



PLANNING & ZONING COMMISSION

Regular Meeting Agenda

CITY OF PARKVILLE, MISSOURI

Tuesday, September 10, 2024 5:30 PM

City Hall Board Room

1. Call to Order

2. Roll Call

3. General Business

- A. Approval of the September 10, 2024, regular meeting agenda.
- B. Approve the minutes for the August 13, 2024, regular meeting

4. Unfinished Business

5. Public Hearing

6. Regular Business

- A. Application for Subdivision - Final Plat for Thousand Oaks 25th Plat. (Case No. PZ24-22) *David Barth, Forest Park Development, Applicant.*

7. Other Business

- A. 2025 Community Development Department Budget Request
- B. Upcoming meetings & dates of importance:
 - Board of Aldermen Meetings: Tuesday, September 17 and October 1 at 7:00 p.m.
 - Board of Zoning Adjustments Meeting: TBA
 - Planning & Zoning Commission Regular Meeting: Tuesday, October 8 at 5:30 p.m.

8. Adjournment

Posted September 6, By: BS
Date & 2024 11:30
Time: a.m.

**Minutes of the
Planning & Zoning Commission Regular Meeting
City of Parkville, Missouri**
Tuesday, August 13, 2024 5:30 PM
City Hall Board Room
City Hall Board Room

1. Call to Order

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

2. Roll Call

Commissioners Present:

Walt Lane

Spencer Keesee

Andrew Barchers

Jackson Kutey

Michael Wright

Gareld Butler

Absent:

Barbara Wassmer

R. Douglas Krtok

Timothy Cahill

A quorum of the Commission was present.

Staff Present:

Stephen Lachky, Community Development Director

Brad Stanton, Planner

John Mautino, City Attorney

3. General Business

A. Approval of the August 13, 2024, regular meeting agenda.

ACTION: Andrew Barchers moved to approve, Spencer Keesee seconded. Motion Passed: 5-0.

AYES: Michael Wright, Walt Lane, Spencer Keesee, Andrew Barchers, Jackson Kutey

NOES: None

ABSTAIN: None

B. Approve the minutes for the July 9, 2024, regular meeting

ACTION: Spencer Keesee moved to approve, Andrew Barchers seconded. Motion Passed: 5-0.

AYES: Michael Wright, Walt Lane, Spencer Keesee, Andrew Barchers, Jackson Kutey

NOES: None

ABSTAIN: None

4. Unfinished Business

5. Public Hearing

- A. Application for Text Amendment to add Architectural Design Standards. (Case No. PZ24-15) *City of Parkville, Applicant.* (continued from July 9th)

STAFF ANALYSIS & SUMMARY

Stephen Lachky, Director of Community Development, presented an overview of the application. He stated that Confluence has been engaged to add Architectural Design Standards to the Municipal Code.

DEVELOPER'S PRESENTATION

Chris Cline and Chris Shires, Confluence, 417 Delaware, KCMO, presented the proposed architectural design standards. Gareld Butler joined via Zoom.

Major components:

- Applicable to new buildings and additions of 20% or more
- Exceptions for maintenance and repair
- General Provisions
 - building facade prohibited
 - application of brick and stone standards
 - painting of brick and stone prohibited
 - EIFS not allowed within the first 10 ft and no more than 30% visible from public street
 - thin brick and stone veneer application standards
 - Buildings to have a base, body, and top
- Commercial Storefronts
 - Windows and doors required for 50% of commercial storefronts
 - Roll-up security grills prohibited along the exterior of commercial storefronts
 - Garage doors and service doors should not be along commercial storefronts
- Other Requirements
- HVAC equipment screening required
- NO requirements for detached and duplex houses
- OTD architectural regulations apply
- Building Exterior Finish Materials - table of classification of materials
- Pedestrian view zone defined as facade area between 2 feet and 10 feet

BOARD DISCUSSION & ANALYSIS

Chair Wright inquired on the status of mirrored glass and wood as materials. Discussion ensued on moving wood to a higher tier. Mirrored glass was left in tier 4 because it is an unwanted material. Wood was left in tier 4 because the commission wanted wood to be used for accents and if wood was used in a quality fashion, they could provide an

exemption. Chair Wright inquired about the roofing materials in Light Industrial. Commissioner Butler stated many churches would not meet the requirements for a non-residential building in a residential zoning district. Chris Shires responded that the facade articulation may increase to 120-180 feet. Chair Wright stated articulation can be done with materials as well, and would like to keep it at 60 feet.

PUBLIC HEARING

No public comment.

MOTION

ACTION: Andrew Barchers moved to approve the application, Spencer Keesee seconded. Motion Passed: 6-0.

AYES: Michael Wright, Walt Lane, Spencer Keesee, Andrew Barchers, Gareld Butler, Jackson Kutey

NOES: None

ABSTAIN: None

6. Regular Business

7. Other Business

A. Upcoming meetings & dates of importance:

- Board of Aldermen Meetings: Tuesday, August 20 and September 3 at 7:00 p.m.
- Board of Zoning Adjustments Meeting: Tuesday, August 27 at 5:30 p.m.
- Planning & Zoning Commission Regular Meeting: Tuesday, September 10 at 5:30 p.m.

8. Adjournment

ACTION: It was moved by Alderman Spencer Keesee and seconded by Alderman Jackson Kutey to adjourn

RESULT: Motion passed 6-0.

AYES: Michael Wright, Walt Lane, Spencer Keesee, Andrew Barchers, Gareld Butler, Jackson Kutey

NOES: None

ABSTAIN: None

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

Submitted by:

Stephen Lachky, AICP
Community Development Director

Date

Brad Stanton
Planner

Date



Staff Analysis

Agenda Item: 6.A

Proposal: Application for Subdivision – Final Plat for Thousand Oaks 25th Plat

Staff Recommendation: Approval

Case No: PZ24-22

Applicant: David Barth, Forest Park Development

Owners: Forest Park Development

Location: Generally located south of N Nevada Ave, south of Thousand Oaks Phase 13B and Thousand Oaks 22nd Plat

Zoning: “R-3” Single-Family Residential

Parcel #s: All or parts of Platte County parcels # 20-9.0-29-000-000-007.000, 20-9.0-29-000-000-010.001, 20-9.0-32-000-000-005.000, 20-9.0-32-000-000-003.000, and 20-9.0-29-000-000-010.000

Exhibits:

- A. This Staff Analysis
- B. Application for Subdivision – Final Plat
- C. Subject Area Property Map
- D. Final Plat, Thousand Oaks 25th Plat (prepared by Renaissance Infrastructure Consulting; dated August 9, 2024)
- E. Additional exhibits as may be presented during the regular meeting

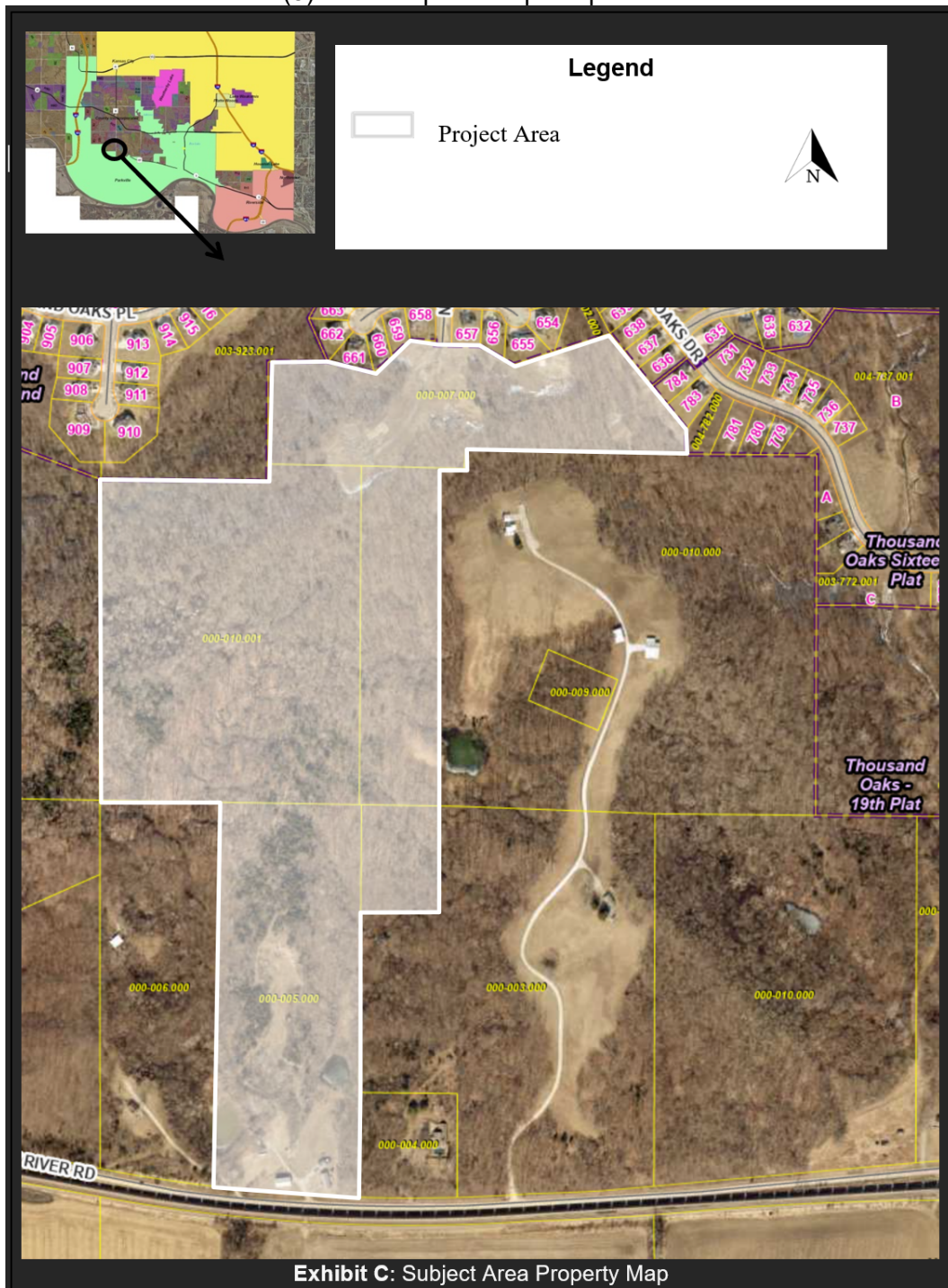
By Reference:

- A. Parkville Municipal Code, Title IV – Development Code in its entirety (http://parkvillemo.gov/download/ZoningCodeUpdate_FinalDraft.pdf)
 - 1. Section 403.020, E. Final Plat
 - 2. Chapter 404 Subdivision Regulations
 - 3. Section 405.010 Zoning Districts Established
 - 4. Section 405.020 Districts & Uses
 - 5. Section 405.030 Standards Applicable to All Districts
- B. Parkville Master Plan (<http://parkvillemo.gov/departments/community-development-department/master-plan/>)
- C. Planning & Zoning Case Nos. PZ2023-01 (Zoning Map Amendment) and PZ2023-02 (Preliminary Plat)
- D. Ordinance 3183 – Rezoning Property for Thousand Oaks 25th Plat

Overview

The Thousand Oaks master planned development runs from NW Brink-Myer Road to the north, connecting to NW River Road to the south. Several phases have been developed in this area over the past two decades and the applicant is proposing one new phase connecting to the existing Thousand Oaks Phase 13B subdivision via an extension of Nevada Avenue, ultimately connecting it to NW River Road.

The Applicant has submitted an application to final plat 45.581 acres, more or less, into 73 single-family residential lots and three (3) tracts of private open space.



Background

On February 15, 2023, the Planning & Zoning Commission approved application PZ23-02 for the preliminary plat for Thousand Oaks 25th Plat. This plat laid out 73 single-family residential lots and three (3) tracts of private open space, generally located to the south of Thousand Oaks Phase 13B subdivision. On April 18, 2023, the Parkville Board of Aldermen approved Ordinance 3183 rezoning property for Thousand Oaks 25th Plat from Platte County "AG" Agricultural to Parkville "R-3" Single-Family Residential.

Review and Analysis

Plat applications are required to establish or alter the legal boundaries of property, and to account for public facilities, infrastructure, development patterns, public realm design or other long-range growth and development considerations prior to potential fracturing of ownership. Preliminary plats are larger division of land that enable new ownership and development patterns; or which impact public facilities or land, and are proposed in a preliminary or conceptual format to prepare for detailed engineering and design facilities.

The Applicant has submitted a Traffic Impact Study (TIS) for review. The City engaged our on-call engineer, GBA, to review the study. Their conclusion was, "While several of the above comments relate to the clarity of the study, we do not believe they will meaningfully impact the conclusions reached by it. However, we believe that the turn-lane warrants may be meaningfully impacted by the lack of accounting for the shift in travel patterns at the intersection of River Road and Union Chapel Road, and by the absence of analysis at the Brink Meyer Road and Nevada Avenue intersection, and therefore, new traffic counts and recompleted analysis at these intersections should be required prior to acceptance of the Traffic Memorandum." **A revised TIS pursuant to GBA's comments will be required prior to the issuance of a public improvement permit.**

Parkville Municipal Code, Section 403.020, Subsection E provides criteria for how the Planning and Zoning Commission shall determine if a final plat is acceptable. The following are staff's findings and conclusions for the final plat application (Case No. PZ 2024-22).

Final Plat Application

- 1. The layout and design of the final plat is substantially consistent with the approved preliminary plat considering the number of lots or parcels; the block layout, street designs and access; the open space systems and civic design elements; the infrastructure systems; or other elements of coordinated developments.**

The layout and design of the final plat is substantially consistent with the preliminary plat application (Case No. PZ23-02) with regards to the number of lots or parcels, the block layout, street designs and access; the open space systems and civic design elements; the infrastructure systems; or other elements of coordinated developments.

- 2. The construction plans for any utilities, infrastructure or public facilities meet all technical specifications.**

Street and stormwater construction plans have been submitted by the applicant and will be reviewed by Public Works staff for compliance prior to construction permitting.

- 3. The phasing and timing of public improvements ensures construction and performance guarantees.**

The project is proposed to be completed in one phase. Completion of the public improvements will be required prior to occupancy being granted for the lots.

4. Any deviation in the final plat from the preliminary plat brings the application in further compliance with the Master Plan and the purposes and intent of this code.

The final plat application does not substantially deviate any from the approved preliminary plat application (Case No. PZ23-02). Per staff's review of the application for subdivision – preliminary plat against the requirements of Section 403.020, Subsection D, it was determined the application was in accordance with the *Parkville Master Plan* and purposes and intent of the Development Code.

5. The recommendations of professional staff, or any other public entity asked to officially review the plat.

Staff recommends approval of the Applications for Subdivision – Final Plat for Thousand Oaks 25th Plat.

Staff Conclusion and Recommendation

Staff recommends approval of the Applications for Subdivision – Final Plat for Village on the Green based on the merits of the applications and the findings and conclusions in the report. Additionally, staff recommends approval of the applications, subject to the following conditions:

1. Approval is based on the representations of the drawings presented as part of this application and does not waive any requirement or development standard contained within the Municipal Code.
2. Prior to Building Permit issuance, the Final Plat must be approved and recorded with Platte County.
3. Prior to approval of the public improvement plans, the developer's engineer shall submit a revised traffic study pursuant to City comments.
4. Prior to building permit issuance, the developer shall install any roadway public improvements resulting from the increased traffic generated by the additional development, as reflected in the revised TIS. These improvements shall be included in the public improvement plans. This includes, but is not limited to, streetlights.
5. Prior to approval of the public improvement plans, a revised stormwater study shall be reviewed and approved by Public Works.
6. Prior to building permit issuance, the developer shall install any stormwater public and private improvements as a result of the increased stormwater runoff generated by the additional development, as reflected in the revised stormwater study. The public improvements shall be included in the public improvement plans. Any private improvements shall be reviewed and approved by the City's On-Call Engineer prior to the issuance of a public improvement permit.

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

Necessary Action

Following consideration of the Application for Subdivision – Final Plat, supporting information, associated exhibits, factors discussed above and any testimony presented at the meeting, the Planning and Zoning Commission should recommend approval (with or without conditions), denial, or postpone the application for further consideration. If approved subject to conditions, the conditions should be noted for the record. Unless postponed, the Planning and Zoning

Commission's action will be forwarded to the Board of Aldermen on September 17, 2024 for final action.

End of Memorandum

A handwritten signature in black ink, appearing to read "Brad Stanton", written over a horizontal line.

9-06-2024

Brad Stanton, AICP

Date



Application #: _____
Date Submitted: _____
Public Hearing: _____
Date Approved: _____

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

Application for Subdivision – Final Plat

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

1. Applicant/Contact Information

Applicant(s)

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

Engineer and/or surveyor(s) preparing plat & legal desc.

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

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

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

Contact Person, if different from applicant(s)

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

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

Applicant's Signature (Required) _____ Date: _____

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

2. Property information

Name and phase of plat: _____

Final plat in substantial conformance with approved preliminary plat? _____

If not, explain:

Zoning district: _____

Anticipated uses: _____

Acreage of this phase: _____

Number of lots: _____

Minimum lot size: _____

Density of development: _____

3. Additional factors affecting the project

Please include other comments or factors relating to the proposed subdivision in an attached narrative.

4. Public Improvements

All public improvements must be designed to city standards and require approval, guarantees and permits prior to installation.

Improvement plans submitted and approved for:

Streets and access: Submitted - TBD

(Date approved)

Length of new streets: _____

Surface material: _____

Maximum grade: _____

Sanitary sewer: _____

(Entity and date approved)

Missouri Department of Natural Resources (MDNR) approval: _____

(Date approved)

Water: _____

(Entity and date approved)

Erosion and sediment control as per NPDESII: Submitted - TBD

(Date approved)

Floodplain development permit (if required): _____

(Date approved)

5. Checklist of required submittals

- ☐ Completed application, including plat with all required details and supporting data.
- ☐ Nonrefundable application fee of \$300.00 plus \$5.00 per lot (minimum \$305.00).
- ☐ Submit five (5) copies of the final plat (24" x 36" or larger) and one electronic copy (PDF format) containing the requirements outlined in Section 403.020 Subsection E. of the Development Code for initial staff and entity review. Additional large size copies may be requested following review by staff.
- ☐ Authorization signature of the owner of record of the property to be platted.
- ☐ Copy of any covenants and/or deed restrictions to be recorded with the Plat.
- ☐ Executed deed of release for any right-of-way dedicated to the city.
- ☐ Guarantees in the form of performance bonds or other city approved instrument ensuring the satisfactory completion of public improvements. The maintenance period for public improvements is two (2) years.

For City Use Only

Application accepted as complete by: _____

Name/Title

Date

Application Fee (27.0000): \$ _____

By: ☐ Check # _____ ☐ MO# _____

Date Paid: _____

☐ Credit Card _____ ☐ Cash _____

Payment by: _____

Received by: _____

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

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

Conditions if any: _____

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

Conditions if any: _____

6. Subdivision – Preliminary Plat checklist for staff review**1. Basic Information**

- a. Name of the plat, phase and/or number if applicable
- b. Name, address, contact information of person / registered surveyor or firm that prepared the plat
- c. Date plat was prepared, including any revision dates

2. Plat Information

- a. Full property/legal description
- b. Total land area in square feet and acres of property
- c. Boundary survey notes
- d. Dedication language for property to be subdivided
- e. Easement language for easements to be granted to utility companies franchised to operate in Parkville, Mo.
- f. Open space dedication if applicable

3. Plat Drawing

- a. Graphic, engineering scale
- b. North arrow
- c. Monumentation/symbology legend
- d. Vicinity map identifying boundaries and location of property in relation to City
- e. Property lines and lot dimensions with total land area in square feet and acres
- f. Numbering of all lots (Lot 1, Lot 2, Lot 3, etc.)
- g. Lettering of all tracts (Tract A, Tract B, Tract C, etc.)
- h. Watermark designation with labeling of any previously platted lots or tracts
- i. Proposed rights-of-way, public and/or private streets with dimensions, centerlines and names
- j. Proposed easements for access or utilities
- k. Dimensions of all radii, acres, points of tangency, central angles and lengths of curves
- l. Indication of FEMA Special Flood Hazard Areas (SFHA) if applicable

4. Signature Information

- a. Signature line with date for property owner(s) and notary public
- b. Signature line with date for Mayor (with full name), City Clerk (with full name), and Community Development Director (with full name) of the City of Parkville
- c. Ordinance number with date that the ordinance was passed by the Board of Aldermen
- d. Signature line with date for surveyor's certification (to be signed & stamped on all plat copies to be recorded)

FINAL PLAT

THOUSAND OAKS - 25TH PLAT

PART OF THE SW QUARTER OF SECTION 29 & NW QUARTER OF 32, TOWNSHIP 51N, RANGE 34W,
IN THE CITY OF PARKVILLE, PLATTE COUNTY, MISSOURI

PROPERTY DESCRIPTION:

A tract of land in the Southwest Quarter of Section 29 and the Northwest Quarter of Section 32, Township 51 North, Range 34 West of the 5th P.M., Platte County, Missouri, described by Steve E. Roberts, Missouri LS-2496, of Renaissance Infrastructure Consulting, and more particularly described as follows:

Commencing at the Northwest corner of said Northwest Quarter, said point also being the Northwest corner of a parcel of land recorded in Book 949 at Page 40 of the records of said Platte County; thence South 89°25' 09" East along the North line of said Northwest Quarter, 411.52 feet to the Northeast corner of said Parcel, said point being the Point of Beginning;

thence South 00°10' 35" West along the East line of said Parcel, and parallel with the West line of said Northwest Quarter, 1372.63 feet to a point on the North right of way line of a County Road (NW River Road);

thence Easterly along said North right of way line along a non-tangent curve to the left, having a radius of 5639.65 feet, and arc length of 540.56 feet and a chord which bears South 85°27'29" East, 540.36 feet to the Southwest corner of a parcel of land recorded in Book 1028 at Page 720 of the records of said Platte County;

thence departing said North right of way line, North 00°22' 36" East, along the West line of said Parcel, 970.13 feet;

thence departing said West line, South 89°29'42" East, 278.79 feet;

thence North 00°18'33" East, 1687.61 feet;

thence North 34°55'11" West, 54.46 feet;

thence North 53°41'33" East, 230.76 feet;

thence Northwesterly along a non-tangent curve the left, having a radius of 325.00 feet, an arc length of 64.26 feet and having a chord which bears North 41°58' 18" West, 64.15 feet;

thence North 42°21' 50" East, 170.21 feet;

thence North 03°14' 48" West, 59.88 feet to a point on the southerly line of Lot 656, THOUSAND OAKS - PHASE 13B, a subdivision in the City of Parkville of said Platte County;

thence North 61°10'50" West along said southerly line, 80.98 feet to the Southwest corner thereof;

continuing westerly along the South line of said THOUSAND OAKS - PHASE 13B, along the following five courses;

thence N 88°42'36" West, 165.00 feet;

thence North 01°17'24" East, 16.24 feet;

thence North 88°42'36" West, 91.91 feet;

thence South 47°49'02" West, 176.93 feet;

thence North 76°55'43" West, 174.41 feet to the Southwest corner of Lot 661, said point also being the Easterly line of Tract A, THOUSAND OAKS - 22ND

PLAT, a subdivision in the City of Parkville of said Platte County;

thence N 89°44'59" West along said Easterly line, 217.77 feet;

thence South 01°15'01" West along said Easterly line, 424.03 feet;

thence departing said Easterly line, South 89°44'59" East, 94.75 feet;

thence South 11°32'04" East, 150.37 feet;

thence southwestwesterly along a non-tangent curve to the left, having a radius of 525.00 feet, an arc length of 30.94 feet, and a chord which bears South 75°06'53" West, 30.94 feet;

thence South 16°34'26" East, 200.00 feet;

thence South 65°53'08" West, 71.54 feet;

thence South 23°34'51" West, 724.82 feet;

thence South 00°10'35" West, 172.06 feet to the POINT OF BEGINNING.

EXCEPT;

A strip of land, 50.00 feet in width across the Northwest Quarter of Section 32, Township 51 North, Range 34 West, lying 25.00 feet on each side of the following described centerline;

Commencing at the Northwest corner of said Northwest Quarter, said point also being the Northwest corner of a parcel of land recorded in Book 949 at Page 40 of the records of said Platte County; thence South 89°25' 09" East along the North line of said Northwest Quarter, 411.52 feet to the Northeast corner of said Parcel; thence South 00°10' 35" West along the East line of said Parcel and parallel with the West line of said Northwest Quarter, 1278.70 feet to the Point of Beginning;

thence South 40°30'06" East, 137.66 feet to a point on the North line of a County Road (NW River Road), said point being the POINT OF TERMINATION.

Said tract contains 1,985,535 square feet or 45.581 acres, more or less.

DEDICATION:

The undersigned proprietor of the above described tract of land has caused the same to be subdivided in the manner as shown on the accompanying plat, which subdivision and plat shall hereafter known as "THOUSAND OAKS - 25TH PLAT".

BUILDING LINES: Building lines or setback lines are hereby so established as shown on the accompanying plat and no building or portion thereof shall be built between this line and the street line. Variance case number BZA04-35 was approved on October 20, 2004, which allowed a reduction of the side-yard setbacks in an R-3 District from 10 feet to 6.5 feet for the Thousand Oaks Estates developed with the condition that there would be a 10 foot side yard setback requirement for any property abutting non Thousand Oaks property.

EASEMENT DEDICATION: An easement is hereby granted to Parkville, Missouri, for the purpose of locating, constructing, operating, and maintaining facilities for water, gas, electricity, sewage, telephone, cable tv and surface drainage, and grading, including, but not limited to, underground pipes and conduits, pad mounted transformers, services pedestals, any or all of them upon, over, under and along the strips of land designated Utility Easements (U/E), provided that the easement granted herein is subject to any and all existing easements. Any utilities located within the designated utility easements, by virtue of their existence, do hereby covenant, consent, and agree that they shall be subordinate to said public right of way in the event that additional public right of way is dedicated over the location of the utility easement. Where other easements are designated for a particular purpose, the use thereof shall be limited to that purpose only. All of the above easements shall be kept free from any and all obstructions which would interfere with the construction or reconstruction and proper, safe and continuous maintenance of the aforesaid uses and specifically there shall not be built thereon or thereover any structure (except driveways, paved areas, grass, shrubs and fences) nor shall there be any obstruction to interfere with the agents and employees of Parkville, Missouri, and its franchised utilities from going upon said easement and as much of the adjoining lands as may be reasonably necessary in exercising the rights granted by the easement. No excavation or fill shall be made or operation of any kind or nature shall be performed which will reduce or increase the earth coverage over the utilities above stated or the appurtenances thereto without a valid permit from the Department of Public Works as to utility easements, and/or written approval of the Director of Water Services as to water main easements.

DRAINAGE EASEMENT: A Drainage Easement (D/E) for the purpose of storm water drainage including the right to build, construct, keep, repair and maintain storm water drainage facilities under, in, over, and upon as may be necessary, being and situated in Parkville, Missouri ("The City") is hereby granted to The City. The City shall have the right at all times to go upon the lands herein described to construct, maintain and repair the said drainage facilities as may be necessary. Nothing shall in any way interfere with the safe and unrestricted use of the land adjacent to and above said drainage facilities, nor attempt to use said property in such manner as would interfere with the proper, safe and continuous maintenance and use of said drainage facilities and specifically shall not build thereon or thereover any structure which with the maintenance and use thereof.

SANITARY SEWER EASEMENT: An easement or licence is hereby granted to Platte County Regional Sewer District to locate, construct and maintain or authorize the location, construction and maintenance and use of sewer mains under and along the strips designated "Sewer Easement" or "SS/E".

RESTRICTIONS:

- Covenants and restrictions have been filed simultaneously with this plat.
- Tract B and Tract C to be Stormwater Detention/Private open space to be maintained by the home owners association.

EXECUTION

IN TESTIMONY WHEREOF, the undersigned proprietor has caused this instrument to be executed this ____ day of _____, 20__.

City of Parkville, Missouri

Dean Katerndahl, Mayor

STATE OF _____)

) SS

COUNTY OF _____)

BE IT REMEMBERED, that on this ____ day of _____, 20__, before me a Notary Public in and for said County and State, came Nanette K. Johnston, Mayor of the City of Parkville, Missouri, who is personally known to me to be the same person who executed the foregoing instrument of writing on behalf of said City, and she duly acknowledged the execution of the same to be the act and deed of said City.

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

Notary Public

My Appointment Expires: _____

CITY OF PARKVILLE

This is to certify that the within plat was duly submitted to, reviewed and approved by the Community Development Director of Parkville, Missouri on this ____ day of _____, 20__.

Mayor, Dean Katerndahl

City Clerk, Melissa McChesney

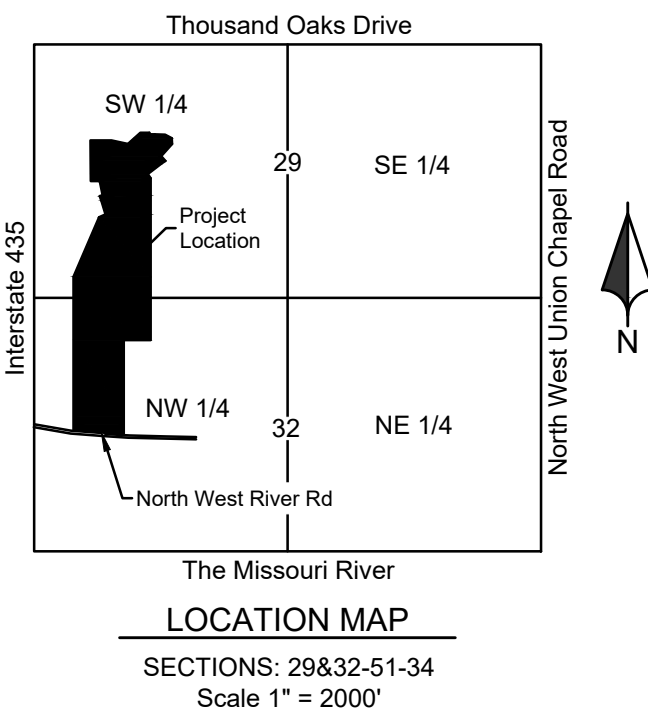
Community Development Director,

Stephen Lachky

I hereby certify that this Subdivision Plat is based upon an actual field survey performed by me or under my direct supervision during August 2024, and that said survey meets or exceeds the current Missouri Standards for Property Boundary Surveys, urban type property, as established by the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects and the Department of Agriculture Land Survey Program of the State of Missouri.

DRAFT COPY

Steve E. Roberts, Missouri LS-2496
RIC MO CLS-2011003572
sroberts@ric-consult.com



THOUSAND OAKS - 25TH PLAT

Prepared For:

Forest Park Development Company Inc.
David Barth
6014 North Highway 9, Suite B
Parkville, Missouri
64152



102 Abbie Avenue
Kansas City, Kansas 66103
913.317.9500
www.ric-consult.com

Date of Preparation:

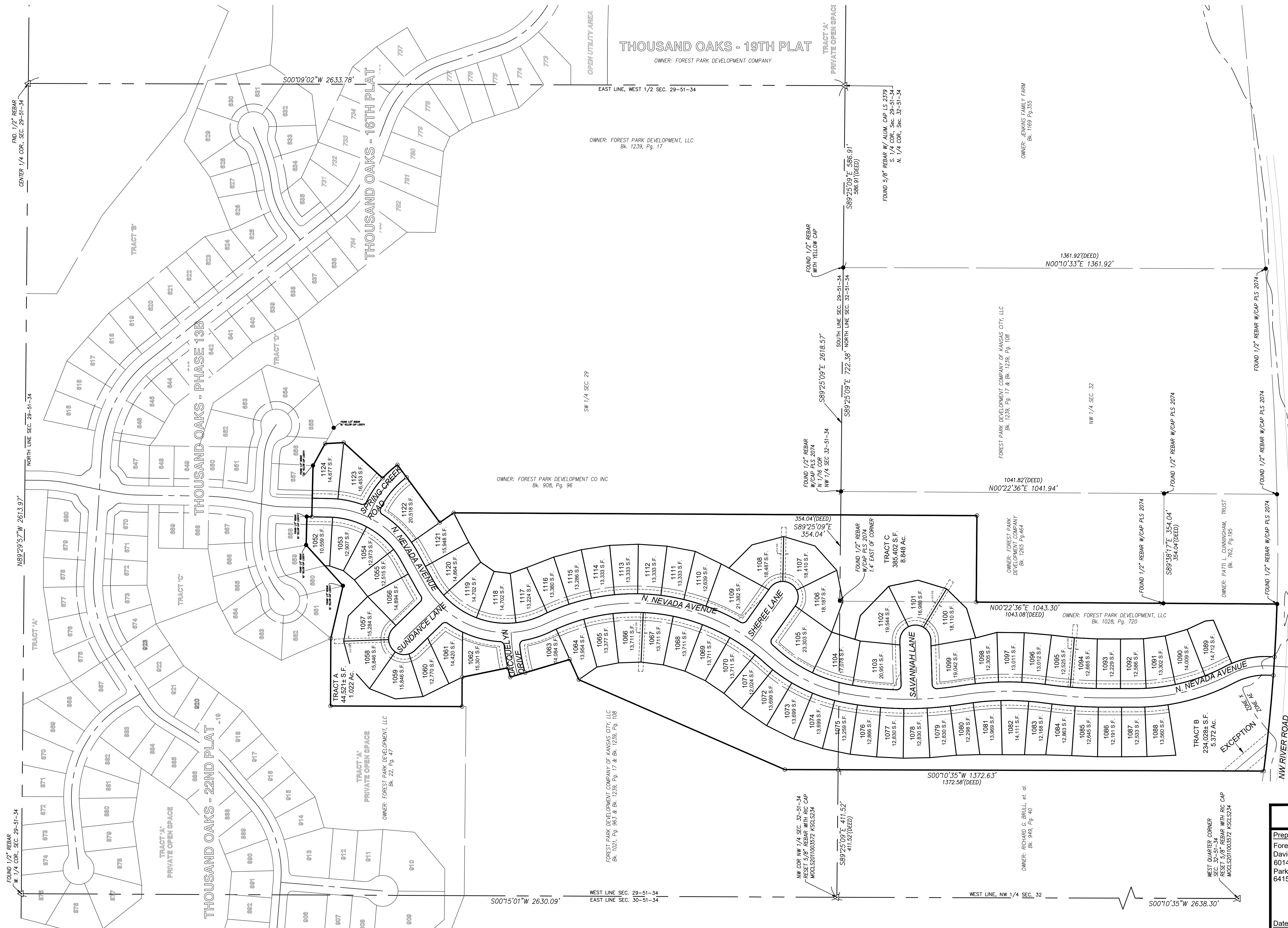
September 6th, 2024

Certificates of Authorization:

Missouri CLS-2011003572; Kansas CLS-234

FINAL PLAT

PART OF THE SW QUARTER OF SECTION 29 & NW QUARTER OF 32, TOWNSHIP 51N, RANGE 34W,
IN THE CITY OF PARKVILLE, PLATTE COUNTY, MISSOURI



LEGEND:

- △ FOUND SECTION CORNER AS NOTED
- FOUND MONUMENT AS NOTED
- SET 1/2" X 24" REBAR WITH RIC MOCSL2011003572 KSCLS234 CAP

EDD) DEEDED

L = LENGTH OF CURVE

R = RADIUS OF CURVE

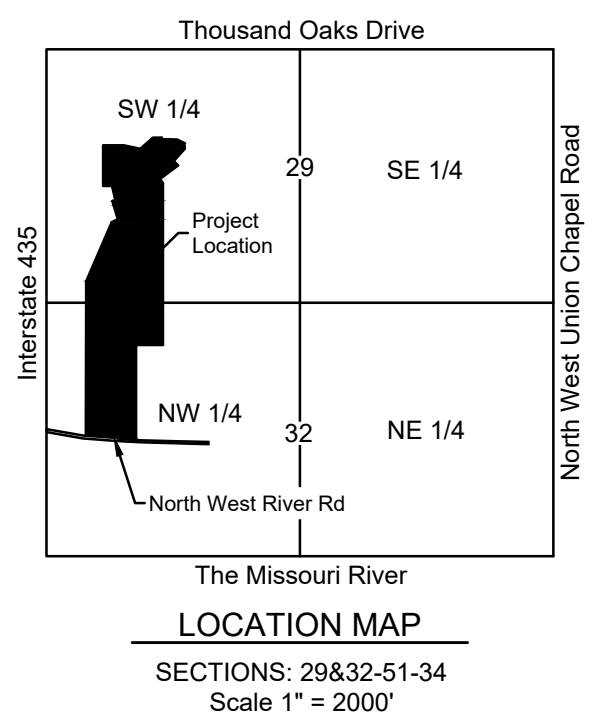
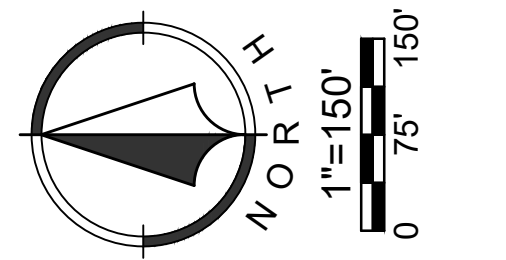
B = INITIAL TANGENT BEARING

FM FORCE MAIN SEWER

ST STORM SEWER

B/L BUILDING LINE SETBACK

U/E UTILITY EASEMENT



DRAFT COPY

THOUSAND OAKS - 25TH PLAT

Prepared For:
Forest Park Development Company Inc.
David Barth
6014 North Highway 9, Suite B
Parkville, Missouri
64152

Date of Preparation:
September 6th, 2024



102 Abbie Avenue
Kansas City, Kansas 66103

913.317.9500
www.ric-consult.com

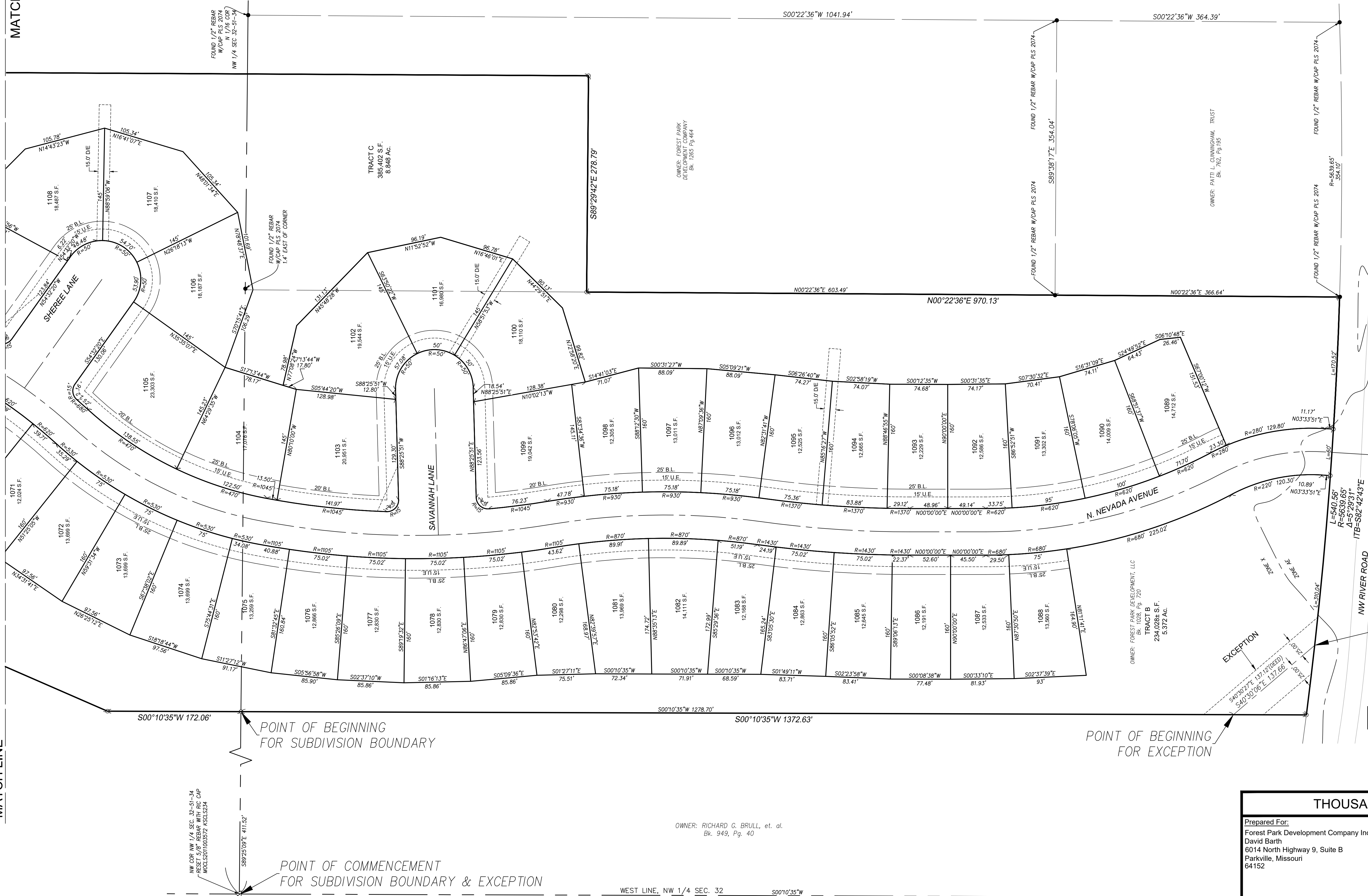
Certificates of Authorization:
Missouri CI S-2011003572; Kansas CI S-234

FINAL PLAT
THOUSAND OAKS - 25TH PLAT

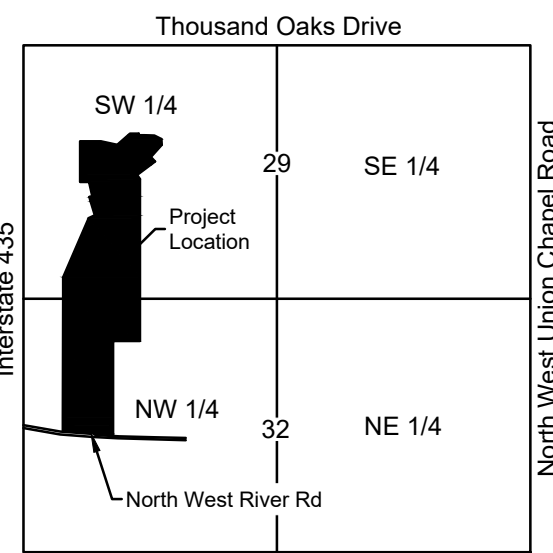
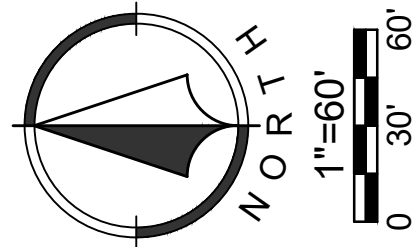
PART OF THE SW QUARTER OF SECTION 29 & NW QUARTER OF 32, TOWNSHIP 51N, RANGE 34W,
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MATCH LINE

MATCH LINE



- LEGEND:
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 - (DEED) DEEDED
 - L= LENGTH OF CURVE
 - R= RADIUS OF CURVE
 - I.T.B= INITIAL TANGENT BEARING
 - FM FORCE MAIN SEWER
 - ST STORM SEWER
 - B/L BUILDING LINE SETBACK
 - U/E UTILITY EASEMENT



POINT OF TERMINATION
FOR EXCEPTION

DRAFT COPY

OWNER: RICHARD G. BRULL, et. al.
Bk. 949, Pg. 40

THOUSAND OAKS - 25TH PLAT

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Renaissance
Infrastructure
Consulting

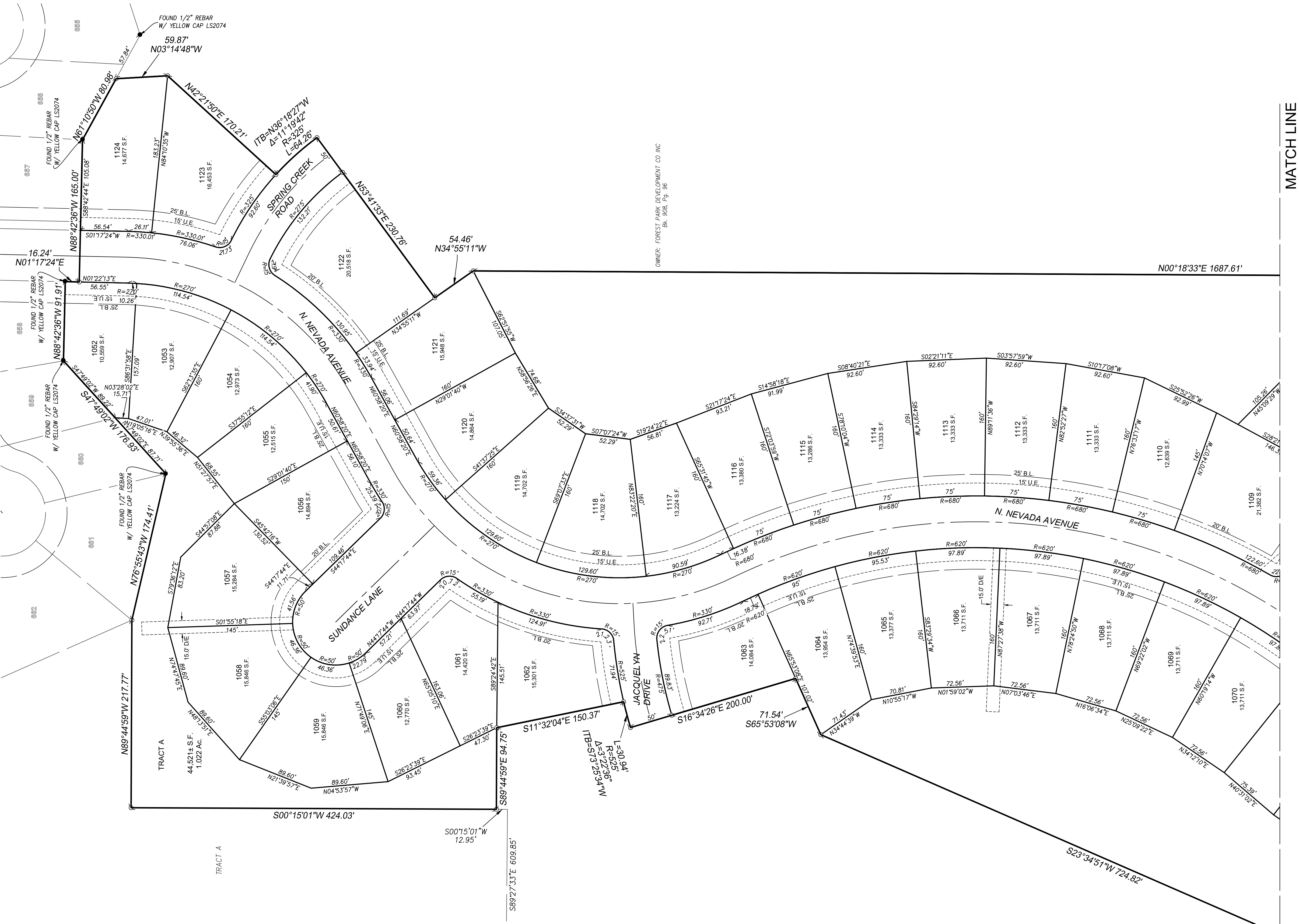
102 Abbie Avenue
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Missouri CLS-2011003572; Kansas CLS-234

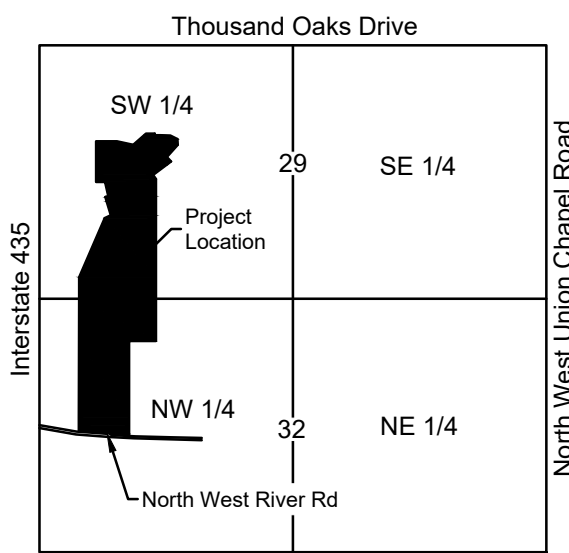
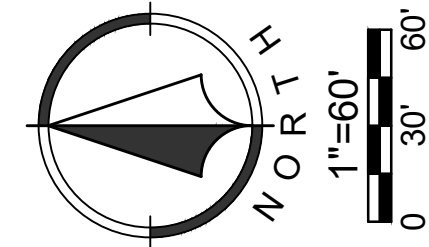
FINAL PLAT
THOUSAND OAKS - 25TH PLAT

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IN THE CITY OF PARKVILLE, PLATTE COUNTY, MISSOURI



LEGEND:

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- (DEED) DEEDED
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- ST STORM SEWER
- B/L BUILDING LINE SETBACK
- U/E UTILITY EASEMENT



LOCATION MAP
SECTIONS: 29&32-51-34
Scale 1" = 2000'

DRAFT COPY

THOUSAND OAKS - 25TH PLAT

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Memorandum

To: Planning and Zoning Commission
From: Stephen Lachky, Community Development Director
Date: Wednesday, July 31, 2024
Re: 2025 Community Development Department Budget Request

Background

Chapter 89, Revised Statutes of Missouri (RSMo.) contains powers, duties and functions for Planning and Zoning Commissions throughout the state; and one of these functions includes, "Making recommendations to the Board of Aldermen regarding plans, planning studies, general development and planning policies and infrastructure improvement programs, including the financing thereof." As a result, it's best-practice for many municipalities throughout Missouri to bring forward their Community Development Department's annual budget request for review before it goes before their legislative body for consideration, as the budget request often contains a work program (e.g., Capital Improvements Program) list of projects/initiatives to be accomplished in the coming year(s). That said, City staff would like to formally present this memorandum before the Parkville Planning and Zoning Commission for review & discussion, as it provides a general summary to accompany the 2025 Community Development budget request.

Overview

The Community Development Department provides current- and long-range planning, zoning, mapping, building safety and inspection, code enforcement, utility locating, floodplain management and related services. This includes four full-time staff exclusively within the department — Community Development Director, Planner, Building Official, Building Inspector — and two full-time staff shared with the Public Works Department — two Construction and Codes Inspectors. Department staff also perform other administrative duties including occupancy inspections for business licenses, minor maintenance and other administrative support functions.

Parkville has been experiencing steady growth since the Great Recession of the late 2000s / early 2010s, and the current population is 7,669 per the U.S. Census Bureau's 2022 American Community Survey (ACS) 5-year estimates. In 2023 our department issued a total of 31 building permits for residential new construction – single-family homes (down from 66 issued in 2022), 13 building permits for new construction – commercial and industrial (down from 29 issued in 2022), and 191 total building permits (down from 268 in 2022). Despite this, our department is still experiencing a steady number of permits due to new construction projects and steady growth throughout the community. As we progress through the remainder of 2024 and into 2025, we anticipate continued growth from the future subdivisions of Woods at Creekside, Sanctuary at Riss Lake, Platte 38 (i.e., The Cliffs At Parkville), and the Thousand Oaks 25th plat. As a result, the 2025 department budget request reflects maintaining our current staff positions and hours and using our on-call support services when needed.

Community Development Department Line Items

Except for salaries and benefits, the 2025 Community Development budget is primarily allocated to continuing operations, maintenance of existing equipment, code enforcement, and increases for continuing education / professional development to maintain staff's credentials. I'm requesting maintaining our current staff levels for 2025; however, in future years the department could explore the addition of the following positions — a standalone Code Enforcement Officer (with right-of-way permits and other duties associated with the Public Works Department being transitioned to the Construction and Codes Inspector position), Permit Technician, Department Assistant, and Planning Intern. The following are summaries for specific budget line items.

Personnel

Unknown Amount (est. \$383,700 Total)

- **518.01-01-00, Salaries** – Unknown amount requested at this time (\$378,000 budgeted in 2024). This budget line item will be calculated by the City's Finance Department for 2025; and this amount will consider annual raises based on merit/performance evaluation and cost of living increases.

As of July 2024, the Community Development Department has six full-time positions:

- Community Development Director (Stephen Lachky)
- Building Official (Ed Gault)
- Building Inspector (Nathan Noland)
- *Construction and Codes Inspector (Natalie Page)
- *Construction and Codes Inspector (Nick Lightner)

*Positions shared with the Public Works Department

Looking ahead, and as Parkville continues to grow and the number of development applications increases, the department will refer to the City's most recent *Compensation and Classification Study*. In discussions with staff about the future expansion of the Community Development Department, the following have been identified as logical positions to add in the following order of preference:

1. **Code Enforcement Officer** – Between 2016 and 2022 the department employed a total of three part-time (24 hours per week) Code Enforcement Officers, prior to the duties being combined into the current full-time Construction and Codes Inspector positions. Since launching SeeClickFix, an online City portal to submit inquiries for potential Property Maintenance Code violations, staff has seen a tremendous increase in time needing to be devoted to abating violations.
2. **Permit Technician** – While the City has never had a standalone permit technician, their duties would be like those currently held by our Building Official and Building Inspector to provide relief in certain situations. If a part-time position, the individual would primarily be working on record-keeping tasks, organization/file-keeping, and responding to public information requests and general inquiries from the public. If a full-time position, the department would expect the individual to provide those duties, as well as examining applications, plans or blueprints for completeness.
3. **Department Assistant** – Between 2016 and 2020 the department employed a Department Assistant to handle administrative tasks such as receiving and filing development applications, preparing meeting agendas and minutes, and other miscellaneous tasks and projects for the department. In 2018, it was a part-time position (\$14 per hour at 25 hours per week), prior to being combined into a Department Assistant / Management Analyst position, which an additional 15 hours per week were added from the Administration Department to provide a part-time position up to 40 hours per week.
4. **Planning Intern** – Between 2016 and 2020 the department employed a total of five Planning Interns, who handled basic tasks such as reviewing drafts, creating documents and other miscellaneous tasks and projects for the department. These were generally current or recent graduate students at a local university's planning program, generally available to work throughout

the summer months and during school breaks (e.g., fall break, winter break, spring break), and compensation for our last Planning Intern in 2020 was \$19 per hour.

- **518.01-31-00, Auto Allowance – CD Director** – \$2,500 requested (no change from 2024). This category is intended to cover personal automobile expenses for the Community Development Director utilizing his/her personal vehicle — rather than the two department vehicles — for travel around the region attending meetings, professional development seminars, and conducting site visits. This category is useful, especially since our Building Official, Building Inspector and Construction and Codes Inspections use our 2023 Chevrolet Silverado LT Crew Cab 4X4 trucks, and our Planner frequently uses our 2015 Ford Escape sport utility vehicle. This allowance has come in handy several times in 2024 as I've traveled frequently to MARC's offices in downtown Kansas City, to the Platte County Assessor's Office and Administrative Complex in Platte City, to APA Missouri-related events and board meetings, to KCAPA professional development events, and to various site visits around the community.
- **518.01-41-00, Membership Fees & Dues** – \$3,200 requested (\$700 increase from 2024). This category covers fees associated with membership to professional organizations for Community Development Department employees. This category also includes costs for professional certifications required or those that would benefit the City. Budgeted costs for 2025 are higher than 2024 because of needing to renew our 3-year International Codes Council (ICC) city membership, as well as accounting for the City's annual System for Award Management (SAM.gov) registration in order to apply for federal grants through the U.S. Department of Transportation (USDOT) which has increased by \$100 since 2023.

Position	Membership	Estimated Fee
Community Development Director	APA Missouri Chapter	\$25
	APA Prof. Membership	\$533
	AICP Membership	\$533
	ASFPM Membership	\$175
	MfSMA Membership	\$35
Planner	APA Missouri Chapter	\$25
	APA Prof. Membership	\$276
	AICP Membership	\$255
	ASFPM Membership	\$175
	MfSMA Membership	\$35
Building Official	ICC Membership	\$325*
	MACE Membership	\$70
Building Inspector	ICC Membership	\$325*
Construction and Codes Inspector #1	ICC Membership	\$325*
	MACE Membership	\$35
Construction and Codes Inspector #2	ICC Membership	\$325*
	MACE Membership	\$35
U.S. Federal Contractor Registration (USFCR)	SAM.gov Registration	\$599
Total		\$3,131

*The City's ICC governmental membership was last renewed in 2022 and will need to be renewed in 2025.

- **518.01-41-02, Professional Development** – \$11,000 requested (decrease of \$1,000 from 2024). This category covers costs for staff to attend educational seminars and conferences, and includes costs for registration, lodging, per diem meals & incidentals, and travel. Estimated costs are projected lower for 2025 due to the Community Development Director opting to attend national and state conferences virtually, as opposed to in-person.

Both the Community Development Director (Stephen Lachky) and Planner (Brad Stanton) have APA AICP certification, which requires 32 certification maintenance (CM) credits every two years to maintain the credentials. Each credit equals one hour of a professional development seminar and annual conferences are a great way to obtain at least 16 CM credits. In 2024 our Community Development Director attended the APA National Conference (held virtually in Minneapolis, Mn.), and did not need to attend the APA Missouri State Conference (which was held in-person in St. Louis, Mo.). In 2025, APA's National Conference will be held in Denver, Co. and APA Missouri's State Conference will be held in northwest Arkansas as part of a four-year quad-state collaboration. Alternatives would be for the Director to attend local KCAPA programs. Attending two conference should provide enough CM credits for the year to retain APA AICP credentials.

The Community Development Director (Stephen Lachky) also has ASFPM CFM certification which requires 16 continuing education credits (CECs) every two years. Conference attendees can earn up to 12 CECs. In 2024 the Director attended the ASFPM National Conference (held virtually in Salt Lake City, Ut.) to obtain enough CECs to maintain CFM certification. Alternatives would be to attend MfSMA trainings and workshops across Missouri. The 2025 in-person conference will be taking place in New Orleans, La.

Each year our Building Official and Building Inspector attend out-of-state ICC training workshops; the reason being that ICC does not have a local or regional chapter presence that hosts trainings for staff to attend. However, last year both were able to receive enough training at a Missouri Association of Building Officials and Inspectors (MABOI) conference in-state.

In 2024 our Construction and Codes Inspector plans to attend the MACE conferences in Lake of the Ozarks, where training and education is provided on the latest legal updates and legislation pertaining to code enforcement in Missouri (Did not attend conferences in 2020 or 2021 due to COVID-19 pandemic; and did not have a Code Enforcement Officer at the time in 2022; did attend in 2023 at Lake of the Ozarks). We'd like to continue sending this position and our second Construction and Codes Inspector employee to MACE's conference in 2025 if desired and their schedule allows.

Position	2024 Program	Detail	Estimated Cost
Community Development Director	APA National Conference (Denver, Co.)	Virtual Registration	\$500
		Lodging (3 nights)	N/A
		Meals and Incidental Expenses (GSA per diem)	N/A
		Travel (airfare)	N/A
	ASFPM National Conference (New Orleans, La.)	Virtual Registration	\$650
		Lodging (4 nights)	N/A
		Meals and Incidental Expenses (GSA per diem)	N/A
		Travel (airfare)	N/A
	KCAPA Programs (Kansas City, Mo.)	Registration (6 programs)	\$120
		Travel (automobile)	N/A
	KC Regional Planning Directors' Retreat	Registration	\$60
		Travel (automobile)	N/A
	APA Passport Subscription	Registration	\$180
	Total		\$1,510
Planner	APA National Conference (Denver, Co.)	Registration	\$500
		Lodging (3 nights per GSA daily lodging rates)	\$603
		Meals and Incidental Expenses (per GSA	\$355.50

		meals & incidentals per diem rates)	
		Travel (airfare)	\$300
	ASFPM National Conference (New Orleans, La.)	Registration	\$650
		Lodging (4 nights)	\$736
		Meals and Incidental Expenses (GSA per diem)	\$407
		Travel (airfare)	\$350
	KCAPA Programs (Kansas City, Mo.)	Registration (6 programs)	\$120
		Travel (automobile)	N/A
Total		\$3,522	
Building Official	ICC Workshop (TBD out-of-state)	Registration	\$800
		Lodging (5 nights per GSA daily lodging rates)	\$535
		Meals and Incidental Expenses (per GSA meals & incidentals per diem rates)	\$383.50
		Travel (airfare)	\$350
	Total		\$2,068.50
Building Inspector	ICC Workshop (TBD out-of-state)	Registration	\$800
		Lodging (5 nights per GSA daily lodging rates)	\$535
		Meals and Incidental Expenses (per GSA meals & incidentals per diem rates)	\$383.50
		Travel (airfare)	\$350
	Total		\$2,068.50
Construction and Codes Inspector #1	MACE Conference (Lake Ozark, Mo.)	Registration	\$300
		Lodging (3 per GSA daily lodging rates)	\$321
		Meals and Incidental Expenses (per GSA meals & incidentals per diem rates)	\$265.50
		Travel (automobile)	N/A
	Total		\$886.50
Construction and Codes Inspector #2	MACE Conference (Lake Ozark, Mo.)	Registration	\$300
		Lodging (3 nights per GSA daily lodging rates)	\$321
		Meals and Incidental Expenses (per GSA meals & incidentals per diem rates)	\$265.50
		Travel (automobile)	N/A
	Total		\$886.50
Total			\$10,942

Note: Local / regional travel is covered by the Community Development Department vehicles — 2023 Chevrolet Silverado LT Crew Cab 4X4 trucks and 2015 Ford Escape sport utility vehicle — and fuel costs are covered by the budget category #10-518.06-22-00, Vehicle Gas & Oil.

Insurance

Unknown Amount (est. \$58,000 Total)

- **518.02-02-00, Health, Life & Dental** – Unknown amount requested at this time (\$53,000 budgeted in 2024). This budget line item will be calculated by the City's Finance Department for 2025.
- **518.02-03-00, Workers Compensation** – Unknown amount requested at this time (\$5,000 budgeted in 2024). This budget line item will be calculated by the City's Finance Department for 2025.
- **518.02-04-00, Unemployment** – Unknown amount requested at this time (\$0 budgeted in 2024). This budget line item will be calculated by the City's Finance / Human Resources Department for 2025.

Utilities

\$1,500 Total

- **518.03-01-00, Telephone & Voicemail** – \$0 requested (no change from 2024).
- **518.03-05-00, Mobile Phones & Pagers** – \$1,500 requested (no change from 2024). This category covers costs to support cellular phone data plans for both our Building Official and Building Inspector, as they utilize their City-issued mobile phones on a daily basis to schedule and conduct permit inspections. Developers, builders and contractors call staff frequently throughout the day with questions; therefore, it's important for staff to respond to them quickly for customer service purposes.

Other Purchases

\$5,000 Total

- **518.05-01-00, Office Supplies, Computer Accessories & Consumable Items** – \$500 requested (no change from 2024). Expenses for this category are intended for items such as stationary, pens, pencils, folders, planners, calendars, binders, easels, laser pointers, meeting supplies, computer and printer accessories (e.g., flash drives, plotter ink) and other office supplies and consumables as needed.
- **518.05-02-00, Postage** – \$500 requested (no change from 2024). Postage varies with application and code enforcement volumes, and does not include amounts that will be reimbursed. The amount requested annually is a best estimate based on prior-year activity, anticipated development applications and anticipated certified mail required for code enforcement notifications. In previous years the Community Development Department had large expenditures in this category due to mailing notifications required for the creation of TIF, CID, TDD and other special districts. Staff anticipates the cost for postage and certified mail to remain relatively the same in 2025.
- **518.05-04-00, Printing** – \$500 requested (no change from 2024). This category covers expenses for printing and scanning that cannot be completed in-house or with the current plotter. This may include laminated signage, business cards, booklets, flyers or other customized posters, or publishing of hard copy documents such as the *Parkville 2040 Master Plan*, *NW Bell Road Corridor Study for Complete Streets*, *Parkville ADA Transition Plan*, or *Parks Master Plan Update*.
- **518.05-05-00, Publications** – \$1,000 requested (no change from 2024). This category covers the purchase of books and periodicals pertinent to the City's services, such as code books and printed materials. The International Code Council (ICC) provides model code regulations that safeguard the public health and safety in all communities. This includes areas such as building, mechanical, plumbing, fuel gas, electrical and more. The ICC model codes are updated every three years to provide modern, up-to-date regulations, and are intended to be adopted by governmental jurisdictions. In 2017 our department purchased a set of 2018 ICC books and we adopted their regulations by updating our building codes in early 2020. In 2024, staff purchased a set of 2024 I-Code books (released in late 2023 / early 2024); however, our Building Official and Building Inspector have requested to purchase a second set of 2024 I-Code books as staff prepares to research and draft the adoption of 2024 IBC regulations for the community. As a result, we are budgeting \$1,000 in 2025 for the purchase of an additional hard set of I-Code books.
- **518.05-20-00, Small Office Equipment** – \$1,000 requested (no change from 2024). Expenses for this category relate to office equipment such as computer desktops, laptops, monitors, printers, wall

mounts and stands, and other related items. In 2023 we purchased four (4) large 32" computer/TV monitors (and accompanying cables) for our Planner, Building Official, Building Inspector, and Construction and Codes Inspector to review electronic architecture/building/construction plans on. And in 2024 we purchased three (3) Hewlett Packard (HP) laptop computers for our Community Development Director Construction and Codes Inspectors. As a result, we are not anticipating the need for as much funding in 2025 for expenditures related to computer equipment.

- **518.05-21-00, Equipment and Hand Tools** – \$500 (no change from 2024). This category covers equipment and hand tools necessary to carry out department duties. Equipment includes electrical testers, flashlights, canned smoke, spray paint cans and other necessary tools.
- **518.05-31-00, Uniforms** – \$1,000 requested (no change from 2024). Every other year we include the purchase of replacement work boots (approximately \$125-\$250 each) for all employees who routinely work in the field — Building Official, Building Inspector, Construction and Codes Inspector #1, and Construction and Codes Inspector #2. We last purchased new steel-toed boots for our department in 2024; therefore, we'll need to budget this line item again for 2026. Any leftover/remaining budget for this line item can be allocated towards uniforms for Community Development Department employees (e.g., polo shirts, windbreaker jackets) as they routinely interact with the general public as part of their jobs.

Maintenance

\$3,000 Total

- **518.06-21-00, Vehicle Repair & Maintenance** – \$1,000 requested (increase of \$500 from 2024). This budget category covers routine oil changes, wiper blade replacements, inspection and unforeseen repairs for the Community Development Department's vehicles — the 2023 Chevrolet Silverado LT Crew Cab 4X4 trucks, and 2015 Ford Escape sport utility vehicle. Staff doesn't anticipate major repairs for both vehicles anytime soon; however, it's useful to have funds available in this category if unexpected repairs/maintenance arise.
- **518.06-22-00, Vehicle Gas & Oil** – \$2,000 (\$500 increase from 2024). In 2015 our department purchased a new 2015 Ford Escape, and last year we received three 2023 Chevrolet Silverado LT Crew Cab 4X4 trucks. While the sport utility vehicle was substantially more efficient in gas mileage than the vehicle it replaced, we use a lot of gasoline to fuel the trucks, which has resulted in increased expenditures for this category compared to previous years. As a result, staff is requesting an increase of \$500 for this budget line item.

City Services

\$2,000 Total

- **518.07-02-01, Public Notices** – \$1,000 requested (no change from 2024). This category covers expenses for notices in the newspaper for municipal code updates, hearings, public meetings and related announcements. This category does not include notices for non-city applications (which are reimbursed separately).
- **518.07-04-00, Code Enforcement** - \$1,000 requested (no change from 2024). This category covers costs specific to code enforcement and violation mitigation, including condemnation and closure of abandoned buildings, demolition, court-ordered mowing and trash removal, filing of liens, title work and other enforcement costs beyond postage, printing and public notices. Funds for this category can be used for mowing (\$400 for 1 acre lot), trash/debris removal (\$300), on-call arborist services to remove dangerous/dead trees (\$100-\$200/hr.), or title work on an as-needed basis (\$200-\$1,500). In recent years, our Code Enforcement Officer has used funds from this line item for consulting with our on-call arborist, court-ordered mowing, and various nuisance liens.

Professional Fees

\$15,000 Total

- **518.08-03-00, Engineering & Planning Fees** – \$12,000 requested (increase of \$2,000 from 2024). While specialty engineering expenses are covered by the Public Works Department, this category

includes fees for consultant engineering, planning, surveying, title work, interns or similar specialty work or reviews performed for the Community Development Department. This includes, but is not limited to, on-call traffic engineering services/support, on-call structural engineering services/support, on-call surveying services/support or other studies necessary for staff or the Planning and Zoning Commission (e.g., geotechnical studies, traffic impact studies). In recent years, we've utilized our on-call planning review and surveying support, and anticipate needing on-call transportation support for traffic reviews on future development projects. And over the past three years, we've expended on average \$10,000 per year for this budget line item, most expenses being for IBTS, the City's on-call building permit review & inspection provider. Our department uses IBTS' building permit review services for larger projects such as the Angeline Washington Elementary School, Creekside West Apartments, and Creekside Grocery Store + Event Space.

- **518.08-03-02, NPDES II/ArcView** - \$3,000 requested (no change from 2024). This category is available for the purchase of maps, computer software/products, or equipment necessary to meet the requirements of Phase II of the National Pollutant Discharge Elimination System (NPDES) stormwater management program, as well as for the city's geographic information system capabilities.

MARC Regional Imagery Cost Share Project

The Community Development Department participates in MARC's Regional Imagery Cost Share Project (on a two-year / biennial basis) to receive high-resolution aerial imagery and LIDAR data. The approximate cost for a jurisdiction to participate depends on the total number of participants; however, in prior years this has amounted to around \$1,000 annually. Imagery from the regional cost share program is useful for our City Engineer, Jay Norco, to map out the City's sewer infrastructure in ArcGIS; and this data can be provided to the Parkville PACE and to developers at no cost since the City owns the data. The City has participated in the project every two years since 2016 (including most recently in 2024), and plans to do so again in 2026. These costs are reflected in this year's budget request.

Platte County GIS Services

In 2017, the City entered into a Cooperative Agreement with the Platte County Assessor's Office for GIS services. This allows the City to sync its Zoning District Map data with the Platte County Assessor's Office property identification map, and have editing capabilities to update the layers as needed. Following the initial setup, costs to maintain the services include \$500 annually for an ArcGIS Online user account to connect to their server, and up to \$1,200 (\$100 monthly) for operation/maintenance costs related to storage and bandwidth — this amount totals about \$1,700 annually.

- **518.08-03-03, Professional Services** – \$0 requested (no change from 2024).

Other Expenditures

\$1,000 Total

- **518.09-20-00 – Planning Commission Meeting Supplies** – \$500 request (no change from 2024). This category covers food and miscellaneous supplies associated with Planning and Zoning Commission meetings. In previous years we've provided boxed dinner meals for the Commissioners during long meetings; and purchased supplies such as printing boards, easels, nameplates and laser pointers.
- **518.09-21-00, Miscellaneous** – \$500 requested (no change from 2024). This category covers any item not budgeted in any of the previous categories. In previous years this has included supplies for the intern fair, job ads, drug screening for new employees, online file share services, Missouri Secretary of State annual business filling for the Downtown Parkville Redevelopment Corporation, Adobe Acrobat Pro subscription service fees, online DropBox account (professional level) service fees, boosting open job/position applications on websites like Indeed.com and Monster.com, food to be catered in for development review meetings that occur over the lunch hour, lunch meetings with the Parkville Area Chamber and Economic Development Council (PACE) and other miscellaneous

items. This category is also useful to have, especially if we go slightly over budget in other categories such as uniforms, equipment and hand tools, office supplies, or others.

Capital Improvement Program (CIP) Expenditures

Recently the Community Development Department has completed several important plans & studies that were identified as needs within publicly-adopted plans, studies and documents; or through the City's strategic planning processes. This includes the *Parkville 2040 Master Plan* (adopted May 11, 2021), the *NW Bell Road Corridor Study for Complete Streets* (received and filed April 19, 2022), the *Parkville ADA Transition Plan* (approved March 19, 2024), and we anticipate completed the *Architectural Design Standards* project on August 20, 2024, and the *Landscape Design Standards* project on October 15, 2024. Looking ahead towards 2025 and future years, there are a couple of projects of interest for the Community Development Department: Completing a land use area planning study for the I-435 and MO Highway 152 corridor, conducting a housing study for Parkville, and updating the *Highway 45 Corridor Plan* (adopted July 12, 2016).

Community Development Department CIP

- **I-435 and MO-152 Highway Area Planning Study:** \$75,000 requested for 2025. On May 18, 2021, the Board of Aldermen adopted Resolution No. 21-005 supporting the Planning and Zoning Commission's adoption of the *Parkville 2040 Master Plan* as the official public policy and comprehensive plan for the City of Parkville. A major component of the plan is a focus area titled "Growing with a Purpose" contains a future land use plan to serve as a guide for future development, zoning, redevelopment, and annexation. Additionally, several areas throughout the city were a focus for strategic infill development opportunities; however, most of these areas were along 45 Highway and not the 152 Highway corridor.

In July 2024, the Board of Aldermen considered a preliminary development plan for a business park along the I-425 and 152 Highway interchange; moreover, City staff expects to receive additional development applications for this area in the future as growth continues around the interchange. Much like *Vision Downtown Parkville (2014)* — an appendix to the City's master plan which provides a more in-depth analysis, vision, land use strategies, and policies for downtown Parkville — there is support from the elected officials for the city to develop an area-specific planning study for the I-435 and MO-152 Highway interchange, which could include the following scope of work:

1. Land use recommendations
 2. Transportation and utility recommendations
 3. Parks, open space, and natural resource recommendations
 4. Character of the built environment/aesthetics recommendations
 5. Economic and market analysis recommendations
 6. Redevelopment and infill recommendations
- **Parkville Housing Study:** \$30,000 requested for 2026. In 2022 the Parkville Area Chamber & Economic Development Council (PACE) expressed interested in conducting a housing study to better understand existing housing inventory, conditions, density and typologies to prioritize the community's needs in the future. At the time, there was a potential grant-matching opportunity through Evergy to fund a portion of the study, with the remainder being from the City of Parkville in the amount of \$5,000 through a joint partnership with PACE. Later in the year Evergy announced they no longer were able to provide funding for the project; nonetheless, there's still interest from the City and PACE to pursue such study in the future.

In collaboration with PACE, the City has developed an outline for the *Parkville Housing Study*, which includes the following scope of work:

1. *Parkville 2040 Master Plan* overview & housing profile, and density analysis
2. Housing inventory analysis
3. Future growth scenarios
4. Community housing benchmarks

Once completed, the study will serve as a resource for the City, PACE, and developers to utilize to provide the best housing typologies for residential and commercial developments to meet the needs of the community.

- **Highway 45 Corridor Plan Improvements:** \$30,000 requested for 2027. On July 12, 2016, the Board of Aldermen approved the *Highway 45 Corridor Plan*. Through prior planning efforts, the community identified the desire to improve the appearance of Highway 45 with a preference for a parkway/boulevard appearance. The plan contains a vision strategy for high-quality character along Highway 45 and includes design guidance tools for the City, County, developers and landowners to implement as development occurs in the future. This guidance includes location placement, buffers, setbacks and distances from right-of-way, landscape criteria, planning spacing requirements, height for pedestrian scale, appropriate materials, and provides illustrative concepts and imagery for each segment. Costs for this project include improvements to the streetscape, site design and amenities along Hwy 45. This may include mowing/landscaping of the median islands and green buffer area along 45 Hwy right-of-way, maintenance of the multi-use trail along the corridor, planting of street trees, and implementation of amenities along the corridor such as pedestrian-level street lighting and benches.

Per feedback from the Board of Aldermen at the Annual Retreat held on August 10, 2018, landscaping improvements along Highway 45 was identified as a goal to improve the community. One suggestion was to partner with one of the many local landscaping companies who have their business in Parkville to receive donations or in-kind support (i.e., financial, materials, labor) for planting and implementation of decorative landscaping along the corridor. Additionally, there is support from the Board of Aldermen to update the 2016 study, as approximately 9,418 vehicles travel along Highway 45 daily, and there are many vacant property parcels and development opportunities along the roadway. Both Platte County and the Missouri Department of Transportation (MoDOT) have expressed interest in revisiting and updating the 2016 study.

End of Memorandum