

1. CALL TO ORDER

A regular meeting of the Board of Aldermen was convened at 7:01 p.m. at City Hall, 8880 Clark Avenue, Parkville, Missouri on March 21, 2023, 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 3 Alderman Stephen Melton
Ward 4 Alderman Greg Plumb
Ward 4 Alderman Michael Lee

Absent:

Ward 2 Alderman Bob Bennett - *with prior notice*
Ward 3 Alderman Douglas Wylie - *with prior notice*

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
Dan Harper, Public Works Director
Stephen Lachky, Community Development Director
Brittanie Propes, Parks & Recreation Director
Chris Ashley, Parks & Recreation Project Manager
Rich Wood, City Attorney

Mayor Katerndahl led the Board in the Pledge of Allegiance to the Flag of the United States of America.

2. CITIZEN INPUT

Elaine Kellerman, 5243 NW Bluff Circle, requested the status of the quiet zone study. City Administrator Alexa Barton responded that staff received information about the next steps and would provide an overview at upcoming meeting or work session.

3. CONSENT AGENDA

- A. Approve the minutes for the March 7, 2023, regular meeting
- B. Approve the minutes for the March 7, 2023, work session
- C. Receive and file the crime statistics for January 2023
- D. Approve a construction agreement with Ace Pipe Cleaning for the 2023 Street Sweeping Program

- E. Approve a construction agreement with HydroKlean for the 2023 Sanitary Sewer CCTV Program
- F. Approve accounts payable from March 3 through March 17, 2023
- G. Approve a retailer of intoxicating liquor in the original package with Sunday sales liquor license for Casey's Marketing Company (Minit Mart), a convenience store located at 6316 Highway 9

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

RESULT: MOTION PASSED 6-0.

4. ACTION AGENDA

- A. Approve the first amendment to the use agreement with the Parkville Farmers Market Association to waive the annual fee increase in 2023

City Administrator Alexa Barton stated that the Parkville Farmers Market Association requested a waiver of the fee increase for 2023 because they were unable to use the farmers market building for the season.

ACTION: IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN PLUMB TO APPROVE THE FIRST AMENDMENT TO THE USE AGREEMENT WITH THE PARKVILLE FARMERS MARKET ASSOCIATION TO WAIVE THE ANNUAL FEE INCREASE IN 2023.

RESULT: MOTION PASSED 6-0.

- B. Approve the second reading of an ordinance to grant a franchise to Missouri-American Water Company to install, extend, maintain and operate a water system within the City

Mayor Katerndahl stated that the first reading was presented on February 7. No additional information was presented.

ACTION: IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN PLUMB TO APPROVE BILL NO. 3235, AN ORDINANCE GRANTING A FRANCHISE TO MISSOURI-AMERICAN WATER COMPANY, FOR A PERIOD OF 20 YEARS, FOR THE PURPOSE OF INSTALLING, EXTENDING, MAINTAINING AND OPERATING A WATER SYSTEM WITHIN THE CITY OF PARKVILLE, ON SECOND READING TO BECOME ORDINANCE NO. 3175.

RESULT: MOTION PASSED 6-0.

AYES: TINA WELCH, PHILIP WASSMER, BRIAN T. WHITLEY, STEPHEN MELTON, GREG PLUMB, MICHAEL LEE

NOES: NONE

ABSTAIN: NONE

C. Approve the second reading of an ordinance to amend Ordinance No. 3109 to amend the 2022 operating budget and fund transfers

Mayor Katerndahl stated that the first reading was presented on March 7. No additional information was presented.

ACTION: IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN PLUMB TO APPROVE BILL NO. 3243, AN ORDINANCE AMENDING ORDINANCE NO. 3109 AMENDING THE OPERATING BUDGET AND FUND TRANSFERS FOR THE PERIOD FROM JANUARY 1 THROUGH DECEMBER 31, 2022, AND THE CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2022 THROUGH 2026 FOR THE CITY OF PARKVILLE, MISSOURI, ON SECOND READING TO BECOME ORDINANCE NO. 3179.

RESULT: MOTION PASSED 6-0.

AYES: TINA WELCH, PHILIP WASSMER, BRIAN T. WHITLEY, STEPHEN MELTON, GREG PLUMB, MICHAEL LEE

NOES: NONE

ABSTAIN: NONE

D. Approve the first reading of an ordinance to approve a conditional use permit to allow a Lodging – Short-Term Rental use at 10875 Allen Way - Case No. PZ 2023-05; Parkville Golf Lodge, LLC, applicant

Community Development Director Stephen Lachky provided an overview of the history of the process for short-term rental applications in residential districts, noting that an application had to meet all four requirements in order to be approved administratively and if an exemption was requested, a conditional use permit was required. The application was for a short-term rental in The National subdivision in a two-story building, built in 2004, that was used as a guest lodge rented to club patrons and guests with a cigar club in the basement for members. Lachky said that in October 2021, the National Golf Club was purchased, but the new owners did not acquire the subject property.

Lachky said the applicants were seeking to list the top two floors on online platforms, such as VRBO. He said the condition that could not be met was the applicant occupying the property as a full-time residence. The property had two parking spaces via driveway, but it also functioned as a golf cart path. The applicant had an agreement with The National to use two parking spaces near the tennis courts. He noted that they were remitting the guest

room tax and the City did not receive any noise complaints.

The Planning and Zoning Commission held a public hearing on March 14. Lachky said there was some confusion at the meeting because the public thought the Municipal Code stated that the Board had to deny any applications that did not meet all four criteria. He clarified that the Board had the ability to grant exceptions, which they had done with all the short-term rentals approved for Ward 1. The conditional use permit came before the Board because the applicant requested an exception.

Discussion focused on the number of rental units on the property, the basement being used for a long-term renter and the top two floors for short-term or long-term rentals.

Applicant Dale Brouk, 11725 Ballymore Court, provided an overview of the bedrooms on the top two floors and noted that both floors would be rented as one unit. He stated that if the renter had more than two vehicles there was an agreement with the club allowing them to use parking spaces at the clubhouse. He provided a clarification that the property was not located within the homeowners association and was not previously used on the short-term rental platforms. The property would only be rented using platforms with a high level of screening ability.

Further discussion focused on the reasons why the Commission recommended denial. Lachky responded that one Commissioner said it was based on the property previously operating as a successful long-term rental and did not see a need for it to be a short-term rental. He added that another Commissioner felt that while staff felt the on-site parking met the requirements, the tennis court parking was not technically on-site.

Chris Musgrave, 10920 Allen Way, spoke in opposition to the application.

ACTION: IT WAS MOVED BY ALDERMAN PLUMB AND SECONDED BY ALDERMAN WHITLEY TO EXTEND THE TIME FOR MR. MUSGRAVE'S PUBLIC COMMENTS FOR TWO ADDITIONAL MINUTES.

RESULT: MOTION PASSED 6-0.

Chris Musgrave continued his public comments. Once he was finished, Lachky replied to the comments regarding enclosed parking, noting that per the Code, new single-family home construction required enclosed parking, but the property was grandfathered in because it was built prior to the regulation. In response to the property not being within the homeowners association, he said that previous staff had reached out to the local homeowners associations, including The National, who stated they did not allow short-term rentals without approval from the homeowners association board. He also responded to the comment regarding noise complaints and stated that Police Chief Kevin Chrisman searched the property address and did not find that any noise complaints had been filed. In response to revoking a permit, Lachky stated that one conditional use permit application was required for a single property and it could be revoked at any time. He added that the application would be reviewed annually.

Duke Maddox, 10860 Allen Way, spoke in opposition to the application.

Discussion focused on the term length of the conditional use permit and the process of

revoking a permit.

ACTION: IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN PLUMB TO APPROVE BILL NO. 3245, AN ORDINANCE APPROVING AN APPLICATION FOR A CONDITIONAL USE PERMIT TO ALLOW A LODGING – SHORT-TERM RENTAL USE AT 10875 ALLEN WAY IN PARKVILLE, MISSOURI, SUBJECT TO CONDITIONS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION, ON FIRST READING AND POSTPONE THE SECOND READING TO APRIL 4, 2023.

ACTION: IT WAS MOVED BY ALDERMAN WHITLEY TO AMEND THE MOTION TO REDUCE THE PERMIT FROM 12 MONTHS TO SIX MONTHS FROM THE DATE OF THE SECOND READING.

RESULT: MOTION DIED FOR LACK OF A SECOND.

Mayor Katerndahl read the original motion in its entirety.

RESULT: MOTION PASSED 6-0.

AYES: TINA WELCH, PHILIP WASSMER, BRIAN T. WHITLEY, STEPHEN MELTON, GREG PLUMB, MICHAEL LEE

NOES: NONE

ABSTAIN: NONE

- E. Approve the first reading of an ordinance to amend Parkville Municipal Code Section 405.020, Table 405-2 to allow Education – Neighborhood School (<10 acres) uses in the “R-4” Mixed-Density Residential district as a permitted use and to allow Education – Campus (>10 acres) uses in the “R-4” district as a conditional use, subject to the discretionary review process in Section 403.050

Community Development Director Stephen Lachky stated that in August 2021 the Park Hill School District purchased property at Creekside with plans to build an elementary school. School District staff reached out to the City to inquire about the development process and about the R-4 District, which did not allow neighborhood schools. Lachky said he reached out to other cities and learned many of them allowed schools in residential districts. He added that updating the Development Code was a more appropriate avenue than rezoning the property.

ACTION: IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN PLUMB TO APPROVE BILL NO. 3246, AN ORDINANCE AMENDING PARKVILLE MUNICIPAL CODE SECTION 405.020, TABLE 405-2 ALLOWING EDUCATION - NEIGHBORHOOD SCHOOL (<10 ACRES) UNES IN THE "R-4" MIXED-DENSITY RESIDENTIAL DISTRICT AS A PERMITTED

USE AND ALLOWING EDUCATION - CAMPUS (>10 ACRES) USES IN THE R-4 DISTRICT AS A CONDITIONAL USE, ON FIRST READING AND POSTPONE THE SECOND READING TO APRIL 4, 2023.

RESULT: MOTION PASSED 6-0.

F. Approve the first reading of an ordinance to approve a conditional use permit for the construction of a new wireless communication tower on property owned by Park University - Case No PZ 2023-06; New Cingular Wireless PCS, LLC, applicant

Community Development Director Stephen Lachky said that Cingular Wireless PCS submitted an application to construct a 150 foot tall monopole tower to expand the coverage for AT&T and worked with Park University staff to determine a suitable location. In 2017, the City adopted new standards that included setbacks for residential properties and the application met all of them. He added that Park University would approve a lease with an abandonment clause.

ACTION: IT WAS MOVED BY ALDERMAN WHITLEY AND SECONDED BY ALDERMAN PLUMB TO APPROVE BILL NO. 3249, AN ORDINANCE **APPROVING A CONDITIONAL USE PERMIT FOR CONSTRUCTION OF A NEW WIRELESS COMMUNICATION TOWER ON PROPERTY OWNED BY PARK UNIVERSITY, SUBJECT TO CONDITIONS RECOMMENDED BY THE PLANNING AND ZONING COMMISSION, ON FIRST READING AND POSTPONE THE SECOND READING TO APRIL 4, 2023.**

RESULT: MOTION PASSED 6-0.

5. STAFF UPDATES ON ACTIVITIES

A. Administration

1. Communications Best Practices

City Clerk Melissa McChesney stated that the Board and City staff held a strategic planning session in August 2022 and discussed communication best practices; presentation attached as Exhibit A. She said that items were split into four categories and provided a list of items that were completed and items that staff strived to complete.

City Administrator Alexa Barton added that the Board approved a resolution and staff was charged with reporting best practices, which was presented.

B. Police Department

Alderman Whitley asked about the status of the radar signs on S. National Drive and Lime Stone Road. Police Chief Kevin Chrisman responded that staff was working hard to

remove the data from the signs. He added that two new replacement signs had been delivered.

Alderman Welch shared her concern about speeding on Crooked Road and Chrisman responded that the old signs could possibly be used at other locations.

C. Community Development

1. Development Updates

D. Public Works

1. Electronics Recycling & Paper Shredding Events - April 1, 2023

Public Works Director Dan Harper said that electronics recycling and paper shredding events would be held in Platte Landing Park on April 1; the Spring Cleanup event was scheduled for April 15; and the Spring Yard Waste Drop Off was scheduled for April 17 through May 26.

E. Parks & Recreation

Parks and Recreation Director Brittanie Propes provided an update on upcoming events, noting that photos with the Easter Bunny at Barkville would be on April 8 and a tree planting dedication for Arbor Day would be held on April 25. She said that staff was working on the landscaping and exploring alternative lighting options at Pocket Park and the overlay project of the South Platte Pass Trail would begin on March 29. She noted the Board requested a status update on the train depot, which would be presented on April 4. Propes also addressed concerns about parking in English Landing Park and said staff was working on a solution, which could include looking at implementing some recommendations from the Park Master Plan.

City Administrator Alexa Barton said she was working to schedule the next strategic planning and leadership retreat and asked the Board to check their availability.

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

Alderman Plumb said that the Parkville Economic Development Council (PEDC) and the Parkville Area Chamber of Commerce were merging. Alderman Welch added that PEDC Director Ed Linnebur would present the changes at the April Chamber meeting.

Mayor Katerndahl stated that Parkville would be getting a new semi-professional soccer team that would be using the fields at Park University.

Alderman Plumb thanked City Attorney Rich Wood for his work with the City.

The Board was also reminded about the General Municipal Election on April 4.

7. UPCOMING MEETINGS

8. EXECUTIVE SESSION

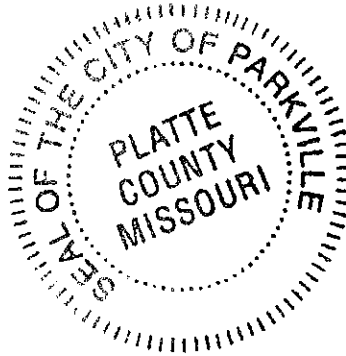
9. ADJOURN

Mayor Katerndahl declared the meeting adjourned at 9:00 p.m.

The minutes for March 21, 2023, having been read and considered by the Board of Aldermen, and having been found to be correct as written, were approved on this the fourth day of April 2023.

Submitted by:

Melissa McChesney
City Clerk Melissa McChesney



Communications Best Practices

1. **SHALL** (Regular Procedure)
2. **SHOULD** (Goals to Achieve/In Process)
3. **COULD** (Contingent upon direction & available resources)
4. **WOULD** (Funding availability)