium, Sports Authority Field at Mile High Stadium in Denver, the Chicago Midway Airport terminal, the 1201 Walnut and AT&T Town Pavilion Office Towers in Kansas City and the current concourse expansions at Denver international airport.

Since joining HNTB in 1980, Cahill has received numerous honors and awards, including the American Institute of Architects Presidential Citation Award and multiple design awards of merit from the American Institute of Architects, Kansas City chapter, for his work on quality design for architectural projects across the firm. Currently, he serves on national design juries and the National AIA Large Firm Round Table.

**Professional affiliations:**

- American Institute of Architects, Kansas and Missouri chapters, NCARB

**Awards and recognition:**

- American Institute of Architects College of Fellows, 2001
- AIA Richard Upjohn Fellow, 1997-2000
- AIA Presidential Citation Award for service to the profession
- Multiple design awards of merit, AIA Kansas City chapter
- University of Kansas School of Architecture & Urban Design Advisory Board Member 2010-present
- University of Kansas School of Architecture & Urban Design Distinguished Alumnus Award, 2006

**Education:**

- Master's degree in Architecture, University of Illinois
- Bachelor's degrees in Architecture and Environmental Design, University of Kansas

**CITY OF PARKVILLE**

**Policy Report**

Date: January 11, 2023

Prepared By:

Melissa McChesney, City Clerk

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Reappoint Kenneth Roberson to the Board of Zoning Adjustment through May 2027

BACKGROUND:

Parkville Municipal Code Section 110.140 states the Mayor, with the consent of the Board of Aldermen, shall make appointments to City commissions, committees and boards. The Board of Zoning Adjustment (BZA) was created under the provisions of RSMo Chapter 89. The most recent iteration of the Board of Zoning Adjustment was created by Ordinance No. 2566 in January 2011.

Kenneth Roberson's term expired in May 2022 and he has continued to serve on the BZA. He is interested in being reappointed to another term through May 2027. He was originally appointed on June 18, 2019.

BUDGET IMPACT:

There is no impact to the budget.

ALTERNATIVES:

1. Accept the Mayor's nomination.
2. Reject the Mayor's nomination and request an alternative nomination.
3. Postpone action.

FINANCE COMMITTEE RECOMMENDATION:

Appointments are not reviewed by the Finance Committee.

STAFF RECOMMENDATION:

Staff does not make recommendations on appointments.

POLICY:

Parkville Municipal Code Section 110.140 states the Mayor, with consent and approval of the Board of Aldermen, shall make appointments to City commissions, committees and boards.

SUGGESTED MOTION:

I move to reappoint Kenneth Roberson to the Board of Zoning Adjustment through May 2027.

ATTACHMENTS:

None

**CITY OF PARKVILLE  
Policy Report**

Date: January 11, 2023

Prepared By:  
Melissa McChesney, City Clerk

Reviewed By:  
Alexa Barton, City Administrator

ISSUE:  
Appoint Jackson Carrizzo to the Board of Zoning Adjustment through May 2023

BACKGROUND:  
Parkville Municipal Code Section 110.140 states the Mayor, with the consent of the Board of Aldermen, shall make appointments to City commissions, committees and boards. The Board of Zoning Adjustment (BZA) was created under the provisions of RSMo Chapter 89. The most recent iteration of the Board of Zoning Adjustment was created by Ordinance No. 2566 in January 2011.

Mayor Katerndahl recommends appointing Jackson Carrizzo to serve on the Board to fill a vacant position previously held by Michael Gunn. The term expires in May 2023.

BUDGET IMPACT:  
There is no impact to the budget.

ALTERNATIVES:

1. Accept the Mayor's nomination.
2. Reject the Mayor's nomination and request an alternative nomination.
3. Postpone action.

FINANCE COMMITTEE RECOMMENDATION:  
Appointments are not reviewed by the Finance Committee.

STAFF RECOMMENDATION:  
Staff does not make recommendations on appointments.

POLICY:  
Parkville Municipal Code Section 110.140 states the Mayor, with consent and approval of the Board of Aldermen, shall make appointments to City commissions, committees and boards.

SUGGESTED MOTION:  
I move to appoint Jackson Carrizzo to the Board of Zoning Adjustment through May 2023.

ATTACHMENTS:

1. Application & Resume



## Application for Appointed Boards, Commissions and Committees

Select the boards, commissions and committees in which you are interested in serving as a member:

☒ Board of Zoning Adjustment \_\_\_\_\_ Community Land & Recreation Board  
\_\_\_\_ Diversity & Inclusion Commission \_\_\_\_\_ Municipal Officials Ethics Commission  
\_\_\_\_ Industrial Development Authority \_\_\_\_\_ Planning & Zoning Commission  
\_\_\_\_\_ Tax Increment Financing Commission

Name: Jackson Carrizzo E-mail: carrizzojax@gmail.com

Home Address (required): 16184 Giorgia St. Parkville, MO 64152

Mailing Address (if different than above): \_\_\_\_\_

Are you a resident of the City of Parkville? ☒ Yes \_\_\_\_\_ No *Applicants must be residents of Parkville.*

Phone (day): (816) 886-8040 Phone (evening): \_\_\_\_\_

Current Employer: BlueKC Title: Finance Technology Analyst

How did you learn about Parkville boards and commissions?

☐ Internet ☐ Community Group/Organization ☐ Mayor/Alderman ☒ Other

Why are you interested in serving on a Parkville board or commission?

In the Parkville Nature Sanctuary, there is a stretch of the Whitetail trail that I led completing. That was just the start in my local community giving. Since then, I have always valued having an impact in your local community.

Have you ever served on a Parkville board or commission? \_\_\_\_\_ Yes ☒ No  
If yes, which ones? \_\_\_\_\_ Dates Served: \_\_\_\_\_

Do you belong to any community organizations or professional groups?

Return to: Parkville City Hall  
8880 Clark Avenue  
Parkville, Missouri 64152  
E-mail: [cityhall@parkvillemo.gov](mailto:cityhall@parkvillemo.gov)

*Please submit a resume or short biography with your application.*

\*\*\*\*\*  
I declare that all statements in this application are true and correct to the best of my knowledge. I further declare that if I am appointed, I will serve fairly, impartially, and to the best of my ability. I acknowledge that information contained in this application is public record and may be subject to public inspection pursuant to Missouri Sunshine Laws.

Applicant Signature: Jackson Carrizzo Date: 12/27/2022

*Appointments to boards, committees and commissions are approved annually by the Board of Aldermen in May and terms vary depending on the board/commission. Applications are accepted throughout the year by the City Clerk. Appointments are made by the Mayor with the consent of the Board of Aldermen.*



# Jackson Carrizzo

Parkville, MO | carrizzojax@gmail.com | (816) 886-8040

## PROFESSIONAL SUMMARY

Strategically-minded Systems Analyst with experience working in both the automotive and insurance industries, looking to use my experience and knowledge. Completing a Bachelors and an MBA education in only 4 years, proven the ability to adapt and learn quickly.

## EDUCATION

**Master of Business Administration - Business Analytics - August 2021** Northwest Missouri State University

**Bachelor of Science in Business Economics - August 2020** Northwest Missouri State University

## WORK EXPERIENCE

### **Finance Technology Analyst | BlueKC | Kansas City, MO October 2022 – Present**

- This position supports the functional needs of Finance & Administration to ensure all transactions processed through the ERP systems are accurately posted to the general ledger
- Assist with maintenance, access/security, patches/upgrades, and management of accounting data integrity for the ERP system, Workday, and related satellite applications
- Work closely with business partners to fully understand the pain points and areas of improvements across the platform

### **Credit Analyst 2 | NMAC | Irving, TX November 2020 – October 2022**

- Evaluates credit applications based on information received from credit bureau reports, consumer income statements, and financial structures. Making the decisions of 1 million in working capital per day.
- Developed strong relationships with dealers to build business processes that support NMAC buying guidelines while still being beneficial for the dealer, and the customer.
- Negotiates decisions, tiers, and terms on applications, approvals and declines. Utilizes risk scoring and credit analysis to administer a risk-based pricing finance program.
- Assists in side-by-side coaching and guidance of new Analysts to ensure quality and consistency of lease and retail purchase decisions.

### **Mortgage Closing Associate | Nations Lending Services | Kansas City, MO June 2020 – November 2020**

- Quantified and maintained a process flow tracker that saw the title process from start to finish. Was implemented throughout the company to assist in the rapid growth experienced during the real estate market rise.
- Research local and state level codes and comply with regulations.
- Point of contact with loan officers and lenders in order to analyze documents for an efficient mortgage closing.

## SKILLS

Microsoft Excel - Expert | Powerpoint - Expert | Word - Expert | Access - Proficient | SQL - Beginner

## AWARDS AND ACTIVITIES

Eagle Scout 2012 | Bill Hawkins Award 2015 | Good Samaritan Award 2016 | Financial Management Association - NWMSU 2019 - 2020 | Junior Achievement Volunteer Spring 2019

**CITY OF PARKVILLE  
Policy Report**

Date: January 11, 2023

Prepared By:

Brittanie Propes, Parks & Recreation Director

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Approve Resolution No. 23-001 endorsing an application for the Platte County Outreach Grant Program for Gateway Park

BACKGROUND:

Gateway Park is located at Route 9 and 62nd Street near the entrance to the Pinecrest neighborhood. The land was donated to the City to be used as park land. In 2022, the City and stakeholders in the Pinecrest neighborhood met in June and again in October to discuss plans for this open space. The vision is to create a resting spot and trail head for the new sidewalks/walking trails along Route 9. The park will include a drinking fountain, seating, landscaping and lighting.

The Platte County Commission developed the Outreach Grant Program to promote the development of local parks and recreation facilities and programs and to enhance the quality of life for all residents. The program strengthens partnerships between the county, local governments and non-profit organizations to strategically meet common goals. The grant encourages sponsors to partner with local community groups.

City staff and aldermen met with stakeholders in the Pinecrest neighborhood for input and community feedback on this park project.

BUDGET IMPACT:

The Platte County Outreach Grant requires a grant match in the form of cash or in-kind services. The 2023 Capital Improvement Budget includes \$50,000 for the Gateway Park Project and the City is requesting \$40,000 in Outreach Grant funds.

ALTERNATIVES:

1. Approve Resolution No. 23-001 to endorse an application for the Outreach Grant to fund Gateway Park.
2. Direct staff to withdraw the grant application from consideration.
3. Postpone the item.

The item was not presented to the Finance Committee, but is being taken directly to the Board of Aldermen for consideration.

STAFF RECOMMENDATION:

Staff recommends the Board approve Resolution No. 23-001 to endorse an application for the Platte County Outreach Grant Program to fund Gateway Park.

POLICY:

Platte County requires a resolution of support from the governing body to accompany each application for the Outreach Grant Program.

SUGGESTED MOTION:

I move to approve Resolution No. 23-001 endorsing an application for the Platte County Outreach Grant Program for Gateway Park.

ATTACHMENTS:

1. Resolution No. 23-001





***CITY OF PARKVILLE, MO.  
RESOLUTION No. 23-001***

**APPROVING AND ENDORSING APPLICATION TO THE PLATTE COUNTY COMMISSION  
FOR FUNDING UNDER THE PARKS AND RECREATION OUTREACH GRANT PROGRAM,  
FUNDED BY THE COUNTY-WIDE DEDICATED PARKS AND RECREATION QUARTER-  
CENT SALES TAX**

WHEREAS, the County of Platte and the City of Parkville deem it a high priority to improve quality of life for all citizens through parks and recreation programs, and

WHEREAS, the County Commission of the County of Platte seeks to support local parks and recreation efforts, create effective partnerships, and increase the level of cooperation between County government and cities, schools, and non-profit community service organizations within the county, and

WHEREAS, the citizens of Platte County on August 4, 2020, approved a renewal of the dedicated quarter-cent sales tax for parks, recreation, and stormwater control for a period of ten (10) years, and

WHEREAS, the County Commission of the County of Platte has developed the *Parks and Recreation Outreach Grant Program*, funded by the citizen approved quarter-cent county-wide sales tax, and

WHEREAS, the City of Parkville wishes to make application to the County for consideration of the attached and completed Outreach Grant Program Application, and

WHEREAS, the Board of Aldermen for the City of Parkville agree to comply with all program guidelines and requirements of said Outreach Grant Program if such application shall be funded by the County Commission.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen approves, endorses and submits the attached application for consideration by the County Commission to help fund Gateway Park.

BE IT FURTHER RESOLVED that the Board of Aldermen directs City Administration to complete and submit the required grant application documents.

IN TESTIMONY WHEREOF, I have hereunto set my hand in the City of Parkville this 17<sup>th</sup> day of January 2023.

\_\_\_\_\_  
Mayor Dean Katerndahl

ATTESTED:

\_\_\_\_\_  
City Clerk Melissa McChesney

## **CITY OF PARKVILLE Policy Report**

Date: December 20, 2022

Prepared By:

Erika Morton, Billing Clerk

Reviewed By:

Jeffery Rhodes, Asst. to City Administrator

ISSUE:

Approve accounts payable from December 21, 2022 to January 12, 2023

BACKGROUND:

Attached are the statements of approved payments, per the City's Purchasing Policy, for the period from December 21, 2022, through January 12, 2023. All disbursements must be reviewed and approved by the Board of Aldermen prior to the release of City funds.

BUDGET IMPACT:

|                    |              |
|--------------------|--------------|
| Accounts Payable   | \$513,267.69 |
| Payroll            | \$78,467.78  |
| Benefits/Insurance |              |
| Total              | \$591,735.47 |

ALTERNATIVES:

1. Approve the release of funds.
2. Deny the release of funds and provide further direction to City Administration.
3. Deny any portion of the release of funds and provide further direction to City Administration.

FINANCE COMMITTEE RECOMMENDATION:

The item was not presented to the Finance Committee, but is being taken directly to the Board of Aldermen for consideration.

STAFF RECOMMENDATION:

Staff recommends the release of funds as summarized in the attached statements.

POLICY:

All disbursements must be reviewed and approved by the Board of Aldermen prior to the release of City funds.

SUGGESTED MOTION:

I move to appropriate \$591,735.47 of City funds to pay salaries and accounts.

ATTACHMENTS:

1. AP Report



PACKET: 07695 Creekside TIF Surplus 12.

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----                               |           |                                  | GROSS     | P.O. #            |                        |              |
|--------------------------------------------|-----------|----------------------------------|-----------|-------------------|------------------------|--------------|
| POST DATE                                  | BANK CODE | -----DESCRIPTION-----            | DISCOUNT  | G/L ACCOUNT       | -----ACCOUNT NAME----- | DISTRIBUTION |
| =====                                      |           |                                  |           |                   |                        |              |
| 01-03073    City of Parkville              |           |                                  |           |                   |                        |              |
| I-DEC2022                                  |           | PV Creekside TIF Surplus Pilo    | 7,773.98  |                   |                        |              |
| 12/29/2022                                 | AP        | DUE: 12/31/2022 DISC: 12/31/2022 |           | 1099: N           |                        |              |
|                                            |           | PV Creekside TIF Surplus Pilot   |           | 94   501.09-40-00 | Surplus Pilots         | 7,773.98     |
| === VENDOR TOTALS ===                      |           |                                  | 7,773.98  |                   |                        |              |
| =====                                      |           |                                  |           |                   |                        |              |
| 01-03074    M & M Replacement Tax          |           |                                  |           |                   |                        |              |
| I-DEC2022                                  |           | PV Creekside TIF Surplus Pilo    | 4,615.16  |                   |                        |              |
| 12/29/2022                                 | AP        | DUE: 12/31/2022 DISC: 12/31/2022 |           | 1099: N           |                        |              |
|                                            |           | PV Creekside TIF Surplus Pilot   |           | 94   501.09-40-00 | Surplus Pilots         | 4,615.16     |
| === VENDOR TOTALS ===                      |           |                                  | 4,615.16  |                   |                        |              |
| =====                                      |           |                                  |           |                   |                        |              |
| 01-01789    Metropolitan Community College |           |                                  |           |                   |                        |              |
| I-DEC2022                                  |           | PV Creekside TIF Surplus Pilo    | 2,599.87  |                   |                        |              |
| 12/29/2022                                 | AP        | DUE: 12/31/2022 DISC: 12/31/2022 |           | 1099: N           |                        |              |
|                                            |           | PV Creekside TIF Surplus Pilot   |           | 94   501.09-40-00 | Surplus Pilots         | 2,599.87     |
| === VENDOR TOTALS ===                      |           |                                  | 2,599.87  |                   |                        |              |
| =====                                      |           |                                  |           |                   |                        |              |
| 01-03069    Mid Continent Public Library   |           |                                  |           |                   |                        |              |
| I-DEC2022                                  |           | PV Creekside TIF Surplus Pilo    | 4,445.94  |                   |                        |              |
| 12/29/2022                                 | AP        | DUE: 12/31/2022 DISC: 12/31/2022 |           | 1099: N           |                        |              |
|                                            |           | PV Creekside TIF Surplus Pilot   |           | 94   501.09-40-00 | Surplus Pilots         | 4,445.94     |
| === VENDOR TOTALS ===                      |           |                                  | 4,445.94  |                   |                        |              |
| =====                                      |           |                                  |           |                   |                        |              |
| 01-01350    Park Hill School District Educ |           |                                  |           |                   |                        |              |
| I-DEC2022                                  |           | PV Creekside TIF Surplus Pilo    | 69,169.74 |                   |                        |              |
| 12/29/2022                                 | AP        | DUE: 12/31/2022 DISC: 12/31/2022 |           | 1099: N           |                        |              |
|                                            |           | PV Creekside TIF Surplus Pilot   |           | 94   501.09-40-00 | Surplus Pilots         | 69,169.74    |
| === VENDOR TOTALS ===                      |           |                                  | 69,169.74 |                   |                        |              |
| =====                                      |           |                                  |           |                   |                        |              |
| 01-03065    Platte County                  |           |                                  |           |                   |                        |              |
| I-DEC2022                                  |           | PV Creekside TIF Surplus Pilo    | 769.19    |                   |                        |              |
| 12/29/2022                                 | AP        | DUE: 12/31/2022 DISC: 12/31/2022 |           | 1099: N           |                        |              |
|                                            |           | PV Creekside TIF Surplus Pilot   |           | 94   501.09-40-00 | Surplus Pilots         | 769.19       |
| === VENDOR TOTALS ===                      |           |                                  | 769.19    |                   |                        |              |

PACKET: 07695 Creekside TIF Surplus 12.

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----                               |           |                                  | GROSS    | P.O. #            |                        |              |
|--------------------------------------------|-----------|----------------------------------|----------|-------------------|------------------------|--------------|
| POST DATE                                  | BANK CODE | -----DESCRIPTION-----            | DISCOUNT | G/L ACCOUNT       | -----ACCOUNT NAME----- | DISTRIBUTION |
| =====                                      |           |                                  |          |                   |                        |              |
| 01-03067    Platte County Board of Service |           |                                  |          |                   |                        |              |
| I-DEC2022                                  |           | PV Creekside TIF Surplus Pilo    | 1,520.44 |                   |                        |              |
| 12/29/2022                                 | AP        | DUE: 12/31/2022 DISC: 12/31/2022 |          | 1099: N           |                        |              |
|                                            |           | PV Creekside TIF Surplus Pilot   |          | 94   501.09-40-00 | Surplus Pilots         | 1,520.44     |
| === VENDOR TOTALS ===                      |           |                                  | 1,520.44 |                   |                        |              |
| =====                                      |           |                                  |          |                   |                        |              |
| 01-03066    Platte County Health Departmen |           |                                  |          |                   |                        |              |
| I-DEC2022                                  |           | PV Creekside TIF Surplus Pilo    | 934.57   |                   |                        |              |
| 12/29/2022                                 | AP        | DUE: 12/31/2022 DISC: 12/31/2022 |          | 1099: N           |                        |              |
|                                            |           | PV Creekside TIF Surplus Pilot   |          | 94   501.09-40-00 | Surplus Pilots         | 934.57       |
| === VENDOR TOTALS ===                      |           |                                  | 934.57   |                   |                        |              |
| =====                                      |           |                                  |          |                   |                        |              |
| 01-03068    Platte County Mental Health Se |           |                                  |          |                   |                        |              |
| I-DEC2022                                  |           | PV Creekside TIF Surplus Pilo    | 1,167.89 |                   |                        |              |
| 12/29/2022                                 | AP        | DUE: 12/31/2022 DISC: 12/31/2022 |          | 1099: N           |                        |              |
|                                            |           | PV Creekside TIF Surplus Pilot   |          | 94   501.09-40-00 | Surplus Pilots         | 1,167.89     |
| === VENDOR TOTALS ===                      |           |                                  | 1,167.89 |                   |                        |              |
| =====                                      |           |                                  |          |                   |                        |              |
| 01-03071    Platte County Road #1          |           |                                  |          |                   |                        |              |
| I-DEC2022                                  |           | PV Creekside TIF Surplus Pilo    | 3,948.53 |                   |                        |              |
| 12/29/2022                                 | AP        | DUE: 12/31/2022 DISC: 12/31/2022 |          | 1099: N           |                        |              |
|                                            |           | PV Creekside TIF Surplus Pilot   |          | 94   501.09-40-00 | Surplus Pilots         | 3,948.53     |
| === VENDOR TOTALS ===                      |           |                                  | 3,948.53 |                   |                        |              |
| =====                                      |           |                                  |          |                   |                        |              |
| 01-03070    Senior Citizen Levy            |           |                                  |          |                   |                        |              |
| I-DEC2022                                  |           | PV Creekside TIF Surplus Pilo    | 585.87   |                   |                        |              |
| 12/29/2022                                 | AP        | DUE: 12/31/2022 DISC: 12/31/2022 |          | 1099: N           |                        |              |
|                                            |           | PV Creekside TIF Surplus Pilot   |          | 94   501.09-40-00 | Surplus Pilots         | 585.87       |
| === VENDOR TOTALS ===                      |           |                                  | 585.87   |                   |                        |              |
| =====                                      |           |                                  |          |                   |                        |              |
| 01-03075    Southern Platte County Ambulan |           |                                  |          |                   |                        |              |
| I-DEC2022                                  |           | PV Creekside TIF Surplus Pilo    | 2,735.77 |                   |                        |              |
| 12/29/2022                                 | AP        | DUE: 12/31/2022 DISC: 12/31/2022 |          | 1099: N           |                        |              |
|                                            |           | PV Creekside TIF Surplus Pilot   |          | 94   501.09-40-00 | Surplus Pilots         | 2,735.77     |
| === VENDOR TOTALS ===                      |           |                                  | 2,735.77 |                   |                        |              |

PACKET: 07695 Creekside TIF Surplus 12.

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----          |           |                                  | GROSS      | P.O. #          |                        |              |
|-----------------------|-----------|----------------------------------|------------|-----------------|------------------------|--------------|
| POST DATE             | BANK CODE | -----DESCRIPTION-----            | DISCOUNT   | G/L ACCOUNT     | -----ACCOUNT NAME----- | DISTRIBUTION |
| =====                 |           |                                  |            |                 |                        |              |
| 01-03029              |           | Southern Platte Fire Protectio   |            |                 |                        |              |
| -----                 |           |                                  |            |                 |                        |              |
| I-DEC2022             |           | PV Creekside TIF Surplus Pilo    | 22,380.97  |                 |                        |              |
| 12/29/2022            | AP        | DUE: 12/31/2022 DISC: 12/31/2022 |            | 1099: N         |                        |              |
|                       |           | PV Creekside TIF Surplus Pilot   |            | 94 501.09-40-00 | Surplus Pilots         | 22,380.97    |
| === VENDOR TOTALS === |           |                                  | 22,380.97  |                 |                        |              |
| =====                 |           |                                  |            |                 |                        |              |
| 01-03063              |           | State Blind Pension Fund         |            |                 |                        |              |
| -----                 |           |                                  |            |                 |                        |              |
| I-2022CSD             |           | PV Creekside TIF Surplus Pilo    | 384.60     |                 |                        |              |
| 12/29/2022            | AP        | DUE: 12/31/2022 DISC: 12/31/2022 |            | 1099: N         |                        |              |
|                       |           | PV Creekside TIF Surplus Pilot   |            | 94 501.09-40-00 | Surplus Pilots         | 384.60       |
| === VENDOR TOTALS === |           |                                  | 384.60     |                 |                        |              |
| === PACKET TOTALS === |           |                                  | 123,032.52 |                 |                        |              |

PACKET: 07695 Creekside TIF Surplus 12.

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

## \*\* T O T A L S \*\*

|                    |            |
|--------------------|------------|
| INVOICE TOTALS     | 123,032.52 |
| DEBIT MEMO TOTALS  | 0.00       |
| CREDIT MEMO TOTALS | 0.00       |

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|              |            |
|--------------|------------|
| BATCH TOTALS | 123,032.52 |
|--------------|------------|

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## \*\* G/L ACCOUNT TOTALS \*\*

| BANK | YEAR | ACCOUNT          | NAME                     | AMOUNT       | =====LINE ITEM===== |             |      | =====GROUP BUDGET===== |             |      |
|------|------|------------------|--------------------------|--------------|---------------------|-------------|------|------------------------|-------------|------|
|      |      |                  |                          |              | ANNUAL              | BUDGET      | OVER | ANNUAL                 | BUDGET      | OVER |
|      |      |                  |                          |              | BUDGET              | AVAILABLE   | BUDG | BUDGET                 | AVAILABLE   | BUDG |
|      | 2022 | 01 -19104        | Due from Creekside TIF S | 123,032.52 * |                     |             |      |                        |             |      |
|      |      | 94 -22001        | A/P Pending (Due to Pool | 123,032.52-* |                     |             |      |                        |             |      |
|      |      | 94 -501.09-40-00 | Surplus Pilots           | 123,032.52   | 0                   | 123,032.52- | Y    | 0                      | 126,197.08- | Y    |
|      |      |                  | ** 2022 YEAR TOTALS      | 123,032.52   |                     |             |      |                        |             |      |

PACKET: 07695 Creekside TIF Surplus 12.

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

## \*\* POSTING PERIOD RECAP \*\*

| FUND | PERIOD  | AMOUNT     |
|------|---------|------------|
| 94   | 12/2022 | 123,032.52 |

NO ERRORS

NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0



PACKET: 07698 Direct Payables 01.17.202

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

|                |                                | ITM DATE                      |                       |          | GROSS           | P.O. #           |              |  |
|----------------|--------------------------------|-------------------------------|-----------------------|----------|-----------------|------------------|--------------|--|
| -----ID-----   | BANK CODE                      | -----DESCRIPTION-----         |                       | DISCOUNT | G/L ACCOUNT     | --ACCOUNT NAME-- | DISTRIBUTION |  |
| =====          |                                |                               |                       |          |                 |                  |              |  |
| 01-02574       | Consolidated Communications In |                               |                       |          |                 |                  |              |  |
| I-Jan2023      | 1/01/2023                      | City Hall Phones- Admin       |                       | 372.04   |                 |                  |              |  |
|                | AP                             | DRAFT                         | DFT 000000 12/31/2022 |          | 1099: N         |                  |              |  |
|                |                                | City Hall Phones- Admin       |                       |          | 10 501.03-01-00 | Telephone & Voi  | 372.04       |  |
|                |                                | === VENDOR TOTALS ===         |                       | 372.04   |                 |                  |              |  |
| =====          |                                |                               |                       |          |                 |                  |              |  |
| 01-02057       | Lowe's Accounts Receivable     |                               |                       |          |                 |                  |              |  |
| I-23146176     | 11/22/2022                     | Dwarf Spruce, Greenery- Parks |                       | 122.43   |                 |                  |              |  |
|                | AP                             | DRAFT                         | DFT 000000 12/31/2022 |          | 1099: N         |                  |              |  |
|                |                                | Dwarf Spruce, Greenery- Parks |                       |          | 10 525.05-41-03 | Park Enhancemen  | 122.43       |  |
| I-2929582      | 11/30/2022                     | Microwave, Countertop, Asphal |                       | 265.24   |                 |                  |              |  |
|                | AP                             | DRAFT                         | DFT 000000 12/31/2022 |          | 1099: N         |                  |              |  |
|                |                                | Asphalt                       |                       |          | 40 520.07-33-00 | Street Repair M  | 77.30        |  |
|                |                                | Microwave                     |                       |          | 10 520.05-20-00 | Small Office Eq  | 145.36       |  |
|                |                                | Counter Top                   |                       |          | 40 520.06-01-00 | Building Mainte  | 42.58        |  |
| I-47520339     | 12/08/2022                     | Lumber/Paint/Saws- Parks      |                       | 337.40   |                 |                  |              |  |
|                | AP                             | DRAFT                         | DFT 000000 12/31/2022 |          | 1099: N         |                  |              |  |
|                |                                | Lumber/Paint/Saws- Parks      |                       |          | 10 525.06-21-01 | Equipment Repai  | 337.40       |  |
| I-47920523     | 12/01/2022                     | Eagle Paint- Parks            |                       | 19.89    |                 |                  |              |  |
|                | AP                             | DRAFT                         | DFT 000000 12/31/2022 |          | 1099: N         |                  |              |  |
|                |                                | Eagle Paint- Parks            |                       |          | 10 525.05-41-03 | Park Enhancemen  | 19.89        |  |
| I-85615296     | 11/16/2022                     | Treated 2X6 for Bridge-PNS    |                       | 19.92    |                 |                  |              |  |
|                | AP                             | DRAFT                         | DFT 000000 12/31/2022 |          | 1099: N         |                  |              |  |
|                |                                | Treated 2X6 for Bridge-PNS    |                       |          | 10 535.05-41-00 | Materials        | 19.92        |  |
| I-85794581     | 11/18/2022                     | Shop Heaters/Gloves- Parks    |                       | 526.83   |                 |                  |              |  |
|                | AP                             | DRAFT                         | DFT 000000 12/31/2022 |          | 1099: N         |                  |              |  |
|                |                                | Shop Heaters/Gloves- Parks    |                       |          | 10 525.05-21-00 | Equipment & Ha   | 526.83       |  |
|                |                                | === VENDOR TOTALS ===         |                       | 1,291.71 |                 |                  |              |  |
| =====          |                                |                               |                       |          |                 |                  |              |  |
| 01-00159       | Missouri American Water        |                               |                       |          |                 |                  |              |  |
| I-Dec2022-3174 | 12/04/2022                     | 8880 Clark Fire -Admin        |                       | 56.82    |                 |                  |              |  |
|                | AP                             | DRAFT                         | DFT 000000 12/31/2022 |          | 1099: N         |                  |              |  |
|                |                                | 8880 Clark Fire -Admin        |                       |          | 10 501.03-04-00 | Water            | 56.82        |  |
| I-Jan2023-1203 | 12/13/2022                     | 25 W Main St- Parks           |                       | 40.42    |                 |                  |              |  |
|                | AP                             | DRAFT                         | DFT 000000 12/31/2022 |          | 1099: N         |                  |              |  |
|                |                                | 25 W Main St- Parks           |                       |          | 10 525.03-04-00 | Water            | 40.42        |  |

PACKET: 07698 Direct Payables 01.17.202

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----   | ITM DATE<br>BANK CODE   | -----DESCRIPTION-----        | GROSS<br>DISCOUNT | P.O. #<br>G/L ACCOUNT | --ACCOUNT NAME-- | DISTRIBUTION |
|----------------|-------------------------|------------------------------|-------------------|-----------------------|------------------|--------------|
| 01-00159       | Missouri American Water | ( ** CONTINUED ** )          |                   |                       |                  |              |
| I-Jan2023-2095 | 12/13/2022              | East St Ftn 1- Parks         | 9.89              |                       |                  |              |
|                | AP                      | DRAFT DFT 000000 12/31/2022  |                   | 1099: N               |                  |              |
|                |                         | East St Ftn 1- Parks         |                   | 10 525.03-04-00       | Water            | 9.89         |
| I-Jan2023-2187 | 12/14/2022              | East St Ftn2-Parks           | 9.89              |                       |                  |              |
|                | AP                      | DRAFT DFT 000000 12/31/2022  |                   | 1099: N               |                  |              |
|                |                         | East St Ftn2-Parks           |                   | 10 525.03-04-00       | Water            | 9.89         |
| I-Jan2023-2235 | 12/12/2022              | 10325 Magnolia Ln-Sewer      | 9.89              |                       |                  |              |
|                | AP                      | DRAFT DFT 000000 12/31/2022  |                   | 1099: N               |                  |              |
|                |                         | 10325 Magnolia Ln-Sewer      |                   | 30 501.10-02-00       | Sewer Revenue B  | 9.89         |
| I-Jan2023-2453 | 12/14/2022              | East St Ftn 3- Parks         | 9.89              |                       |                  |              |
|                | AP                      | DRAFT DFT 000000 12/31/2022  |                   | 1099: N               |                  |              |
|                |                         | East St Ftn 3- Parks         |                   | 10 525.03-04-00       | Water            | 9.89         |
| I-Jan2023-2538 | 12/14/2022              | East St Ftn 4-Parks          | 9.89              |                       |                  |              |
|                | AP                      | DRAFT DFT 000000 12/31/2022  |                   | 1099: N               |                  |              |
|                |                         | East St Ftn 4-Parks          |                   | 10 525.03-04-00       | Water            | 9.89         |
| I-Jan2023-3099 | 12/28/2022              | 8880 Clark CMCTR-Admin       | 80.17             |                       |                  |              |
|                | AP                      | DRAFT DFT 000000 12/31/2022  |                   | 1099: N               |                  |              |
|                |                         | 8880 Clark CMCTR-Admin       |                   | 10 501.03-04-00       | Water            | 80.17        |
| I-Jan2023-3174 | 12/31/2022              | 8880 Clark Fire-Admin        | 56.82             |                       |                  |              |
|                | AP                      | DRAFT DFT 000000 12/31/2022  |                   | 1099: N               |                  |              |
|                |                         | 8880 Clark Fire-Admin        |                   | 10 501.03-04-00       | Water            | 56.82        |
| I-Jan2023-3333 | 12/14/2022              | East St Hydrant- Admin       | 30.54             |                       |                  |              |
|                | AP                      | DRAFT DFT 000000 12/31/2022  |                   | 1099: N               |                  |              |
|                |                         | East St Hydrant- Admin       |                   | 10 501.03-04-00       | Water            | 30.54        |
| I-Jan2023-4314 | 12/13/2022              | 102 E First Irrigation-Parks | 9.89              |                       |                  |              |
|                | AP                      | DRAFT DFT 000000 12/31/2022  |                   | 1099: N               |                  |              |
|                |                         | 102 E First Irrigation-Parks |                   | 10 525.03-04-00       | Water            | 9.89         |
| I-Jan2023-6548 | 12/13/2022              | S Main St- Parks             | 44.20             |                       |                  |              |
|                | AP                      | DRAFT DFT 000000 12/31/2022  |                   | 1099: N               |                  |              |
|                |                         | S Main St- Parks             |                   | 10 525.03-04-00       | Water            | 44.20        |
| I-Jan2023-6623 | 12/13/2022              | 25 Main St- Parks            | 39.01             |                       |                  |              |
|                | AP                      | DRAFT DFT 000000 12/31/2022  |                   | 1099: N               |                  |              |
|                |                         | 25 Main St- Parks            |                   | 10 525.03-04-00       | Water            | 39.01        |
| I-Jan2023-6841 | 12/13/2022              | 8602 NW 62 Ftn- Admin        | 9.89              |                       |                  |              |
|                | AP                      | DRAFT DFT 000000 12/31/2022  |                   | 1099: N               |                  |              |
|                |                         | 8602 NW 62 Ftn- Admin        |                   | 10 501.03-04-00       | Water            | 9.89         |

PACKET: 07698 Direct Payables 01.17.202

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----          | ITM DATE<br>BANK CODE   | -----DESCRIPTION-----   | GROSS<br>DISCOUNT | P.O. #<br>G/L ACCOUNT | --ACCOUNT NAME-- | DISTRIBUTION |
|-----------------------|-------------------------|-------------------------|-------------------|-----------------------|------------------|--------------|
| =====                 |                         |                         |                   |                       |                  |              |
| 01-00159              | Missouri American Water | ( ** CONTINUED ** )     |                   |                       |                  |              |
| I-Jan2023-8321        | 12/14/2023 8701         | River Dr Ftn- Admin     | 9.89              |                       |                  |              |
|                       | AP DRAFT                | DFT 000000 12/31/2022   |                   | 1099: N               |                  |              |
|                       | 8701                    | River Dr Ftn- Admin     |                   | 10 501.03-04-00       | Water            | 9.89         |
| I-Jan2023-8413        | 12/13/2022 1 & Main     | Seasonal- Parks         | 9.89              |                       |                  |              |
|                       | AP DRAFT                | DFT 000000 12/31/2022   |                   | 1099: N               |                  |              |
|                       | 1 & Main                | Seasonal- Parks         |                   | 10 525.03-04-00       | Water            | 9.89         |
| I-Jan2023-9321        | 12/13/2022 8875         | Clark Ave Sprklr- Admin | 30.54             |                       |                  |              |
|                       | AP DRAFT                | DFT 000000 12/31/2022   |                   | 1099: N               |                  |              |
|                       | 8875                    | Clark Ave Sprklr- Admin |                   | 10 501.03-04-00       | Water            | 30.54        |
| === VENDOR TOTALS === |                         |                         | 467.53            |                       |                  |              |
| =====                 |                         |                         |                   |                       |                  |              |
| 01-00160              | Spire                   |                         |                   |                       |                  |              |
| I-Jan2023             | 12/21/2022 Shop         | Heat- Streets           | 373.36            |                       |                  |              |
|                       | AP DRAFT                | DFT 000000 12/31/2022   |                   | 1099: N               |                  |              |
|                       | Shop                    | Heat- Streets           |                   | 10 520.03-03-00       | Gas              | 373.36       |
| === VENDOR TOTALS === |                         |                         | 373.36            |                       |                  |              |
| =====                 |                         |                         |                   |                       |                  |              |
| 01-02592              | Wexbank (QT)            |                         |                   |                       |                  |              |
| I-8306212             | 8/15/2022 Fleet         | Fuel QuickTrip          | 2,626.74          |                       |                  |              |
|                       | AP DRAFT                | DFT 000000 8/30/2022    |                   | 1099: N               |                  |              |
|                       | Community               | Development             |                   | 10 518.06-22-00       | Vehicle Gas & O  | 179.80       |
|                       | Streets-TransFund       |                         |                   | 40 520.06-22-00       | Vehicle & Equip  | 1,700.68     |
|                       | Parks                   |                         |                   | 10 525.06-22-01       | Equipment Gas &  | 178.54       |
|                       | Parks                   |                         |                   | 10 525.06-22-00       | Vehicle Gas & O  | 214.37       |
|                       | Sewer                   |                         |                   | 30 501.06-22-00       | Vehicle Gas & O  | 335.79       |
|                       | PNS                     |                         |                   | 10 535.06-22-00       | Vehicle Gas & O  | 17.56        |
| I-83696268            | 9/15/2022 Fleet         | Fuel QuickTrip          | 2,416.06          |                       |                  |              |
|                       | AP DRAFT                | DFT 000000 10/04/2022   |                   | 1099: N               |                  |              |
|                       | Community               | Development             |                   | 10 518.06-22-00       | Vehicle Gas & O  | 156.94       |
|                       | Streets-TransFund       |                         |                   | 40 520.06-22-00       | Vehicle & Equip  | 1,262.70     |
|                       | Parks                   |                         |                   | 10 525.06-22-01       | Equipment Gas &  | 193.99       |
|                       | Parks                   |                         |                   | 10 525.06-22-00       | Vehicle Gas & O  | 545.79       |
|                       | Sewer                   |                         |                   | 30 501.06-22-00       | Vehicle Gas & O  | 256.64       |
| I-84361781            | 10/15/2022 Fleet        | Fuel QuickTrip          | 1,986.81          |                       |                  |              |
|                       | AP DRAFT                | DFT 000000 11/02/2022   |                   | 1099: N               |                  |              |
|                       | Community               | Development             |                   | 10 518.06-22-00       | Vehicle Gas & O  | 69.57        |
|                       | Streets-TransFund       |                         |                   | 40 520.06-22-00       | Vehicle & Equip  | 1,329.43     |
|                       | Parks                   |                         |                   | 10 525.06-22-01       | Equipment Gas &  | 138.85       |
|                       | Parks                   |                         |                   | 10 525.06-22-00       | Vehicle Gas & O  | 213.65       |
|                       | Sewer                   |                         |                   | 30 501.06-22-00       | Vehicle Gas & O  | 189.28       |
|                       | PNS                     |                         |                   | 10 535.06-22-00       | Vehicle Gas & O  | 46.03        |

PACKET: 07698 Direct Payables 01.17.202

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID----- | ITM DATE<br>BANK CODE | -----DESCRIPTION-----       | GROSS<br>DISCOUNT | P.O. #<br>G/L ACCOUNT | --ACCOUNT NAME-- | DISTRIBUTION |
|--------------|-----------------------|-----------------------------|-------------------|-----------------------|------------------|--------------|
| 01-02592     | Wexbank (QT)          | ( ** CONTINUED ** )         |                   |                       |                  |              |
| I-85049933   | 11/15/2022            | Fleet Fuel QuickTrip        | 2,635.70          |                       |                  |              |
|              | AP                    | DRAFT DFT 000000 12/01/2022 |                   | 1099: N               |                  |              |
|              |                       | Community Development       |                   | 10 518.06-22-00       | Vehicle Gas & O  | 64.73        |
|              |                       | Streets-TransFund           |                   | 40 520.06-22-00       | Vehicle & Equip  | 1,820.84     |
|              |                       | Parks                       |                   | 10 525.06-22-01       | Equipment Gas &  | 56.36        |
|              |                       | Parks                       |                   | 10 525.06-22-00       | Vehicle Gas & O  | 352.83       |
|              |                       | Sewer                       |                   | 30 501.06-22-00       | Vehicle Gas & O  | 233.40       |
|              |                       | PNS                         |                   | 10 535.06-22-00       | Vehicle Gas & O  | 107.54       |
|              |                       | === VENDOR TOTALS ===       | 9,665.31          |                       |                  |              |
|              |                       | === PACKET TOTALS ===       | 12,169.95         |                       |                  |              |

PACKET: 07698 Direct Payables 01.17.202

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

## \*\* T O T A L S \*\*

INVOICE TOTALS 12,169.95

DEBIT MEMO TOTALS 0.00

CREDIT MEMO TOTALS 0.00

BATCH TOTALS 12,169.95

## \*\* G/L ACCOUNT TOTALS \*\*

|      |      |               |                          | =====LINE ITEM===== |               | =====GROUP BUDGET=====     |                                   |
|------|------|---------------|--------------------------|---------------------|---------------|----------------------------|-----------------------------------|
| BANK | YEAR | ACCOUNT       | NAME                     | AMOUNT              | ANNUAL BUDGET | BUDGET OVER AVAILABLE BUDG | ANNUAL BUDGET OVER AVAILABLE BUDG |
| 2022 | 01   | -19101        | Due From General Fund    | 4,911.42 *          |               |                            |                                   |
|      | 01   | -19301        | Due From Sewer Service F | 1,025.00 *          |               |                            |                                   |
|      | 01   | -19401        | Due From Capital Project | 6,233.53 *          |               |                            |                                   |
|      | 10   | -22001        | AP Pending (Due to Poole | 4,911.42-*          |               |                            |                                   |
|      | 10   | -501.03-01-00 | Telephone & Voicemail    | 372.04              | 7,200         | 1,487.64                   | 7,200 1,487.64                    |
|      | 10   | -501.03-04-00 | Water                    | 274.67              | 7,000         | 1,187.16                   | 7,000 1,187.16                    |
|      | 10   | -518.06-22-00 | Vehicle Gas & Oil        | 471.04              | 1,000         | 359.68- Y                  | 1,000 359.68- Y                   |
|      | 10   | -520.03-03-00 | Gas                      | 373.36              | 2,000         | 447.47- Y                  | 2,000 447.47- Y                   |
|      | 10   | -520.05-20-00 | Small Office Equipment   | 145.36              | 500           | 66.81                      | 500 66.81                         |
|      | 10   | -525.03-04-00 | Water                    | 182.97              | 6,000         | 1,857.47                   | 6,000 1,857.47                    |
|      | 10   | -525.05-21-00 | Equipment & Handtools    | 526.83              | 7,500         | 85.50                      | 7,500 85.50                       |
|      | 10   | -525.05-41-03 | Park Enhancements        | 142.32              | 10,000        | 7,924.73- Y                | 18,000 7,495.13- Y                |
|      | 10   | -525.06-21-01 | Equipment Repair & Maint | 337.40              | 400           | 4,299.64- Y                | 10,400 10,087.84- Y               |
|      | 10   | -525.06-22-00 | Vehicle Gas & Oil        | 1,326.64            | 4,000         | 186.63                     | 7,200 344.49                      |
|      | 10   | -525.06-22-01 | Equipment Gas & Oil      | 567.74              | 3,200         | 409.88- Y                  | 7,200 1,103.39                    |
|      | 10   | -535.05-41-00 | Materials                | 19.92               | 2,500         | 1,858.14                   | 2,500 1,858.14                    |
|      | 10   | -535.06-22-00 | Vehicle Gas & Oil        | 171.13              | 400           | 70.69- Y                   | 400 70.69- Y                      |
|      | 30   | -22001        | AP Pending (Due to Poole | 1,025.00-*          |               |                            |                                   |
|      | 30   | -501.06-22-00 | Vehicle Gas & Oil        | 1,015.11            | 1,000         | 1,090.00- Y                | 2,500 2,047.08- Y                 |
|      | 30   | -501.10-02-00 | Sewer Revenue Bond Inter | 9.89                | 0             | 9.89- Y                    | 0 9.89- Y                         |
|      | 40   | -22001        | A/P Pending (Due to Pool | 6,233.53-*          |               |                            |                                   |
|      | 40   | -520.06-01-00 | Building Maintenance & R | 42.58               | 5,000         | 1,540.92                   | 5,000 1,540.92                    |
|      | 40   | -520.06-22-00 | Vehicle & Equipment Gas  | 6,113.65            | 25,000        | 5,047.12- Y                | 25,000 5,047.12- Y                |
|      | 40   | -520.07-33-00 | Street Repair Materials  | 77.30               | 15,000        | 10,338.11                  | 15,000 10,338.11                  |
|      |      |               | ** 2022 YEAR TOTALS      | 12,169.95           |               |                            |                                   |

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

\*\* END OF REPORT \*\*

PACKET: 07692 Regular Payables 01/17/20

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----          |                       |                                  | GROSS    | P.O. #          |                        |              |
|-----------------------|-----------------------|----------------------------------|----------|-----------------|------------------------|--------------|
| POST DATE             | BANK CODE             | -----DESCRIPTION-----            | DISCOUNT | G/L ACCOUNT     | -----ACCOUNT NAME----- | DISTRIBUTION |
| =====                 |                       |                                  |          |                 |                        |              |
| 01-00002              | A & M Printing        |                                  |          |                 |                        |              |
| I-A71300              |                       | Public Hearing Signs-CD          | 11.53    |                 |                        |              |
| 12/31/2022            | AP                    | DUE: 12/31/2022 DISC: 12/31/2022 |          | 1099: N         |                        |              |
|                       |                       | Public Hearing Signs-CD          |          | 10 518.07-02-01 | Public Notices         | 11.53        |
| I-A71520              |                       | Public Hearing Signs-PD          | 46.12    |                 |                        |              |
| 12/31/2022            | AP                    | DUE: 1/09/2023 DISC: 1/09/2023   |          | 1099: N         |                        |              |
|                       |                       | Public Hearing Signs-PD          |          | 10 518.07-02-01 | Public Notices         | 46.12        |
| === VENDOR TOTALS === |                       |                                  | 57.65    |                 |                        |              |
| =====                 |                       |                                  |          |                 |                        |              |
| 01-02018              | Ace ImageWear         |                                  |          |                 |                        |              |
| I-02018               |                       | Ace ImageWear                    | 28.65    |                 |                        |              |
| 12/31/2022            | AP                    | DUE: 1/13/2023 DISC: 1/13/2023   |          | 1099: N         |                        |              |
|                       |                       | Ace ImageWear                    |          | 10 525.05-21-00 | Equipment & Handtools  | 28.65        |
| I-12411982            |                       | Shop Towels/Rags-Parks           | 28.65    |                 |                        |              |
| 12/31/2022            | AP                    | DUE: 1/13/2023 DISC: 1/13/2023   |          | 1099: N         |                        |              |
|                       |                       | Shop Towels/Rags-Parks           |          | 10 525.05-21-00 | Equipment & Handtools  | 28.65        |
| I-1244011             |                       | Shop Towels-Streets              | 60.30    |                 |                        |              |
| 12/31/2022            | AP                    | DUE: 1/20/2023 DISC: 1/20/2023   |          | 1099: N         |                        |              |
|                       |                       | Shop Towels-Streets              |          | 10 525.05-21-00 | Equipment & Handtools  | 60.30        |
| === VENDOR TOTALS === |                       |                                  | 117.60   |                 |                        |              |
| =====                 |                       |                                  |          |                 |                        |              |
| 01-00902              | Ace Pipe Cleaning Inc |                                  |          |                 |                        |              |
| I-146285              |                       | Street Sweeping- TransFund       | 4,500.00 |                 |                        |              |
| 12/31/2022            | AP                    | DUE: 1/14/2023 DISC: 1/14/2023   |          | 1099: N         |                        |              |
|                       |                       | Street Sweeping- TransFund       |          | 40 520.07-45-00 | Street Sweeping        | 4,500.00     |
| === VENDOR TOTALS === |                       |                                  | 4,500.00 |                 |                        |              |
| =====                 |                       |                                  |          |                 |                        |              |
| 01-00483              | ADH Rental & Sales    |                                  |          |                 |                        |              |
| I-148084              |                       | Kerosene/Propane-Parks           | 143.13   |                 |                        |              |
| 12/31/2022            | AP                    | DUE: 1/13/2023 DISC: 1/13/2023   |          | 1099: N         |                        |              |
|                       |                       | Kerosene/Propane-Parks           |          | 10 525.06-22-01 | Equipment Gas & Oil    | 143.13       |
| === VENDOR TOTALS === |                       |                                  | 143.13   |                 |                        |              |

PACKET: 07692 Regular Payables 01/17/20

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----          |                                |                                | GROSS     | P.O. #          |                          |              |           |
|-----------------------|--------------------------------|--------------------------------|-----------|-----------------|--------------------------|--------------|-----------|
| POST DATE             | BANK CODE                      | -----DESCRIPTION-----          | DISCOUNT  | G/L ACCOUNT     | -----ACCOUNT NAME-----   | DISTRIBUTION |           |
| =====                 |                                |                                |           |                 |                          |              |           |
| 01-00934              | Allen's Water Service          |                                |           |                 |                          |              |           |
| I-1895                |                                | Water for Shop-Streets         | 440.00    |                 |                          |              |           |
| 12/31/2022            | AP                             | DUE: 1/04/2023 DISC: 1/04/2023 |           | 1099: Y         |                          |              |           |
|                       |                                | Water for Shop-Streets         |           | 10 520.03-04-00 | Water                    |              | 440.00    |
| I-1919                |                                | Water for Shop- Streets        | 440.00    |                 |                          |              |           |
| 12/31/2022            | AP                             | DUE: 2/03/2023 DISC: 2/03/2023 |           | 1099: Y         |                          |              |           |
|                       |                                | Water for Shop- Streets        |           | 10 520.03-04-00 | Water                    |              | 440.00    |
| === VENDOR TOTALS === |                                |                                | 880.00    |                 |                          |              |           |
| =====                 |                                |                                |           |                 |                          |              |           |
| 01-00593              | Alliance Water Resources,      |                                |           |                 |                          |              |           |
| I-104242              |                                | Contract Jan 2023-Sewer        | 27,552.62 |                 |                          |              |           |
| 1/17/2023             | AP                             | DUE: 2/01/2023 DISC: 2/01/2023 |           | 1099: N         |                          |              |           |
|                       |                                | Contract Jan 2023-Sewer        |           | 30 501.08-04-00 | Management Contract      |              | 27,552.62 |
| === VENDOR TOTALS === |                                |                                | 27,552.62 |                 |                          |              |           |
| =====                 |                                |                                |           |                 |                          |              |           |
| 01-02199              | American Electric Company      |                                |           |                 |                          |              |           |
| I-8087-1026481        |                                | Fuses for Lights-TransFund     | 67.37     |                 |                          |              |           |
| 12/31/2022            | AP                             | DUE: 1/20/2023 DISC: 1/20/2023 |           | 1099: N         |                          |              |           |
|                       |                                | Fuses for Lights-TransFund     |           | 40 520.07-41-00 | Street Lights - Electric |              | 67.37     |
| I-8087-1026482        |                                | Fuses for Lights-TransFund     | 38.52     |                 |                          |              |           |
| 12/31/2022            | AP                             | DUE: 1/20/2023 DISC: 1/20/2023 |           | 1099: N         |                          |              |           |
|                       |                                | Fuses for Lights-TransFund     |           | 40 520.07-41-00 | Street Lights - Electric |              | 38.52     |
| === VENDOR TOTALS === |                                |                                | 105.89    |                 |                          |              |           |
| =====                 |                                |                                |           |                 |                          |              |           |
| 01-02816              | Baker Tilly Municipal Advisors |                                |           |                 |                          |              |           |
| I-BTMA17739           |                                | 2022 Disclosure Service-Admin  | 1,900.00  |                 |                          |              |           |
| 12/31/2022            | AP                             | DUE: 2/05/2023 DISC: 2/05/2023 |           | 1099: N         |                          |              |           |
|                       |                                | 2022 Disclosure Service-Admin  |           | 10 501.08-02-02 | Professional Services    |              | 1,900.00  |
| === VENDOR TOTALS === |                                |                                | 1,900.00  |                 |                          |              |           |
| =====                 |                                |                                |           |                 |                          |              |           |
| 01-02729              | Bliss Associates, LLC          |                                |           |                 |                          |              |           |
| I-16928               |                                | Siren Maintenance- PW          | 772.50    |                 |                          |              |           |
| 1/17/2023             | AP                             | DUE: 2/01/2023 DISC: 2/01/2023 |           | 1099: N         |                          |              |           |
|                       |                                | Siren Maintenance- PW          |           | 10 515.06-36-00 | Tornado Siren            |              | 772.50    |
| I-5046543             |                                | Appraisal of PV Commons-Admin  | 4,500.00  |                 |                          |              |           |
| 1/17/2023             | AP                             | DUE: 2/05/2023 DISC: 2/05/2023 |           | 1099: N         |                          |              |           |
|                       |                                | Appraisal of PV Commons-Admin  |           | 10 501.08-02-02 | Professional Services    |              | 4,500.00  |
| === VENDOR TOTALS === |                                |                                | 5,272.50  |                 |                          |              |           |

PACKET: 07692 Regular Payables 01/17/20

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----          |                           |                                |  | GROSS     | P.O. #          |                          |              |  |
|-----------------------|---------------------------|--------------------------------|--|-----------|-----------------|--------------------------|--------------|--|
| POST DATE             | BANK CODE                 | -----DESCRIPTION-----          |  | DISCOUNT  | G/L ACCOUNT     | -----ACCOUNT NAME-----   | DISTRIBUTION |  |
| =====                 |                           |                                |  |           |                 |                          |              |  |
| 01-00797              | Blue Valley Public Safety |                                |  |           |                 |                          |              |  |
| I-16928               |                           | Tornado Siren Maintenance-PW   |  | 772.50    |                 |                          |              |  |
| 1/17/2023             | AP                        | DUE: 2/01/2023 DISC: 2/01/2023 |  |           | 1099: N         |                          |              |  |
|                       |                           | Tornado Siren Maintenance-PW   |  |           | 10 515.06-36-00 | Tornado Siren            | 772.50       |  |
| I-16929               |                           | Tornado Siren Maint- PW        |  | 515.00    |                 |                          |              |  |
| 12/31/2022            | AP                        | DUE: 1/31/2023 DISC: 1/31/2023 |  |           | 1099: N         |                          |              |  |
|                       |                           | Tornado Siren Maint- PW        |  |           | 10 515.06-36-00 | Tornado Siren            | 515.00       |  |
| === VENDOR TOTALS === |                           |                                |  | 1,287.50  |                 |                          |              |  |
| =====                 |                           |                                |  |           |                 |                          |              |  |
| 01-01951              | Brenntag Mid-South, Inc   |                                |  |           |                 |                          |              |  |
| I-BMS302601           |                           | Odor Control Riss Lake-Sewer   |  | 14,033.64 |                 |                          |              |  |
| 12/31/2022            | AP                        | DUE: 1/07/2023 DISC: 1/07/2023 |  |           | 1099: N         |                          |              |  |
|                       |                           | Odor Control Riss Lake-Sewer   |  |           | 30 501.07-91-00 | Odor Control             | 14,033.64    |  |
| === VENDOR TOTALS === |                           |                                |  | 14,033.64 |                 |                          |              |  |
| =====                 |                           |                                |  |           |                 |                          |              |  |
| 01-03052              | Brittanie Propes          |                                |  |           |                 |                          |              |  |
| I-12282022            |                           | Travel Reimbursement- Admin    |  | 128.82    |                 |                          |              |  |
| 12/31/2022            | AP                        | DUE: 1/28/2023 DISC: 1/28/2023 |  |           | 1099: N         |                          |              |  |
|                       |                           | MPRA Lunch                     |  |           | 10 525.06-22-01 | Equipment Gas & Oil      | 54.52        |  |
|                       |                           | Kristen Graduation Ceremony    |  |           | 10 525.06-22-01 | Equipment Gas & Oil      | 74.30        |  |
| === VENDOR TOTALS === |                           |                                |  | 128.82    |                 |                          |              |  |
| =====                 |                           |                                |  |           |                 |                          |              |  |
| 01-03049              | Bryan Kidney              |                                |  |           |                 |                          |              |  |
| I-December 2022       |                           | Interim Finance Duties-Admin   |  | 10,500.00 |                 |                          |              |  |
| 12/31/2022            | AP                        | DUE: 1/07/2023 DISC: 1/07/2023 |  |           | 1099: Y         |                          |              |  |
|                       |                           | Interim Finance Duties-Admin   |  |           | 10 501.08-02-02 | Professional Services    | 10,500.00    |  |
| === VENDOR TOTALS === |                           |                                |  | 10,500.00 |                 |                          |              |  |
| =====                 |                           |                                |  |           |                 |                          |              |  |
| 01-00012              | Carquest Auto Parts Store |                                |  |           |                 |                          |              |  |
| I-2059-748455         |                           | Light Bulbs-TransFund          |  | 5.60      |                 |                          |              |  |
| 12/31/2022            | AP                        | DUE: 1/02/2023 DISC: 1/02/2023 |  |           | 1099: N         |                          |              |  |
|                       |                           | Light Bulbs-TransFund          |  |           | 40 520.06-21-00 | Vehicle & Equipment Main | 5.60         |  |
| I-2059-748459         |                           | Batteries Dodge Charger-PD     |  | 9.47      |                 |                          |              |  |
| 12/31/2022            | AP                        | DUE: 1/02/2023 DISC: 1/02/2023 |  |           | 1099: N         |                          |              |  |
|                       |                           | Batteries Dodge Charger-PD     |  |           | 10 505.06-21-00 | Vehicle Repair & Mainten | 9.47         |  |
| I-2059-749575         |                           | Diesel Additive-TransFund      |  | 61.89     |                 |                          |              |  |
| 12/31/2022            | AP                        | DUE: 1/13/2023 DISC: 1/13/2023 |  |           | 1099: N         |                          |              |  |
|                       |                           | Diesel Additive-TransFund      |  |           | 40 520.06-22-00 | Vehicle & Equipment Gas  | 61.89        |  |



PACKET: 07692 Regular Payables 01/17/20

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----   |                           |                                |  | GROSS    | P.O. #          |                          |              |
|----------------|---------------------------|--------------------------------|--|----------|-----------------|--------------------------|--------------|
| POST DATE      | BANK CODE                 | -----DESCRIPTION-----          |  | DISCOUNT | G/L ACCOUNT     | -----ACCOUNT NAME-----   | DISTRIBUTION |
| =====          |                           |                                |  |          |                 |                          |              |
| 01-00012       | Carquest Auto Parts Store | ( ** CONTINUED ** )            |  |          |                 |                          |              |
| I-2059-749688  |                           | Headlight De-Icer-Parks        |  | 26.93    |                 |                          |              |
| 12/31/2022     | AP                        | DUE: 1/14/2023 DISC: 1/14/2023 |  |          | 1099: N         |                          |              |
|                |                           | Headlight De-Icer-Parks        |  |          | 10 525.06-21-00 | Vehicle Repair & Mainten | 26.93        |
| I-2059-749815  |                           | Oil and Filter-TransFund       |  | 169.15   |                 |                          |              |
| 12/31/2022     | AP                        | DUE: 1/15/2023 DISC: 1/15/2023 |  |          | 1099: N         |                          |              |
|                |                           | Oil and Filter-TransFund       |  |          | 40 520.06-22-00 | Vehicle & Equipment Gas  | 169.15       |
| I-2059-750415  |                           | Trailer Connector-TransFund    |  | 68.57    |                 |                          |              |
| 12/31/2022     | AP                        | DUE: 1/20/2023 DISC: 1/20/2023 |  |          | 1099: N         |                          |              |
|                |                           | Trailer Connector-TransFund    |  |          | 40 520.06-21-00 | Vehicle & Equipment Main | 68.57        |
| I-2059-750415A |                           | Chain Lube WD Towels-Streets   |  | 47.35    |                 |                          |              |
| 12/31/2022     | AP                        | DUE: 1/20/2023 DISC: 1/20/2023 |  |          | 1099: N         |                          |              |
|                |                           | Chain Lube WD Towels-Streets   |  |          | 10 520.05-21-00 | Shop Supplies & Material | 47.35        |
| I-2059-750418  |                           | RV Anti-Freeze-Parks           |  | 19.92    |                 |                          |              |
| 12/31/2022     | AP                        | DUE: 1/20/2023 DISC: 1/20/2023 |  |          | 1099: N         |                          |              |
|                |                           | RV Anti-Freeze-Parks           |  |          | 10 525.05-41-01 | Restroom Supplies        | 19.92        |
|                |                           | === VENDOR TOTALS ===          |  | 408.88   |                 |                          |              |
| =====          |                           |                                |  |          |                 |                          |              |
| 01-00258       | Carter Waters Constructio |                                |  |          |                 |                          |              |
| I-15758192-00  |                           | Repair Materials- Streets      |  | 105.00   |                 |                          |              |
| 12/31/2022     | AP                        | DUE: 1/05/2023 DISC: 1/05/2023 |  |          | 1099: N         |                          |              |
|                |                           | Repair Materials- Streets      |  |          | 40 520.07-33-00 | Street Repair Materials  | 105.00       |
|                |                           | === VENDOR TOTALS ===          |  | 105.00   |                 |                          |              |
| =====          |                           |                                |  |          |                 |                          |              |
| 01-02906       | Central Salt              |                                |  |          |                 |                          |              |
| I-PS119-64954  |                           | Road Salt- TransFund           |  | 7,497.18 |                 |                          |              |
| 12/31/2022     | AP                        | DUE: 1/28/2023 DISC: 1/28/2023 |  |          | 1099: N         |                          |              |
|                |                           | Road Salt- TransFund           |  |          | 40 520.07-20-00 | Emergency Snow Removal   | 7,497.18     |
|                |                           | === VENDOR TOTALS ===          |  | 7,497.18 |                 |                          |              |
| =====          |                           |                                |  |          |                 |                          |              |
| 01-01633       | CivicPlus                 |                                |  |          |                 |                          |              |
| I-248524       |                           | Annual Fee 2023- IT            |  | 7,276.50 |                 |                          |              |
| 1/17/2023      | AP                        | DUE: 2/01/2023 DISC: 2/01/2023 |  |          | 1099: N         |                          |              |
|                |                           | Annual Fee 2023- IT            |  |          | 10 555.02-02-00 | Software                 | 7,276.50     |
|                |                           | === VENDOR TOTALS ===          |  | 7,276.50 |                 |                          |              |

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VENDOR SET: 01 City Vendors

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| -----ID-----          |                               |                                | GROSS    | P.O. #          |                          |              |  |
|-----------------------|-------------------------------|--------------------------------|----------|-----------------|--------------------------|--------------|--|
| POST DATE             | BANK CODE                     | -----DESCRIPTION-----          | DISCOUNT | G/L ACCOUNT     | -----ACCOUNT NAME-----   | DISTRIBUTION |  |
| =====                 |                               |                                |          |                 |                          |              |  |
| 01-02999              | Clark's Tool & Equipment      |                                |          |                 |                          |              |  |
| I-659307              |                               | Impact Wrench- Streets         | 151.70   |                 |                          |              |  |
| 12/31/2022            | AP                            | DUE: 1/30/2023 DISC: 1/30/2023 |          | 1099: N         |                          |              |  |
|                       |                               | Impact Wrench- Streets         |          | 10 520.05-21-00 | Shop Supplies & Material | 151.70       |  |
| === VENDOR TOTALS === |                               |                                | 151.70   |                 |                          |              |  |
| =====                 |                               |                                |          |                 |                          |              |  |
| 01-02319              | CNH Industrial Accounts       |                                |          |                 |                          |              |  |
| I-2663797             |                               | Backhoe Lease-TransFund        | 1,005.38 |                 |                          |              |  |
| 1/17/2023             | AP                            | DUE: 1/30/2023 DISC: 1/30/2023 |          | 1099: N         |                          |              |  |
|                       |                               | Backhoe Lease-TransFund        |          | 40 520.04-85-01 | Equipment                | 1,005.38     |  |
| === VENDOR TOTALS === |                               |                                | 1,005.38 |                 |                          |              |  |
| =====                 |                               |                                |          |                 |                          |              |  |
| 01-00156              | Dave's Foreign Car Repair LLC |                                |          |                 |                          |              |  |
| I-0148394             |                               | 2015 Truck Tires-Parks         | 669.20   |                 |                          |              |  |
| 12/31/2022            | AP                            | DUE: 1/05/2023 DISC: 1/05/2023 |          | 1099: N         |                          |              |  |
|                       |                               | 2015 Truck Tires-Parks         |          | 10 525.06-21-00 | Vehicle Repair & Mainten | 669.20       |  |
| I-0148422             |                               | Oil Change V605-PD             | 55.00    |                 |                          |              |  |
| 12/31/2022            | AP                            | DUE: 1/20/2023 DISC: 1/20/2023 |          | 1099: N         |                          |              |  |
|                       |                               | Oil Change V605-PD             |          | 10 505.06-21-00 | Vehicle Repair & Mainten | 55.00        |  |
| I-0148447             |                               | Oil Change V603                | 55.00    |                 |                          |              |  |
| 12/31/2022            | AP                            | DUE: 1/30/2023 DISC: 1/30/2023 |          | 1099: N         |                          |              |  |
|                       |                               | Oil Change V603                |          | 10 505.06-21-00 | Vehicle Repair & Mainten | 55.00        |  |
| I-0148479             |                               | Oil Change V604- PD            | 55.00    |                 |                          |              |  |
| 1/17/2023             | AP                            | DUE: 2/05/2023 DISC: 2/05/2023 |          | 1099: N         |                          |              |  |
|                       |                               | Oil Change V604- PD            |          | 10 505.06-21-00 | Vehicle Repair & Mainten | 55.00        |  |
| I-0148502             |                               | Oil Change/Tires- PD           | 134.50   |                 |                          |              |  |
| 1/17/2023             | AP                            | DUE: 2/12/2023 DISC: 2/12/2023 |          | 1099: N         |                          |              |  |
|                       |                               | Oil Change/Tires- PD           |          | 10 505.06-21-00 | Vehicle Repair & Mainten | 134.50       |  |
| === VENDOR TOTALS === |                               |                                | 968.70   |                 |                          |              |  |
| =====                 |                               |                                |          |                 |                          |              |  |
| 01-00222              | The Deister Company, Inc.     |                                |          |                 |                          |              |  |
| I-1245                |                               | Boom Truck/Labor-Admin         | 450.00   |                 |                          |              |  |
| 12/31/2022            | AP                            | DUE: 1/10/2023 DISC: 1/10/2023 |          | 1099: N         |                          |              |  |
|                       |                               | Boom Truck/Labor-Admin         |          | 10 501.09-04-00 | Holiday Decorations      | 450.00       |  |
| === VENDOR TOTALS === |                               |                                | 450.00   |                 |                          |              |  |

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VENDOR SET: 01 City Vendors

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| -----ID-----          |                     |                                | GROSS    | P.O. #          |                          |              |
|-----------------------|---------------------|--------------------------------|----------|-----------------|--------------------------|--------------|
| POST DATE             | BANK CODE           | -----DESCRIPTION-----          | DISCOUNT | G/L ACCOUNT     | -----ACCOUNT NAME-----   | DISTRIBUTION |
| =====                 |                     |                                |          |                 |                          |              |
| 01-01208              | Drexel Technologies |                                |          |                 |                          |              |
| I-INV95729            |                     | On Call Repair Bid Doc-Sewer   | 40.25    |                 |                          |              |
| 12/31/2022            | AP                  | DUE: 1/31/2023 DISC: 1/31/2023 |          | 1099: N         |                          |              |
|                       |                     | On Call Repair Bid Doc-Sewer   |          | 30 501.08-03-00 | Engineering Fees         | 40.25        |
| === VENDOR TOTALS === |                     |                                | 40.25    |                 |                          |              |
| =====                 |                     |                                |          |                 |                          |              |
| 01-02323              | Eaton Chemical      |                                |          |                 |                          |              |
| I-69728               |                     | Asphalt Release-TransFund      | 150.00   |                 |                          |              |
| 12/31/2022            | AP                  | DUE: 1/14/2023 DISC: 1/14/2023 |          | 1099: N         |                          |              |
|                       |                     | Asphalt Release-TransFund      |          | 40 520.07-33-00 | Street Repair Materials  | 150.00       |
| I-70004               |                     | Hand Cleaner-Streets           | 68.00    |                 |                          |              |
| 12/31/2022            | AP                  | DUE: 1/23/2023 DISC: 1/23/2023 |          | 1099: N         |                          |              |
|                       |                     | Hand Cleaner-Streets           |          | 10 520.05-21-00 | Shop Supplies & Material | 68.00        |
| === VENDOR TOTALS === |                     |                                | 218.00   |                 |                          |              |
| =====                 |                     |                                |          |                 |                          |              |
| 01-02175              | eNet                |                                |          |                 |                          |              |
| I-6706                |                     | Server/Computer/Equipment      | 7,623.92 |                 |                          |              |
| 12/31/2022            | AP                  | DUE: 1/14/2023 DISC: 1/14/2023 |          | 1099: Y         |                          |              |
|                       |                     | Server/Computer/Equipment      |          | 10 560.55-50-00 | IT Capital Outlay        | 5,998.33     |
|                       |                     | Server/Computer/Equipment      |          | 10 555.02-01-00 | Equipment                | 1,625.59     |
| === VENDOR TOTALS === |                     |                                | 7,623.92 |                 |                          |              |
| =====                 |                     |                                |          |                 |                          |              |
| 01-01614              | EVERGY              |                                |          |                 |                          |              |
| I-PD-002241           |                     | Streetlight Repair-TransFund   | 1,422.86 |                 |                          |              |
| 12/31/2022            | AP                  | DUE: 1/31/2023 DISC: 1/31/2023 |          | 1099: N         |                          |              |
|                       |                     | Streetlight Repair-TransFund   |          | 41 560.52-50-00 | Parks Projects Capital O | 1,422.86     |
| === VENDOR TOTALS === |                     |                                | 1,422.86 |                 |                          |              |
| =====                 |                     |                                |          |                 |                          |              |
| 01-01181              | Four Star Electric  |                                |          |                 |                          |              |
| I-31546               |                     | LED Light for Boat Ramp-Parks  | 316.33   |                 |                          |              |
| 12/31/2022            | AP                  | DUE: 1/05/2023 DISC: 1/05/2023 |          | 1099: N         |                          |              |
|                       |                     | LED Light for Boat Ramp-Parks  |          | 10 525.06-01-00 | Buildings Maint & Repair | 316.33       |
| === VENDOR TOTALS === |                     |                                | 316.33   |                 |                          |              |

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|-----------------------|---------------------------|----------------------------------|-----------|-----------------|--------------------------|--------------|
| POST DATE             | BANK CODE                 | -----DESCRIPTION-----            | DISCOUNT  | G/L ACCOUNT     | -----ACCOUNT NAME-----   | DISTRIBUTION |
| =====                 |                           |                                  |           |                 |                          |              |
| 01-01016              | FTC Equipment             |                                  |           |                 |                          |              |
| I-15859               |                           | McAfee Pump- Sewer               | 21,169.99 |                 |                          |              |
| 12/31/2022            | AP                        | DUE: 1/19/2023 DISC: 1/19/2023   |           | 1099: N         |                          |              |
|                       |                           | WA-129                           |           | 30 501.04-61-00 | Pump Station Improvement | 21,169.99    |
| I-15860               |                           | McAfee Pump- Sewer               | 892.00    |                 |                          |              |
| 12/31/2022            | AP                        | DUE: 1/19/2023 DISC: 1/19/2023   |           | 1099: N         |                          |              |
|                       |                           | McAfee Pump- Sewer               |           | 30 501.04-61-00 | Pump Station Improvement | 892.00       |
| I-15861               |                           | Aeration Basin- Sewer            | 4,065.03  |                 |                          |              |
| 12/31/2022            | AP                        | DUE: 1/19/2023 DISC: 1/19/2023   |           | 1099: N         |                          |              |
|                       |                           | Aeration Basin- Sewer            |           | 30 501.06-01-00 | Building Main & Repair   | 4,065.03     |
| === VENDOR TOTALS === |                           |                                  | 26,127.02 |                 |                          |              |
| =====                 |                           |                                  |           |                 |                          |              |
| 01-01421              | Full Nelson Plumbing, Inc |                                  |           |                 |                          |              |
| I-41029681            |                           | Womens PW RR/Sink-Admin          | 1,023.58  |                 |                          |              |
| 12/31/2022            | AP                        | DUE: 12/12/2022 DISC: 12/12/2022 |           | 1099: N         |                          |              |
|                       |                           | Womens PW RR/Sink-Admin          |           | 10 501.06-01-00 | Building Maint & Repair  | 1,023.58     |
| === VENDOR TOTALS === |                           |                                  | 1,023.58  |                 |                          |              |
| =====                 |                           |                                  |           |                 |                          |              |
| 01-00051              | Galls, Inc.               |                                  |           |                 |                          |              |
| I-022863466           |                           | Uniforms McMillen-PD             | 131.42    |                 |                          |              |
| 12/31/2022            | AP                        | DUE: 1/02/2023 DISC: 1/02/2023   |           | 1099: N         |                          |              |
|                       |                           | Uniforms McMillen-PD             |           | 10 505.05-31-00 | Uniforms                 | 131.42       |
| I-022863468           |                           | Uniforms Martinez- PD            | 87.53     |                 |                          |              |
| 12/31/2022            | AP                        | DUE: 1/02/2023 DISC: 1/02/2023   |           | 1099: N         |                          |              |
|                       |                           | Uniforms Martinez- PD            |           | 10 505.05-31-00 | Uniforms                 | 87.53        |
| I-022876803           |                           | Uniforms Hill- PD                | 8.80      |                 |                          |              |
| 12/31/2022            | AP                        | DUE: 1/05/2023 DISC: 1/05/2023   |           | 1099: N         |                          |              |
|                       |                           | Uniforms Hill- PD                |           | 10 505.05-31-00 | Uniforms                 | 8.80         |
| I-022896096           |                           | Kevlar Vest McMillen-PD          | 818.10    |                 |                          |              |
| 12/31/2022            | AP                        | DUE: 1/06/2023 DISC: 1/06/2023   |           | 1099: N         |                          |              |
|                       |                           | Kevlar Vest McMillen-PD          |           | 10 505.05-21-00 | Equipment and Handtools  | 818.10       |
| I-022964585           |                           | Uniforms for Layton-PD           | 262.59    |                 |                          |              |
| 12/31/2022            | AP                        | DUE: 1/13/2023 DISC: 1/13/2023   |           | 1099: N         |                          |              |
|                       |                           | Uniforms for Layton-PD           |           | 10 505.05-31-00 | Uniforms                 | 262.59       |
| === VENDOR TOTALS === |                           |                                  | 1,308.44  |                 |                          |              |

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|-----------------------|--------------------------------|----------------------------------|--|-----------|-----------------|--------------------------|-----------|--------------|
| POST DATE             | BANK CODE                      | -----DESCRIPTION-----            |  | DISCOUNT  | G/L ACCOUNT     | -----ACCOUNT NAME-----   |           | DISTRIBUTION |
| =====                 |                                |                                  |  |           |                 |                          |           |              |
| 01-01800              | GBA Architects Engineers       |                                  |  |           |                 |                          |           |              |
|                       |                                |                                  |  |           |                 |                          |           |              |
| I-72092               |                                | Design Service- PW               |  | 10,050.56 |                 |                          |           |              |
| 12/31/2022            | AP                             | DUE: 12/30/2022 DISC: 12/30/2022 |  |           | 1099: N         |                          |           |              |
|                       |                                | WA-9                             |  |           | 10 515.08-03-00 | Engineer & Planning Fees | 10,050.56 |              |
|                       |                                |                                  |  |           |                 |                          |           |              |
| I-72133               |                                | Design Services PW               |  | 2,490.50  |                 |                          |           |              |
| 12/31/2022            | AP                             | DUE: 1/01/2023 DISC: 1/01/2023   |  |           | 1099: N         |                          |           |              |
|                       |                                | WA-9B                            |  |           | 10 515.08-03-00 | Engineer & Planning Fees | 2,490.50  |              |
|                       |                                |                                  |  |           |                 |                          |           |              |
| I-72135               |                                | Design Services-Parks            |  | 2,490.50  |                 |                          |           |              |
| 12/31/2022            | AP                             | DUE: 1/01/2023 DISC: 1/01/2023   |  |           | 1099: N         |                          |           |              |
|                       |                                | WA-9C, WA-9D                     |  |           | 10 501.08-03-00 | Engineering & Planning F | 2,490.50  |              |
| === VENDOR TOTALS === |                                |                                  |  | 15,031.56 |                 |                          |           |              |
| =====                 |                                |                                  |  |           |                 |                          |           |              |
| 01-00052              | Glen & Jim's Complete Automoti |                                  |  |           |                 |                          |           |              |
|                       |                                |                                  |  |           |                 |                          |           |              |
| I-166046              |                                | Battery for Truck-TransFund      |  | 155.50    |                 |                          |           |              |
| 1/17/2023             | AP                             | DUE: 2/04/2023 DISC: 2/04/2023   |  |           | 1099: N         |                          |           |              |
|                       |                                | Battery for Truck-TransFund      |  |           | 40 520.06-21-00 | Vehicle & Equipment Main | 155.50    |              |
| === VENDOR TOTALS === |                                |                                  |  | 155.50    |                 |                          |           |              |
| =====                 |                                |                                  |  |           |                 |                          |           |              |
| 01-00816              | Gulf States Distributors       |                                  |  |           |                 |                          |           |              |
|                       |                                |                                  |  |           |                 |                          |           |              |
| I-1435200-IN          |                                | Duty Handgun Ammunition-PD       |  | 704.00    |                 |                          |           |              |
| 12/31/2022            | AP                             | DUE: 1/31/2023 DISC: 1/31/2023   |  |           | 1099: N         |                          |           |              |
|                       |                                | Duty Handgun Ammunition-PD       |  |           | 10 505.05-21-00 | Equipment and Handtools  | 704.00    |              |
| === VENDOR TOTALS === |                                |                                  |  | 704.00    |                 |                          |           |              |
| =====                 |                                |                                  |  |           |                 |                          |           |              |
| 01-02407              | Gunter Construction Company    |                                  |  |           |                 |                          |           |              |
|                       |                                |                                  |  |           |                 |                          |           |              |
| I-Pay App #21R        |                                | Rt 9 Improve-ProjectsFund        |  | 26,541.29 |                 |                          |           |              |
| 12/31/2022            | AP                             | DUE: 12/30/2022 DISC: 12/30/2022 |  |           | 1099: N         |                          |           |              |
|                       |                                | Rt 9 Improvements-TransFund      |  |           | 95 515.04-15-00 | Rt 9 Project Expenses    | 26,541.29 |              |
| === VENDOR TOTALS === |                                |                                  |  | 26,541.29 |                 |                          |           |              |
| =====                 |                                |                                  |  |           |                 |                          |           |              |
| 01-00055              | H&H Septic Service, Inc.       |                                  |  |           |                 |                          |           |              |
|                       |                                |                                  |  |           |                 |                          |           |              |
| I-52866               |                                | Pump out Manhole-Sewer           |  | 500.00    |                 |                          |           |              |
| 12/31/2022            | AP                             | DUE: 1/19/2023 DISC: 1/19/2023   |  |           | 1099: N         |                          |           |              |
|                       |                                | Pump out Manhole-Sewer           |  |           | 30 501.07-34-00 | Line Repairs             | 500.00    |              |
| === VENDOR TOTALS === |                                |                                  |  | 500.00    |                 |                          |           |              |

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|------------------|-------------------------------|----------------------------------|-----------|-----------------|--------------------------|--------------|
| POST DATE        | BANK CODE                     | -----DESCRIPTION-----            | DISCOUNT  | G/L ACCOUNT     | -----ACCOUNT NAME-----   | DISTRIBUTION |
| =====            |                               |                                  |           |                 |                          |              |
| 01-01523         | Haven's Construction Company, |                                  |           |                 |                          |              |
|                  |                               |                                  |           |                 |                          |              |
| I-Pay App #3     |                               | 2022 Repairs Program-Sewer       | 1,008.90  |                 |                          |              |
| 12/31/2022       | AP                            | DUE: 12/30/2022 DISC: 12/30/2022 |           | 1099: N         |                          |              |
|                  |                               | 2022 Repairs Program-Sewer       |           | 30 501.06-42-00 | Line Maintenance         | 1,008.90     |
|                  |                               |                                  |           |                 |                          |              |
| I-Pay App#4      |                               | Final Pay App- Sewer             | 10,753.75 |                 |                          |              |
| 12/31/2022       | AP                            | DUE: 12/30/2022 DISC: 12/30/2022 |           | 1099: N         |                          |              |
|                  |                               | Final Pay App- Sewer             |           | 30 501.06-42-00 | Line Maintenance         | 10,753.75    |
|                  |                               |                                  |           |                 |                          |              |
|                  |                               | === VENDOR TOTALS ===            | 11,762.65 |                 |                          |              |
| =====            |                               |                                  |           |                 |                          |              |
| 01-03076         | Heartland Traffic Services    |                                  |           |                 |                          |              |
|                  |                               |                                  |           |                 |                          |              |
| I-225141-1122    |                               | Pavement Marking- TransFund      | 14,500.00 |                 |                          |              |
| 12/31/2022       | AP                            | DUE: 12/30/2022 DISC: 12/30/2022 |           | 1099: N         |                          |              |
|                  |                               | Pavement Marking- TransFund      |           | 40 520.04-83-00 | Street Striping          | 14,500.00    |
|                  |                               |                                  |           |                 |                          |              |
|                  |                               | === VENDOR TOTALS ===            | 14,500.00 |                 |                          |              |
| =====            |                               |                                  |           |                 |                          |              |
| 01-02805         | IBTS - Institute for Building |                                  |           |                 |                          |              |
|                  |                               |                                  |           |                 |                          |              |
| I-KCU1-PARK-1122 |                               | Permit Review- CD                | 600.00    |                 |                          |              |
| 12/31/2022       | AP                            | DUE: 1/22/2023 DISC: 1/22/2023   |           | 1099: Y         |                          |              |
|                  |                               | Permit Review- CD                |           | 10 518.08-03-00 | Engineering & Planning F | 600.00       |
|                  |                               |                                  |           |                 |                          |              |
| I-KCu1-PARK-0922 |                               | Permit Review- CD                | 2,475.00  |                 |                          |              |
| 12/31/2022       | AP                            | DUE: 11/27/2022 DISC: 11/27/2022 |           | 1099: Y         |                          |              |
|                  |                               | Permit Review- CD                |           | 10 518.08-03-00 | Engineering & Planning F | 2,475.00     |
|                  |                               |                                  |           |                 |                          |              |
|                  |                               | === VENDOR TOTALS ===            | 3,075.00  |                 |                          |              |
| =====            |                               |                                  |           |                 |                          |              |
| 01-00891         | Kranz of Kansas City          |                                  |           |                 |                          |              |
|                  |                               |                                  |           |                 |                          |              |
| I-KC20220856     |                               | Adapter Harness-TransFund        | 265.00    |                 |                          |              |
| 12/31/2022       | AP                            | DUE: 1/15/2023 DISC: 1/15/2023   |           | 1099: N         |                          |              |
|                  |                               | Adapter Harness-TransFund        |           | 40 520.06-21-00 | Vehicle & Equipment Main | 265.00       |
|                  |                               |                                  |           |                 |                          |              |
|                  |                               | === VENDOR TOTALS ===            | 265.00    |                 |                          |              |
| =====            |                               |                                  |           |                 |                          |              |
| 01-02967         | Linde Gas & Equipment INC     |                                  |           |                 |                          |              |
|                  |                               |                                  |           |                 |                          |              |
| I-32798571       |                               | Tank Rental- TransFund           | 206.95    |                 |                          |              |
| 12/31/2022       | AP                            | DUE: 12/30/2022 DISC: 12/30/2022 |           | 1099: N         |                          |              |
|                  |                               | Tank Rental- TransFund           |           | 40 520.07-60-00 | Rental Equipment         | 206.95       |
|                  |                               |                                  |           |                 |                          |              |
|                  |                               | === VENDOR TOTALS ===            | 206.95    |                 |                          |              |

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VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

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| -----ID-----                               |           |                                    | GROSS    | P.O. #            |                          |              |
|--------------------------------------------|-----------|------------------------------------|----------|-------------------|--------------------------|--------------|
| POST DATE                                  | BANK CODE | -----DESCRIPTION-----              | DISCOUNT | G/L ACCOUNT       | -----ACCOUNT NAME-----   | DISTRIBUTION |
| =====                                      |           |                                    |          |                   |                          |              |
| 01-01097    Lippert Mechanical Service Cor |           |                                    |          |                   |                          |              |
| I-SI2098464                                |           | Q4/Q1 HVAC Agreement-Admin         | 645.82   |                   |                          |              |
| 12/31/2022                                 | AP        | DUE:   1/07/2023 DISC:   1/07/2023 |          | 1099: N           |                          |              |
|                                            |           | Q4/Q1 HVAC Agreement-Admin         |          | 10   501.06-01-01 | HVAC Maintenance & Repai | 645.82       |
| === VENDOR TOTALS ===                      |           |                                    | 645.82   |                   |                          |              |
| =====                                      |           |                                    |          |                   |                          |              |
| 01-00079    MARC                           |           |                                    |          |                   |                          |              |
| I-S-I-0001980                              |           | 2023 HHW Program-Streets           | 8,591.00 |                   |                          |              |
| 12/31/2022                                 | AP        | DUE:   1/02/2023 DISC:   1/02/2023 |          | 1099: N           |                          |              |
|                                            |           | 2023 HHW Program-Streets           |          | 10   520.07-43-02 | HHW Collection Event     | 8,591.00     |
| === VENDOR TOTALS ===                      |           |                                    | 8,591.00 |                   |                          |              |
| =====                                      |           |                                    |          |                   |                          |              |
| 01-00232    Martin Marietta                |           |                                    |          |                   |                          |              |
| I-37813249                                 |           | Riprap/Boat Ramp- Parks            | 872.90   |                   |                          |              |
| 12/31/2022                                 | AP        | DUE:   1/29/2023 DISC:   1/29/2023 |          | 1099: N           |                          |              |
|                                            |           | Riprap/Boat Ramp- Parks            |          | 10   525.06-05-03 | Trail Maintenance        | 872.90       |
| === VENDOR TOTALS ===                      |           |                                    | 872.90   |                   |                          |              |
| =====                                      |           |                                    |          |                   |                          |              |
| 01-00202    McGuire Lock and Safe          |           |                                    |          |                   |                          |              |
| I-154154                                   |           | Shop Door -Parks                   | 104.00   |                   |                          |              |
| 1/17/2023                                  | AP        | DUE:   2/06/2023 DISC:   2/06/2023 |          | 1099: N           |                          |              |
|                                            |           | Shop Door- Parks                   |          | 10   525.06-01-00 | Buildings Maint & Repair | 104.00       |
| I-154154-2                                 |           | Maintenance McAfee-Sewer           | 104.00   |                   |                          |              |
| 1/17/2023                                  | AP        | DUE:   2/06/2023 DISC:   2/06/2023 |          | 1099: N           |                          |              |
|                                            |           | Maintenance McAfee-Sewer           |          | 30   501.06-12-00 | Pump Stations Maintenanc | 104.00       |
| === VENDOR TOTALS ===                      |           |                                    | 208.00   |                   |                          |              |
| =====                                      |           |                                    |          |                   |                          |              |
| 01-00942    McKeever Enterprises dba Price |           |                                    |          |                   |                          |              |
| I-6850                                     |           | TP/Coffee- Parks                   | 67.94    |                   |                          |              |
| 12/31/2022                                 | AP        | DUE:   1/17/2023 DISC:   1/17/2023 |          | 1099: N           |                          |              |
|                                            |           | TP/Coffee- Parks                   |          | 10   525.05-99-00 | Other Purchases          | 67.94        |
| I-6851                                     |           | Snacks for Work Session-Admin      | 24.96    |                   |                          |              |
| 12/31/2022                                 | AP        | DUE:   1/19/2023 DISC:   1/19/2023 |          | 1099: N           |                          |              |
|                                            |           | Snacks for Work Session-Admin      |          | 10   501.09-20-02 | Meeting Food             | 24.96        |
| I-6944                                     |           | Employee Event 2022-Admin          | 32.51    |                   |                          |              |
| 12/31/2022                                 | AP        | DUE:   1/05/2023 DISC:   1/05/2023 |          | 1099: N           |                          |              |
|                                            |           | Employee Event 2022-Admin          |          | 10   501.09-20-02 | Meeting Food             | 32.51        |

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|--------------|-----------|---------------------------------------------------|--|----------|-----------------|--------------------------|--------------|
| POST DATE    | BANK CODE | -----DESCRIPTION-----                             |  | DISCOUNT | G/L ACCOUNT     | -----ACCOUNT NAME-----   | DISTRIBUTION |
| =====        |           |                                                   |  |          |                 |                          |              |
| 01-00942     |           | McKeever Enterprises dba Price( ** CONTINUED ** ) |  |          |                 |                          |              |
| I-6945       |           | Senior Luncheon 2022-Fund84                       |  | 149.50   |                 |                          |              |
| 12/31/2022   | AP        | DUE: 1/07/2023 DISC: 1/07/2023                    |  |          | 1099: N         |                          |              |
|              |           | Senior Luncheon 2022-PD                           |  |          | 84 505.09-21-00 | Shop with Cop Expenditur | 149.50       |
| I-6946       |           | 2022 Senior Luncheon-Fund84                       |  | 20.45    |                 |                          |              |
| 12/31/2022   | AP        | DUE: 1/07/2023 DISC: 1/07/2023                    |  |          | 1099: N         |                          |              |
|              |           | 2022 Senior Luncheon-Fund84                       |  |          | 84 505.09-21-00 | Shop with Cop Expenditur | 20.45        |
| I-6947       |           | 2022 Senior Luncheon-Fund84                       |  | 25.14    |                 |                          |              |
| 12/31/2022   | AP        | DUE: 1/07/2023 DISC: 1/07/2023                    |  |          | 1099: N         |                          |              |
|              |           | 2022 Senior Luncheon-Fund84                       |  |          | 84 505.09-21-00 | Shop with Cop Expenditur | 25.14        |
| I-6948       |           | Drinks/Plates/Forks-Streets                       |  | 79.96    |                 |                          |              |
| 12/31/2022   | AP        | DUE: 1/14/2023 DISC: 1/14/2023                    |  |          | 1099: N         |                          |              |
|              |           | Drinks/Plates/Forks-Streets                       |  |          | 10 520.05-01-00 | Office Supplies & Consum | 79.96        |
|              |           | === VENDOR TOTALS ===                             |  | 400.46   |                 |                          |              |
| =====        |           |                                                   |  |          |                 |                          |              |
| 01-02210     |           | Melissa McChesney                                 |  |          |                 |                          |              |
| I-01042023   |           | 2022 Mileage- Admin                               |  | 91.50    |                 |                          |              |
| 12/31/2022   | AP        | DUE: 2/04/2023 DISC: 2/04/2023                    |  |          | 1099: N         |                          |              |
|              |           | Meeting With Platte County                        |  |          | 10 501.09-21-00 | Misc-Other               | 10.06        |
|              |           | Return from Platte County                         |  |          | 10 501.09-21-00 | Misc-Other               | 10.06        |
|              |           | PC Recorder                                       |  |          | 10 501.09-21-00 | Misc-Other               | 10.06        |
|              |           | Return from PC Recorder                           |  |          | 10 501.09-21-00 | Misc-Other               | 10.06        |
|              |           | Strategic Planning Day 1                          |  |          | 10 501.09-21-00 | Misc-Other               | 2.50         |
|              |           | Strategic Planning Day 2                          |  |          | 10 501.09-21-00 | Misc-Other               | 2.50         |
|              |           | Prop Tax Levy Dropoff                             |  |          | 10 501.09-21-00 | Misc-Other               | 10.75        |
|              |           | Return Trip Levy Dropoff                          |  |          | 10 501.09-21-00 | Misc-Other               | 10.75        |
|              |           | MoCCFOA Regionals                                 |  |          | 10 501.09-21-00 | Misc-Other               | 12.38        |
|              |           | MoCCFOA Regionals Return                          |  |          | 10 501.09-21-00 | Misc-Other               | 12.38        |
|              |           | === VENDOR TOTALS ===                             |  | 91.50    |                 |                          |              |
| =====        |           |                                                   |  |          |                 |                          |              |
| 01-02894     |           | Menards                                           |  |          |                 |                          |              |
| I-41767      |           | Mailbox/Concrete Mix- TranFun                     |  | 31.93    |                 |                          |              |
| 12/31/2022   | AP        | DUE: 1/08/2023 DISC: 1/08/2023                    |  |          | 1099: N         |                          |              |
|              |           | Mailbox/Concrete Mix- TranFund                    |  |          | 40 520.06-01-00 | Building Maintenance & R | 31.93        |
| I-41771      |           | Circuit Breaker-Admin                             |  | 4.97     |                 |                          |              |
| 12/31/2022   | AP        | DUE: 1/08/2023 DISC: 1/08/2023                    |  |          | 1099: N         |                          |              |
|              |           | Circuit Breaker-Admin                             |  |          | 10 501.06-01-00 | Building Maint & Repair  | 4.97         |
|              |           | === VENDOR TOTALS ===                             |  | 36.90    |                 |                          |              |



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|-----------------------|--------------------------------|----------------------------------|----------|-----------------|--------------------------|--------------|
| POST DATE             | BANK CODE                      | -----DESCRIPTION-----            | DISCOUNT | G/L ACCOUNT     | -----ACCOUNT NAME-----   | DISTRIBUTION |
| =====                 |                                |                                  |          |                 |                          |              |
| 01-03068              | Clay, Platte, Ray Mental Healt |                                  |          |                 |                          |              |
| I-Dec2022             |                                | PV Creekside TIF Surplus Pilo    | 1,167.89 |                 |                          |              |
| 12/31/2022            | AP                             | DUE: 12/29/2022 DISC: 12/29/2022 |          | 1099: N         |                          |              |
|                       |                                | PV Creekside TIF Surplus Pilot   |          | 94 501.09-40-00 | Surplus Pilots           | 1,167.89     |
| === VENDOR TOTALS === |                                |                                  | 1,167.89 |                 |                          |              |
| =====                 |                                |                                  |          |                 |                          |              |
| 01-02228              | Metro Rolloff Container Servic |                                  |          |                 |                          |              |
| I-25768               |                                | Ghost Stories Facilities-PNS     | 422.99   |                 |                          |              |
| 12/31/2022            | AP                             | DUE: 11/28/2023 DISC: 11/28/2023 |          | 1099: N         |                          |              |
|                       |                                | Ghost Stories Facilities-PNS     |          | 10 535.09-21-00 | Miscellaneous            | 422.99       |
| I-300840              |                                | Portable Restroom Rental-Park    | 182.99   |                 |                          |              |
| 12/31/2022            | AP                             | DUE: 1/20/2023 DISC: 1/20/2023   |          | 1099: N         |                          |              |
|                       |                                | Portable Restroom Rental-Parks   |          | 10 525.07-20-00 | Rental of Portable Toile | 182.99       |
| I-300841              |                                | Portable Restroom Rental-Park    | 282.99   |                 |                          |              |
| 12/31/2022            | AP                             | DUE: 1/20/2023 DISC: 1/20/2023   |          | 1099: N         |                          |              |
|                       |                                | Portable Restroom Rental-Parks   |          | 10 525.07-20-00 | Rental of Portable Toile | 282.99       |
| I-300842              |                                | Portable Restroom Rental-Park    | 182.99   |                 |                          |              |
| 12/31/2022            | AP                             | DUE: 1/20/2023 DISC: 1/20/2023   |          | 1099: N         |                          |              |
|                       |                                | Portable Restroom Rental-Parks   |          | 10 525.07-20-00 | Rental of Portable Toile | 182.99       |
| === VENDOR TOTALS === |                                |                                  | 1,071.96 |                 |                          |              |
| =====                 |                                |                                  |          |                 |                          |              |
| 01-00950              | Midwest Mobile Radio Service,  |                                  |          |                 |                          |              |
| I-80063267            |                                | 2023 Radio Service Contract-P    | 2,040.00 |                 |                          |              |
| 1/17/2023             | AP                             | DUE: 2/01/2023 DISC: 2/01/2023   |          | 1099: N         |                          |              |
|                       |                                | 2023 Radio Service Contract-PD   |          | 10 505.06-21-01 | Equipment Repair & Maint | 2,040.00     |
| === VENDOR TOTALS === |                                |                                  | 2,040.00 |                 |                          |              |
| =====                 |                                |                                  |          |                 |                          |              |
| 01-00530              | Missouri Municipal League      |                                  |          |                 |                          |              |
| I-2495                |                                | 2023 Memership Dues-Admin        | 1,350.21 |                 |                          |              |
| 1/17/2023             | AP                             | DUE: 1/02/2023 DISC: 1/02/2023   |          | 1099: N         |                          |              |
|                       |                                | 2023 Memership Dues-Admin        |          | 10 501.01-40-00 | Membership Fees & Dues - | 675.11       |
|                       |                                | 2023 Memership Dues-Admin        |          | 10 501.01-41-00 | Membership Fees & Dues - | 675.10       |
| === VENDOR TOTALS === |                                |                                  | 1,350.21 |                 |                          |              |

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| =====                 |                               |                                |          |                 |                          |              |
| 01-00723              | Missouri One Call System      |                                |          |                 |                          |              |
| I-2120254             |                               | Utility Locates- Sewer         | 152.50   |                 |                          |              |
| 12/31/2022            | AP                            | DUE: 1/31/2023 DISC: 1/31/2023 |          | 1099: N         |                          |              |
|                       |                               | Utility Locates- Sewer         |          | 30 501.07-42-00 | One Call Utility Locatin | 152.50       |
| === VENDOR TOTALS === |                               |                                | 152.50   |                 |                          |              |
| =====                 |                               |                                |          |                 |                          |              |
| 01-00092              | New Directions                |                                |          |                 |                          |              |
| I-INV-26467           |                               | Q1 2023 Emp Assistance-Admin   | 408.24   |                 |                          |              |
| 1/17/2023             | AP                            | DUE: 2/04/2023 DISC: 2/04/2023 |          | 1099: N         |                          |              |
|                       |                               | Q1 2023 Emp Assistance-Admin   |          | 10 501.08-02-02 | Professional Services    | 408.24       |
| === VENDOR TOTALS === |                               |                                | 408.24   |                 |                          |              |
| =====                 |                               |                                |          |                 |                          |              |
| 01-01163              | North Hills Engineering, Inc  |                                |          |                 |                          |              |
| I-2212                |                               | Dec 2022 On Call Eng-Sewer     | 5,440.00 |                 |                          |              |
| 12/31/2022            | AP                            | DUE: 1/05/2023 DISC: 1/05/2023 |          | 1099: N         |                          |              |
|                       |                               | WA-140                         |          | 30 501.06-42-00 | Line Maintenance         | 1,280.00     |
|                       |                               | WA-141                         |          | 30 501.06-42-00 | Line Maintenance         | 80.00        |
|                       |                               | WA-139                         |          | 30 501.08-03-00 | Engineering Fees         | 960.00       |
|                       |                               | WA-138c                        |          | 10 515.08-03-00 | Engineer & Planning Fees | 720.00       |
|                       |                               | WA-150                         |          | 30 501.06-42-00 | Line Maintenance         | 1,600.00     |
|                       |                               | WA-152                         |          | 30 501.08-03-00 | Engineering Fees         | 80.00        |
|                       |                               | General Services               |          | 30 501.08-03-00 | Engineering Fees         | 720.00       |
| === VENDOR TOTALS === |                               |                                | 5,440.00 |                 |                          |              |
| =====                 |                               |                                |          |                 |                          |              |
| 01-01209              | Northland Hydroflow           |                                |          |                 |                          |              |
| I-052707              |                               | Annual Testing- Sewer          | 140.00   |                 |                          |              |
| 12/31/2022            | AP                            | DUE: 1/19/2023 DISC: 1/19/2023 |          | 1099: N         |                          |              |
|                       |                               | Annual Testing- Sewer          |          | 30 501.06-01-00 | Building Main & Repair   | 140.00       |
| === VENDOR TOTALS === |                               |                                | 140.00   |                 |                          |              |
| =====                 |                               |                                |          |                 |                          |              |
| 01-01354              | Northland Regional Chamber of |                                |          |                 |                          |              |
| I-56891               |                               | 2023 Membership Barton-Admin   | 345.00   |                 |                          |              |
| 12/31/2022            | AP                            | DUE: 2/24/2023 DISC: 2/24/2023 |          | 1099: N         |                          |              |
|                       |                               | 2023 Membership Barton-Admin   |          | 10 501.01-41-00 | Membership Fees & Dues - | 345.00       |
| === VENDOR TOTALS === |                               |                                | 345.00   |                 |                          |              |

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| =====                 |                                |                                |          |                 |                          |              |
| 01-02440              | Overland Park Awards           |                                |          |                 |                          |              |
| I-34346               |                                | Nametags Page/Roberts-Admin    | 30.50    |                 |                          |              |
| 12/31/2022            | AP                             | DUE: 1/06/2023 DISC: 1/06/2023 |          | 1099: N         |                          |              |
|                       |                                | Nametags Page/Roberts-Admin    |          | 10 501.05-01-00 | Office Supplies & Consum | 30.50        |
| === VENDOR TOTALS === |                                |                                | 30.50    |                 |                          |              |
| =====                 |                                |                                |          |                 |                          |              |
| 01-01168              | Parkville Chamber of Commerce  |                                |          |                 |                          |              |
| I-3037                |                                | 2023 Membership- Admin         | 2,500.00 |                 |                          |              |
| 1/17/2023             | AP                             | DUE: 1/07/2023 DISC: 1/07/2023 |          | 1099: N         |                          |              |
|                       |                                | 2023 Membership- Admin         |          | 10 501.01-40-00 | Membership Fees & Dues - | 2,500.00     |
| === VENDOR TOTALS === |                                |                                | 2,500.00 |                 |                          |              |
| =====                 |                                |                                |          |                 |                          |              |
| 01-01701              | Platte County Citizen          |                                |          |                 |                          |              |
| I-44597               |                                | 2023 Candidate Filing-Admin    | 110.50   |                 |                          |              |
| 12/31/2022            | AP                             | DUE: 1/30/2023 DISC: 1/30/2023 |          | 1099: N         |                          |              |
|                       |                                | 2023 Candidate Filing-Admin    |          | 10 501.07-01-00 | Elections                | 110.50       |
| I-44598               |                                | TIF Public Notice- CD          | 136.00   |                 |                          |              |
| 12/31/2022            | AP                             | DUE: 1/14/2023 DISC: 1/14/2023 |          | 1099: N         |                          |              |
|                       |                                | TIF Public Notice- CD          |          | 10 518.07-02-01 | Public Notices           | 136.00       |
| I-44629               |                                | 2023 Sewer Rate Hearing-Sewer  | 29.75    |                 |                          |              |
| 12/31/2022            | AP                             | DUE: 1/30/2023 DISC: 1/30/2023 |          | 1099: N         |                          |              |
|                       |                                | 2023 Sewer Rate Hearing-Sewer  |          | 30 501.05-04-00 | Printing                 | 29.75        |
| === VENDOR TOTALS === |                                |                                | 276.25   |                 |                          |              |
| =====                 |                                |                                |          |                 |                          |              |
| 01-01405              | Platte County Recorder of Deed |                                |          |                 |                          |              |
| I-122122              |                                | Lien Release 2 Main St-Sewer   | 24.00    |                 |                          |              |
| 12/31/2022            | AP                             | DUE: 1/21/2023 DISC: 1/21/2023 |          | 1099: N         |                          |              |
|                       |                                | Lien Release 2 Main St-Sewer   |          | 30 501.09-21-00 | Miscellaneous            | 24.00        |
| I-1221222B            |                                | Lien Release 5 Mill St-Sewer   | 24.00    |                 |                          |              |
| 12/31/2022            | AP                             | DUE: 1/21/2023 DISC: 1/21/2023 |          | 1099: N         |                          |              |
|                       |                                | Lien Release 5 Mill St-Sewer   |          | 30 501.09-21-00 | Miscellaneous            | 24.00        |
| === VENDOR TOTALS === |                                |                                | 48.00    |                 |                          |              |

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| =====                 |                           |                                  |          |                 |                          |              |
| 01-00218              | Platte County Sheriff's D |                                  |          |                 |                          |              |
| I-MOWIN2023           |                           | Annual Contribution- PD          | 100.00   |                 |                          |              |
| 1/17/2023             | AP                        | DUE: 2/11/2023 DISC: 2/11/2023   |          | 1099: N         |                          |              |
|                       |                           | Annual Contribution- PD          |          | 10 505.01-41-00 | Membership Fees & Dues   | 100.00       |
| === VENDOR TOTALS === |                           |                                  | 100.00   |                 |                          |              |
| =====                 |                           |                                  |          |                 |                          |              |
| 01-00107              | Platte Rental & Supply    |                                  |          |                 |                          |              |
| I-96145-1             |                           | Tank Vent Heater-TransFund       | 16.48    |                 |                          |              |
| 1/17/2023             | AP                        | DUE: 2/03/2023 DISC: 2/03/2023   |          | 1099: Y         |                          |              |
|                       |                           | Tank Vent Heater-TransFund       |          | 40 520.06-21-00 | Vehicle & Equipment Main | 16.48        |
| I-w7748-1             |                           | Equipment Repair- PNS            | 60.00    |                 |                          |              |
| 12/31/2022            | AP                        | DUE: 12/28/2022 DISC: 12/28/2022 |          | 1099: Y         |                          |              |
|                       |                           | Equipment Repair- PNS            |          | 10 535.06-21-01 | Equipment Repair & Maint | 60.00        |
| === VENDOR TOTALS === |                           |                                  | 76.48    |                 |                          |              |
| =====                 |                           |                                  |          |                 |                          |              |
| 01-00904              | Police Legal Sciences Inc |                                  |          |                 |                          |              |
| I-11604               |                           | POST Online Training-PD          | 1,540.00 |                 |                          |              |
| 12/31/2022            | AP                        | DUE: 1/20/2023 DISC: 1/20/2023   |          | 1099: N         |                          |              |
|                       |                           | POST Online Training-PD          |          | 10 505.01-41-02 | Professional Development | 1,540.00     |
| === VENDOR TOTALS === |                           |                                  | 1,540.00 |                 |                          |              |
| =====                 |                           |                                  |          |                 |                          |              |
| 01-01739              | Print Time                |                                  |          |                 |                          |              |
| I-1284758-IN          |                           | Business Cards- Admin            | 97.52    |                 |                          |              |
| 12/31/2022            | AP                        | DUE: 1/27/2023 DISC: 1/27/2023   |          | 1099: N         |                          |              |
|                       |                           | Business Cards- Admin            |          | 10 501.05-04-00 | Printing                 | 97.52        |
| === VENDOR TOTALS === |                           |                                  | 97.52    |                 |                          |              |
| =====                 |                           |                                  |          |                 |                          |              |
| 01-02591              | ProServ                   |                                  |          |                 |                          |              |
| I-249225              |                           | Small Copier-Admin               | 7.02     |                 |                          |              |
| 12/31/2022            | AP                        | DUE: 1/12/2023 DISC: 1/12/2023   |          | 1099: N         |                          |              |
|                       |                           | Small Copier-Admin               |          | 10 501.06-34-00 | Office Equipment Mainten | 7.02         |
| === VENDOR TOTALS === |                           |                                  | 7.02     |                 |                          |              |

PACKET: 07692 Regular Payables 01/17/20

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----          |                                |                                  | GROSS     | P.O. #          |                          |              |  |
|-----------------------|--------------------------------|----------------------------------|-----------|-----------------|--------------------------|--------------|--|
| POST DATE             | BANK CODE                      | -----DESCRIPTION-----            | DISCOUNT  | G/L ACCOUNT     | -----ACCOUNT NAME-----   | DISTRIBUTION |  |
| =====                 |                                |                                  |           |                 |                          |              |  |
| 01-00114              | Rampart Security, Inc.         |                                  |           |                 |                          |              |  |
|                       |                                |                                  |           |                 |                          |              |  |
| I-74156               |                                | Security at Shop- Streets        | 60.00     |                 |                          |              |  |
| 1/17/2023             | AP                             | DUE: 2/01/2023 DISC: 2/01/2023   |           | 1099: N         |                          |              |  |
|                       |                                | Security at Shop- Streets        |           | 40 520.06-01-00 | Building Maintenance & R | 60.00        |  |
|                       |                                |                                  |           |                 |                          |              |  |
| I-74334               |                                | Q1 2023 Security System-Admin    | 99.00     |                 |                          |              |  |
| 1/17/2023             | AP                             | DUE: 2/01/2023 DISC: 2/01/2023   |           | 1099: N         |                          |              |  |
|                       |                                | Q1 2023 Security System-Admin    |           | 10 501.06-01-00 | Building Maint & Repair  | 99.00        |  |
| === VENDOR TOTALS === |                                |                                  | 159.00    |                 |                          |              |  |
| =====                 |                                |                                  |           |                 |                          |              |  |
| 01-00117              | Reeves Wiedeman Company        |                                  |           |                 |                          |              |  |
|                       |                                |                                  |           |                 |                          |              |  |
| I-6109687             |                                | Sloan Coupling- Parks            | 29.58     |                 |                          |              |  |
| 12/31/2022            | AP                             | DUE: 1/29/2023 DISC: 1/29/2023   |           | 1099: N         |                          |              |  |
|                       |                                | Sloan Coupling- Parks            |           | 10 525.06-03-00 | Restrooms                | 29.58        |  |
| === VENDOR TOTALS === |                                |                                  | 29.58     |                 |                          |              |  |
| =====                 |                                |                                  |           |                 |                          |              |  |
| 01-01982              | Rejis Commission               |                                  |           |                 |                          |              |  |
|                       |                                |                                  |           |                 |                          |              |  |
| I-498398              |                                | Terminal Rejis- PD               | 133.20    |                 |                          |              |  |
| 12/31/2022            | AP                             | DUE: 1/20/2023 DISC: 1/20/2023   |           | 1099: N         |                          |              |  |
|                       |                                | Terminal Rejis- PD               |           | 10 505.05-22-01 | Terminal - Rejis         | 133.20       |  |
| === VENDOR TOTALS === |                                |                                  | 133.20    |                 |                          |              |  |
| =====                 |                                |                                  |           |                 |                          |              |  |
| 01-02916              | Renaissance Infrastructure Con |                                  |           |                 |                          |              |  |
|                       |                                |                                  |           |                 |                          |              |  |
| I-22-0989             |                                | Rt 9 Inspection- Project Fund    | 937.30    |                 |                          |              |  |
| 12/31/2022            | AP                             | DUE: 11/30/2022 DISC: 11/30/2022 |           | 1099: N         |                          |              |  |
|                       |                                | Rt 9 Inspection- Project Fund    |           | 95 515.04-15-00 | Rt 9 Project Expenses    | 937.30       |  |
|                       |                                |                                  |           |                 |                          |              |  |
| I-BMS302601           |                                | Odor Control Riss Lake-Sewer     | 14,033.64 |                 |                          |              |  |
| 12/31/2022            | AP                             | DUE: 1/07/2023 DISC: 1/07/2023   |           | 1099: N         |                          |              |  |
|                       |                                | Odor Control Riss Lake-Sewer     |           | 30 501.07-91-00 | Odor Control             | 14,033.64    |  |
| === VENDOR TOTALS === |                                |                                  | 14,970.94 |                 |                          |              |  |
| =====                 |                                |                                  |           |                 |                          |              |  |
| 01-01390              | Riss Lake Homes Association    |                                  |           |                 |                          |              |  |
|                       |                                |                                  |           |                 |                          |              |  |
| I-012023              |                                | Grinder Pump January- Sewer      | 27,720.46 |                 |                          |              |  |
| 1/17/2023             | AP                             | DUE: 2/09/2023 DISC: 2/09/2023   |           | 1099: N         |                          |              |  |
|                       |                                | Grinder Pump January- Sewer      |           | 30 41501-01     | Sewer Charges - Data Tec | 27,720.46    |  |
| === VENDOR TOTALS === |                                |                                  | 27,720.46 |                 |                          |              |  |

PACKET: 07692 Regular Payables 01/17/20

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----          |                                | GROSS                            |           | P.O. #          |                          |              |  |
|-----------------------|--------------------------------|----------------------------------|-----------|-----------------|--------------------------|--------------|--|
| POST DATE             | BANK CODE                      | -----DESCRIPTION-----            | DISCOUNT  | G/L ACCOUNT     | -----ACCOUNT NAME-----   | DISTRIBUTION |  |
| =====                 |                                |                                  |           |                 |                          |              |  |
| 01-01976              | RMI Golf Carts                 |                                  |           |                 |                          |              |  |
| I-26461               |                                | Service and Repair- PNS          | 439.98    |                 |                          |              |  |
| 1/17/2023             | AP                             | DUE: 2/06/2023 DISC: 2/06/2023   |           | 1099: N         |                          |              |  |
|                       |                                | Service and Repair- PNS          |           | 10 535.06-21-00 | Vehicle Repair & Mainten | 439.98       |  |
| === VENDOR TOTALS === |                                |                                  | 439.98    |                 |                          |              |  |
| =====                 |                                |                                  |           |                 |                          |              |  |
| 01-02920              | Ryan Lawn & Tree               |                                  |           |                 |                          |              |  |
| I-3322661             |                                | Backflow Triangle- Parks         | 99.00     |                 |                          |              |  |
| 12/31/2022            | AP                             | DUE: 1/20/2023 DISC: 1/20/2023   |           | 1099: N         |                          |              |  |
|                       |                                | Backflow Triangle- Parks         |           | 10 525.06-01-00 | Buildings Maint & Repair | 99.00        |  |
| === VENDOR TOTALS === |                                |                                  | 99.00     |                 |                          |              |  |
| =====                 |                                |                                  |           |                 |                          |              |  |
| 01-03054              | She Digs It                    |                                  |           |                 |                          |              |  |
| I-22062               |                                | Repair Various Locations-Sewe    | 28,564.50 |                 |                          |              |  |
| 12/31/2022            | AP                             | DUE: 1/21/2023 DISC: 1/21/2023   |           | 1099: N         |                          |              |  |
|                       |                                | Repair Various Locations-Sewer   |           | 30 501.07-34-00 | Line Repairs             | 28,564.50    |  |
| I-PayApp#2            |                                | Aeration Basin/Stairs-Sewer      | 35,370.35 |                 |                          |              |  |
| 12/31/2022            | AP                             | DUE: 1/01/2023 DISC: 1/01/2023   |           | 1099: N         |                          |              |  |
|                       |                                | Aeration Basin/Stairs-Sewer      |           | 30 501.04-51-00 | Sewer Plant Improvements | 35,370.35    |  |
| === VENDOR TOTALS === |                                |                                  | 63,934.85 |                 |                          |              |  |
| =====                 |                                |                                  |           |                 |                          |              |  |
| 01-02978              | Sontiq                         |                                  |           |                 |                          |              |  |
| I-CI-024081           |                                | Identity Theft Vendor-Admin      | 63.45     |                 |                          |              |  |
| 12/31/2022            | AP                             | DUE: 12/30/2022 DISC: 12/30/2022 |           | 1099: N         |                          |              |  |
|                       |                                | Identity Theft Vendor-Admin      |           | 10 20025        | Sontiq ID Force W/H      | 63.45        |  |
| === VENDOR TOTALS === |                                |                                  | 63.45     |                 |                          |              |  |
| =====                 |                                |                                  |           |                 |                          |              |  |
| 01-03029              | Southern Platte Fire Protectio |                                  |           |                 |                          |              |  |
| I-23-002              |                                | Tornado Siren Lease-PW           | 150.00    |                 |                          |              |  |
| 1/17/2023             | AP                             | DUE: 2/04/2023 DISC: 2/04/2023   |           | 1099: N         |                          |              |  |
|                       |                                | Tornado Siren Lease-PW           |           | 10 515.06-36-00 | Tornado Siren            | 150.00       |  |
| === VENDOR TOTALS === |                                |                                  | 150.00    |                 |                          |              |  |

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| -----ID-----          |                        |                                | GROSS     | P.O. #          |                          |              |
|-----------------------|------------------------|--------------------------------|-----------|-----------------|--------------------------|--------------|
| POST DATE             | BANK CODE              | -----DESCRIPTION-----          | DISCOUNT  | G/L ACCOUNT     | -----ACCOUNT NAME-----   | DISTRIBUTION |
| =====                 |                        |                                |           |                 |                          |              |
| 01-02348              | Sumner Tire            |                                |           |                 |                          |              |
| I-7037                |                        | Tires for Patrol Fleet- PD     | 1,259.20  |                 |                          |              |
| 12/31/2022            | AP                     | DUE: 1/12/2023 DISC: 1/12/2023 |           | 1099: N         |                          |              |
|                       |                        | Tires for Patrol Fleet- PD     |           | 10 505.06-21-00 | Vehicle Repair & Mainten | 1,259.20     |
| === VENDOR TOTALS === |                        |                                | 1,259.20  |                 |                          |              |
| =====                 |                        |                                |           |                 |                          |              |
| 01-00154              | T-Ray Specialties Inc. |                                |           |                 |                          |              |
| I-42468               |                        | Uniforms-Steets                | 743.09    |                 |                          |              |
| 12/31/2022            | AP                     | DUE: 1/03/2023 DISC: 1/03/2023 |           | 1099: N         |                          |              |
|                       |                        | Uniforms-Steets                |           | 10 520.05-31-00 | Uniforms                 | 743.09       |
| === VENDOR TOTALS === |                        |                                | 743.09    |                 |                          |              |
| =====                 |                        |                                |           |                 |                          |              |
| 01-00838              | The Work Zone, Inc.    |                                |           |                 |                          |              |
| I-64142               |                        | Sign Post- TransFund           | 185.40    |                 |                          |              |
| 12/31/2022            | AP                     | DUE: 1/20/2023 DISC: 1/20/2023 |           | 1099: N         |                          |              |
|                       |                        | Sign Post- TransFund           |           | 40 520.07-44-00 | Street Signs             | 185.40       |
| I-64204               |                        | Parking Signs- TransFund       | 452.80    |                 |                          |              |
| 12/31/2022            | AP                     | DUE: 1/20/2023 DISC: 1/20/2023 |           | 1099: N         |                          |              |
|                       |                        | Parking Signs- TransFund       |           | 40 520.07-44-00 | Street Signs             | 452.80       |
| === VENDOR TOTALS === |                        |                                | 638.20    |                 |                          |              |
| =====                 |                        |                                |           |                 |                          |              |
| 01-01083              | UMB Bank, N.A.         |                                |           |                 |                          |              |
| I-JAN2023             |                        | Principal and Interest-Sewer   | 14,275.40 |                 |                          |              |
| 1/17/2023             | AP                     | DUE: 1/06/2023 DISC: 1/06/2023 |           | 1099: N         |                          |              |
|                       |                        | SRF Principal                  |           | 30 501.12-11-00 | SRF Principal-Transfer t | 14,166.67    |
|                       |                        | SRF Interest                   |           | 30 501.12-11-01 | SRF Interest-Transfer to | 108.73       |
| I-Jan2023F            |                        | SRF Admin Fee- Sewer           | 1,888.26  |                 |                          |              |
| 12/31/2022            | AP                     | DUE: 1/31/2023 DISC: 1/31/2023 |           | 1099: N         |                          |              |
|                       |                        | SRF Admin Fee- Sewer           |           | 30 501.12-11-02 | SRF Admin Fee-Transfer t | 1,888.26     |
| === VENDOR TOTALS === |                        |                                | 16,163.66 |                 |                          |              |
| =====                 |                        |                                |           |                 |                          |              |
| 01-02409              | UniFirst Corporation   |                                |           |                 |                          |              |
| I-2290118257          |                        | Floor Mat Replacement-Admin    | 136.60    |                 |                          |              |
| 1/17/2023             | AP                     | DUE: 2/03/2023 DISC: 2/03/2023 |           | 1099: N         |                          |              |
|                       |                        | Floor Mat Replacement-Admin    |           | 10 501.06-02-00 | Janitorial Services/Supp | 136.60       |
| === VENDOR TOTALS === |                        |                                | 136.60    |                 |                          |              |

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|--------------|---------------|----------------------------------|------------|-----------------|------------------------|--------------|--|
| POST DATE    | BANK CODE     | -----DESCRIPTION-----            | DISCOUNT   | G/L ACCOUNT     | -----ACCOUNT NAME----- | DISTRIBUTION |  |
| =====        |               |                                  |            |                 |                        |              |  |
| 01-01641     | United States | Post Master                      |            |                 |                        |              |  |
| I-5284       |               | Parks and Rec Postage-Parks      | 666.63     |                 |                        |              |  |
| 1/17/2023    | AP            | DUE: 2/03/2023 DISC: 2/03/2023   |            | 1099: N         |                        |              |  |
|              |               | Parks and Rec Postage-Parks      |            | 10 525.05-02-00 | Postage                | 666.63       |  |
|              |               | === VENDOR TOTALS ===            | 666.63     |                 |                        |              |  |
| =====        |               |                                  |            |                 |                        |              |  |
| 01-01652     | Wayne Frazier |                                  |            |                 |                        |              |  |
| I-10272022   |               | Carving Spoons- PNS              | 21.90      |                 |                        |              |  |
| 12/31/2022   | AP            | DUE: 11/27/2022 DISC: 11/27/2022 |            | 1099: N         |                        |              |  |
|              |               | Carving Spoons- PNS              |            | 60 501.05-42-00 | Program Expenses       | 21.90        |  |
| I-122822     |               | Thermal Shirt- PNS               | 34.50      |                 |                        |              |  |
| 12/31/2022   | AP            | DUE: 1/28/2023 DISC: 1/28/2023   |            | 1099: N         |                        |              |  |
|              |               | Thermal Shirt- PNS               |            | 10 535.05-21-00 | Equipment & Handtools  | 34.50        |  |
|              |               | === VENDOR TOTALS ===            | 56.40      |                 |                        |              |  |
|              |               | === PACKET TOTALS ===            | 350,167.43 |                 |                        |              |  |



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## \*\* T O T A L S \*\*

INVOICE TOTALS 350,167.43

DEBIT MEMO TOTALS 0.00

CREDIT MEMO TOTALS 0.00

BATCH TOTALS 350,167.43

## \*\* G/L ACCOUNT TOTALS \*\*

| BANK | YEAR | ACCOUNT       | NAME                     | AMOUNT       | =====LINE ITEM===== |                     |              | =====GROUP BUDGET===== |                     |              |
|------|------|---------------|--------------------------|--------------|---------------------|---------------------|--------------|------------------------|---------------------|--------------|
|      |      |               |                          |              | ANNUAL<br>BUDGET    | BUDGET<br>AVAILABLE | OVER<br>BUDG | ANNUAL<br>BUDGET       | BUDGET<br>AVAILABLE | OVER<br>BUDG |
| 2022 | 01   | -19101        | Due From General Fund    | 61,964.77 *  |                     |                     |              |                        |                     |              |
|      | 01   | -19103        | Due from Capital Project | 27,478.59 *  |                     |                     |              |                        |                     |              |
|      | 01   | -19104        | Due from Creekside TIF S | 1,167.89 *   |                     |                     |              |                        |                     |              |
|      | 01   | -19301        | Due From Sewer Service F | 137,410.56 * |                     |                     |              |                        |                     |              |
|      | 01   | -19401        | Due From Capital Project | 28,305.36 *  |                     |                     |              |                        |                     |              |
|      | 01   | -19411        | Due From Fixed Assets    | 1,422.86 *   |                     |                     |              |                        |                     |              |
|      | 01   | -19601        | Due From Nature Sanctuar | 21.90 *      |                     |                     |              |                        |                     |              |
|      | 10   | -20025        | Sontiq ID Force W/H      | 63.45        |                     |                     |              |                        |                     |              |
|      | 10   | -22001        | AP Pending (Due to Poole | 61,769.68-*  |                     |                     |              |                        |                     |              |
|      | 10   | -501.01-41-00 | Membership Fees & Dues - | 345.00       | 3,100               | 718.85-             | Y            | 24,100                 | 10,337.96-          | Y            |
|      | 10   | -501.05-01-00 | Office Supplies & Consum | 30.50        | 3,500               | 858.64-             | Y            | 3,500                  | 858.64-             | Y            |
|      | 10   | -501.05-04-00 | Printing                 | 97.52        | 500                 | 948.26-             | Y            | 500                    | 948.26-             | Y            |
|      | 10   | -501.06-01-00 | Building Maint & Repair  | 1,028.55     | 20,000              | 4,174.78            |              | 30,000                 | 6,020.78            |              |
|      | 10   | -501.06-01-01 | HVAC Maintenance & Repai | 645.82       | 10,000              | 1,200.18            |              | 30,000                 | 6,403.51            |              |
|      | 10   | -501.06-34-00 | Office Equipment Mainten | 7.02         | 1,500               | 219.41-             | Y            | 1,500                  | 219.41-             | Y            |
|      | 10   | -501.07-01-00 | Elections                | 110.50       | 4,000               | 1,125.63-           | Y            | 4,000                  | 1,125.63-           | Y            |
|      | 10   | -501.08-02-02 | Professional Services    | 12,400.00    | 90,000              | 40,936.68-          | Y            | 110,000                | 103,076.17-         | Y            |
|      | 10   | -501.08-03-00 | Engineering & Planning F | 2,490.50     | 0                   | 3,130.50-           | Y            | 0                      | 3,130.50-           | Y            |
|      | 10   | -501.09-04-00 | Holiday Decorations      | 450.00       | 1,000               | 401.90              |              | 1,000                  | 401.90              |              |
|      | 10   | -501.09-20-02 | Meeting Food             | 57.47        | 1,000               | 2,580.75-           | Y            | 1,250                  | 3,263.06-           | Y            |
|      | 10   | -501.09-21-00 | Misc-Other               | 91.50        | 10,000              | 7,236.21-           | Y            | 12,500                 | 5,162.89-           | Y            |
|      | 10   | -505.01-41-02 | Professional Development | 1,540.00     | 4,500               | 1,323.31            |              | 5,450                  | 1,858.31            |              |
|      | 10   | -505.05-21-00 | Equipment and Handtools  | 1,522.10     | 10,000              | 4,522.01            |              | 10,000                 | 4,522.01            |              |
|      | 10   | -505.05-22-01 | Terminal - Rejis         | 133.20       | 4,000               | 1,968.35            |              | 6,600                  | 2,302.63            |              |
|      | 10   | -505.05-31-00 | Uniforms                 | 490.34       | 7,000               | 3,540.80            |              | 7,000                  | 3,540.80            |              |
|      | 10   | -505.06-21-00 | Vehicle Repair & Mainten | 1,378.67     | 19,000              | 2,895.20            |              | 23,000                 | 3,948.53            |              |
|      | 10   | -515.06-36-00 | Tornado Siren            | 515.00       | 3,500               | 1,738.00-           | Y            | 3,500                  | 1,738.00-           | Y            |
|      | 10   | -515.08-03-00 | Engineer & Planning Fees | 13,261.06    | 40,000              | 9,124.39            |              | 40,000                 | 9,124.39            |              |
|      | 10   | -518.07-02-01 | Public Notices           | 193.65       | 1,000               | 267.11-             | Y            | 1,000                  | 267.11-             | Y            |
|      | 10   | -518.08-03-00 | Engineering & Planning F | 3,075.00     | 5,000               | 6,575.00-           | Y            | 8,900                  | 4,560.29-           | Y            |
|      | 10   | -520.03-04-00 | Water                    | 880.00       | 5,000               | 1,506.57-           | Y            | 5,000                  | 1,506.57-           | Y            |

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## \*\* G/L ACCOUNT TOTALS \*\*

| BANK | YEAR | ACCOUNT          | NAME                     | AMOUNT       | ANNUAL<br>BUDGET | BUDGET<br>AVAILABLE | OVER<br>BUDG | ANNUAL<br>BUDGET | BUDGET<br>AVAILABLE | OVER<br>BUDG |
|------|------|------------------|--------------------------|--------------|------------------|---------------------|--------------|------------------|---------------------|--------------|
|      |      | 10 -520.05-01-00 | Office Supplies & Consum | 79.96        | 1,000            | 180.04-             | Y            | 1,000            | 180.04-             | Y            |
|      |      | 10 -520.05-21-00 | Shop Supplies & Material | 267.05       | 7,000            | 1,129.85            |              | 7,000            | 1,129.85            |              |
|      |      | 10 -520.05-31-00 | Uniforms                 | 743.09       | 3,000            | 376.15              |              | 3,000            | 376.15              |              |
|      |      | 10 -520.07-43-02 | HHW Collection Event     | 8,591.00     | 8,000            | 8,526.00-           | Y            | 27,000           | 9,935.01-           | Y            |
|      |      | 10 -525.05-21-00 | Equipment & Handtools    | 117.60       | 7,500            | 494.73              |              | 7,500            | 494.73              |              |
|      |      | 10 -525.05-41-01 | Restroom Supplies        | 19.92        | 3,500            | 180.36-             | Y            | 18,000           | 7,372.73-           | Y            |
|      |      | 10 -525.05-99-00 | Other Purchases          | 67.94        | 500              | 247.22              |              | 500              | 247.22              |              |
|      |      | 10 -525.06-01-00 | Buildings Maint & Repair | 415.33       | 8,000            | 5,611.64-           | Y            | 8,000            | 5,611.64-           | Y            |
|      |      | 10 -525.06-03-00 | Restrooms                | 29.58        | 8,000            | 4,735.95-           | Y            | 8,000            | 4,735.95-           | Y            |
|      |      | 10 -525.06-05-03 | Trail Maintenance        | 872.90       | 6,500            | 5,261.66            |              | 12,800           | 8,945.39            |              |
|      |      | 10 -525.06-21-00 | Vehicle Repair & Mainten | 696.13       | 5,000            | 3,610.77-           | Y            | 10,400           | 10,446.57-          | Y            |
|      |      | 10 -525.06-22-01 | Equipment Gas & Oil      | 271.95       | 3,200            | 114.09-             | Y            | 7,200            | 1,399.18            |              |
|      |      | 10 -525.07-20-00 | Rental of Portable Toile | 648.97       | 8,000            | 4,154.79-           | Y            | 8,000            | 4,154.79-           | Y            |
|      |      | 10 -535.05-21-00 | Equipment & Handtools    | 34.50        | 2,000            | 919.86              |              | 2,000            | 919.86              |              |
|      |      | 10 -535.06-21-01 | Equipment Repair & Maint | 60.00        | 1,000            | 894.68              |              | 2,000            | 1,712.31            |              |
|      |      | 10 -535.09-21-00 | Miscellaneous            | 422.99       | 500              | 404.20-             | Y            | 500              | 404.20-             | Y            |
|      |      | 10 -555.02-01-00 | Equipment                | 1,625.59     | 6,000            | 2,279.97-           | Y            | 6,000            | 2,279.97-           | Y            |
|      |      | 10 -560.55-50-00 | IT Capital Outlay        | 5,998.33     | 7,000            | 6,583.70-           | Y            | 7,000            | 6,583.70-           | Y            |
|      |      | 30 -22001        | AP Pending (Due to Poole | 137,410.56-* |                  |                     |              |                  |                     |              |
|      |      | 30 -501.04-51-00 | Sewer Plant Improvements | 35,370.35    | 173,000          | 110,567.00          |              | 173,000          | 110,567.00          |              |
|      |      | 30 -501.04-61-00 | Pump Station Improvement | 22,061.99    | 30,000           | 149,492.97-         | Y            | 30,000           | 149,492.97-         | Y            |
|      |      | 30 -501.05-04-00 | Printing                 | 29.75        | 1,500            | 1,395.31            |              | 1,500            | 1,395.31            |              |
|      |      | 30 -501.06-01-00 | Building Main & Repair   | 4,205.03     | 30,000           | 14,053.70-          | Y            | 30,000           | 14,053.70-          | Y            |
|      |      | 30 -501.06-42-00 | Line Maintenance         | 14,722.65    | 298,500          | 49,633.47-          | Y            | 298,500          | 49,633.47-          | Y            |
|      |      | 30 -501.07-34-00 | Line Repairs             | 29,064.50    | 40,000           | 36,999.13-          | Y            | 40,000           | 36,999.13-          | Y            |
|      |      | 30 -501.07-42-00 | One Call Utility Locatin | 152.50       | 3,000            | 185.00-             | Y            | 3,000            | 185.00-             | Y            |
|      |      | 30 -501.07-91-00 | Odor Control             | 28,067.28    | 31,000           | 14,726.22-          | Y            | 31,000           | 14,726.22-          | Y            |
|      |      | 30 -501.08-03-00 | Engineering Fees         | 1,800.25     | 20,000           | 5,464.75            |              | 20,000           | 5,464.75            |              |
|      |      | 30 -501.09-21-00 | Miscellaneous            | 48.00        | 1,500            | 21,473.90-          | Y            | 1,500            | 21,473.90-          | Y            |
|      |      | 30 -501.12-11-02 | SRF Admin Fee-Transfer t | 1,888.26     | 4,920            | 15,909.60           |              | 181,549          | 15,482.96           |              |
|      |      | 40 -22001        | A/P Pending (Due to Pool | 28,305.36-*  |                  |                     |              |                  |                     |              |
|      |      | 40 -520.04-83-00 | Street Striping          | 14,500.00    | 15,000           | 465.00              |              | 15,000           | 465.00              |              |
|      |      | 40 -520.06-01-00 | Building Maintenance & R | 31.93        | 5,000            | 1,551.57            |              | 5,000            | 1,551.57            |              |
|      |      | 40 -520.06-21-00 | Vehicle & Equipment Main | 339.17       | 12,000           | 5,595.32-           | Y            | 12,000           | 5,595.32-           | Y            |
|      |      | 40 -520.06-22-00 | Vehicle & Equipment Gas  | 231.04       | 25,000           | 835.49              |              | 25,000           | 835.49              |              |
|      |      | 40 -520.07-20-00 | Emergency Snow Removal   | 7,497.18     | 60,000           | 12,085.34           |              | 60,000           | 12,085.34           |              |
|      |      | 40 -520.07-33-00 | Street Repair Materials  | 255.00       | 15,000           | 10,160.41           |              | 15,000           | 10,160.41           |              |
|      |      | 40 -520.07-41-00 | Street Lights - Electric | 105.89       | 300,000          | 91,947.08           |              | 300,000          | 91,947.08           |              |
|      |      | 40 -520.07-44-00 | Street Signs             | 638.20       | 10,000           | 4,893.00            |              | 10,000           | 4,893.00            |              |
|      |      | 40 -520.07-45-00 | Street Sweeping          | 4,500.00     | 20,000           | 5,640.00            |              | 20,000           | 5,640.00            |              |
|      |      | 40 -520.07-60-00 | Rental Equipment         | 206.95       | 2,000            | 1,793.05            |              | 2,000            | 1,793.05            |              |
|      |      | 41 -22001        | A/P Pending (Due to Pool | 1,422.86-*   |                  |                     |              |                  |                     |              |
|      |      | 41 -560.52-50-00 | Parks Projects Capital O | 1,422.86     | 2,404,500        | 1972,021.80         |              | 2,404,500        | 1,972,021.80        |              |
|      |      | 60 -22001        | A/P Pending (Due to Pool | 21.90-*      |                  |                     |              |                  |                     |              |
|      |      | 60 -501.05-42-00 | Program Expenses         | 21.90        | 4,200            | 3,862.40-           | Y            | 4,200            | 3,862.40-           | Y            |

PACKET: 07692 Regular Payables 01/17/20

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

## \*\* G/L ACCOUNT TOTALS \*\*

| BANK | YEAR | ACCOUNT             | NAME                     | AMOUNT      | ANNUAL<br>BUDGET | BUDGET<br>AVAILABLE | OVER<br>BUDG | ANNUAL<br>BUDGET | BUDGET<br>AVAILABLE | OVER<br>BUDG |
|------|------|---------------------|--------------------------|-------------|------------------|---------------------|--------------|------------------|---------------------|--------------|
|      |      | 84 -22001           | A/P Pending (Due to Pool | 195.09-*    |                  |                     |              |                  |                     |              |
|      |      | 84 -505.09-21-00    | Shop with Cop Expenditur | 195.09      | 0                | 4,907.49-           | Y            | 0                | 4,907.49-           | Y            |
|      |      | 94 -22001           | A/P Pending (Due to Pool | 1,167.89-*  |                  |                     |              |                  |                     |              |
|      |      | 94 -501.09-40-00    | Surplus Pilots           | 1,167.89    | 0                | 123,032.52-         | Y            | 0                | 126,197.08-         | Y            |
|      |      | 95 -22001           | A/P Pending (Due to Pool | 27,478.59-* |                  |                     |              |                  |                     |              |
|      |      | 95 -515.04-15-00    | Rt 9 Project Expenses    | 27,478.59   | 2,777,754        | 1274,292.69         |              | 2,777,754        | 1,274,292.69        |              |
|      |      | ** 2022 YEAR TOTALS |                          | 257,771.93  |                  |                     |              |                  |                     |              |
| 2023 |      | 01 -19101           | Due From General Fund    | 21,505.66 * |                  |                     |              |                  |                     |              |
|      |      | 01 -19301           | Due From Sewer Service F | 69,652.48 * |                  |                     |              |                  |                     |              |
|      |      | 01 -19401           | Due From Capital Project | 1,237.36 *  |                  |                     |              |                  |                     |              |
|      |      | 10 -22001           | AP Pending (Due to Poole | 21,505.66-* |                  |                     |              |                  |                     |              |
|      |      | 10 -501.01-40-00    | Membership Fees & Dues - | 3,175.11    | 1,500            | 1,675.11-           | Y            | 1,500            | 1,675.11-           | Y            |
|      |      | 10 -501.01-41-00    | Membership Fees & Dues - | 675.10      | 3,100            | 2,424.90            |              | 25,325           | 24,649.90           |              |
|      |      | 10 -501.06-01-00    | Building Maint & Repair  | 99.00       | 20,000           | 19,901.00           |              | 28,000           | 27,901.00           |              |
|      |      | 10 -501.06-02-00    | Janitorial Services/Supp | 136.60      | 11,920           | 11,783.40           |              | 11,920           | 11,783.40           |              |
|      |      | 10 -501.08-02-02    | Professional Services    | 4,908.24    | 90,000           | 85,091.76           |              | 111,000          | 106,091.76          |              |
|      |      | 10 -505.01-41-00    | Membership Fees & Dues   | 100.00      | 950              | 850.00              |              | 5,450            | 5,350.00            |              |
|      |      | 10 -505.06-21-00    | Vehicle Repair & Mainten | 189.50      | 17,000           | 15,316.90           |              | 19,500           | 17,816.90           |              |
|      |      | 10 -505.06-21-01    | Equipment Repair & Maint | 2,040.00    | 2,500            | 460.00              |              | 19,500           | 15,966.40           |              |
|      |      | 10 -515.06-36-00    | Tornado Siren            | 1,695.00    | 3,200            | 1,505.00            |              | 3,200            | 1,505.00            |              |
|      |      | 10 -525.05-02-00    | Postage                  | 666.63      | 75               | 591.63-             | Y            | 75               | 591.63-             | Y            |
|      |      | 10 -525.06-01-00    | Buildings Maint & Repair | 104.00      | 6,000            | 5,896.00            |              | 6,000            | 5,896.00            |              |
|      |      | 10 -535.06-21-00    | Vehicle Repair & Mainten | 439.98      | 1,000            | 560.02              |              | 1,200            | 760.02              |              |
|      |      | 10 -555.02-02-00    | Software                 | 7,276.50    | 20,952           | 13,675.50           |              | 20,952           | 13,675.50           |              |
|      |      | 30 -22001           | AP Pending (Due to Poole | 69,652.48-* |                  |                     |              |                  |                     |              |
|      |      | 30 -41501-01        | *NON-EXPENSE             | 27,720.46   | 0                | 27,720.46-          |              |                  |                     |              |
|      |      | 30 -501.06-12-00    | Pump Stations Maintenanc | 104.00      | 20,000           | 19,896.00           |              | 20,000           | 19,896.00           |              |
|      |      | 30 -501.08-04-00    | Management Contract      | 27,552.62   | 305,712          | 278,159.38          |              | 305,712          | 278,159.38          |              |
|      |      | 30 -501.12-11-00    | SRF Principal-Transfer t | 14,166.67   | 160,000          | 145,833.33          |              | 181,862          | 154,817.70          |              |
|      |      | 30 -501.12-11-01    | SRF Interest-Transfer to | 108.73      | 16,000           | 15,891.27           |              | 181,862          | 168,875.64          |              |
|      |      | 40 -22001           | A/P Pending (Due to Pool | 1,237.36-*  |                  |                     |              |                  |                     |              |
|      |      | 40 -520.04-85-01    | Equipment                | 1,005.38    | 78,000           | 76,994.62           |              | 328,000          | 326,994.62          |              |
|      |      | 40 -520.06-01-00    | Building Maintenance & R | 60.00       | 5,000            | 4,940.00            |              | 5,000            | 4,940.00            |              |
|      |      | 40 -520.06-21-00    | Vehicle & Equipment Main | 171.98      | 10,500           | 10,328.02           |              | 10,500           | 10,328.02           |              |
|      |      | ** 2023 YEAR TOTALS |                          | 92,395.50   |                  |                     |              |                  |                     |              |

PACKET: 07692 Regular Payables 01/17/20

VENDOR SET: 01 City Vendors

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

## \*\* POSTING PERIOD RECAP \*\*

| FUND | PERIOD  | AMOUNT     |
|------|---------|------------|
| 10   | 12/2022 | 61,769.68  |
| 10   | 1/2023  | 21,505.66  |
| 30   | 12/2022 | 137,410.56 |
| 30   | 1/2023  | 69,652.48  |
| 40   | 12/2022 | 28,305.36  |
| 40   | 1/2023  | 1,237.36   |
| 41   | 12/2022 | 1,422.86   |
| 60   | 12/2022 | 21.90      |
| 84   | 12/2022 | 195.09     |
| 94   | 12/2022 | 1,167.89   |
| 95   | 12/2022 | 27,478.59  |

NO ERRORS

NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

**CITY OF PARKVILLE**

**Policy Report**

Date: January 11, 2023

Prepared By:

Alexa Barton, City Administrator

Reviewed By:

Jeffery Rhodes, Asst. to City Administrator

ISSUE:

Adopt an ordinance to amend Ordinance No. 3159 to amend the 2023 salary schedule (Administration)

BACKGROUND:

On December 20, 2022, the Board of Aldermen adopted Ordinance No. 3159 classifying all employee positions and establishing compensation for such classifications by grade. Due to a scrivener's error, Police Sergeant was meant to be listed as Grade 6 for 2023, but was listed as Grade 7. The replacement classification listing now accurately reflects the position as Grade 6.

BUDGET IMPACT:

There is no impact to the budget with this action.

ALTERNATIVES:

1. Adopt an ordinance to amend the 2023 salary schedule.
2. Adopt an ordinance, subject to recommendations by the Board of Aldermen.
3. Postpone the item.
4. Do not approve amendment of the item.

FINANCE COMMITTEE RECOMMENDATION:

The item was not presented to the Finance Committee, but is being taken directly to the Board of Aldermen for consideration.

STAFF RECOMMENDATION:

Staff recommends adopting an ordinance amending the 2023 salary schedule.

POLICY:

Section B-3 of the City of Parkville's Personnel Manual requires the Board of Aldermen to adopt a pay plan with minimum and maximum amounts for each classification. The salary for any new, promoted or transferred employee shall be determined by the city administrator in consultation with the human resources director and department head of the employee within the approved salary range of the position.

SUGGESTED MOTION:

I move to approve Bill No. 3231, an ordinance amending Ordinance No. 3159 amending the 2023 salary ordinance reclassifying police sergeant to Grade 6, on first reading.

I move to approve Bill No. 3231, an ordinance amending Ordinance No. 3159 amending the 2023

salary ordinance reclassifying police sergeant to Grade 6, on second reading to become Ordinance No. \_\_\_\_.

ATTACHMENTS:

1. Ordinance

**AN ORDINANCE AMENDING ORDINANCE NO. 3159 AMENDING THE 2023 SALARY SCHEDULE RECLASSIFYING POLICE SERGEANT TO GRADE 6**

WHEREAS, on December 20, 2022, the Board of Aldermen adopted Ordinance No. 3159 classifying all employee positions by Grade, and establishing compensation for fiscal year 2023; and

WHEREAS, in the ordinance, due to a scrivener's error, Police Sergeant was listed as Grade 7 when they were meant to be listed as Grade 6 for 2023.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PARKVILLE, MISSOURI, AS FOLLOWS:

**SECTION 1.** The police sergeant position within Grade 6 was inadvertently listed in Grade 7. These pay ranges established for those related employees by Ordinance No. 3159 are hereby amended back to Grade 6, as follows:

| Grade | Classification            | <u>Annual</u> |           |         | <u>Hourly</u> |           |         |
|-------|---------------------------|---------------|-----------|---------|---------------|-----------|---------|
|       |                           | Minimum       | Mid-Point | Maximum | Minimum       | Mid-Point | Maximum |
| 6     | City Clerk                |               |           |         |               |           |         |
|       | Director of Operations    |               |           |         |               |           |         |
|       | Police Detective/Sergeant | 60,590        | 72,706    | 84,822  | 29.13         | 34.96     | 40.78   |
|       | Police Sergeant           |               |           |         |               |           |         |
| 7     | City Treasurer            | 69,680        | 83,616    | 97,552  | 33.50         | 40.20     | 46.90   |

**SECTION 2.** All provisions of ordinances and resolutions in conflict with this ordinance relative to the classification and compensation of employees of the City of Parkville, Missouri are hereby repealed.

**SECTION 3.** This ordinance shall become effective upon passage.

PASSED and APPROVED this 17<sup>th</sup> day of January 2023.

\_\_\_\_\_  
Mayor Dean Katerndahl

ATTESTED:

\_\_\_\_\_  
City Clerk Melissa McChesney

**CITY OF PARKVILLE  
Policy Report**

Date: December 28, 2022

Prepared By:

Stephen Lachky, Community Development  
Director

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Approve a public facility easement to provide access to construct, repair and maintain equipment necessary to support the operation and use of a tornado siren (Community Development)

BACKGROUND:

The City currently maintains four tornado sirens around the city (approximately 1-mile radius of coverage each), which are part of the Platte County Emergency Management system and its regional tornado and public safety warning system. As it exists today, there is a lack of coverage in pockets of western Parkville, as these areas lacked development prior to annexation into the City's limits in 2000. However, with recent development over the past five years in the Thousand Oaks (to be done as the area develops, estimated timeframe of 2023/24) and Creekside subdivisions, it's necessary for the City to provide necessary emergency coverage via a tornado siren in these areas. This action addresses the siren in the Creekside area.

City staff has identified a location along Ensign Drive (within City right-of-way) along the southwest quadrant of the intersection of I-435 and Highway 45 which is ideal for installing a new tornado siren. The City has already purchased the tornado siren and equipment and has contracted with Four Star Electric, Inc. to install the equipment when ready. The final step is to secure a public facility easement from Evergy Metro, Inc., as there will be utility wires, cables and conduits that will need to run underground from the City's siren (within Ensign Drive right-of-way) to an electrical transformer (on Evergy's property at 16215 NW MO-45 Hwy).

Evergy has no issues with allowing such access and connection to their electrical transformer and the final step is City approval of the easement.

BUDGET IMPACT:

There will be a cost to record the easement with the Platte County Recorder of Deeds. There is capacity in the City's Administration Department budget to cover the minimal costs for recording the easement.

ALTERNATIVES:

1. Approve the execution of the public facility easement for the purpose of constructing, repairing and maintaining equipment necessary to support the operation and use of a tornado siren.
2. Approve the execution of the public facility easement with changes as directed by the Board of Aldermen.
3. Do not approve the public facility easement.



4. Postpone the item.

FINANCE COMMITTEE RECOMMENDATION:

This item was not brought before the Finance Committee for consideration.

STAFF RECOMMENDATION:

Staff recommends the Board of Aldermen approve the execution of the public facility easement for the purpose of constructing, repairing and maintaining equipment necessary to support the operation and use of a tornado siren.

POLICY:

The Board of Aldermen must approve the sale, purchase, lease or acceptance of all public land.

SUGGESTED MOTION:

I move to approve the public facility easement for the purpose of constructing, repairing and maintaining equipment necessary to support the operation and use of a tornado siren.

ATTACHMENTS:

1. Public Facility Easement

**Title of Document:** Public Facility Easement

**Date of Document:** \_\_\_\_\_, 20\_\_

**Grantor:** EVERGY METRO, INC.

**Grantor's Mailing Address:** 1200 Main Street  
Kansas City, MO 64105

**Grantee:** City of Parkville, Missouri

**Grantee's Mailing Address:** 8880 Clark Avenue  
Parkville, MO 64152

**Legal Description:** See **Exhibits A** and **B**, attached hereto at pages 5 and 6.

## PUBLIC FACILITY EASEMENT

THIS EASEMENT (this “**Easement**”) is made this \_\_\_\_ day of \_\_\_\_\_, 2022, among EVERGY METRO, INC., a Missouri corporation, having an address of 1200 Main Street, Kansas City, Missouri 64105, owner of the property herein described, collectively hereinafter known as the “**Grantor**”, and the CITY OF PARKVILLE, MISSOURI, a political subdivision of the state of Missouri, hereinafter known as the “**Grantee**”.

WITNESSETH: the **Grantor**, in consideration of the sum of Ten Dollars (\$10.00) and other valuable consideration to it paid by the **Grantee**, receipt and sufficiency of which is hereby acknowledged, does hereby grant, remise, release, create and forever convey unto the said **Grantee**, its successors and assigns, the following:

A permanent, non-exclusive easement, including all appurtenances in, over, on, under, and through the land legally described in **Exhibit A** and depicted in **Exhibit B** (the “**Easement Area**”), for the construction, reconstruction, repair, and maintenance of public facilities as follows: equipment and appurtenances, including, but not limited to, utility wires, poles, cables, conduits, and pipes necessary to support the operation and use of a tornado siren facility located on adjacent property owned by Grantee (the “**Public Facilities**”); all of which is in the County of Platte, State of Missouri. The Easement Area described and depicted on Exhibits A and B includes only real property owned by Grantor and does not include the site on which the tornado siren facility is located, which is owned by Grantee.

**Grantee** agrees that it shall acquire, install, and maintain the Public Facilities at its cost and that the Public Facilities shall meet all applicable public safety standards and any standards and requirements approved by the Federal Communications Commission. **Grantor** agrees not to obstruct or interfere with **Grantee’s** use and enjoyment of the Easement Area for the purposes described herein. **Grantee** shall as soon as practical after construction of said Public Facilities, and all subsequent alterations and repairs thereto, restore all property of the **Grantor** to a neat and presentable condition, equal to the pre-construction condition.

To the extent allowed by law and without waiving sovereign immunity, **Grantee** agrees to indemnify, defend and hold harmless **Grantor**, its employees, officers, invitees and agents from and against any loss, claim, suit, cost or expense (including reasonable attorneys’ fees) for death or bodily injury to persons on **Grantor’s** property, and for damage to **Grantor’s** property, to the extent caused by the exercise of the Easement rights granted herein by the **Grantee** or its agents, employees, consultants, contractors or subcontractors.

**Grantor** further states that it is lawfully seized of title to the land through which said Easement is granted and that it has good and lawful right to convey said easements to the **Grantee** herein. Notwithstanding the foregoing, **Grantor** reserves the right to use and modify the Easement Area (and the improvements therein) provided that such activities do not materially and adversely affect Grantee’s use and enjoyment of the Easement Area.

The Easement Area shall, at all times be deemed to be and shall be, a continuing covenant running with the land and shall be binding upon the successors and assigns of the **Grantor**.

TO HAVE AND TO HOLD THE SAME, together with all appurtenances and immunities thereunto belonging or in any way appertaining, unto the City of Parkville, Missouri, a Municipal Corporation, and to its successors and assigns forever.

IN WITNESS WHEREOF, said Grantor and Grantee have hereunto set his/her/its hands and seals the day and year first above written.

**GRANTOR:**

Evergy Metro, Inc.

By: Douglas Bills

Printed Name: Douglas Bills

Title: Senior Mgr Facilities Management

**CORPORATE ACKNOWLEDGEMENT**

STATE OF Kansas )  
 ) SS  
COUNTY OF Shawnee )

On this 21<sup>st</sup> day of December, 2022, before me, appeared Douglas Bills, the Sr. Mgr. Fac. Mng. of Evergy Metro, Inc., to me personally known to be the person described in and who executed the foregoing instrument in behalf of said corporation, and acknowledged that he/she/they executed the same as his/her/their free act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

SEAL:



Vicki White  
Printed Name: VICKI WHITE

My Commission Expires:

12/13/23

**GRANTEE:**

City of Parkville, Missouri

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF MISSOURI                    )  
                                                  ) SS  
COUNTY OF PLATTE                 )

On this \_\_\_\_ day of \_\_\_\_\_, 2022, before me, appeared \_\_\_\_\_, the \_\_\_\_\_ of the City of Parkville, Missouri, to me personally known to be the person described in and who executed the foregoing instrument in behalf of said City, and acknowledged that he/she/they executed the same as his/her/their free act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

SEAL:

\_\_\_\_\_

Printed Name: \_\_\_\_\_

My Commission Expires:

\_\_\_\_\_

## EXHIBIT A

### Legal Description of the Easement Area

#### EASEMENT DESCRIPTION

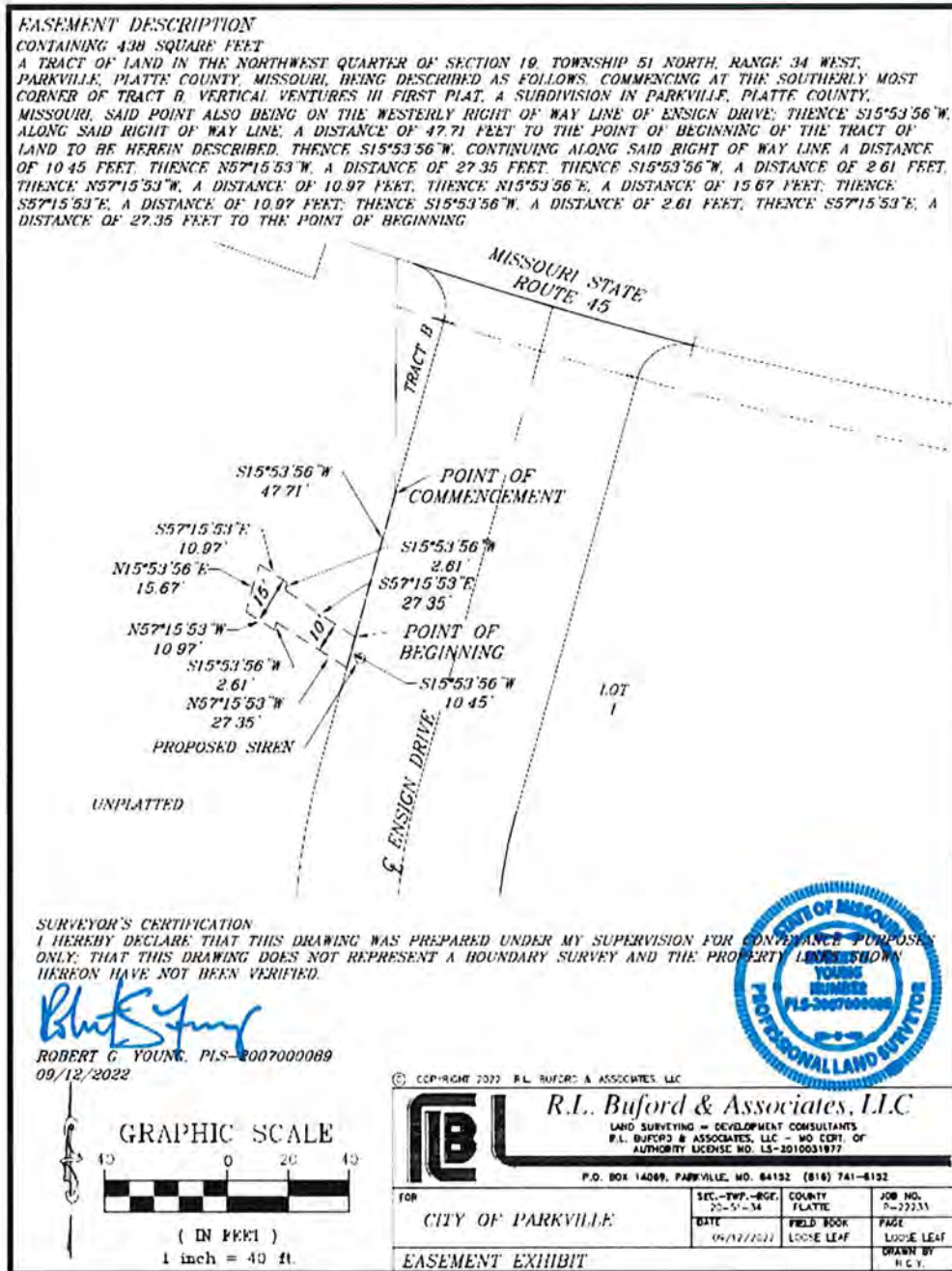
CONTAINING 438 SQUARE FEET

A TRACT OF LAND IN THE NORTHWEST QUARTER OF SECTION 19, TOWNSHIP 51 NORTH, RANGE 34 WEST, PARKVILLE, PLATTE COUNTY, MISSOURI, BEING DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHERLY MOST CORNER OF TRACT B, VERTICAL VENTURES III FIRST PLAT, A SUBDIVISION IN PARKVILLE, PLATTE COUNTY, MISSOURI, SAID POINT ALSO BEING ON THE WESTERLY RIGHT OF WAY LINE OF ENSIGN DRIVE; THENCE S15°53'56"W, ALONG SAID RIGHT OF WAY LINE, A DISTANCE OF 47.71 FEET TO THE POINT OF BEGINNING OF THE TRACT OF LAND TO BE HEREIN DESCRIBED; THENCE S15°53'56"W, CONTINUING ALONG SAID RIGHT OF WAY LINE A DISTANCE OF 10.45 FEET; THENCE N57°15'53"W, A DISTANCE OF 27.35 FEET; THENCE S15°53'56"W, A DISTANCE OF 2.61 FEET; THENCE N57°15'53"W, A DISTANCE OF 10.97 FEET; THENCE N15°53'56"E, A DISTANCE OF 15.67 FEET; THENCE S57°15'53"E, A DISTANCE OF 10.97 FEET; THENCE S15°53'56"W, A DISTANCE OF 2.61 FEET; THENCE S57°15'53"E, A DISTANCE OF 27.35 FEET TO THE POINT OF BEGINNING.



# EXHIBIT B

## Depiction of the Easement Area



**CITY OF PARKVILLE**

**Policy Report**

Date: December 20, 2022

Prepared By:

Stephen Lachky, Community Development  
Director

Reviewed By:

Rich Wood City Attorney

ISSUE:

Approve the second reading of an ordinance to amend Parkville Municipal Code Section 405.030, Subsection B.3 to create provisions for large lot detached buildings - Case No. PZ 2022-39 (Community Development)

BACKGROUND:

The City's Development Code defines *Accessory Building* as a subordinate building or a portion of the main building, the use of which is clearly incidental to or customarily found in connection with, and (except as otherwise provided in this Title) located on the same lot as the main building or principal use of the land. These buildings are typically 1-2 car detached garages or buildings for general storage. It should be noted that an *Accessory Building* is different than an *Accessory Dwelling*.

Currently, the Development Code only allows one such building per lot and they are restricted to a maximum size of 576 square feet. The intention of these provisions is to maintain the character of residential lots in neighborhoods such as the Old Town Residential area north of the downtown (It should be noted that this area of the community has smaller lot sizes, as the original lots platted by Park College in the 20<sup>th</sup> Century were 40 foot X 80 foot lots). However, the City's provisions do not take into account residential or agricultural land uses in western Parkville, which are commonly parcels more than five acres in size (which the Development Code classifies as *Rural Parcels*).

Over the years, the City has received applications for building permits on *Rural Parcels* for the construction of large storage barns greater than 576 square feet in size. To-date, the Community Development Department has been able to issue building permits for such applications as the properties have retained their unincorporated Platte County "AG" Agricultural District zoning classification or similar Rural residential zoning classification upon annexation into Parkville municipal limits; and said zoning does not restrict the number, size or height of said accessory buildings (it only limits them per the setback requirements).

Recently, the City received an Application for Building Permit on a *Rural Parcel* in western Parkville for an accessory storage building greater than 576 square feet. The City required the property be rezoned to the City's "R-1" Single-Family Residential zoning district in 2016 in order to construct a new single-family home on the property. As a result, the property owner is restricted to the current maximum size requirement of accessory buildings in Section 405.030. Because staff feels the existing provisions of Section 405.030 do not take into account *Rural Parcels*, nor feel the Application for Building Permit poses a negative impact on the health, safety or general welfare of the community, staff proposes creating provisions for accessory buildings in relation to large lots.



Staff researched provisions for accessory buildings with relationship to large lots for communities around the Northland and worked with Lauber Municipal Law, LLC, the City's legal counsel, to prepare the proposed text amendment to Section 405.030, Subsection B.3.

#### BUDGET IMPACT:

With the exception of application and permit fees collected, there is no immediate budget impact.

#### ALTERNATIVES:

1. Approve the second reading of an ordinance amending Parkville Municipal Code Section 405.030 to add provisions for large lot detached buildings.
2. Approve the second reading, subject to changes by the Board of Aldermen.
3. Do not approve the second reading of the ordinance.
4. Postpone the item.

#### FINANCE COMMITTEE RECOMMENDATION:

The item was not presented to the Finance Committee, but is being taken directly to the Board of Aldermen for consideration.

#### PLANNING AND ZONING COMMISSION RECOMMENDATION:

A public hearing was held at the December 13, 2022, regular meeting of the Planning and Zoning Commission. Following discussion and the public hearing, the Commission unanimously recommended (by a vote of 7-0 with 1 abstention) to approve the text amendment as proposed by staff.

#### STAFF RECOMMENDATION:

Staff recommends approval of the proposed text amendment to Parkville Municipal Code, Title IV – *Development Code*, Section 405.030 *Standards Applicable to All Districts*, Subsection B *Exceptions and Supplemental Standards*, to create provisions for large lot detached buildings.

#### POLICY:

Per RSMo 89.050 and Parkville Municipal Code Chapter 403 *Applications & Procedures*, text amendments to the Development Code are to be approved by the Board of Aldermen by ordinance, after the Planning and Zoning Commissions considers the amendment at a public hearing and forwards their recommendation.

#### SUGGESTED MOTION:

I move to approve Bill No. 3227, an ordinance amending Parkville Municipal Code Section 405.030, Subsection B.3 to create provisions for large lot detached buildings, on second reading to become Ordinance No. \_\_\_\_.

#### ATTACHMENTS:

1. Ordinance
2. Application
3. Proposed Text Amendment
4. Staff Analysis

**AN ORDINANCE AMENDING PARKVILLE MUNICIPAL CODE SECTION 405.030, SUBSECTION B.3 TO CREATE PROVISIONS FOR LARGE LOT DETACHED BUILDINGS**

WHEREAS, the Title IV - Development Code defines *Accessory Building* as a subordinate building or a portion of the main building, the use of which is clearly incidental to or customarily found in connection with, and (except as otherwise provided in this Title) located on the same lot as the main building or principal use of the land; and

WHEREAS, accessory buildings are typically 1-2 car detached garages or buildings for general storage, and are different than an *Accessory Dwelling*; and

WHEREAS, the Title IV – Development Code currently restricts the maximum size of accessory buildings to 576 sq. ft. and do not take into account large parcels of land, such as those greater than 5 acres in size which the Title IV – Development Code classifies as *Rural Parcels*; and

WHEREAS, the existing provisions of Section 405.030 don't take into account *Rural Parcels*, and City staff feels creating provisions for large lot detached buildings would not pose a negative impact to the health, safety or general welfare of the community; and

WHEREAS, City staff researched provisions for accessory buildings with relationship to large lots for communities around the Northland, and worked with the City's legal counsel to prepare a proposed text amendment to Section 405.030, Subsection B.; and

WHEREAS, on December 13, 2022, a public hearing was held at the regular meeting of the Planning and Zoning Commission where staff presented information to the Commission and members of the Commission provided comments and questions to staff; the Commission then recommended (by a vote of 7-0 with 1 abstention) to approve the text amendment as revised by staff; and

WHEREAS, the Board of Aldermen concurs with the conclusions of the Planning and Zoning Commission and accepts their recommendation.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PARKVILLE, MISSOURI, AS FOLLOWS:

SECTION 1. Parkville Municipal Code Section 405.030, Subsection B.3, is hereby amended to add the following:

- d. Large Lot Detached Buildings. Accessory buildings on properties five acres or greater in size shall meet the following requirements:
  - (1) Shall not be restricted to the maximum number, size or height regulations prescribed in this chapter.
  - (2) Shall meet the setback requirements of their respective zoning district if larger than 576 square feet.

SECTION 2. This ordinance shall be effective immediately upon its passage and approval.

PASSED and APPROVED this 17<sup>th</sup> day of January 2023.

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Mayor Dean Katerndahl

ATTESTED:

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City Clerk Melissa McChesney



Application #: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_  
Public Hearing: \_\_\_\_\_  
Date Approved: \_\_\_\_\_

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

## Application for Text Amendment

Applicable to Chapters, Sections and Subsections within Parkville Municipal Code Title IV Development Code

### 1. Applicant / Contact Information

#### Applicant(s)

Name: Alexa Barton  
Address: 8880 Clark Ave  
City, State: Parkville, MO  
Phone: (816) 741-7676 Fax: (816) 741-1300  
E-mail: abarton@parkvillemo.gov

#### Primary Contact(s), if different from applicant(s)

Name: Stephen Lachky  
Address: 8880 Clark Ave  
City, State: Parkville, MO  
Phone: (816) 741-7676 Fax: (816) 741-1300  
E-mail: slachky@parkvillemo.gov

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 all text amendments are subject to statutory requirements and 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 shall constitute cause for fines, punishments and revocation of approvals as applicable.

**Applicant's Signature (Required)** \_\_\_\_\_ **Date:** 11/04/22

### 2. Proposed Text Amendment

*The following information may be submitted on a separate sheet if necessary.*

Amendment proposed to (Chapter, Section and Subsection number): Title IV: Development Code

Section / Subsection Title: Section 405.050 Standards Applicable to All Districts, Subsection B. Exceptions and Supplemental Standards

Existing text:

See attached

Proposed text:

See attached

Reason for amendment:

See attached

**3. Potential benefits / effects**

Generally, amendments are evaluated based on whether their benefit will likely outweigh any potential pitfalls, and their ability to implement community goals and objectives and improve the existing code. Describe below or on a separate sheet potential benefits and effects of the proposed amendment.

General benefits to property and residents in the City of Parkville (i.e., does the amendment make the code conform more closely with the City's Master Plan; improve public health, safety or general welfare; clarify or better implement the intent of the Code; or other):

See attached

General effects to property and residents in the City of Parkville:

See attached

**4. 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 notice per Parkville Municipal Code Title IV, Section 403.010, Subsection E.

**For City Use Only**

Application accepted as complete by: \_\_\_\_\_  
Name/Title \_\_\_\_\_ Date \_\_\_\_\_

Application fee payment by \_\_\_\_\_ ☐ Check # \_\_\_\_\_ ☐ M.O. \_\_\_\_\_ ☐ Cash

Accepted by: \_\_\_\_\_  
Name/Title \_\_\_\_\_ Date \_\_\_\_\_

☐ Hearing notice published in: \_\_\_\_\_ Date of publication: \_\_\_\_\_

☐ 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: \_\_\_\_\_

## 405.030 Standards Applicable to All Districts

### B. Exceptions and Supplemental Standards.

3. *Accessory Buildings.* Accessory buildings shall be permitted in association with and on the same lot as a principal building, and are subject to the following additional limitations.
  - a. *Generally.* All accessory buildings shall be at least 10 feet from the principal building.
  - b. *Small Sheds.* Accessory buildings 120 square feet and less and less than 12 feet tall shall be limited to one per lot, located behind the rear building line of the principal building, and be no closer than five feet from the rear or side property line.
  - c. *Detached Building.* Accessory buildings over 120 square feet shall meet the following:
    - (1) No more than one per lot.
    - (2) Located behind the front building line.
    - (3) Be at least five feet from the rear or three feet from the side lot line, except that any accessory building providing garage access off a rear alley may be located within three feet of the rear lot line. On any rear lot line abutting a street detached buildings over 120 square feet shall meet the required rear yard setback.
    - (4) Be no more than one and one-half stories, or no higher than the principal building, whichever is less. However, any portion of an accessory building facade that is more than 15' high, such as a dormer, gable or similar facade component, shall be at least 10' from any lot line.
    - (5) Be limited to no more than 35% of the rear yard, or 576 square feet, whichever is less.
    - (6) Be constructed with materials, architectural details and style, and roof forms that are compatible with the principal structure.
    - (7) Detached buildings may be attached to the principle building by a breezeway or roofed structure provided it remains entirely open except for support columns.
  - d. *Large Lot Detached Buildings.* Accessory buildings on properties five acres or greater in size shall meet the following requirements:
    - (1) Shall not be restricted to the maximum number, size or height regulations prescribed in this chapter.
    - (2) Shall meet the setback requirements of their respective zoning district if larger than 576 square feet.



## Staff Analysis

Agenda Item: 5.A

Proposal: Request for text amendment to Parkville Municipal Code, Title IV – Development Code, Section 405.030 Standards Applicable to All Districts, Subsection B. Exceptions and Supplemental Standards, to create provisions for accessory buildings related to large lots.

Staff Recommendation: Approval

Case No: PZ 2022-39

Applicant: City of Parkville

Pre-Application Conference Mtg: N/A

Exhibits: A. This Staff Analysis  
B. Application for Text Amendment  
C. Proposed Text Amendment to Section 405.030 Standards Applicable to All Districts, Subsection B. Exceptions and Supplemental Standards  
D. Additional exhibits as may be presented during the meeting

By Reference: A. Parkville Municipal Code, [Title IV- Development Code](#) in its entirety  
1. Section 405.030 Standards Applicable to All Districts  
B. Notification of Public Hearing (published in The Platte County Citizen newspaper on November 23, 2022)

Comments Received: No written comments have been received by the Community Development Department as of the completion of this staff analysis on December 2, 2022.

## **Background**

The City of Parkville's Title IV - Development Code defines *Accessory Building* as a subordinate building or a portion of the main building, the use of which is clearly incidental to or customarily found in connection with, and (except as otherwise provided in this Title) located on the same lot as the main building or principal use of the land. These buildings are typically 1-2 car detached garages or buildings for general storage; and it should be noted that an *Accessory Building* is different than an *Accessory Dwelling*.

Currently, the development code only allows one (1) such building per lot, and they are restricted to a maximum size of 576 sq. ft. The intention of these provisions is to maintain the character of residential lots in neighborhoods such as the Old Town Residential area north of the downtown (It should be noted that this area of the community has smaller lot sizes, as the original lots platted by Park College in the 20<sup>th</sup> Century were 40 ft. X 80 ft. lots). However, the City's provisions don't take into account residential or agricultural land uses in western Parkville, which are commonly parcels greater than 5 acres in size (which the Development Code classifies as *Rural Parcels*).

Over the years, the City has received Applications for Building Permits on *Rural Parcels* for the construction of large storage barns greater than 576 sq. ft. in size. To-date, the Community Development Department has been able to issue building permits for such applications as the properties have retained their Unincorporated Platte County "AG" Agricultural District zoning classification or similar Rural residential zoning classification upon annexation into City of Parkville municipal limits; and said zoning doesn't restrict the number, size or height of said accessory buildings (it only limits them per the setback requirements).

Recently, the City received an Application for Building Permit on a *Rural Parcel* in western Parkville for an accessory storage building greater than 576 sq. ft. The City required the property to rezone to the City's "R-1" Single-Family Residential zoning district in 2016 in order to construct a new single-family home on the property; as a result, the property owner is restricted to the current maximum size requirement of accessory buildings in Section 405.030. Because staff feels the existing provisions of Section 405.030 don't take into account *Rural Parcels*, nor feel the Application for Building Permit poses a negative impact to the health, safety or general welfare to the community, staff proposes the creation of provisions for accessory buildings with relationship to large lots.

## **Proposed Text Amendment**

Staff researched provisions for accessory buildings with relationship to large lots for communities around the Northland and worked with the City's legal counsel, Lauber Municipal Law, LLC, to prepare the proposed text amendment to Section 405.030 (see Exhibit C).

## **Staff Conclusion and Recommendation**

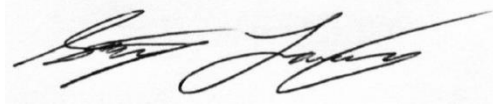
Staff recommends approval of the proposed text amendment to Parkville Municipal Code, Title IV – Development Code, Section 405.030 Standards Applicable to All Districts, Subsection B. Exceptions and Supplemental Standards, to create provisions for large lot detached buildings. Consideration of a text amendment requires a public hearing. Required public hearing notices were published and no comments have been received as of the date of this staff analysis report. It should be noted that the recommendation contained in this report is made without knowledge of any facts and testimony which may be presented during the public hearing, and that the conclusions herein are subject to change as a result of any additional information that may be presented.



**Necessary Action**

Following consideration of the Application for Text Amendment, supporting information, associated exhibits, factors discussed above and any testimony presented during the public hearing, the Planning and Zoning Commission should recommend approval (with or without 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 and Zoning Commission's action will be forwarded to the Board of Aldermen on December 20, 2022 for final action.

*End of Memorandum*



Stephen Lachky, AICP, CPM, CFM  
Community Development Director

12-02-2022

Date

## CITY OF PARKVILLE

### Policy Report

Date: December 20, 2022

Prepared By:

Stephen Lachky, Community Development  
Director

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Approve the second reading of an ordinance to approve a conditional use permit to allow a Lodging – Short-Term Rental use at 804 Main Street - Case No. PZ 2022-41; Taryn Byron, applicant (Community Development)

BACKGROUND:

Growth of third-party short-term residential dwelling rental (RDR) platforms such as Airbnb, HomeAway and VRBO (Vacation Rentals by Owner) has led to a variety of impacts on host communities and have increasingly been the subject of new regulations by cities. On September 7, 2021, the Board of Aldermen adopted Ordinance No. 3087 creating provisions and guidelines for short-term residential dwelling rentals; and on October 4, 2022, the Board of Aldermen adopted Ordinance No. 3142 amending existing provisions and guidelines for short-term residential dwelling rentals. In summary, these provisions.

1. Limit the total number of short-term RDRs to no more than four per Ward district.
2. Restrict the number of short-term RDRs to one dwelling unit per property.
3. Require owners occupy short-term RDR properties as their full-time primary residence.
4. Require short-term RDR properties have at least one dedicated parking space on-site on the subject property (shall NOT include on-street parking in public right-of-way).
5. 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.**

APPLICATION:

On June 7, 2022, the Board of Aldermen adopted Ordinance No. 3129 approving a conditional use permit to allow a short-term rental use at 804 Main Street (Case No. PZ 2022-07), effective for six months and other conditions. At the time, the applicant was living in the main house on the property and renovating it, while at the same time renting out the accessory dwelling unit as a short-term rental. The subject property is one parcel (Platte County parcel no. 20-7.0-35-100-016-001.000) containing 0.27 acres, more or less, zoned "R-4 Mixed-Density Residential, and contains a single-family dwelling unit (2 bedroom, 1 bath) and accessory dwelling unit. The property is generally located near the northwest corner of the intersection of N. Main Street and W. 8<sup>th</sup> Street.

Because the six-month time period for the conditional use permit expired on December 7<sup>th</sup>, applicant

Taryn Bryon would like a continuation of her *Lodging – Short-Term Rental* use at 804 Main Street. However, the applicant is requesting a variance or exception for the following standards:

1. Listing more than one dwelling unit on the subject property.
2. Not occupying the property as her full-time primary residence.

The applicant notes the property has a main building and accessory dwelling unit, each of which has its own separate entrances and dedicated on-site parking spaces. Staff has not received any complaints to-date regarding the operation of the current Airbnb use.

#### STATUS UPDATE

The business license for The Breen House LLC was issued on September 9, 2022. The City Treasurer confirmed that the applicant has remitted the guest room tax revenues to the City for December 2022.

#### BUDGET IMPACT:

With the exception of application and permit fees collected, there is no immediate budget impact. Long-term impacts would be realized from the collection of the 5% Tourism Tax – Guest Room Tax, which applies to short-term rental units; as well as changes in property taxes and sales taxes collected from the site and proposed development, and impacts to the same for area properties and other businesses.

#### ALTERNATIVES:

1. Adopt an ordinance approving the conditional use permit, subject to conditions recommended by the Planning and Zoning Commission
2. Adopt an ordinance approving the conditional use permit, subject to changes directed by the Board of Aldermen.
3. Postpone consideration of the item.
4. Deny the conditional use permit.

#### FINANCE COMMITTEE RECOMMENDATION:

The item was not presented to the Finance Committee, but is being taken directly to the Board of Aldermen for consideration.

#### PLANNING AND ZONING COMMISSION RECOMMENDATION:

On December 13, 2022, the Planning and Zoning Commission held a public hearing to consider the Application for Conditional Use Permit. The Commission discussed the merits of the application; consistency with the Master Plan; compliance with requirements of the Title IV – Development Code and whether additional site-specific conditions were needed to mitigate potential impacts; impact on the public realm; adequacy of utilities and other public facilities; compatibility with character of the area in terms of design, hours of operation, visible impacts, and traffic patterns; duration of use; neighboring properties; long-range plans; and the recommendations of professional staff or other technical reviews. Staff's analysis report presented to the Commission is included as an attachment.

Following discussion, the Commission voted (6-2) to recommend approval of the Application for Conditional Use Permit, subject to conditions:

- Only one unit may be rented as a short-term residential dwelling rental on the property.

- Snow removal of the private driveway shall be taken care of by guests of the short-term rental unit.
- The Conditional Use Permit shall not be transferrable to a different property owner.

The Conditional Use Permit shall be reviewed and renewed administratively by staff on an annual basis, provided all *Lodging – Short-term Rental* requirements are still adhered to, and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit.

#### STAFF RECOMMENDATION:

Staff recommends the Board of Aldermen approve the first reading of an ordinance approving an application for a conditional use permit to allow a *Lodging – Short-Term Rental* use at 804 Main Street, subject to conditions recommended by the Planning and Zoning Commission, on first reading and postpone the second reading to January 17, 2023.

#### POLICY:

Per Parkville Municipal Code Section 405.050, a number of standards shall apply to short-term rentals in residential zoning districts; and 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 outlined in Section 403.050.

The Board of Aldermen must approve two readings of the ordinance to become effective. Rule 5, *Agendas*, of the Board's adopted Rules of Order, states "*The first reading of an ordinance will be read on the action agenda and the second and final reading will be read the next subsequent meeting on the consent agenda, unless the item is a time-sensitive matter in which it may be approved during the same meeting.*"

#### SUGGESTED MOTION:

I move to approve Bill No. 3228, an ordinance approving an application for a conditional use permit to allow a *Lodging – Short-Term Rental* use at 804 Main Street, subject to conditions recommended by the Planning and Zoning Commission, on second reading to become Ordinance No. \_\_\_\_.

#### ATTACHMENTS:

1. Ordinance
2. Application
3. Narrative
4. Subject Area Property Map
5. Photos
6. Ordinance No. 3129
7. Staff Analysis
8. Public Comments

**AN ORDINANCE APPROVING AN APPLICATION FOR CONDITIONAL USE PERMIT TO ALLOW A LODGING – SHORT-TERM RENTAL USE AT 804 MAIN STREET**

WHEREAS, on September 7, 2021, the Board of Aldermen adopted Ordinance No. 3087 creating provisions and guidelines for short-term residential dwelling rentals; and

WHEREAS, on October 4, 2022, the Board of Aldermen adopted Ordinance No. 3142 amending existing provisions and guidelines for short-term residential dwelling rentals; and

WHEREAS, on June 7, 2022, the Board of Aldermen adopted Ordinance No. 3129 approving a Conditional Use Permit to allow a short-term rental use at 804 Main St. in Parkville, Missouri (Case No. PZ 2022-07), effective for six months and other conditions; and

WHEREAS, the six-month time period has expired and applicant Taryn Byron would like a continuation of a *Lodging – Short-Term Rental* use at 804 Main St. in Parkville, Missouri; and

WHEREAS, applicant Taryn Byron submitted an Application for Conditional Use Permit to allow a *Lodging – Short-Term Rental* use at 804 Main St. in Parkville, Missouri (Case No. PZ 2022-41), and is requesting a variance or exception for 1) listing more than one dwelling unit on the property; and 2) not occupying the property as her full-time primary residence; and

WHEREAS, the subject property is one parcel (Platte County parcel no. 20-7.0-35-100-016-001.000) containing 0.27 acres, more or less, is generally located near the northwest corner of the intersection of N Main St. and W 8<sup>th</sup> St; and

WHEREAS, notice of a public hearing to be held before the Planning and Zoning Commission was published, mailed and posted in accordance with Parkville Municipal Code Title IV – Development Code, Section 403.010; and

WHEREAS, City staff reviewed the application according to Parkville Municipal Code Title IV – Development Code, Section 403.050 and determined their findings and conclusions; and

WHEREAS, on December 13, 2022, the Parkville Planning and Zoning Commission held a public hearing to consider the Application for Conditional Use Permit and recommended approval of the application by a vote of 6 to 2, subject to conditions; and

WHEREAS, the Board of Aldermen concurs with staff's conclusions and the recommendation by the Planning and Zoning Commission.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PARKVILLE, MISSOURI, AS FOLLOWS:

**SECTION 1.** The Application for a Conditional Use Permit to allow a *Lodging – Short-Term Rental* use at 804 Main Street in Parkville, Missouri (Case No. PZ 2022-41) is hereby approved, subject to conditions:

- Snow removal of the private driveway shall be taken care of by guests of the short-term rental unit.
- The Conditional Use Permit shall not be transferrable to a different property owner.

SECTION 2. The Conditional Use Permit shall be reviewed and renewed administratively by staff on an annual basis, provided all Lodging – Short-term Rental requirements are still adhered to, and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit.

SECTION 3. This ordinance shall be effective immediately upon its passage.

PASSED and APPROVED this 17<sup>th</sup> day of January 2023.

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Mayor Dean Katerndahl

ATTESTED:

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City Clerk Melissa McChesney



Application #: PZ 2022-41  
Date Submitted: 11/07/2022  
Public Hearing: 12/13/2022  
Date Approved: \_\_\_\_\_

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## 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: Taryn Byron  
Address: 804 Main St  
City, State: Parkville, Missouri  
Phone: (660) 221-8234 Fax: \_\_\_\_\_  
E-mail: TarynMByron@gmail.com

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

Name: N/A  
Address: \_\_\_\_\_  
City, State: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

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

Name: N/A  
Address: \_\_\_\_\_  
City, State: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
mail: \_\_\_\_\_

#### Contact Person, if different from applicant(s)

Name: N/A  
Address: \_\_\_\_\_  
City, State: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

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)** Taryn Byron Taryn Byron Date: 11/7/2022

**Property Owner's Signature (Required)** Taryn Byron Taryn Byron Date: 11/7/2022

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

Proposed use: Short Term Rental Requested length of permit 1 year  
Description: Short term rental property, available for rent via platforms such as AirBnb & VRBO  
Proposed days and hours of operation: 24 hrs, 7 days a week

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

Property address / general location: 804 Main St, Parkville, MO 64152  
Parcel ID Number: 20-7.0-35-100-016-001.000 Zoning: "R-4" Mixed-Density Residential  
Present use of the property: Short-term rental  
Length of use (or vacancy): I've owned the property since 3/31/21



**4. Neighboring land uses and zoning**

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

Existing Land UseExisting Zoning

North: Multi-Family Residential

North: "R-4" Mixed-Density Residential

South: Multi-Family Residential

South: "R-4" Mixed-Density Residential

East: Single Family Residential

East: "R-4" Mixed-Density Residential

West: Single Family Residential

West: "R-4" Mixed-Density Residential

**Attach a narrative addressing:**

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.
2. Compliance of any proposed development with the requirements of this code.
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.
4. 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 Only**Application accepted as complete by: Stephen Lachly, Community Development Director 11/10/2022  
Name/Title DateApplication fee payment: Check # 1131 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: \_\_\_\_\_



## Conditional Use Permit Narrative

804 Main St  
Parkville, MO 64152  
Owner: Taryn Byron

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. The proposed zoning district is Lodging - Short-Term Rental and the abutting districts are Mixed-Density Residential. The property will be available for rent through AirBnb & VRBO. The use as a short-term rental falls in line with the expected use of Lodging - Short-Term Rental as defined in Parkville Municipal Code Section 402.010: The rental of a property, a dwelling unit, or portion thereof, conducted on a third-party platform or network that facilitates the listing, marketing, or rental of short-term rentals. This use will not conflict with the day to day use or development of the adjacent district.

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

The short-term rental will meet all requirements of Parkville Municipal Code Section 405.040 with the exception of the following:

1. No more than four (4) short-term RDR uses present in the respective Ward district. - I'm unsure the number of approved short-term RDR uses present in Ward 1.
2. Short-term RDR use is restricted to one dwelling unit on the subject property. - I would like to request short-term RDR use for two dwelling units on the property. The size and layout of the property lends itself to adequately operate as two separate units. They would have separate entrances and appropriate amenities for each unit. I'm happy to answer any questions regarding this request.
3. Subject property is owner-occupied as their full-time residence. - I do not occupy this property, but I am actively involved in the hosting and maintenance of the property. I live nearby and am at the property multiple times a week. I have given the neighbors my direct contact information in case any concerns arise. I have also attached guest reviews to demonstrate my active involvement in hosting.

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.

There are no additional requirements necessary to meet this code.

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

The impact on the public realm is positive. As a short-term rental, curb appeal is important. The overall aesthetic of the building and streetscape will remain the same, but general upkeep of the property will be improved.

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

There will be no change in 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.

There will be no change in building scale, building form, or 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.

The operating characteristics of a short-term rental are compatible with mixed-density residential. Guests will be coming and going in similar fashion to neighboring residents. Guests are also asked to observe quiet hours and respect the atmosphere of the neighborhood. Parking will be accommodated through both on-site parking and street parking, but will not impact neighboring residents.

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

The condition of this area as a Multi-Density Residential district is long-standing, therefore there should be no need to assess the use against this aspect. Provided all other code requirements are met, I see no need to limit duration of use or ensure reporting. That being said, I'm unfamiliar with typical Conditional Use Permit durations and am open to having a conversation on this topic.

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

The use of this property as a short term rental should not have any impact on the development of adjacent properties.

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 use of this property as a short-term rental will not change the character or the surrounding neighborhood. It will provide lodging for visitors to the historic downtown Parkville area.

11. Any other information relevant to the application

Thank you for considering this Conditional Use Permit. A short-term rental at this location will add value to the community by providing safe, comfortable, clean, & affordable accommodations for visitors to our area. I have a good track record of reviews from guests and have had no complaints from neighbors. Please let me know if I can provide any additional information.



Aerial Map





Facade of House

### Reviews



**Dale**

November 2022

Great location for us. We really enjoyed the feel of an older home yet with great decor and care. Taryn was great in communication with us and double checked with us on the number of stairs. We appreciated the extra effort at clarity. We would definitely stay there again if in the area!



**Melissa**

October 2022

Wonderful and thoughtful host! The rental is decorated so cute and is located in a lovely, quiet neighborhood. I'll be traveling to KC several times over the next two years and I really hope this space is available for every trip.



**Alexandra**

October 2022

We had a wonderful time at Taryn's place. The location was great, it is about 15/20 minutes outside of the city. Parkville is a cute, quiet town. There is a nice main street near by with coffee shops, restaurants, etc. Check in was easy. The place was very roomy and comfortable. We especially loved the bathroom with the big shower and tub. The house itself is so pretty and historic, it sits on top of a hill looking over all the other historic houses and small church across the street. We kept commenting that we felt like we were in a fall Hallmark movie (we visited in mid-October). Parking was easy and there was always enough spaces open. We would definitely stay here again.



**Kelly**

October 2022

I can honestly say I can't imagine ever having a better Airbnb experience than the one my kids and I had at Taryn's space. It was exactly what we were looking for and exactly as described and pictured. Immaculately clean and beautifully decorated. A short (less than 5 minutes) and beautiful walk to downtown Parkville with all its fun shops and restaurants was the perfect vibe to match the place. Taryn's initial message with all the needed information made check in flawless and she was quick to answer any questions we had. She went out of her way to make our stay memorable and we felt at home there. I literally wanted to buy the place. We will be back! Thank you Taryn!



**Vanessa**

October 2022

Love the place! Decoration is beautiful and Taryn is a great host!



**Danny**

October 2022

Taryn was a great host. Communication was always very quick and the place was very clean. The attention to detail made it a great stay, as well as the charm of the town.



**Chastity**

October 2022

We loved our stay at Taryn's Airbnb. I would highly recommend this place, it was peaceful, quiet and close to the cute little downtown Parkville area.



**Linda**

October 2022

My husband and I took a spur of the moment trip to Kansas City, and we were fortunate enough to get this quiet, extremely clean place the day before our trip. We had a great time exploring Kansas City and were grateful to come home to quiet where we could regroup. Check-in was easy, and Taryn was exceptional in her response to any question or need I had. I would highly recommend staying there!



**Robert**

September 2022

Great location if you like being close to downtown Parkville, excellent host, overall good experience.



**Jill**

August 2022

Taryns house exceeded our expectations. It was spotlessly clean, like not a hair or spec of dirt on the baseboards clean. It is right off the cute little downtown Parkville and we walked there several times for coffee or lunch. She has the basics provided in the kitchen for simple meals. Be aware there is no dishwasher so be prepared to step back in time and get those hands soapy.

Her taste is impeccable, she created such an updated look mixed with lots of true vintage charm. Beds were comfortable with very nice bedding. Tv in the king room and living room with streaming access. Shower is new, clean and a great shower stream. Overall great for two adults and two kids.



**Pedro**

August 2022

Amazing place to stay a couple nights to relax! 5 ★ place and 5 ★ host! Would definitely book again!



**Bobbie**

July 2022

We enjoyed our stay!



**Susan**

July 2022

Taryn was a great host, extremely responsive. We loved the location, close to everything. It was quiet, the beds were awesome. Don't hesitate to book this!



**Simone**

July 2022

We had a nice stay at Taryn's place. Downtown Parkville is adorable. We were there during the Fourth of July and able to enjoy the parade that was basically right outside our door. Our kids loved catching lightning bugs in the evenings. This is a nice space and nicely decorated.



**Lucas**

June 2022

Amazing place to stay for our wedding night, Taryn went above and beyond to accommodate us.





**Jana**

June 2022

Super sweet place to get away to. Host was very quick to respond to my questions. Loved that it was located within walking distance to the main street area. Beds were very comfortable and cozy. Decor was stylish and modern. Overall, great experience!



**Andrea**

June 2022

This place was perfect for me and my son while we were in Parkville for a baseball tournament. I loved that we were close enough to downtown that I could walk there for coffee in the mornings. The beds were comfy, the space was cute and clean, and the neighborhood was quiet.



**Cadry**

May 2022

Taryn's place is so cute, clean, and beautifully decorated. Taryn was super responsive whenever we needed something. The private free parking was a nice bonus!

It has close proximity to downtown Parkville. We enjoyed walking down to Jennifer's for a glass of wine, walking along the river, and the Saturday farmers market. It was just 20 minutes to anywhere we wanted to go in Kansas City. A nice quiet home base.





**Deb**

April 2022

Taryn was very helpful and accommodating. Great to work with! And a lovely location.



**Tami**

April 2022

Lovely lovely place lots of room great value. Would not hesitate to stay again. Taryn was very responsive to my questions and was a perfect host 😊



**Haley**

March 2022

Taryn's place was a lovely stay! Very welcoming and cute! Taryn was very quick to respond when we needed help checking in and was very helpful! We enjoyed being close to downtown KC, yet getting to be in a small town. We loved walking to the shops and restaurants in Parkville. Fun place to stay!



**Dana**

March 2022

Fantastic place and host! The place was super clean and cute. Parkville is an adorable little town outside of KC too...check out the downtown stores! I had a few changes during this trip. For one, we had a death in the family and I asked Taryn if I could shift days if the place was available. She was more than kind to make that work if needed. Also, the day I was suppose to leave was calling for 4-8" of snow in KC. So I asked for one more night stay if it was available. It was so I got snowed in an extra day. Taryn communicated super well and was very friendly. I will keep this place in mind when and if I get to KC again!

# Subject Area Property Map







Exterior photos of  
804 Main St.







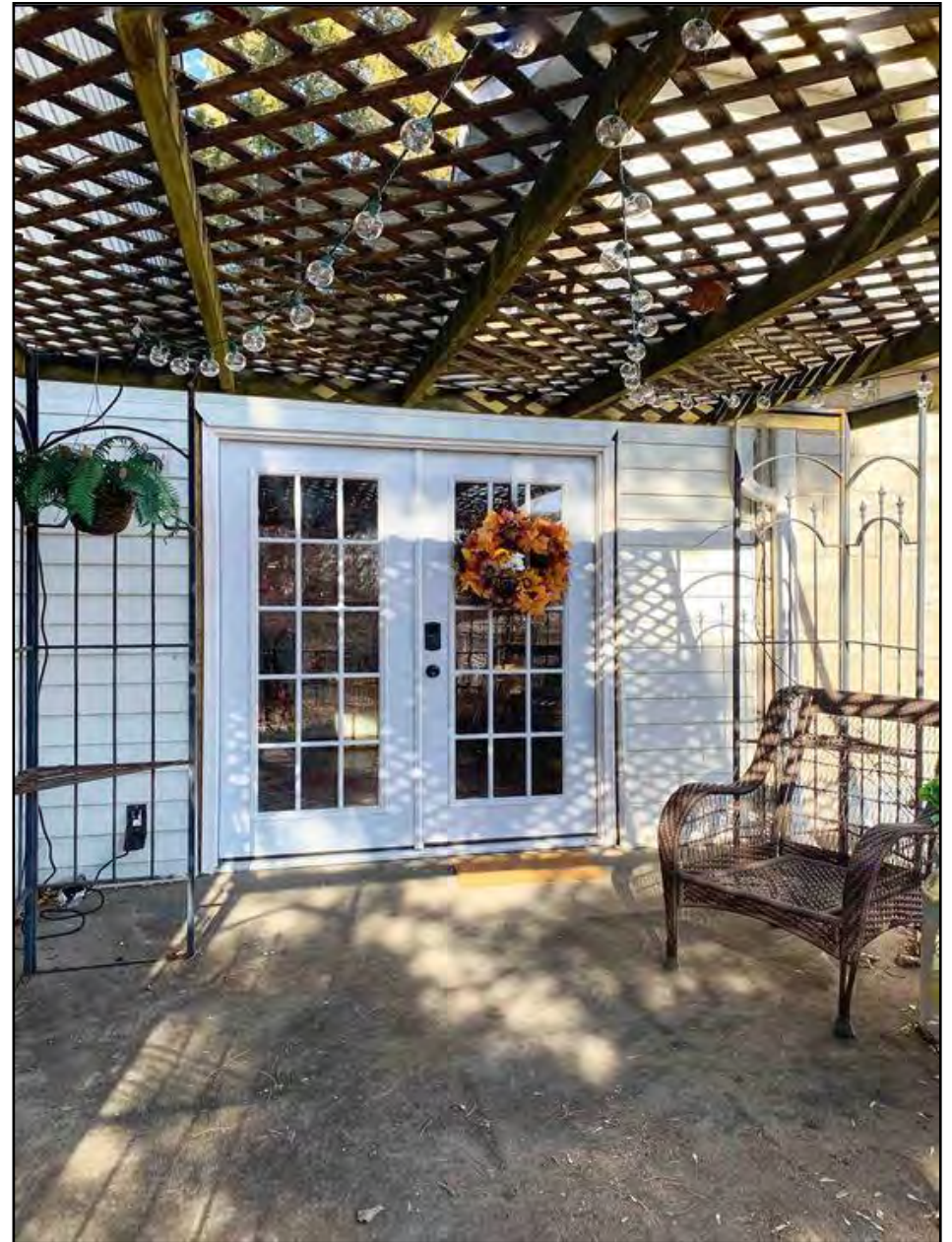
Interior photos of  
804 Main St.











**AN ORDINANCE APPROVING AN APPLICATION FOR CONDITIONAL USE PERMIT TO ALLOW A LODGING – SHORT-TERM RENTAL USE AT 804 MAIN STREET**

WHEREAS, the growth of third-party short-term residential dwelling rental (RDR) platforms such as Airbnb, HomeAway and VRBO (Vacation Rentals by Owner) has led to a variety of impacts on host communities and have increasingly been the subject of new regulations by cities; and

WHEREAS, per the request of the Board of Aldermen, staff explored adopting regulations for short-term RDRs in Parkville by researching issues raised including City permitting, Homeowner Association (HOA) regulations, time duration, guest policies, on-site regulation, and enforcement; and

WHEREAS, on between 2019 and 2021 the City of Parkville held a total of nine meetings / public forums — a special workshop, two public hearings at regular meetings of the Planning and Zoning Commission, and six regular meetings of the Board of Aldermen — to discuss provisions for short-term RDRs and codifying such standards; and

WHEREAS, on September 7, 2021 the Board of Aldermen adopted Ordinance No. 3087 creating provisions and guidelines for short-term residential dwelling rentals; and

WHEREAS, applicant Taryn Klein submitted an Application for Conditional Use permit to allow a *Lodging – Short-Term Rental* use at 804 Main St. in Parkville, Missouri (Case No. PZ 2022-07); and

WHEREAS, the subject property contains one parcel (Platte County parcel no. 20-7.0-35-100-016-001.000) containing 0.27 acres, more or less, is generally located near the northwest corner of the intersection of N Main St. and W 8<sup>th</sup> St; and the owner has been successfully operating an Airbnb short-term RDR use at this location for some time, and would like to be compliant with City of Parkville regulations via approval of an Application for Conditional Use Permit; and

WHEREAS, Parkville Municipal Code Section 405.050 permits *Lodging – Short-Term Rental* uses via the conditional use permit process outlined in Section 403.050; and

WHEREAS, notice of a public hearing to be held before the Planning and Zoning Commission was published, mailed and posted in accordance with Parkville Municipal Code Title IV – Development Code, Section 403.010; and

WHEREAS, City staff reviewed the application according to Parkville Municipal Code Title IV – Development Code, Section 403.050 and determined their findings and conclusions; and

WHEREAS, on May 10, 2022, the Parkville Planning and Zoning Commission held a public hearing to consider the Application for Conditional Use Permit and recommended approval of the application by a vote of 5 to 0, subject to conditions; and

WHEREAS, the Board of Aldermen concurs with staff's conclusions and the recommendation by the Planning and Zoning Commission.



NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PARKVILLE, MISSOURI, AS FOLLOWS:

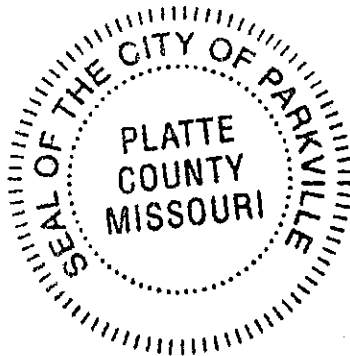
SECTION 1. The Application for a Conditional Use Permit to allow a *Lodging – Short-Term Rental* use at 804 Main St. in Parkville, Missouri (Case No. PZ 2022-07) is hereby approved, subject to conditions:

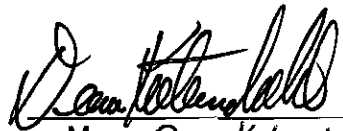
- Snow removal of the private driveway shall be taken care of by guests of the short-term rental unit.
- The Conditional Use Permit shall not be transferrable to a different property owner.

SECTION 2. The Conditional Use Permit shall be effective for six months from the effective date.

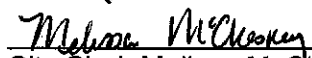
SECTION 3. This ordinance shall be effective immediately upon its passage.

PASSED and APPROVED this 7<sup>th</sup> day of June 2022.



  
Mayor Dean Katerndahl

ATTESTED:

  
City Clerk Melissa McChesney



## Staff Analysis

Agenda Item: **5.A**

Proposal: An application for a Conditional Use Permit (CUP) to allow a *Lodging – Short-Term Rental* use at 804 Main St. in Parkville, MO, in the “R-4” Mixed-Density Residential District on parcel no. 20-7.0-35-100-016-001.000 (0.27 acres, more or less), generally located near the northwest corner of the intersection of N Main St. and W 8<sup>th</sup> St.

Case No: PZ 2022-41

Applicant: Taryn Byron

Owners: Taryn Byron

Location 804 Main St.; generally located near the northwest corner of the intersection of N Main St. and W 8<sup>th</sup> St.

Zoning: “R-4” Mixed-Density Residential

Parcel #: #20-7.0-35-100-016-001.000

Exhibits:

- A. This Staff Analysis
- B. Application for Conditional Use Permit
  - 1. Completed application form
  - 2. Narrative attachments
- C. Subject Area Property Map
- D. Photos of subject property
- E. Ordinance No. 3129 – An ordinance approving an Application for Conditional Use Permit to allow a short-term rental use at 804 Main Street.
- F. Additional exhibits as may be presented at the public hearing

By Reference:

- A. Parkville Municipal Code, Title IV – Development Code in its entirety ([http://parkvillemo.gov/download/ZoningCodeUpdate\\_FinalDraft.pdf](http://parkvillemo.gov/download/ZoningCodeUpdate_FinalDraft.pdf))
  - 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. Ordinance No. 3087 (adopted September 7, 2021) – An ordinance amending Parkville Municipal Code, Sections 402.010, 405.020 and 405.040 to create provisions and guidelines for short-term residential dwelling rentals.

- D. Ordinance No. 3142 (adopted October 4, 2022) – An ordinance amending Parkville Municipal Code, Section 405.040, Subsection K. amending the existing provisions and guidelines for short-term residential dwelling rentals.
- E. Notice of Public Hearing mailed certified mail to owners within 185 ft. of the subject property
- F. Hearing notice published in The Platte County Citizen newspaper on November 23, 2022.
- G. Summary of Public Hearing posted on Parkville City webpage (<http://parkvillemo.gov/public-hearings/>)
- H. Hearing notice published on the Parkville City webpage (<http://parkvillemo.gov/government/public-hearings/>)

#### Comments

Received: The Community Development Department did not receive any public comments prior to the completion of this staff analysis report.

#### **Background**

Growth of third-party short-term residential dwelling rental (RDR) platforms such as Airbnb, HomeAway and VRBO (Vacation Rentals by Owner) has led to a variety of impacts on host communities and have increasingly been the subject of new regulations by cities. On September 7, 2021 the Board of Aldermen adopted Ordinance No. 3087 creating provisions and guidelines for short-term residential dwelling rentals (see Exhibit C by Reference); and on October 4, 2022 the Board of Aldermen adopted Ordinance No. 3142 amending existing provisions and guidelines for short-term residential dwelling rentals (see Exhibit D by Reference). In summary, these provisions:

1. Limit the total number of short-term RDRs to no more than four per Ward district.
2. Restrict the number of short-term RDRs to one dwelling unit per property.
3. Require owners occupy short-term RDR properties as their full-time primary residence.
4. Require short-term RDR properties have at least one dedicated parking space on-site on the subject property (shall NOT include on-street parking in public right-of-way).
5. 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.**

## Overview

On June 7, 2022 the Board of Aldermen adopted Ordinance No. 3129 approving a conditional use permit to allow a short-term rental use at 804 Main St. in Parkville, Missouri (Case No. PZ 2022-07), effective for six months and other conditions (see Exhibit E). At the time, the applicant was living in the main house on the property and renovating it, while at the same time renting out the accessory dwelling unit as a short-term rental. The subject property is one parcel (Platte County parcel no. 20-7.0-35-100-016-001.000) containing 0.27 acres, more or less, zoned "R-4 Mixed-Density Residential, and contains a single-family dwelling unit (2 bedroom, 1 bath) and accessory dwelling unit. The property is generally located near the northwest corner of the intersection of N Main St. and W 8<sup>th</sup> St.



**Exhibit C:** Subject Area Property Map

Because the six-month time period for the conditional use permit expired on December 7<sup>th</sup>, applicant Taryn Bryon would like a continuation of her *Lodging – Short-Term Rental* use at 804 Main St. However, the applicant is requesting a variance or exception for the following standards:

- 1. Listing more than one dwelling unit on the subject property.**
- 2. Not occupying the property as her full-time primary residence.**

The applicant notes the property has a main building and accessory dwelling unit, each of which has their own separate entrances and dedicated on-site parking spaces (see Exhibit B.2). Staff has not received any complaints to-date regarding operation of the current Airbnb use.

### **CUP Matters for Consideration**

Per Parkville Municipal Code, Title IV, Section 405.040, a number of standards shall apply to short-term rentals in residential zoning districts; and 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 outlined in 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.

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. Per these requirements, notice of the public hearing has been published in a newspaper in general circulation in the City, The Platte County Citizen newspaper on November 23, 2022; a sign announcing the time, place and nature of the public hearing was placed on the subject property within view from public right of way; and mailed notice via certified mail was provided to all property owners within 185 ft. of the subject properties. As of the date of the completion of this staff analysis report, the Community Development Department has not received any public comments.

### **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.**

The property is located in the "R-4" Mixed-Density Residential district. This district seeks to provide residential living in a medium-density neighborhood setting and compact, walkable character; as well as primarily detached houses and integrates a range of small-scale, civic and multi-unit building types at strategic locations. Staff finds the Application for Conditional Use Permit furthers the intent of the "R-4" district by adding to the variety of existing residential dwelling unit stock and types along Main Street; and that the proposed short-term RDR use could blend in with the character of the "R-4" district.

The *Parkville 2040 Master Plan's* (adopted May 11, 2021) Future Land Use map labels the subject property as "Low-Density Residential". This proposed use provides single-family residential detached, single-family residential bi-attached, single-family residential +1 accessory dwelling unit, civic uses, schools and churches; with an ideal density between 1 to 5 dwelling units per acre, and an average density of 3 dwelling units per acre. The proposed short-term RDR use would be suited to an existing single-family residential detached dwelling unit, and wouldn't conflict with the desired uses of the "Low-Density Residential" future land use projection, or its density ranges.

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

Per Table 405-2 of the Title IV – Development Code; and Section 405.040, Subsection K., short-term RDRs can be approved administratively by staff, provided a number of provisions are met; and 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 outlined in Section 403.050. The applicant has been successfully operating an Airbnb short-term RDR use at this location for some time — on June 7, 2022 the Board of Aldermen adopted Ordinance No. 3129 approving a conditional use permit to allow a short-term rental use at 804 Main St. in Parkville, Missouri (Case No. PZ 2022-07), effective for six months and other conditions.

Because the six-month time period for the conditional use permit expired on December 7<sup>th</sup>, applicant Taryn Bryon would like a continuation of her *Lodging – Short-Term Rental* use at 804 Main St. However, the applicant is requesting a variance or exception for the following standards:

1. Listing more than one dwelling unit on the subject property.
2. Not occupying the property as her full-time primary residence.

**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.**

When considering an Application for Conditional Use Permit, staff considers a variety of factors, including how the proposed use would impact the public health, safety and welfare. For short-term RDR uses, staff evaluates hours of operation, noise, odor, traffic/parking, and other potential negative impacts on adjacent properties.

With regard to 804 Main St., the existing building meets all "R-4" lot size requirements (e.g., minimum area, width, building coverage) and building standards (e.g., front-yard setbacks, side-yard setbacks, rear-yard setbacks, maximum height). As a result, staff doesn't foresee any issues pertaining to noise; and since the lodging itself would occur within the building, staff doesn't foresee any issues pertaining to odor. Section 408.030 Required Parking, Table 408-5: Required Parking requires 2 parking spaces per dwelling unit. The subject property not only has at least 2 parking spaces via a private driveway entrance off of W 8<sup>th</sup> St., but there is also 3 public parking spaces along Main St. directly adjacent to 804 Main St. Furthermore, this doesn't account for additional public parking along Main St. within 600 feet of the subject property (it should be noted that Section 408.030 Required Parking, Subsection C.4 allows public parking credit for any property within 600 ft. of public parking spaces; and this provision allows the reduction of 1 required space for every 2 public parking spaces available).





*View of on-street public parking along 804 Main St.*

4. **The impact on the public realm, including the design and functions of streetscapes and relationships of building and site elements to the streetscape.**  
Staff finds the proposed short-term RDR use would have little-to-no impact on the public realm, specifically the design of streetscapes and site elements to the streetscape, as no changes are being proposed to the existing building itself at 804 Main St. The applicant has noted in their narrative that curb appeal is important for their RDR; thus, general upkeep will be improved, and the overall aesthetics of the building and streetscape will remain the same.
5. **The adequacy of drainage, utilities and other public facilities.**  
Although the single-family detached home on the subject property was constructed in 1912, it's currently served by all required public utilities (e.g., electrical, water, sewer). There are currently no Property Maintenance Code violations on the subject property pertaining to stormwater drainage. Moreover, the Application for Conditional Use Permit does not appear to significantly impact the ability for the City or other governmental agencies to respond with public and emergency services; this includes police, fire, and the ability to maintain the peace.
6. **Compatibility with the character of the area in terms of building scale, building form, landscape and site design.**  
The character of the neighborhood surrounding the subject parcel is old town / historic residential. Adjacent and surrounding property parcels are all zoned "R-4" Mixed-Density Residential. The existing building located on the subject property is compatible with the

“R-4” building typologies and character of the area in terms of building scale, form, and landscape and site design. The proposed short-term RDR use should not negatively impact the character of the surrounding area.

**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.**

In terms of hours of operation, short-term RDR uses are not restricted to specific hours of the day or days of the week, unless dictated as a conditional of approval enabled through the discretionary review process outlined in Section 403.050. The Parkville Police Department confirmed there has not been any noise complaints received for the subject property since April 6, 2021 when the current owner acquired the property and began use of it as a short-term RDR shortly thereafter. The applicant has noted that guests will be arriving and going in similar fashion to neighboring residents. Guests are also asked to observe quiet hours and respect the atmosphere of the neighborhood. As noted in review criteria #3 above, staff doesn't foresee any issues / adverse impacts to adjacent properties pertaining to visible impacts, audible impacts, or traffic patterns.

**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 discretionary review process outlined in Section 403.050 allows a reasonable time limit be placed on approval of the conditional use permit on a case-by-case basis. This is in order to assess the intensity and potential impacts of the use against changing conditions in the area over time. The provisions of Section 405.040, Subsection K. state that short-term RDR permits shall be reviewed and renewed by staff on an annual basis, provided all requirements of said Section are still adhered to, and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit.

As a result, staff recommends the specific length of time for the duration of the Application for Conditional Use Permit (Case No. PZ 2022-41) be one year, with the condition that staff shall review and renew the conditional use permit on an annual basis, provided all requirements of said Section are still adhered to, and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit.

**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 should not prevent development and use of neighboring properties in accordance with the applicable regulations of the Title IV – Development Code. The existing building on the subject property is compliant with both “R-4” lot size requirements (e.g., minimum area, width, building coverage) and building standards (e.g., front-yard setbacks, side-yard setbacks, rear-yard setbacks, maximum height).

**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.**



The *Parkville 2040 Master Plan* projects “Low-Density Residential” future land use for the subject property and immediately adjacent properties. This projection provides single-family residential detached, single-family residential bi-attached, single-family residential +1 accessory dwelling unit, civic uses, schools and churches; with an ideal density between 1 to 5 dwelling units per acre, and an average density of 3 dwelling units per acre. Staff finds the proposed short-term RDR use would be complimentary to the existing single-family residential detached dwelling units; and wouldn’t negatively impact long-range plans applicable to the site and surrounding area, including the desired vision of the “Low-Density Residential” future land use or its ideal density ranges.

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

Aside from staff’s analysis and recommendations contained within the *Parkville 2040 Master Plan*, no other recommendations of professional staff or other technical reviews associated with the application are referenced.

**Staff Conclusion and Recommendation**

Staff concludes that: With the exceptions noted above, the application meets or exceeds the minimum applicable standards and regulations; the proposed use of *Lodging – Short-Term Rental* does not conflict with the intent of any abutting districts and can be consistent with the adopted Parkville Master Plan; the proposed use can meet the requirements of the Development Code, however the Planning and Zoning Commission must evaluate the applicant’s request for variance/exception based on the context of their application, function of the short-term RDR and location of the subject property area; the proposed use should not negatively impact the public realm, design and functions of streetscapes; existing drainage, utilities and other public facilities should be adequate for the proposed use; the existing building is compatible with the character of the area; hours of operation, visible and audible impacts and traffic patterns are compatible with the area; staff recommends a one-year time duration for the Application for Conditional Use Permit with staff review and renewal on an annual basis, provided all requirements of Section 405.040, Subsection K. are still adhered to, and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit; the proposed use will not prevent development and use of neighboring properties; and the long-range plans to the site and surrounding area will not be negatively impacted by the proposed use.

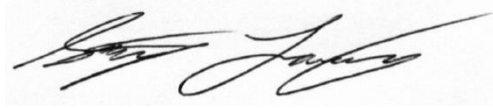
Following review, staff recommends neither approval nor denial of the Application for Conditional Use Permit for the subject property based on the merits of the application and the findings and conclusions in this report; and will defer discretion to the Planning and Zoning Commission per a roll call vote to determine if the requested variances/exceptions to provisions for short-term RDRs are appropriate given the context of the application, function of the short-term RDR and location of the subject property area.

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 December 20, 2022 for final action.

*End of Memorandum*



Stephen Lachky, AICP, CPM, CFM  
Community Development Director

11-30-2022

Date

## 804 Main Street

Beverly Radford

I share a driveway with the house at 804 Main. It has not been a problem with the one short term rental however I now understand that she is going to want 3 rentals in the one house and that bothers me. The former owner of the house had lived there 50 years when she died and I have lived in my house for 53 years so there was a relationship there, if she can rent 3 units it will be like living next to a hotel not a neighbor. We recently had an apartment house in our neighborhood converted to a one family home and we are all very pleased with that change, becoming a nice small town neighborhood once again.

Beverly Radford

---

William and Mary Gresham

As noted in Mary's message, this represents a conscious position for both of us. Please let the record reflect that fact. Thank you

William Gresham

Sent from my iPhone

> On Dec 11, 2022, at 8:08 PM, Mary Gresham <[marygresham61@gmail.com](mailto:marygresham61@gmail.com)> wrote:

>

>

> We are writing to oppose the granting of a code variance to allow more short-term rental units at 804 Main Street. The limitations on short-term rentals as contained in the code, are there for a reason and should be maintained. We also oppose a variance which permits the property owner to not live on-site. This house is not owner occupied at this time, and, as far as we know, there are no plans for it to ever be.

>

> My husband and I are long-time residents of Parkville and see the proliferation of short-term rentals in town as a real threat to the community. We like to know our neighbors and would like to keep affordable housing available to those who want to actually live here.

>

> Please understand that, while this communication comes from one household only, this position is common among most long-time residents. Given the preponderance of this sentiment, please do not allow for greater latitude among absentee short-term renters. Please add this to the packet for the Planning and Zoning board for their consideration.

>

> Thank you,

> Mary and William Gresham

> 16 W. 5th Street

**107 W 12th Street**

Rhonda Weimer

To the Parkville planning and zoning commission

Regarding conditional use permit for a short term rental at 107 W. 12th St. in Parkville, MO 64152.

This is to fully support a conditional use permit at 107 W. 12th St. in Parkville Missouri. We live at 106 W. 12th St. in Parkville, Missouri, directly across from the property in question. This property has not been taken care of in better condition For over 10 years. We heartily support these land owners to continue to use the property in this manner.

As far as the short term use of the property, these landowners have been willing to interact with their guests when the guests animals were being problematic, and we saw immediate results! We can't be more supportive of their efforts . Please fully approve this conditional use permit.

Respectfully  
Rhonda Weimer  
Kate Stefanowycz  
Ashlie Schuster

## CITY OF PARKVILLE Policy Report

Date: December 20, 2022

Prepared By:

Stephen Lachky, Community Development  
Director

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Approve the second reading of an ordinance to approve a conditional use permit to allow a Lodging – Short-Term Rental use at 500 East Street - Case No. PZ 2022-40; Annette Lou Hagen, applicant (Community Development)

BACKGROUND:

Growth of third-party short-term residential dwelling rental (RDR) platforms such as Airbnb, HomeAway and VRBO (Vacation Rentals by Owner) has led to a variety of impacts on host communities and have increasingly been the subject of new regulations by cities. On September 7, 2021, the Board of Aldermen adopted Ordinance No. 3087 creating provisions and guidelines for short-term residential dwelling rentals; and on October 4, 2022 the Board of Aldermen adopted Ordinance No. 3142 amending existing provisions and guidelines for short-term residential dwelling rentals. In summary, these provisions:

1. Limit the total number of short-term RDRs to no more than four per Ward district.
2. Restrict the number of short-term RDRs to one dwelling unit per property.
3. Require owners occupy short-term RDR properties as their full-time primary residence.
4. Require short-term RDR properties have at least one dedicated parking space on-site on the subject property (shall NOT include on-street parking in public right-of-way).
5. 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.**

APPLICATION:

On June 7, 2022, the Board of Aldermen adopted Ordinance No. 3131 approving a conditional use permit to allow a short-term rental use at 500 East Street (Case No. PZ 2022-13), effective for six months and other conditions. The subject property is one parcel (Platte County parcel no. 20-7.0-35-100-026-003.000), containing 0.15 acres, more or less, zoned "R-4" Mixed-Density Residential, and contains a four-plex dwelling unit (8 bedrooms) with private parking for six motor vehicles as well as public parking along W. 5<sup>th</sup> Street). The property is generally located at the northwest corner of the intersection of Highway 9 and E. 5<sup>th</sup> Street.

Because the six-month time period for the conditional use permit expired on December 7<sup>th</sup>, applicant Annette Hagen would like a continuation of her *Lodging – Short-Term Rental* use at 500 East Street. However, the applicant has to request a variance or exception for the following standard:

1. Not occupying the property as her full-time primary residence.
2. Not having at least one dedicated parking space on-site on the subject property.

Staff has not received any complaints to-date regarding the operation of the current Airbnb use.

#### STATUS UPDATE

The applicant has submitted paperwork for the business license, but it has not yet been approved due to a requirement that has not been met. City staff has been in contact with the applicant about the business license. The City Treasurer confirmed that the applicant has been remitting the guest room tax revenues to the City.

#### BUDGET IMPACT:

With the exception of application and permit fees collected, there is no immediate budget impact. Long-term impacts would be realized from the collection of the 5% Tourism Tax – Guest Room Tax, which applies to short-term rental units; as well as changes in property taxes and sales taxes collected from the site and proposed development, and impacts to the same for area properties and other businesses.

#### ALTERNATIVES:

1. Adopt an ordinance approving the conditional use permit, subject to conditions recommended by the Planning and Zoning Commission
2. Adopt an ordinance approving the conditional use permit, subject to changes directed by the Board of Aldermen.
3. Postpone consideration of the item.
4. Deny the conditional use permit.

#### FINANCE COMMITTEE RECOMMENDATION:

The item was not presented to the Finance Committee, but is being taken directly to the Board of Aldermen for consideration.

#### PLANNING AND ZONING COMMISSION RECOMMENDATION:

On December 13, 2022, the Planning and Zoning Commission held a public hearing to consider the Application for Conditional Use Permit. The Commission discussed the merits of the application; consistency with the Master Plan; compliance with requirements of the Title IV – Development Code and whether additional site-specific conditions were needed to mitigate potential impacts; impact on the public realm; adequacy of utilities and other public facilities; compatibility with character of the area in terms of design, hours of operation, visible impacts, and traffic patterns; duration of use; neighboring properties; long-range plans; and the recommendations of professional staff or other technical reviews. Staff's analysis report presented to the Commission is included as an attachment.

Following discussion, the Commission voted (7-0 with 1 abstention) to recommend approval of the Application for Conditional Use Permit, subject to conditions:

- The Lodging – Short-Term Rental use shall be restricted to one of the four dwelling units.

The Conditional Use Permit shall be reviewed and renewed administratively by staff on an annual

basis, provided all Lodging – Short-term Rental requirements are still adhered to, and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit.

#### STAFF RECOMMENDATION:

Staff recommends the Board of Aldermen approve the first reading of an ordinance approving an application for a conditional use permit to allow a *Lodging – Short-Term Rental* use at 500 East St. in Parkville, Missouri, subject to conditions recommended by the Planning and Zoning Commission, on second reading.

#### POLICY:

Per Parkville Municipal Code Section 405.050, a number of standards shall apply to short-term rentals in residential zoning districts; and 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 outlined in Section 403.050.

The Board of Aldermen must approve two readings of the ordinance to become effective. Rule 5, *Agendas*, of the Board's adopted Rules of Order, states "*The first reading of an ordinance will be read on the action agenda and the second and final reading will be read the next subsequent meeting on the consent agenda, unless the item is a time-sensitive matter in which it may be approved during the same meeting.*"

#### SUGGESTED MOTION:

I move to approve Bill No. 3229, an ordinance approving an application for a conditional use permit to allow a Lodging – Short-Term Rental use at 500 East Street in Parkville, Missouri, subject to conditions recommended by the Planning and Zoning Commission, on second reading to become Ordinance No. \_\_\_\_.

#### ATTACHMENTS:

1. Ordinance
2. Application
3. Subject Property Area Map
4. Ordinance No. 3131
5. Staff Analysis



**AN ORDINANCE APPROVING AN APPLICATION FOR CONDITIONAL USE PERMIT TO ALLOW A LODGING – SHORT-TERM RENTAL USE AT 500 EAST STREET**

WHEREAS, on September 7, 2021, the Board of Aldermen adopted Ordinance No. 3087 creating provisions and guidelines for short-term residential dwelling rentals; and

WHEREAS, on October 4, 2022, the Board of Aldermen adopted Ordinance No. 3142 amending existing provisions and guidelines for short-term residential dwelling rentals; and

WHEREAS, on June 7, 2022, the Board of Aldermen adopted Ordinance No. 3131 approving a Conditional Use Permit to allow a short-term rental use at 500 East St. in Parkville, Missouri (Case No. PZ 2022-13), effective for six months and other conditions; and

WHEREAS, the six-month time period has expired and applicant Annette Lou Hagen would like a continuation of a *Lodging – Short-Term Rental* use at 500 East St. in Parkville, Missouri; and

WHEREAS, applicant Annette Lou Hagen submitted an Application for Conditional Use Permit to allow a *Lodging – Short-Term Rental* use at 500 East St. in Parkville, Missouri (Case No. PZ 2022-40), and is requesting a variance or exception for not occupying the property as her full-time primary residence; and

WHEREAS, the subject property is one parcel (Platte County parcel no. 20-7.0-35-100-026-003.000), containing 0.15 acres, more or less, and is generally located at the northwest corner of the intersection of Missouri Hwy 9 and E 5<sup>th</sup> St; and

WHEREAS, notice of a public hearing to be held before the Planning and Zoning Commission was published, mailed and posted in accordance with Parkville Municipal Code Title IV – Development Code, Section 403.010; and

WHEREAS, City staff reviewed the application according to Parkville Municipal Code Title IV – Development Code, Section 403.050 and determined their findings and conclusions; and

WHEREAS, on December 13, 2022, the Parkville Planning and Zoning Commission held a public hearing to consider the Application for Conditional Use Permit and recommended approval of the application by a vote of 7 to 0 with one abstention, subject to conditions; and

WHEREAS, the Board of Aldermen concurs with staff's conclusions and the recommendation by the Planning and Zoning Commission.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PARKVILLE, MISSOURI, AS FOLLOWS:

**SECTION 1.** The Application for a Conditional Use Permit to allow a *Lodging – Short-Term Rental* use at 500 East Street (Case No. PZ 2022-40) is hereby approved, subject to conditions:

- The Lodging – Short-Term Rental use shall be restricted to one of the four dwelling units.

**SECTION 2.** The Conditional Use Permit shall be reviewed and renewed administratively by staff on an annual basis, provided all Lodging – Short-term Rental requirements are still

adhered to, and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit.

SECTION 3. This ordinance shall be effective immediately upon its passage.

PASSED and APPROVED this 17<sup>th</sup> day of January 2023.

---

Mayor Dean Katerndahl

ATTESTED:

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City Clerk Melissa McChesney

Application #: PZ 2022-40Date Submitted: 11-11-22Public Hearing: 12-13-22

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: Annette HagenAddress: 500 EAST STREETCity, State: Parkville, Mo, 64152Phone: 816-536-5336 Fax: \_\_\_\_\_E-mail: ahagen1003@gmail.com**Engineer/Surveyor(s) preparing plans & legal desc.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

Name: \_\_\_\_\_

Address: Same

City, State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Contact Person, if different from applicant(s)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

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)** Annette Hagen Date: 11-12-22**Property Owner's Signature (Required)** Annette Hagen Date: 11-12-22**2. Proposed Conditional Use (see also Checklist of required submittals)**Proposed use: Airbnb (Short Term Rental) Requested length of permit \_\_\_\_\_

Description: \_\_\_\_\_

Proposed days and hours of operation: \_\_\_\_\_

**3. Property Information (see also Checklist of required submittals)**Property address / general location: 500 East Street, Parkville, Mo. 64152

Parcel ID Number: \_\_\_\_\_

Zoning: R-4 Mixed-Density ResidentialPresent use of the property: Airbnb

Length of use (or vacancy): \_\_\_\_\_

**4. Neighboring land uses and zoning**

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

Existing Land UseExisting Zoning

North:

North:

South:

South:

East:

East:

West:

West:

Attach a narrative addressing:

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.
2. Compliance of any proposed development with the requirements of this code.
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.
4. 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. *send \$300 Fee*
- ☐ 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 Only**Application accepted as complete by: Stephen Lahty, Community Development Director 11-11-22  
Name/Title Date

Application fee payment: Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

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: \_\_\_\_\_



# Subject Property Area Map



**AN ORDINANCE APPROVING AN APPLICATION FOR CONDITIONAL USE PERMIT TO ALLOW A LODGING – SHORT-TERM RENTAL USE AT 500 EAST STREET**

WHEREAS, the growth of third-party short-term residential dwelling rental (RDR) platforms such as Airbnb, HomeAway and VRBO (Vacation Rentals by Owner) has led to a variety of impacts on host communities and have increasingly been the subject of new regulations by cities; and

WHEREAS, per the request of the Board of Aldermen, staff explored adopting regulations for short-term RDRs in Parkville by researching issues raised including City permitting, Homeowner Association (HOA) regulations, time duration, guest policies, on-site regulation, and enforcement; and

WHEREAS, on between 2019 and 2021 the City of Parkville held a total of nine meetings / public forums — a special workshop, two public hearings at regular meetings of the Planning and Zoning Commission, and six regular meetings of the Board of Aldermen — to discuss provisions for short-term RDRs and codifying such standards; and

WHEREAS, on September 7, 2021 the Board of Aldermen adopted Ordinance No. 3087 creating provisions and guidelines for short-term residential dwelling rentals; and

WHEREAS, applicant Annette Hagen submitted an Application for Conditional Use permit to allow a *Lodging – Short-Term Rental* use at 500 East St. in Parkville, Missouri (Case No. PZ 2022-13); and

WHEREAS, the subject property contains one parcel (Platte County parcel no. 20-7.0-35-100-026-003.000) containing 0.15 acres, more or less, is generally located at the northwest corner of the intersection of Missouri Hwy 9 and E 5<sup>th</sup> St.; and the owner has been successfully operating an Airbnb short-term RDR use at this location for some time, and would like to be compliant with City of Parkville regulations via approval of an Application for Conditional Use Permit; and

WHEREAS, Parkville Municipal Code Section 405.050 permits *Lodging – Short-Term Rental* uses via the conditional use permit process outlined in Section 403.050; and

WHEREAS, notice of a public hearing to be held before the Planning and Zoning Commission was published, mailed and posted in accordance with Parkville Municipal Code Title IV – Development Code, Section 403.010; and

WHEREAS, City staff reviewed the application according to Parkville Municipal Code Title IV – Development Code, Section 403.050 and determined their findings and conclusions; and

WHEREAS, on May 10, 2022, the Parkville Planning and Zoning Commission held a public hearing to consider the Application for Conditional Use Permit and recommended approval of the application by a vote of 5 to 0, subject to conditions; and

WHEREAS, the Board of Aldermen concurs with staff's conclusions and the recommendation by the Planning and Zoning Commission.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PARKVILLE, MISSOURI, AS FOLLOWS:

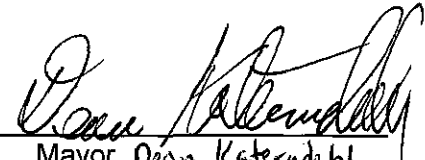
SECTION 1. The Application for a Conditional Use Permit to allow a *Lodging – Short-Term Rental* use at 500 East St. in Parkville, Missouri (Case No. PZ 2022-13) is hereby approved, subject to conditions:

- The Lodging – Short-Term Rental use shall be restricted to one of the four dwelling units.

SECTION 2. The Conditional Use Permit shall be effective for six months from the effective date.

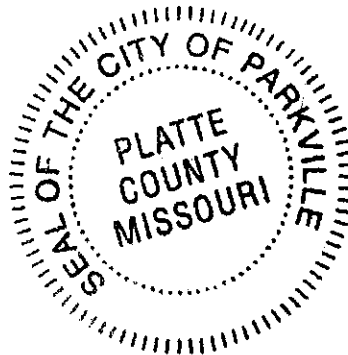
SECTION 3. This ordinance shall be effective immediately upon its passage.

PASSED and APPROVED this 7<sup>th</sup> day of June 2022.

  
Mayor Dean Katerndahl

ATTESTED:

  
City Clerk Melissa McChesney





## Staff Analysis

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Agenda Item:</u>  | <b>5.B</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <u>Proposal:</u>     | An application for a Conditional Use Permit (CUP) to allow a <i>Lodging – Short-Term Rental</i> use at 500 East St. in Parkville, MO, in the “R-4” Mixed-Density Residential District on parcel no. 20-7.0-35-100-026-003.000 (0.15 acres, more or less), generally located at the northwest corner of the intersection of Missouri Hwy 9 and E 5 <sup>th</sup> St.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <u>Case No:</u>      | PZ 2022-40                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <u>Applicant:</u>    | Annette Lou Hagen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <u>Owners:</u>       | Annette Lou Hagen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <u>Location</u>      | 500 East St.; generally located at the northwest corner of the intersection of Missouri Hwy 9 and E 5 <sup>th</sup> St.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <u>Zoning:</u>       | “R-4” Mixed-Density Residential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <u>Parcel #:</u>     | #20-7.0-35-100-026-003.000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <u>Exhibits:</u>     | <ul style="list-style-type: none"><li>A. This Staff Analysis</li><li>B. Application for Conditional Use Permit</li><li>C. Subject Area Property Map</li><li>D. Ordinance No. 3129 – An ordinance approving an Application for Conditional Use Permit to allow a short-term rental use at 500 East Street.</li><li>E. Additional exhibits as may be presented at the public hearing</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <u>By Reference:</u> | <ul style="list-style-type: none"><li>A. Parkville Municipal Code, Title IV – Development Code in its entirety (<a href="http://parkvillemo.gov/download/ZoningCodeUpdate_FinalDraft.pdf">http://parkvillemo.gov/download/ZoningCodeUpdate_FinalDraft.pdf</a>)<ul style="list-style-type: none"><li>1. Section 403.050 Conditional Use Permit</li><li>2. Section 405.050 Conditional Uses</li><li>3. Parkville Master Plan (<a href="http://parkvillemo.gov/departments/community-development-department/master-plan/">http://parkvillemo.gov/departments/community-development-department/master-plan/</a>)</li><li>4. Ordinance No. 3087 (adopted September 7, 2021) – An ordinance amending Parkville Municipal Code, Sections 402.010, 405.020 and 405.040 to create provisions and guidelines for short-term residential dwelling rentals.</li><li>5. Ordinance No. 3142 (adopted October 4, 2022) – An ordinance amending Parkville Municipal Code, Section 405.040, Subsection</li></ul></li></ul> |



- K. amending the existing provisions and guidelines for short-term residential dwelling rentals.
6. Notice of Public Hearing mailed certified mail to owners within 185 ft. of the subject property
7. Hearing notice published in The Platte County Citizen newspaper on November 23, 2022.
8. Summary of Public Hearing posted on Parkville City webpage (<http://parkvillemo.gov/public-hearings/>)
9. Hearing notice published on the Parkville City webpage (<http://parkvillemo.gov/government/public-hearings/>)

#### Comments

Received: The Community Development Department did not receive any public comments prior to the completion of this staff analysis report.

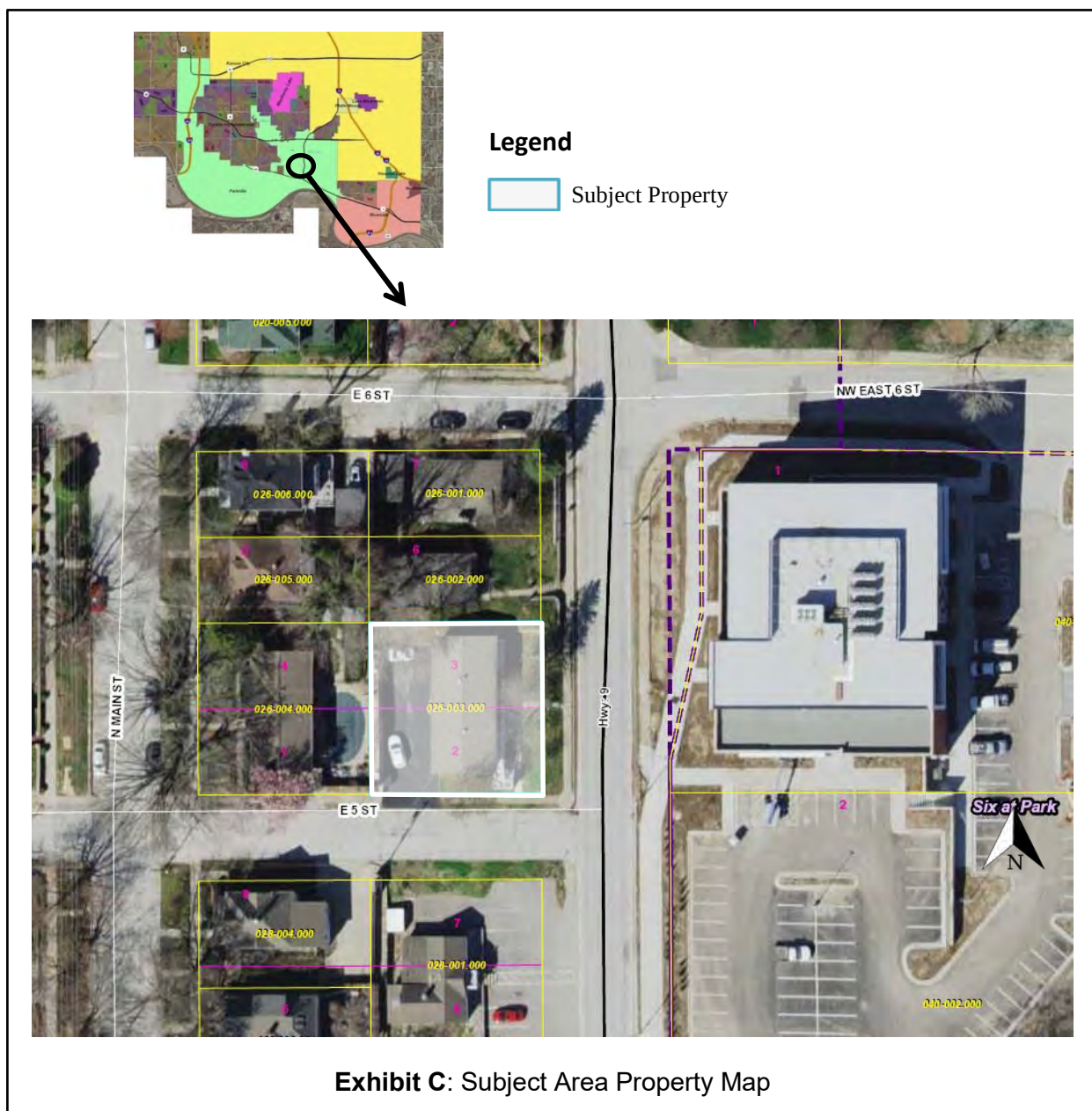
#### **Background**

Growth of third-party short-term residential dwelling rental (RDR) platforms such as Airbnb, HomeAway and VRBO (Vacation Rentals by Owner) has led to a variety of impacts on host communities and have increasingly been the subject of new regulations by cities. On September 7, 2021 the Board of Aldermen adopted Ordinance No. 3087 creating provisions and guidelines for short-term residential dwelling rentals (see Exhibit C by Reference); and on October 4, 2022 the Board of Aldermen adopted Ordinance No. 3142 amending existing provisions and guidelines for short-term residential dwelling rentals (see Exhibit D by Reference). In summary, these provisions:

1. Limit the total number of short-term RDRs to no more than four per Ward district.
2. Restrict the number of short-term RDRs to one dwelling unit per property.
3. Require owners occupy short-term RDR properties as their full-time primary residence.
4. Require short-term RDR properties have at least one dedicated parking space on-site on the subject property (shall NOT include on-street parking in public right-of-way).
5. 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.**

## Overview

On June 7, 2022 the Board of Aldermen adopted Ordinance No. 3131 approving a conditional use permit to allow a short-term rental use at 500 East St. in Parkville, Missouri (Case No. PZ 2022-13), effective for six months and other conditions (see Exhibit E). The subject property is one parcel (Platte County parcel no. 20-7.0-35-100-026-003.000), containing 0.15 acres, more or less, zoned "R-4" Mixed-Density Residential, and contains a four-plex dwelling unit (8 bedrooms) with private parking for six motor vehicles as well as public parking along W 5<sup>th</sup> St.). The property is generally located at the northwest corner of the intersection of Missouri Hwy 9 and E 5<sup>th</sup> St.



Because the six-month time period for the conditional use permit expired on December 7<sup>th</sup>, applicant Annette Hagen would like a continuation of her *Lodging – Short-Term Rental* use at 500 East St. However, the applicant has to request a variance or exception for the following standard:

- 1. Not occupying the property as her full-time primary residence.**
- 2. Not having at least one dedicated parking space on-site on the subject property.**

The owner acquired the subject property in 1999 and has successfully been renting out the units via long-term leases to tenants. In November 2021 one of the tenants moved out, and the owner transitioned that unit to a short-term RDR use. Staff has not received any complaints to-date regarding operation of the current Airbnb use.

### **CUP Matters for Consideration**

Per Parkville Municipal Code, Title IV, Section 405.040, a number of standards shall apply to short-term rentals in residential zoning districts; and 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 outlined in 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.

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. Per these requirements, notice of the public hearing has been published in a newspaper in general circulation in the City, The Platte County Citizen newspaper on November 23, 2022; a sign announcing the time, place and nature of the public hearing was placed on the subject property within view from public right of way; and mailed notice via certified mail was provided to all property owners within 185 ft. of the subject properties. As of the date of the completion of this staff analysis report, the Community Development Department has not received any public comments.

### **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.**

The property is located in the "R-4" Mixed-Density Residential district. This district seeks to provide residential living in a medium-density neighborhood setting and compact, walkable character; as well as primarily detached houses and integrates a range of small-scale, civic and multi-unit building types at strategic locations. Staff finds the Application for Conditional Use Permit furthers the intent of the "R-4" district by adding to the variety of existing residential dwelling unit stock and types along East Street; and that the proposed short-term RDR use could blend in with the character of the "R-4" district.

The *Parkville 2040 Master Plan's* (adopted May 11, 2021) Future Land Use map labels the subject property as "Downtown Mixed-Use". This projected use is a special mixed-use district for downtown Parkville, and provides retail and office on first-floor and residential uses on the second or third stories; with an ideal floor-to-area ration (FAR) of 0.75 for retail / office uses, and an ideal density of 8 dwelling units per acre. The proposed short-term RDR use would be suited within an existing multi-family residential 4-plex rental units (four single-family rental units), and wouldn't conflict with the desired uses of the "Downtown Mixed-Use" future land use projection or its density ranges, other than the fact the first-floor of the building is residential uses.

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

Per Table 405-2 of the Title IV – Development Code, *Lodging – Short-Term Rental* uses are permitted in residential zoning districts, including the "R-4" Mixed-Density Residential district, via a conditional use permit via a conditional use permit enabled through the discretionary review process outlined in Section 403.050. The applicant has been successfully operating one of the four residential dwelling units as an Airbnb short-term use since November 2021, and would eventually like to transition her other units to the same use. As a result, the owner would like to be compliant with City of Parkville regulations via approval of an Application for Conditional Use Permit. No changes would be needed to the existing building in order to accommodate the proposed use.

Per Table 405-2 of the Title IV – Development Code; and Section 405.040, Subsection K., short-term RDRs can be approved administratively by staff, provided a number of provisions are met; and 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 outlined in Section 403.050. The applicant has been successfully operating an Airbnb short-term RDR use at this location for some time — on June 7, 2022 the Board of Aldermen adopted Ordinance No. 3131 approving a conditional use permit to allow a short-term rental use at 500 East St. in Parkville, Missouri (Case No. PZ 2022-13), effective for six months and other conditions.

Because the six-month time period for the conditional use permit expired on December 7<sup>th</sup>, applicant Annette Hagen would like a continuation of her *Lodging – Short-Term Rental* use at 500 East St. However, the applicant is requesting a variance or exception for the following standards:

1. Not occupying the property as her full-time primary residence.
2. Not having at least one dedicated parking space on-site on the subject property.

**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.**

When considering an Application for Conditional Use Permit, staff considers a variety of factors, including how the proposed use would impact the public health, safety and welfare. For short-term RDR uses, staff evaluates hours of operation, noise, odor, traffic/parking, and other potential negative impacts on adjacent properties.

With regard to 500 East St., the existing building meets all "R-4" lot size requirements (e.g., minimum area, width, building coverage) and building standards (e.g., front-yard



setbacks, side-yard setbacks, rear-yard setbacks, maximum height). As a result, staff doesn't foresee any issues pertaining to noise; and since the lodging itself would occur within the building, staff doesn't foresee any issues pertaining to odor. Section 408.030 Required Parking, Table 408-5: Required Parking requires 2 parking spaces per dwelling unit. The subject property has a rear parking lot that can accommodate approximately 6 motor vehicles; nevertheless, there is also 2 public parking spaces along E 5<sup>th</sup> St. directly adjacent to 500 East St. Furthermore, this doesn't account for additional public parking within 600 feet of the subject property, including the City's public parking lot at the southern end of 603 East St. which contains 16 public parking spaces (it should be noted that Section 408.030 Required Parking, Subsection C.4 allows public parking credit for any property within 600 ft. of public parking spaces; and this provision allows the reduction of 1 required space for every 2 public parking spaces available). The owner has indicated that tenants renting out the dwelling units at 500 East St. have not had any issues in terms of adequate parking available.



*View of 500 East St. (looking towards the west) from Missouri Hwy 9*





*View of private parking lot at 500 East St.*



*View of on-street public parking along W 5<sup>th</sup> St.*





*View towards public parking lot spaces at 603 East St.*

4. **The impact on the public realm, including the design and functions of streetscapes and relationships of building and site elements to the streetscape.**  
Staff finds the proposed short-term RDR use would have little-to-no impact on the public realm, specifically the design of streetscapes and site elements to the streetscape, as no changes are being proposed to the existing building itself at 500 East St. It should be noted that the Six At Park Class-A commercial office building directly across the street at 603 East St. has several *Lodging – Short-Term Rental* dwelling units available for rent.
5. **The adequacy of drainage, utilities and other public facilities.**  
Although the multi-family residential 4-plex building on the subject property was constructed in 1968, it's currently served by all required public utilities (e.g., electrical, water, sewer). There are currently no Property Maintenance Code violations on the subject property pertaining to stormwater drainage. Moreover, the Application for Conditional Use Permit does not appear to significantly impact the ability for the City or other governmental agencies to respond with public and emergency services; this includes police, fire, and the ability to maintain the peace.
6. **Compatibility with the character of the area in terms of building scale, building form, landscape and site design.**  
The character of the neighborhood surrounding the subject parcel is old town / historic residential, old town district commercial, business commercial and Park University campus. Adjacent and surrounding property parcels to the north and west are all zoned "R-4" Mixed-Density Residential, parcels to the south are zoned "OTD" Old Town



District, parcels to the east are zoned “B-2-P” General Business District, and parcels to the northeast are zoned “P-EC” Planned Educational Campus District. The existing building located on the subject property is compatible with the “R-4” building typologies and character of the area in terms of building scale, form, and landscape and site design. The proposed short-term RDR use should not negatively impact the character of the surrounding area, as their uses are generally higher-intensity commercial business uses, all of which permit *Lodging – Short-Term Rental* uses by-right without needing to obtain a conditional use permit.



*Aerial view of property parcels and their respective zoning district designations*

**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.**

In terms of hours of operation, short-term RDR uses are not restricted to specific hours of the day or days of the week, unless dictated as a conditional of approval enabled through the discretionary review process outlined in Section 403.050. The Parkville Police Department confirmed the subject property had one minor noise complaint in 2008, but there has not been any noise complaints received for the subject property since November 2021 when the owner transitioned the use of one of her units to a short-term RDR. The applicant has noted that guests will be arriving and going in similar fashion to neighboring residents. As noted in review criteria #3 above, staff doesn't foresee any issues / adverse impacts to adjacent properties pertaining to visible impacts,

audible impacts, or traffic patterns. It should be noted that the Six At Park Class-A commercial office building directly across the street at 603 East St. has several *Lodging – Short-Term Rental* dwelling units available for rent.

**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 discretionary review process outlined in Section 403.050 allows a reasonable time limit be placed on approval of the conditional use permit on a case-by-case basis. This is in order to assess the intensity and potential impacts of the use against changing conditions in the area over time. The provisions of Section 405.040, Subsection K. state that short-term RDR permits shall be reviewed and renewed by staff on an annual basis, provided all requirements of said Section are still adhered to, and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit.

As a result, staff recommends the specific length of time for the duration of the Application for Conditional Use Permit (Case No. PZ 2022-40) be one year, with the condition that staff shall review and renew the conditional use permit on an annual basis, provided all requirements of said Section are still adhered to, and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit.

**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 should not prevent development and use of neighboring properties in accordance with the applicable regulations of the Title IV – Development Code. The existing building on the subject property is compliant with both “R-4” lot size requirements (e.g., minimum area, width, building coverage) and building standards (e.g., front-yard setbacks, side-yard setbacks, rear-yard setbacks, maximum height).

**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.**

The *Parkville 2040 Master Plan* projects “Downtown Mixed-Use” future land use for the subject property an immediately adjacent properties. This projected use is a special mixed-use district for downtown Parkville, and provides retail and office on first-floor and residential uses on the second or third stories; with an ideal floor-to-area ration (FAR) of 0.75 for retail / office uses, and an ideal density of 8 dwelling units per acre. Staff finds the proposed short-term RDR use would be complimentary to the existing multi-family residential 4-plex rental units (four single-family rental units); and wouldn’t negatively impact long-range plans applicable to the site and surrounding area, including the desired vision of the “Downtown Mixed-Use” future land use or its ideal density ranges.

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

Aside from staff’s analysis and recommendations contained within the *Parkville 2040 Master Plan*, no other recommendations of professional staff or other technical reviews associated with the application are referenced.

### **Staff Conclusion and Recommendation**

Staff concludes that: With the exceptions noted above, the application meets or exceeds the minimum applicable standards and regulations; the proposed use of *Lodging – Short-Term Rental* does not conflict with the intent of any abutting districts and can be consistent with the adopted Parkville Master Plan; the proposed use can meet the requirements of the Development Code, however the Planning and Zoning Commission must evaluate the applicant's request for variance/exception based on the context of their application, function of the short-term RDR and location of the subject property area; the proposed use should not negatively impact the public realm, design and functions of streetscapes; existing drainage, utilities and other public facilities should be adequate for the proposed use; the existing building is compatible with the character of the area; hours of operation, visible and audible impacts and traffic patterns are compatible with the area; staff recommends a one-year time duration for the Application for Conditional Use Permit with staff review and renewal on an annual basis, provided all requirements of Section 405.040, Subsection K. are still adhered to, and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit; the proposed use will not prevent development and use of neighboring properties; and the long-range plans to the site and surrounding area will not be negatively impacted by the proposed use.

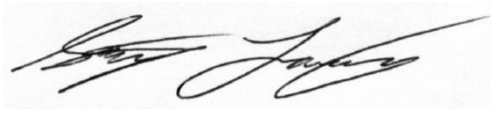
Following review, staff recommends neither approval nor denial of the Application for Conditional Use Permit for the subject property based on the merits of the application and the findings and conclusions in this report; and will defer discretion to the Planning and Zoning Commission per a roll call vote to determine if the requested variances/exceptions to provisions for short-term RDRs are appropriate given the context of the application, function of the short-term RDR and location of the subject property area.

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 December 20, 2022 for final action.

*End of Memorandum*



Stephen Lachky, AICP, CPM, CFM  
Community Development Director

11-30-2022

Date

## CITY OF PARKVILLE Policy Report

Date: December 20, 2022

Prepared By:

Stephen Lachky, Community Development  
Director

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Approve the first reading of an ordinance to approve a conditional use permit to allow a Lodging – Short-Term Rental use at 504 East Street - Case No. PZ 2022-14; William G. & Julia M. Benson, applicants (*postponed from December 20, 2022*) (Community Development)

BACKGROUND:

Growth of third-party short-term residential dwelling rental (RDR) platforms such as Airbnb, HomeAway and VRBO (Vacation Rentals by Owner) has led to a variety of impacts on host communities and have increasingly been the subject of new regulations by cities. On September 7, 2021, the Board of Aldermen adopted Ordinance No. 3087 creating provisions and guidelines for short-term residential dwelling rentals; and on October 4, 2022, the Board of Aldermen adopted Ordinance No. 3142 amending existing provisions and guidelines for short-term residential dwelling rentals. In summary, these provisions:

1. Limit the total number of short-term RDRs to no more than four per Ward district.
2. Restrict the number of short-term RDRs to one dwelling unit per property.
3. Require owners to occupy short-term RDR properties as their full-time primary residence.
4. Require short-term RDR properties have at least one dedicated parking space on-site on the subject property (shall NOT include on-street parking in public right-of-way).
5. 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.**

APPLICATION:

Applicants William G. & Julia M. Benson propose to operate a *Lodging – Short-Term Rental* use in the “R-4” Mixed-Density Residential district at 504 East Street, Parkville, Missouri 64152. The subject property contains one parcel (Platte County parcel no. 20-7.0-35-100-026-002.000) containing 0.07 acres, more or less. The property is generally located at the southwest corner of the intersection of Missouri Hwy 9 and E 6<sup>th</sup> St. The owner acquired the subject property in May 2021 and has been successfully operating an Airbnb short-term RDR use at this location since last year, and would like to be compliant with City of Parkville regulations. However, the applicant has to request a variance or exception for the following standard:

- Not occupying the property as their full-time primary residence.

- Not having at least one dedicated parking space on-site on the subject property.

The Parkville Police Department confirmed there have not been any noise complaints received about the property since May 1, 2021, when the current owner acquired the property and began use of it as a short-term RDR shortly thereafter. Staff received complaints that Airbnb tenants for this property park along W. 5<sup>th</sup> Street and do not utilize the public parking lot at 603 East Street.

#### STATUS UPDATE:

On December 20, 2022, the Board of Aldermen postponed the first reading to the January 17, 2023, meeting to give the applicant time to obtain a business license and file the guest room taxes. Since that time, the applicant contacted City staff to discuss the process of Airbnb collecting the 5% guest room tax and confirmed that he would have it registered prior to the January 17th meeting. The applicant also applied for a business license and it was approved on January 13, 2023.

#### BUDGET IMPACT:

With the exception of application and permit fees collected, there is no immediate budget impact. Long-term impacts would be realized from the collection of the 5% Tourism Tax – Guest Room Tax, which applies to short-term rental units; as well as changes in property taxes and sales taxes collected from the site and proposed development, and impacts to the same for area properties and other businesses.

#### ALTERNATIVES:

1. Adopt an ordinance approving the conditional use permit, subject to conditions recommended by the Planning and Zoning Commission
2. Adopt an ordinance approving the conditional use permit, subject to changes directed by the Board of Aldermen.
3. Postpone consideration of the item.
4. Deny the conditional use permit.

#### FINANCE COMMITTEE RECOMMENDATION:

The item was not presented to the Finance Committee, but is being taken directly to the Board of Aldermen for consideration.

#### PLANNING AND ZONING COMMISSION RECOMMENDATION:

On July 12, 2022, the Planning and Zoning Commission held a public hearing to consider the Application for Conditional Use Permit. The Commission discussed the merits of the application; consistency with the Master Plan; compliance with requirements of the Title IV – Development Code and whether additional site-specific conditions were needed to mitigate potential impacts; impact on the public realm; adequacy of utilities and other public facilities; compatibility with character of the area in terms of design, hours of operation, visible impacts, and traffic patterns; duration of use; neighboring properties; long-range plans; and the recommendations of professional staff or other technical reviews. Staff's analysis report presented to the Commission is included as Attachment 4.

Commissioner Delich questioned if there was a suitable solution to solving the trespassing and parking issues, such as installing landscaping or a fence. Commissioner Lane stated that both property owners seem amicable to first finding where their property lines are via a survey, and then determining a suitable solution. Brad Stanton (Planner) recommended the solution be determined

and implemented prior to the application being considered by the Board of Aldermen. Rich Wood (City Attorney) added that in this situation, it might take three months for the construction of a fence prior to the application going before the Board of Aldermen. Following discussion, the Commission voted (5-1) to recommend approval of the Application for Conditional Use Permit, subject to conditions:

- Approval contingent upon a mutually agreeable privacy fence or other dividing structure  $\frac{3}{4}$  amendable to both parties  $\frac{3}{4}$  be agreed to, prior to consideration of the application by the Board of Aldermen.

Since the Planning and Zoning Commission's recommendation at their July 12, 2022, regular meeting, the applicant has reached out to several local surveyors; however, due to prior assignments and commitments, all were backlogged at least three months. Additionally, during this time, Annette Hagen (owner of adjacent property at 500 East St.) stated she prefers not to have a privacy fence serve as a barrier between her and Bill Benson's property at 504 East Street. Instead, Annette believes additional language and clarity on Bill Benson's online listing can prevent trespassing and parking on her property. Bill stated that he is open to doing whatever Annette would prefer, so he is holding off on constructing a fence.

#### STAFF RECOMMENDATION:

Staff recommends the Board of Aldermen approve the first reading of an ordinance approving an application for a conditional use permit to allow a *Lodging – Short-Term Rental* use at 504 East Street, subject to the following conditions below, on first reading and postpone the second reading to February 7, 2023:

- The Conditional Use Permit shall be reviewed and renewed administratively by staff on an annual basis, provided all Lodging – Short-term Rental requirements are still adhered to, and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit.

#### POLICY:

Per Parkville Municipal Code Section 405.050, a number of standards shall apply to short-term rentals in residential zoning districts; and 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 outlined in Section 403.050.

The Board of Aldermen must approve two readings of the ordinance to become effective. Rule 5, *Agendas*, of the Board's adopted Rules of Order, states "*The first reading of an ordinance will be read on the action agenda and the second and final reading will be read the next subsequent meeting on the consent agenda, unless the item is a time-sensitive matter in which it may be approved during the same meeting.*"

#### SUGGESTED MOTION:

I move to approve Bill No. 3230, an ordinance approving an application for a conditional use permit to allow a Lodging – Short-Term Rental use at 504 East Street in Parkville, Missouri, subject to conditions recommended by the Planning and Zoning Commission, on first reading and postpone the second reading to February 7, 2023.

#### ATTACHMENTS:

1. Ordinance
2. Application
3. Narrative
4. Subject Property Area Map
5. Photos
6. Staff Analysis



**AN ORDINANCE APPROVING AN APPLICATION FOR CONDITIONAL USE PERMIT TO ALLOW A LODGING – SHORT-TERM RENTAL USE AT 504 EAST STREET**

WHEREAS, on September 7, 2021, the Board of Aldermen adopted Ordinance No. 3087 creating provisions and guidelines for short-term residential dwelling rentals; and

WHEREAS, on October 4, 2022, the Board of Aldermen adopted Ordinance No. 3142 amending existing provisions and guidelines for short-term residential dwelling rentals; and

WHEREAS, applicants William G. & Julie M. Benson submitted an Application for Conditional Use Permit to allow a *Lodging – Short-Term Rental* use at 504 East St. in Parkville, Missouri (Case No. PZ 2022-14), and are requesting a variance or exception for 1) not occupying the property as their full-time primary residence; and 2) not having at least one dedicated parking space on-site on the subject property; and

WHEREAS, the subject property is one parcel (Platte County parcel no. 20-7.0-35-100-026-002.000), containing 0.07 acres, more or less, and is generally located at the southwest corner of the intersection of Missouri Hwy 9 and E 6<sup>th</sup> St.; and

WHEREAS, notice of a public hearing to be held before the Planning and Zoning Commission was published, mailed and posted in accordance with Parkville Municipal Code Title IV – Development Code, Section 403.010; and

WHEREAS, City staff reviewed the application according to Parkville Municipal Code Title IV – Development Code, Section 403.050 and determined their findings and conclusions; and

WHEREAS, on July 12, 2022, the Parkville Planning and Zoning Commission held a public hearing to consider the Application for Conditional Use Permit and recommended approval of the application by a vote of 5 to 1, subject to conditions; and

WHEREAS, the Board of Aldermen concurs with staff's conclusions and believes the recommendation by the Planning and Zoning Commission has been met.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PARKVILLE, MISSOURI, AS FOLLOWS:

SECTION 1. The Application for a Conditional Use Permit to allow a *Lodging – Short-Term Rental* use at 504 East Street in Parkville, Missouri (Case No. PZ 2022-14) is hereby approved.

SECTION 2. The Conditional Use Permit shall be reviewed and renewed administratively by staff on an annual basis, provided all Lodging – Short-term Rental requirements are still adhered to, and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit.

SECTION 3. This ordinance shall be effective immediately upon its passage.

PASSED and APPROVED this 17<sup>th</sup> day of January 2023.

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Mayor Dean Katerndahl

ATTESTED:

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City Clerk Melissa McChesney



Application #: PZ 2022-14  
Date Submitted: 5/27/2022  
Public Hearing: 7/12/2022  
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: William Benson  
Address: 6204 NW 104th Street  
City, State: Kansas City, MO  
Phone: 377-1978 Fax: \_\_\_\_\_  
E-mail: benson.bill@gmail.com

#### 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: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

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) [Signature] Date: 5/27/2022

Property Owner's Signature (Required) [Signature] Date: 5/27/2022

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

Proposed use: Short Term Rental Requested length of permit in perpetuity  
Description: Airbnb  
Proposed days and hours of operation: 24/7

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

Property address / general location: 504 East Street, Parkville, MO 64152  
Parcel ID Number: \_\_\_\_\_ Zoning: R3  
Present use of the property: Short Term Rental  
Length of use (or vacancy): Approximately 60% occupancy



**4. Neighboring land uses and zoning**

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

Existing Land UseExisting Zoning

North: Residential - Single Family Home

North: R3

South: Residential - Apartment

South: R4

East: Hwy 9

East: R4

West: Residential - Single Family Home

West: R3

**Attach a narrative addressing:**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>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.</li> <li>2. Compliance of any proposed development with the requirements of this code.</li> <li>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.</li> <li>4. The impact on the public realm, including the design and functions of streetscapes and relationships of building and site elements to the streetscape.</li> <li>5. The adequacy of drainage, utilities and other public facilities.</li> <li>6. Compatibility with the character of the area in terms of building scale, building form, landscape and site design.</li> </ol> | <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>9. How the application will not prevent development and use of the neighboring property in accordance with the applicable development regulations.</li> <li>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.</li> <li>11. Any other information relevant to the application.</li> </ol> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**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 Only**Application accepted as complete by: Stephen Lachky, Community Development Director 6/21/2022  
Name/Title Date

Application fee payment: Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

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.

Julia and I have lived in Kansas City our whole lives. We have three small children and are currently looking for a home to move to in the downtown Parkville area.

We currently own three properties in downtown Parkville. Two are at the top of 5th street and then the home at 504 East Street. Our two rental properties are lower income units where one tenant is retired and the other works at Stone Canyon. Both units are single bedroom units. These units would not be suitable for a STR and we currently have no intention to list them as a STR.

In May of last year, we purchased 504 East Street when there were only a handful of STR's in the downtown area and there was not a stand-alone home available for STR. We thought it was a perfect opportunity for us to fill a need. I reached out to the City and asked about the process to apply for a STR license and was informed that there wasn't a process yet. Our home is decorated in flowers and coffee from local downtown shops and we provide menus for the local restaurants. We promote the experience of Parkville just as much as we do the home itself.

After a very successful summer (2021) hosting guests nearly 100% of the available days, we decided that was not a good long term plan for us. We raised our rates enough to only host guests about 50% of the time. This reduces the wear and tear, lessens maintenance, and we don't spend as much time cleaning. Owning a STR is a lot of work. We are currently and by design the most expensive AirBNB in the downtown area. We strive to attract a wealthier demographic and have strict rules around not using our home for parties. To support this rule we installed Ring doorbell cameras and actively monitor how many people are coming and going.

We have heard there are parking complaints and as a property owner, I'm sympathetic to this. However, I do not feel that our property at 504 East Street contributes to the parking issues. The house is 40 years old and it's never had a driveway. Anyone who lived there would always have had to park on 5th or 6th Street.

504 East St. can only host 4 adults comfortably and virtually all of our guests fly into MCI and rent a car when they're staying. Our guests are not bringing multiple cars to Parkville. I'm in Parkville almost daily and I know which cars are new to the street. Our guests are not filling the streets with cars. I have also informed our guests that public parking is available across the street in the large parking lot. I know that several of our guests have utilized this resource for convenience on weekends when downtown gets busy.

504 East St. was a rental unit before we purchased it and if we are not allowed a STR permit, we will have to rent it again. If we rent it again, it will very likely be to two people because of the rental cost and they will surely have two cars and they will likely park on the street all the time. You can also imagine they will have friends visiting, which will further contribute to the parking problem and likely spill onto Main Street. We wholeheartedly feel that as a Short Term Rental we are providing a solution to the parking problem.



Last week a resident on Main Street submitted a complaint to the city specifically identifying our home and cars parking on 6th street. That entire week, we had no guests at the home and we actually were hosting a sleepover for our 11 yr old daughters birthday. We used the parking lot across the street that weekend because of the carnival and extra traffic downtown.

# Subject Property Area Map







Exterior photos of  
504 East St.





Interior photos of  
504 East St.





## Staff Analysis

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Agenda Item:</u>  | <b>5.A</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <u>Proposal:</u>     | An application for a Conditional Use Permit (CUP) to allow a <i>Lodging – Short-Term Rental</i> use at 504 East St. in Parkville, MO, in the “R-4” Mixed-Density Residential District on parcel no. 20-7.0-35-100-026-002.000 (0.07 acres, more or less), generally located at the southwest corner of the intersection of Missouri Hwy 9 and E 6 <sup>th</sup> St.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <u>Case No:</u>      | PZ 2022-14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <u>Applicant:</u>    | William Benson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <u>Owners:</u>       | William G. & Julia M. Benson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <u>Location</u>      | 504 East St.; generally located at the southwest corner of the intersection of Missouri Hwy 9 and E 6 <sup>th</sup> St.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <u>Zoning:</u>       | “R-4” Mixed-Density Residential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <u>Parcel #:</u>     | #20-7.0-35-100-026-002.000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <u>Exhibits:</u>     | <ul style="list-style-type: none"><li>A. This Staff Analysis</li><li>B. Application for Conditional Use Permit<ul style="list-style-type: none"><li>1. Completed application form</li><li>2. Narrative attachment</li></ul></li><li>C. Subject Area Property Map</li><li>D. Photos of subject property</li><li>E. Additional exhibits as may be presented at the public hearing</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <u>By Reference:</u> | <ul style="list-style-type: none"><li>A. Parkville Municipal Code, Title IV – Development Code in its entirety (<a href="http://parkvillemo.gov/download/ZoningCodeUpdate_FinalDraft.pdf">http://parkvillemo.gov/download/ZoningCodeUpdate_FinalDraft.pdf</a>)<ul style="list-style-type: none"><li>1. Section 403.050 Conditional Use Permit</li><li>2. Section 405.050 Conditional Uses</li></ul></li><li>B. Parkville Master Plan (<a href="http://parkvillemo.gov/departments/community-development-department/master-plan/">http://parkvillemo.gov/departments/community-development-department/master-plan/</a>)</li><li>C. Notice of Public Hearing mailed certified mail to owners within 185 ft. of the subject property</li><li>D. Hearing notice published in The Platte County Citizen newspaper on June 22, 2022.</li><li>E. Summary of Public Hearing posted on Parkville City webpage (<a href="http://parkvillemo.gov/public-hearings/">http://parkvillemo.gov/public-hearings/</a>)</li><li>F. Hearing notice published on the Parkville City webpage (<a href="http://parkvillemo.gov/government/public-hearings/">http://parkvillemo.gov/government/public-hearings/</a>)</li></ul> |

- G. Short-Term Residential Dwelling Rental presentation (dated September 10, 2019; prepared by Zackary Martin, Community Development Intern)
- H. Summary of Public Meetings, Forums and Hearings for Case No. PZ 2019-12
- I. Minutes and video recording of the August 17, 2021 regular meeting of the Board of Aldermen (<https://vimeo.com/588633645>)
- J. Ordinance No. 3087 (adopted September 7, 2021) – An ordinance amending Parkville Municipal Code, Sections 402.010, 405.020 and 405.040 to create provisions and guidelines for short-term residential dwelling rentals.

### Comments

Received: The Community Development Department did not receive any public comments prior to the completion of this staff analysis report.

### **Background**

Growth of third-party short-term residential dwelling rental (RDR) platforms such as Airbnb, HomeAway and VRBO (Vacation Rentals by Owner) has led to a variety of impacts on host communities and have increasingly been the subject of new regulations by cities. And due to the increased popularity of RDRs across the United States, the topic of how to regulate them was discussed at various City Commission and Board of Aldermen meetings over the years. In 2019, the Board of Aldermen requested that City staff research and explore adoption of short-term RDR regulation in Parkville.

On September 10, 2019 the Planning and Zoning Commission held a special workshop to discuss short-term RDRs, state and local provisions, and communities in the metropolitan region who've enacted RDR regulations. Based on feedback provided by the Commission, staff proposed a text amendment to 1) create provisions for short-term RDRs; 2) create a use for *Lodging — Short-Term Rental* in our Title IV – Development Code; and 3) codify additional standards (e.g., Application for Conditional Use Permit requirements, on site-regulations). The proposed text amendment was then formally taken before the City's Planning and Zoning Commission and Board of Aldermen for adoption, and the following meetings / public forums were held to discuss the matter:

- November 12, 2019 – regular meeting of the Planning and Zoning Commission
- December 16, 2019 – regular meeting of the Planning and Zoning Commission
- January 7, 2020 – regular meeting of the Board of Aldermen
- February 4, 2020 – regular meeting of the Board of Aldermen
- March 3, 2020 – regular meeting of the Board of Aldermen
- March 17, 2020 – regular meeting of the Board of Aldermen
- August 17, 2021 – regular meeting of the Board of Aldermen
- September 7, 2021 – regular meeting of the Board of Aldermen

On September 7, 2021 the Board of Aldermen adopted Ordinance No. 3087 creating provisions and guidelines for short-term residential dwelling rentals (see Exhibit J by Reference).



## Overview

The applicant proposes to operate a *Lodging – Short-Term Rental* use in the “R-4” Mixed-Density Residential district at 504 East St., Parkville, MO 64152. The subject property contains one parcel (Platte County parcel no. 20-7.0-35-100-026-002.000) containing 0.07 acres, more or less. The property is generally located at the southwest corner of the intersection of Missouri Hwy 9 and E 6<sup>th</sup> St. The owner acquired the subject property in May 2021 and has successfully been operating an Airbnb short-term RDR use at this location since last year, and would like to be compliant with the City of Parkville regulations via approval of an Application for Conditional Use Permit.

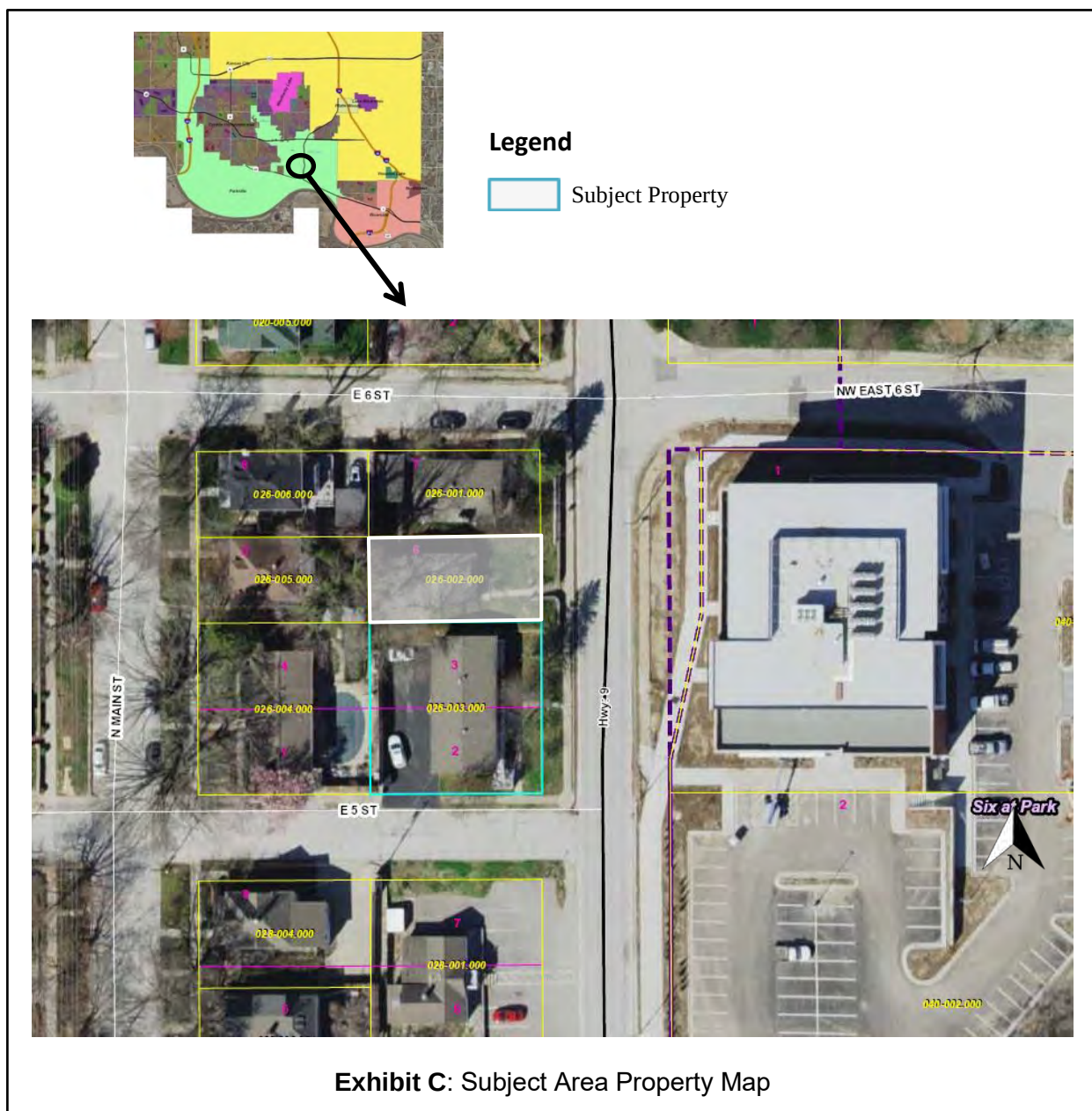


Table 405-2 of the Development Code notes that *Lodging – Short-Term Rental* is a Conditional Use in the “R-4” Mixed-Density Residential district subject to the discretionary review process



detailed in Section 403.050 of the Development Code. The application seeks to comply with the provisions adopted on September 7, 2021 via Ordinance No. 3087 pertaining to the allowance of short-term RDRs in residential zoning districts.

### **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. Table 405-2 lists *Lodging – Short-Term Rental* as a use enabled through the discretionary review process outlined in Section 403.050.

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. Per these requirements, notice of the public hearing has been published in a newspaper in general circulation in the City, The Platte County Citizen newspaper on June 22, 2022; a sign announcing the time, place and nature of the public hearing was placed on the subject property within view from public right of way; and mailed notice via certified mail was provided to all property owners within 185 ft. of the subject properties. As of the date of the completion of this staff analysis report, the Community Development Department has not received any public comments.

### **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.**

The property is located in the "R-4" Mixed-Density Residential district. This district seeks to provide residential living in a medium-density neighborhood setting and compact, walkable character; as well as primarily detached houses and integrates a range of small-scale, civic and multi-unit building types at strategic locations. Staff finds the Application for Conditional Use Permit furthers the intent of the "R-4" district by adding to the variety of existing residential dwelling unit stock and types along East Street; and that the proposed short-term RDR use could blend in with the character of the "R-4" district.

The *Parkville 2040 Master Plan's* (adopted May 11, 2021) Future Land Use map labels the subject property as "Downtown Mixed-Use". This projected use is a special mixed-use district for downtown Parkville, and provides retail and office on first-floor and residential uses on the second or third stories; with an ideal floor-to-area ration (FAR) of 0.75 for retail / office uses, and an ideal density of 8 dwelling units per acre. The proposed short-term RDR use would be suited to an existing single-family residential detached dwelling unit, and wouldn't conflict with the desired uses of the "Downtown Mixed-Use" future land use projection or its density ranges.

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

Per Table 405-2 of the Title IV – Development Code, *Lodging – Short-Term Rental* uses are permitted in residential zoning districts, including the “R-4” Mixed-Density Residential district, via a conditional use permit via a conditional use permit enabled through the discretionary review process outlined in Section 403.050. The applicant has been successfully operating an Airbnb short-term RDR use at this location since mid-2021 and would like to be compliant with City of Parkville regulations via approval of an Application for Conditional Use Permit. No changes would be needed to the existing building in order to accommodate the proposed use.

**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.**

When considering an Application for Conditional Use Permit, staff considers a variety of factors, including how the proposed use would impact the public health, safety and welfare. For short-term RDR uses, staff evaluates hours of operation, noise, odor, traffic/parking, and other potential negative impacts on adjacent properties.

With regard to 504 East St., the existing building is currently legally-nonconforming to both the “R-4” lot size requirements (e.g., minimum area, width, building coverage) as it’s a 40 ft. by 80 ft. lot; and building standards (e.g., front-yard setbacks, side-yard setbacks, rear-yard setbacks, maximum height) as the rear-yard setback is currently 10 ft., whereas the “R-4” district requires a 25 ft. rear-yard setback. The Title IV – Development Code defines “nonconforming structures” as, *Structures that were legally constructed prior to the adoption or amendment of this code, but which could not be constructed under the current terms of this Code and may continue to exist subject to the following:*

- 1. Rehabilitation or expansion of the structure that increases the degree of non-conformity is prohibited. Other rehabilitation or expansions may occur, provided that they comply with all other requirements of this code, are not detrimental to the purposes, intent and objectives of the standards, and do not negatively impact development in conformance with this code on adjacent property.*
- 2. If destroyed by fire, natural disaster, accident, or any other cause by less than fifty percent (50%) of its fair market value, the structure may be restored to its original condition if the restoration is started within one (1) year. If destroyed by fifty percent (50%) or more of the fair market value, or if not restored within one (1) year, then the right to maintain the non-conformance shall terminate.*
- 3. If the structure is determined obsolete or substandard by virtue of any applicable code beyond this Title, and the cost of improvement or restoration is fifty percent (50%) or more of the fair market value of the structure, then the right to maintain the non-conformance shall terminate.*

It should be noted that ALL detached single-family homes the 5<sup>th</sup> block of East St. and Main St. — as well as dozens of residential properties throughout the Old Town Residential neighborhoods north of the downtown — are currently legally nonconforming, as many of these lots were platted in the late 1800s a grid-like fashion as 40 ft. X 80 ft. lots (3,200 sq. ft.). For reference, the smallest configuration of lot size area permitted in the “R-4” district is 3,500 sq. ft.; and the subject property of 504 East St. is a 40 ft. X 80 ft. lot (3,200 sq. ft.). It should be noted that the existing building was constructed in 1977.

While the existing building on the property meets the “R-4” district’s front-yard setback standards and 5 ft. side-yard setback standards, it does not meet the 25 ft. rear-yard setback standard. Despite this, staff doesn’t foresee any issues pertaining to noise; and since the lodging itself would occur within the building, staff doesn’t foresee any issues pertaining to odor. Section 408.030 Required Parking, Table 408-5: Required Parking requires 2 parking spaces per dwelling unit. It should be noted that the subject property fronts East Street / Missouri Highway 9 and does not contain any private driveway, alleyway or parking garage. As a result, occupants have always had to utilize public parking along Main St. or 5<sup>th</sup> St. nonetheless, this doesn’t account for additional public parking within 600 feet of the subject property — including the City’s public parking lot at the southern end of 603 East St. — which contains 16 public parking spaces (it should be noted that Section 408.030 Required Parking, Subsection C.4 allows public parking credit for any property within 600 ft. of public parking spaces; and this provision allows the reduction of 1 required space for every 2 public parking spaces available). The owner indicates that Airbnb guests are encouraged to utilize the public parking lot across East St.



*View of 500 East St. (looking towards the west) from Missouri Hwy 9*





*View towards public parking lot spaces at 603 East St.*

4. **The impact on the public realm, including the design and functions of streetscapes and relationships of building and site elements to the streetscape.**  
Staff finds the proposed short-term RDR use would have little-to-no impact on the public realm, specifically the design of streetscapes and site elements to the streetscape, as no changes are being proposed to the existing building itself at 504 East St. It should be noted that the Six At Park Class-A commercial office building directly across the street at 603 East St. has several *Lodging – Short-Term Rental* dwelling units available for rent. The applicant has noted in their narrative that they only rent their property to short-term rental guests 50% of days throughout the year as this reduces the amount of wear, tear, maintenance and need to clean the property. Additionally, the rates to rent the property are higher comparatively to other Airbnb units in Parkville (see Exhibit B.1).
5. **The adequacy of drainage, utilities and other public facilities.**  
Although the single-family detached home on the subject property was constructed in 1977, it's currently served by all required public utilities (e.g., electrical, water, sewer). There are currently no Property Maintenance Code violations on the subject property pertaining to stormwater drainage. Moreover, the Application for Conditional Use Permit does not appear to significantly impact the ability for the City or other governmental agencies to respond with public and emergency services; this includes police, fire, and the ability to maintain the peace.

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

The character of the neighborhood surrounding the subject parcel is old town / historic residential, old town district commercial, business commercial and Park University campus. Adjacent and surrounding property parcels to the north and west are all zoned “R-4” Mixed-Density Residential, parcels to the south are zoned “OTD” Old Town District, parcels to the east are zoned “B-2-P” General Business District, and parcels to the northeast are zoned “P-EC” Planned Educational Campus District. As noted in review criteria #3 above, the existing building on the subject property is currently a legally non-conforming structure in terms of building scale & form with the “R-4” district’s Detached Home building typologies. However, the existing building is compatible with the character of the area in terms of landscape and site design. The proposed short-term RDR use should not negatively impact the character of the surrounding area, as their uses are generally higher-intensity commercial business uses, all of which permit *Lodging – Short-Term Rental* uses by-right without needing to obtain a conditional use permit.



*Aerial view of property parcels and their respective zoning district designations*

**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.**

In terms of hours of operation, short-term RDR uses are not restricted to specific hours of the day or days of the week, unless dictated as a conditional of approval enabled through the discretionary review process outlined in Section 403.050. The Parkville Police Department confirmed there has not been any noise complaints received for the property since May 1, 2021 when the current owner acquired the property and began use of it as a short-term RDR shortly thereafter. The applicant notes the majority of guests arrive from out of town into the Kansas City International Airport, and typically travel together to the Airbnb unit via a single rental car / motor vehicle. As noted in review criteria #3 above, staff doesn't foresee any issues / adverse impacts to adjacent properties pertaining to visible impacts, audible impacts, or traffic patterns. The applicant monitors security of the property via installed Ring doorbell cameras. It should be noted that the Six At Park Class-A commercial office building directly across the street at 603 East St. has several *Lodging – Short-Term Rental* dwelling units available for rent; and the immediately adjacent property to the south (500 East St.) has one of their four *Lodging – Short-Term Rental* dwelling units available for a short-term rental, which was approved recently via a Conditional Use Permit.

**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 discretionary review process outlined in Section 403.050 allows a reasonable time limit be placed on approval of the conditional use permit on a case-by-case basis. This is in order to assess the intensity and potential impacts of the use against changing conditions in the area over time. In line with previous Applications for Conditional Use Permit for short-term RDR uses, staff recommends the length of the permit be six months in order to allow staff time to research additional regulations per the request of the Board of Aldermen. Nonetheless, staff is also open to the opinion and input from the Planning and Zoning Commission on this matter. In the past, common Conditional Use Permit time limitations have included 5 years, 10 years, 15 years and 20 years.

**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 should not prevent development and use of neighboring properties in accordance with the applicable regulations of the Title IV – Development Code. While the existing building on the subject property is legally non-conforming in terms of the “R-4” minimum lot size requirements and “R-4” rear-yard setback building standards, it's compliant with the front-yard and side-yard setback standards. See review criteria #3 above for more detail.

**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.**

The *Parkville 2040 Master Plan* projects “Downtown Mixed-Use” future land use for the subject property and immediately adjacent properties. This projected use is a special mixed-use district for downtown Parkville, and provides retail and office on first-floor and residential uses on the second or third stories; with an ideal floor-to-area ration (FAR) of 0.75 for retail / office uses, and an ideal density of 8 dwelling units per acre. Staff finds the proposed short-term RDR use would be complimentary to the existing detached single-family homes and multi-family residential building on the 5<sup>th</sup> block of East St. and Main St.; and wouldn't negatively impact long-range plans applicable to the site and



surrounding area, including the desired vision of the “Downtown Mixed-Use” future land use or its ideal density ranges.

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

Aside from staff's analysis and recommendations contained within the *Parkville 2040 Master Plan*, no other recommendations of professional staff or other technical reviews associated with the application are referenced.

**Staff Conclusion and Recommendation**

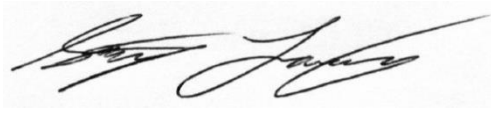
Staff concludes that: With the exceptions noted above, the application meets or exceeds the minimum applicable standards and regulations; the proposed use of *Lodging – Short-Term Rental* does not conflict with the intent of any abutting districts and can be consistent with the adopted Parkville Master Plan; the proposed use can meet the requirements of the Development Code; the proposed use should not negatively impact the public realm, design and functions of streetscapes; existing drainage, utilities and other public facilities should be adequate for the proposed use; the existing building is compatible with the character of the area; hours of operation, visible and audible impacts and traffic patterns are compatible with the area; staff recommends the time duration of the Application for Conditional Use Permit be six months in length, but staff is open to the opinion and input of the Planning and Zoning Commission on the matter; the proposed use will not prevent development and use of neighboring properties; and the long-range plans to the site and surrounding area will not be negatively impacted by the proposed use.

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. 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 July 19, 2022 for final action.

*End of Memorandum*



Stephen Lachky, AICP, CPM, CFM  
Community Development Director

06-05-2022

Date

## CITY OF PARKVILLE Policy Report

Date: January 11, 2023

Prepared By:

Stephen Lachky, Community Development  
Director

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Approve the first reading of an ordinance to approve a conditional use permit to allow a Lodging - Short-Term Rental use at 107 W. 12th Street - Case No. PZ 2022-42; Greenfield Enterprises, LLC, applicant (Community Development)

BACKGROUND:

Growth of third-party short-term residential dwelling rental (RDR) platforms such as Airbnb, HomeAway and VRBO (Vacation Rentals by Owner) has led to a variety of impacts on host communities and have increasingly been the subject of new regulations by cities. On September 7, 2021, the Board of Aldermen adopted Ordinance No. 3087 creating provisions and guidelines for short-term residential dwelling rentals and on October 4, 2022, the Board of Aldermen adopted Ordinance No. 3142 amending existing provisions and guidelines for short-term residential dwelling rentals. In summary, these provisions:

1. Limit the total number of short-term RDRs to no more than four per Ward district.
2. Restrict the number of short-term RDRs to one dwelling unit per property.
3. Require owners occupy short-term RDR properties as their full-time primary residence.
4. Require short-term RDR properties have at least one dedicated parking space on-site on the subject property (shall NOT include on-street parking in public right-of-way).
5. 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.**

APPLICATION:

Applicants Heather and Troy Greenfield (Greenfield Enterprises, LLC) propose to operate a *Lodging – Short-Term Rental* use in the “R-4” Mixed-Density Residential district at 107 W 12<sup>th</sup> Street. The subject property contains one parcel (Platte County parcel no. 20-7.0-35-100-004-011.000) containing 0.07 acres, more or less. The property is generally located near the southwest corner of the intersection of W 12<sup>th</sup> Street and NW Elm Street. The owner has been successfully operating an Airbnb short-term RDR use at this location since July 2021 and would like to be compliant with City regulations. However, the applicant has to request a variance or exception for the following standards:

1. Not occupying the property as their full-time primary residence.

2. The total number of short-term rentals in residential districts being more than four per Ward district.

Staff has not received any complaints about this property to-date. The City has currently received a total of five applications for Conditional Use Permit to operate short-term RDR uses in Ward 1 and staff received said applications in the following order:

1. 804 Main St. (applicant Taryn Byron)
2. 500 East St. (applicant Annette Hagen)
3. 504 East St. (applicants William and Julia Benson)
4. 107 W 12<sup>th</sup> St. (applicants Troy and Heather Greenfield)
5. 826 East St. (applicants Troy and Heather Greenfield)

That said, should the Board of Aldermen approve conditional use permits for the first three applications, only one more short-term RDR would be allowed per Section 405.040, Subsection K. In this scenario, Troy and Heather Greenfield (Greenfield Enterprises, LLC) would either have to decide which property they prefer to operate as a short-term RDR (as the maximum allowed is four per Ward district) or have the Board of Aldermen approve a variance or exception to allow five short-term RDRs in Ward 1.

#### PUBLIC COMMENTS:

Staff did not receive any public comments on this application prior to the December 13, 2022, regular meeting of the Planning and Zoning Commission. A public hearing was held at the December 13, 2022, meeting of the Planning and Zoning Commission and no members of the public spoke.

#### STATUS UPDATE

The applicant has neither applied for a business license nor remitted guest room tax revenues to the City.

#### BUDGET IMPACT:

With the exception of application and permit fees collected, there is no immediate budget impact. Long-term impacts would be realized from the collection of the 5% Tourism Tax – Guest Room Tax, which applies to short-term rental units; as well as changes in property taxes and sales taxes collected from the site and proposed development, and impacts to the same for area properties and other businesses.

#### ALTERNATIVES:

1. Adopt an ordinance approving the conditional use permit, subject to conditions recommended by the Planning and Zoning Commission
2. Adopt an ordinance approving the conditional use permit, subject to changes directed by the Board of Aldermen.
3. Postpone consideration of the item.
4. Deny the conditional use permit.

#### FINANCE COMMITTEE RECOMMENDATION:

The item was not presented to the Finance Committee, but is being taken directly to the Board of Aldermen for consideration.

#### PLANNING AND ZONING COMMISSION RECOMMENDATION:

On December 13, 2022, the Planning and Zoning Commission held a public hearing to consider the Application for Conditional Use Permit. The Commission discussed the merits of the application; consistency with the Master Plan; compliance with requirements of the Title IV – Development Code and whether additional site-specific conditions were needed to mitigate potential impacts; impact on the public realm; adequacy of utilities and other public facilities; compatibility with character of the area in terms of design, hours of operation, visible impacts, and traffic patterns; duration of use; neighboring properties; long-range plans; and the recommendations of professional staff or other technical reviews.

Following discussion, the Commission voted (7-0 with 1 abstention) to recommend approval of the Application for Conditional Use Permit, subject to conditions:

- The Conditional Use Permit shall be reviewed and renewed administratively by staff on an annual basis, provided all Lodging – Short-term Rental requirements are still adhered to, and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit.

#### STAFF RECOMMENDATION:

Staff recommends the Board of Aldermen adopt an ordinance approving an application for a conditional use permit to allow a *Lodging – Short-Term Rental* use at 107 W 12<sup>th</sup> St. in Parkville, Missouri, subject to conditions recommended by the Planning and Zoning Commission, on first reading and postpone the second reading to February 7, 2023.

#### POLICY:

Per Parkville Municipal Code Section 405.050, a number of standards shall apply to short-term rentals in residential zoning districts; and 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 outlined in Section 403.050.

The Board of Aldermen must approve two readings of the ordinance to become effective. Rule 5, *Agendas*, of the Board's adopted Rules of Order, states "*The first reading of an ordinance will be read on the action agenda and the second and final reading will be read the next subsequent meeting on the consent agenda, unless the item is a time-sensitive matter in which it may be approved during the same meeting.*"

#### SUGGESTED MOTION:

I move to approve Bill No. 3232, an ordinance approving an application for a conditional use permit to allow a Lodging – Short-Term Rental use at 107 W. 12th Street in Parkville, Missouri, subject to conditions recommended by the Planning and Zoning Commission, on first reading and postpone the second reading to February 7, 2023.

#### ATTACHMENTS:

1. Ordinance
2. Application
3. Subject Property Area Map

4. Photos
5. Staff Analysis

**AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT TO ALLOW A LODGING – SHORT-TERM RENTAL USE AT 107 W 12<sup>TH</sup> STREET**

WHEREAS, on September 7, 2021 the Board of Aldermen adopted Ordinance No. 3087 creating provisions and guidelines for short-term residential dwelling rentals; and

WHEREAS, on October 4, 2022 the Board of Aldermen adopted Ordinance No. 3142 amending existing provisions and guidelines for short-term residential dwelling rentals; and

WHEREAS, applicant Greenfield Enterprises, LLC submitted an Application for Conditional Use Permit to allow a *Lodging – Short-Term Rental* use at 107 W 12<sup>th</sup> St. in Parkville, Missouri (Case No. PZ 2022-42), and is requesting a variance or exception for 1) not occupying the property as their full-time primary residence; and 2) the total number of short-term rentals in residential districts being more than four per Ward district; and

WHEREAS, the subject property is one parcel (Platte County parcel no. 20-7.0-35-100-004-011.000) containing 0.07 acres, more or less, and is generally located near the southwest corner of the intersection of W 12<sup>th</sup> St. and NW Elm St.; and

WHEREAS, notice of a public hearing to be held before the Planning and Zoning Commission was published, mailed and posted in accordance with Parkville Municipal Code Title IV – Development Code, Section 403.010; and

WHEREAS, City staff reviewed the application according to Parkville Municipal Code Title IV – Development Code, Section 403.050 and determined their findings and conclusions; and

WHEREAS, on December 13, 2022, the Parkville Planning and Zoning Commission held a public hearing to consider the Application for Conditional Use Permit and recommended approval of the application by a vote of 7 to 0 with 1 abstention, subject to conditions; and

WHEREAS, the Board of Aldermen concurs with staff's conclusions and the recommendation by the Planning and Zoning Commission.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PARKVILLE, MISSOURI, AS FOLLOWS:

SECTION 1. The Application for a Conditional Use Permit to allow a *Lodging – Short-Term Rental* use at 107 W 12<sup>th</sup> St. in Parkville, Missouri (Case No. PZ 2022-42) is hereby approved.

SECTION 2. The Conditional Use Permit shall be reviewed and renewed administratively by staff on an annual basis, provided all Lodging – Short-term Rental requirements are still adhered to, and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit.

SECTION 3. This ordinance shall be effective immediately upon its passage.



PASSED and APPROVED this 7<sup>th</sup> day of February 2023.

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Mayor Dean Katerndahl

ATTESTED:

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City Clerk Melissa McChesney

Application #: PZ 2022-42Date Submitted: 11/7/2022Public Hearing: 12/13/2022

Date Approved: \_\_\_\_\_

CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0015

**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: Greenfield EnterprisesAddress: 5920 N Cosby AveCity, State: Kennett MOPhone: 816-536-7000 Fax: 64151E-mail: h\_greenfield@sbglobal.net**Engineer/Surveyor(s) preparing plans & legal desc.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Owner(s), if different from applicant(s)**Name: Heather + Troy Greenfield

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Contact Person, if different from applicant(s)**Name: Same

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

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)**Heather GreenfieldDate: Nov 6, 2022**Property Owner's Signature (Required)**Heather GreenfieldDate: Nov 6, 2022**2. Proposed Conditional Use (see also Checklist of required submittals)**Proposed use: Short term rental Requested length of permit: \_\_\_\_\_

Description: \_\_\_\_\_

Proposed days and hours of operation: 24 hours 365 days**3. Property Information (see also Checklist of required submittals)**Property address / general location: 107 W 12th StreetParcel ID Number: 20-7.0-35-100-004-01-000 Zoning: \_\_\_\_\_Present use of the property: Short term rentalLength of use (or vacancy): July 2021 - present

**4. Neighboring land uses and zoning**

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

Existing Land UseExisting Zoning

North:

North:

South:

South:

East:

East:

West:

West:

**Attach a narrative addressing:**

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.
2. Compliance of any proposed development with the requirements of this code.
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.
4. 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 Only**Application accepted as complete by: Stephen Lachky, Community Dev Director

Name/Title

11/17/2022

Date

Application fee payment: Check # 49001 Amount \$ 300.00

Final reimbursable costs paid (if applicable): \_\_\_\_\_ Date of Action: \_\_\_\_\_

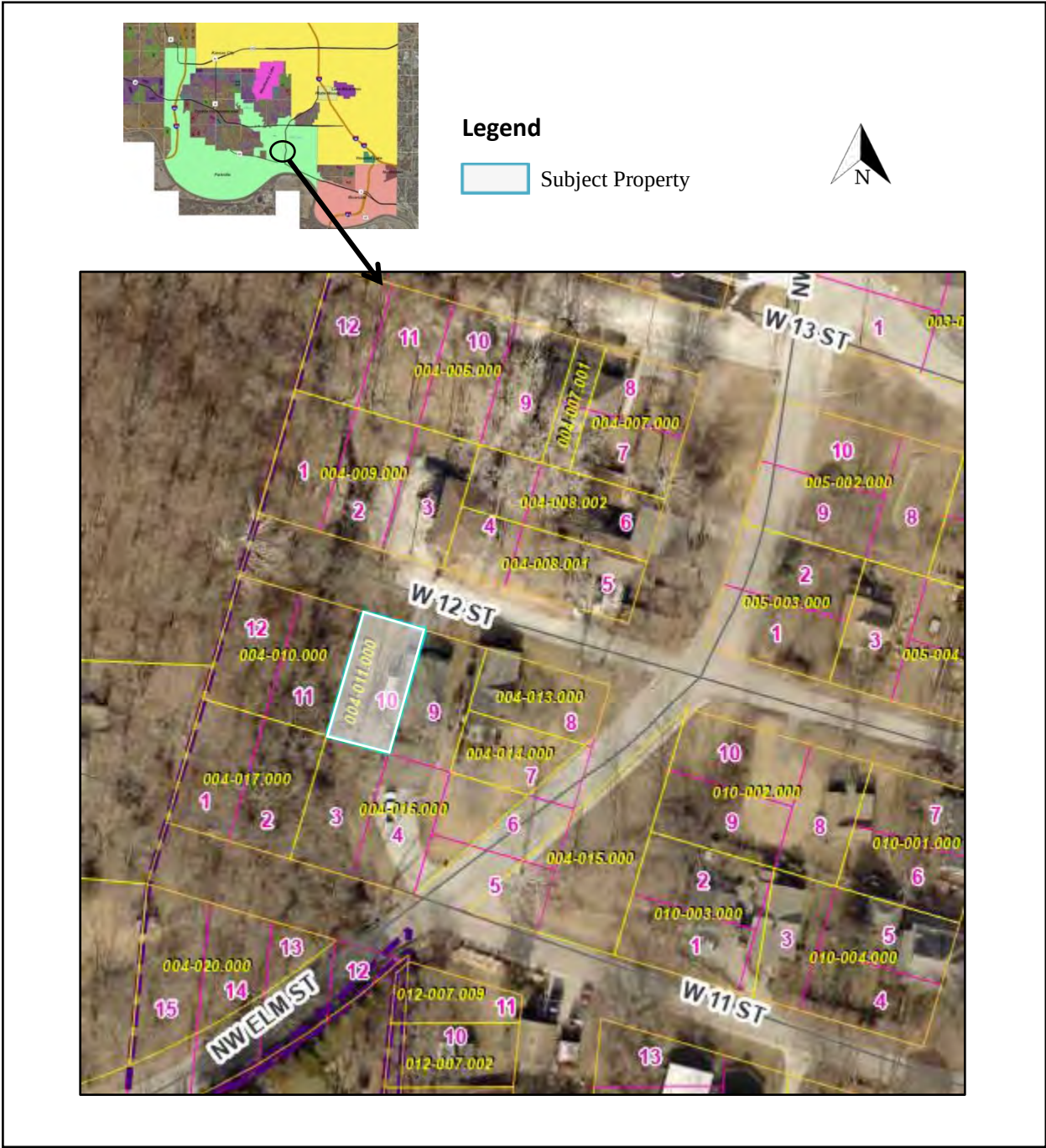
**Planning Commission Action:** ☐ Approved ☐ Approved with Conditions ☐ Denied Date of Action: \_\_\_\_\_

Conditions if any: \_\_\_\_\_

**Board of Aldermen Action:** ☐ Approved ☐ Approved with Conditions ☐ Denied Date of Action: \_\_\_\_\_

Conditions if any: \_\_\_\_\_

# Subject Property Area Map

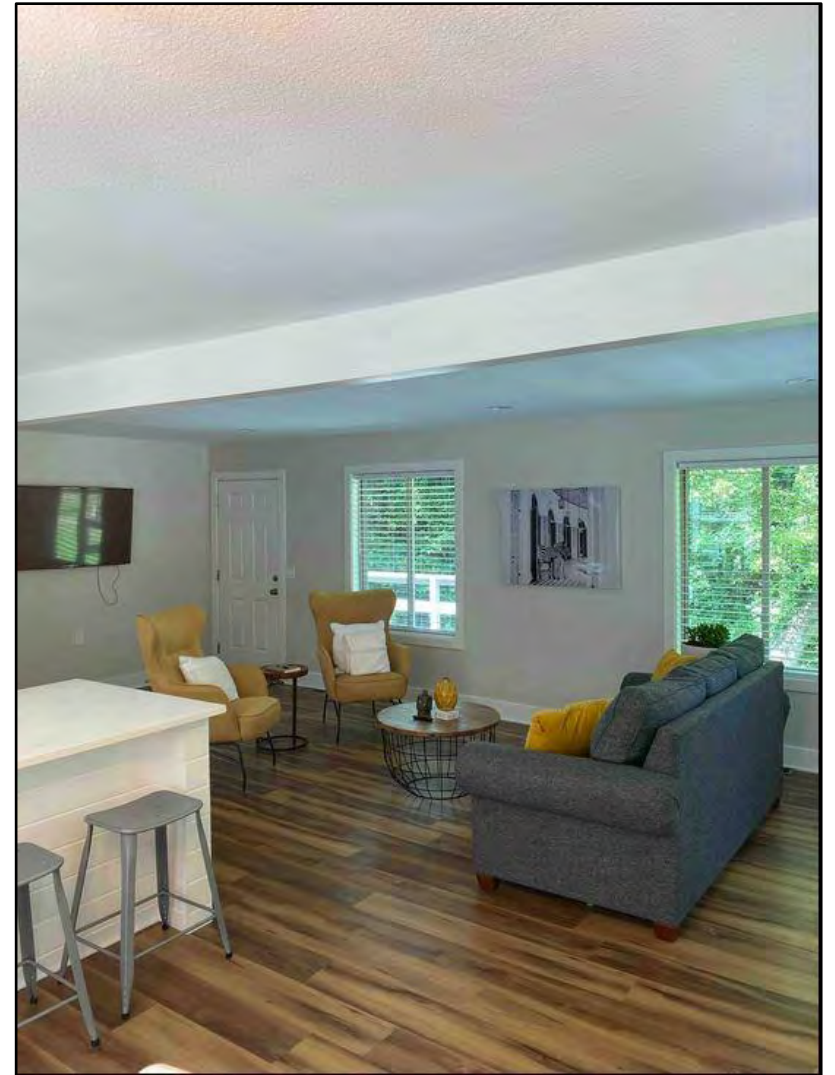




Exterior photos of  
107 W 12<sup>th</sup> St.







Interior photos of  
107 W 12<sup>th</sup> St.







## Staff Analysis

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Agenda Item:</u>  | <b>5.C</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <u>Proposal:</u>     | An application for a Conditional Use Permit (CUP) to allow a <i>Lodging – Short-Term Rental</i> use at 107 W 12 <sup>th</sup> St. in Parkville, MO, in the “R-4” Mixed-Density Residential District on parcel no. 20-7.0-35-100-004-011.000 (0.07 acres, more or less), generally located near the southwest corner of the intersection of W 12 <sup>th</sup> St. and NW Elm St.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <u>Case No:</u>      | PZ 2022-42                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <u>Applicant:</u>    | Greenfield Enterprises, LLC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <u>Owners:</u>       | Heather and Troy Greenfield                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <u>Location</u>      | 107 W 12 <sup>th</sup> St.; generally located near the southwest corner of the intersection of W 12 <sup>th</sup> St. and NW Elm St.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <u>Zoning:</u>       | “R-4” Mixed-Density Residential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <u>Parcel #:</u>     | #20-7.0-35-100-004-011.000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <u>Exhibits:</u>     | <ul style="list-style-type: none"><li>A. This Staff Analysis</li><li>B. Application for Conditional Use Permit</li><li>C. Subject Area Property Map</li><li>D. Photos of subject property</li><li>E. Additional exhibits as may be presented at the public hearing</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <u>By Reference:</u> | <ul style="list-style-type: none"><li>A. Parkville Municipal Code, Title IV – Development Code in its entirety (<a href="http://parkvillemo.gov/download/ZoningCodeUpdate_FinalDraft.pdf">http://parkvillemo.gov/download/ZoningCodeUpdate_FinalDraft.pdf</a>)<ul style="list-style-type: none"><li>1. Section 403.050 Conditional Use Permit</li><li>2. Section 405.050 Conditional Uses</li></ul></li><li>B. Parkville Master Plan (<a href="http://parkvillemo.gov/departments/community-development-department/master-plan/">http://parkvillemo.gov/departments/community-development-department/master-plan/</a>)</li><li>C. Ordinance No. 3087 (adopted September 7, 2021) – An ordinance amending Parkville Municipal Code, Sections 402.010, 405.020 and 405.040 to create provisions and guidelines for short-term residential dwelling rentals.</li><li>D. Ordinance No. 3142 (adopted October 4, 2022) – An ordinance amending Parkville Municipal Code, Section 405.040, Subsection K. amending the existing provisions and guidelines for short-term residential dwelling rentals.</li><li>E. Notice of Public Hearing mailed certified mail to owners within 185 ft. of the subject property</li></ul> |

- F. Hearing notice published in The Platte County Citizen newspaper on November 23, 2022.
- G. Summary of Public Hearing posted on Parkville City webpage (<http://parkvillemo.gov/public-hearings/>)
- H. Hearing notice published on the Parkville City webpage (<http://parkvillemo.gov/government/public-hearings/>)

#### Comments

Received: The Community Development Department did not receive any public comments prior to the completion of this staff analysis report.

#### **Background**

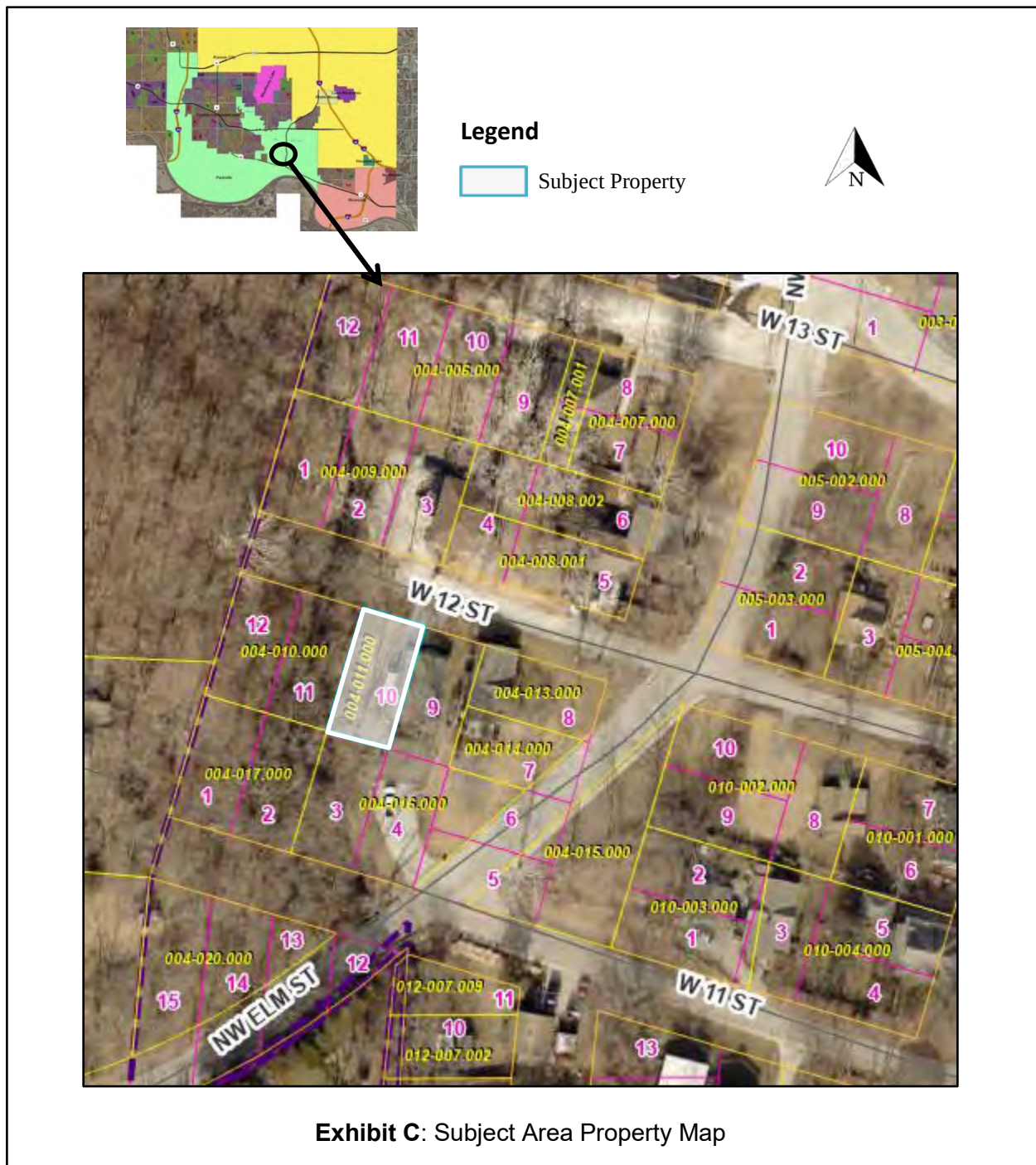
Growth of third-party short-term residential dwelling rental (RDR) platforms such as Airbnb, HomeAway and VRBO (Vacation Rentals by Owner) has led to a variety of impacts on host communities and have increasingly been the subject of new regulations by cities. On September 7, 2021 the Board of Aldermen adopted Ordinance No. 3087 creating provisions and guidelines for short-term residential dwelling rentals (see Exhibit C by Reference); and on October 4, 2022 the Board of Aldermen adopted Ordinance No. 3142 amending existing provisions and guidelines for short-term residential dwelling rentals (see Exhibit D by Reference). In summary, these provisions:

1. Limit the total number of short-term RDRs to no more than four per Ward district.
2. Restrict the number of short-term RDRs to one dwelling unit per property.
3. Require owners occupy short-term RDR properties as their full-time primary residence.
4. Require short-term RDR properties have at least one dedicated parking space on-site on the subject property (shall NOT include on-street parking in public right-of-way).
5. 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.**



## Overview

The applicant proposes to operate a *Lodging – Short-Term Rental* use in the “R-4” Mixed-Density Residential district at 107 W 12<sup>th</sup> St., Parkville, MO 64152. The subject property contains one parcel (Platte County parcel no. 20-7.0-35-100-004-011.000) containing 0.07 acres, more or less. The property is generally located near the southwest corner of the intersection of W 12<sup>th</sup> St. and NW Elm St. The owner has been successfully operating an Airbnb short-term RDR use at this location for some time, and would like to be compliant with City of Parkville regulations via approval of an Application for Conditional Use Permit.



The applicant is requesting a variance or exception for the following standards:

1. **Not occupying the property as their full-time primary residence.**
2. **The total number of short-term rentals in residential districts being more than four per Ward district (as they've also submitted a subsequent Application for Conditional Use Permit — Case No. PZ 2022-43 — for a short-term RDR at 826 East St.**

Staff has not received any complaints to-date regarding operation of the current Airbnb use.

### **CUP Matters for Consideration**

Per Parkville Municipal Code, Title IV, Section 405.040, a number of standards shall apply to short-term rentals in residential zoning districts; and 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 outlined in 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.

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. Per these requirements, notice of the public hearing has been published in a newspaper in general circulation in the City, The Platte County Citizen newspaper on November 23, 2022; a sign announcing the time, place and nature of the public hearing was placed on the subject property within view from public right of way; and mailed notice via certified mail was provided to all property owners within 185 ft. of the subject properties. As of the date of the completion of this staff analysis report, the Community Development Department has not received any public comments.

### **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.**

The property is located in the "R-4" Mixed-Density Residential district. This district seeks to provide residential living in a medium-density neighborhood setting and compact, walkable character; as well as primarily detached houses and integrates a range of small-scale, civic and multi-unit building types at strategic locations. Staff finds the Application for Conditional Use Permit furthers the intent of the "R-4" district by adding to the variety of existing residential dwelling unit stock and types along W 12<sup>th</sup> Street; and that the proposed short-term RDR use could blend in with the character of the "R-4" district.

The *Parkville 2040 Master Plan's* (adopted May 11, 2021) Future Land Use map labels the subject property as "Low-Density Residential". This proposed use provides single-family residential detached, single-family residential bi-attached, single-family residential

+1 accessory dwelling unit, civic uses, schools and churches; with an ideal density between 1 to 5 dwelling units per acre, and an average density of 3 dwelling units per acre. The proposed short-term RDR use would be suited to an existing single-family residential detached dwelling unit, and wouldn't conflict with the desired uses of the "Low-Density Residential" future land use projection, or its density ranges.

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

Per Table 405-2 of the Title IV – Development Code; and Section 405.040, Subsection K., short-term RDRs can be approved administratively by staff, provided a number of provisions are met; and 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 outlined in Section 403.050. The applicant has been successfully operating an Airbnb short-term RDR use at this location for since July 2021 and would like to become compliant with City of Parkville regulations via approval of an Application for Conditional Use Permit. However, the applicant is requesting a variance or exception for the following standards:

1. Not occupying the property as their full-time primary residence.
2. The total number of short-term rentals in residential districts being more than four per Ward district (as they've also submitted a subsequent Application for Conditional Use Permit — Case No. PZ 2022-43 — for a short-term RDR at 826 East St.

**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.**

When considering an Application for Conditional Use Permit, staff considers a variety of factors, including how the proposed use would impact the public health, safety and welfare. For short-term RDR uses, staff evaluates hours of operation, noise, odor, traffic/parking, and other potential negative impacts on adjacent properties.

With regard to 107 W 12th St., the existing building is currently legally-nonconforming to both the "R-4" lot size requirements (e.g., minimum area, width, building coverage) as it's a 40 ft. by 80 ft. lot; and building standards (e.g., front-yard setbacks, side-yard setbacks, rear-yard setbacks, maximum height) as the rear-yard setback is currently 10 ft., whereas the "R-4" district requires a 25 ft. rear-yard setback. The Title IV – Development Code defines "nonconforming structures" as, *Structures that were legally constructed prior to the adoption or amendment of this code, but which could not be constructed under the current terms of this Code and may continue to exist subject to the following:*

1. *Rehabilitation or expansion of the structure that increases the degree of non-conformity is prohibited. Other rehabilitation or expansions may occur, provided that they comply with all other requirements of this code, are not detrimental to the purposes, intent and objectives of the standards, and do not negatively impact development in conformance with this code on adjacent property.*
2. *If destroyed by fire, natural disaster, accident, or any other cause by less than fifty percent (50%) of its fair market value, the structure may be restored to its original condition if the restoration is started within one (1) year. If destroyed by*



*fifty percent (50%) or more of the fair market value, or if not restored within one (1) year, then the right to maintain the non-conformance shall terminate.*

3. *If the structure is determined obsolete or substandard by virtue of any applicable code beyond this Title, and the cost of improvement or restoration is fifty percent (50%) or more of the fair market value of the structure, then the right to maintain the non-conformance shall terminate.*

It should be noted that ALL other detached single-family homes the 47<sup>th</sup> Block of W 12<sup>th</sup> St. — as well as dozens of residential properties throughout the Old Town Residential neighborhoods north of the downtown — are currently legally nonconforming, as many of these lots were platted in the late 1800s a grid-like fashion as 40 ft. X 80 ft. lots (3,200 sq. ft.). For reference, the smallest configuration of lot size area permitted in the “R-4” district is 3,500 sq. ft.; and the subject property of 504 East St. is a 40 ft. X 80 ft. lot (3,200 sq. ft.). It should be noted that the existing building was constructed in 1981.

While the existing building on the property meets the “R-4” district’s front-yard setback standards and 5 ft. side-yard setback standards, it does not meet the 25 ft. rear-yard setback standard. Despite this, staff doesn’t foresee any issues pertaining to noise; and since the lodging itself would occur within the building, staff doesn’t foresee any issues pertaining to odor. Section 408.030 Required Parking, Table 408-5: Required Parking requires 2 parking spaces per dwelling unit, and the subject property has a private driveway which can accommodate two motor vehicles.



*View of 107 W 12th St. (looking towards southwest) from W 12<sup>th</sup> St.*

- 4. The impact on the public realm, including the design and functions of streetscapes and relationships of building and site elements to the streetscape.**  
Staff finds the proposed short-term RDR use would have little-to-no impact on the public realm, specifically the design of streetscapes and site elements to the streetscape, as no changes are being proposed to the existing building itself at 107 W 12th St.
- 5. The adequacy of drainage, utilities and other public facilities.**  
The single-family detached home on the subject property was constructed in 1981 and is currently served by all required public utilities (e.g., electrical, water, sewer). There are currently no Property Maintenance Code violations on the subject property pertaining to stormwater drainage. Moreover, the Application for Conditional Use Permit does not appear to significantly impact the ability for the City or other governmental agencies to respond with public and emergency services; this includes police, fire, and the ability to maintain the peace.
- 6. Compatibility with the character of the area in terms of building scale, building form, landscape and site design.**  
The character of the neighborhood surrounding the subject parcel is old town / historic residential. Adjacent and surrounding property parcels are all zoned "R-4" Mixed-Density Residential. As noted in review criteria #3 above, the existing building on the subject property is currently a legally non-conforming structure in terms of building scale & form with the "R-4" district's Detached Home building typologies. However, the existing building is compatible with the character of the area in terms of landscape and site design. The proposed short-term RDR use should not negatively impact the character of the surrounding area.
- 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.**  
In terms of hours of operation, short-term RDR uses are not restricted to specific hours of the day or days of the week, unless dictated as a conditional of approval enabled through the discretionary review process outlined in Section 403.050. Staff has not received any noise complaints for the subject property since July 2021 when the current owner acquired the property and began use of it as a short-term RDR shortly thereafter. The applicant has noted that guests will be arriving and going in similar fashion to neighboring residents. As noted in review criteria #3 above, staff doesn't foresee any issues / adverse impacts to adjacent properties pertaining to visible impacts, audible impacts, or traffic patterns.
- 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 discretionary review process outlined in Section 403.050 allows a reasonable time limit be placed on approval of the conditional use permit on a case-by-case basis. This is in order to assess the intensity and potential impacts of the use against changing conditions in the area over time. The provisions of Section 405.040, Subsection K. state that short-term RDR permits shall be reviewed and renewed by staff on an annual basis, provided all requirements of said Section are still adhered to, and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit.

As a result, staff recommends the specific length of time for the duration of the Application for Conditional Use Permit (Case No. PZ 2022-42) be one year, with the condition that staff shall review and renew the conditional use permit on an annual basis, provided all requirements of said Section are still adhered to, and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit.

**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 should not prevent development and use of neighboring properties in accordance with the applicable regulations of the Title IV – Development Code. While the existing building on the subject property is legally non-conforming in terms of the “R-4” minimum lot size requirements and “R-4” rear-yard setback building standards, it’s compliant with the front-yard and side-yard setback standards. See review criteria #3 above for more detail.

**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.**

The *Parkville 2040 Master Plan* projects “Low-Density Residential” future land use for the subject property and immediately adjacent properties. This projection provides single-family residential detached, single-family residential bi-attached, single-family residential +1 accessory dwelling unit, civic uses, schools and churches; with an ideal density between 1 to 5 dwelling units per acre, and an average density of 3 dwelling units per acre. Staff finds the proposed short-term RDR use would be complimentary to the existing single-family residential detached dwelling units; and wouldn’t negatively impact long-range plans applicable to the site and surrounding area, including the desired vision of the “Low-Density Residential” future land use or its ideal density ranges.

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

Aside from staff’s analysis and recommendations contained within the *Parkville 2040 Master Plan*, no other recommendations of professional staff or other technical reviews associated with the application are referenced.

**Staff Conclusion and Recommendation**

Staff concludes that: With the exceptions noted above, the application meets or exceeds the minimum applicable standards and regulations; the proposed use of *Lodging – Short-Term Rental* does not conflict with the intent of any abutting districts and can be consistent with the adopted Parkville Master Plan; the proposed use can meet the requirements of the Development Code, however the Planning and Zoning Commission must evaluate the applicant’s request for variance/exception based on the context of their application, function of the short-term RDR and location of the subject property area; the proposed use should not negatively impact the public realm, design and functions of streetscapes; existing drainage, utilities and other public facilities should be adequate for the proposed use; the existing building is compatible with the character of the area; hours of operation, visible and audible impacts and traffic patterns are compatible with the area; staff recommends a one-year time duration for the Application for Conditional Use Permit with staff review and renewal on an annual basis, provided all requirements of Section 405.040, Subsection K. are still adhered to, and provided there are no major issues, complaints or violations which would warrant the Community

Development Director to revoke said permit; the proposed use will not prevent development and use of neighboring properties; and the long-range plans to the site and surrounding area will not be negatively impacted by the proposed use.

Following review, staff recommends neither approval nor denial 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; and will defer discretion to the Planning and Zoning Commission per a roll call vote to determine if the requested variances/exceptions to provisions for short-term RDRs are appropriate given the context of the application, function of the short-term RDR and location of the subject property area.

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 December 20, 2022 for final action.

*End of Memorandum*



11-30-2022

Stephen Lachky, AICP, CPM, CFM  
Community Development Director

Date

## CITY OF PARKVILLE Policy Report

Date: January 11, 2023

Prepared By:

Stephen Lachky, Community Development  
Director

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Approve the first reading of an ordinance to approve a conditional use permit to allow a Lodging - Short-Term Rental use at 826 East Street - Case No. PZ 2022-43; Greenfield Enterprises, LLC, applicant (Community Development)

BACKGROUND:

Growth of third-party short-term residential dwelling rental (RDR) platforms such as Airbnb, HomeAway and VRBO (Vacation Rentals by Owner) has led to a variety of impacts on host communities and have increasingly been the subject of new regulations by cities. On September 7, 2021, the Board of Aldermen adopted Ordinance No. 3087 creating provisions and guidelines for short-term residential dwelling rentals; and on October 4, 2022, the Board of Aldermen adopted Ordinance No. 3142 amending existing provisions and guidelines for short-term residential dwelling rentals. In summary, these provisions:

1. Limit the total number of short-term RDRs to no more than four per Ward district.
2. Restrict the number of short-term RDRs to one dwelling unit per property.
3. Require owners occupy short-term RDR properties as their full-time primary residence.
4. Require short-term RDR properties have at least one dedicated parking space on-site on the subject property (shall NOT include on-street parking in public right-of-way).
5. 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.**

APPLICATION:

Applicants Heather and Troy Greenfield (Greenfield Enterprises, LLC) propose to operate a *Lodging – Short-Term Rental* use in the “R-4” Mixed-Density Residential district at 826 East St., Parkville, Missouri 64152. The subject property contains one parcel (Platte County parcel no. 20-7.0-35-100-009-001.000) containing 0.12 acres, more or less. The property is generally located near the southwest corner of the intersection of W 12<sup>th</sup> Street and Route 9. The owner has been successfully operating an Airbnb short-term RDR use at this location since December 2021, and would like to be compliant with City of Parkville regulations. However, the applicant has to request a variance or exception to the following standards:

1. Not occupying the property as their full-time primary residence.

2. The total number of short-term rentals in residential districts being more than four per Ward district.

Staff has not received any complaints about this property to-date. The City has currently received a total of five applications for Conditional Use Permit to operate short-term RDR uses in Ward 1 and staff received said applications in the following order:

1. 804 Main St. (applicant Taryn Byron)
2. 500 East St. (applicant Annette Hagen)
3. 504 East St. (applicants William and Julia Benson)
4. 107 W 12<sup>th</sup> St. (applicants Troy and Heather Greenfield)
5. 826 East St. (applicants Troy and Heather Greenfield)

That said, should the Board of Aldermen approve conditional use permits for the first three applications, only one more short-term RDR would be allowed per Section 405.040, Subsection K. In this scenario, Troy and Heather Greenfield (Greenfield Enterprises, LLC) would either have to decide which property they prefer to operate as a short-term RDR (as the maximum allowed is four per Ward district) or have the Board of Aldermen approve a variance or exception to allow five short-term RDRs in Ward 1.

#### PUBLIC COMMENTS:

Staff did not receive any public comments on this application prior to the December 13, 2022 regular meeting of the Planning and Zoning Commission. A public hearing was held at the December 13, 2022 meeting of the Planning and Zoning Commission, and no members of the public spoke.

#### STATUS UPDATE

The applicant has neither applied for a business license nor remitted guest room tax revenues to the City.

#### BUDGET IMPACT:

With the exception of application and permit fees collected, there is no immediate budget impact. Long-term impacts would be realized from the collection of the 5% Tourism Tax – Guest Room Tax, which applies to short-term rental units; as well as changes in property taxes and sales taxes collected from the site and proposed development, and impacts to the same for area properties and other businesses.

#### ALTERNATIVES:

1. Adopt an ordinance approving the conditional use permit, subject to conditions recommended by the Planning and Zoning Commission
2. Adopt an ordinance approving the conditional use permit, subject to changes directed by the Board of Aldermen.
3. Postpone consideration of the item.
4. Deny the conditional use permit.

#### FINANCE COMMITTEE RECOMMENDATION:



The item was not presented to the Finance Committee, but is being taken directly to the Board of Aldermen for consideration.

STAFF RECOMMENDATION:

Staff recommends the Board of Aldermen approve the first reading of an ordinance approving an application for a conditional use permit to allow a *Lodging – Short-Term Rental* use at 826 East Street, subject to conditions recommended by the Planning and Zoning Commission, on first reading and postpone the second reading to February 7, 2023.

POLICY:

Per Parkville Municipal Code Section 405.050, a number of standards shall apply to short-term rentals in residential zoning districts; and 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 outlined in Section 403.050.

The Board of Aldermen must approve two readings of the ordinance to become effective. Rule 5, *Agendas*, of the Board's adopted Rules of Order, states "*The first reading of an ordinance will be read on the action agenda and the second and final reading will be read the next subsequent meeting on the consent agenda, unless the item is a time-sensitive matter in which it may be approved during the same meeting.*"

SUGGESTED MOTION:

I move to approve Bill No. 3233, an ordinance approving a conditional use permit to allow a Lodging – Short-Term Rental use at 826 East Street in Parkville, Missouri, subject to conditions recommended by the Planning and Zoning Commission, on first reading and postpone the second reading to February 7, 2023.

ATTACHMENTS:

1. Ordinance
2. Application
3. Subject Area Property Map
4. Photos
5. Staff Analysis

**AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT TO ALLOW A LODGING – SHORT-TERM RENTAL USE AT 826 EAST STREET**

WHEREAS, on September 7, 2021 the Board of Aldermen adopted Ordinance No. 3087 creating provisions and guidelines for short-term residential dwelling rentals; and

WHEREAS, on October 4, 2022 the Board of Aldermen adopted Ordinance No. 3142 amending existing provisions and guidelines for short-term residential dwelling rentals; and

WHEREAS, applicant Greenfield Enterprises, LLC submitted an Application for Conditional Use Permit to allow a *Lodging – Short-Term Rental* use at 826 East St. in Parkville, Missouri (Case No. PZ 2022-43), and is requesting a variance or exception for 1) not occupying the property as their full-time primary residence; and 2) the total number of short-term rentals in residential districts being more than four per Ward district; and

WHEREAS, the subject property is one parcel (Platte County parcel no. 20-7.0-35-100-009-001.000) containing 0.12 acres, more or less, and is generally located near the southwest corner of W 12<sup>th</sup> St. and Missouri Hwy 9; and

WHEREAS, notice of a public hearing to be held before the Planning and Zoning Commission was published, mailed and posted in accordance with Parkville Municipal Code Title IV – Development Code, Section 403.010; and

WHEREAS, City staff reviewed the application according to Parkville Municipal Code Title IV – Development Code, Section 403.050 and determined their findings and conclusions; and

WHEREAS, on December 13, 2022, the Parkville Planning and Zoning Commission held a public hearing to consider the Application for Conditional Use Permit and recommended denial of the application by a vote of 6 to 2; and

WHEREAS, the Board of Aldermen concurs with staff's conclusions and the recommendation by the Planning and Zoning Commission.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PARKVILLE, MISSOURI, AS FOLLOWS:

SECTION 1. The Application for a Conditional Use Permit to allow a *Lodging – Short-Term Rental* use at 826 East St. in Parkville, Missouri (Case No. PZ 2022-43) is hereby approved.

SECTION 2. The Conditional Use Permit shall be reviewed and renewed administratively by staff on an annual basis, provided all Lodging – Short-term Rental requirements are still adhered to, and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit.

SECTION 3. This ordinance shall be effective immediately upon its passage.

PASSED and APPROVED this 7<sup>th</sup> day of February 2023.

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Mayor Dean Katerndahl

ATTESTED:

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City Clerk Melissa McChesney

Application #: PZ 2022-43Date Submitted: 11/7/2022Public Hearing: 12/13/2022

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: Troy & Heather GreenfieldAddress: Greenfield EnterprisesCity, State: 5920 N Cosby AvePhone: KC MO 64151E-mail: 816-536-7061

Engineer/Surveyor(s) preparing plans &amp; 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: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

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)

Heather GreenfieldDate: Nov 6, 2022

Property Owner's Signature (Required)

Heather GreenfieldDate: Nov 6, 2022**2. Proposed Conditional Use (see also Checklist of required submittals)**Proposed use: Short term rental

Requested length of permit \_\_\_\_\_

Description: \_\_\_\_\_

Proposed days and hours of operation: 24 hours - 7 day week**3. Property Information (see also Checklist of required submittals)**Property address / general location: 826 East Street Parkville MO

Parcel ID Number: \_\_\_\_\_

Zoning: \_\_\_\_\_

Present use of the property: Short term rentalLength of use (or vacancy): December 2021 - present

**4. Neighboring land uses and zoning**

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

| <u>Existing Land Use</u> | <u>Existing Zoning</u> |
|--------------------------|------------------------|
| North:                   | North:                 |
| South:                   | South:                 |
| East:                    | East:                  |
| West:                    | West:                  |

Attach a narrative addressing:

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.
2. Compliance of any proposed development with the requirements of this code.
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.
4. 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 Only**Application accepted as complete by: Stephen Lachy, Community Dev Director 11/17/2022  
Name/Title DateApplication fee payment: Check # 99001 Amount \$ 300.00

Final reimbursable costs paid (if applicable): Date of Action: \_\_\_\_\_

Planning Commission Action: ☐ Approved ☐ Approved with Conditions ☐ Denied Date of Action: \_\_\_\_\_

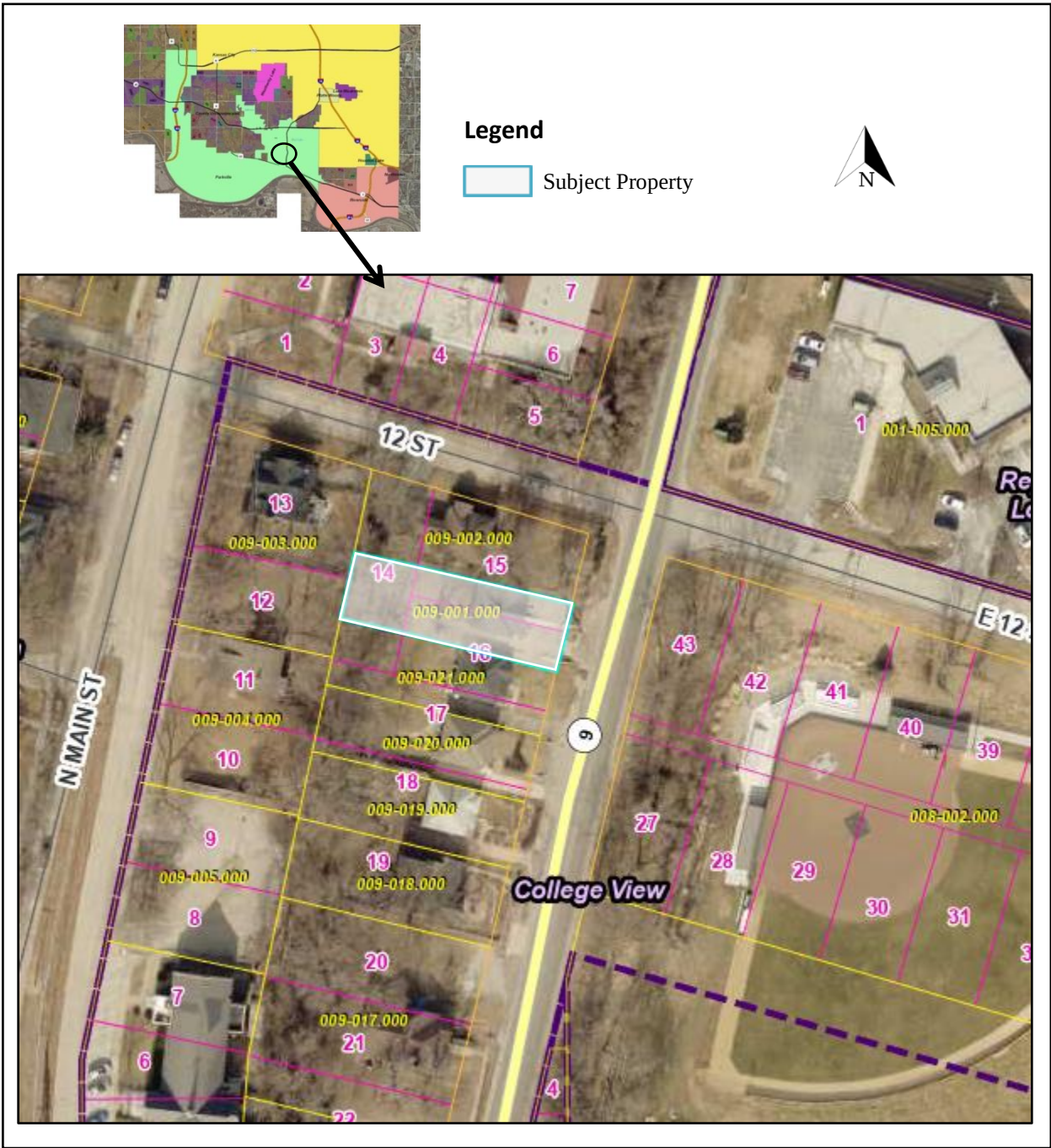
Conditions if any: \_\_\_\_\_

Board of Aldermen Action: ☐ Approved ☐ Approved with Conditions ☐ Denied Date of Action: \_\_\_\_\_

Conditions if any: \_\_\_\_\_



# Subject Area Property Map







Exterior photos of  
826 East St.



Interior photos of  
826 East St.









## Staff Analysis

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Agenda Item:</u>  | <b>5.D</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <u>Proposal:</u>     | An application for a Conditional Use Permit (CUP) to allow a <i>Lodging – Short-Term Rental</i> use at 826 East St. in Parkville, MO, in the “R-4” Mixed-Density Residential District on parcel no. 20-7.0-35-100-009-001.000 (0.12 acres, more or less), generally located near the southwest corner of the intersection of W 12 <sup>th</sup> St. and Missouri Hwy 9.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <u>Case No:</u>      | PZ 2022-43                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <u>Applicant:</u>    | Greenfield Enterprises, LLC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <u>Owners:</u>       | Heather and Troy Greenfield                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <u>Location</u>      | 826 East St.; generally located near the southwest corner of the intersection of W 12 <sup>th</sup> St. and Missouri Hwy 9.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <u>Zoning:</u>       | “R-4” Mixed-Density Residential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <u>Parcel #:</u>     | #20-7.0-35-100-009-001.000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <u>Exhibits:</u>     | <ul style="list-style-type: none"><li>A. This Staff Analysis</li><li>B. Application for Conditional Use Permit</li><li>C. Subject Area Property Map</li><li>D. Photos of subject property</li><li>E. Additional exhibits as may be presented at the public hearing</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <u>By Reference:</u> | <ul style="list-style-type: none"><li>A. Parkville Municipal Code, Title IV – Development Code in its entirety (<a href="http://parkvillemo.gov/download/ZoningCodeUpdate_FinalDraft.pdf">http://parkvillemo.gov/download/ZoningCodeUpdate_FinalDraft.pdf</a>)<ul style="list-style-type: none"><li>1. Section 403.050 Conditional Use Permit</li><li>2. Section 405.050 Conditional Uses</li></ul></li><li>B. Parkville Master Plan (<a href="http://parkvillemo.gov/departments/community-development-department/master-plan/">http://parkvillemo.gov/departments/community-development-department/master-plan/</a>)</li><li>C. Ordinance No. 3087 (adopted September 7, 2021) – An ordinance amending Parkville Municipal Code, Sections 402.010, 405.020 and 405.040 to create provisions and guidelines for short-term residential dwelling rentals.</li><li>D. Ordinance No. 3142 (adopted October 4, 2022) – An ordinance amending Parkville Municipal Code, Section 405.040, Subsection K. amending the existing provisions and guidelines for short-term residential dwelling rentals.</li><li>E. Notice of Public Hearing mailed certified mail to owners within 185 ft. of the subject property</li></ul> |

- F. Hearing notice published in The Platte County Citizen newspaper on November 23, 2022.
- G. Summary of Public Hearing posted on Parkville City webpage (<http://parkvillemo.gov/public-hearings/>)
- H. Hearing notice published on the Parkville City webpage (<http://parkvillemo.gov/government/public-hearings/>)

#### Comments

Received: The Community Development Department did not receive any public comments prior to the completion of this staff analysis report.

#### **Background**

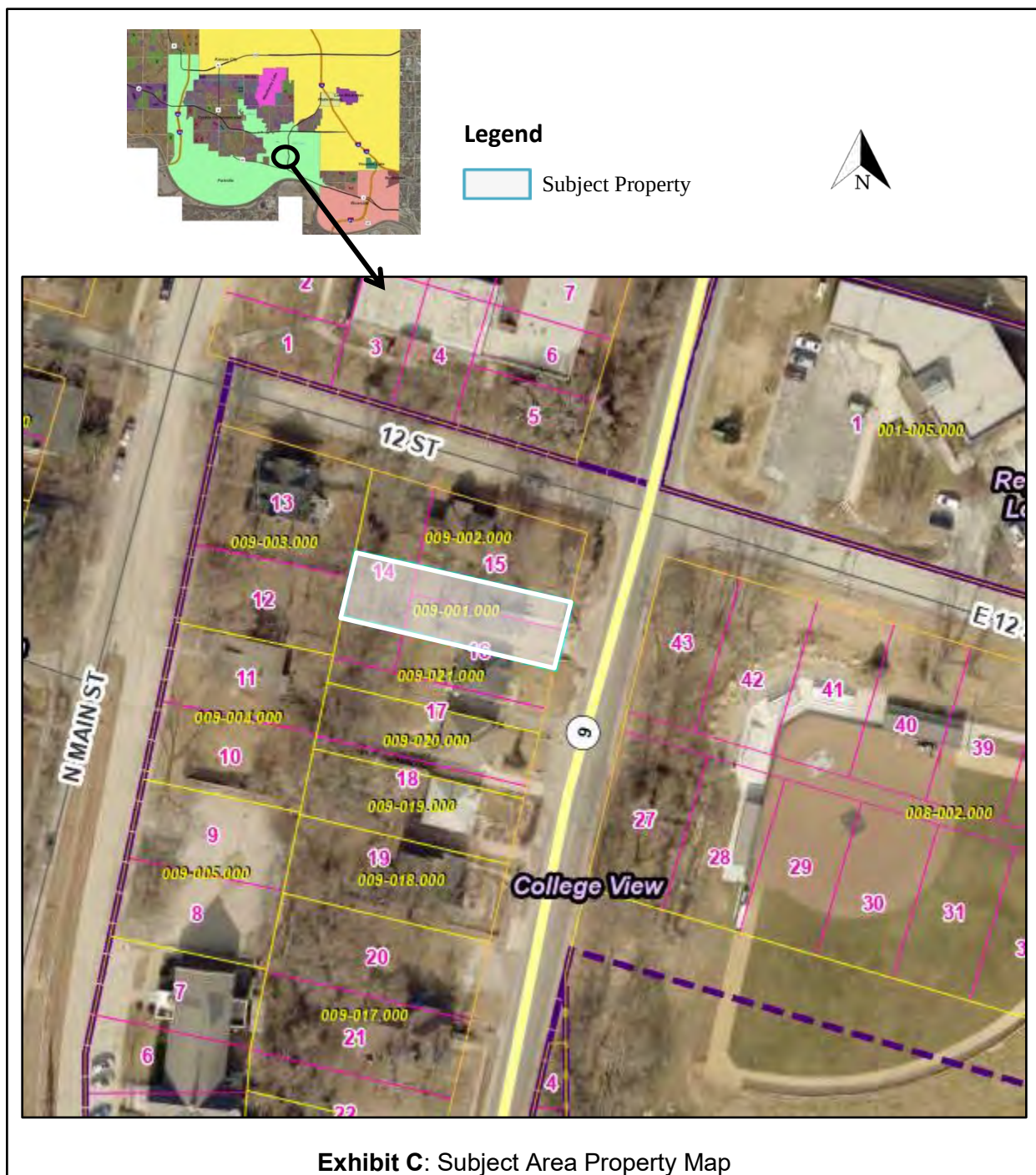
Growth of third-party short-term residential dwelling rental (RDR) platforms such as Airbnb, HomeAway and VRBO (Vacation Rentals by Owner) has led to a variety of impacts on host communities and have increasingly been the subject of new regulations by cities. On September 7, 2021 the Board of Aldermen adopted Ordinance No. 3087 creating provisions and guidelines for short-term residential dwelling rentals (see Exhibit C by Reference); and on October 4, 2022 the Board of Aldermen adopted Ordinance No. 3142 amending existing provisions and guidelines for short-term residential dwelling rentals (see Exhibit D by Reference). In summary, these provisions:

1. Limit the total number of short-term RDRs to no more than four per Ward district.
2. Restrict the number of short-term RDRs to one dwelling unit per property.
3. Require owners occupy short-term RDR properties as their full-time primary residence.
4. Require short-term RDR properties have at least one dedicated parking space on-site on the subject property (shall NOT include on-street parking in public right-of-way).
5. 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.**



## Overview

The applicant proposes to operate a *Lodging – Short-Term Rental* use in the “R-4” Mixed-Density Residential district at 826 East St., Parkville, MO 64152. The subject property contains one parcel (Platte County parcel no. 20-7.0-35-100-009-001.000) containing 0.12 acres, more or less. The property is generally located near the southwest corner of the intersection of W 12<sup>th</sup> St. and Missouri Hwy 9. The owner has been successfully operating an Airbnb short-term RDR use at this location for some time, and would like to be compliant with City of Parkville regulations via approval of an Application for Conditional Use Permit.





The applicant is requesting a variance or exception for the following standards:

1. **Not occupying the property as their full-time primary residence.**
2. **The total number of short-term rentals in residential districts being more than four per Ward district (as they've also submitted a subsequent Application for Conditional Use Permit — Case No. PZ 2022-42 — for a short-term RDR at 107 W 12<sup>th</sup> St.**

Staff has not received any complaints to-date regarding operation of the current Airbnb use.

### **CUP Matters for Consideration**

Per Parkville Municipal Code, Title IV, Section 405.040, a number of standards shall apply to short-term rentals in residential zoning districts; and 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 outlined in 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.

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. Per these requirements, notice of the public hearing has been published in a newspaper in general circulation in the City, The Platte County Citizen newspaper on November 23, 2022; a sign announcing the time, place and nature of the public hearing was placed on the subject property within view from public right of way; and mailed notice via certified mail was provided to all property owners within 185 ft. of the subject properties. As of the date of the completion of this staff analysis report, the Community Development Department has not received any public comments.

### **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.**

The property is located in the "R-4" Mixed-Density Residential district. This district seeks to provide residential living in a medium-density neighborhood setting and compact, walkable character; as well as primarily detached houses and integrates a range of small-scale, civic and multi-unit building types at strategic locations. Staff finds the Application for Conditional Use Permit furthers the intent of the "R-4" district by adding to the variety of existing residential dwelling unit stock and types along East Street; and that the proposed short-term RDR use could blend in with the character of the "R-4" district.

The *Parkville 2040 Master Plan's* (adopted May 11, 2021) Future Land Use map labels the subject property as "Low-Density Residential". This proposed use provides single-family residential detached, single-family residential bi-attached, single-family residential

+1 accessory dwelling unit, civic uses, schools and churches; with an ideal density between 1 to 5 dwelling units per acre, and an average density of 3 dwelling units per acre. The proposed short-term RDR use would be suited to an existing single-family residential detached dwelling unit, and wouldn't conflict with the desired uses of the "Low-Density Residential" future land use projection, or its density ranges.

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

Per Table 405-2 of the Title IV – Development Code; and Section 405.040, Subsection K., short-term RDRs can be approved administratively by staff, provided a number of provisions are met; and 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 outlined in Section 403.050. The applicant has been successfully operating an Airbnb short-term RDR use at this location for since December 2021 and would like to become compliant with City of Parkville regulations via approval of an Application for Conditional Use Permit. However, the applicant is requesting a variance or exception for the following standards:

1. Not occupying the property as their full-time primary residence.
2. The total number of short-term rentals in residential districts being more than four per Ward district (as they've also submitted a subsequent Application for Conditional Use Permit — Case No. PZ 2022-42 — for a short-term RDR at 107 W 12<sup>th</sup> St.

**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.**

When considering an Application for Conditional Use Permit, staff considers a variety of factors, including how the proposed use would impact the public health, safety and welfare. For short-term RDR uses, staff evaluates hours of operation, noise, odor, traffic/parking, and other potential negative impacts on adjacent properties.

With regard to 826 East St., the existing building is currently legally-nonconforming to the "R-4" building standards (e.g., front-yard setbacks, side-yard setbacks, rear-yard setbacks, maximum height) as the side-yard setback is currently 0 ft., whereas the "R-4" district requires a 5 ft. side-yard setback. The Title IV – Development Code defines "nonconforming structures" as, *Structures that were legally constructed prior to the adoption or amendment of this code, but which could not be constructed under the current terms of this Code and may continue to exist subject to the following:*

1. *Rehabilitation or expansion of the structure that increases the degree of non-conformity is prohibited. Other rehabilitation or expansions may occur, provided that they comply with all other requirements of this code, are not detrimental to the purposes, intent and objectives of the standards, and do not negatively impact development in conformance with this code on adjacent property.*
2. *If destroyed by fire, natural disaster, accident, or any other cause by less than fifty percent (50%) of its fair market value, the structure may be restored to its original condition if the restoration is started within one (1) year. If destroyed by fifty percent (50%) or more of the fair market value, or if not restored within one (1) year, then the right to maintain the non-conformance shall terminate.*

3. *If the structure is determined obsolete or substandard by virtue of any applicable code beyond this Title, and the cost of improvement or restoration is fifty percent (50%) or more of the fair market value of the structure, then the right to maintain the non-conformance shall terminate.*

It should be noted that the majority of detached single-family homes along East St. — as well as dozens of residential properties throughout the Old Town Residential neighborhoods north of the downtown — are currently legally nonconforming, as many of these lots were platted in the late 1800s a grid-like fashion as 40 ft. X 80 ft. lots (3,200 sq. ft.) and have 0 ft. front, side or rear-yard setbacks as a result. It should be noted that the existing building was constructed in 1935.

While the existing building on the property meets the “R-4” district’s front-yard setback standards 25 ft. rear-yard setback standards, it does not meet the 5 ft. side-yard setback standard. Despite this, staff doesn’t foresee any issues pertaining to noise; and since the lodging itself would occur within the building, staff doesn’t foresee any issues pertaining to odor. Section 408.030 Required Parking, Table 408-5: Required Parking requires 2 parking spaces per dwelling unit. It should be noted that the subject property fronts East Street / Missouri Highway 9; however, the subject property has a private driveway which can only accommodate one motor vehicle. Despite this, staff believes this number should be sufficient for the proposed short-term RDR use.



*View of 826 East St. (looking towards west) from MO-9 Highway.*





*View of 826 East St. (looking towards southwest) from W 12<sup>th</sup> St.*

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

Staff finds the proposed short-term RDR use would have little-to-no impact on the public realm, specifically the design of streetscapes and site elements to the streetscape, as no changes are being proposed to the existing building itself at 826 East St.

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

While the single-family detached home on the subject property was constructed in 1935, it's currently served by all required public utilities (e.g., electrical, water, sewer). There are currently no Property Maintenance Code violations on the subject property pertaining to stormwater drainage. Moreover, the Application for Conditional Use Permit does not appear to significantly impact the ability for the City or other governmental agencies to respond with public and emergency services; this includes police, fire, and the ability to maintain the peace.

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

The character of the neighborhood surrounding the subject parcel is old town / historic residential. Adjacent and surrounding property parcels are all zoned "R-4" Mixed-Density Residential. As noted in review criteria #3 above, the existing building on the subject property is currently a legally non-conforming structure in terms of building scale & form with the "R-4" district's Detached Home building typologies. However, the existing

building is compatible with the character of the area in terms of landscape and site design. The proposed short-term RDR use should not negatively impact the character of the surrounding area.

**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.**

In terms of hours of operation, short-term RDR uses are not restricted to specific hours of the day or days of the week, unless dictated as a conditional of approval enabled through the discretionary review process outlined in Section 403.050. Staff has not received any noise complaints for the subject property since December 2021 when the current owner acquired the property and began use of it as a short-term RDR shortly thereafter. The applicant has noted that guests will be arriving and going in similar fashion to neighboring residents. As noted in review criteria #3 above, staff doesn't foresee any issues / adverse impacts to adjacent properties pertaining to visible impacts, audible impacts, or traffic patterns.

**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 discretionary review process outlined in Section 403.050 allows a reasonable time limit be placed on approval of the conditional use permit on a case-by-case basis. This is in order to assess the intensity and potential impacts of the use against changing conditions in the area over time. The provisions of Section 405.040, Subsection K. state that short-term RDR permits shall be reviewed and renewed by staff on an annual basis, provided all requirements of said Section are still adhered to, and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit.

As a result, staff recommends the specific length of time for the duration of the Application for Conditional Use Permit (Case No. PZ 2022-43) be one year, with the condition that staff shall review and renew the conditional use permit on an annual basis, provided all requirements of said Section are still adhered to, and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit.

**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 should not prevent development and use of neighboring properties in accordance with the applicable regulations of the Title IV – Development Code. While the existing building on the subject property is legally non-conforming in terms of the “R-4” side-yard setback building standards, it's compliant with the front-yard and rear-yard setback standards. See review criteria #3 above for more detail.

**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.**

The *Parkville 2040 Master Plan* projects “Low-Density Residential” future land use for the subject property an immediately adjacent properties. This projection provides single-

family residential detached, single-family residential bi-attached, single-family residential +1 accessory dwelling unit, civic uses, schools and churches; with an ideal density between 1 to 5 dwelling units per acre, and an average density of 3 dwelling units per acre. Staff finds the proposed short-term RDR use would be complimentary to the existing single-family residential detached dwelling units; and wouldn't negatively impact long-range plans applicable to the site and surrounding area, including the desired vision of the "Low-Density Residential" future land use or its ideal density ranges.

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

Aside from staff's analysis and recommendations contained within the *Parkville 2040 Master Plan*, no other recommendations of professional staff or other technical reviews associated with the application are referenced.

#### **Staff Conclusion and Recommendation**

Staff concludes that: With the exceptions noted above, the application meets or exceeds the minimum applicable standards and regulations; the proposed use of *Lodging – Short-Term Rental* does not conflict with the intent of any abutting districts and can be consistent with the adopted Parkville Master Plan; the proposed use can meet the requirements of the Development Code, however the Planning and Zoning Commission must evaluate the applicant's request for variance/exception based on the context of their application, function of the short-term RDR and location of the subject property area; the proposed use should not negatively impact the public realm, design and functions of streetscapes; existing drainage, utilities and other public facilities should be adequate for the proposed use; the existing building is compatible with the character of the area; hours of operation, visible and audible impacts and traffic patterns are compatible with the area; staff recommends a one-year time duration for the Application for Conditional Use Permit with staff review and renewal on an annual basis, provided all requirements of Section 405.040, Subsection K. are still adhered to, and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit; the proposed use will not prevent development and use of neighboring properties; and the long-range plans to the site and surrounding area will not be negatively impacted by the proposed use.

Following review, staff recommends neither approval nor denial 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; and will defer discretion to the Planning and Zoning Commission per a roll call vote to determine if the requested variances/exceptions to provisions for short-term RDRs are appropriate given the context of the application, function of the short-term RDR and location of the subject property area.

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.

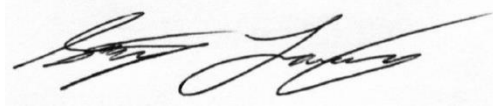
#### **Necessary Action**

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 December 20, 2022 for final action.

*End of Memorandum*



11-30-2022

Stephen Lachky, AICP, CPM, CFM  
Community Development Director

Date

**CITY OF PARKVILLE  
Policy Report**

Date: December 16, 2022

Prepared By:

Stephen Lachky, Community Development  
Director

Reviewed By:

Brittanie Propes, Parks & Recreation Director

ISSUE:

Approve the first reading of an ordinance to amend Parkville Municipal Code Section 150.150, and the Parkville Property Maintenance Code to create Section 302.4.1, regarding the removal of dead trees on City property and on private property (Community Development)

BACKGROUND:

The City adopted the Parkville Property Maintenance Code (PPMC) by Ordinance No. 2464 on January 20, 2009. The PPMC was adapted internally from models in other jurisdictions and is a local alternative to the International Property Maintenance Code issued by the International Code Council (ICC). The City adopted revisions to the Parkville Property Maintenance Code by Ordinance No. 2794 on January 6, 2015, by Ordinance No. 2837 on February 2, 2016, and by Ordinance No. 2907 on August 1, 2017.

Parkville Municipal Code Chapter 150 *Community Land and Recreation Board* (CLARB) outlines the establishment and purpose of CLARB as an appointed board and commission of the City and includes a number of duties and responsibilities. When CLARB was created, one of these duties and responsibilities included determining whether or not dead or diseased trees on private property constituted a hazard to life and property, or a potential threat to other trees within the City; and if so, authorizing the removal of such trees. In 2017, per the request of CLARB and other City staff, this responsibility was changed to the Code Enforcement Officer via approval of Ordinance No. 2895.

Recognizing that the PPMC deals with dead or diseased tree issues on private property and that CLARB deals with dead or diseased tree issues on City property, staff proposes amending the Parkville Municipal Code and PPMC to further clarify this.

BUDGET IMPACT:

With the exception of required codification and enforcement, there is no budgetary impact.

ALTERNATIVES:

1. Adopt an ordinance amending the Municipal Code and Property Maintenance Code.
2. Adopt the ordinance, subject to revisions.
3. Do not approve the ordinance and provide alternative direction to staff.
4. Postpone the item.

FINANCE COMMITTEE RECOMMENDATION:

The item was not presented to the Finance Committee, but is being taken directly to the Board of Aldermen for consideration.

STAFF RECOMMENDATION:

Staff recommends adoption of an ordinance amending Parkville Municipal Code Section 150.150 and amending the Parkville Property Maintenance Code to create Section 302.4.1 regarding the removal of dead trees on city property and on private property.

POLICY:

The Board of Aldermen must approve changes to the City's Municipal Code by ordinance, as well as changes to documents incorporated into the City's Municipal Code by reference.

SUGGESTED MOTION:

I move to approve Bill No. 3234, an ordinance amending Parkville Municipal Code Section 150.150 and amending the Parkville Property Maintenance Code to create Section 302.4.1 regarding the removal of dead trees on city property and on private property, on first reading and postpone the second reading to February 7, 2023.

ATTACHMENTS:

1. Ordinance

**AN ORDINANCE AMENDING PARKVILLE MUNICIPAL CODE SECTION 150.150, AND PARKVILLE PROPERTY MAINTENANCE CODE TO CREATE SECTION 302.4.1, REGARDING THE REMOVAL OF DEAD TREES ON CITY PROPERTY AND ON PRIVATE PROPERTY**

WHEREAS, the City of Parkville adopted the Parkville Property Maintenance Code (PPMC) by Ordinance No. 2464 on January 20, 2009; and

WHEREAS, the City of Parkville adopted revisions to the PPMC by Ordinance No. 2794 on January 6, 2015, by Ordinance No. 2837 on February 2, 2016, and by Ordinance No. 2907 on August 1, 2017; and

WHEREAS, Parkville Municipal Code, Chapter 150 Community Land and Recreation Board outlines the establishment and purpose of CLARB as an appointed Board & Commission of the City, including a number of duties and responsibilities; and

WHEREAS, one such duty and responsibility included determining whether or not dead or diseased trees on private property constituted a hazard to life and property, or a potential threat to other trees within the City, and if so authorizing the removal of such trees; and

WHEREAS, per the request of CLARB and other City staff, this responsibility was changed to the Code Enforcement Officer via approval of Ordinance No. 2895 on March 21, 2017; and

WHEREAS, recognizing that the PPMC deals with dead or diseased tree issues on private property, and that CLARB deals with dead or diseased tree issues on City property, staff proposes amending the Parkville Municipal Code and PPMC to further clarify this.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF PARKVILLE, MISSOURI AS FOLLOWS:

Section 1. Parkville Municipal Code, Section 150.150 is hereby amended to read as follows:

The City shall have the right to cause the removal of any dead or diseased trees on City property when such trees constitute a hazard to life and property or harbor insects or disease which constitute a potential threat to other trees within the City. Upon written statement from the certified arborist that any dead or diseased trees on City property constitute a hazard to life and property or harbor insects or disease which constitute a potential threat to other trees within the City, the City shall have the authority to remove such trees per the approval of the Community Land and Recreation Board.

Section 2. The Parkville Property Maintenance Code, Section 302.4.1 is hereby created to read as follows:

**302.4.1 Dead or Diseased Tree Removal on Private Property.** The City shall have the right to cause the removal of any dead or diseased trees on private property within the City when such trees constitute a hazard to life and property or harbor insects or disease which constitute a potential threat to other trees within the City. The Code Enforcement Officer (or the employee's fulfilling code enforcement duties) shall inspect the trees with a certified arborist. Upon written statement from the certified arborist that any dead or diseased trees on private property within the City constitute a hazard to life and property

or harbor insects or disease which constitute a potential threat to other trees within the City, the Code Enforcement Officer (or the employee's fulfilling code enforcement duties) will notify in writing the owners of such trees. Removal shall be done by said owners at their own expense within sixty (60) days after the date of service of notice. In the event of failure of owners to comply with such provisions, the City shall have the authority to remove such trees and charge the cost of removal on the owner's property tax notice.

Section 3. This ordinance shall be in effect immediately upon its passage and approval.

PASSED and APPROVED this 7<sup>th</sup> day of February 2023.

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Mayor Dean Katerndahl

ATTESTED:

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City Clerk Melissa McChesney

**ITEM 5.A.**

*For 1/17/2023*

*Board of Aldermen Meeting*

**CITY OF PARKVILLE  
Policy Report**

Date: December 14, 2022

Prepared By:

Reviewed By:

ISSUE:

Administration

BACKGROUND:

BUDGET IMPACT:

ALTERNATIVES:

FINANCE COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATION:

POLICY:

SUGGESTED MOTION:

ATTACHMENTS:

None



**ITEM 5.B.**

*For 1/17/2023*

*Board of Aldermen Meeting*

**CITY OF PARKVILLE  
Policy Report**

Date: December 14, 2022

Prepared By:

Reviewed By:

ISSUE:

Police Department

BACKGROUND:

BUDGET IMPACT:

ALTERNATIVES:

FINANCE COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATION:

POLICY:

SUGGESTED MOTION:

ATTACHMENTS:

None

**ITEM 5.C.**

*For 1/17/2023*

*Board of Aldermen Meeting*

**CITY OF PARKVILLE  
Policy Report**

Date: December 14, 2022

Prepared By:

Reviewed By:

ISSUE:

Community Development

BACKGROUND:

BUDGET IMPACT:

ALTERNATIVES:

FINANCE COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATION:

POLICY:

SUGGESTED MOTION:

ATTACHMENTS:

None

City of Parkville - Development Tracking Spreadsheet

| Residential Developments    |                                     |                                           |                                                           |                |          |                    |                                  |                         |                 |                                |
|-----------------------------|-------------------------------------|-------------------------------------------|-----------------------------------------------------------|----------------|----------|--------------------|----------------------------------|-------------------------|-----------------|--------------------------------|
| Project Name                | Address                             | Parcel No.                                | Detail                                                    | Date Submitted | Approved | Status             | Change in Status from Last Month | Construction Start Date | Completion Date | Staff Contact                  |
| Platte 38                   | West of The National 7th Plat       | <a href="#">20-8.0-27-100-002-006.000</a> | 27 duplex lots and 9 detached home lots                   | 11/1/2021      | Yes      | Land cleared       | No change                        | 1/4/2022                | 2023            | <a href="#">Stephen Lachky</a> |
| Sanctuary At Riss Lake      | MO-9 Hwy and Lakeview Dr            | <a href="#">20-7.0-26-400-006-001.000</a> | 19 duplex lots and 4 tracts of open space                 | 12/28/2021     | Yes      | Land cleared       | No change                        | 1/18/2022               | 2023            | <a href="#">Stephen Lachky</a> |
| Village On The Green East   | MO-45 Hwy and Lake Crest Ln         | <a href="#">20-7.0-26-200-002-003.001</a> | 23 cluster townhomes and 7 1-3 story townhomes            | 8/6/2021       | Yes      | Final Plat pending | 1st reading ordinance            | -                       | -               | <a href="#">Brad Stanton</a>   |
| Village On The Green West   | MO-45 Hwy and Lake Crest Ln         | <a href="#">20-8.0-27-100-002-002.002</a> | 23 cluster townhomes and 7 1-3 story townhomes            | 8/6/2021       | Yes      | Final Plat pending | 1st reading ordinance            | -                       | -               | <a href="#">Brad Stanton</a>   |
| Woods At Creekside 4th Plat | West of Woods At Creekside 3rd Plat | <a href="#">20-4.0-18-000-000-010.003</a> | 28 detached home lots                                     | 6/10/2022      | Yes      | Plat approved      | Ordinance approved               | -                       | 2023            | <a href="#">Stephen Lachky</a> |
| Woods At Creekside 5th Plat | West of Woods At Creekside 3rd Plat | <a href="#">20-4.0-18-000-000-010.003</a> | 39 detached home lots and 2 tracts of open space          | 6/10/2022      | Yes      | Plat approved      | Ordinance approved               | -                       | 2023            | <a href="#">Stephen Lachky</a> |
| River Hills Estates Replat  | 10118 River Hills Dr                | <a href="#">20-8.0-27-400-014-027.000</a> | Replatting 7 detached home lots and 1 tract of open space | 6/28/2022      | Yes      | Plat approved      | Ordinance approved               | -                       | 2023            | <a href="#">Brad Stanton</a>   |
| Thousand Oaks 25th Plat     | South of Thousand Oaks Phase 13B    | <a href="#">20-9.0-29-000-000-010.001</a> | 73 detached home lots and 3 tracts of open space          | 12/28/2022     | No       | In process         | Application submitted            | -                       | 2024            | <a href="#">Brad Stanton</a>   |

| Commercial and Industrial Developments |                              |                                           |                                                         |                |                   |                    |                                  |                         |                 |                                |
|----------------------------------------|------------------------------|-------------------------------------------|---------------------------------------------------------|----------------|-------------------|--------------------|----------------------------------|-------------------------|-----------------|--------------------------------|
| Project Name                           | Address                      | Parcel No.                                | Detail                                                  | Date Submitted | Approved          | Status             | Change in Status from Last Month | Construction Start Date | Completion Date | Staff Contact                  |
| Attic Storage                          | Vertical Ventures III, Lot 3 | <a href="#">20-4.0-19-000-000-019.000</a> | New two-story self-straoage facillity                   | 1/7/2022       | Yes               | Under construction | No change                        | 8/17/2022               | -               | <a href="#">Brad Stanton</a>   |
| Dairy Queen                            | 8803 NW MO-45 Hwy            | <a href="#">20-7.0-26-100-002-003.000</a> | New 2,400 sq. ft. drive-thru restaurant                 | 1/5/2022       | Yes               | Completed          | No change                        | 4/18/2022               | 10/6/2022       | <a href="#">Brad Stanton</a>   |
| Whataburger                            | 9110 NW 45 Hwy               | <a href="#">20-6.0-23-400-003-005.000</a> | New 3,100 sq. ft. drive-thru restaurant                 | 4/8/2022       | Yes               | Approved           | No change                        | -                       | -               | <a href="#">Brad Stanton</a>   |
| Taylor Animal Hospital                 | 6300 MO-9 Hwy                | <a href="#">20-7.0-26-100-002-002.000</a> | 1,840 sq. ft. addition to existing building             | 4/7/2022       | Yes               | Approved           | No change                        | 9/28/2022               | -               | <a href="#">Brad Stanton</a>   |
| Gomer's Liquor Store                   | 6298 NW Hwy 9                | <a href="#">20-7.0-26-100-002-038.000</a> | 3,075 sq. ft. addition to the 2nd floor of the building | -              | Not yet submitted | Site plan review   | No change                        | -                       | -               | <a href="#">Brad Stanton</a>   |
| Contractor's Garages                   | Vertical Ventures III, Lot 5 | <a href="#">20-4.0-19-000-000-023.000</a> | 22,160 sq. ft. contractor's self-storage units          | 8/5/2022       | Yes               | Approved           | No change                        | TBD                     | TBD             | <a href="#">Brad Stanton</a>   |
| Recreation - Indoor (Limited)          | 2 2nd Street                 | <a href="#">20-7.0-35-100-027-001.003</a> | Using existing baseball batting cages as a business     | 7/7/2022       | Yes               | Approved           | No change                        | N/A                     | N/A             | <a href="#">Brad Stanton</a>   |
| Lodges At The National, Lot 8          | 10875 Allen Way              | <a href="#">20-5.0-22-200-005-002.000</a> | Rezoning property from "R-2-P" to "B-1" district        | 7/15/2022      | No                | Withdrawn          | No change                        | N/A                     | N/A             | <a href="#">Stephen Lachky</a> |
| Parkville Presbyterian Church          | 819 Main St                  | <a href="#">20-7.0-35-100-009-006.000</a> | Using interior space for finanical planning office      | 9/7/2022       | Yes               | Approved           | No change                        | N/A                     | N/A             | <a href="#">Brad Stanton</a>   |
| Restaurant and Law Offices             | 12 E 1st St                  | <a href="#">20-7.0-35-100-035-001.000</a> | Rehab & repurposing 1st floor + 2nd floor expansion     | 10/7/2022      | Yes               | Approved           | No change                        | Spring 2023             | 12/31/2023      | <a href="#">Brad Stanton</a>   |
| Friends of Parkville Animal Shelte     | 1356 N MO-9 Hwy              | <a href="#">20-7.0-26-400-002-006.000</a> | Rezoning subject property from "R-4" to "B-4-P"         | 10/12/2022     | Yes               | Approved           | 2nd reading ordinance            | -                       | -               | <a href="#">Brad Stanton</a>   |

**ITEM 5.D.**

*For 1/17/2023*

*Board of Aldermen Meeting*

**CITY OF PARKVILLE  
Policy Report**

Date: December 14, 2022

Prepared By:

Reviewed By:

ISSUE:

Public Works

BACKGROUND:

BUDGET IMPACT:

ALTERNATIVES:

FINANCE COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATION:

POLICY:

SUGGESTED MOTION:

ATTACHMENTS:

None

**ITEM 5.E.**

*For 1/17/2023*

*Board of Aldermen Meeting*

**CITY OF PARKVILLE  
Policy Report**

Date: December 14, 2022

Prepared By:

Reviewed By:

ISSUE:

Parks & Recreation

BACKGROUND:

BUDGET IMPACT:

ALTERNATIVES:

FINANCE COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATION:

POLICY:

SUGGESTED MOTION:

ATTACHMENTS:

None