



BOARD OF ALDERMEN
Work Session Agenda
CITY OF PARKVILLE, MISSOURI
Tuesday, August 20, 2024 5:00 PM
City Hall Board Room

1. GENERAL AGENDA

- A. Farmers Market Design Documents Review (Parks)
- B. Proposed Landscape Design Standards to be incorporated into Parkville Municipal Code Chapter 407 (Community Development)
- C. Proposed changes to City's sewer billing (Administration)
- D. Code of Ethics amendments to remove reference to employees (Administration)

2. ADJOURN

CITY OF PARKVILLE

Policy Report

Date: August 13, 2024

Prepared By:

Stephen Lachky, Community Development Director

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Proposed Landscape Design Standards to be incorporated into Parkville Municipal Code Chapter 407 (Community Development)

BACKGROUND:

On July 18, 2023, the Board of Aldermen approved a professional services agreement with Confluence in the amount of \$45,500 (see Attachment 2 by Reference) to develop a cohesive set of architectural design standards for the City. The project commenced in October 2023 and an ordinance for text amendment will be presented to the Board of Aldermen for adoption later this evening at the Board's August 20, 2024, regular meeting.

Throughout the Architectural Design Standards project, members of the Steering Committee (i.e., Planning and Zoning Commission) expressed interest in also reviewing the City's site and landscape design standards contained within Chapter 407 of the Title IV – Development Code as a separate project. Moreover, members of the Community Land and Recreation Board (CLARB) have expressed interest in overhauling the City's landscape design standards too. Confluence said they could update the City's landscaping standards as a standalone project, with minimal consultant hours needed.

The City's current landscape requirements were adopted on February 7, 2017, and dictate plant type (e.g., large tree, small or ornamental tree, evergreen, shrub, ground cover, turf), specification (i.e., caliper size and height), plant species (i.e., trees and shrubs according to the Great Trees for the Kansas City Region* tree list [December 2013 revision]) and tree diversity (i.e., number of genus and species per a specific number of trees). For the most part, staff requires a registered landscape architect in the State of Missouri to produce landscaping site plans detailing these elements and defers to their [landscape architects'] professional opinions & decisions for species type, performance, and adaptability to site-specific conditions and survival/adaptability to the climate of the metropolitan region.

Confluence presented proposed updates to the City's landscape design standards to the Steering Committee at a special workshop held on June 11, 2024; and Confluence's proposed amendments to Chapter 407 of the Title IV – Development Code are included as Attachment 1.

NEXT STEPS:

The consultant team will take input from tonight's work session with the Board and Commission's Joint Workshop to modify Chapter 407 as necessary. Once ready, staff will initiate a formal Application for Text Amendment through the Planning and Zoning Commission (requires a public hearing) and Board of Aldermen for adoption. Staff anticipates the text amendment going before the

Planning and Zoning Commission on October 8th and before the Board of Aldermen on October 15th.

BUDGET IMPACT:

Confluence is able to provide professional services for the landscape standards project at a cost of \$8,000 (2024 unbudgeted expense). No professional service agreement with Confluence is required, as the City already has an on-call agreement with them for professional planning services, and the amount is within the approval authority of the Community Development Director.

ALTERNATIVES:

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

STAFF RECOMMENDATION:

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

ATTACHMENTS:

1. Site & Landscaping Standards
2. Draft Master Plant Material List

Chapter 407. Site and Landscape Design Standards

Section 407.010 Intent and Applicability

Section 407.020 Site and Landscape Design Standards

Section 407.030 Screens, Fencing, and Site Walls

Section 407.040 Outdoor Lighting

Section 407.050 Stormwater Management

Section 407.010. Intent And Applicability.

A. **Intent.** It is the intent of this Chapter is to:

1. Improve the aesthetic character of development with natural landscape materials, and in particular emphasize distinct areas throughout the community as reflected in the Master Plan or any specific plans.
2. Improve the functional aspects of site design to provide safe and efficient circulation of vehicular, pedestrian, and bicycle users to improve connectivity between adjacent streets, sidewalks and trails with new development and redeveloped sites.
3. Coordinate landscape and design amenities across multiple sites, with special attention to the relationship between lots and streetscapes and improving the character of districts and neighborhoods.
4. Enhance the environmental and ecological function of unbuilt portions of sites, including reduced air or water pollution and reduced heat gain from large expanses of blank walls or paved surfaces.
5. Screen and mitigate the visual, noise or other impacts of high-intensity areas of sites, buildings and land uses.
6. Enhance the functional and aesthetic appeal of site grading solutions to improve each development's relationship with the existing site and surrounding site context, including provisions for the use of retaining walls and site walls.

B. **Applicability.**

1. The standards of this Chapter shall apply to all new development except:
 - a. Detached houses and duplexes being built on an individual basis and on a previously platted lot, and which are not part of a larger residential neighborhood or subdivision plan; and
 - b. Improvements or repairs to existing development that do not result in an increase in building footprint by more than ten percent (10%), an increase in impervious surface, or changes in use that do not result in an increase in intensity.
2. In cases where improvements or repairs increase the building footprint by more than ten percent (10%), increase the impervious surface or intensity of use, the intent is to bring the site into full compliance with these standards, except that the Director or Planning Commission may prorate the requirements to the extent of new development on the site where full

compliance is not possible or practical.

Section 407.020 Site and Landscape Design Standards

A. **Definitions.** The following terms are defined for this Article:

1. Deciduous Ornamental Tree. A deciduous tree (often an ornamental type tree) that reaches a mature height of less than 30 feet.
2. Deciduous Shade Tree. Defined as a deciduous tree with one vertical stem or trunk which begins branching at a height of six (6) feet or more and has a distinct crown that reaches a mature height of at least 30 feet.
3. Evergreen / Coniferous Tree. Defined as a tree that has needle-shaped or scale like leaves that remain green throughout the year; commonly referred to as pine, fir, and spruce trees. These trees generally reach a mature height of over 15 feet.
4. Green Mulch. Defined as a layer of plants that are closer to the ground, such as grasses, sedges, or other groundcovers, that can be used to support taller plants.
5. Invasive Plant Species. A plant reproducing outside its native range and outside cultivation that disrupts naturally occurring native plant communities by altering structure, composition, natural processes or habitat quality.
6. No Mow Grass. Defined as a type of grass that grows slowly and does not need to be mowed frequently.
7. Open Space. Any area not covered by a building, structure, parking lot, loading area, driveway, or other similarly paved area. Open space may include sidewalks, trails, pedestrian plazas and patios, and landscaped parking lot islands.
8. Ornamental Grasses. Defined as tall perennial grasses, generally over 24-inches at mature height, that are specifically grown and cultivated for their decorative properties. Most of the commonly used ornamental grasses are non-native, introduced species such as: Feather Reed Grass, Blue Oat Grass, Silvergrass, and Fountain Grass.
9. Prairie Grass Plantings. Native grasses and forbs (flowering plants) found within the native prairie environment typical for the area prior to clearance and cultivation of the land by European settlers. For the purposes of this Article, prairie plantings may contain native grasses without forbs to simplify prairie plant installation and maintenance.
10. Turf Grass. A continuous plant coverage consisting of a grass species that is mowed or maintained at an established height of 6 inches or less and can include native and non-native vegetation, e.g., Kentucky Blue Grass, Perennial Ryegrass, Tall Fescue, Fine Fescue, Buffalo Grass.
11. Xeriscaping. Defined as the practice of landscaping with slow-growing, drought tolerant plants to conserve water and reduce yard trimmings

B. Open Space and Landscaping Required.

1. **Site Design Standards.** The site layout plan shall indicate the placement of each building (ground floor plan of the building with door and window placement noted), public streets, private drives and driveways, sidewalks, site walls, mechanical units, and above grade utility infrastructure (utility poles, light poles, utility boxes, meters, etc.). The following items shall be integrated into the design of site plan improvements:
 - a. **Pedestrian Access.** Each project site shall include a minimum 4' width concrete sidewalk connection to provide access from the adjacent public street or private drive through the proposed site (including through parking lots) to the front door of the proposed building and any other required doors. Any sidewalk that is placed adjacent to or within 2 feet of a curb (edge of pavement) of a public street or private drive shall be a minimum of 6' width to address pedestrian safety and comfort.
 - b. **Bicycle Access.** See city code Section 408.030.D for bicycle parking requirements.
 - c. **Above-Grade Site Utilities.** Each project shall properly coordinate the proposed locations of above-grade utilities to consolidate their location(s) on the site to the extent practical. The intent is minimizing locations that can each be adequately buffered with landscape plantings and/or other improvements to enhance the visual appearance of the site.
 - d. **Roof/Site Drainage.** Each project shall properly design and coordinate the proposed locations and alignment of roof and site drainage, including any downspouts or other devices designed to convey stormwater, to avoid creating situations where water runoff flows over and/or pools on pedestrian walkways, trail connections, and high-traffic parking areas and driveways. Methods such as connecting roof drains directly to underground stormwater drainage systems or conveying stormwater at-grade to and through integrated green infrastructure improvements should be used to create a safe environment for pedestrian and vehicle circulation.
 - e. **Site Sections.** Each project shall provide at least one overall scaled site section drawing (accurately depicted – no vertical exaggeration), the selection of which shall be in consultation with the Director of Planning. The Director may require other site sections to be created to fully illustrate proposed site development conditions and site grading. The site section shall accurately depict public and private streets adjacent to the project site while illustrating the relationship of view sheds and site lines from adjacent properties and streets to the subject site, and shall include buildings, parking and retaining walls to indicate proposed site development conditions. If the site sections and submitted information do not provide adequate information to properly illustrate proposed development conditions, the Director and/or Planning Commission may require additional exhibits or perspective illustrations to accurately portray proposed development conditions and to assist in the City's evaluation of the application.
2. **Open Space Required.** All sites shall provide no less than the minimum amount of open space as required for each zoning district. (See Table 404-6.)

3. Open Space Landscaping Required. All landscape plans shall be prepared and stamped by a Landscape Architect licensed to practice in the State of Missouri.
 - a. **Ground Cover.** All areas unencumbered by buildings, paving or hard surfacing, shall be landscaped with turf grass, prairie grass plantings, plant beds, green mulch, xeriscaping, shrubs, and trees.
 - b. **Use of Mulch.** Except for single-family and duplex dwellings, wood-based mulch shall be used around all plantings and in all plant beds. Large areas of wood mulch that do not contain plantings shall not be permitted except when used around play structures. Inorganic ground cover material, including rock, chip brick, and synthetic turf (unless part of a designated sport field or play surface), is prohibited except along building foundations, around drainage structures, and in other limited applications as may be deemed acceptable by the Director of Planning.
 - c. **Minimum Open Space Landscape Requirements.** The following minimum open space plantings shall be required for all sites except for single-family and duplex dwellings. Each single-family and duplex dwellings constructed after the adoption of this ordinance shall be required to plant two (2) trees (ornamental or shade) per lot or unit prior to the issuance of an occupancy permit.
 - (1) One (1) deciduous shade tree, two (2) deciduous ornamental trees, and two (2) shrubs shall be planted for every 2,000 square feet of required open space. However, the minimum required landscape for all sites shall be no less than one (1) deciduous shade tree, two (2) deciduous ornamental trees, and two (2) shrubs.
 - (2) This landscaping is in addition to landscaping required for street frontage and parking lot landscaping. Open space plant materials shall not count towards the fulfillment of any other landscaping requirement.
 4. Building Foundation Plantings. Except for single-family and duplex dwellings, low to medium height plant materials (shrubs, ornamental grasses, perennials) shall be planted and maintained along 100% of the street facing building foundation lines where not impeded by building entrances, loading areas and sidewalks. Foundation plant materials shall not count towards the fulfillment of the required open space landscaping.
 5. Streetscape Landscaping. The following street frontage landscaping shall be required for all sites except for single-family and duplex dwellings. One overstory street tree shall be required for every 40 feet of public or private street frontage. A periodic cluster of at least five (5) ornamental grasses and/or shrubs shall be repeated along the streetscape at an average interval of one (1) cluster or grouping for every 20 feet of frontage. The required streetscaping may be arranged with varying spacing and need not be placed evenly at 40-foot and 20-foot intervals in order to address placement restrictions related to underground and overhead utilities, streetlights, driveways, and street intersections. These plantings are required to be located within 15' of the street right-of-way and may be located within the public street right-of-way, if approved by the City.
- C. **Off-Street Parking, Driveways and Loading Areas.**
This section C is intended to replace Section 408.050.B
 The following standards shall apply to all off-street parking and loading areas with ten (10) or more parking stalls or with more than 2,500 square feet of paved area. Off-street and loading area

required plant materials shall not count towards the fulfillment of any other landscaping requirement.

1. Parking Lot Design.

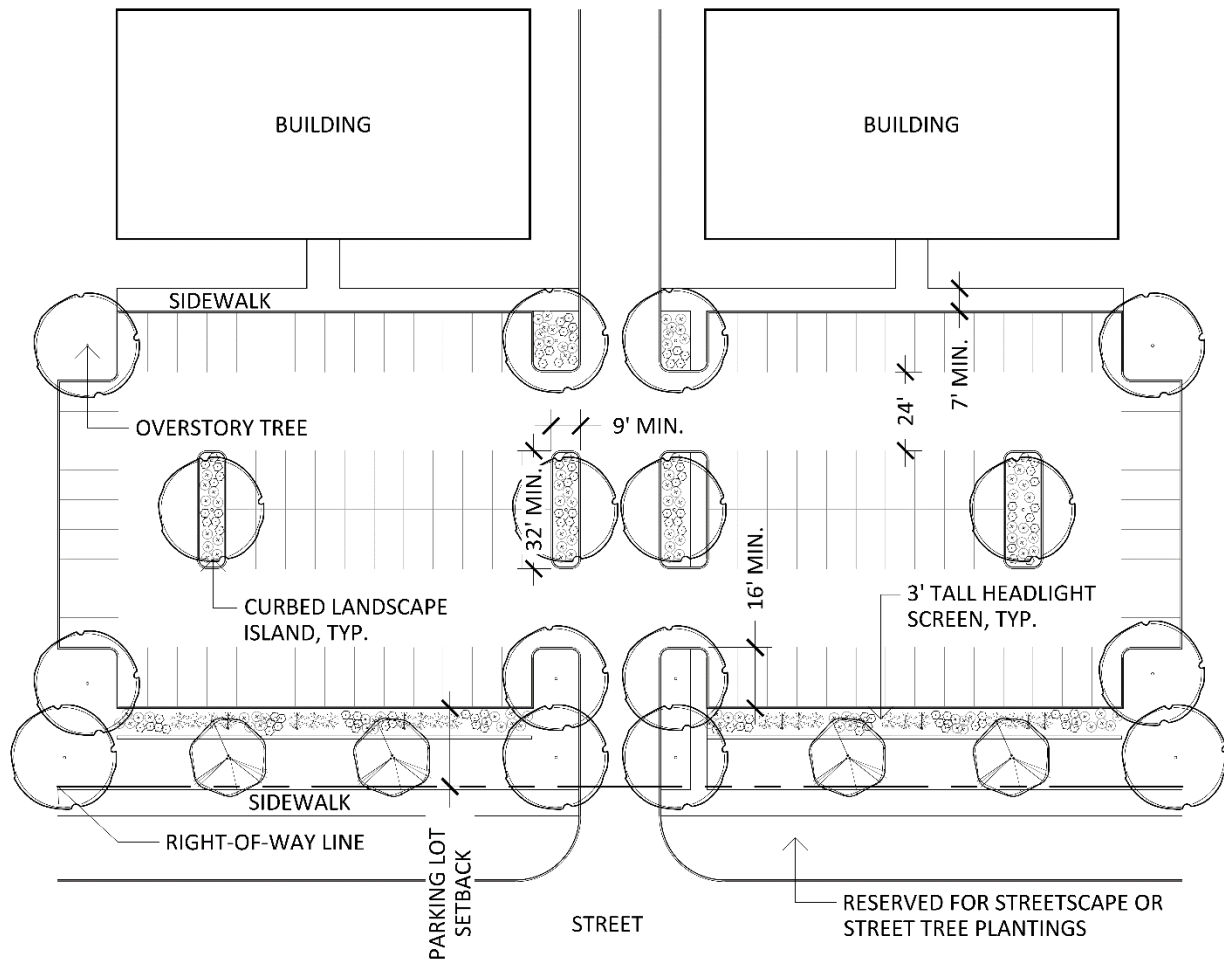
- a. No dead-end parking lots or private drives will be permitted, as these create safety hazards for vehicular and pedestrian circulation. All site plans shall be designed to provide internal driveways and drive connections allowing vehicles to circulate through the site and all parking areas safely and efficiently.
- b. Parking islands with landscape plantings shall be located at the ends of each parking row to properly demarcate and buffer the parking stalls from adjacent driveways and drive aisles. These parking islands need to be configured with concrete curbs at a minimum of 9 feet wide (measured from back of curb to back of curb) and a length that matches the length of the adjacent parking stalls.
- c. Parking islands matching the above criteria shall be required to be integrated into each parking lot layout such that no more than a maximum of 10 contiguous parking stalls is provided in any given row of parking.
- d. No off-street parking or loading area shall be more than 100 feet from the center of an existing or proposed deciduous shade tree located within a landscaped open space area.
- e. Sidewalks that abut the front edge of any parking stall shall be no less than seven (7) feet wide to accommodate a two (2) feet vehicle overhang.

2. Landscaping Required.

- a. All parking lot islands shall be landscaped with a combination of turf grass, no mow grass, prairie grass, shrubs, perennials, and trees with no less than three (3) different landscape materials being utilized.
- b. Turf grass, no mow grass, prairie grass, shrubs or perennials within parking lot islands shall not exceed 24 inches in height as to maintain visibility within parking lot.
- c. Crushed rock, chip brick, pavers, pavement, and similar hard surfacing shall not be permitted unless utilized as a necessary curb apron. Larger rock (2" or greater) shall not be permitted.
- d. Sidewalks in parking lot islands and medians may be permitted as necessary (in addition to the landscape requirements) to accommodate pedestrian circulation.
- e. One (1) deciduous shade tree shall be planted within each landscaped island.
- f. Quality soil shall be placed within each landscape island to a depth of 18 inches. Soil within islands shall be tested and amended accordingly, prior to tree planting, to ensure long term growth success for the tree. If parking lot island minimums cannot be achieved, structural soils and/or Silva cells will need to be considered as adequate alternatives for tree growth.

- g. Shade trees shall be evenly distributed throughout the parking lot to maximize shade.
- 3. Parking Lot Screening.
 - a. Whenever an off-street parking area is placed along a public street or a private drive, a ratio of one (1) deciduous shade tree and two (2) deciduous ornamental trees shall be planted every 50 feet within the parking lot setback area (the area between the parking lot and adjacent street/drive).
 - b. Additionally, a minimum three (3) foot tall vehicle headlight screen shall be installed between the parking lot and the adjoining street or private drive. These plantings shall be a minimum of 24" height at time of planting, and are in addition to the streetscape landscape requirements outlined herein. This screen can be constructed with any combination of prairie plantings, shrubs, ornamental grasses, earth berming, and low masonry walls.

PARKING LOT LANDSCAPING



(This graphic will be revised to reflect the final recommendations - i.e. 10 stall max) Figure 404.020.1

D. Plant Locations. All plantings shall comply with the following:

1. In general, all plants shall be sited and spaced in a manner to allow for appropriate growth to mature size.
2. Trees shall be located no closer than six (6) feet to the back of curb along any street or driveway and no closer than four (4) feet to the edge of any parking lot, sidewalk or walkway.
3. Ornamental and prairie grasses with a mature height of over four (4) feet shall not be permitted within the front yard area of any residential property.
4. Landscaping must meet minimum clearances from all fire hydrants and building sprinkler systems as required by the fire department.
5. Deciduous shade trees should not be placed within any public sanitary sewer, storm sewer or watermain utility easement.
6. No landscaping shall be planted or allowed to grow in violation of the City's sight distance triangle for corner lots
7. A permit must be obtained prior to planting any street tree or landscape material in the public right-of-way and shall comply with all City clearance and setback requirements.

E. Minimum Plant Sizes. All plant sizes shall meet the following size and design requirements:

1. Deciduous Shade Trees. Minimum 2.0-inch caliper measured six (6) inches above the immediate ground level.
2. Deciduous Ornament Trees. Minimum 1.5-inch caliper measured six (6) inches above the immediate ground level.
3. Evergreen / Coniferous Tree. Minimum 6-feet in height.
4. Shrubs. Minimum three (3) gallon container.
5. Ornamental Grasses. Minimum one (1) gallon container.

F. Plant Species. All trees, shrubs and groundcover plants shall be non-invasive species, with a minimum of 60% of the selected plant material selected from the listing of *Native and Native Cultivar Plant Materials*. Other trees selected for use will be selected from the listing of *Great Trees for the Kansas City Region*. Both of these lists are incorporated in Appendix B.^[1] The Director of Community Development is authorized to supplement and amend the list of required, preferred, and prohibited plant species. In addition to any species on these lists, alternative plant material may be proposed and considered by the Director of Community Development as part of the site plan submittal and review process, such as an updated list provided by CLARB, provided that they:

1. Are documented by a landscape architect or other credible information comparable in type and performance to any species on this list;
2. Are adaptable to the climate of the metropolitan region and the specific conditions in which they are proposed; and

3. Are not invasive or otherwise problematic to the overall health of the landscape.
- G. **Plant Substitutions.** Substitution of required plant materials may be considered by the City as follows, so long as the parking screening requirements are still met as a result of any substitution:
1. One (1) deciduous shade tree may be substituted in place of 10 required shrubs.
 2. One (1) deciduous ornamental tree may be substituted in place of five (5) required shrubs.
 3. One (1) evergreen/coniferous tree may be substituted in place of one (1) required deciduous shade tree.
 4. One (1) deciduous shade tree may be substituted in place of two (2) required deciduous ornamental trees. Deciduous ornamental trees may not be substituted for required deciduous shade trees.
 5. Three (3) ornamental grasses may be substituted for one (1) required shrub.
- H. **Credits for Existing Vegetation.** Successful incorporation of existing and healthy vegetation that meets these performance criteria may be credited towards any landscape requirement. Credits shall be on a one-for-one basis for any vegetation that meets the minimum specifications, except that landscape material more than three (3) times the **minimum** specified size or otherwise of exceptional quality (**as determined by the Director of Community Development**) may be credited on a two-for-one basis.
- I. **Design and Performance Criteria.** Design and Performance Criteria. In addition to the above planting requirements, all landscape plans shall be designed according to the following performance criteria, and in individual cases additional plantings may be warranted in order to meet these criteria:
[Ord. No. 3187, 5-2-2023]
1. Existing natural features of the site, such as groves of trees, extreme slopes, areas intended to serve as buffers and areas not intended for development, shall be retained and incorporated into the design to the maximum extent practical.
 - a. Extreme or steep slopes are defined as having a grade of twenty-five percent (25%) or greater, meaning that the elevation increases by twenty-five (25) feet over a horizontal distance of one hundred (100) feet.
 - b. Extreme or steep slopes shall be identified on all development plans.
 - c. For instances where extreme or steep slope areas are disturbed or graded, the Director of Public Works may require **adequate slope stabilization measures and protection be installed integrating** trees, sod or other vegetative materials be placed or planted in these areas to protect the hillside.
 - d. The Director of Public Works may request an engineering, soil conditions or other related studies - prepared by an engineer certified in the State of Missouri - for development within extreme or steep slope areas.
 4. Landscape areas shall be utilized to the maximum extent possible for natural stormwater mitigation practices and to satisfy stormwater management criteria. Examples of natural stormwater mitigation **and green infrastructure** practices include filter strips, vegetative swales, **rain gardens**, pervious pavement systems and sand filters.

5. Native plants and vegetation shall be utilized to the maximum extent reasonable, i.e., drought tolerant plants should be planted in landscape islands and water-resistant plants should be planted near stormwater retention facilities.
6. All required landscape and open space areas shall remain free of debris and refuse and be appropriately maintained.
7. Designs shall best integrate sites and projects into their surroundings or promote any distinct characteristics of the area identified in the Master Plan or any specific plans.
8. Designs should emphasize any focal points of an area or project and pay particular attention to the relationship with the streetscapes.

J. Maintenance and Replacement.

1. **Maintenance.** All property owners shall maintain all landscaping including regular mowing, trimming, and pruning and removal of dead, dying, or diseased plant material and keep the property clear from weeds, debris, and litter. Plant material shall be regularly trimmed and pruned to keep from encroaching sidewalks, walkways, driveway, and parking areas.
2. **Replacement.** The owner of any lot or parcel for which a landscape plan has been approved under this Article shall further be responsible for the replacement of any dead, dying, or diseased plant material to remain in compliance with the approved landscape plan. Should a tree for which a landscape credit was given, die, become diseased, or is otherwise removed, the owner of the property on which the tree is located shall replace the tree at the same ratio at which the credit was originally given. Failure to maintain the landscaping in accordance with this provision shall constitute a violation of the site's site plan and/or building permit approval and certificate of occupancy.

Section 407.030. Screens, Fencing, and Site Walls.

- A. Buffer Types.** In addition to the general site and landscape requirements, certain projects, land uses, or elements of site design have potential impacts that require them to be buffered or screened from adjacent property. The following buffer types are established to be incorporated into site designs in specific contexts.

Table 407-4: Buffer Planting Requirements	
Buffer Type	Buffer Size and Planting Requirement
Type 1: A compact, and more densely landscaped area used to screen and mitigate potential impacts on abutting property. Type 1 buffers may be necessary in combination with other buffers on particular portions of the site plan.	At least 5 feet wide 1 evergreen per 8 linear feet or 1 shrub per 5 linear feet Or a fence or ornamental wall that provides a solid screen between 6 feet and 8 feet with a lesser combination of plant material to soften the wall or fence
Type 2: A landscape strip used to soften and provide aesthetic improvements within the set-back area and improve the compatibility of certain land use transitions.	At least 10 feet wide 1 large tree or 2 small trees per 50 linear feet 1 shrub per 10 linear feet

Type 3: A landscape strip used to separate and screen potentially incompatible sites or land use transitions.	At least 20 feet wide 1 large tree or 2 small trees per 40 linear feet 1 evergreen per 20 linear feet 1 shrub for every 10 linear feet
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Table 407-4: Buffer Planting Requirements

Buffer Type	Buffer Size and Planting Requirement
	Or a 6-foot berm or solid fence combination with a lesser combination of plant materials to the outside
Type 4: A landscape area along the frontage of thoroughfares and corridors designed to preserve or strengthen the natural features and characteristics of the area through more dense vegetation in a compact area.	At least 35 feet wide along frontage 1 large, small or evergreen tree per 4 linear feet 1 shrub or evergreen per 2 linear feet of frontage
Type 5: A landscape area along the frontage of thoroughfares and corridors designed to preserve or strengthen the natural features and characteristics of the area through more moderate vegetation in a larger area.	At least 50 feet wide along frontage 1 large, small or evergreen tree per 10 linear feet 1 shrub 4 linear feet
Type 6: A landscape area along the frontage of thoroughfares and corridors designed to preserve or strengthen the natural features and characteristics of the area through dispersed vegetation in a wide area.	At least 100 feet wide along frontage 1 large, small or evergreen tree per 20 linear feet 1 shrub per 20 linear feet

- B. **Buffer Requirements.** In general, each buffer type is required in the following specific circumstances. In instances where the specifics of any particular project or context would allow a different buffer type to equally or better meet the intent of this Chapter and the design and performance criteria of this Section, the Director or Planning Commission may approve an alternative buffer through the site plan application. In addition to these specific circumstances, any combination of these buffers may be required as a condition of any special use permit review for particular uses.

Table 407-5: Buffer Requirements

Buffer Type	When Required
Type 1	For screening high-intensity portions of site from streetscape or abutting property according to design and performance standards in Section 407.030(F) . Specifically applicable for trash enclosures; outdoor storage; drive-through, loading, or service areas abutting residential areas; or surface parking located within 10 feet of residentially used or zoned property. Type 1 buffers may be required in addition to or in combination with other buffer types.

Type 2	Along non-commercial frontages of collector and arterial streets, except those with activity street designs. Any multibuilding or apartment project greater than 1/2 acre but less than 2 acres abutting R-4 or lesser intense zoning Any non-residential project under 1 acre abutting residentially used or zoned property Any 1-1 project abutting lesser intense districts
Type 3	Any 1-2 or 1-3 abutting lesser intense districts Any multi-unit building or apartment project of 2 acres or more abutting R-4 or lesser intense zoning Any non-residential property of 1 acre or more abutting R-4 or lesser intense zoning
Types 4, 5 and 6	Along frontages of major thoroughfares that have a natural street design Landscape should be designed to provide a mix of deciduous and evergreen trees and shrubs dispersed throughout the buffer area.

Table 407-5: Buffer Requirements

Buffer Type	When Required
	May incorporate civic and open space requirements, if any, into this area

C. **Fence Specifications.** All fencing for screening, security, or privacy shall meet the following standards:

1. **Front And Street-Side Fencing.** All fencing in front of the front building line, or on the street side on corner lots shall:
 - a. Be limited to no higher than forty -two (42) inches; and
 - b. Have a transparency of at least thirty-three (33%) up to four (4) feet [i.e., a three-and-one- half-foot-high picket fence shall have a picket to void ratio of two to one (2:1) or greater transparency; or ornamental walls should similarly have voids comprising at least thirty- three percent (33%) of the area below three and one-half (3 1/2) feet].
 - c. Any fence or wall constructed within fifteen (15) feet of the street right-of-way shall be limited to decorative or ornamental fencing and screening, with materials complementing the architectural style and materials of the principal building.
 - d. On corner lots, street-side fencing behind the front building line may meet the standards for rear and side fencing in Subsection **(C)(2)** below, provided that it is no closer than five (5) feet from any sidewalk located in the right-of-way.
2. **Rear And Side Fencing.** All rear and interior side fencing located behind the front building line:
 - a. Shall be limited to no higher than six (6) feet, or up to seven (7) feet in all non-residential districts.
 - b. May have a solid screen.

3. Other Fencing Design Standards.

- a. Any fencing that could potentially create a sight obstruction for vehicles crossing pedestrian areas or entering the street may require greater transparency or additional location restrictions to allow for safe sight distances for the vehicle.
- b. All fencing located along adjacent lot lines shall be constructed so that either:
 - (1) The fence is on the property line; or
 - (2) The fence is at least three (3) feet from the property line. Any areas set back three (3) feet or more from the property line, which could become enclosed by other similarly located fences, shall provide at least one (1) gate for access and maintenance equipment.
- c. All fences shall be constructed so that the finished side faces adjacent property or any public right-of-way.
- d. Fences shall be constructed out of any of the following materials:
 - (1) Wood or vinyl simulating wood;
 - (2) Wrought iron or aluminum simulating wrought iron;
 - (3) Chain-link or vinyl clad chain-link:
 - (a) In all residential districts, in the rear or side yard only with a maximum height of four (4) feet;
 - (b) In the I-1, I-2, and I-3 Districts, in the rear and side only, but no closer than thirty (30) feet from any public street;
 - (c) In commercial districts, in the rear or side only, except prohibited in the OTD District.

D. Freestanding Site Walls. All freestanding site walls for screening, security, or privacy shall meet the following standards:

- 1. **Front And Street-Side Site Walls.** All freestanding site walls in front of the front building line, or on both street sides of corner lots shall:
 - a. Be limited to no higher than forty-two (42) inches; and
 - b. Any site wall constructed shall be constructed with materials complementing the architectural style and materials of the principal building; and
 - c. Be placed on the site to visually buffer views to parking lots, service areas, and above-grade utility infrastructure to inhibit direct views from adjacent public streets and private drives within the development.
- 2. **Rear And Side Site Walls.** All rear and interior side site walls located behind the front building line:

- a. Shall be limited to no higher than six (6) feet, or up to seven (7) feet in all non-residential districts.
- 3. Other Site Wall Design Standards.
 - a. Any site wall that could potentially create a sight obstruction for vehicles crossing pedestrian areas or entering the street may require the integration of fencing or other visually permeable design treatments to afford greater transparency or additional location restrictions to allow for safe sight distances for vehicles, pedestrians and bicyclists.
 - b. All site walls located along adjacent lot lines shall be constructed so that either:
 - (1) The site wall is on the property line; or
 - (2) The site wall is at least three (3) feet from the property line. Any areas set back three (3) feet or more from the property line, which could become enclosed by other similarly located site walls or fences, shall provide at least one (1) architecturally appropriate gate for access and maintenance equipment.
 - c. All site walls shall be constructed so that all readily visible sides of the wall are finished and match the adjacent architecture style and materials of the principal building.
 - d. Site walls shall be constructed out of any of the following materials:
 - (1) Natural stone or brick to match building architecture.
 - (2) Concrete or CMU core wall with stone or brick veneer to match building architecture.
 - (3) Precast concrete panels to match building architecture.
- E. **Site Retaining Walls.** All site walls used as retaining walls shall meet the following standards:
 - 1. Be limited in height to six (6) feet; and
 - 2. Be limited in placement to a minimum distance of four (4) feet of another retaining wall (existing or proposed); and
 - 3. If a site proposes the use of more than one retaining wall to address grading conditions, the area between these retaining walls shall be fully landscaped and shall have a maximum slope of 4:1 (25%); and
 - 4. Any retaining wall that could potentially impede the visibility of vehicles crossing pedestrian areas or connections with streets/drives may require additional location restrictions to allow for safe sight distances for vehicles, pedestrians and bicyclist; and
 - 5. Any retaining wall shall be constructed with durable materials complementing the architectural style and materials of the principal building such as:
 - a. Natural stone or brick to match building architecture.
 - b. Concrete or CMU core wall with stone or brick veneer to match building architecture.

c. Precast concrete panels to match building architecture.

d. Modular concrete unit walls with wall caps and a decorative finish.

6. Any retaining wall over four (4) feet in height shall be designed by a licensed professional with competency in the design of retaining walls.

F. **Design And Performance Standards.** Buffers, screens, fences, and **site/retaining walls** shall be designed to meet the following performance standards. In addition to the requirements specified for each buffer type, the arrangement of plants, grading or berming of land, or inclusion of fences, walls or other screens may be necessary to meet these design and performance standards.

1. Eliminate glare from traffic internal to the site, outdoor lighting or other operations on the site.
2. Mitigate noise to comparable ambient noise levels found by other compatible uses throughout the area or district.
3. All buffers, screens, fences and **site/retaining walls** shall meet the proper lines of site at all intersections of streets, all driveway entrances and the intersection of internal access streets. The proper lines of site shall be based upon the control of the intersection or access, the stopping point, and the expected speeds of oncoming traffic as provided in Section 404.010(E)(2).
4. All high-impact site elements, such as trash enclosures, service and loading areas, utility and mechanical equipment, or outdoor storage, shall be located on remote portions of sites away from streetscapes, public view and from adjacent residential property. In cases where these facilities are near interior boundaries which may impact abutting property, a combination of Level 1 and Level 2 buffers shall be designed to limit potential impacts.
5. Trash receptacles, in addition to perimeter buffers for the site, shall be located on a remote area and stored inside a structure or enclosure compatible with the **architectural** design and materials of the **proposed buildings**. Enclosures shall be constructed of a durable material designed to withstand regular use by heavy equipment, including masonry, steel, and **architectural metal panels**.

Section 407.040 Outdoor Lighting

A. **Visual Character.** The physical appearance of all exterior lighting, poles, and related appurtenances for sites located within a larger, multi-tenant project area shall match the visual character and performance standards of lighting used on adjacent sites throughout the larger project area. The intent is to create aesthetic consistency in the use and appearance of these lighting improvements throughout the entire development – even if this development occurs through phased implementation. If light fixtures matching those of adjacent development sites is no longer available, or if there is a functional need to modify the lighting equipment used, the applicant will notify the City and make every effort to select fixtures and equipment that match or substantially replicate the aesthetic appearance of adjacent site lighting.

Light fixtures should be LED type and generate a soft white or near white light.

B. **Mounting Height.** All exterior lighting shall be limited to the mounting heights specified in the following table:

Table 407-6: Mounting Height	
Location	Height Limit (feet)
Driveways and parking areas	37.5 in B-2, B-4, 1-1, 1-2, 1-3 Districts 25 in all other districts
Pedestrian walkways, plazas or courtyards	16
Facade lights	Below the eave or cornice line, provided that the light is directed downward
Other site lighting	12

- C. **Shielding.** All exterior lighting shall be shielded as specified in the following table:

Table 407-7: Required Shielding			
Watts (or Equivalent Lumens) or Mounting Height	Shield Type		
	Full Cutoff ¹	Cutoff ²	Semi-Cutoff ³
All lights mounted above 25 feet; or all lights above 450 watts	Required	Prohibited	Prohibited
All lights between 100 watts and 450 watts	Permitted	Required	Prohibited
All lights between 55 watts and 99 watts; or Any light mounted between 12 feet and 25 feet	Permitted	Permitted	Required
All lights mounted below 12 feet and less than 55 watts	No shielding is required; all shielding types permitted.		

NOTES:

- ¹ Full cutoff fixtures emit zero percent (0%) of its light above ninety degrees (90°) and ten per- cent (10%) above eighty percent (80%) from horizontal.
- ² Cutoff fixtures emit no more than two and five-tenths percent (2.5%) of its light above ninety degrees (90°) and ten percent (10%) of its light above eighty percent (80%) from horizontal.
- ³ Semi-cutoff fixtures emit no more than five percent (5%) of its light above ninety percent (90%) and twenty percent (20%) of its light above eighty degrees (80°).

- D. **Design And Performance Criteria.** In addition to the mounting height and shielding standards, exterior site lighting shall meet the following design and performance standards:
1. All lighting shall be designed and located to not provide direct light or glare onto any adjacent property.
 2. All lighting shall be reduced to levels necessary only for security purposes within one (1) hour after closing of the business.

3. All facade lighting and or other externally illuminating lights shall use shielded, directional fixtures, designed and located to minimize uplighting and glare.
4. All site and area lighting should be directed downward (not upward) to avoid creating light pollution and the potential for conflicts with adjacent properties. Buildings and landscaping may use accent lighting that aim certain lights upward to highlight various features, providing that measures are taken to limit the spill of this lighting off-site to avoid creating a negative impact for adjoining uses.

Section 407.050 Stormwater Management

- A. **General Requirement.** All sites shall provide improvement necessary to adequately handle stormwater. In areas already subject to a stormwater management plan at the block- or area-scale as provided in Chapter 404, compliance with that plan shall satisfy the site design requirements. In all other cases, site specific best management practices shall be used to manage the peak flow, quantity and quality of stormwater runoff expected from development activity in a manner that poses no significant impact on other sites compared to predevelopment conditions.
- B. **Best Management Practices.** In general, stormwater management should prioritize strategies that manage stormwater at the largest scale possible, strategies that infiltrate stormwater into the ground within or as close to the site as possible, and strategies that integrate stormwater functions into other site and landscape design elements. The appropriate strategy will be highly dependent on the surrounding natural systems, the presence of broader stormwater facilities, and the specific topography and soil conditions of the site. The following strategies should be used in descending order of preference to meet site-specific stormwater standards.
 1. Integration into a district, area, or block stormwater management plan.
 2. Constructed wetlands that mimic retention, filtration and infiltration of natural systems.
 3. Infiltration systems and porous materials that infiltrate runoff into the ground.
 4. Filtration systems that use natural materials to slow, filter and convey stormwater to other systems.
 5. Retention areas that capture and store runoff in permanent ponds, provided that they are designed as an amenity to the site or vicinity.
 6. Detention ponds or detention vaults that capture and store runoff temporarily but serve little other purpose on the site.
- C. **Stream Buffer Protection.** The following standards have been established to help prevent property damage, reduce the severity of floods, prevent stream bank erosion, protect natural habitat, improve water quality and prevent water quality degradation from development. [Ord. No. 3186, 5-2-2023]
 1. All stream channels shall be identified on development plans. This includes identifying the ordinary high-water mark - often referred to as the "Active Stream Zone" - and identifying the stream bank on both sides of the stream channel.
 - a. For Type 1 (perennial) streams, a one hundred (100) foot stream corridor setback shall be identified on development plans, measured horizontally outward from both sides of the top of the stream channel bank.

- b. For Type 2 (intermittent) streams, a fifty (50) foot stream corridor setback shall be identified on development plans, measured horizontally outward from both sides of the top of the stream channel bank.

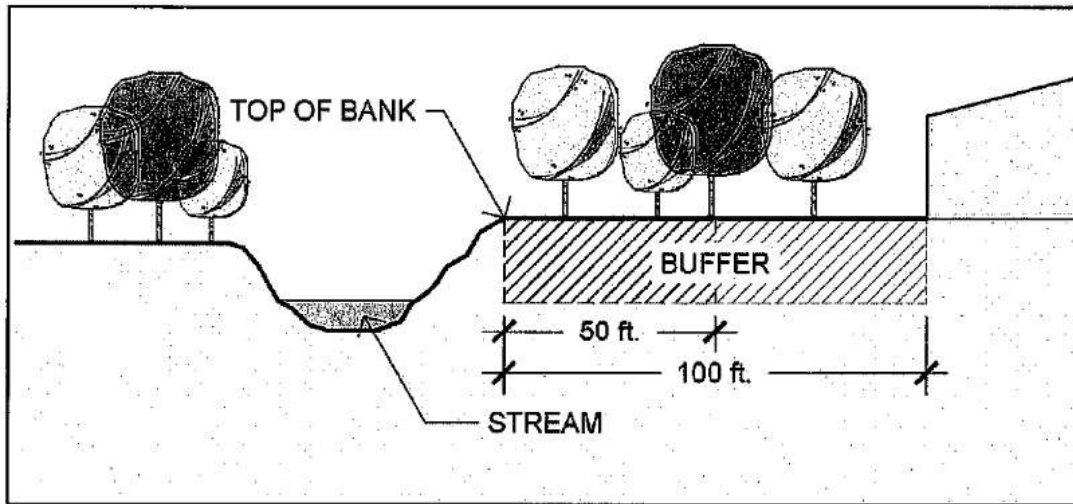


Figure 407-1: Stream Buffer Diagram

2. The stream corridor setback shall establish a conservation buffer area consisting of the contiguous, undisturbed natural vegetation (ideally existing, mature riparian forest); but may allow roadway crossings, recreational trails and uses, utility right-of-way, and other limited- impact uses.
 - a. Any variances within the stream corridor setback shall be reviewed and approved by the Director.
 - b. Limited tree clearing and removal of vegetation is allowed if reviewed and approved by the Director.
3. The Director of Public Works may require an engineering, stream profile or other related studies for development or potential impacts near a stream corridor.



City of Parkville Plant Material List

August 15, 2024

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Large Native Shade Trees

American Basswood/Linden	<i>Tilia americana</i>
American Beech	<i>Fagus grandifolia</i>
American Hornbeam	<i>Carpinus caroliniana</i>
American Sycamore	<i>Platanus Occidentalis</i>
Bitternut hickory	<i>Carya cordiformis</i>
Black Cherry	<i>Prunus serotina</i>
Black Gum (Tupelo)	<i>Nyssa sylvatica</i>
Black Oak	<i>Quercus velutina</i>
Black Walnut	<i>Juglans Nigra</i>
Bur Oak	<i>Quercus macrocarpa</i>
Chinkapin Oak	<i>Quercus muehlenbergii</i>
Hackberry	<i>Celtis occidentalis</i>
Hop Hornbeam	<i>Ostrya virginiana</i>
Kentucky Coffeetree	<i>Gymnocladus dioicus</i>
mockernut hickory	<i>Carya tomentosa</i>
Nuttall Oak	<i>Quercus texana</i>
Overcup Oak	<i>Quercus lyrata</i>
Pecan	<i>Carya illinoensis</i>
Persimmon	<i>Diospyros virginiana</i>
Pin Oak	<i>Quercus palustris</i>
Post Oak	<i>Quercus stellata</i>
Red hickory	<i>Carya ovalis</i>
Red Maple	<i>Acer rubrum</i>
River Birch	<i>Betula nigra</i>
Sassafras	<i>Sassafras albidum</i>
Shagbark Hickory	<i>Carya ovata</i>
Shellbark hickory	<i>Carya laciniosa</i>
Shingle Oak	<i>Quercus imbricaria</i>
Shumard Oak	<i>Quercus shumardii</i>
Sugar Maple	<i>Acer saccharum</i>
Swamp Chestnut Oak	<i>Quercus michauxii</i>
Thornless Honey Locust	<i>Gleditsia Fabales</i>
Tulip Poplar	<i>Liriodendron tulipifera</i>
White Oak	<i>Quercus alba</i>

Smaller Native Flowering Trees

Alleghany Serviceberry	Amelanchier laevis
American Smoke Tree	Cotinus obovatus
Bladdernut	Staphylea Sapindales
Buttonbush	Cephalanthus occidentalis
Cockspur Hawthorn	Crataegus crus-galli
Downy Hawthorn	Crataegus mollis
Downy Serviceberry	Amelanchier arborea
Eastern Redbud	Cercis Canadensis
Flowering Dogwood	Cornus Florida
Green Hawthorn	Crataegus viridis
MO Prairie Crabapple	Malus ioensis
Ohio Buckeye	Aesculus glabra
Pawpaw Tree	Asimina triloba
Red Buckeye	Aesculus pavia
Shadblow Serviceberry	Amelanchier canadensis
Washington Hawthorn	Crataegus phaenopyrum
Wild Plum	Prunus Americana

Native Shrubs

American Beautyberry	<i>Callicarpa americana</i>
American Filbert; Hazelnut	<i>Corylus americana</i>
Arrowwood	<i>Viburnum dentatum</i>
Black Chokeberry	<i>Aronia melanocarpa</i>
Black Haw Viburnum	<i>Viburnum prunifolium</i>
Chokecherry	<i>Prunus virginiana</i>
Deciduous Holly	<i>Ilex decidua</i>
Elderberry	<i>Sambucus canadensis</i>
Fragrant Sumac	<i>Rhus aromatica</i>
Golden Currant	<i>Ribes odoratum</i>
Indigo Bush	<i>Amorpha fruticosa</i>
Lead Plant	<i>Amorpha canescens</i>
Leatherwood	<i>Dirca palustris</i>
Nannyberry Viburnum	<i>Viburnum lentago</i>
New Jersey Tea	<i>Ceanothus americanus</i>
Ninebark	<i>Physocarpus opulifolius</i>
Prairie Willow	<i>Salix humilis</i>
Red Chokeberry	<i>Aronia arbutifolia</i>
Rusty Blackhaw	<i>Viburnum rufidulum</i>
Shrubby St. John's Wort	<i>Hypericum prolificum</i>
Spicebush	<i>Lindera benzoin</i>
Strawberry Bush	<i>Euonymus americanus</i>
Vernal Witch Hazel	<i>Hamamelis vernalis</i>
Virginia Sweetspire	<i>Itea virginica</i>
Wahoo	<i>Euonymus atropurpureus</i>
Wild Hydrangea	<i>Hydrangea arborescens</i>
Winged Sumac	<i>Rhus copallinum</i>
Winterberry Holly	<i>Ilex verticillata</i>
Witch Hazel	<i>Hamamelis virginiana</i>

Native to Missouri but not KC

Bald Cypress	Taxodium distichum
Cucumber Tree	Magnolia acuminata
Mexican Plum	Prunus Mexicana
Southern Red Oak	Quercus Falcata

Native Evergreens

American Holly	Ilex opaca
Eastern Red Cedar	Juniperus Virginiana
Shortleaf Pine	Pinus echinata
Thuja/Arborvitea	Thuja occidentalis
White Pine	Pinus strobus

Native Cultivars – Trees and Shrubs

Common Name	Scientific Name	Cultivars
Shade Trees		
American Sycamore	Platanus Occidentalis	'Bloodgood' 'Columbia' 'Liberty' 'Sutternii'
Shumard Oak	Quercus shumardii	
Nuttall Oak	Quercus texana	'Sangria'
Shingle Oak	Quercus imbricaria	
Overcup Oak	Quercus lyrata	
Chinkapin Oak	Quercus muehlenbergii	
Swamp White Oak	Quercus michauxii	'American Dream'
Bur Oak	Quercus macrocarpa	'Boomer' 'Lippert'
White Oak	Quercus alba	
Black Oak	Quercus velunina	
Pin Oak	Quercus palustris	Green Pillar'
Post Oak	Quercus stellata	
Tulip Poplar	Liriodendron tulipifera	'Ardis' 'Arnold' 'Fastigiata' 'Aureomarginatum'
American BasswoodLinden	Tilia americana	
American Beech	Fagus grandifolia	
Black Cherry	Prunus serotina	
Kentucky Coffeetree	Gymnocladus dioicus	'Espresso' 'Prairie Titan' 'Statel Manor'
Pecan	Carya illinoiensis	

Persimmon	Diospyros virginiana	
River Birch	Betula nigra	'Cully'
Sassafras	Sassafras albidum	
Hackberry	Celtis occidentalis	
Sugar Maple	Acer saccharum	'Morton' 'Bailsta' 'Barrett Cole' 'JFS-KW8' 'Commemoration' 'Green Mountain' 'Legacy'
Red Maple	Acer rubrum	'Autumn Flame' 'Autumn Radiance' 'Autumn Spire' 'Bowhall' 'Karpick' 'Northwood' 'October Glory' 'Redpointe' 'Red Sunset' 'Scanlon'
Black Gum (Tupelo)	Nyssa sylvatica	'David Odom' 'Autumn Cascades' 'JFS-Red' 'Green Gable' 'Miss Scarlet' 'Red Rage' 'Red Splyndor' 'Sheri's Cloud' 'Snow Flurries' 'Sparkler' 'Swamp Tupelo' 'Wildfire' 'Zydeco Twist' var. biflora
Hop Hornbeam	Ostrya virginiana	
American Hornbeam	Carpinus caroliniana	'Native Flame' 'Palisade' 'Ball o' Fire' 'Rising Fire'
Thornless Honey Locust	Gleditsia fabales	gleditsis triacanthos 'skyline'
Shagbark Hickory	Carya ovata	
Bitternut Hickory	Carya cordiformis	
Mockernut hickory	Carya tomentosa	
Shellbark Hickory	Carya laciniata	'Fayette' 'Henry' 'Keystone' 'Missouri Mammoth'
Red Hickory	Carya ovalis	
Black Walnut	Juglans nigra	'Black Gem' 'Kwik-Krop'
Ornamental Trees		
Eastern redbud	Cercis canadensis	'Columbus strain'
Prairie Crabapple	Malus loensis	'Prince Georges' 'Plena'
Flowering Dogwood	Cornus Florida	'Appalachian Spring' 'Appalachian Joy' 'Cloud nine'
Wild Plum	Prunus Americana	
American Smoke tree	Cotinus obovatus	'Northstar' 'Grace' 'Royal Purple'
Washington Hawthorn	Crataegus phaenopyrum	'Clark' 'Fastigiata' 'Manbeck Select' 'Princeton Sentry' 'Winter King'
Cockspur Hawthorn	Crataegus crus-galli	
Downy Hawthorn	Crataegus mollis	
Green Hawthorn	Crataegus viridis	'Winter King'
Red Buckeye	Aesculus pavla	
Ohio Buckeye	Aesculus glabra	'Autumn Splendor'

Buttonbush	Cephalanthus occidentalis	'Sugar Shack' 'Bailoptics'
Bladdernut	Staphylea Sapindales	
Downy Serviceberry	Amelanchier arborea	
Pawpaw Tree	Asimina triloba	
Shadblow Serviceberry	Amelanchier canadensis	'Prince William' 'Rainbow Pillar' 'Spring Glory'
Alleghany Serviceberry	Amelanchier laevis	
Shrubs		
American Filbert; Hazelnut	Corylus americana	
American Beautyberry	Callicarpa americana	var. lactea
Arrowwood	Viburnum dentatum	'Autumn Jazz' 'Morton' 'Blue Blaze'
Black Chokeberry	Aronia melanocarpa	'Viking' 'Nero' 'Morton'
Red Chokeberry	Aronia arbutifolia	'Brilliantissima' 'Erecta'
Black Haw Viburnum	Viburnum prunifolium	'Summer Magic' 'Ovazum'
Chokecherry	Prunus virginiana	'Schubert' 'Canada Red'
Deciduous Holly	Ilex decidua	
Elderberry	Sambucus canadensis	
Fragrant Sumac	Rhus aromatica	'Gro-Low'
Golden Currant	Ribes odoratum	'Crandall' 'Gwen's Buffalo'
Indigo Bush	Amorpha fruticosa	
Lead Plant	Amorpha canescens	
Leatherwood	Dirca palustris	
Nannyberry Viburnum	Viburnum lentago	
New Jersey Tea	Ceanothus americanus	
Ninebark	Physocarpus opulifolius	'Jefam'
Prairie Willow	Salix humilis	
Rusty Blackhaw	Viburnum rufidulum	
Shrubby St. John's Wort	Hypericum prolificum	
Spicebush	Lindera benzoin	
Strawberry Bush	Euonymus americanus	
Vernal Witch Hazel	Hamamelis vernalis	
Virginia Sweetspire	Itea virginica	'Fizzy Mizzzy' 'Scentlandia' 'Little Henry' 'Henry's Garnet' 'Merlot'
Wahoo	Euonymus atropurpureus	
Wild Hydrangea	Hydrangea arborescens	'Annabelle' 'Grandiflora' 'Abetwo' 'NACH1' 'Dardom' 'Haas Halo' 'Hayes Starburst' 'Incrediball' 'Invincibelle Ruby'
Winged Sumac	Rhus copallinum	'Morton'

Winterberry Holly	<i>Ilex verticillata</i>	'Cacapon' 'Shaver' 'Sparkleberry' 'Sunset' 'Winter Gold' 'Winter Red'
Witch Hazel	<i>Hamamelis virginiana</i>	x intermedia 'Arnold Promise' 'Diane'
Evergreen Trees		
Eastern Red Cedar	<i>Juniperus virginiana</i>	'Glaucia' 'Blue Mountain' 'Burkii' 'Canaertii' 'Cupressifolia' 'Grey Owl' 'Taylor'
Shortleaf pine	<i>Pinus echinata</i>	
American Holly	<i>Ilex opaca</i>	
Thuja/Arborvitea	<i>Thuja occidentalis</i>	'Golden Globe' 'Golden Tuffet' 'Woodwardii' 'American Pillar' 'Globosa Aurea' 'Rheingold' 'Danica' 'Green Giant' 'Smaragd' 'Degroot's Spire' 'Anna's Magic Ball' 'Filips Magic Moment' 'Polar Gold'
White Pine	<i>Pinus strobus</i>	'Fastigiata' 'Alba' 'Pendula' 'Nana' 'Macopin' 'Sea Urchin' 'Torulosa' 'Verkade's Broom'

Native – But Not Recommended

Alternate-leaved dogwood (Pagoda Dogwood)	<i>Cornus alternifolia</i>
American Jointweed	<i>Polygonum americanum</i>
American Snowbell	<i>Styrax americanus</i>
American Spikenard	<i>Aralia racemosa</i>
Box Elder	<i>Acer negundo</i>
Coralberry	<i>Symphoricarpos orbiculatus</i>
Corkwood	<i>Leitneria floridana</i>
Cottonwood	<i>Populus deltoides</i>
Fringetree	<i>Chionanthus virginicus</i>
Gray dogwood (stiff dogwood)	<i>Cornus foemina</i>
Green Ash	<i>Fraxinus pennsylvanica</i>
Hercules' Club	<i>Aralia spinosa</i>
Indian Cherry; Carolina Buckthorn	<i>Rhamnus caroliniana</i>
Lanceleaf Buckthorn	<i>Rhamnus lanceolata</i>
Littlehip Hawthorn	<i>Crataegus spathulata</i>
Locust, Black Locust, Rose Acacia	<i>Robinia Fabales</i>
Missouri Gooseberry	<i>Ribes missouriense</i>
Mulberry	<i>Morus Urticales</i>
Parsley Hawthorn	<i>Crataegus marshallii</i>
Pasture Rose	<i>Rosa carolina</i>

Prairie Red Root	Ceanothus herbaceus
Rough Leaf Dogwood	Cornus drummondii
Scarlet Elder; Red Elderberry	Sambucus racemosa
Smooth Sumac	Rhus glabra
Southern Catalpa	Catalpa bignonioides
Swamp dogwood (silky dogwood; pale dogwood)	C. amomum
Sweetgum	Liquidambar styraciflua
Wafer Ash	Ptelea trifoliata
Western Soapberry	Sapindus drummondii
White Ash	Fraxinus americana

INVASIVE - DO NOT PLANT

Amur Bush Honeysuckle	Lonicera maackii
Autumn Clematis	Clematis terniflora
Autumn olive	Elaeagnus umbellata
Buddleia/ Butterfly Bush	Buddleja davidii
Burning Bush	Euonymus alatus
Callery Pear	Pyrus calleryana
Caucasian bluestem	Bothriochloa bladhii
European/common Buckthorn	Rhamnus cathartica
Heavenly Bamboo	Nandina domestica
Japanese knotweed	Fallopia japonica
Japanese stilt grass	Microstegium vimineum
Japanese Vining Honeysuckle	Lonicera japonica
Japanese/European Barberry	Berberis thunbergii
Morrow's Bush Honeysuckle	Lonicera morrowii
Purple loosestrife	Lythrum salicaria
Rose of Sharon	Hibiscus syriacus
Sericea lespedeza	Lespedeza cuneata
Star of Bethlehem	Ornithogalum umbellatum
Tree of Heaven	Ailanthus altissima
Wintercreeper	Euonymus fortunei
Yellow bluestem	Bothriochloa ischaemum

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CITY OF PARKVILLE

Policy Report

Date: August 14, 2024

Prepared By:

Bryan Kidney, Deputy City Administrator/Finance Director

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Proposed changes to City's sewer billing (Administration)

BACKGROUND:

The City has contracted with the Platte County Regional Sewer District (PCRSB) for sewer maintenance services. This arrangement has seen improvements in efficiency for the city's sewer customers. In preparation for the next phase of gaining utility billing efficiencies in our sewer operations, the next step is to contract with PCRSB to provide utility billing services for the City.

There are two items for review at this work session.

1. In preparation for this transition, staff for both the City and PCRSB have been working together to address the policies and procedures each has in place for sewer utility billing. Many of the city's current procedures have been done as a matter of internal unwritten policies. An amendment that updates and codifies the city's processes and procedures will be considered at the Board of Alderman meeting.
2. A proposed amendment to the maintenance contract PCRSB will be considered at the Board of Alderman meeting for billing services. Staff will review the proposed amendment at the work session.

The work session will be for staff to review the plan of action and take feedback from the governing body.

BUDGET IMPACT:

ALTERNATIVES:

1. Recommend that the Board of Aldermen provide comments and feedback to staff on the sewer transition plan of action.
2. Table the discussion.

STAFF RECOMMENDATION:

Staff recommends that the Board of Aldermen provide comments and feedback on the sewer transition plan of action.

ATTACHMENTS:

None

CITY OF PARKVILLE

Policy Report

Date: August 15, 2024

Prepared By:

Melissa McChesney, City Clerk

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Code of Ethics amendments to remove reference to employees (Administration)

BACKGROUND:

Section 105.485.4, RSMo, allows each political subdivision the option of adopting its own method of disclosing conflicts of interest and personal financial disclosure. Chapter 107 of the Parkville Municipal Code references ethics and was last approved in 2022. The Missouri Ethics Commission requires that each city reaffirm their code by ordinance every two years by September 15; the City's ordinance must be reaffirmed every even-numbered year.

Prior to adopting an ordinance regarding the conflict of interest, staff proposes revisions, based upon direction from the Board of Aldermen during a work session in 2023, to remove all references to employees within the Code as employees are personnel and any concerns are addressed internally as a personnel matter.

See revisions in the attached red-line copy of the proposed ordinance.

BUDGET IMPACT:

The impact on the budget is the cost of codification.

ALTERNATIVES:

1. Provide comment(s) to staff.
2. Do not make any changes.

STAFF RECOMMENDATION:

Review the proposed changes.

ATTACHMENTS:

1. Draft Ordinance

AN ORDINANCE AMENDING CHAPTER 107 OF THE CODE OF ORDINANCES OF THE CITY OF PARKVILLE TO REMOVE REFERENCES TO EMPLOYEES AND REAFFIRMING THE PROVISIONS OF CHAPTER 107 AS REQUIRED BY STATE LAW

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

SECTION 1: That Chapter 107 of the Code of Ordinances of the City of Parkville is hereby amended to read as follows:

CHAPTER 107: CODE OF ETHICS

Section 107.010 Purpose and Applicability of Chapter; Declaration of Policy.

The proper operation of democratic government requires that public officials ~~and employees~~ be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a Code of Ethics for all officials ~~and employees~~ of the City of Parkville, whether elected or appointed, paid or unpaid, and a Municipal Officials Ethics Commission. The purpose of this Chapter is to establish ethical standards of conduct for all officials ~~and employees~~ by setting forth those acts or actions that are incompatible with the best interests of the City and by directing disclosure by such officials ~~and employees~~ of private financial or other interests in matters affecting the City. The provisions and purpose of this Chapter and such rules and regulations as may be established are hereby declared to be in the best interests of the City. This Chapter shall apply to the Board of Aldermen, ~~paid employees~~ and members of all boards and commissions.

Section 107.020 Responsibilities of Public Office.

Public officials ~~and employees~~ are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this State and to carry out impartially the laws of the Nation, State and municipality and thus to foster respect for all government. They are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office, regardless of personal considerations, recognizing that the public interest must be their primary concern. Their conduct in both their official and private affairs should be above reproach.

Section 107.030 Orientation Training.

- A. A person shall receive orientation training on ethics after election as either a member of the Board of Aldermen or Mayor or appointment to a City board, commission or committee and within a reasonable length of time after taking office. It shall be the responsibility of the City Administrator or his/her designee to provide this training, which shall include: legislative procedures, applicable Sections of Chapter 105, RSMo. (Conflict of Interest and Missouri Ethics Commission); Chapter 130, RSMo., (Campaign Financial Disclosure); Chapter 610, RSMo. (the Sunshine Law); and this Code of Ethics.

- B. The City Administrator shall furnish each elected or appointed official with a written synopsis of the functions and responsibilities of each City department and a synopsis of the City financing sources, including definition of terms. Elected and appointed officials will have the opportunity to meet with each department head and receive orientation on that department's functions and responsibilities and to meet with the City Administrator or his/her designee and receive orientation on any compensation and benefits.

Section 107.040 Fair and Equal Treatment of Citizens; Use of City-Owned Property.

~~A. Canvassing of members of the Board of Aldermen, directly or indirectly, in order to obtain preferential consideration in connection with employment by the City shall disqualify the candidate for employment.~~

~~B.A.~~ No official ~~or employee~~ shall request or permit the use of City-owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as municipal policy for the use of such official ~~or employee~~ in the conduct of official business.

Section 107.050 Conflicts of Interest.

- A. All elected and appointed officials, as well as employees of a political subdivision serving in an executive or administrative capacity, must comply with Section 105.454 of Missouri Revised Statutes on conflicts of interest, as well as any other State law governing official conduct.
- B. Any member of the governing body of a political subdivision who has a "substantial or private interest" in any measure, bill, order or ordinance proposed or pending before such governing body must disclose that interest to the secretary or clerk of such body, and such disclosure shall be recorded in the appropriate Journal of the governing body. "Substantial or private interest" is defined as ownership by the individual, his spouse, or his dependent children, whether singularly or collectively, directly or indirectly, of:
1. Ten percent (10%) or more of any business entity involved; or
 2. An interest having a value of ten thousand dollars (\$10,000) or more in the matter; or
 3. The receipt of a salary, gratuity, or other compensation or remuneration of five thousand dollars (\$5,000) or more from any individual, partnership, organization or association within any calendar year.
- C. Elected and appointed officials should avoid the appearance of impropriety by refraining from engaging in conduct that appears to make their decisions influenced by other City officials rather than being arrived at independently. As an example, an official should avoid hiring or retaining another member of the same board, commission or committee as an employee, being hired or retained as an employee by another City official, rendering financial assistance to another City official, providing to another City official a gift or engaging in any activity wherein the general public would believe the relationship would have the effect of influencing any decisions being made.
- D. Other situations may not be covered by these guidelines. In these situations, members of the Board of Aldermen, ~~employees~~ and members of all City boards and commissions

are encouraged to seek counsel from the City Attorney prior to acting. Again, it is important to note that the appearance of fairness and impartiality is as important as actual fairness and impartiality. When a conflict of interest does occur, the following steps should be taken:

1. The member or official must declare and the record should show that a conflict of interest exists with respect to a particular issue and that the member will not participate in any discussion or action;
2. The member or official shall explain and the record should show what constitutes the specific conflict;
3. The member must step down from his or her regular seat and leave the room;
4. The member should not speak with any other members during or prior to the discussion of the issue at hand;
5. The member should not represent or speak on behalf of any interested party but may utilize a representative to convey his or her own position as a private citizen during the discussion of the issue at hand; and
6. The member must not discuss the issue privately with any other member voting on the matter.

Section 107.060 Penalty and Other Sanctions.

- A. *Penalty.* Violation of any provision of this Chapter may be punished by a fine of not less than one dollar (\$1.00) and not more than five hundred dollars (\$500.00), by imprisonment for a period not to exceed ninety (90) days, by restitution, or by any or all of the above.
- B. *Administrative Sanction.* Violation of any provision of this Chapter may constitute a cause of suspension, removal from office ~~or employment~~ or other disciplinary action by the Board of Aldermen pursuant to applicable City ordinances and State Statutes.
- C. *Ethics Commission Determination.* Any complaint alleging a violation of this Chapter shall first be submitted to the Municipal Officials Ethics Commission (see Section 107.100 herein) for a hearing and advisory determination before institution of any court action by the City Prosecutor or disciplinary proceedings by the Board of Aldermen under Subsection (B). All proceedings for imposing penalties under Subsection (A) of this Section shall be prosecuted in the Municipal Court of Parkville unless ordered otherwise by the Presiding Judge of the Circuit Court of Platte County.

Section 107.070 Prohibited Activities After Leaving Municipal Service.

- A. No elected official, appointee or employee of the City serving in an executive or administrative capacity shall perform any service for any monetary or in-kind compensation during one (1) year after termination of his or her office or employment by which performance he or she attempts to influence a decision of the City or any department or agency thereof.
- B. This Section shall not be construed to prevent any person from:

1. Performing such service and receiving compensation therefor in an adversary proceeding having a record or right of appeal or in the preparation or filing of any public document as long as only publicly available information is utilized in the performance of duties in any adversary proceeding.
2. Submitting any bid and participating in any contract from a successful bid with the City for any goods or services which will be awarded to the lowest and best bidder.

Section 107.080 Official Actions and Position.

No member of any board, commission or committee should, alone or in concert with any other members of the same board, commission or committee, engage in any act which could be construed by the general public as an official action of that board, commission or committee unless such action has been taken by motion or resolution. A board, commission or committee can only act in its official capacity by motion or resolution. This rule prohibits any member of any board, commission or committee, or members acting in concert with each other, from engaging in any oral or written communications which identify their conduct as the conduct of the board, commission or committee, unless such action has been taken by motion or resolution. Any personal opinion or position taken by an elected or appointed official must be represented as a personal opinion as a private citizen unless said position has been adopted by motion or resolution of the elected or appointed body in which the official serves.

Section 107.090 Preclusion of Use of Municipal Board, Commission or Committee Membership for a Political Purpose.

When any member of any board, commission or committee formed pursuant to the ordinances of the City of Parkville participates in any activity on behalf of any candidate for public office in any municipal election of the City of Parkville wherein that person identifies himself (herself) as a member of that board, commission or committee as part of the activity on behalf of such candidate, such member shall affirmatively State that his or her activities are in no way sanctioned or connected to the board, commission or committee on which he or she serves.

Section 107.100 Municipal Officials Ethics Commission.

- A. There is hereby created a Municipal Officials Ethics Commission, which shall have the power and duty to render advisory opinions to the Board of Aldermen in all ethics complaints and to investigate and report on allegations of violations of the City Code of Ethics and ordinance provisions concerning conflicts of interest and financial disclosure by all elected and appointed officials, ~~as well as all employees of the political subdivision~~. The Commission may call upon the City Attorney, the City Treasurer or other appropriate public official to assist in an investigation or may utilize outside counsel or staff if it is reasonable and necessary to properly complete its work.
- B. The Commission, with the concurrence of at least three (3) members, may issue advisory opinions upon the written request by any member of the Board of Aldermen, the Mayor or the City Administrator. Such advisory opinions shall remain closed until the advisory opinion is provided to the Board of Aldermen.

- C. The Commission, with the affirmative vote of at least three (3) of its members, upon the sworn complaint of any resident of the City or upon its own initiative, may investigate an alleged violation and issue an advisory opinion on the complaint. The Commission shall have the power to examine witnesses under oath or affirmation and can request persons necessary for its investigation to appear before it and produce any records or documents it believes relevant.
- D. The Commission shall, upon receiving such sworn complaint or following its own affirmative vote to consider an investigation, notify the municipal official, in writing, of the nature of the alleged complaint. The municipal official shall be given at least ten (10) days to provide the Commission with such information as he or she deems appropriate to explain or justify the circumstances. At the request of the municipal official or on its own initiative, the Commission shall hold a hearing where the municipal official can provide evidence and testimony and examine any other witness that testifies. Thereafter, the Commission shall issue its advisory opinion, which can include the Commission's recommendations. The Commission shall provide the municipal official or responding party five (5) business days to respond to the advisory opinion and recommendations. Thereafter, the Commission shall forward its advisory opinion and recommendations to the Board of Aldermen.

Section 107.110 Members; How Appointed; Qualifications and Removal.

- A. The Commission shall consist of five (5) members appointed by the Mayor and Board of Aldermen as herein provided. The Mayor shall appoint (1) member, who shall be the Chairperson of the Commission and shall serve for five (5) years. The Board of Aldermen shall appoint four (4) members, one (1) from each aldermanic district. Commissioners shall serve for five (5) years, except that in the first year, two (2) members shall serve for three (3) years, and two (2) members shall serve for two (2) years. The determination as to who serves three (3) years and who serves two (2) years shall be decided by lot. All Commission members shall serve until their successors are duly appointed. In the event of a vacancy due to a resignation or otherwise, the successor shall be appointed for the balance of the unexpired term.
- B. All Commissioners shall be residents of the City and shall serve without compensation but may be reimbursed their necessary and reasonable expenses. No members of the Commission shall hold any other public office or be a candidate for same in Parkville.
- C. Commission members may be removed for cause, for violating the provisions of Subsection (B) hereof, refusal to serve or malfeasance in office by the Board of Aldermen.

Section 107.120 Non-Severability.

If any part of Sections 107.100 and 107.110 shall be declared invalid by an Appellate Court of this State, it is the express intent that Sections 107.100 and 107.110 hereof be deemed totally invalid.

Section 107.130 Disclosure Reports.

Each elected official, candidate for elective office, the Chief Administrative Officer, and the Chief Purchasing Officer shall disclose the following information by May 1, or the appropriate deadline as referenced in Section 105.487, RSMo., if any transactions occurred during the previous calendar year.

- A. For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars (\$500.00), if any, that such person had with the political subdivision, other than compensation received as an employee or payment of any tax, fee or penalty due to the political subdivision, and other than transfers for no consideration to the political subdivision.
- B. The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars (\$500.00), if any, that any business entity in which such person had a substantial interest had with the political subdivision, other than payment of any tax, fee or penalty due to the political subdivision or transactions involving payment for providing utility service to the political subdivision, and other than transfers for no consideration to the political subdivision.
- C. The Chief Administrative Officer, Chief Purchasing Officer and candidates for either of these positions also shall disclose by May 1, or the appropriate deadline as referenced in Section 105.487, RSMo., the following information for the previous calendar year:
 - 1. The name and address of each of the employers of such person from whom income of one thousand dollars (\$1,000.00) or more was received during the year covered by the statement;
 - 2. The name and address of each sole proprietorship that he/she owned; the name, address and the general nature of the business conducted by each general partnership and joint venture in which he/she was a partner or participant; the name and address of each partner or co-participant for each partnership or joint venture, unless such names and addresses are filed by the partnership or joint venture with the Secretary of State; the name, address and general nature of the business conducted by any closely held corporation or limited partnership in which the person owned ten percent (10%) or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent (2%) or more of any class of outstanding stock, limited partnership units or other equity interests;
 - 3. The name and address of each corporation for which such person served in the capacity of a director, officer or receiver.

Section 107.140 Filing of Reports.

- A. The financial interest statements shall be filed at the following times, but no person is required to file more than one (1) financial interest statement in any calendar year:
 - 1. Every person required to file a financial interest statement shall file the statement annually not later than May 1, and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any member of the Board of Aldermen may supplement the financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement.

2. Each person appointed to office shall file the statement within thirty (30) days of such appointment or employment, covering the calendar year ending the previous December 31.
3. Every candidate required to file a personal financial disclosure statement shall file no later than fourteen (14) days after the close of filing at which the candidate seeks election. The time period of this statement shall cover the twelve (12) months prior to the closing date of filing for candidacy.

B. Financial disclosure reports giving the financial information required in Subsection (A)(3) above shall be filed with the local political subdivision and with the Missouri Ethics Commission. The reports shall be available for public inspection and copying during normal business hours.

SECTION 2. That the provisions of Chapter 107 of the Code of Ordinances of the City of Parkville, as amended by this ordinance, regarding disclosure of potential conflicts of interest and substantial interests are reaffirmed as required biennially by Section 105.485.4 RSMo.

SECTION 3. That the City Clerk is hereby directed to send a certified copy of this ordinance to the Missouri Ethics Commission within ten (10) days of its adoption as required by Section 105.485.4 RSMo.

SECTION 4. This Ordinance shall be in full force and effect from and after the date of its passage and approval.

PASSED and APPROVED this 3rd day of September 2024.

Mayor Dean Katerndahl

ATTEST:

City Clerk Melissa McChesney