



## PLANNING & ZONING COMMISSION

Regular Meeting Agenda  
CITY OF PARKVILLE, MISSOURI  
Tuesday, May 13, 2025 5:30 PM  
City Hall Board Room

1. **Call to Order**
2. **Roll Call**
3. **General Business**
  - A. Approval of the May 13, 2025, regular meeting agenda.
  - B. Approve the minutes for the February 11, 2025, regular meeting
4. **Unfinished Business**
5. **Public Hearing**
  - A. Application for Zoning Map Amendment for five (5) parcels of land to City of Parkville "R-2" Single-Family Residential for The Hills at The National. (Case No. PZ2023-17B); *The Hills at The National, LLC, Applicant.*
  - B. Application for Text Amendment to Parkville Municipal Code, Title IV – Development Code, Section 405.040 Standards Applicable to Specific Uses, Subsection K., to create provisions for short-term residential dwelling rentals operating exclusively during the 2026 FIFA World Cup football tournament. (Case No. PZ2025-09); *City of Parkville, Applicant.*
6. **Regular Business**
7. **Other Business**
  - A. Upcoming meetings & dates of importance:
    - Board of Aldermen Meetings: Tuesday, May 20 and June 3, 2025 at 6:00 p.m.
    - Board of Zoning Adjustments Meeting: Awaiting Application
    - Planning & Zoning Commission Regular Meeting: Tuesday, June 10, 2025 at 5:30 p.m.
8. **Adjournment**

**Minutes of the  
Planning & Zoning Commission Regular Meeting  
City of Parkville, Missouri**  
Tuesday, February 11, 2025 5:30 PM  
City Hall Board Room  
City Hall Board Room

**1. Call to Order**

Chair Wright called the meeting to order at 05:35 PM.

**2. Roll Call**

*Commissioners Present:*

Michael Wright  
Barbara Wassmer  
R. Douglas Krtek  
Spencer Keesee  
Andrew Barchers  
Gareld Butler

Absent:

Walt Lane  
Timothy Cahill  
Jackson Kutey

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 February 11, 2025, regular meeting agenda.

**ACTION:** R. Douglas Krtek moved to approve, Gareld Butler seconded. Motion Passed: 6-0.

**AYES:** Michael Wright, Barbara Wassmer, R. Douglas Krtek, Spencer Keesee, Andrew Barchers, Gareld Butler

**NOES:** None

**ABSTAIN:** None

B. Approve the minutes for the January 14, 2025, regular meeting

**ACTION:** R. Douglas Krtek moved to approve, Gareld Butler seconded. Motion Passed: 6-0.

**AYES:** Michael Wright, Barbara Wassmer, R. Douglas Krtek, Spencer Keesee, Andrew Barchers, Gareld Butler

**NOES:** None

**ABSTAIN:** None

**4. Unfinished Business**

**5. Public Hearing**

- A. Application for Text Amendment to Parkville Municipal Code, Title IV - Development Code, Section 406.020 Mixed-Density Residential - R-4, to create provisions to allow for administrative exceptions to the Section's design and performance standards. (Case No. PZ25-03); *City of Parkville, Applicant.*

**STAFF ANALYSIS & SUMMARY**

Stephen Lachky, Community Development Director, presented an overview of the item. He stated that the purpose of the text amendment is to allow for administrative exceptions to the requirements of the R-4 zoning district outside of the Old Town District. He laid out the background of the OTD-R zoning district and the 2017 Zoning Code update. Mr. Lachky discussed the inability of recently zoned R-4 developments to meet the requirements of the R-4 district intended for the residential near downtown. Mr. Lachky stated staff felt that this text amendment was a better solution than requiring a variance for every lot.

**QUESTIONS & CLARIFICATIONS**

Commissioners had questions about which areas are zoned R-4. Director Lachky stated that originally properties near downtown were zoned R-4, however, recently, additional subdivisions outside of the downtown area have been zoned R-4 and had issues. Chair Wright asked about the long-term effects of this amendment. Mr. Lachky stated he felt that this would be a positive to allow flexibility for future development. Commissioner Butler stated that he felt there needed to be a zoning district that more closely fits what developers are looking to do. Commissioner Wassmer had concerns about exceptions causing problems down the road, e.g. shorter front setbacks leading to cars parking over the sidewalk. Commissioner Krtek asked about the administrative exceptions being taken to the Planning & Zoning Commission. Director Lachky stated that there is an appeal process for administrative decisions through the Board of Zoning Adjustment.

**PUBLIC HEARING**

No public comment.

**BOARD DISCUSSION & ANALYSIS**

Commissioner Barchers asked whether there would be guidelines or recommendations for when the exceptions should be granted. Director Lachky stated that the properties being discussed tonight are more extreme examples, i.e. these developments couldn't meet the R-4 district without extreme modifications. Mr. Lachky continued that there are many standards that could be granted exceptions, therefore it would be difficult to give ranges or guidelines. Commissioner Butler asked why these developments had to be R-4 if they can't meet the design standards. Director Lachky responded that R-4 was the only zoning district that allows single-family AND duplexes.

**MOTION**

**ACTION:** Barbara Wassmer moved to approve, R. Douglas Krtek seconded. Motion Passed: 4-2.  
**AYES:** Michael Wright, Barbara Wassmer, R. Douglas Krtek, Spencer Keesee  
**NOES:** Andrew Barchers, Gareld Butler  
**ABSTAIN:** None

**6. Regular Business**

**7. Other Business**

A. Upcoming meetings & dates of importance:

- Board of Aldermen Meetings: Tuesday, February 18 and March 4 at 6:00 p.m.
- Board of Zoning Adjustments Meeting: TBD Pending Application
- Planning & Zoning Commission Regular Meeting: Tuesday, March 11 at 5:30 p.m.

Director Lachky stated that the area plan for I-435 and Highway 152 is beginning. A selection committee will review consultant RFQs and in a few months the Planning & Zoning Commission will be the steering committee.

**8. Adjournment**

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

**ACTION:** Barbara Wassmer moved to adjourn, Andrew Barchers seconded. Motion Passed: 6-0.  
**AYES:** Michael Wright, Barbara Wassmer, R. Douglas Krtek, Spencer Keesee, Andrew Barchers, Gareld Butler  
**NOES:** None  
**ABSTAIN:** None

Submitted by:

\_\_\_\_\_  
Stephen Lachky, AICP  
Community Development Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brad Stanton  
Planner

\_\_\_\_\_  
Date



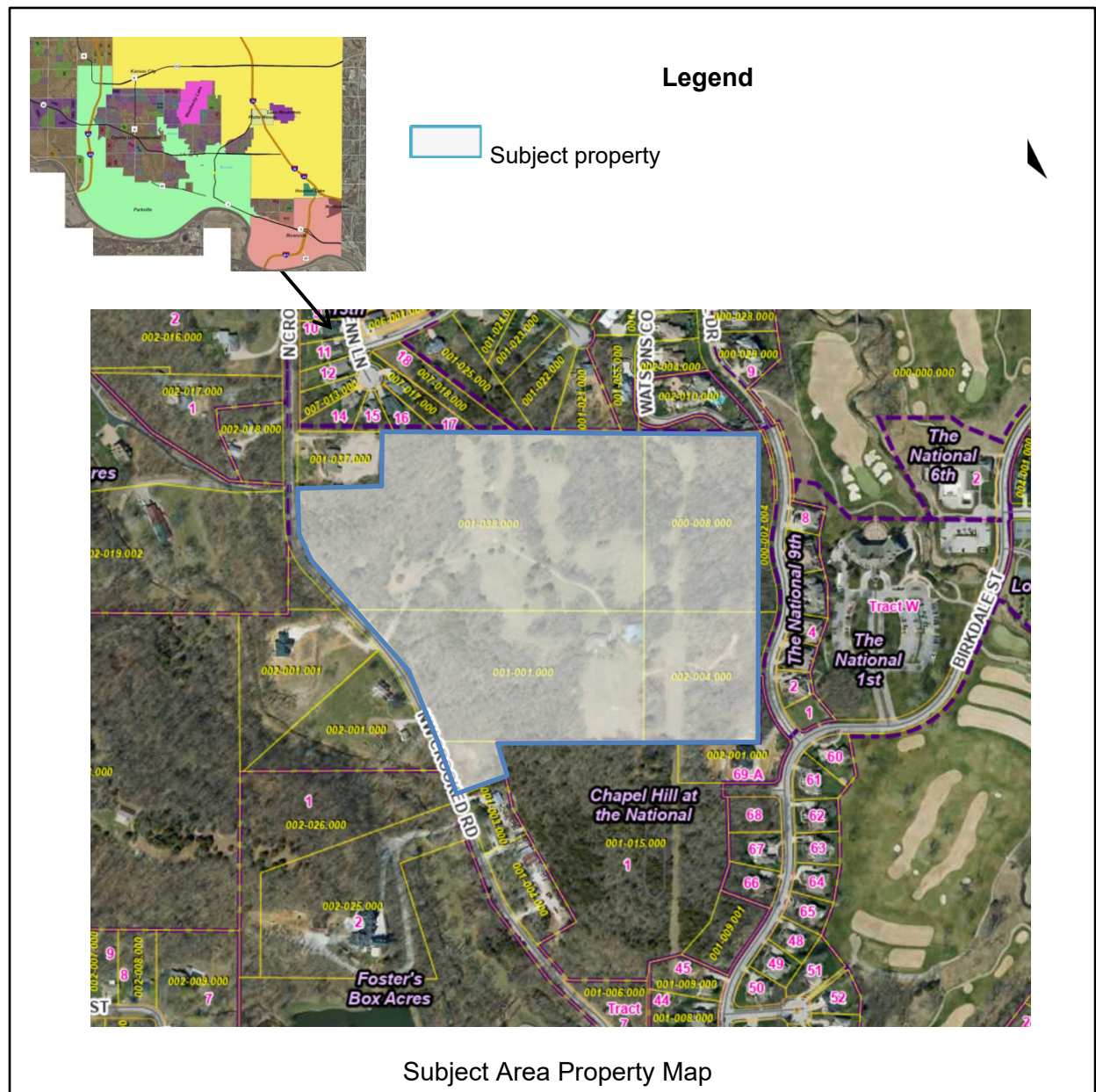
## Staff Analysis

- Agenda Item: 5.A
- Proposal: Application for Zoning Map Amendment for five (5) parcels of land to City of Parkville “R-2” Single-Family Residential for The Hills at The National
- Recommendation: Approval
- Case No: PZ 2023-17B
- Applicant and Owners: The Hills at The National, LLC
- Location: Generally located east of NW Crooked Rd and south of The National 12<sup>th</sup> Plat
- Zoning: Existing: Ag Land  
Proposed: “R-2” Single-Family Residential
- Parcel #s: Platte County parcels # 20-5.0-21-100-001-038.000, 20-5.0-22-200-000-008.000, 20-5.0-21-400-001-001.000, 20-5.0-22-300-002-004.000, and 20-5.0-21-400-001-002.000
- Exhibits:
- A. This Staff Analysis
  - B. Application for Zoning Map Amendment
  - C. Subject Area Property Map
  - D. Additional exhibits as may be presented at the public hearing
- By Reference:
- A. Parkville Municipal Code, Title IV – Development Code in its entirety (<https://www.ecode360.com/PA3395-DIV-05>)
    - 1. Section 403.030 Zoning Map Amendment
    - 2. Section 405.010 Zoning Districts Established
    - 3. Section 405.020 Districts & Uses
    - 4. Section 405.030 Standards Applicable to All Districts
  - B. Parkville Master Plan (<http://parkvillemo.gov/departments/community-development-department/master-plan/>)
  - C. Notice of Public Hearing mailed certified mail to owners within 185 ft. of the subject property
  - D. Hearing notice published in The Platte County Landmark newspaper on April 30, 2025
  - E. Hearing notice published on the Parkville City webpage (<http://parkvillemo.gov/government/public-hearings/>)
- Comments Received: The Community Development Department has received no public comments as of the drafting of this staff report.

## Overview

The applicant is proposing to rezone five parcels of land (39.4 acres, more or less) to “R-2” Single-Family Residential. An application has previously been submitted to the city for voluntary annexation of the subject properties into the corporate limits of the City of Parkville. The applicant is requesting the “R-2” zoning designation to accommodate the Hills at The National development of a single-family residential subdivision.

These applications have been reviewed against the City of Parkville’s Development Code, including the applicable general requirements in Table 403-1, Section 403.010, and Section 403.030. Per these requirements, notice of the public hearing has been published in a newspaper in general circulation in the City, The Platte County Citizen newspaper on April 30, 2025; a sign announcing the time, place and nature of the public hearing was placed on the subject property within view from public right of way; and mailed notice via certified mail was provided to all property owners within 185 ft. of the subject properties.



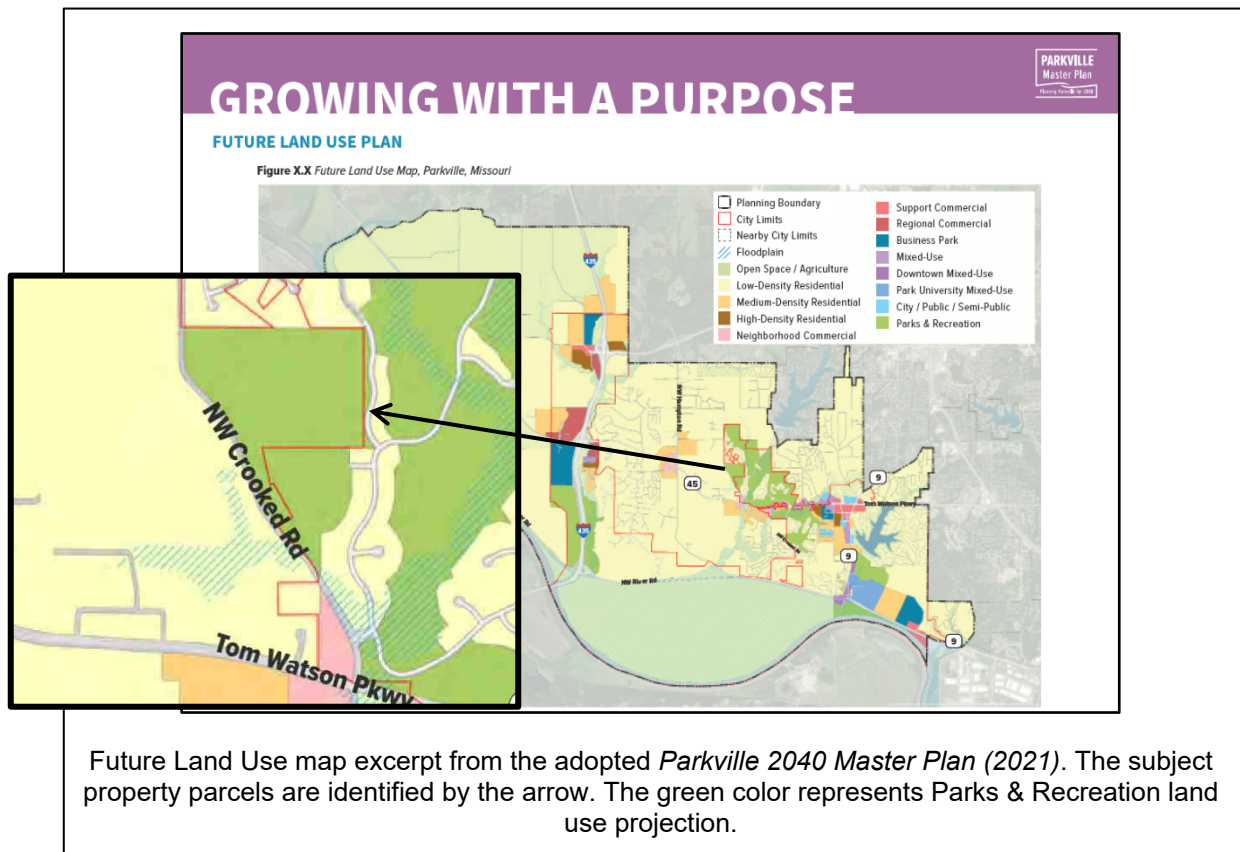
## Review and Analysis

The application has been reviewed against the Parkville Municipal Code, including the applicable “R-2” zoning district regulations, the adopted *Parkville 2040 Master Plan (2021)* and its Future Land Use Map. Parkville Municipal Code, Section 403.030, Subsection B. provides review criteria for how the Planning and Zoning Commission shall determine if a zoning map amendment is appropriate. The following are staff’s findings and conclusions.

- 1. The application is consistent with the Master Plan and any official plan or program developed under the guidance of the Master Plan, and in particular the relationship of land uses within the proposed district and relationship with uses existing or anticipated in surrounding districts.**

The *Parkville 2040 Master Plan (2021)* establishes the subject area within annexation priority area 3a noting its proximity to the 45 Highway corridor and opening opportunities for annexation farther to the west.

The *Parkville 2040 Master Plan (2021)* projects a Parks & Recreation land use for the subject property. This use is for parks, recreation land, and golf courses. This projection was due to the properties being located outside of City limits and topographical challenges of the site. The proposed subdivision will be developed with respect to the topography.



The proposed low-density residential land use is similar in character to the uses immediately surrounding the property in The National. Development of a park in this

location would be redundant with the neighborhood amenities in The National and is not included in any plans by the Parks Department.

**2. The character of the neighborhood, including the design of streets, civic spaces and other open spaces; the scale, pattern and design of buildings; the zoning of property and compatibility of potential future uses; and the operation and uses of land and buildings.**

The proposed "R-2" Single-Family Residential zoning district is consistent with the single-family development immediately surrounding the property. The surrounding properties are generally zoned "R-2" or Platte County large-lot single-family residential. The proposed rezoning is in keeping with the character of the surrounding neighborhoods.

**3. The application furthers the intent of the proposed zoning district and supports that of any abutting zoning districts, and in particular the building form, site design, and other development patterns and urban design aspects of the proposed project in furthering the intent.**

The intent of the "R-2" Single-Family Residential zoning district is, "The R-2 Single-Family Residential District provides residential living in a low-density neighborhood setting and open character, with access to supporting uses, such as schools, churches, parks and other public facilities which reinforce residential neighborhoods. This district should be used generally for a variety of residential neighborhoods throughout the City." Staff finds that the application furthers this intent by providing a low-density, single-family residential development near other similar and supporting uses.

**4. Compliance of any proposed development with the requirements of the development code, and the intent or design objectives associated with any specific standards.**

Future applications for the development will be required to meet the requirements of the development code and all other applicable codes.

**5. The ability of the City or other government agencies to provide any services, facilities or programs that might be required if the application were approved.**

The proposed rezoning does not appear to significantly impact the ability for the City or other governmental agencies to respond with public and emergency services; this includes police, fire and the ability to maintain the peace. The applicant has provided evidence of the ability for Spire natural gas and Alliance water to serve the subdivision.

**6. The effect of approval on the condition or value of property in the city or in the vicinity including the likelihood of surrounding areas to be developed in accordance with the Master Plan.**

Approval of the zoning map amendment would ostensibly increase the value of the subject property parcels, as the parcels would be rezoned to a City of Parkville district and be permitted for single-family residential use allowed by the City's Title IV – Development Code. Additionally, the "R-2" zoning district is found in the surrounding neighborhoods which should support existing property values.

**7. The consistency of the application with other adopted policies of the City, including any other relevant implications of the change beyond any specific proposed project.**

The application has been reviewed against the Parkville Municipal Code, including the applicable “R-2” zoning district regulations; as well as the adopted *Parkville 2040 Master Plan (2021)* and its Future Land Use Map.

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

Staff recommends approval of the application for Zoning Map Amendment.

**Staff Conclusions and Recommendations**

Zoning Map Amendment (Case No. PZ23-17B)

Following review, staff recommends approval of the Application for Zoning Map Amendment (Case No. PZ 2023-17B).

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

**Necessary Action**

Following consideration of the Application for Zoning Map Amendment, supporting information, associated exhibits, factors discussed above and any testimony presented during the public hearing, the Planning and Zoning Commission should recommend approval (with or without conditions), denial, or postpone the application for further consideration. If approved subject to conditions, the conditions should be noted for the record. Unless postponed, the Planning and Zoning Commission’s action will be forwarded to the Board of Aldermen on June 3, 2025 for first reading.

*End of Memorandum*



Brad Stanton, AICP  
Planner

05-09-2025  
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 Zoning Map Amendment**  
 Pre-application meeting required per Parkville Municipal Code Title IV, Section 403.010, Subsection C

**1. Applicant / Contact Information**

**Applicant(s)**  
 Name: The Hills at The National, LLC  
 Address: 13626 W. 87th St. Parkway  
 City, State: Lenexa, KS 66215  
 Phone: 913-831-3388 Fax: 913-831-3398  
 E-mail: clay@primelandco.com  
**Engineer/Surveyor(s)** preparing legal description  
 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 rezoning 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: 6-8-23  
**Property Owner's Signature (Required)** \_\_\_\_\_ Date: \_\_\_\_\_

**2. Property Information**

Legal description: Attach a separate sheet with complete writing and graphical legal description of the subject property.

Property address / general location:

Parcel ID Number: \_\_\_\_\_  
 Present zoning: \_\_\_\_\_ Proposed zoning: \_\_\_\_\_  
 Present use of the property:

Length of use:

**3. Neighboring land uses and zoning**

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

<u>Existing Land Use</u>	<u>Existing Zoning</u>
North:	North:
South:	South:
East:	East:
West:	West:

**Attach a narrative addressing:**

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. How the application is consistent with the Master Plan and any official plan or program developed under the guidance of the Master Plan. In particular, the relationship of land uses within the proposed district and the relationship with uses existing or anticipated in surrounding districts.</li> <li>2. The character of the neighborhood, including design of the streets, civic spaces and other open spaces; the scale, pattern and design of buildings; the zoning of property and compatibility of potential future uses; and the operation and uses of land and buildings.</li> <li>3. How the application furthers the intent of the proposed zoning district and supports that of any abutting zoning districts, in particular, the building form, site design, and other development patterns and urban design aspects of the proposed project in furthering the intent.</li> </ol> | <ol style="list-style-type: none"> <li>4. Compliance of any proposed development with the requirements of the development code, and the intent or design objectives associated with any specific standards.</li> <li>5. The ability of the City or other government agencies to provide any services, facilities or programs that might be required if the application were approved.</li> <li>6. The effect of approval on the condition or value of property in the city or in the vicinity, including the likelihood of surrounding areas to be developed in accordance with the Master Plan.</li> <li>7. The consistency of the application with other adopted policies of the City, including any other relevant implications of the change beyond any specific proposed project.</li> <li>8. The recommendations of professional staff or other technical reviews associated with the application.</li> </ol> |
|--|---|

**4. Checklist of required submittals**

- Completed application, including all required details and supporting data.
- Nonrefundable application fee of \$500.00. Applicant will be billed to recover costs for required publication, posted and mailed notice per Parkville Municipal Code, Title IV, Section 403.010, Subsection E.
- Complete written and graphical legal description of subject property in paper and electronic formats, an area map showing the subject property and surrounding major features including roads.
- If the proposed rezoning is for a Master Planned Development (i.e., "planned" district) such as a "B-4-P" Planned Business District, a complete site plan/development plan is required per Parkville Municipal Code, Title IV.
- Notarized affidavit of ownership and authorized signature of the applicant and owner of record of the property.

**For City Use Only**

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

Application fee payment: Check # \_\_\_\_\_ M.O. \_\_\_\_\_ Cash

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: \_\_\_\_\_

### **Parkville Application for Rezoning Section 3 Narrative, Items #2 and #3**

The Hills at the National is conceived as a small neighborhood of fifty-four, upscale, custom homes compatible with other neighborhoods surrounding The National Golf Club of Kansas City, located on the east side of North National Drive, just east of the site.

The site is a steep, narrow ridge bounded by Crooked Road on the west and National Drive on the east. The top of the ridge is generally open, and steep side slopes are predominantly wooded. A historic cemetery known as the "Sample Cemetery," with graves dating from the late 1800's to the 1930's, is located at the top of the ridge. The land is remarkable for its extraordinary views to the east, west and south.

Streets were carefully designed to adapt to the steep terrain, and homesites were thoughtfully located to take advantage of views, while preserving much of the existing mature trees. A large percentage of the site will be designated as common area to insure preservation of natural areas.

Two types of housing products are planned: 43 free-standing, homes on 75' lots, generally ranging in price from \$900,000 to \$1,200,000 along the ridge line, with 6 larger, custom-designed estate homes on the lots along the private drive running around the cemetery down the hillside to these premium lots ranging from 95' to 120+' in width and priced from \$1,500,000 and up. Several homes valued at over \$3,000,000 are anticipated throughout the development. In addition, there will be 5 estate lots along existing crooked road with lot widths 100' to 120'+ and priced from \$1,000,000 and above.

- The 43 homes will be semi-custom variations of standard builder plans, mostly reverse 1.5 story designs with approximately 3,000 SF of finished area and 3-car garages.
- Estate homes will be unique, custom-designed homes, anticipated to be 3,500-5,500 SF in size (or larger), with three or more garages. Garages will be side-entry where topography and lot widths allow.
- All homes must meet strict architectural and design standards typical of Prime Development neighborhoods in Johnson County, Kansas, including high-quality exterior materials on all sides and extensive landscaping.

The streetscape features a roadway at the top of the ridge with lush plantings, a large, landscaped open space in the center of a teardrop-shaped and eyebrow-shaped cul-de-sacs surrounded by lots. Tiered limestone retaining walls with landscape beds between will be located along the main entry drive and around the existing cemetery.

Other site amenities anticipated will include a golf cart pathway, and pedestrian trails through some of the wooded common areas.

The Hills at the National will have public improvement plans for the internal street and storm infrastructure, sanitary sewer, water, as well as other required public improvements. All submittals will be designed in compliance of the development code and standards.

Water service will require an offsite extension from the North and will be provided by Consolidated Public Water Supply District No. 1 of Platte County, Missouri.

Sewer Service will require three offsite main extensions due to the ridge lines of the site. These extensions will generally be from the west, south, and east. Sewer service will be provided by Platte County Regional Sewer District.

The Hills at the National follows the use of the surrounding areas and will be among the finest new residential developments in the Kansas City Metro Area.

PREPARED BY:

SCHLAGEL & ASSOCIATES, P.A.

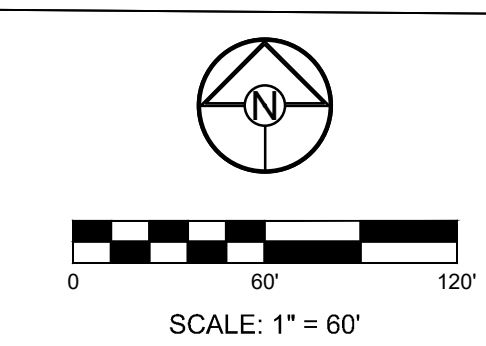
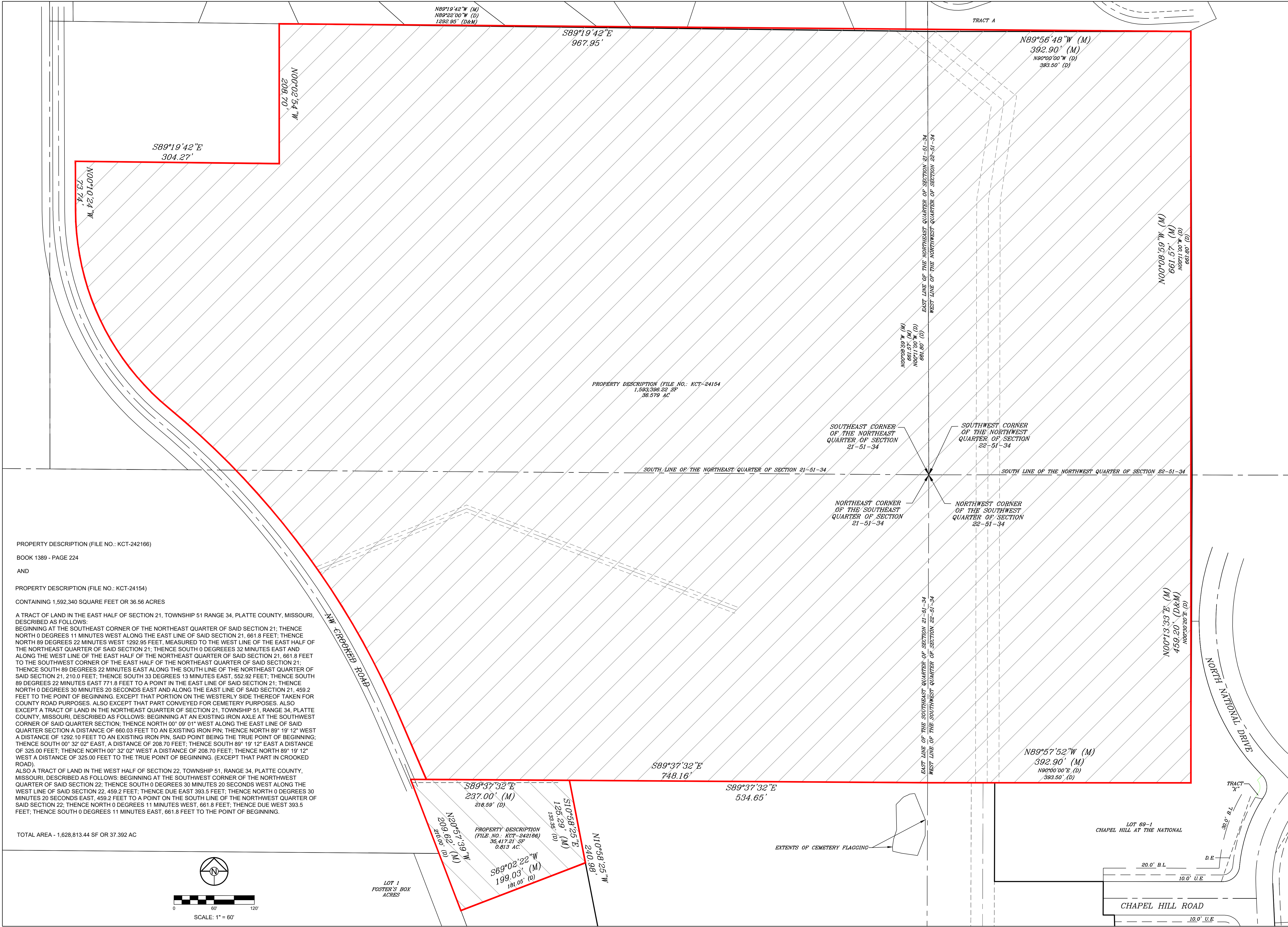
**HILLS AT THE NATIONAL  
 ZONING & ANNEXATION MAP  
 11900 NW CROOKED ROAD  
 PARKVILLE, MISSOURI**

REVISION	DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**ZONING & ANNEXATION MAP**

SHEET

**1**



LOT 1  
 FOSTER'S BOX  
 ACRES

EXTENTS OF CEMETERY FLAGGING

CHAPEL HILL ROAD

LOT 69-1  
 CHAPEL HILL AT THE NATIONAL

NORTH NATIONAL DRIVE

NW CROOKED ROAD

TRACT A

TRACT X

SOUTH LINE OF THE NORTHEAST QUARTER OF SECTION 21-51-34

SOUTH LINE OF THE NORTHWEST QUARTER OF SECTION 22-51-34

SOUTHEAST CORNER  
 OF THE NORTHEAST  
 QUARTER OF SECTION  
 21-51-34

SOUTHWEST CORNER  
 OF THE NORTHWEST  
 QUARTER OF SECTION  
 22-51-34

NORTHEAST CORNER  
 OF THE SOUTHEAST  
 QUARTER OF SECTION  
 21-51-34

NORTHWEST CORNER  
 OF THE SOUTHWEST  
 QUARTER OF SECTION  
 22-51-34

S89°37'32"E  
 237.00' (M)  
 218.59' (D)

S10°58'25"E  
 125.29' (M)  
 153.95' (D)

S69°02'22"W  
 199.03' (M)  
 181.05' (D)

N10°58'25"W  
 240.98'

S89°37'32"E  
 748.16'

S89°37'32"E  
 534.65'

N89°57'52"W (M)  
 392.90' (M)  
 N90°00'00"E (D)  
 393.50' (D)

N00°13'33"E (M)  
 459.20' (D&M)  
 N00°50'20"E (D)

N00°08'59"W (M)  
 661.57' (M)  
 N00°11'00"W (D)  
 661.80' (D)

N89°56'48"W (M)  
 392.90' (M)  
 N90°00'00"W (D)  
 393.50' (D)

N00°02'54"W  
 208.70'

S89°19'42"E  
 304.27'

N00°10'24"W  
 73.74'

N89°19'42"W (M)  
 N89°22'00"W (D)  
 1292.95' (D&M)

S89°19'42"E  
 967.95'

EAST LINE OF THE NORTHEAST QUARTER OF SECTION 21-51-34  
 WEST LINE OF THE NORTHWEST QUARTER OF SECTION 22-51-34

N00°08'59"W (M)  
 661.57' (M)  
 N00°11'00"W (D)  
 661.80' (D)

EAST LINE OF THE SOUTHWEST QUARTER OF SECTION 21-51-34  
 WEST LINE OF THE SOUTHWEST QUARTER OF SECTION 22-51-34



Spire, Inc.  
7500 E 35<sup>th</sup> Terrace  
Kansas City, MO 64129

May 5, 2025

Jake Hattock  
Schlagel

RE: The Hill at the National  
*Located at NW Crooked Rd and N Crooked Dr*

To Whom It May Concern:

Natural gas will be made available to the above-mentioned property in accordance with our Extension of Distribution Facilities on file with the Missouri Public Service Commission.

A review of this site indicated an adequate supply of natural gas is available to serve this area, however, a main extension may be required.

We look forward to serving your project. Should you have additional questions, please contact me direct at 816-399-9401 when you are ready to move forward.

Sincerely,

*Christy Meers*

Residential Business Development  
816.399.9401 Mobile  
[christy.meers@spireenergy.com](mailto:christy.meers@spireenergy.com)

## Jake Hattock

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**From:** Mike McMillian <mmcmillian@alliancewater.com>  
**Sent:** Monday, May 5, 2025 1:16 PM  
**To:** Jake Hattock; Fleming, Scott  
**Cc:** jacie lieber  
**Subject:** RE: 23-068 The Hills at the National Water Layout

Hi Jake,

I will put together a letter stating the water district will serve the sub-division once main extensions, upgrades are completed and accepted and approved by the board. I will copy you all when I send it.

Thanks,

*Mike McMillian*  
*Alliance Water Resources, Local Manager*  
*Platte County Division*  
*Office (816) 891-3457 Fax (816) 891-0625*  
[www.alliancewater.com](http://www.alliancewater.com)

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**From:** Jake Hattock <jhaddock@schlagelassociates.com>  
**Sent:** Monday, May 05, 2025 1:00 PM  
**To:** Fleming, Scott <Scott.Fleming@hdrinc.com>  
**Cc:** Mike McMillian <mmcmillian@alliancewater.com>; jacie lieber <jacielieber@yahoo.com>  
**Subject:** RE: 23-068 The Hills at the National Water Layout

You don't often get email from [jhaddock@schlagelassociates.com](mailto:jhaddock@schlagelassociates.com). [Learn why this is important](#)

Scott/Mike-

This project has paused for a while but is now gearing back up. I have attached a preliminary plat and as part of that application we need either a signature on the attached from you or a letter(email) stating that you guys can provide service to this project. Is that something you can send over to me?

Thanks-

Thanks-

Jake Hattock, P.E.  
Principal / Sr. Project Engineer  
Direct 913-322-7155  
Cell 913-669-1190

  
ENGINEERS PLANNERS SURVEYORS LANDSCAPE ARCHITECTS  
14920 W. 107<sup>th</sup> Street, Lenexa, Kansas 66215-4018  
(913) 492-5158 Main • (913) 492-8400 Fax

[www.schlagelassociates.com](http://www.schlagelassociates.com)

---

**From:** Fleming, Scott <[Scott.Fleming@hdrinc.com](mailto:Scott.Fleming@hdrinc.com)>  
**Sent:** Monday, June 19, 2023 12:03 PM  
**To:** Jake Hattock <[jhaddock@schlagelassociates.com](mailto:jhaddock@schlagelassociates.com)>  
**Cc:** Ryan McGinnis <[rm@schlagelassociates.com](mailto:rm@schlagelassociates.com)>; Mike McMillian <[mmcmillian@alliancewater.com](mailto:mmcmillian@alliancewater.com)>  
**Subject:** RE: 23-068 The Hills at the National Water Layout

Jake-

We confirmed that an 8-inch water main is required outside the proposed development along Crooked Road, extending from the proposed development north to the 6" water main at the SW corner of Crooked Road and Ironwood Road (west of the 6x4 tee). (The existing 4" water main goes north along the West side of Ironwood Road.) This is a total distance of about 2200 feet from the Northwestern most lot of the proposed development.

The existing 6-inch water main along Crooked Road is to remain in service.

Let us know if you have any questions.

**Scott Fleming**, PE  
D 816-347-1354 M 816-665-2671

[hdrinc.com/follow-us](http://hdrinc.com/follow-us)

---

**From:** Jake Hattock <[jhaddock@schlagelassociates.com](mailto:jhaddock@schlagelassociates.com)>  
**Sent:** Wednesday, June 14, 2023 4:40 PM  
**To:** Fleming, Scott <[Scott.Fleming@hdrinc.com](mailto:Scott.Fleming@hdrinc.com)>  
**Cc:** Ryan McGinnis <[rm@schlagelassociates.com](mailto:rm@schlagelassociates.com)>  
**Subject:** RE: 23-068 The Hills at the National Water Layout

**CAUTION:** [EXTERNAL] This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Scott-

I know you are working through some items discussed below and attached but I wanted to see if you have had a chance to review the required upgrades? As Ryan had mentioned there were some discrepancies on the overall length of 8" improvements that were required and didn't know if you could better clarify if the 2200 lf was correct or if the 4500 LF was correct?

Currently the developer is not certain if the project is viable and is wanting a cost estimate to reexamine the project as a whole. Due to the length discrepancy on the required offsite upgrades it is difficult for us to estimate this cost. Any information you could provide would be greatly appreciated.

Thanks-

Jake Hattock, P.E.  
Design Engineer  
Direct 913-322-7155

 **SCHLAGEL**  
ENGINEERS PLANNERS SURVEYORS LANDSCAPE ARCHITECTS  
14920 W. 107<sup>th</sup> Street, Lenexa, Kansas 66215-4018  
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**From:** Ryan McGinnis <[rm@schlagelassociates.com](mailto:rm@schlagelassociates.com)>  
**Sent:** Tuesday, June 13, 2023 4:42 PM  
**To:** [Scott.Fleming@hdrinc.com](mailto:Scott.Fleming@hdrinc.com)  
**Cc:** Jake Hattock <[jhattock@schlagelassociates.com](mailto:jhattock@schlagelassociates.com)>  
**Subject:** 23-068 The Hills at the National Water Layout

Scott,

Please include Jake Hattock on all future emails.

Here is the current layout for The Hills at the National that you requested.

6 lots will need to connect to the existing mains across the street in the areas I've marked up.

As I mentioned previously, please include a calculation of the total number of lots we can supply to this development without upgrading any of the existing lines.

If needed we can adjust the layout to have larger lots and loose a couple if needed.

Are we looking at losing 4-5 or are we looking at not being able to serve half of the development.

We need to know this number to continue.

Thank you,

*Ryan McGinnis, P.E.*

Design Engineer  
Direct 913-322-7166



ENGINEERS PLANNERS SURVEYORS LANDSCAPE ARCHITECTS  
14920 W. 107<sup>th</sup> Street, Lenexa, Kansas 66215-4018  
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May 12, 2025

City of Parkville, Missouri  
Planning and Zoning Commission  
Parkville City Hall  
8800 Clark Ave.  
Parkville, MO 64152

**RE: “Hills at the National” Rezoning Hearing- May 13, 2025**

Planning and Zoning Commission Members:

As proud residents of the Parkville community, we are writing to express our concerns regarding the ‘Hills at the National’ development and the upcoming rezoning hearing scheduled for May 13, 2025. We share the view outlined in the 2040 Parkville Master Plan that Parkville should “grow responsibly in every quality way.” Tantamount to that vision is the requirement that progress should be accomplished responsibly and with transparency.

It is with these thoughts in mind that we write to you to express our concerns regarding the proposed rezoning of the land in question from Agriculture to Residential. To date, the proposed developer has not provided sufficient due diligence to justify a decision by the Planning and Zoning Commission to rezone the property. As neighboring residents, some of the concerns we believe should be addressed before considering rezoning, include:

- Development Plan
  - The developer has not submitted a detailed site plan, which is the most basic information necessary for informed decision making. The plan should identify parcel sizes with setbacks, public infrastructure with utility easements, required greenspace, and road connections from NW Crooked Road.
- Safety Concerns to NW Crooked Road
  - The access point(s) for the proposed development would be located on NW Crooked Road. NW Crooked Road currently lacks road shoulders, turn lanes, and adequate lane spacing and does not have the capacity to support the addition of a residential development. Rezoning this property to residential without addressing NW Crooked Road’s capacity to support the development raises safety concerns for the community.

- Note: There have been inquiries from the Developer about gaining access to N. National Drive through land owned by The National Homeowners Association. That request was voted on by the HOA Board and rejected. Any future attempts to gain access to N. National Drive would be strongly opposed due to traffic and safety concerns, among many other reasons, which will not be elaborated on here given the lack of access.
- Traffic Impact Study
  - Rezoning should only be considered once a licensed professional has conducted a traffic impact analysis and all recommendations required to ensure the safety of residents have been implemented.
- Safety Concerns due to High Pressure Gas Line
  - A high-pressure jet fuel gas line extends along the length of the property. Development in proximity to this jet fuel line poses considerable health and safety risks for Parkville residents. No action should be taken with respect to this land until all potential risks associated with the fuel line have been identified and remediated.
- Water Run Off Study and Plan
  - Due to the land's topography, the developer should be required to complete run off studies and present a plan to prevent water run-off from affecting the community. These studies should be done before rezoning is considered due to the irreversible impact on surrounding properties.
- Offsite Utility Connections
  - Access to utilities is currently unavailable on the land in question. The developer should be required to present a safe and sanitary plan for obtaining access to water, sanitation, gas, and electric connections that can be achieved without presenting a nuisance to the surrounding community.
- Environmental and Endangered Species
  - This area of wooded, agricultural land currently hosts numerous wildlife species. Prior to any rezoning away from agriculture, the developer should be required to conduct an environmental study for endangered species. This study will assess potential impacts of rezoning and development on these species and their habitats, ensuring adherence to the Endangered Species Act.
- Sampell Historical Cemetery
  - The land contains a historic cemetery with graves from the 1800s. Before rezoning, the developer should be required to identify any unmarked graves and establish boundary lines for the Sampell Cemetery.

- “The Hills at The National”
  - Although this topic may not specifically relate to planning and zoning, it is a significant concern for the National HOA Board and residents. The use of the name "The Hills at the National" is a thinly veiled effort to brand this development in a manner that suggests an affiliation with The National. We do not support or endorse the use of this name or any name that falsely implies an association with The National.

For these reasons, we urge the committee to recognize that it would be imprudent to vote in favor of rezoning the land to ‘R2’ without first reviewing and addressing these concerns. We realize that your service as Commission members is not always an easy one, but we believe collaboration between community members and leaders will help Parkville grow responsibly while preserving its integrity and charm. Thank you for taking the time to address our concerns.

Regards,

The National Homeowners Association Board

Bob and Sue Lock

Michael and Gwen Royle

Dave and Jill Waston

Jeremy and Denise Franklin

John IV and Marilyn Underwood

Scott and Stephanie Strawn

Caleb and Nicole Bauland

John and Holly Thompson

David Dockhorn

Cameron and Hayley Cooper

Bob and Linda Brandom

Luke Austin and Katie Spencer

Stacey Perkins and Joe Diamond

Kyle and Cary Burch

Ryan and Anne Walton

Wayne and Nanette Chatham

Brian and Amy Koons

Doug and Kristin Ham

Blake and Jill Spencer

Mike and Debbie Sobba

Wade and Luciana Rosenquist

Jim and Laura Mitchell

Mike and Angie Gaskill

Rick Austin and Dawn Heshion

Jim and Karon Spencer

Todd and Monica Fox

Jason and Heather Doyle

Brian & Kellie Narron



## Staff Analysis

Agenda Item: 5.B

Proposal: Request for text amendment to Parkville Municipal Code, Title IV – Development Code, Section 405.040 Standards Applicable to Specific Uses, Subsection K., to create provisions for short-term residential dwelling rentals operating exclusively during the 2026 FIFA World Cup football tournament.

Staff Recommendation: Approval

Case No: PZ 2025-09

Applicant: City of Parkville

Pre-Application Conference Mtg: N/A

Exhibits:

- A. This Staff Analysis Report
- B. Application for Text Amendment
- C. Existing Short-Term RDR Regulations and Processes
- D. Proposed Text Amendment – Section 405.040, Subsection K.
- E. Application for Lodging – Short-Term Residential Dwelling Rental (RDR; 2026 FIFA World Cup Update)
- F. Additional exhibits as may be presented during the meeting

By Reference:

- A. Title IV – Development Code (<https://ecode360.com/40852611>)
- B. Ordinance No. 3087 (dated September 7, 2021) – Amending Municipal Code sections 402.010, 405.020 and 405.040 to create provisions and guidelines for short-term residential dwelling rentals
- C. Ordinance No. 3142 (dated October 4, 2022) – Amending Municipal Code Section 405.040, Subsection K amending the existing provisions and guidelines for short-term residential dwelling rentals
- D. Notification of Public Hearing (published in The Landmark Newspaper on April 16, 2025)

Comments Received: No written comments have been received by the Community Development Department as of the completion of this staff analysis on April 15, 2025.

### Background

Between June 11 and July 19, 2026, the Fédération Internationale de Football Association (FIFA) will be hosting the 2026 World Cup — an international association football competition

among the senior men’s national teams of the members of FIFA — throughout North America, including matches held in Kansas City, Mo. The tournament has been held every four years since its inaugural tournament in 1930 and is globally regarded as the most prestigious association football competition. It’s also the most widely viewed and followed sporting event in the world, with viewership of the most recent 2022 World Cup estimated to be 5 billion people, which is more than half of the global population.

GEHA Field at Arrowhead Stadium in Kansas City, Mo. will host six matches during the World Cup timeframe, with its first match occurring on Tuesday, June 16, 2026, and its last match taking place on Saturday, July 11, 2026. Additionally, three locations have been identified as being used as base camp locations for teams to train & practice, and their fans to congregate — Children’s Mercy Park (Kansas City, Kan.), CPKC Stadium (Kansas City, Mo.), and Rock Chalk Park (Lawrence, Kan.). Each of these cities expects an influx of visitors as players, coaches, staff, fans, media, and foreign dignitaries will be following their respective teams around. FIFA has advised that base camp teams may arrive as early as two weeks prior to match play beginning on June 11, 2026, and Visit KC anticipates fans, media, sponsors and other visitors arriving in the prior weeks. An estimated 6.8 million tourists visited host cities during the 2022 World Cup. Overall, organizers believe the 2026 World Cup will have a \$600 million impact on the Kansas City region, with area communities seeing an economic boost via the global exposure they wouldn’t normally experience.

Per KCUR – Kansas City news and NPR, property owners are already converting their multi-family rental units into short-term rental spaces\*. Sal Loiacono, owner of Better Builders Co., said that short-term rental prices will skyrocket by 2026. That was his experience when he attended the previous 2022 World Cup in Qatar. “Prices were three times the typical rate,” he said.

### **Existing Short-Term Rental Regulations**

On September 7, 2021, the Board of Aldermen adopted Ordinance No. 3087 creating provisions and guidelines for short-term residential dwelling rentals (see Exhibit C). Following this action, staff conducted additional research, participated in discussions with other communities, and the City amended its regulations again on October 4, 2022, via Ordinance No. 3142. In summary, the regulations:

1. Limit the total number of short-term RDRs to no more than four per Ward district.
2. Restrict the number of short-term RDRs to one dwelling unit per property.
3. Require owners occupy short-term RDR properties as their full-time primary residence.
4. Require short-term RDR properties have at least one dedicated parking space on-site on the subject property (shall NOT include on-street parking in public right-of-way).
5. Provide staff administrative approval authority of short-term RDR applications, provided all criteria above and requirements of Section 405.040, K. are adhered to. For instances where a variance or exception is requested, applicants will need to obtain a conditional use permit subject to the City’s discretionary review process in Section 403.050.

### **Special Considerations for the 2026 FIFA World Cup**

To accommodate and properly lodge the anticipated influx of visitors to the Kansas City region throughout the 2026 World Cup, the Parkville Area Chamber & Economic Development Council (PACE), Platte County Economic Development Council (PCEDC), and other organizations have recommended that cities permit the use of short-term RDRs if they haven’t already; moreover, its recommended that cities also modify their existing regulations to be less restrictive to encourage more usage of short-term RDRs before, throughout, and shortly thereafter the

tournament. Based on information provided by FIFA and Visit KC, the region could be expecting visitors as early as the beginning of May 2026. That said, City staff would recommend modifying our short-term RDR provisions to address short-term rentals operating between May 1-July 31, 2026, to coincide with the duration of the 2026 FIFA World Cup as follows:

1. **Total Number** – No restrictions on the total number of short-term rentals allowed.
2. **Number of Units** – No restrictions on the number of dwelling units per property being rented.
3. **Primary Residence** – No requirement that short-term rentals be owner-occupied as their full-time primary residence.
4. **Dedicated Parking** – No changes (must provide at least one dedicated parking space)
5. **Administrative Approval** – No changes (application along with \$300 fee is required)

Short-term RDRs will still need to adhere to all federal, state and local laws (i.e., compliance with the Parkville Municipal Code), including property owners having an active in-town business license through the City Clerk's office, and property owners collecting a remitting a 5% tourism tax – guest room tax paid by transient guests of short-term RDRs monthly.

Because the City's short-term RDR provisions exist within Title IV – Development Code, Section 405.040, Subsection K. of the Parkville Municipal Code, any modification to the existing standards requires a text amendment through the Planning and Zoning Commission (necessitating a public hearing) and approval via ordinance by the Board of Aldermen. Per direction from the City's Administration, the Community Development Department has prepared a text amendment, which if implemented would allow individuals to begin applying for short-term rentals for the 2026 FIFA World Cup as early as June 1, 2025 (see Exhibits D and E).


#### **Staff Conclusion and Recommendation**

Staff recommends approval of the proposed text amendment to the Parkville Municipal Code, Title IV – Development Code, Section 405.040 Standards Applicable to Specific Uses, Subsection K., to create provisions for short-term residential dwelling rentals operating exclusively during the 2026 FIFA World Cup football tournament. Consideration of a text amendment requires a public hearing. Required public hearing notices were published and no comments have been received as of the date of this staff analysis report. It should be noted that the recommendation contained in this report is made without knowledge of any facts and testimony which may be presented during the public hearing, and that the conclusions herein are subject to change as a result of any additional information that may be presented.

#### **Necessary Action**

Following consideration of the Application for Text Amendment, supporting information, associated exhibits, factors discussed above and any testimony presented during the public hearing, the Planning and Zoning Commission should recommend approval (with or without conditions), denial, or postpone the application for further consideration. If approved subject to conditions, the conditions should be noted for the record. Unless postponed, the Planning and Zoning Commission's action will be forwarded to the Board of Aldermen on May 20, 2025 for final action.

*End of Memorandum*



4-15-2025

Stephen Lachky, AICP, CPM, CFM  
Community Development Director

Date



Application #: Case No. PZ 2025-09  
 Date Submitted: 04/11/2025  
 Public Hearing: 05/13/2025  
 Date Approved: \_\_\_\_\_

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

**Application for Text Amendment**  
 Applicable to Chapters, Sections and Subsections within Parkville Municipal Code Title IV *Development Code*

**1. Applicant / Contact Information**

**Applicant(s)**

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

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

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

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

**Applicant's Signature (Required)**  Date: 04/11/2025

**2. Proposed Text Amendment**

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

Amendment proposed to (Chapter, Section and Subsection number): Title IV: Development Code  
 Section / Subsection Title: Section 405.040 Standards Applicable to Specific Uses, Subsection K.

Existing text: See Attached

Proposed text: See Attached

**Reason for amendment:**

GEHA Field at Arrowhead Stadium in Kansas City, Mo. will host six matches during the 2026 FIFA World Cup time frame, with its first match occurring on Tuesday, June 16, 2026, and its last match taking place on Saturday, July 11, 2026. Additionally, three locations have been identified as being used as base camp locations for teams to train & practice, and their fans to congregate — Children's Mercy Park (Kansas City, Kan.), CPKC Stadium (Kansas City, Mo.), and Rock Chalk Park (Lawrence, Kan.). Each of these cities expects an influx of visitors as players, coaches, staff, fans, media, and foreign dignitaries will be following their respective teams around. FIFA has advised that base camp teams may arrive as early as two weeks prior to match play beginning on June 11, 2026, and Visit KC anticipates fans, media, sponsors and other visitors arriving in the prior weeks.

To accommodate and properly lodge the anticipated influx of visitors to the Kansas City region throughout the 2026 World Cup, the Parkville Area Chamber & Economic Development Council (PACE), Platte County Economic Development Council (PCEDC), and other organizations have recommended that cities permit the use of short-term RDRs if they haven't already; moreover, its recommended that cities also modify their existing regulations to be less restrictive to encourage more usage of short-term RDRs before, throughout, and shortly thereafter the tournament. Based on information provided by FIFA and Visit KC, the region could be expecting visitors as early as the beginning of May 2026.

**3. Potential benefits / effects**

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

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

Between June 11 and July 19, 2026, the Fédération Internationale de Football Association (FIFA) will be hosting the 2026 World Cup — an international association football competition among the senior men’s national teams of the members of FIFA — throughout North America, including matches held in Kansas City, Mo. The tournament has been held every four years since its inaugural tournament in 1930 and is globally regarded as the most prestigious association football competition. It’s also the most widely viewed and followed sporting event in the world, with viewership of the most recent 2022 World Cup estimated to be 5 billion people, which is more than half of the global population.

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

Per KCUR – Kansas City news and NPR, property owners are already converting their multi-family rental units into short-term rental spaces\*. Sal Loiacono, owner of Better Builders Co., said that short-term rental prices will skyrocket by 2026. That was his experience when he attended the previous 2022 World Cup in Qatar. “Prices were three times the typical rate,” he said.

**4. Checklist of required submittals**

- Completed application, including all required details and supporting data.
- Nonrefundable application fee of \$300.00. Separately, the applicant will be billed to recover costs for required publication notice per Parkville Municipal Code Title IV, Section 403.010, Subsection E.

**For City Use Only**

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

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

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

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

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

**Planning Commission Action:**  Approved  Approved with Conditions  Denied Date of Action: \_\_\_\_\_

Conditions if any: \_\_\_\_\_

**Board of Aldermen Action:**  Approved  Approved with Conditions  Denied Date of Action: \_\_\_\_\_

Conditions if any: \_\_\_\_\_

# Information on City Website

<https://parkvillemo.gov/business/short-term-rentals/>

Existing short-term RDR regulations and processes

## Short-Term Rentals



Parkville Municipal Code Section 405.040, Subsection K provides guidelines for short-term residential dwelling rentals in residential districts. Learn more about the [process for short-term rentals](#).

### Application Process

1. Submit an [application](#) to Community Development staff
2. Pay the \$300 fee
3. On a monthly basis, submit [tourism/guest room tax form](#) to the City
4. Obtain a [Parkville Business License](#) through the City Clerk's Office

Short-term rentals must meet the following standards:

- Permitted in residential districts (R-1, R-2, R-3, R-4 and R-5) by the Community Development Department's administrative approval authority, provided the following standards are met:
  - **Total Number** – No more than four short-term rentals are allowed per Ward district.
  - **Number of Units** – Short-term rentals are restricted to one dwelling unit per property.
  - **Primary Residence** – Short-term rentals shall be owner-occupied as their full-time primary residence.
  - **Dedicated Parking** – Short-term rentals shall have at least one dedicated parking space for short-term tenants on-site on the subject property; and this space shall not include on-street parking in public right-of-way.
- For instances where a variance or exception is requested for the foregoing requirements, applicants will need to submit an Application for Conditional Use Permit and go through the City's discretionary review process outlined in Section 403.050, which makes all adjacent property owners aware of any adverse impacts and provides the opportunity for individuals to provide public comment on the matter.
- Homeowners' association regulations considered as relevant factor in whether to deny the use of a specific property because it is not compatible with the surrounding area, including its impacts on adjacent properties
- May include individual bedrooms in principal building that share common entrance, kitchen facilities and living areas; or completed areas of principal building (basement or upstairs space) with separate entrance, facilities and living areas from primary residence or approved accessory buildings on property
- May not be rented as reception, party, meeting or similar space open to non-resident guests
- No exterior evidence that property is being utilized as an RDR, including signage
- Must adhere to safety standards of third-party vendor, as well as federal, state and local laws. This includes, but is not limited to, owner/non-owner applicants providing a working fire extinguisher, working battery-operated portable flashlight/lantern or other emergency lighting device suitable for an electrical power outage, working smoke and carbon monoxide detectors and contact information for the host and local emergency services
- Complaints or issues received by host must be resolved by host
- Permits and business licenses may be denied, suspended or revoked when RDR fails to meet or uphold any standards or other provisions of the Parkville Municipal Code
- All short-term rentals are to be charged the five percent (5%) Tourism Tax – Guest Room Tax paid by transient guests of hotels, motels, bed and breakfast inns, and other short-term rental spaces of similar use, per [Parkville Municipal Code Section 160.045](#)

Questions about the following should be directed to the staff listed below:

Rules & Regulations: [Stephen Lachky](#)  
Business License: [Melissa McChesney](#)  
Guest Room Tax: [Michelle Hefley](#)

# Short-Term Rentals



## The Process

### 01 Complete application



Complete application online or in person at City Hall.

[Application](#)

### 02 Submit application



Submit application in person or by e-mail. Applications can be approved administratively by City staff or may require approval by Planning & Zoning Commission and Board of Aldermen.

### 03 Pay application fee



Fee for each application is \$300 and must be paid at time of application. Cash, check or credit card accepted.



Short-term rentals are allowed in residential zoning districts with City approval. Each is required to obtain business license and collect guest room/tourism tax.

**Questions about the short-term rental application process?**

Stephen Lachky, Community Development Director

(816) 741-7676

[slachky@parkvillemo.gov](mailto:slachky@parkvillemo.gov)

# Short-Term Rentals



## Administrative Approval

### 01 Application review



Community Development Department reviews applications.

### 02 Determine if meets standards



Staff determines if rental meets four standards for administrative approval.

### 03 Administrative approval



Community Development approves administratively if all standards have been met.

### 04 Next steps



Applicant required to obtain business license and remit guest room/tourism tax. See page 4.



Short-term rentals can be approved administratively only if all four of these standards are met.

**Questions about the short-term rental application process?**

Stephen Lachky, Community Development Director

(816) 741-7676

slachky@parkvillemo.gov

# Short-Term Rentals

## Request Variance/Exception



### 01 Request Variance/Exception



Community Development Department reviews applications. [Application](#)

### 02 Planning & Zoning Commission



Planning and Zoning Commission holds a public hearing and makes a recommendation to Board of Aldermen.

### 03 Board of Aldermen



Board of Aldermen makes final decision after reviewing Planning and Zoning Commission recommendation.

### 04 Next Steps



Applicant required to obtain business license and remit guest room/tourism tax. See page 4.



1 No more than four allowed per ward.

2 Restricted to one dwelling unit per property.

3 Must be owner-occupied as full-time primary residence.

4 At least one dedicated parking space on-site.

A conditional use permit is required if a variance is needed from one or more of the four standards.

Questions about the short-term rental application process?

Stephen Lachky, Community Development Director

(816) 741-7676

[slachky@parkvillemo.gov](mailto:slachky@parkvillemo.gov)

# Short-Term Rentals

## Business License



### 01 Complete application



Complete application online or in person at City Hall.

[Application](#)

### 02 Submit application



Submit application by mail or in person at City Hall.

### 03 Pay license fee



Fees range from \$50 to \$300 and must be paid at time of application. Cash, check or credit card accepted.

### 04 Next Step



If approved by the City Clerk, applicant required to remit guest room/tourism tax. See page 5.



Short-term rentals must obtain a business license. The annual business license period is June 1 through May 31.

**Questions about the business license process?**

Melissa McChesney, City Clerk

(816) 741-7676

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[mmcchesney@parkvillemo.gov](mailto:mmcchesney@parkvillemo.gov)

# Short-Term Rentals

## Guest Room/Tourism Tax



### 01 Complete remittance form



Complete remittance form online or in person at City Hall.

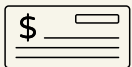
[Form](#)

### 02 Submit remittance form



Submit form by mail or in person at City Hall with payment.

### 03 Remit guest room tax payment



Remit taxes every month. Cash, check or credit card accepted.



Short-term rentals must collect a guest room/tourism tax of five percent (5%) from guests who rent room or space.

Questions about the guest room/tourism tax?

Michelle Hefley, City Treasurer

(816) 741-7676

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[mhefley@parkvillemo.gov](mailto:mhefley@parkvillemo.gov)

# Short-Term Rentals

## Renewals



### 01 Short-Term Rental Application



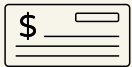
Complete remittance form online or in person at City Hall.

### 02 Business License



Business licenses must be renewed annually by May 31st through City Clerk.

### 03 Guest room taxes



Guest room taxes should be remitted every month. City will monitor throughout the year.



Short-term rental applications and business licenses must be renewed annually.

#### Short-Term Rental

Stephen Lachky [slachky@parkvillemo.gov](mailto:slachky@parkvillemo.gov)

#### Business Licensing

Melissa McChesney [mmcchesney@parkvillemo.gov](mailto:mmcchesney@parkvillemo.gov)

#### Guest Room/Tourism Tax

Michelle Hefley [mhefley@parkvillemo.gov](mailto:mhefley@parkvillemo.gov)

## 405.040 Standards Applicable to Specific Uses

In addition to the general use and development standards applicable to all districts, the following standards are specific to particular uses. These standards shall be met whether the use is a generally permitted use or a conditional use according to Table 405-2. The uses in this section may involve more specific types or formats of the uses generally enabled in Table 405-2

- K. **Lodging – Short-Term Rentals.** Lodging – short-term rentals shall meet the following additional standards:
1. Approved spaces for short-term rentals may include:
    - a. Individual bedrooms in the principal building on the property, sharing common entrance, kitchen facilities, and living areas with the present/non-present residents.
    - b. Completed areas of the principal dwelling, such as a basement or upstairs space, with a separate entrance, facilities, and living areas from the primary residents.
    - c. Approved accessory buildings on the property.
  2. The rental unit may not be rented or offered for use as reception space, party space, meeting space, or for other similar events open to non-resident guests.
  3. No exterior evidence that the property is being used as a short-term rental is allowed, including signage.
  4. Where applicable, the regulations of a Homeowners' Association (HOA) shall be considered as a relevant factor in whether to deny the use of a specific property for short-term rental because it is not compatible with the surrounding area, including its potential impacts on adjacent property.
  5. All short-term rentals shall adhere to the hosting responsibilities / safety standards listed by the respective third-party vendor (Airbnb, VRBO, etc.) — as well as all federal, state and local laws, including compliance with all City Codes — including, but not limited to the approved owner/non-owner applicant providing in each short-term rental dwelling:
    - a. A working fire extinguisher.
    - b. A working battery-powered portable flashlight/lantern or other emergency lighting device suitable for an electrical power outage.
    - c. A map displaying evacuation routes from the building in case of an emergency.
    - d. Working smoke and carbon-monoxide detectors.
    - e. Contact information for the host (owner/non-owner applicant) and local emergency services.
  6. The following standards shall apply to short-term rentals in residential zoning districts of the City:
    - a. *Total Number* – The City shall limit the total number of short-term rentals in residential districts to no more than four per Ward district.
    - b. *Number of Units* – Short-term rentals shall be restricted to one dwelling unit per property.
    - c. *Primary Residence* – Short-term rentals shall be owner-occupied as their full-time primary residence.
    - d. *Dedicated Parking* – Short-term rentals shall have at least one dedicated parking space for short-term tenants on-site on the subject property; and this space shall not include on-street parking in public right-of-way.
    - e. *Administrative Approval Authority* – Staff shall have administrative approval authority of short-term rental applications, provided all requirements of Section 405.040, Subsection K are adhered to. Applicants shall fill out a short-term residential dwelling rental application form and submit it to the Community Development Department for review and approval. This permit shall be reviewed and renewed by staff on an annual basis, provided all requirements of Section 405.040, Subsection K are still adhered to; and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit. For instances where a variance or exception is requested, applicants will need to obtain a conditional use permit subject to the City's discretionary review process in Section 403.050.
  7. **Temporary Standards for May 1-July 31, 2026 (2026 FIFA World Cup tournament).** The following standards shall apply to short-term rentals in residential zoning districts of the City

operating between May 1-July 31, 2026. Please note that these standards are only in effect from May 1, 2026 to July 31, 2026:

- a. *Total Number* – No restrictions on the total number of short-term rentals allowed.
- b. *Number of Units* – No restrictions on the number of dwelling units per property being rented.
- c. *Primary Residence* – No requirement that short-term rentals be owner-occupied as their full-time primary residence.
- d. *Dedicated Parking* – Short-term rentals shall have at least one dedicated parking space for short-term tenants on-site on the subject property; and this space shall not include on-street parking in public right-of-way.
- e. *Administrative Approval Authority* – The Community Development Director, or the Director's designee, shall have administrative approval authority of short-term rental applications, provided all requirements of Section 405.040, Subsection K are adhered to. Applicants shall fill out a short-term residential dwelling rental application form and submit it to the Community Development Department for review and approval.

8. All short-term rentals in the City of Parkville are to be charged the five percent (5%) Tourism Tax – Guest Room Tax paid by transient guests of hotels, motels, bed and breakfast inns, and other short-term rental spaces of similar use, per Section 160.045 of the Parkville Municipal Code.

9. Complaints or any other issues received by the host, either through the third-party vendor platform, neighbors, etc. shall be recorded and resolved by the host.

10. Permits and business licenses may be denied, suspended or revoked when the rental fails to meet or uphold any of the above standards, or any other provisions of the Parkville Municipal Code.



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 Lodging – Short-Term Residential Dwelling Rental (RDR)

Applicable to Parkville Municipal Code, Title IV – Development Code, Section 405.040, Subsection K.

### 1. Applicant / Contact Information

**Applicant(s)**

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

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

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

**Contact Person**

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 all text amendments are subject to statutory requirements and the Municipal Code of the City of Parkville. We do hereby agree to abide by and comply with the above-mentioned codes, and further understand that any violations from the provisions of such shall constitute cause for fines, punishments and revocation of approvals as applicable.

**Applicant's Signature (Required)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner's Signature (Required)** \_\_\_\_\_ **Date:** \_\_\_\_\_

### 2. Property Information

Property address / general location: \_\_\_\_\_  
 Parcel ID Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
 Present use of the property: \_\_\_\_\_

### 3. Potential benefits / effects

*Generally, staff evaluates the proposed use would impact the public health, safety and welfare by evaluating hours of operation, noise generated, odors generated, impacts to traffic/parking on the roadway network, and other potential negative impacts to adjacent properties. Please describe below or on a separate sheet the potential benefits and effects of the proposed use.*

General benefits to property and residents in the City of Parkville (i.e., is the short-term RDR use further the intent of the residential zoning district; consistent with the City's Master Plan; improve public health, safety or general welfare):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

\_\_\_\_\_  
 \_\_\_\_\_

**4. Checklist of required submittals**

- Completed application, including all required details and supporting data.
- Application fee of \$300.00\*
- No more than four (4) short-term RDR uses are currently present in the respective Ward district.
- Short-term RDR use is restricted to one dwelling unit on the subject property.
- Subject property is owner-occupied as their full-time residence.
- At least one dedicated parking space for tenants is available on-site. This space shall not include on-street parking in public right-of-way.

If all the foregoing requirements are met, then said approved application shall be reviewed and renewed by staff on an annual basis (using the date of the approved application as the start date), provided all requirements of Section 405.040, Subsection K are still adhered to; and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit. For instances where all of the foregoing requirements can NOT be met, applicants will need to obtain a conditional use permit subject to the City's discretionary review process in Section 403.050.

**5. Checklist if operating exclusively during the 2026 FIFA World Cup**

- Completed application, including all required details and supporting data, and application fee of \$300.00
- At least one dedicated parking space for tenants is available on-site. This space shall not include on-street parking in public right-of-way.

If all the foregoing requirements are met (applications can be submitted as early as June 1, 2025), then any approved applications shall have a start date of May 1, 2026, and an end date of July 31, 2026 to coincide with the 3-month duration of the 2026 FIFA World Cup, provided all requirements of Section 405.040, Subsection K are adhered to; and provided there are no major issues, complaints or violations which would warrant the Community Development Director to revoke said permit.

All short-term rentals in the City of Parkville are to be charged the five percent (5%) Tourism Tax – Guest Room Tax paid by transient guests of hotels, motels, bed and breakfast inns, and other short-term rental spaces of similar use, per [Section 160.045](#) of the Parkville Municipal Code.

\*The application fee of \$300.00 shall be required on an annual basis for each renewal of an Application for Lodging – Short-Term RDR.

**For City Use Only**

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

Application Fee (29.0000): \$ \_\_\_\_\_ By:  Check # \_\_\_\_\_  MO# \_\_\_\_\_

Date Paid: \_\_\_\_\_  Credit Card \_\_\_\_\_  Cash \_\_\_\_\_

Payment by: \_\_\_\_\_ Received by: \_\_\_\_\_

Final reimbursable costs paid (if applicable) Date of Action: \_\_\_\_\_

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

**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: \_\_\_\_\_