



BOARD OF ALDERMEN
Work Session Agenda
CITY OF PARKVILLE, MISSOURI
Tuesday, June 4, 2024 5:30 PM
City Hall Board Room

1. GENERAL AGENDA

- A. Proposed Architectural Design Standards to be incorporated as a new Chapter in the Development Code (Community Development)

2. ADJOURN

CITY OF PARKVILLE

Policy Report

Date: May 15, 2024

Prepared By:

Stephen Lachky, Community Development Director

Reviewed By:

Alexa Barton, City Administrator
Brad Stanton, Planner

ISSUE:

Proposed Architectural Design Standards to be incorporated as a new Chapter in the Development Code (Community Development)

BACKGROUND:

Title IV – Development Code of the Parkville Municipal Code is a comprehensive set of development standards intended to promote the public safety, health and general welfare by implementing the City’s Master Plan through urban design and subdivision standards, building standards, and land use standards via zoning districts. Provisions of the Development Code were first adopted on November 17, 1953, via Ordinance No. 334 and have been updated over the years, most recently at a comprehensive level on February 7, 2017, via Ordinance No. 2884.

Chapter 403 of the Development Code outlines the various applications for development (ex: major site plan, minor site plan, preliminary development plan, and final development plan) and requirements for approval, including meeting all development and design standards. However, excluding the “OTD” Old Town District, “R-4” Mixed-Density Residential, and “BP” Business Park District zoning districts, the Development Code does not contain any standards for building design/types, architectural styles, materials, features, or details. As a result, the City desires to establish such standards to provide clarity to property owners, developers, staff and members of the Planning and Zoning Commission. Developing a cohesive set of architectural design standards will in turn encourage high-quality development and redevelopment.

CONSULTANT SELECTION:

On April 20, 2023, staff issued a Request for Qualifications (RFQ) for professional planning and public engagement services to develop architectural design standards. Staff received inquiries/interest from two consultant teams, but only received one proposal submission from Confluence. A selection committee consisting of Dean Katerndahl (Mayor), Phil Wassmer (Ward 1 Aldermen), Michael Lee (Ward 4 Aldermen), Michael Wright (Chair of the Planning and Zoning Commission), Alexa Barton (City Administrator), Stephen Lachky (Community Development Director) and Brad Stanton (Planner) reviewed the proposal and extended an invitation for a formal interview on June 2, 2023. Following the interview, the selection committee concluded Confluence had the necessary expertise, experience and personnel to develop Architectural Design Standards for the City. On July 18, 2023, the Board of Aldermen approved a professional services agreement with Confluence to develop architectural design standards for the City in the amount of \$45,500.

PROJECT SCOPE:

Task 1 – Input and Preliminary Draft

1. 1.1 Kick-Off Meeting
2. 1.2 BOA and P&Z Initial Input
3. 1.3 Public Engagement Website
4. 1.4 Consultant and Staff Review

Task 2 – Draft Review

1. 2.1 BOA Joint Workshop
2. 2.2 Public Draft Review and Comment
3. 2.3 Consultant and Staff Review

Task 3 – Final Draft Review and Approval

1. 3.1 P&Z Public Hearing for Text Amendment
2. 3.2 BOA Hearing for Text Amendment Adoption

PROJECT COMMENCEMENT:

The Planning and Zoning Commission is serving as the Steering Committee for this project. A kick-off workshop was held with the Steering Committee on October 10, 2023, to go over the project scope and schedule. Following this meeting, staff developed a [project webpage](#) to link to the consultant's online engagement website. Following collection of surveys and public input, the consultant developed a preliminary draft of a new Chapter 411 to the Title IV – Development Code and held a review workshop with the Steering Committee on January 9, 2024. Additional review and public comments were collected from the Commission and Board of Aldermen, leading to the creation of a final draft of Chapter 411. The Steering Committee held a final draft review workshop on May 14, 2024.

Task 2.1 of the project scope is a Board and Commission Joint Workshop: *The Consultant team will present the proposed code update at a Joint Workshop of the Board of Aldermen and the Planning and Zoning Commission and collect any input and comments. Following the Joint Workshop, the Consultant will review the Board and Commission input with City Staff and make updates as warranted and prepare a final draft code update for the design standards.*

NEXT STEPS:

The consultant team will take input from the Board and Commission joint work session to modify the final draft of Chapter 411 as necessary. Once ready, staff will initiate a formal Application for Text Amendment through the Planning and Zoning Commission (which requires a public hearing) and the Board of Aldermen for adoption. Staff anticipates the text amendment going before the Planning and Zoning Commission on July 9th and before the Board of Aldermen on July 16th.

BUDGET IMPACT:

On December 20, 2022, the Board of Aldermen approved Ordinance No. 3198 adopting the 2023 Operating Budget and 2023-2027 Capital Improvement Program (CIP). \$40,000 was budgeted in the 2023-2027 CIP for the Architectural Design Standards project. On July 18, 2023, the Board of

Aldermen approved a professional services agreement with Confluence to develop architectural design standards for the City in the amount of \$45,500.

ALTERNATIVES:

1. Recommend that the Board of Aldermen and Planning & Zoning Commission provide comments and feedback to Confluence for the Architectural Design Standards project.
2. Postpone the discussion.

STAFF RECOMMENDATION:

Staff recommends that the Board of Aldermen provide comments and feedback to Confluence for the Architectural Design Standards project.

ATTACHMENTS:

1. Scope of Services

CITY OF PARKVILLE, MISSOURI ARCHITECTURAL DESIGN STANDARDS SCOPE OF SERVICES

PROJECT DESCRIPTION

Planning services will be provided by Confluence (Consultant) to the City of Parkville, Missouri, a municipal government in the State of Missouri (City) to draft updates to portions of the City's zoning related to building architectural design standards.

The Consultant anticipates working in collaboration with City Staff, as well as with the Board of Aldermen and Planning and Zoning Commission. The following Scope of Services is based on our understanding of the City's desires.

SCOPE OF SERVICES

TASK 1: INPUT AND PRELIMINARY DRAFT

(3 MONTHS)

- 1.1 The Consultant will facilitate and conduct a Kick-Off Meeting with City Staff. The purpose of this meeting will be to review the project scope and schedule as well as provide initial input on the design standards. (in-person or virtual meeting)
- 1.2 **Board and Commission Joint Workshop:** The Consultant team will attend a Joint Workshop of the Board of Aldermen and the Planning and Zoning Commission to review the project scope and schedule and seek initial input on the direction of the architectural design standards and areas of concern. The public will also be invited to provide comments at this meeting.
- 1.3 **Public Engagement Website:** The Consultant will setup an online engagement website to seek initial input on desired architectural design standards for Parkville. This same website will be updated in Task 2 and Task 3 to host the drafts of the architecture design standards for public review and comment. The Consultant will provide graphics to advertise this website on the City's website and social media sites.
- 1.4 The Consultant will complete a preliminary draft of the code update (80% complete draft) and meet virtually with City staff to review the preliminary draft. (2 to 3 virtual meetings)

TASK 2: DRAFT REVIEW

(2 MONTHS)

- 2.1 **Board and Commission Joint Workshop:** The Consultant team will present the proposed code update at a Joint Workshop of the Board of Aldermen and the Planning and Zoning Commission and collect any input and comments. Following the Joint Workshop, the Consultant will review the Board and Commission input with City Staff and make updates as

warranted and prepare a final draft code update for the design standards.

2.2 Public Draft Review and Comment: The Consultant team will post to the engagement website the final draft of the design standards for public review and comment.

2.3 The Consultant will meet virtually with City staff and community stakeholders as necessary to review the draft design standards and seek input and comments.

TASK 3: FINAL DRAFT REVIEW AND APPROVAL

(1 MONTH)

3.1 Planning and Zoning Commission Hearing: The Consultant will attend and present the code update for the design standards at a public hearing of the Planning and Zoning Commission and make changes as may be requested by the Commission.

3.2 Board of Aldermen Hearing: The Consultant will attend and present the code updates at a public hearing of the Board of Aldermen and make any final changes as may be requested by the Board.

DELIVERABLES

Various drafts of the updated code updates will be provided to the City in PDF, Word, and Excel formats.

ANTICIPATED FEES

Task 1: Input and Preliminary Draft	\$33,500.00
Task 2: Draft Review	\$7,500.00
Task 3: Final Draft Review and Approval	\$4,500.00
Total (Tasks 1 – 3, not including printing expenses)	\$45,500.00

EXCLUSIONS

Reimbursable expenses for printing are not included in the service fee and will be included on each monthly invoice as incurred in accordance with "Exhibit A".