



BOARD OF ALDERMEN
Regular Meeting Agenda
CITY OF PARKVILLE, MISSOURI
Tuesday, April 6, 2021 7:00 PM
City Hall Board Room

In light of public health orders from Platte County related to the COVID-19 pandemic, and given the nature of the items to be considered at this particular meeting, the members of the Board of Aldermen will meet via telephone or video conference. Members of the public interested in this meeting are encouraged to join the meeting via the following -
<https://us02web.zoom.us/j/86138095328?pwd=QmQ4aFtelpNbWZLd3RtZjBTdGp2QT09> or call (312) 626-6799 , Webinar ID: 861 3809 5328, Passcode: 340363 - rather than appear at City Hall (note: occupancy will be limited).

In addition, rather than appearing at City Hall to provide input at the meeting on action agenda items, members of the public may submit written testimony to the City Clerk in advance by noon on the day of the meeting and the testimony will be to be provided to the Mayor and Board of Aldermen and presented at the meeting and made part of the official record.

Next numbers: Bill No. 3120 / Ord. No. 3065

1. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance

2. CITIZEN INPUT

- A. Proclaim April 13-25, 2021, as SevenDays® Week in Parkville

3. CONSENT AGENDA

- A. Approve the minutes for the March 16, 2021, regular meeting
- B. Approve the minutes for the March 16, 2021, special meeting
- C. Receive and file the February sewer report
- D. Approve the purchase of two 2021 Dodge Charger pursuit all-wheel drive sedan police package vehicles from Airport Chrysler Dodge Jeep Ram
- E. Approve the purchase of four replacement Motorola APX 4000 portable radios, two replacement Motorola APX 4500 in-car mobile radios and a multi-unit portable radio charger from Midwest Mobile Radio
- F. Approve accounts payable from March 13 to April 1, 2021

Please Note: All matters listed under "Consent Agenda" are considered to be routine by the Board of Aldermen and will be enacted upon under one motion without discussion. Any member of the Board of Aldermen may be allowed to request an item be pulled from the Consent Agenda for consideration under the regular agenda if debate and a separate motion are desired. Any member of the Board of Aldermen may be allowed to question or comment on an item on the Consent Agenda without a separate motion under the regular agenda. Items not removed from the Consent Agenda will stand approved upon motion made by any alderman, followed by a second and a voice vote to "Approve the consent agenda and recommended motions for each item as presented."

4. NON-ACTION AGENDA

5. ACTION AGENDA

- A. Approve the second reading of an ordinance to approve a conditional use permit for Hinkle Hardscapes to operate an office use of low traffic generation in a residential district fronting NW Bell Road, generally located west of NW Bell Road at NW 57th Street - Case No. PZ 2020-56; Hinkle Hardscapes, applicant (Community Development)
- B. Approve the second reading of an ordinance to approve the final plat of Creekside Village Third Plat, a subdivision generally located on the northwest quadrant of the intersection of I-435 and Highway 45 - Case No. PZ 2021--04; Brian Mertz, Parkville Development 140 LLC, applicant (Community Development)
- C. Approve the second reading of an ordinance to amend Parkville Municipal Code Section 402.010 and Section 410.010 to create provisions for small wireless facilities - Case No. PZ 2021-01 (Community Development)
- D. Approve Resolution No. 21-004 setting the fees for small cell wireless facilities applications and pro-rated liquor licenses in the Schedule of Fees (Administration)
- E. Approve the second reading of an ordinance to amend Parkville Municipal Code Section 403.020 to require subdivision plats be within the entirety of the Parkville municipal boundaries - Case No. PZ 2021-02 (Community Development)
- F. Hold a public hearing and approve the second reading of an ordinance to implement a six percent rate increase for the sewer utility (Public Works)

6. STAFF UPDATES ON ACTIVITIES

- A. Public Works
 - 1. Missouri Riverfront Trail Connection Ribbon Cutting Event - April 9, 2021

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

8. ADJOURN

General Agenda Notes:

The agenda closed at noon on April 1, 2021. With the exception of emergencies or other urgent matters, any item requested after the agenda was closed will be placed on the next Board meeting agenda. The deadline to submit your name for Citizen Input is noon on April 6, 2021.



PROCLAMATION

SevenDays® Week in Parkville

WHEREAS, SevenDays® Make a Ripple, Change the World is an annual weeklong event to overcome hatred, bigotry and ignorance; and

WHEREAS, SevenDays® begins Tuesday, April 13, 2021, with a celebration, discussion by clergy of various faiths and songs performed by songwriting competition finalists; and

WHEREAS, SevenDays® continues with themed days of Love, Discover, You, Go, Connect, Others and Onward as we bring people from different faiths and cultures together to overcome evil with acts of kindness; and

WHEREAS, the memories of three wonderful and unique people – Dr. William Corporon, Reat Underwood and Terri LaManno – will live on and will be cherished; and

WHEREAS, SevenDays® expands its acts of compassion, tolerance and understanding to those who gather and celebrate the lives lost due to acts of hatred and intolerance; and

WHEREAS, we fully support and encourage all in Parkville, including residents, businesses and visitors, to come together during the SevenDays® week of celebratory activities to recognize that evil, ignorance and hatred will be eliminated by understanding, kindness and love.

NOW, THEREFORE, I, Nanette K. Johnston, Mayor of the City of Parkville, Missouri do hereby proclaim April 13-25, 2021, as SevenDays® Week in Parkville and urge all citizens to participate in its various activities and remember the events of April 13, 2014, not only for the losses of that day but also for the significance of the powerful and enduring vow to overcome evil with good.

Mayor Nanette K. Johnston

1. CALL TO ORDER

A regular meeting of the Board of Aldermen was convened at 7:03 p.m. on March 16, 2021, and was called to order by Mayor Nanette K. Johnston. City Clerk Melissa McChesney called the roll as follows:

Present:

Ward 1 Alderman Tina Welch
Ward 1 Alderman Philip Wassmer
Ward 2 Alderman Dave Rittman
Ward 2 Alderman Brian T. Whitley
Ward 3 Alderman Robert Lock
Ward 3 Alderman Douglas Wylie
Ward 4 Alderman Marc Sportsman
Ward 4 Alderman Greg Plumb

Absent:

None

A quorum of the Board of Aldermen was present via videoconferencing.

The following staff was also present via videoconference:

Joe Parente, City Administrator
Kevin Chrisman, Police Chief
Alysen Abel, Public Works Director
Stephen Lachky, Community Development Director
Matthew Chapman, Finance/Human Resources Director
Chris Ashley, Public Works Project Manager
Chris Williams, City Attorney

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

2. CITIZEN INPUT

3. CONSENT AGENDA

- A. Approve the minutes for the March 2, 2021, regular meeting
- B. Receive and file the February Municipal Court report
- C. Receive and file the financial report for the month ending February 28, 2021
- D. Receive and file the crime statistics for January 2021
- E. Approve a change in managing officer for Price Chopper, 9107 NW Highway 45, for their retailer of intoxicating liquor in the original package with Sunday sales liquor license
- F. Approve a temporary resort liquor license with Sunday sales for Johnny's Tavern, a new business to be located at 15249 NW Brink Meyer Road
- G. Approve accounts payable from February 26 to March 12, 2021
- H. Approve a retailer of intoxicating liquor in the original package with Sunday sales liquor license for The Station 4, a new business to be located at 7201 Homer Parkway

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

RESULT: MOTION PASSED 8-0.

4. ACTION AGENDA

A. **Approve the second reading of an ordinance to amend Parkville Municipal Code Section 215.240 to extend the dates that fireworks can be sold**

Mayor Johnston stated that the first reading was presented on March 2. No additional information was presented.

ACTION: IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN RITTMAN TO APPROVE BILL NO. 3115, AN ORDINANCE **AMENDING PARKVILLE MUNICIPAL CODE SECTION 215.420 TO EXTEND THE DATES OF FIREWORKS SALES,** ON SECOND READING TO BECOME ORDINANCE NO. 3064.

RESULT: MOTION PASSED 8-0.

AYES: TINA WELCH, PHILIP WASSMER, DAVE RITTMAN, BRIAN T. WHITLEY, ROBERT LOCK, DOUGLAS WYLIE, MARC SPORTSMAN, GREG PLUMB

NOES: NONE

ABSTAIN: NONE

B. **Approve the first reading of an ordinance to approve a conditional use permit for Hinkle Hardscapes to operate an office use of low traffic generation in a residential district fronting NW Bell Road, generally located west of NW Bell Road at NW 57th Street - Case No. PZ 2020- 56; Hinkle Hardscapes, applicant**

Community Development Director Stephen Lachky had a conflict of interest because a member of his family was an employee of Hinkle Hardscapes, nothing that he did not participate in any discussions regarding the item

Community Development Planner Brad Stanton provided an overview of phase 1 of the conditional use permit, noting that the company proposed a 2,400 square foot building for an employee training center that would be used on inclement weather days. The applicant would construct a right turn lane off of Bell Road, a concrete parking lot and gravel overflow parking lot beyond 100 feet of the street.

Stanton said that during the public hearing with the Planning and Zoning Commission, residents shared their concerns about additional traffic. The applicant submitted a traffic study that determined the right turn lane was not warranted due to traffic, but because of the terrain. Three public hearings were held and the Commission recommended approval with the four conditions listed in the policy report.

Discussion focused on concerns from the neighbors and the right turn lane.

ACTION: IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN RITTMAN TO APPROVE BILL NO. 3116, AN ORDINANCE **APPROVING A CONDITIONAL USE PERMIT FOR HINKLE HARDSCAPES TO OPERATE AN OFFICE USE OF LOW TRAFFIC GENERATION IN A RESIDENTIAL DISTRICT THAT FRONTS NW BELL ROAD**, ON FIRST READING AND POSTPONE THE SECOND READING TO APRIL 6, 2021.

RESULT: MOTION PASSED 8-0.

- C. **Approve the first reading of an ordinance to approve the final plat of Creekside Village Third Plat, a subdivision generally located on the northwest quadrant of the intersection of I-435 and Highway 45 - Case No. PZ 2021-04; Brian Mertz, Parkville Development 140 LLC, applicant**

Community Development Director Stephen Lachky stated that the application for was for phase 3 of Creekside Village, located in the northwest quadrant of I-435 and Highway 45, and would include four-unit townhomes. He noted that the applicant would place a barrier at the end of the street that was planned to connect to a future extension to the north. The Planning and Zoning Commission recommended approval on February 9.

ACTION: IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN RITTMAN TO APPROVE BILL NO. 3117, AN ORDINANCE **APPROVING THE FINAL PLAT OF CREEKSIDE VILLAGE THIRD PLAT, A SUBDIVISION IN THE CITY OF PARKVILLE, PLATTE COUNTY, MISSOURI**, ON FIRST READING AND POSTPONE THE SECOND READING TO APRIL 6, 2021.

RESULT: MOTION PASSED 8-0.

- D. **Approve the first reading of an ordinance to amend Parkville Municipal Code Section 402.010 and Section 410.010 to create provisions for small wireless facilities - Case No. PZ 2021-01**

Community Development Director Stephen Lachky said that communities were beginning to see deployment of small wireless facilities to meet the demand of wireless technology. Small wireless facilities would take the form of antennas placed on utility poles to fill coverage gaps. The 2018 Missouri General Assembly passed a House bill that limited the ability of cities to regulate implementation, but cities could adopt regulations related to spacing, concealment and underground requirements. Legal counsel recommended that the City be proactive before applications were submitted to regulate the authority it was allowed.

Lachky said that an application fee of up to \$500 could be charged and small wireless facilities would be required to become operational within on year of the date the application was approved to prevent contractors from placing them all over the city and then selling them to providers. Applications could be approved administratively by Community Development rather than using the conditional use permit process that required a public hearing.

Discussion focused on concerns with the administrative approval process. Padraic

Corcoran, Williams & Campo, stated that Missouri law prohibited cities from using the conditional use permit process and allowed administrative approval. He anticipated seeing the facilities in denser areas and placed on new utility poles.

Mayor Johnston left the meeting at 7:54 p.m.

ACTION: IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN RITTMAN TO APPROVE BILL NO. 3118, AN ORDINANCE AMENDING PARKVILLE MUNICIPAL CODE SECTION 402.010 AND SECTION 410.010 CREATING PROVISIONS FOR SMALL WIRELESS FACILITIES, ON FIRST READING AND POSTPONE THE SECOND READING TO APRIL 6, 2021.

RESULT: MOTION PASSED 8-0.

E. **Approve the first reading of an ordinance to amend Parkville Municipal Code Section 403.020 to require subdivision plats be within the entirety of the Parkville municipal boundaries - Case No. PZ 2021-02**

Community Development Director Stephen Lachky said that in January two plats were approved in Thousand Oaks that split lots, tracts and right-of-way between the city limits and unincorporated Platte County with a condition that the applicant annex the properties into the city limits. Long-term issues regarding basic services, maintenance and infrastructure would be created by splitting properties. Because there was nothing in the Municipal Code preventing the split, legal counsel recommended updating it to include a provision that all plats must be within the city limits.

Discussion focused on de-annexing properties and City Attorney Chris Williams said that de-annexations required a public vote in fourth class cities. The revised Code would prevent plats from being drawn where individual lots would be split.

ACTION: IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN RITTMAN TO APPROVE BILL NO. 3119, AN ORDINANCE AMENDING PARKVILLE MUNICIPAL CODE SECTION 403.020 TO REQUIRE SUBDIVISION PLATS BE WITHIN THE ENTIRETY OF THE PARKVILLE MUNICIPAL BOUNDARIES, ON FIRST READING AND POSTPONE THE SECOND READING TO APRIL 6, 2021.

RESULT: MOTION PASSED 8-0.

F. **Hold a public hearing and authorize staff to proceed with the revised National Pollutant Discharge Elimination System Phase II permit**

Public Works Director Alysén Abel stated that the City had a National Pollutant Discharge Elimination System Phase II permit since 2003 that required six minimum control measures that were outlined in the permit and annual reports. The two permit options were a comprehensive permit for smaller cities or a two-step permit for larger cities. Three ordinance sections would be adopted at a future meeting. The City was required to hold a public hearing before April 3.

Acting President Sportsman opened the public hearing to public comments. The following

made public comments: John Carter, 8506 NW Highway N; and Brent Uhrmacher, 6241 Northlake Drive. Acting President Sportsman closed the public hearing.

ACTION: IT WAS MOVED BY ALDERMAN SPORTSMAN AND SECONDED BY ALDERMAN RITTMAN TO AUTHORIZE STAFF TO PREPARE THE NECESSARY ORDINANCES AND APPLICATION ASSOCIATED WITH THE NPDES PHASE II PERMIT.

RESULT: MOTION PASSED 8-0.

5. STAFF UPDATES ON ACTIVITIES

A. Public Works

1. Electronics Recycling and Paper Shredding Events - April 3, 2021

Public Works Director Alysén Abel said that paper shredding and electronics events were scheduled on April 3, She also noted that the Spring Cleanup would be held on April 24 and the Mid-America Regional Council released the schedule for the Household Hazardous Waste mobile events.

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

Alderman Whitley said that residents in Riss Lake had contacted him about power surges in the neighborhood and Public Works Director Alysén Abel said that she would contact Evergy. He also asked if there was active blasting at the Martin Marietta mine and Abel said she was not aware of any. He also requested an update on improvements to Bell Road and Abel responded that the City applied for and did not receive a Planning Sustainable Places grant.

Alderman Wylie requested an update on the 2020 Census. Community Development Director Stephen Lachky said he reached out to colleagues and found out it was still projected to receive the information in the fall. Planner Brad Stanton would reconvene the committee from 2018 once the data was received. He said he was also reaching out to other cities regarding computer software to help with the redistricting.

7. ADJOURN

Mayor Johnston declared the meeting adjourned at 8:39 p.m.

The minutes for March 16, 2021, having been read and considered by the Board of Aldermen, and having been found to be correct as written, were approved on this the 6th day of April 2021.

Submitted by:

City Clerk Melissa McChesney

1. CALL TO ORDER

A special meeting of the Board of Aldermen was convened at 8:39 p.m. on March 16, 2021, and was called to order by Acting President Marc Sportsman. City Clerk Melissa McChesney called the roll as follows:

Present:

Ward 1 Alderman Tina Welch
Ward 1 Alderman Philip Wassmer
Ward 2 Alderman Dave Rittman
Ward 2 Alderman Brian T. Whitley
Ward 3 Alderman Robert Lock
Ward 3 Alderman Douglas Wylie
Ward 4 Alderman Marc Sportsman
Ward 4 Alderman Greg Plumb

Absent:

Mayor Nan Johnston

A quorum of the Board of Aldermen was present via videoconferencing.

The following staff was also present via videoconference:

Joe Parente, City Administrator
Kevin Chrisman, Police Chief
Alysen Abel, Public Works Director
Stephen Lachky, Community Development Director
Matthew Chapman, Finance/Human Resources Director
Chris Ashley, Public Works Project Manager
Chris Williams, City Attorney

2. CITIZEN INPUT

3. CONSENT AGENDA

4. ACTION AGENDA

A. Request to amend the grant application with Platte County regarding the proposed community recreation fields in Platte Landing Park

Alderman Wassmer stated that since the City submitted the grant application to Platte County several citizens shared their concerns about the substantial investment of adding lighting in Platte Landing Park. He requested that the Board come to a consensus that lighting for the community recreation fields was not necessary.

Alderman Whitley said that he was concerned that the grant application did not match what was discussed at the work session on January 19 or the Board of Aldermen meeting on February 22. He said he was supportive of the 2016 Parks Master Plan and the vision of Proposition P.

Alderman Welch stated that she would like to have reviewed the grant application before the motion for the resolution of support was made and the application was submitted to Platte County.

Alderman Sportsman was concerned that amending the grant application might hinder receiving the grant. He said that there was nothing stating that everything in the application had to be done and the money could be used for other amenities and upgrades.

Alderman Lock said the specifics about the fields would be discussed and worked out during the design phase.

Mayor Johnston joined the meeting at 9:05 p.m.

The following made public comments: Sheryl Biermann, 5310 NW Bluffs Way; John Carter, 8506 NW Highway N, Bill Byer, 8015 NW ____; Hugh Downing, 1202 Main Street; Emily Boullear, 5517 NW Foxhill Road; Linda Crow, 4925 Riverchase Lane; Penny Sharp, ____; Nancy Bramlett, 5318 NW Bluff Way; William Brown, ____; Barbara Loveless, 5221 NW Bluff Drive; Denise Chavelier, ____; David Dods, 5308 NW Bluff Way; and Jim Sfetko, 5301 Bluffs Drive.

City Administrator Joe Parente said that the City began collecting revenue from the park sales tax in 2019. He noted that ideally the fields would be paid for over the 10 year period which would require the City to wait several years to start construction. Short-term financing would allow the City to begin the project sooner.

ACTION: IT WAS MOVED BY ALDERMAN PLUMB AND SECONDED BY ALDERMAN RITTMAN TO **MODIFY THE GRANT APPLICATION TO: ON PAGE 2, STRIKE THE BULLET POINT ENTIRELY CONTAINING THE WORDS “UNDERGROUND CONDUIT FOR FUTURE FIELD LIGHTING AS NECESSARY,” AND MODIFY THE BULLET POINT FOR BUILDINGS TO STATE “PERMANENT BUILDINGS, HOUSING, RESTROOMS AND STORAGE; AND ON PAGE 3, STRIKE ENTIRELY THE BULLET POINT TITLED “LIGHTING.”**

RESULT: MOTION PASSED 8-0.

5. STAFF UPDATES ON ACTIVITIES

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

7. ADJOURN

Mayor Johnston declared the meeting adjourned at 11:04 p.m.

The minutes for the March 16, 2021, special meeting, having been read and considered by the Board of Aldermen, and having been found to be correct as written, were approved on this the 6th day of April 2021.

Submitted by:

City Clerk Melissa McChesney

OUR MISSION

We partner with communities to deliver the finest water and wastewater services available at a competitive price. We are committed to keeping water safe and clean while serving people and taking care of communities with improved technical operations, careful management and financial oversight, and ensured regulatory compliance.

**Alliance Water
Resources, Inc.**

**206 S. Keene St.
Columbia, MO
65201**

(573)874-8080

OPERATIONS REPORT – PARKVILLE DIVISION

February 2021

Wastewater Treatment Plant Operations

- 0.3 inches of precipitation fell during the month.
- The plant performed well this month with 94.3% removal efficiency for B.O.D. and 84.9% for TSS.
- An average of 410,179 gallons of wastewater was treated each day.

Wastewater Laboratory Analysis

- Staff performed 423 recorded lab tests.
- The following samples were delivered to Keystone Labs for analysis: NH₃-N (4).
- Monthly and daily laboratory equipment maintenance and calibrations were performed according to manufacturer's guidelines.
- Staff performed QA/QC (Quality Assurance and Quality Control) on the laboratory analysis performed at the WWTF.
- Staff reported deviations on a bypass at the WWTF and ammonia results being over limit.

Wastewater Treatment Plant Maintenance

- Staff cleaned east and west clarifiers.
- LDO basins probes 1a, 1b, 2a, and 2b were cleaned.
- Routine preventative maintenance was performed in accordance with all manufacturers' recommendations and logged on the computer.
- East Clarifier had an oil leak on gear box. FTC made repairs.
- FTC change out a float switch at FF lift Station.
- Lloyd Harold LLC started repairing the Mission SCADA system.

Collection System Operations

- Robin 4000 odor control chemical continues to be fed from the Riss Lake site at approximately 25 gallons per day.
- Staff replaced line inside pump due to it leaking.
- Staff continues to monitor the pressure gauge on force main at River Chase subdivision 2 times a week.
- Staff continues to monitor for H₂S at manhole B-16 on a weekly basis.

OPERATIONS REPORT – PARKVILLE DIVISION

Collection System Maintenance

- Staff performed normal maintenance monitoring with no major issues.

Bio-solids

- Staff did not apply sludge during the month.

Safety

- February Monthly Safety Meeting: Blood borne Pathogens.
- CPR Refresher.
- DNR Virtual Operator Safety Training Online

Recommendations

- Nothing at this time.

OPERATIONS REPORT – PARKVILLE DIVISION

Loading

Hydraulic	410,179 gallons per day
Organic	647 mg/L of BOD ₅ per day

NPDES Effluent Permit Parameters

Parameter	Monthly Average	Permit Limit
pH	6.9 Min. and 7.4 Max	6.5 - 9.0
TSS	11.3 mg/L	30 mg/L
BOD ₅	9.8 mg/L	25 mg/L
NH ₃ -N	25.7 mg/L	1.7 mg/L
E. coli Coliform	Not Required Nov 1 – March 31	206 #/100mL
O & G	Sample Not Required this Month	10.0 mg/L (quarterly)
T. Phosphorus	Sample Not Required this Month	Monitoring Only (quarterly)
T. Nitrogen	Sample Not Required this Month	Monitoring Only (quarterly)
SM1 T. Phosphorus	Sample Not Required this Month	Monitoring Only (quarterly)
SM1 T. Nitrogen	Sample Not Required this Month	Monitoring Only (quarterly)

Removal Efficiency

Parameter	Monthly Average	Permit Limit
Organic	94.3 %	85 %
Solids	84.9 %	85 %

Biosolids

	Report Period	Year to Date
Quantity Applied	0 dry tons	0 dry tons
Acres Applied	0 acres	10 acres

ITEM 3.D.

For 4/6/2021

Board of Aldermen Meeting

**CITY OF PARKVILLE
Policy Report**

Date: March 24, 2021

Prepared By:

Jon Jordan, Police Captain

Reviewed By:

Kevin Chrisman, Police Chief

ISSUE:

Approve the purchase of two 2021 Dodge Charger pursuit all-wheel drive sedan police package vehicles from Airport Chrysler Dodge Jeep Ram

BACKGROUND:

Ford Motor Company ceased producing the Ford Taurus Police Sedan vehicle in 2019. The City has purchased all-wheel drive police vehicles since 2012 and has had a favorable experience. In 2019, the Police Department purchased two 2019 Dodge Charger pursuit all-wheel drive sedan police package vehicles and have had favorable results with the price and the vehicles.

In 2020, the Police Department was not able to order a new vehicle due to plant shutdowns for COVID-19 and the funds were carried over to 2021.

In the past, the Police Department requested sealed bids from local dealers which often came in at or below the state bid price, often due to the delivery fee. When researching the cost of the Dodge Charger, staff learned the current state bid holder is Lou Fusz located in Chesterfield, Missouri. The current state bid cost after delivery fees (including setup and mileage) is approximately \$29,195. The Platte County Sheriff's Department bids out their vehicle purchases on a yearly basis and the 2021 winning bidder for Dodge vehicles is Airport Chrysler Dodge Jeep Ram in Platte City, Missouri. Per the Platte County winning bid dealership, the total cost for a Dodge Charger pursuit all-wheel drive vehicle is \$28,365, which is below the state bid cost.

The Police Department normally retires used patrol vehicles and disposes of them via auction. Staff requests the 2008 Ford Escape and a 2015 Ford Taurus be declared as surplus and be auctioned off.

BUDGET IMPACT:

The Platte County bid purchase cost is \$28,365 per vehicle for a total of \$56,730. The 2021 Capital Improvement Program includes \$81,798 from the General Fund for the purchase of new police vehicles including required equipment (i.e., light bar, prisoner cage, video system, decals, etc.) as deemed necessary to make it patrol ready.

The budgeted \$81,798 will allow enough funds to purchase the new vehicles and make them both patrol road ready.

ALTERNATIVES:

1. Approve the purchase of two 2021 Dodge Charger all-wheel drive sedans from the Platte County bid holder Airport Chrysler Dodge Jeep Ram in Platte City for \$56,730.
2. Do not approve the purchase and provide alternative direction to staff.
3. Postpone the purchase.

FINANCE COMMITTEE RECOMMENDATION:

At the meeting on March 22, 2021, the Finance Committee, by a vote of 4-0 recommended that the Board of Aldermen approve the purchase of two 2021 Dodge Charger pursuit All-Wheel Drive Sedans from Airport Chrysler Dodge Jeep Ram in the amount of \$56,730, and declare the 2008 Ford Escape and a 2015 Ford Taurus as surplus to be auctioned once the two new vehicles are road ready.

STAFF RECOMMENDATION:

Staff recommends that the Board of Aldermen approve the purchase of two new vehicles from Airport Chrysler Dodge Jeep Ram in Platte City and declare the 2008 Ford Escape and a 2015 Ford Taurus as surplus equipment.

POLICY:

The Purchasing Policy, Resolution No. 17-016, requires Board of Aldermen approval for all purchases in excess of \$10,000 upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I move to approve the purchase of two 2021 Dodge Charger pursuit all-wheel drive sedans from Airport Chrysler Dodge Jeep Ram in the amount of \$56,730, and declare the 2008 Ford Escape and a 2015 Ford Taurus as surplus to be auctioned once the two new vehicles are road ready.

ATTACHMENTS:

1. Purchase Order
2. Platte County Bid
3. State Bid

PURCHASE ORDER
(non-construction)

CITY OF PARKVILLE (PURCHASER)
8880 Clark Avenue
(816) 741-7676

Date: March 16, 2021

Upon proper acceptance, we agree to purchase from you on terms and conditions set forth below and on the attached pages hereto.

VENDOR AIRPORT CHRYSLER DODGE JEEP RAM

2605 NW Prairie View Rd
Platte City, MO 64079

SHIP TO: Parkville PD will pick vehicles up at Vendor's location (2605 NW Prairie View Rd Platte City, MO 64079)

INVOICE TO: City of Parkville, Missouri 8880 NW Clark Avenue, Parkville, MO 64152

ALL MATERIAL SHALL BE DELIVERED TO PURCHASER FREIGHT PREPAID, UNLESS OTHERWISE SPECIFIED BELOW.

Vendor agrees to furnish following goods in accordance with the terms and provisions of this Purchase Order Agreement consisting of 6 pages including attachments. Purchaser agrees to pay the total sum of fifty-six thousand seven hundred and thirty dollars and zero cents (\$56,730.00) for such materials, subject to any additions or deductions agreed upon in writing. **Freight charges are included in purchase price and sales taxes will not be charged to the Purchaser as a tax exempt entity. Purchaser will provide Vendor with a Tax Exemption Certificate upon request.** Payment is to be made within thirty (30) days after delivery of goods and receipt of invoice. This purchase order is only valid through September 30, 2021.

ITEMS:

Two (2), pitch-black clear coat 2021, Dodge
Charger Pursuit All-Wheel Drive Sedans.

Vehicle and equipment order per bid sheet

See Attachment "A" – Terms and Conditions
See Attachment "B" – Insurance Requirements

SCHEDULE OF DELIVERY:

F.O.B.

Approximately 180 days from date of order.

Parkville PD will pick vehicles up at Vendor's
location.

NOTE: All Terms and Conditions for Purchase Order attached hereto are incorporated herein by reference and made a part of this Purchase Order. Vendor's signature and return of this document as presented, or its delivery of any of the items covered by this Purchase Order, shall constitute acceptance of all of its terms and conditions. If this Purchase Order is not signed and returned to Purchaser within ten (10) days of the date stated on page 1 above, however, it may be deemed voidable at the option of Purchaser. Payment shall not be due until Vendor has furnished Purchaser, with the required Certificates of Insurance and any other documents required by Purchaser.

All terms in any offer, bid, order acknowledgement or other document that are inconsistent with the terms stated herein are explicitly rejected and not a part of this Purchase Order.

CITY OF PARKVILLE, MISSOURI. ("Purchaser")

("Vendor")

By: _____

By: _____

Title: _____

Title: Commercial Accounts Manager

Date: _____

Date: 3/23/21

AIRPORT CHRYSLER DODGE JEEP RAM
2605 NW PRAIRIE VIEW RD
PLATTE CITY, MO 640797607

Configuration Preview

Date Printed: 2020-11-21 3:43 PM
Estimated Ship Date:

VIN:
VON:

Quantity: 2
Status: BA - Pending order
FAN 1: 01EBL Parkville Police
Department
FAN 2:
Client Code:
Bid Number: TB1073
PO Number:

Sold to: AIRPORT CHRYSLER DODGE JEEP RAM (45758)
2605 NW PRAIRIE VIEW RD
PLATTE CITY, MO 640797607
Ship to: AIRPORT CHRYSLER DODGE JEEP RAM (45758)
2605 NW PRAIRIE VIEW RD
PLATTE CITY, MO 640797607

Vehicle: 2021 CHARGER POLICE AWD (LDEE48)

	Sales Code	Description	MSRP(USD)
Model:	LDEE48	CHARGER POLICE AWD	37,855
Package:	28A	Customer Preferred Package 28A	0
	ERB	3.6L V6 24V VVT Engine	0
	DFT	8-Spd Auto 850RE Trans (Make)	0
Paint/Seat/Trim:	PX8	Pitch Black Clear Coat	0
	APA	Monotone Paint	0
	*X5	HD Cloth Bucket Seats w/Vinyl Rear	120
	-X9	Black	0
Options:	4DH	Prepaid Holdback	0
	4ES	Delivery Allowance Credit	0
	MAF	Fleet Purchase Incentive	0
	W8B	18" Wheel Covers	0
	AHM	Convenience Group I	480
	AEB	Street Appearance Group	375
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	174	Zone 74-Denver	0
	4EA	Sold Vehicle	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB1073	Government Incentives	0
Discounts:	YGF	8 Additional Gallons of Gas	0
Destination Fees:			1,495

Total Price: 40,325 .

Order Type: Fleet
Scheduling Priority: 1-Sold Order
Salesperson:
Customer Name:
Customer Address: USA
Instructions:

PSP Month/Week:
Build Priority: 99

20365
Shaw

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

PATROL VEHICLES – MODEL YEAR 2021
(Statewide)

Contract Number: CC210416002

Contractor: Lou Fusz Ford

Line Item 9

UNSPSC Code: 25101702

MAKE/MODEL: 2021 Dodge Charger Pursuit All-Wheel Drive Sedan

PRICE: \$27,389.00

EQUIPMENT INCLUDED IN PRICE

- 3.6 liter V6 gasoline engine
- All wheel drive
- Five (5) tires, 245/55R18 "W" speed rated (includes full-size spare)
- Five (5) 18" x 7.5" steel wheels (includes full-size spare)
- 18" Full Wheel Covers
- Spare tire relocation bracket
- Heavy-duty bucket seats, reinforced for increased support and covered with heavy duty cloth fabric; no center console; power adjusting driver seat
- Heavy-duty cloth bench rear seat
- Full carpeting front and rear
- Carpeted floor mats
- Front license bracket
- Factory spotlight provision, left hand with 6" halogen spotlight
- High intensity red/white auxiliary dome lamp wired and switched independently from standard dome lamp
- Standard production solid color exterior (billet, silver, indigo blue, max steel, black, white, granite, red) and standard interior trim
- Manufacturer's standard backup camera
- Police equipment mounting bracket located between front seats
- Officer Protection Package (blind spot, power, fold pursuit mirrors; exterior mirrors with heating element; ParkSense rear park assist system; blind spot and cross path detection; programmable system to alert officer when vehicle is

approached from rear; intermotive modules shipped separately and installed by agency)

- Secure Park

AVAILABLE OPTIONS
(for line item 9)

Line Item 10– 5.7 liter V-8 Rear Wheel Drive **\$1,843.00**
(credit)

Line Item 11 – 12.1 inch Integrated Display Pkg. **\$2,240.00**

Line Item 12 – Additional Key FOBS with **\$150.00**
Keyless Entry Transmitters (package of 4)

Line Item 13 – Vinyl Floor Covering In Lieu of **\$no cost**
Carpet (deletes floor mats)

Line Item 14 – Vinyl Rear Bench In Lieu of **\$120.00**
Cloth

DELIVERY: 90-120 days ARO

WARRANTY: 3 years or 36,000 miles (bumper to bumper)
5 years or 100,000 miles (power train)

PREPARATION & DELIVERY COST FOR COOP MEMBERS & OTHER STATE AGENCIES
(fee pertains to line item 9)

Line Item 15 – Preparation Cost

\$1,095.00 per vehicle

Other State agencies and Cooperative Procurement members may purchase vehicles off this contract. The total vehicle preparation cost stated for the vehicles processed through the contractors dealership is charged per vehicle.

Line Item 47 – Delivery Cost

\$1.50 per mile

Total round trip per mile cost for contractor to deliver cooperative procurement member and other state agency vehicles if requested.

Vehicles will be delivered from O'Fallon, Missouri.

CITY OF PARKVILLE
Policy Report

Date: March 24, 2021

Prepared By:

Jon Jordan, Police Captain

Reviewed By:

Kevin Chrisman, Police Chief

ISSUE:

Approve the purchase of four replacement Motorola APX 4000 portable radios, two replacement Motorola APX 4500 in-car mobile radios and a multi-unit portable radio charger from Midwest Mobile Radio

BACKGROUND:

In October 2012, the Board of Aldermen approved the expenditure of \$79,806.55 to update all Police Department radios to P-25 radios to be able to operate on the Metropolitan Area Regional Radio System (MARRS). A total of 18 portables, eight mobile and one base radio were purchased in 2012 and the Police Department is still using several of these radios. They participate in a yearly maintenance contract for all of the existing radios through Midwest Mobile Radio Company from St. Joseph, Missouri.

In late 2018, staff learned that Motorola discontinued manufacturing our current XTS radio units and the factory would soon stop repairing the radios. Per our current maintenance contract, Midwest Mobile Radio will repair the radios if they are able to make the repairs, but parts and programming will get more difficult to find with time.

In 2019, staff discussed the need to update the existing portable and mobile radios. After meeting with the technicians from Midwest Mobile Radio, staff determined it would be better to replace a portion of the radios on a yearly basis, rather than spending in excess of \$79,000 at one time to replace all of the radios.

The Department currently utilizes one multi-unit portable charging station for the older radios which saves space and keeps the portable radios charged without having to plug-in 18 separate cords from individual chargers. The current multi-unit charger is not compatible with the new APX 4000 radios.

In 2020 and for the next several years, staff budgeted as a Capital Improvement Program (CIP) expense to upgrade all of the radios spread out over multiple years. Four portable radios and one mobile were replaced in 2020. The total 2021 replacement cost of four APX 4000, two APX 4500, a multi-unit charger, normal wearable parts and programming of each radio is \$19,772.45.

The need to stay current with MARRS-capable radios is important and necessary. The MARRS radios enable the Police Department to coordinate by radio with other assisting police agencies, Southern Platte Fire Protection District and AMR ambulance during events.

BUDGET IMPACT:

The 2021 CIP includes \$20,000 from the General Fund for the purchase and programming of the new APX Radios. The total cost of this purchase is \$19,772.45.

ALTERNATIVES:

1. Approve the purchase and programming costs for four new Motorola APX portable radios, two new Motorola APX mobile radios and a multi-unit charger.
2. Do not approve the purchase and provide alternative direction to staff.
3. Postpone the purchase.

FINANCE COMMITTEE RECOMMENDATION:

At the meeting on March 22, 2021, the Finance Committee, by a vote of 4-0, recommended that the Board of Aldermen approve the purchase and programming of four new Motorola APX portable radios, two new Motorola APX mobile radios, a multi-unit charger and extra wearable parts from Midwest Mobile Radio for the total cost of \$19,772.45.

STAFF RECOMMENDATION:

Staff recommends that the Board of Aldermen approve the purchase and programming costs of four new Motorola APX portable radios, two new Motorola APX mobile radios and one multi-unit charger from Midwest Mobile Radio.

POLICY:

The Purchasing Policy, Resolution No. 17-016, requires Board of Aldermen approval for all purchases above \$10,000 upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I move to approve the purchase and programming of four new Motorola APX portable radios, two new Motorola APX mobile radios, a multi-unit charger and extra wearable parts from Midwest Mobile Radio in the amount of \$19,772.45.

ATTACHMENTS:

1. Purchase Order
2. Quote

PURCHASE ORDER
(non-construction)

CITY OF PARKVILLE (PURCHASER)
8880 Clark Avenue
(816) 741-7676

Date: April 6, 2021

Upon proper acceptance, we agree to purchase from you upon terms and conditions set forth below and on the attached pages hereto.

VENDOR: Midwest Radio Services, Inc.
812 S. 10th St
St. Joseph, MO 64501
Phone (816) 279-2065

SHIP TO: **8880 NW Clark Ave Parkville, MO 64152**

INVOICE TO: **City of Parkville, Missouri 8880 NW Clark Avenue, Parkville, MO 64152**

ALL MATERIAL SHALL BE DELIVERED TO PURCHASER FREIGHT PREPAID, UNLESS OTHERWISE SPECIFIED BELOW.

Vendor agrees to furnish following goods in accordance with the terms and provisions of this Purchase Order Agreement consisting of 6 pages including attachments. Purchaser agrees to pay no more than the total sum of nineteen thousand seven hundred and seventy-two dollars and forty-five cents (\$19,772.45) for such materials, subject to any additions or deductions agreed upon in writing. **Freight charges are included in purchase price and sales taxes will not be charged to the Purchaser as a tax exempt entity. Purchaser will provide Vendor with a Tax Exemption Certificate upon request.** Payment is to be made within thirty (30) days after installation of goods and receipt of invoice. This purchase order is only valid through July 1, 2021.

ITEMS:

Four APX portable radios and two APX mobile radio.
Multi-unit charger.
Miscellaneous wearable parts (antennas & speaker microphones)

See Attachment "A" – Terms and Conditions
See Attachment "B" – Insurance Requirements

SCHEDULE OF DELIVERY:

F.O.B.

Approximately 90 days from date of order.

NOTE: All Terms and Conditions for Purchase Order attached hereto are incorporated herein by reference and made a part of this Purchase Order. Vendor's signature and return of this document as presented, or its delivery of any of the items covered by this Purchase Order, shall constitute acceptance of all of its terms and conditions. If this Purchase Order is not signed and returned to Purchaser within ten (10) days of the date stated on page 1 above, however, it may be deemed voidable at the option of Purchaser. Payment shall not be due until Vendor has furnished Purchaser, with the required Certificates of Insurance and any other documents required by Purchaser.

All terms in any offer, bid, order acknowledgement or other document that are inconsistent with the terms stated herein are explicitly rejected and not a part of this Purchase Order.

CITY OF PARKVILLE, MISSOURI. ("Purchaser")

("Vendor")

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____



QUOTE-1398421
4-APX4000 2-APX4500

Billing Address:
PARKVILLE POLICE
DEPARTMENT
8880 CLARK AVE
PARKVILLE, MO 64152
US

Quote Date:01/12/2021
Expiration Date:04/12/2021
Quote Created By:
Paul Stickler
Sales Manager
pauls@mw-radio.com
8167528146

End Customer:
PARKVILLE POLICE DEPARTMENT
Jon Jordan
jjordan@parkvillemo.gov
816-741-4454

Contract: 22897 - STATE OF MISSOURI -
LOCALS
Payment Terms:30 NET

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 4000 Series	APX4000				
1	H51UCF9PW6AN	APX 4000 7/800 MHZ MODEL 2 PORT	4	\$4,553.00	\$2,767.80	\$11,071.20
1a	QA01833AD	ADD: EXTREME NOISE REDUCTION	4			
1b	QA02756AB	ENH: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM	4			
1c	QA00631AB	ADD: DVRS PSU ACTIVATION	4			
1d	H869CE	ENH: MULTIKEY	4			
1e	Q629AM	ENH: AES ENCRYPTION AND ADP	4			
1f	H885BK	ADD: 3Y ESSENTIAL SERVICE	4			
1g	H842BJ	ADD: SINGLE UNIT PACKAGING	4			
2	NAF5037A	ANTENNA WHIP 800	5	\$35.75	\$30.39	\$151.95
3	PMMN4069AL	MICROPHONE,IMPRES RSM, 3.5MM JACK, IP55	9	\$133.00	\$113.05	\$1,017.45



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.



QUOTE-1398421
4-APX4000 2-APX4500

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
4	PMPN4284A	CHARGER DESKTOP MULTI-UNIT IMPRES 2 1 DISPLAY EXT PS 100-240VAC US/NA	1	\$655.00	\$556.75	\$556.75
APX™ 4500 Enhanced						
5	M22URS9PW1BN	APX4500 ENHANCED 7/800 MHZ MOBILE	2	\$5,187.55	\$3,167.55	\$6,335.10
5a	G628AD	INT: REMOTE MOUNT CABLE 17 FT APX	2			
5b	G24AX	ENH: 3 YEAR ESSENTIAL SVC	2			
5c	G67DQ	ADD: REMOTE MOUNT O2 APXM	2			
5d	G142AD	ADD: NO SPEAKER APX	2			
5e	QA02756AD	ADD: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM	2			
5f	QA00631AB	ADD: DVRS PSU ACTIVATION	2			
5g	GA01606AA	ADD: NO GPS/WI-FI ANTENNA NEEDED	2			
5h	G843AH	ADD: AES ENCRYPTION AND ADP	2			
5i	GA00804AA	ADD: APX O2 CH (GREY)	2			
5j	G89AC	ADD: NO RF ANTENNA NEEDED	2			
5k	G444AH	ADD: APX CONTROL HEAD SOFTWARE	2			
5l	W22BA	ADD: STD PALM MICROPHONE APX	2			
5m	W969BG	ADD: MULTIKEY OPERATION	2			

Grand Total

\$19,132.45(USD)



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.



QUOTE-1398421
4-APX4000 2-APX4500

Notes:

- **PLEASE BE ADVISED:** Motorola Solutions is moving towards being more environmentally green and emailing invoices. You may receive an email invoice instead of a mailed invoice, depending on the purchase. In addition, the invoice may have a new address for submitting payments. If you have any questions or would like to change where your electronic invoices will be delivered, please contact your credit analyst or dial 800-422-4210.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.



812 S. 10th St.
St. Joseph, MO 64501
Phone: (816) 279-2065

QUOTATION
202000408

Page 1

Bill To:
PARKVILLE POLICE DEPARTMENT
8880 CLARK AVENUE
PARKVILLE, MO 64152

Ship To:
PARKVILLE POLICE DEPARTMENT
8880 CLARK AVENUE
PARKVILLE, MO 64152

Contact: Jon Jordan
Contact #: 816-741-4454
Email: jjordan@parkvillemo.gov

Contact: Jon Jordan
Contact #: 816-741-4454
Email: jjordan@parkvillemo.gov

Date: 01/26/2021		Customer #: R2971		Customer Rep: PAS	
Qty	Item	Description	Unit Price	Extended	
1	MO-Programming Trunking	Programming MR Radios First Radio	100.00	100.00	
5	MO-Programming Trunking	Programming MR Radios 5 Additional Radios	60.00	300.00	
3	MO-Shop Installation	Shop Installation Install 2 APX4500 radios	80.00	240.00	

Terms: DUR 1.5% Finance after 30 Days

This quotation is valid for 30 days. Prices are subject to change without notice.

The information in this quotation is PROPRIETARY AND CONFIDENTIAL
between Midwest Mobile Radio Service Inc. and the customer referenced above.

Subtotal : \$640.00
Tax : \$0.00
Total Quote : \$640.00 ✓

ITEM 3.F.*For 4/6/2021**Board of Aldermen Meeting***CITY OF PARKVILLE
Policy Report**Date: March 17, 2021Prepared By:

Matthew Chapman, Finance/HR Director

Reviewed By:

Joe Parente, City Administrator

ISSUE:

Approve accounts payable from March 13 to April 1, 2021

BACKGROUND:

Attached are the statements of approved payments, per the City's Purchasing Policy, for the period from March 13, 2021 to April 1, 2021. All disbursements must be reviewed and approved by the Board of Aldermen prior to the release of City funds.

The information under budget impact and suggested motion will be completed and an updated policy report and accounts payable report will be distributed prior to the meeting.

BUDGET IMPACT:

Accounts Payable	\$131,525.92
Insurance Payments	\$73,447.27
1 st of the Month	
EFT Payments	
Processing Fees	
Payroll	\$61,736.31
TOTAL:	\$266,709.50

ALTERNATIVES:

1. Approve the release of funds.
2. Deny the release of funds and provide further direction to City Administration.
3. Deny any portion of the release of funds and provide further direction to City Administration.

FINANCE COMMITTEE RECOMMENDATION:

The item was not presented to the Finance Committee, but is being taken directly to the Board of Aldermen for consideration.

STAFF RECOMMENDATION:

Staff recommends the release of funds as summarized in the attached statements.

POLICY:

All disbursements must be reviewed and approved by the Board of Aldermen prior to the release of

City funds.

SUGGESTED MOTION:

I move to appropriate \$266,709.50 of City funds to pay salaries and accounts.

ATTACHMENTS:

1. AP Report

4/01/2021 4:14 PM
 PACKET: 07196 Regular Payments 4/6/21 B
 VENDOR SET: 01
 BANK : AP Pooled Cash Regular AP

A / P CHECK REGISTER

PAGE: 1

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
01999	Absolute Comfort Technologies, Inc.							
	I-21-1185	Generator maintenance	R	4/06/2021		1,975.60CR	042401	1,975.60
02018	Ace ImageWear							
	I-1060279	Shop rags	R	4/06/2021		22.58CR	042402	
	I-1062224	Shop rags, towels, soap	R	4/06/2021		65.14CR	042402	87.72
00483	ADH Rental & Sales							
	I-138250	French drain dog park	R	4/06/2021		213.00CR	042403	213.00
02772	Advanced Turf Solutions							
	I-S0899032	Seed Dog park/ELP	R	4/06/2021		784.00CR	042404	
	I-S0906747	Weed surfactant	R	4/06/2021		55.00CR	042404	839.00
00934	Allen's Water Service							
	I-1420	Water for Street Shop	R	4/06/2021		150.00CR	042405	150.00
02663	Ameriglass Cleaning Inc.							
	I-212572	Exterior window cleaning	R	4/06/2021		425.00CR	042406	425.00
02676	Armstrong Teasdale LLP							
	I-2658534	Legal Svcs	R	4/06/2021		3,277.50CR	042407	3,277.50
02227	BagSpot Pet Waste Solutions							
	I-5607	Dog bags	R	4/06/2021		323.70CR	042408	323.70
02870	Baty Otto Coronado PC							
	I-498632	Legal Svcs	R	4/06/2021		14,241.00CR	042409	14,241.00
02636	BBN Architects							
	I-Inv #FM-1	Farmers Market roof structure	R	4/06/2021		2,101.25CR	042410	
	I-Inv #FM-2	Farmers Market roof	R	4/06/2021		2,467.50CR	042410	
	I-Inv #PP-1	Pocket Park Design	R	4/06/2021		340.00CR	042410	4,908.75
01371	Blue Valley Laboratories, Inc							
	I-49491	P.A.C. Aerator	R	4/06/2021		553.00CR	042411	553.00
00258	Carter Waters Constructio							
	I-14559139-00	Cold mix asphalt - Patching	R	4/06/2021		77.00CR	042412	77.00
02531	City Wide Maintenance							
	I-32001013572	April 2021 Janitorial	R	4/06/2021		450.00CR	042413	450.00

PACKET: 07196 Regular Payments 4/6/21 B

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
02832	Confluence, Inc. I-20524	Feb 2021 Master Plan Update	R	4/06/2021		3,703.75CR	042414	3,703.75
00977	Curious Eye Productions I-005-021	Feb Broadcasting Svcs	R	4/06/2021		850.00CR	042415	850.00
00156	Dave's Foreign Car Repair LLC I-0143764 I-0143781 I-0143783	Oil change V601 PD Oil change V606 - PD Rearbrakes front tires V602-PD	R	4/06/2021		45.00CR 45.00CR 386.73CR	042416 042416 042416	 476.73
01208	Drexel Technologies I-14002	Street maint bid svcs	R	4/06/2021		23.72CR	042417	23.72
01181	Four Star Electric I-31193 I-31197	Pinecrest Monument Elec SvcRt9 6th St Electrical Svc-Rt 9	R	4/06/2021		2,200.00CR 6,650.00CR	042418 042418	 8,850.00
01016	FTC Equipment I-14411	RAS Pump maintenance	R	4/06/2021		1,050.00CR	042419	1,050.00
01421	Full Nelson Plumbing, Inc I-14878530	Water repair Train Depot	R	4/06/2021		327.00CR	042420	327.00
01485	George Butler Associates I-61486	Rt 9 at 6th St Improvements	R	4/06/2021		9,000.46CR	042421	9,000.46
02918	Global Industrial I-18819837	Pickleball Courts - Bulletin b	R	4/06/2021		371.90CR	042422	371.90
00496	Gunter Pest Management, Inc. I-70163	March pest control	R	4/06/2021		55.00CR	042423	55.00
00055	H&H Septic Service, Inc. I-49614 I-49678	Pump pit at WWTF Haul WW Seed to plant	R	4/06/2021		640.00CR 600.00CR	042424 042424	 1,240.00
02678	Happy Signs I-356600	Disc golf decals	R	4/06/2021		120.00CR	042425	120.00
02131	Heritage Tractor, Inc. I-11033409	Mower parts	R	4/06/2021		348.82CR	042426	348.82

4/01/2021 4:14 PM
 PACKET: 07196 Regular Payments 4/6/21 B
 VENDOR SET: 01
 BANK : AP Pooled Cash Regular AP

A / P CHECK REGISTER

PAGE: 3

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00501	Hinckley Springs							
	I-6913039 031821	Drinking water - Streets	R	4/06/2021		74.96CR	042427	74.96
01394	Homestead Landscaping LLC							
	I-243203	Playground mulch	R	4/06/2021		120.00CR	042428	
	I-243323	Gravel	R	4/06/2021		109.35CR	042428	
	I-243329	Playground mulch	R	4/06/2021		120.00CR	042428	349.35
00969	Jones Iron & Metal Inc							
	I-150788	Steel for strom drain grates	R	4/06/2021		358.00CR	042429	358.00
00891	Kranz of Kansas City							
	I-KC20210172	Cutting edges, valves Snowplow	R	4/06/2021		716.92CR	042430	716.92
02917	Lloyd Harold LLC							
	I-1409	Pump station/wwtf meters	R	4/06/2021		475.00CR	042431	475.00
01018	Main Street Parkville Assn							
	I-MSPA - 2021 - 44	Membership dues	R	4/06/2021		180.00CR	042432	180.00
00079	MARC							
	I-D-I-0003880	Annual Dues	R	4/06/2021		1,686.00CR	042433	
	I-S-I-0001825	HHW 2021	R	4/06/2021		7,435.43CR	042433	9,121.43
00084	McConnell & Associates Co							
	I-2103-035221	Paint for One-Call Lacates	R	4/06/2021		95.76CR	042434	
	I-2103-035222	Pink marking paint	R	4/06/2021		47.88CR	042434	143.64
00202	McGuire Lock and Safe							
	I-141186	Keys/padlocks	R	4/06/2021		40.26CR	042435	40.26
02228	Metro Rolloff Container Services LLC							
	I-16177	PLP restroom vault pump	R	4/06/2021		500.00CR	042436	
	I-16476	PLP restroom vault pumpout	R	4/06/2021		500.00CR	042436	
	I-16663	Portable toilet - ELP	R	4/06/2021		92.50CR	042436	1,092.50
00332	Midwest Public Risk							
	I-MPR200791	Deductible Auto Claim-Marshall	R	4/06/2021		954.34CR	042437	
	I-MPR210019	Deductible Auto claim-Beaver	R	4/06/2021		2,863.42CR	042437	3,817.76
00159	Missouri American Water							
	I-Due 4/1/21	Water	R	4/06/2021		9.68CR	042438	
	I-Due April 6 2021	Water charges	R	4/06/2021		305.69CR	042438	315.37

4/01/2021 4:14 PM
 PACKET: 07196 Regular Payments 4/6/21 B
 VENDOR SET: 01
 BANK : AP Pooled Cash Regular AP

A / P CHECK REGISTER

PAGE: 4

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
VOID	VOID CHECK		V	4/06/2021			042439	**VOID**
01354	Northland Regional Chamber of Commerce							
	I-53065	Annual membership	R	4/06/2021		325.00CR	042440	325.00
02135	Occupational Health Centers of the Southwest, PC							
	I-1012996348	Pre Employment Drug screens	R	4/06/2021		126.00CR	042441	
	I-1013011639	Pre employment drug screens	R	4/06/2021		126.00CR	042441	252.00
02591	ProServ							
	I-224466	Small Admin copier 2/18-3/17	R	4/06/2021		5.37CR	042442	5.37
00114	Rampart Security, Inc.							
	I-59113	Security for Street Shop	R	4/06/2021		127.50CR	042443	
	I-59317	Security for city hall	R	4/06/2021		99.00CR	042443	226.50
00117	Reeves Wiedeman Company							
	I-5736296	ELP restroom repair	R	4/06/2021		110.17CR	042444	110.17
01982	Rejis Commission							
	I-457434	Terminal Rejis - PD	R	4/06/2021		105.38CR	042445	105.38
02920	Ryan Lawn & Tree							
	I-2213295	Backflow test - Pocket Park	R	4/06/2021		89.00CR	042446	
	I-2213357	Backflow test - Triangle	R	4/06/2021		89.00CR	042446	178.00
02635	Shockey Consulting Services							
	I-69003.08	Consulting Svcs	R	4/06/2021		655.00CR	042447	655.00
00154	T-Ray Specialties Inc.							
	I-031121	Scrubs, trash bags	R	4/06/2021		275.50CR	042448	
	I-032921	Logo shirts, hats Street dept	R	4/06/2021		640.00CR	042448	
	I-40842	Hand sanitizer	R	4/06/2021		82.38CR	042448	
	I-40873	Trash bags	R	4/06/2021		181.10CR	042448	1,178.98
00838	The Work Zone, Inc.							
	I-58412	4 Header Signs	R	4/06/2021		109.38CR	042449	
	I-58424	4 pairs gloves	R	4/06/2021		50.60CR	042449	159.98
02608	Toshiba Business Solutions							
	I-5479156	Court Copier 3/7-4/6/21	R	4/06/2021		25.04CR	042450	25.04

4/01/2021 4:14 PM

A / P CHECK REGISTER

PAGE: 5

PACKET: 07196 Regular Payments 4/6/21 B

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
02409	UniFirst Corporation							
	I-226 0653108	Mat cleaning/rental	R	4/06/2021		111.00CR	042451	111.00
00208	USA BlueBook							
	I-519867	Pump Riss Lake Odor Control	R	4/06/2021		597.81CR	042452	597.81

PACKET: 07196 Regular Payments 4/6/21 B

VENDOR SET: 01

*** DRAFT/OTHER LISTING ***

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
01614	KCPL / EVERGY							
	I-Due March/April	Electricity	D	4/06/2021		32,381.51CR	000749	32,381.51

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	51	0.00	74,554.07	74,554.07
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	0.00	32,381.51	32,381.51
VOID CHECKS:	1	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	53	0.00	106,935.58	106,935.58

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

4/01/2021 4:14 PM

A / P CHECK REGISTER

PAGE: 7

PACKET: 07196 Regular Payments 4/6/21 B

VENDOR SET: 01

*** DRAFT/OTHER LISTING ***

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	4/2021	51,660.49CR
30	4/2021	8,617.47CR
40	4/2021	23,526.51CR
41	4/2021	5,280.65CR
95	4/2021	17,850.46CR
=====		
ALL		106,935.58CR

3/29/2021 11:38 AM

A / P CHECK REGISTER

PAGE: 1

PACKET: 07192 Regular Payments 4/6/21

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
02175	eNet							
	I-6333	Nov/Dec Services	R	3/29/2021		3,407.95CR	042394	
	I-6334	Sunshine & Lawsuit	R	3/29/2021		255.00CR	042394	3,662.95

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	3,662.95	3,662.95
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	1	0.00	3,662.95	3,662.95

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

3/29/2021 11:38 AM

A / P CHECK REGISTER

PAGE: 2

PACKET: 07192 Regular Payments 4/6/21

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP Pooled Cash Regular AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	3/2021	3,662.95CR
ALL		3,662.95CR

PACKET: 07193 EOM Benefits March 2021

VENDOR SET: 01

**** CHECK LISTING ****

BANK : PY Pooled Cash PY Related AP

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
00005	AFLAC							
	I-AFP202103104332	AFLAC PRETAX	R	3/29/2021		29.80CR	042395	
	I-AFP202103254333	AFLAC PRETAX	R	3/29/2021		29.80CR	042395	59.60
00137	Kansas City Life Insuranc							
	I-ADD202103104332	ADD on KC Life Bill	R	3/29/2021		11.75CR	042396	
	I-ADD202103254333	ADD on KC Life Bill	R	3/29/2021		11.75CR	042396	
	I-LIF202103104332	BC/BS Life Insurance	R	3/29/2021		184.16CR	042396	
	I-LIF202103254333	BC/BS Life Insurance	R	3/29/2021		184.16CR	042396	
	I-LTD202103104332	Long Term Disability	R	3/29/2021		163.18CR	042396	
	I-LTD202103254333	Long Term Disability	R	3/29/2021		163.18CR	042396	718.18
01807	City of Parkville/Flex Plan							
	I-FLX202103104332	Flex Plan	R	3/29/2021		877.47CR	042397	
	I-FLX202103254333	Flex Plan	R	3/29/2021		877.47CR	042397	1,754.94
02109	Kansas Payment Center							
	I-GJG202103104332	J Guilford - Garnishment	R	3/29/2021		329.79CR	042398	
	I-GJG202103254333	J Guilford - Garnishment	R	3/29/2021		329.79CR	042398	659.58
02290	Colonial Life							
	I-COA202103104332	Colonial Life After Tax	R	3/29/2021		47.26CR	042399	
	I-COA202103254333	Colonial Life After Tax	R	3/29/2021		47.26CR	042399	
	I-COP202103104332	Colonial Life PreTax	R	3/29/2021		45.22CR	042399	
	I-COP202103254333	Colonial Life PreTax	R	3/29/2021		45.22CR	042399	184.96
Guardi	Guardian Life Insurance Company							
	I-GRD202103104332	Voluntary Insurance	R	3/29/2021		222.91CR	042400	
	I-GRD202103254333	Voluntary Insurance	R	3/29/2021		222.91CR	042400	445.82

PACKET: 07193 EOM Benefits March 2021

VENDOR SET: 01

*** DRAFT/OTHER LISTING ***

BANK : PY Pooled Cash PY Related AP

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
00136	State of Missouri							
	I-T2 202103044331	State Withholdings	D	3/29/2021		200.00CR	000745	
	I-T2 202103104332	State Withholdings	D	3/29/2021		2,924.66CR	000745	
	I-T2 202103254333	State Withholdings	D	3/29/2021		2,974.66CR	000745	6,099.32
01711	BCBSKC							
	I-BCC202103104332	BCBS Insurance	D	3/29/2021		499.88CR	000746	
	I-BCC202103254333	BCBS Insurance	D	3/29/2021		499.88CR	000746	
	I-BCE202103104332	BCKSKC Insurance	D	3/29/2021		1,334.76CR	000746	
	I-BCE202103254333	BCKSKC Insurance	D	3/29/2021		1,334.76CR	000746	
	I-BCF202103104332	BCBS Insurance	D	3/29/2021		786.50CR	000746	
	I-BCF202103254333	BCBS Insurance	D	3/29/2021		786.50CR	000746	
	I-BCS202103104332	BCBS Insurance	D	3/29/2021		1,596.00CR	000746	
	I-BCS202103254333	BCBS Insurance	D	3/29/2021		1,596.00CR	000746	
	I-BVC202103104332	Vision w/h	D	3/29/2021		17.74CR	000746	
	I-BVC202103254333	Vision w/h	D	3/29/2021		17.74CR	000746	
	I-BVE202103104332	Vision w/h	D	3/29/2021		38.40CR	000746	
	I-BVE202103254333	Vision w/h	D	3/29/2021		38.40CR	000746	
	I-BVF202103104332	Vision w/h	D	3/29/2021		117.53CR	000746	
	I-BVF202103254333	Vision w/h	D	3/29/2021		117.53CR	000746	
	I-BVS202103104332	Vision w/h	D	3/29/2021		43.15CR	000746	
	I-BVS202103254333	Vision w/h	D	3/29/2021		43.15CR	000746	
	I-DNC202103104332	BCBS Dental Insurance	D	3/29/2021		205.00CR	000746	
	I-DNC202103254333	BCBS Dental Insurance	D	3/29/2021		205.00CR	000746	
	I-DNF202103104332	BCBS Dental Insurance	D	3/29/2021		586.00CR	000746	
	I-DNF202103254333	BCBS Dental Insurance	D	3/29/2021		586.00CR	000746	
	I-DNP202103104332	DENTAL PRETAX	D	3/29/2021		261.80CR	000746	
	I-DNP202103254333	DENTAL PRETAX	D	3/29/2021		261.80CR	000746	
	I-DNS202103104332	Delta Dental Insurance	D	3/29/2021		185.10CR	000746	
	I-DNS202103254333	Delta Dental Insurance	D	3/29/2021		185.10CR	000746	
	I-HDC202103104332	BCBS Insurance	D	3/29/2021		414.55CR	000746	
	I-HDC202103254333	BCBS Insurance	D	3/29/2021		414.55CR	000746	
	I-HDE202103104332	BCBS Insurance	D	3/29/2021		1,033.80CR	000746	
	I-HDE202103254333	BCBS Insurance	D	3/29/2021		1,033.80CR	000746	
	I-HDF202103104332	Health Insurance	D	3/29/2021		731.24CR	000746	
	I-HDF202103254333	Health Insurance	D	3/29/2021		731.24CR	000746	
	I-HSE202103104332	BCBS Insurance	D	3/29/2021		565.32CR	000746	
	I-HSE202103254333	BCBS Insurance	D	3/29/2021		565.32CR	000746	
	I-HSF202103104332	BCBS Insurance	D	3/29/2021		1,999.20CR	000746	
	I-HSF202103254333	BCBS Insurance	D	3/29/2021		1,999.20CR	000746	
	I-HSS202103104332	BCBS Insurance	D	3/29/2021		450.25CR	000746	
	I-HSS202103254333	BCBS Insurance	D	3/29/2021		450.25CR	000746	
	I-S3F202103104332	BCBS Insurance	D	3/29/2021		647.89CR	000746	
	I-S3F202103254333	BCBS Insurance	D	3/29/2021		647.89CR	000746	
	I-SPC202103104332	BCBS Insurance	D	3/29/2021		1,834.12CR	000746	
	I-SPC202103254333	BCBS Insurance	D	3/29/2021		1,834.12CR	000746	
	I-SPE202103104332	BCBS Insurance	D	3/29/2021		204.14CR	000746	
	I-SPE202103254333	BCBS Insurance	D	3/29/2021		204.14CR	000746	
	I-SPF202103104332	BCBS Insurance	D	3/29/2021		2,888.32CR	000746	
	I-SPF202103254333	BCBS Insurance	D	3/29/2021		2,888.32CR	000746	
	I-SPS202103104332	BCBS Insurance	D	3/29/2021		975.68CR	000746	
	I-SPS202103254333	BCBS Insurance	D	3/29/2021		975.68CR	000746	34,832.74

PACKET: 07193 EOM Benefits March 2021

VENDOR SET: 01

*** DRAFT/OTHER LISTING ***

BANK : PY Pooled Cash PY Related AP

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
01730	LAGERS							
	I-CSR202103044331	LAGERS RETIREMENT	D	3/29/2021		640.00CR	000747	
	I-CSR202103104332	LAGERS RETIREMENT	D	3/29/2021		7,808.33CR	000747	
	I-CSR202103254333	LAGERS RETIREMENT	D	3/29/2021		7,752.43CR	000747	
	I-R&P202103104332	City/PD Ret Contribution	D	3/29/2021		5,488.40CR	000747	
	I-R&P202103254333	City/PD Ret Contribution	D	3/29/2021		5,753.29CR	000747	27,442.45
02517	NueSynergy, Inc							
	I-HSU202103104332	HSA Contribution	D	3/29/2021		624.84CR	000748	
	I-HSU202103254333	HSA Contribution	D	3/29/2021		624.84CR	000748	1,249.68

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	6	0.00	3,823.08	3,823.08
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	4	0.00	69,624.19	69,624.19
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	10	0.00	73,447.27	73,447.27

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 07193 EOM Benefits March 2021

VENDOR SET: 01

*** DRAFT/OTHER LISTING ***

BANK : PY Pooled Cash PY Related AP

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	3/2021	72,817.91CR
30	3/2021	629.36CR
=====		
ALL		73,447.27CR

PACKET: 07190 Federal Withholdings - 3/26/21

VENDOR SET: 01

*** DRAFT/OTHER LISTING ***

BANK : PY Pooled Cash PY Related AP

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
00044	Park Bank							
	I-T1 202103254333	Federal Withholding	D	3/26/2021		8,028.51CR	000740	
	I-T3 202103254333	FICA W/H	D	3/26/2021		10,454.02CR	000740	
	I-T4 202103254333	Medicare W/H	D	3/26/2021		2,444.86CR	000740	20,927.39

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	0.00	20,927.39	20,927.39
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	1	0.00	20,927.39	20,927.39

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 07190 Federal Withholdings - 3/26/21

VENDOR SET: 01

*** DRAFT/OTHER LISTING ***

BANK : PY Pooled Cash PY Related AP

VENDOR	NAME / I.D.	DESC	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	3/2021	20,682.30CR
30	3/2021	245.09CR
=====		
ALL		20,927.39CR

**CITY OF PARKVILLE
Policy Report**

Date: March 17, 2021

Prepared By:

Stephen Lachky, Community Development Director

Reviewed By:

Joe Parente, City Administrator

ISSUE:

Approve the second reading of an ordinance to approve a conditional use permit for Hinkle Hardscapes to operate an office use of low traffic generation in a residential district fronting NW Bell Road, generally located west of NW Bell Road at NW 57th Street - Case No. PZ 2020-56; Hinkle Hardscapes, applicant (Community Development)

BACKGROUND:

Hinkle Hardscapes, a landscape and hardscape business currently based at 4124 NW Riverside Street #C in Riverside, wishes to relocate their operations to Parkville on property along NW Bell Road. Hinkle Hardscapes would like to use the property as a training center for their employees and a design showroom for their customers. The applicant proposes to operate an office use of low traffic generation, a landscaping design and training center, in a residential district ("R-1" Single-Family Residential) along NW Bell Road. The subject property contains two parcels (#20-7.0-26-300-001-047.001 & #20-7.0-26-300-001-047.002) containing 22.8 acres, more or less, and is located on the west side of NW Bell Road at NW 57th Street. The applicant is proposing 3-4 staff members daily to use the property. Hinkle Hardscapes would develop the entry to the property, a gravel parking lot, and infrastructure improvements along the frontage of NW Bell Road.

Staff reviewed the application (Case No. PZ2020-56) against the Parkville Master Plan and the Parkville Municipal Code and its applicable zoning code. Following review staff concluded that the proposed use will represent a low impact office use and, as such, should not negatively impact the current or future development of surrounding properties. The Planning and Zoning Commission received substantial public comment at their January 12, 2021 and February 9, 2021 regular meetings. The applicant remained after both meetings to address resident concerns (see Attachment 5).

BUDGET IMPACT:

With the exception of application and permit fees and any incremental increases from real estate and personal property taxes, there is no budgetary impact.

ALTERNATIVES:

1. Adopt the ordinance.
2. Adopt the ordinance, subject to changes directed by the Board of Aldermen.
3. Deny the conditional use permit.
4. Postpone the item.

FINANCE COMMITTEE RECOMMENDATION:

The item was not presented to the Finance Committee, but is being taken directly to the Board of Aldermen for consideration.

PLANNING & ZONING COMMISSION RECOMMENDATION:

The Planning & Zoning Commission considered the application at their March 9, 2021, regular meeting. Following discussion, they recommended approval of the conditional use permit subject to staff conditions by a vote of 8-0.

STAFF RECOMMENDATION:

Staff recommends that the Board of Aldermen adopt the ordinance.

POLICY:

Applications for conditional use permits must be approved by the Board of Aldermen following review and recommendation by the Planning and Zoning Commission as outlined in Table 403-1: Procedures Summary of the Parkville Municipal Code.

The Board of Aldermen must approve two readings of the ordinance to become effective. Rule 5, Agendas, of the Board's adopted Rules of Order, states "The first reading of an ordinance will be read on the action agenda and the second and final reading will be read the next subsequent meeting on the consent agenda, unless the item is a time-sensitive matter in which it may be approved during the same meeting."

SUGGESTED MOTION:

I move to approve Bill No. 3116, an ordinance approving a conditional use permit for Hinkle Hardscapes to operate an office use of low traffic generation in a residential district that fronts NW Bell Road, on second reading to become Ordinance No. ____.

ATTACHMENTS:

1. Ordinance
2. Application
3. Subject Area Property Map
4. Drawings
5. Staff Analysis
6. Resident Meeting Summary

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT FOR HINKLE HARDSCAPES TO OPERATE AN OFFICE USE OF LOW TRAFFIC GENERATION IN A RESIDENTIAL DISTRICT THAT FRONTS NW BELL ROAD

WHEREAS, Hinkle Hardscapes / Ken Gibson submitted an application for Conditional Use Permit to operate a landscaping training center on the subject property zoned "R-1" Single-Family Residential which includes two parcels (#20-7.0-26-300-001-047.001 & # 20-7.0-26-300-001-047.002) containing 22.8 acres, more or less, and is located on the west side of NW Bell Road at NW 57th Street (Case no. PZ20-56); and

WHEREAS, Parkville Municipal Code Section 405.050 permits office uses of low traffic generation in residential districts that front and have access to NW Bell Road subject to an approved Conditional Use Permit; and

WHEREAS, notice of a public hearing to be held before the Planning and Zoning Commission was published, mailed, and posted in accordance with Parkville Municipal Code Title IV – Development Code, Section 403.010; and

WHEREAS, City staff reviewed the application according to Parkville Municipal Code Title IV – Development Code, Section 403.050 and determined their findings and conclusions; and

WHEREAS, on January 12, 2021, the Planning and Zoning Commission held a public hearing to consider the application for Conditional Use Permit and voted to postpone the hearing to February 9, 2021 by a vote of 8 to 0; and

WHEREAS, on February 9, 2021, the Planning and Zoning Commission held a public hearing to consider the application for Conditional Use Permit and voted to postpone the hearing to March 9, 2021 by a vote of 8 to 0; and

WHEREAS, on March 9, 2021, the Planning and Zoning Commission held a public hearing to consider the application for Conditional Use Permit and recommended approval by a vote of 8 to 0; and

WHEREAS, the Board of Aldermen concurs with staff's conclusions and accepts their recommendation.

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

SECTION 1. The application for Conditional Use Permit to operate an office use of low traffic generation (landscaping training center) in a residential district that fronts NW Bell Road is hereby approved, 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 in the Parkville Municipal Code.
2. The Conditional Use Permit is to allow an office use of low traffic generation (a landscaping training/design center) on the property described in attached exhibits covering 22.8 +/- acres. "Phase II" of the project, i.e. the design center,

- shall require a separate Conditional Use Permit approval, which would involve a new public hearing with the Planning and Zoning Commission.
3. A Landscape Plan must be submitted during the building permitting process that complies with Parkville Municipal Code Chapter 407 "Site and Landscape Design Standards."
 4. The developer shall make public infrastructure improvements in accordance with the recommendations in the traffic impact study performed by GBA.

SECTION 2. The Conditional Use Permit shall be effective from the effective date indefinitely.

SECTION 3. This ordinance shall be effective immediately upon its passage.

PASSED and APPROVED this 6th day of April 2021.

Mayor Nanette K. Johnston

ATTESTED:

City Clerk Melissa McChesney



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 Conditional Use Permit

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

1. Applicant/Contact Information

Applicant(s)

Name: Ken Gibson
Address: 5520 Woodhaven Ln
City, State: Parkville, MO
Phone: 816-728-7799 Fax: _____
E-mail: kengibsongolf@gmail.com

Engineer/Surveyor(s) preparing plans & legal desc.

Name: RL Buford
Address: 7603 NW River Park Dr # B
City, State: Parkville, MO
Phone: (816) 741-6152 Fax: _____
E-mail: rob@rlbuford.com

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

Name: Zach Hinkle
Address: 8160 N Callaway
City, State: Parkville, MO
Phone: 816-694-0604 Fax: _____
E-mail: zach@hinklehardscapes.com

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 conditional use 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) [Signature] Date: 1/21/2021

Property Owner's Signature (Required) [Signature] Date: 1/21/2021

2. Proposed Conditional Use (see also Checklist of required submittals)

Proposed use: Low Impact Office Requested length of permit Duration of Ownership
Description: Hinkle Hardscapes is a low-impact business similar to Hawthorne House, 650' to the north.
Proposed days and hours of operation: 8am-5pm, Monday-Friday

3. Property Information (see also Checklist of required submittals)

Property address / general location: See Site Location Map attached
Parcel ID Number: 20-7.0-26-300-001-047.002 Zoning: Residential
Present use of the property: Vacant Land
Length of use (or vacancy): Vacant Land since city founding

4. Neighboring land uses and zoning

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

Existing Land UseExisting Zoning

North: Residential

North: Residential

South: Vacant Land

South: Residential

East: Bell Road

East: Road

West: Vacant Land

West: Residential

Attach a narrative addressing:

1. How the application furthers the intent of the proposed zoning district and does not conflict with the intent of any abutting districts, and is otherwise determined to be consistent with the Master Plan and any official plan or program developed under the guidance of the Master Plan.
2. Compliance of any proposed development with the requirements of this code.
3. Whether any additional site-specific conditions are necessary to meet the purposes and intent of this code and the intent or design objectives of any applicable subsections of this code, or mitigate any other potential impacts that are specific to the proposed use.
4. The impact on the public realm, including the design and functions of streetscapes and relationships of building and site elements to the streetscape.
5. The adequacy of drainage, utilities and other public facilities.
6. Compatibility with the character of the area in terms of building scale, building form, landscape and site design.
7. Compatibility with the area in terms of operating characteristics such as hours of operation, visible and audible impacts, traffic patterns, intensity of use as proposed or foreseeable, and other potential impacts on adjacent property.
8. Whether a limited time period for the permit is reasonable necessary to either limit the duration of the use, assess the use against changing conditions in the area, or ensure periodic reporting and on-going enforcement of the permit.
9. How the application will not prevent development and use of the neighboring property in accordance with the applicable development regulations.
10. How the long range plans applicable to the site and surrounding area are not negatively impacted considering the permanence of the proposed use, the permanence of existing uses in the area, and any changes in character occurring in the area.
11. Any other information relevant to the application.

5. 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, 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.
- ☒ Three (3) copies 24" x 36" size, or larger sets, and one (1) electronic set (PDF format) of the site plan showing property boundaries, existing and proposed topography, structures, parking utilities, landscaping, signage, facades and other site features related to the proposed CUP.
- ☒ Authorized signature of the applicant and property owner.

For Office Use Only

Application accepted as complete by: _____ Name/Title _____ Date _____

Application fee payment: Check # _____ Amount \$ _____

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: _____

Additional Narrative Questions

1. How the application furthers the intent of the proposed zoning district and does not conflict with the intent of any abutting districts, and is otherwise determined to be consistent with the Master Plan and any official plan or program developed under the guidance of the Master Plan.

We will maintain the Residential designation for the Hinkle Hardscapes property. We are applying for a Conditional Use Permit, to allow for us to operate as a low traffic, Design Office, Showroom and Training Facility off of Bell Road, similar to The Hawthorne House (650 feet to the north of us) and By The Blade (off Hwy 45).

2. Compliance of any proposed development with the requirements of this code.

Yes, we will comply with the Conditional Use Permit requirements for our Design Office, Showroom and Training Facility.

3. Whether any additional site-specific conditions are necessary to meet the purposes and intent of this code and the intent or design objectives of any applicable subsections of this code, or mitigate any other potential impacts that are specific to the proposed use.

No site-specific conditions are necessary to meet the purposes and intent of the code.

4. The impact on the public realm, including the design and functions of streetscapes and relationships of building and site elements to the streetscape.

We intend to set our building back a minimum of 80' from Bell Road to mitigate direct views of the building from the road- which will minimize any visual streetscape impact. If we plan to install an entry sign, we will make sure this sign complies with all city codes and will be approved by the City before installation.

5. The adequacy of drainage, utilities and other public facilities.

Yes, the building and infrastructure will have adequate drainage, utilities and facilities.

6. Compatibility with the character of the area in terms of building scale, building form, landscape and site design.

Yes, the building will be compatible with the character of existing buildings along Bell Road.

7. Compatibility with the area in terms of operating characteristics such as hours of operation, visible and audible impacts, traffic patterns, intensity of use as proposed or foreseeable, and other potential impacts on adjacent property.

Please see the "Additional Narrative" below.

8. Whether a limited time period for the permit is reasonable necessary to either limit the duration of the use, assess the use against changing conditions in the area, or ensure periodic reporting and on-going enforcement of the permit.

We'd like the Conditional Use Permit to last for the duration we own the property- and would not carry over to a new owner if the property was ever sold to a new owner.

9. How the application will not prevent development and use of the neighboring property in accordance with the applicable development regulations.

Our development of the property will not impact or prevent any future developments of neighboring properties.

10. How the long range plans applicable to the site and surrounding area are not negatively impacted considering the permanence of the proposed use, the permanence of existing uses in the area, and any changes in character occurring in the area.

The development and low-impact traffic volume we will have on the site will not have any negative impact on future development or existing uses in the area. We will be a locally owned, small business, adding to the local charm of Parkville.

11. Any other information relevant to the application

Please see the “Additional Narrative” below. This information has been prepared to give you more details on the two phases we intend to break our development of this property into.

Additional Narrative

Office/Training Facility (Once we are granted a Conditional Use Permit):

- **We will install a right hand turning lane into our site entrance to enhance the safety of Bell Road, per the recommendations of the City of Parkville, based on their traffic engineer's evaluation.
- We will install an entry off of Bell Road, the first 100' linear feet of this entry will be concrete
- We will install a gravel parking and turnaround area, with turning radius' compliant with the Fire Department and DOT
- We will install a 40'x60', "Morten" type building, that we will utilize for training of our new crew members, as well as a temporary office for our designers
- Currently Hinkle Hardscapes employs (8) office members who will utilize this facility on a daily basis
- Throughout the year, we will utilize this facility to train crew members
- We plan to have a fenced yard where we will store any overnight vehicles and equipment
- Once per quarter, a long flatbed truck will deliver paver & wall materials
- Once per month, a concrete truck will deliver concrete for concrete training

Subject Area Property Map

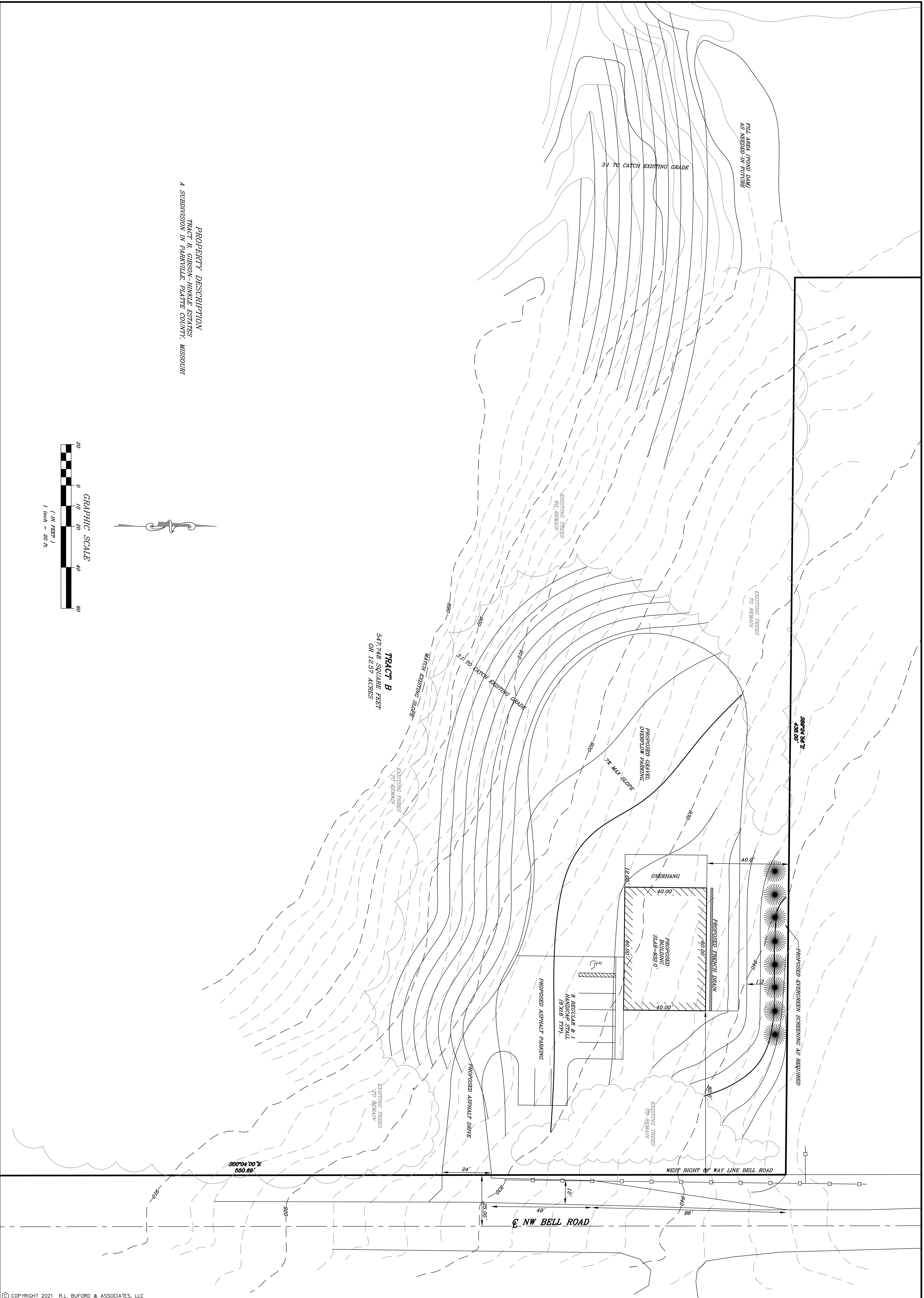


Legend

 Subject Property



PROPERTY DESCRIPTION
TRACT B, GIBSON-HINKLE ESTATES
A SUBDIVISION IN PARKVILLE, PLATTE COUNTY, MISSOURI



© COPYRIGHT 2021 R.L. BUFORD & ASSOCIATES, LLC

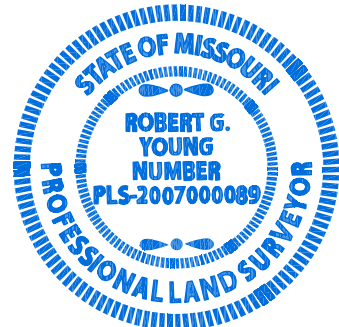
R.L. Buford & Associates, LLC
LAND SURVEYING - DEVELOPMENT CONSULTANTS
R.L. BUFORD & ASSOCIATES, LLC
KS CERT. OF AUTHORITY CERTIFICATE NO. LS-279

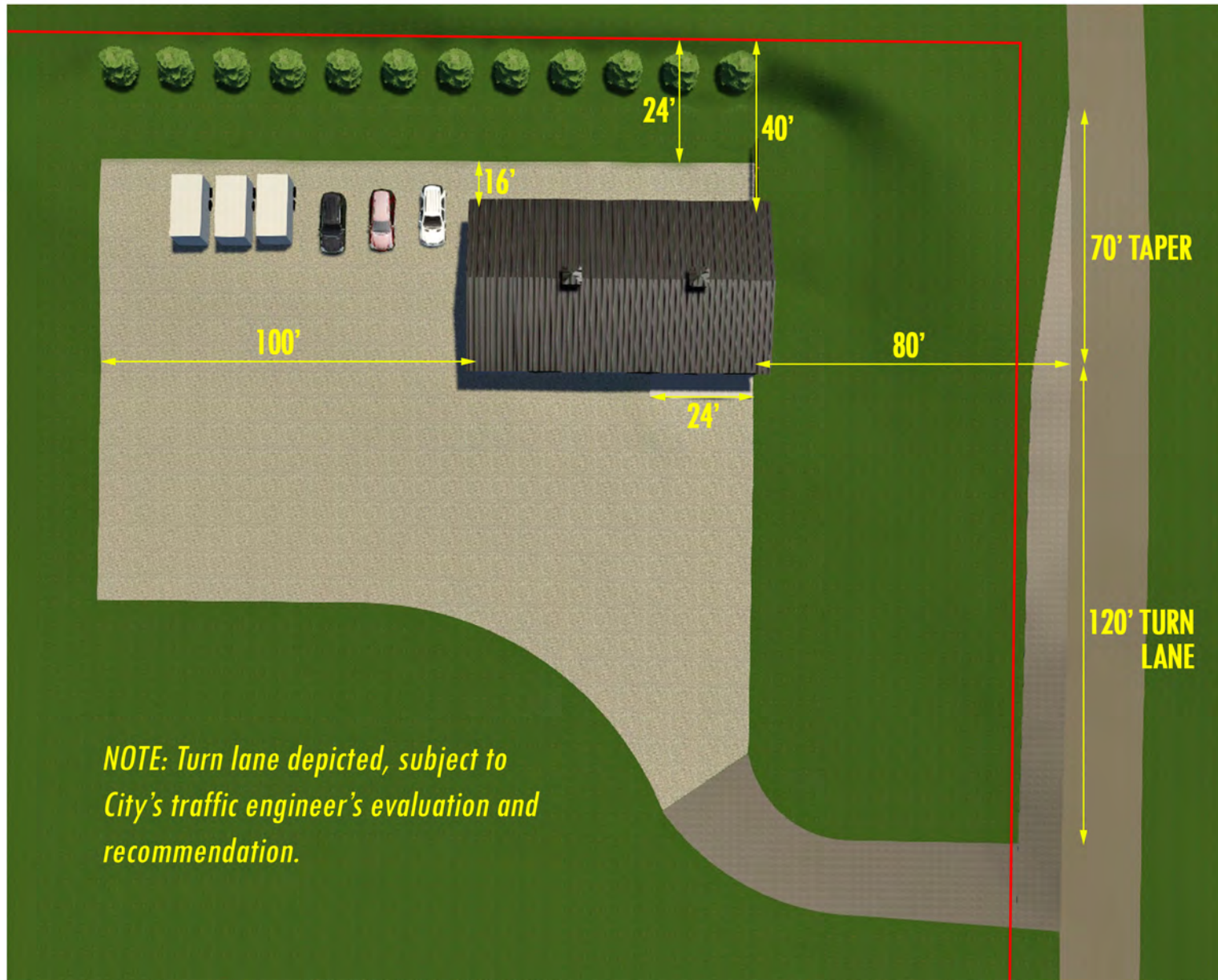
P.O. BOX 14069, PARKVILLE, MO. 64152 (816) 741-6152

FOR	SEC. - TWP. - RGE.	COUNTY	JOB NO.
GIBSON/HINKLE	26-51-34	PLATTE	P-20285
	DATE	FIELD BOOK & PAGE	
	12/10/2020	LOOSE LEAF	
SITE PLAN			DRAWN BY
			ABH

SURVEYOR'S CERTIFICATION
I HEREBY CERTIFY THAT THE INFORMATION SHOWN HEREON WAS PREPARED UNDER MY SUPERVISION.

Robert G. Young
ROBERT G. YOUNG, PLS-2007000089
REV 03/05/2021
DATE





HINKLE HARDSCAPES

ILLUSTRATED PLAN LAYOUT ~ ^north^



HINKLE HARDSCAPES

NORTHEAST PERSPECTIVE

artistic conception



HINKLE HARDSCAPES

EAST ELEVATION



HINKLE HARDSCAPES
SOUTHEAST PERSPECTIVE

artistic conception



HINKLE HARDSCAPES

SOUTH ELEVATION

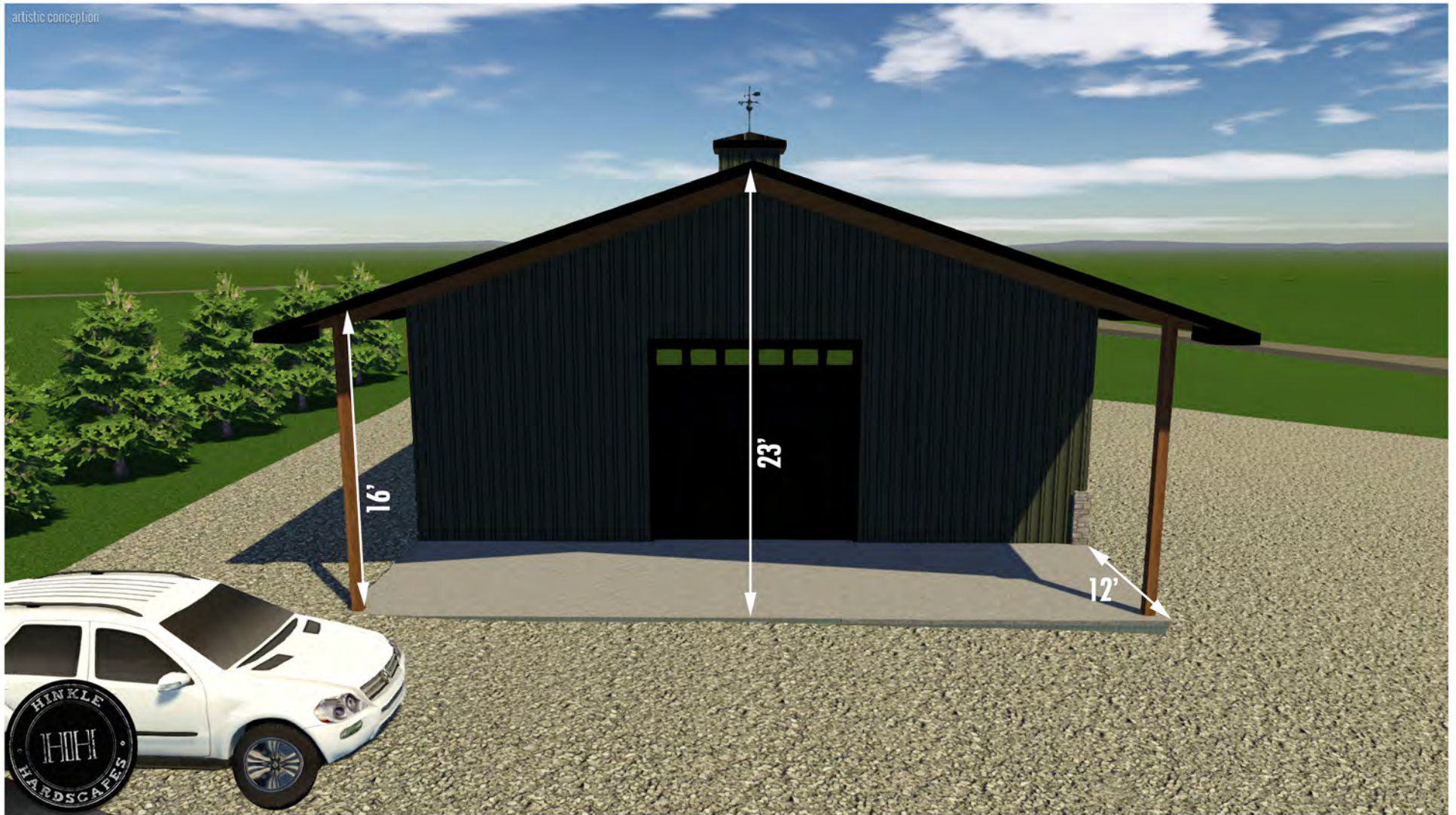
artistic conception



HINKLE HARDSCAPES

SOUTHWEST PERSPECTIVE

artistic conception



HINKLE HARDSCAPES

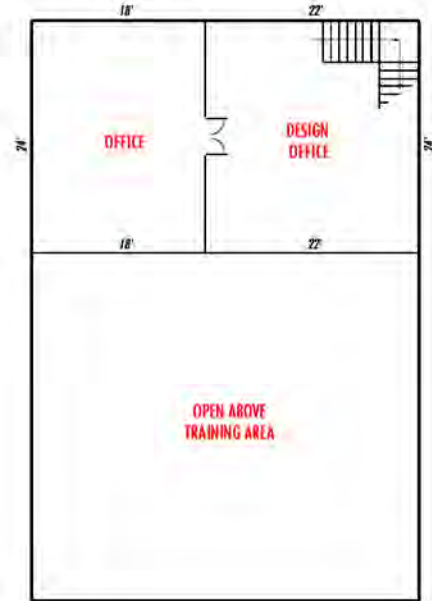
WEST ELEVATION



First Floor



2nd Floor



HINKLE HARDSCAPES - TRAINING OFFICE - 1"=20'

March 1, 2021

Mr. Ken Gibson
Design & Marketing Director
Hinkle Hardscapes
4124 NW Riverside Street
Riverside, MO 64150

SUBJECT: Traffic Impact Study for
Proposed Hinkle Hardscapes Facility on NW Bell Road
Parkville, Missouri

Dear Mr. Gibson:

As requested, George Butler Associates, Inc. (GBA) has completed the professional traffic engineering services required to prepare a Traffic Impact Study (TIS) in association with the proposed Hinkle Hardscapes facility in Parkville, Missouri. This planned facility will be located along the west side of NW Bell Road near the intersection of NW 57th Street. To satisfy the requirements of the City of Parkville planning and public works staffs, this traffic impact study has evaluated the existing traffic conditions at this nearby study intersection and along the adjacent segment of the NW Bell Road corridor to determine any geometric needs at the planned access driveway to serve the proposed development.

Project Background... Based on our preliminary discussions with you, we understand that this planned site development project will be constructed in two phases. The initial phase of construction will consist of a 40' x 60' (i.e., 2,400 sq. ft.) training office for use by only Hinkle Hardscapes employees. The second future phase (next 3-5 years) will consist of a design / sale showroom building approximately 30' x 40' (i.e., 1,200 sq. ft.). It is anticipated that the design / sale showroom provided in the second phase of the project will be visited on only limited occasions by specified individual Hinkle Hardscape customers. Based on the available preliminary site plan provided by you to GBA, the planned access driveway to serve this development site will be located approximately 100 feet to the south of the existing intersection of NW Bell Road with NW 57th Street.

Peak Period Traffic Counts... GBA personnel performed peak period turning movement counts at the existing unsignalized intersection of NW Bell Road with NW 57th Street that serves the Windscape Apartments complex to the east. The peak period traffic counts were performed on Tuesday, February 23, 2021 from 6:45 to 8:15 a.m. and 4:30 to 6:00 p.m. These peak period count times were chosen to bracket the typical morning and evening peak hours within the study area, as indicated by other recent development-related traffic studies submitted to the City of Parkville (i.e., the April 2017 TIS for the Apex Plaza development located at MO-45 Highway and NW Bell Road, submitted by Olsson Associates).

The resulting peak hour traffic volumes at the study intersection are summarized and attached to this letter report. As shown on the attached table and figures, the morning peak hour was determined to occur from 7:15 to 8:15 a.m. while the evening peak hour was indicated to be from 4:45 to 5:45 p.m. Based on these peak hour volumes, it is possible to estimate the average daily traffic (ADT) volumes currently carried along the adjacent segment of NW Bell Road between NW 59th Terrace and NW Hamilton Street. Within the Kansas City metropolitan area, it is common for the evening peak hour volumes to represent between 9 and 10 percent of the typical ADT volume on a respective roadway. The evening two-way traffic count of 112 vehicles per hour (vph) to the south of NW 57th Street would indicate an ADT range of about 1,100 to 1,300 vehicles per day (vpd), while the slightly higher two-way traffic volume of 133 vph to the north of the study intersection would yield an ADT volume between 1,300 and

1,500 vpd. None of these estimated ADT volumes would approach the accepted carrying capacity range of at least 10,000 vpd on a two-lane roadway like NW Bell Road, and we would generally classify the study segment as a relatively “low volume” facility given typical urban traffic conditions in this area.

While performing these traffic counts, GBA’s traffic engineers also observed the traffic and driver behavior patterns. There were not any notable pedestrian and/or vehicular issues or conflicts noted. During each peak period traffic count, one pedestrian was observed walking on the NW Bell Road pavement area itself (i.e., northbound during the morning peak hour and southbound during the evening peak hour), due to the current lack of sidewalks along this roadway corridor. In addition, one middle school-aged child was observed exiting the Windscape Apartments complex onto southbound NW Bell Road during the morning peak hour, and several north-south trips through the study intersection were made by users of a motorized mini-bike during the evening peak hour. As a general observation, vehicles in the southbound direction on NW Bell Road traveling downhill on the existing grade either chose to “ride their brakes” through the study intersection or appeared to possibly be traveling faster than the posted 25-mile per hour (mph) speed limit if they did not. In either case, the southbound vehicles generally seemed to be traveling faster than the northbound vehicles, which are required to climb the significant uphill profile grade on NW Bell Road through the study intersection.

Historical Crash Review... The City’s public works staff provided to GBA a summary prepared by the municipal police department for the 21 crashes that have been reported along the NW Bell Road corridor during the most recent five-year period from January 1, 2016 to December 31, 2020. In addition, the police chief reported that one additional property damage only (PDO) crash had occurred in 2021 but did not specify the exact location. The police chief also noted that none of these reported crashes along the NW Bell Road corridor involved any pedestrians. The table below summarizes the City’s reported crash history, reported by the respective cross-street intersections:

NW Bell Road Corridor Location	PDO Crashes	Injury-Related Crashes
NW Bell Road & MO-45 Highway	0	2
NW Bell Road & 63 rd Street	9	0
NW Bell Road & Limestone Road	2	0
NW Bell Road & NW 60 th Street	6	0
NW Bell Road & NW 57 th Street	1*	0
NW Bell Road & NW Hamilton Street	1*	0
Corridor Totals	19	2

Based on this crash summary, only two of the reported crashes over the most recent five-year period have actually occurred along the study segment of NW Bell Road between NW 59th Terrace and NW Hamilton Street, as denoted with asterisks in the table above. While there may be a general perception within the City that NW Bell Road is an unsafe roadway due to its narrow two-lane configuration and rolling terrain, this crash history summary indicates that only one PDO crash has recently occurred at the nearby study intersection of NW Bell Road with NW 57th Street.

Trip Generation Estimates and Comparison... We have prepared the following trip generation estimates based upon the anticipated land uses, employee counts, and operating conditions that have been provided to GBA by the Hinkle Hardscapes development team for each development phase.

PHASE 1 Development (2,400 sf)	Inbound Trips	Outbound Trips	Total Trips
Normal Daily Operations	6 / day	6 / day	12 / day
Training Days (70x per year)	13 / day	13 / day	26 / day
Training / Delivery Days (5x per year)	15 / day	15 / day	30 / day

PHASE 2 Development (3,600 sf)	Inbound Trips	Outbound Trips	Total Trips
Normal Daily Operations	6 / day	6 / day	12 / day
Training Days (70x per year)	14 / day	14 / day	28 / day
Training / Delivery Days (5x per year)	16 / day	16 / day	32 / day

GBA's traffic engineers also attempted to find an applicable land use comparison to determine the estimated trip generation based upon the latest edition (i.e., 10th ed.) of the Institute of Transportation Engineers' (ITE) "*Trip Generation Handbook*." A wholesale nursery use (ITE Land Use 818) was identified, although we would note one key difference is that the ITE land use description indicates an outside storage area for landscaping stock is typical; however, these outside storage areas are not included in the overall gross floor area measurements which are for enclosed building space only. Based on the anticipated total Phase 1 and 2 building square footage of 3,600 sq. ft., the proposed Hinkle Hardscapes facility could be expected to generate the following daily, morning peak hour, and afternoon peak hour trips based on this comparative ITE land use data:

ITE Land Use 818	Inbound Trips	Outbound Trips	Total Trips
Average Weekday	70 / day	70 / day	140 / day
Morning Peak Hour (7-9 a.m.)	5 / hour	5 / hour	10 / hour
Evening Peak Hour (4-6 p.m.)	10 / hour	10 / hour	20 / hour

Based on the operational characteristics provided by the Hinkle Hardscapes project development team, GBA's traffic engineers would conclude that this comparison to the available nationally-accepted trip generation data from ITE is not entirely valid. We believe the primary cause for any discrepancies is the very limited access that the planned facility will have to on-site customers. Hinkle Hardscapes is only anticipating one customer (i.e., one inbound trip and one outbound trip equals two trips) visiting the sales / design showroom per day during Phase 2 of its development.

It should be noted that general direction from ITE and other sources that is considered to represent the "best practices" in traffic engineering typically indicates that comprehensive traffic studies should be completed whenever developments are expected to generate more than 100 vehicle-trips during any peak hour condition. As shown in the tables above, under no circumstances would the proposed Hinkle Hardscapes development project be expected to reach this threshold. Rather, this planned facility is expected to generate much fewer than 100 trips per day. While we understand that the City staff and/or adjacent residents may have further concerns about traffic associated with any future users of the site should it be utilized as a more typical landscape company's facility, we would note that the current application is for a Special Use Permit that should be tied to the current property ownership by Hinkle Hardscapes. In the event that the property is ever sold and the intended land use changes in the future, we believe that it would be within the City's purview to require additional trip generation comparisons and traffic analyses at that time to identify the need for any further geometric and/or traffic control improvements associated with the property.

Intersection Capacity Analysis... GBA's traffic engineers performed a cursory evaluation of the existing operational conditions at the study intersection during the morning and evening peak hours, using Version 10 of the Trafficware Synchro software program. As shown in the table below, very good Levels of Service (LOS) and minimal vehicle queuing is currently experienced at this location, which is controlled only with a side street STOP sign for the westbound vehicles exiting the Windscape Apartments complex onto NW Bell Road. These capacity analysis results for the study intersection would not be expected to be appreciably affected by the addition of the anticipated site-generated traffic from the proposed Hinkle Hardscapes development.

NW Bell Road / NW 57 th Street	A.M. Peak Hour LOS / 95% Queue (ft.)	P.M. Peak Hour LOS / 95% Queue (ft.)
Northbound Through / Right-Turn	LOS A (*)	LOS A (*)
Southbound Left-Turn / Through	LOS A (25')	LOS A (25')
Westbound Left-Turn / Right-Turn	LOS A (25')	LOS A (25')

It should be noted that the (*) in the table above indicates that the northbound shared through and right-turn movements on NW Bell Road always have the right-of-way through this study intersection and operate in a “capacity per demand” fashion. Therefore, these northbound movements would not be expected to experience any associated delays or vehicle queues due to conflicts with other traffic movements on either southbound NW Bell Road or westbound NW 57th Street.

Auxiliary Turn Lane Warrant Analyses... GBA's traffic engineers also completed supplemental evaluations to determine the need for an auxiliary right-turn lane at the proposed development site's access driveway onto NW Bell Road. This turn lane warrant analysis was completed using the applicable criteria for two-lane roadways with a posted speed limit of 40 mph or less, in accordance with MoDOT's “*Engineering Policy Guide (EPG)*” and “*Access Management Guidelines*” documents. Analyses were completed for the projected “existing plus site” scenario by combining the anticipated site-generated traffic volumes with the existing peak hour traffic volumes south of the study intersection to determine whether an auxiliary right-turn lane was required in conjunction with the phased Hinkle Hardscapes development. In general, it was concluded that the existing mainline traffic volumes along the NW Bell Road corridor are simply much too low to justify the addition of this lane. The MoDOT criteria further states that the auxiliary lane is not warranted for less than 10 vph. Even this minimum threshold would only be exceeded at the Hinkle Hardscapes facility driveway during their intermittent training days, by assuming that every employee and delivery vehicle arrived during the same hour and mostly from the southbound direction on NW Bell Road.

Conclusions & Recommendations... Despite the results of the previously described crash history reviews and even though the traffic volumes are too low to warrant a turn lane, GBA's traffic engineers would continue to recommend the provision of a southbound right-turn lane on NW Bell Road to facilitate entry into the proposed Hinkle Hardscapes facility. As shown in this photograph, there is a crest vertical profile break-over that occurs just south of the study intersection with NW 57th Street. Once southbound vehicles pass through the intersection, they drop out of the view of following vehicles as they descend into the existing sag curve. Since the planned access driveway is located within about 100 feet of the intersection, it is likely that some sight distance limitations will be presented whenever vehicles are slowing to turn into the access driveway and create the potential for a rear-end collision by a following southbound vehicle. To mitigate this potential safety issue, GBA would recommend the following:



Looking south along NW Bell Road at the NW 57th Street intersection

- In conjunction with the development site for the Hinkle Hardscapes facility, continue with plans to provide an exclusive southbound right-turn lane at the proposed access driveway. We understand that there is some desire on behalf of the project development team to limit the northernmost extent of this turn bay at the existing northern property line, so that the adjacent property parcel to the north

is not affected by any roadway widening along NW Bell Road. It appears to GBA that there is approximately 150 feet of property frontage available between the northern property line and the north edge of the planned access driveway. The auxiliary right-turn lane should be constructed with an 8:1 entry taper rate, which would require 96 feet of taper length for a 12-foot-wide turn lane and leave slightly more than 50 feet of vehicle deceleration distance before the driveway. If additional deceleration distance is desired by the City, the use of an 11-foot turn bay width could be considered to slightly shorten the required taper length, or else construction farther to the north may be needed.

- Install an "Intersection Warning" sign (MUTCD designation W2-7L) to the north of the NW 57th Street study intersection for southbound vehicles on NW Bell Road (as shown in this accompanying image). This warning sign will accurately depict for approaching drivers the close spacing and offset configuration of the study intersection and the planned downstream accessway drive.



We appreciate the opportunity to be of service to you on this very important project. Please let us know if you should have any questions regarding this traffic impact study or need additional information about its procedures, analyses, or recommendations.

Respectfully submitted,

GEORGE BUTLER ASSOCIATES, INC.

A handwritten signature in blue ink that reads "David J. Mennenga". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

David J. Mennenga, P.E., PTOE
Firm Associate / Project Manager

INTERSECTION VEHICLE TURNING MOVEMENT COUNT WORKSHEET
GEORGE BUTLER ASSOCIATES, INC.

INTERSECTION OF : NW Bell Road
 WITH NW 57th Street

BEGIN A.M. HOUR: 07:15
 BEGIN OFF HOUR: 11:00
 BEGIN P.M. HOUR: 16:45

DATE Feb. 23, 2021

	Northbound : NW Bell Road			Southbound : NW Bell Road			Eastbound : NW 57th Street			Westbound : NW 57th Street		
Time Period	Left Turn	Through	Right Turn	Left Turn	Through	Right Turn	Left Turn	Through	Right Turn	Left Turn	Through	Right Turn
06:30 - 06:45	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
06:45 - 07:00	0 / 0	1 / 1	0 / 0	0 / 0	8 / 0	0 / 0	0 / 0	0 / 0	0 / 0	1 / 0	0 / 0	0 / 0
07:00 - 07:15	0 / 0	1 / 0	0 / 0	2 / 1	6 / 1	0 / 0	0 / 0	0 / 0	0 / 0	2 / 0	0 / 0	3 / 1
07:15 - 07:30	0 / 0	2 / 0	1 / 0	1 / 0	10 / 1	0 / 0	0 / 0	0 / 0	0 / 0	5 / 0	0 / 0	5 / 0
07:30 - 07:45	0 / 0	3 / 0	0 / 0	2 / 0	9 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	4 / 0
07:45 - 08:00	0 / 0	3 / 0	1 / 0	1 / 0	4 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	2 / 0
08:00 - 08:15	0 / 0	6 / 0	0 / 0	1 / 0	9 / 1	0 / 0	0 / 0	0 / 0	0 / 0	1 / 0	0 / 0	0 / 0
08:15 - 08:30	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
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08:45 - 09:00	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
09:00 - 09:15	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Subtotal	0 / 0	16 / 1	2 / 0	7 / 1	46 / 3	0 / 0	0 / 0	0 / 0	0 / 0	9 / 0	0 / 0	14 / 1
PEAK HOUR:												
07:15 - 08:15	0 / 0	14 / 0	2 / 0	5 / 0	32 / 2	0 / 0	0 / 0	0 / 0	0 / 0	6 / 0	0 / 0	11 / 0
REQUESTED HOUR:												
07:15 - 08:15	0 / 0	14 / 0	2 / 0	5 / 0	32 / 2	0 / 0	0 / 0	0 / 0	0 / 0	6 / 0	0 / 0	11 / 0
11:00 - 11:15	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
11:15 - 11:30	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
11:30 - 11:45	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
11:45 - 12:00	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
12:00 - 12:15	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
12:15 - 12:30	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
12:30 - 12:45	/	/	/	/	/	/	/	/	/	/	/	/
12:45 - 13:00	/	/	/	/	/	/	/	/	/	/	/	/
Subtotal	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
PEAK HOUR:												
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REQUESTED HOUR:												
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REQUESTED HOUR:												
16:45 - 17:45	0 / 0	50 / 0	9 / 0	17 / 1	52 / 3	0 / 0	0 / 0	0 / 0	0 / 0	1 / 0	0 / 0	14 / 0

EXISTING TRAFFIC VOLUMES

A.M. PEAK HOUR

(07:15 - 08:15)

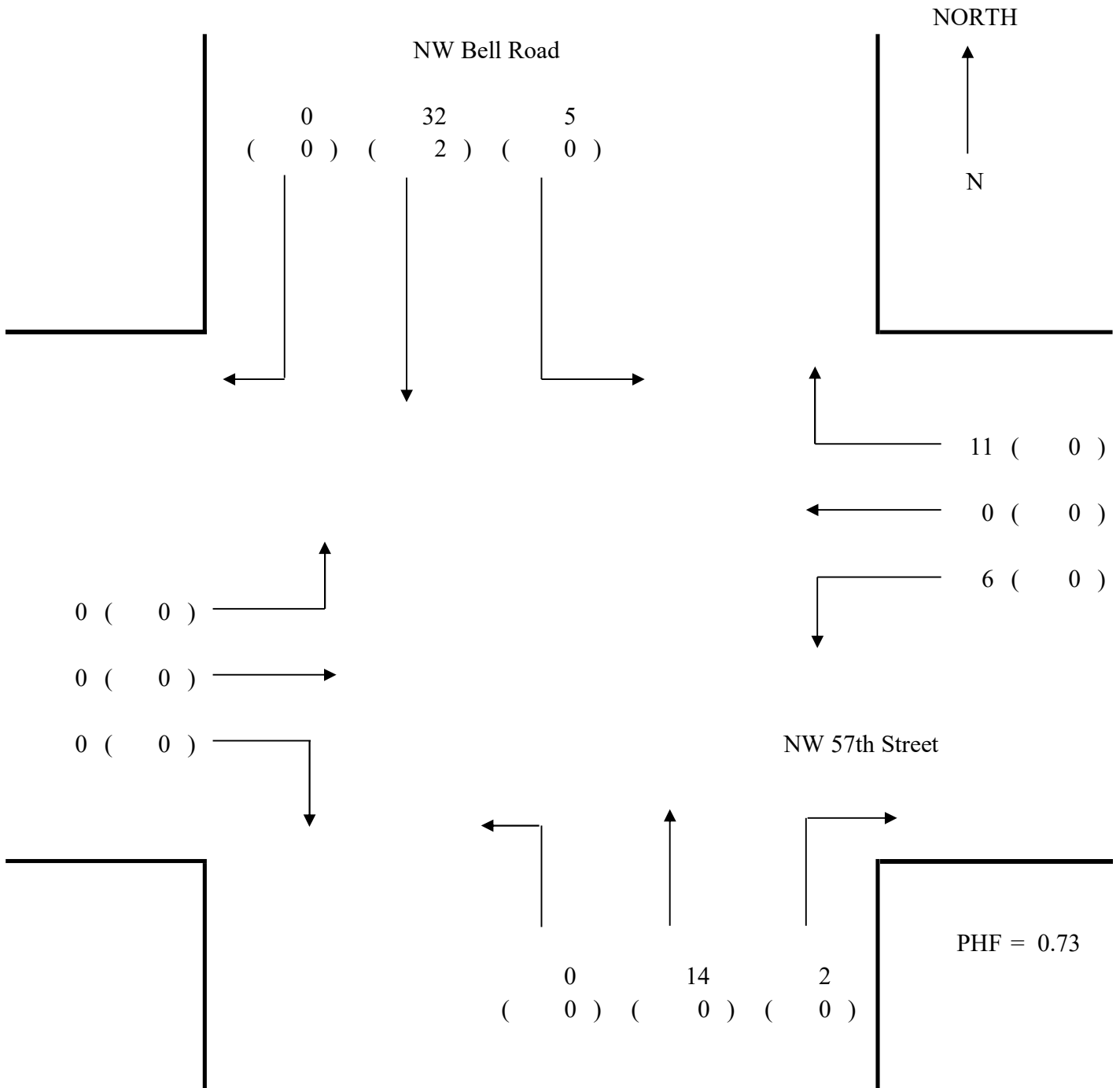
0 (0)

Total (Trucks)

NW Bell Road

and

NW 57th Street



EXISTING TRAFFIC VOLUMES

P.M. PEAK HOUR

(16:45 - 17:45)

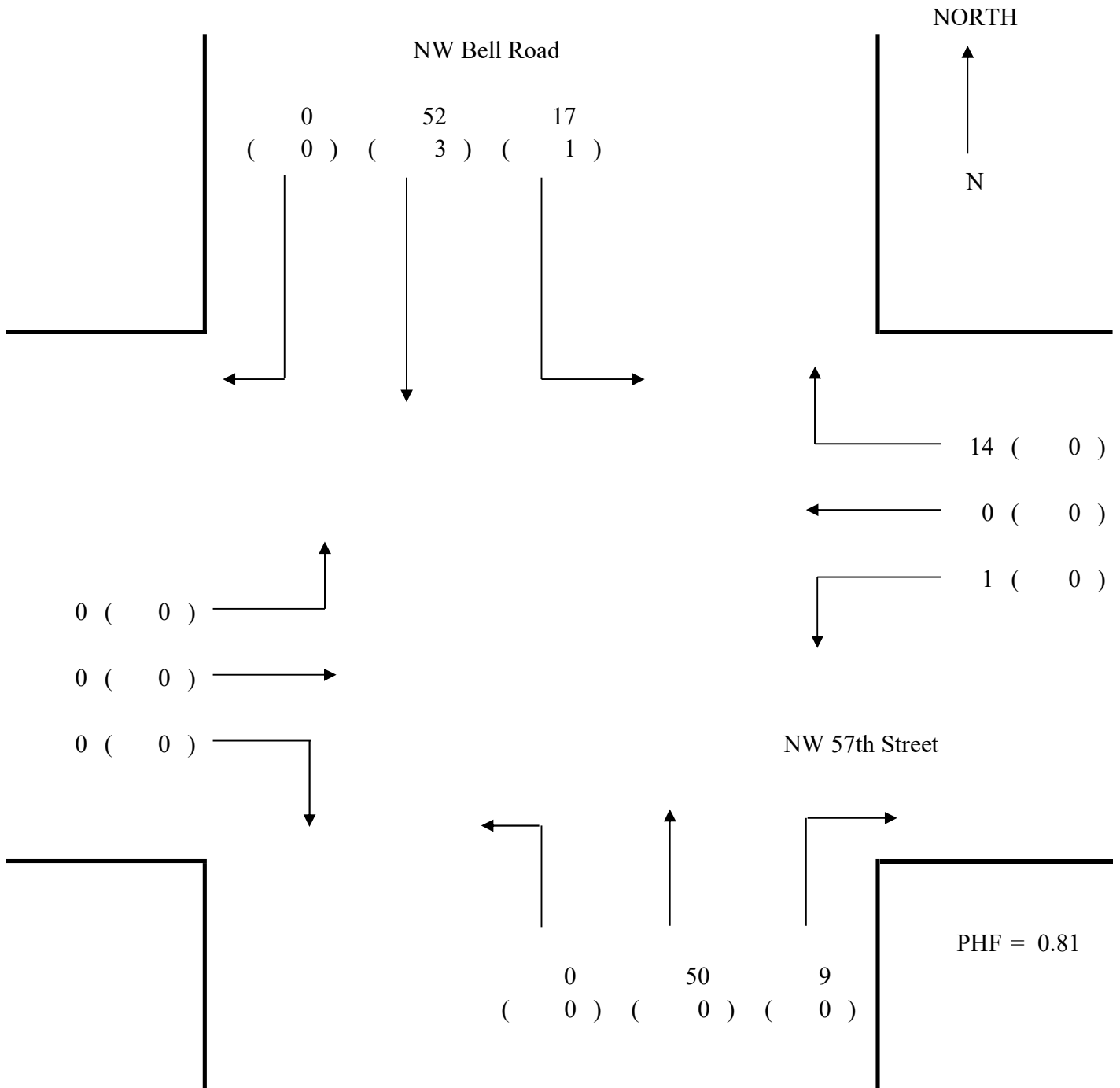
0 (0)

Total (Trucks)

NW Bell Road

and

NW 57th Street





Staff Analysis

<u>Agenda Item:</u>	5.A
<u>Proposal:</u>	An application for a Conditional Use Permit (CUP) for Hinkle Hardscapes to operate an office use of low traffic generation in a residential district fronting NW Bell Road on 22.8 acres, more or less, generally located west of NW Bell Road at NW 57 th Street.
<u>Case No:</u>	PZ20-56
<u>Applicant:</u>	Hinkle Hardscapes / Ken Gibson
<u>Owners:</u>	Hinkle Real Estate LLC / Zach Hinkle
<u>Location</u>	West of NW Bell Road at NW 57 th Street
<u>Zoning:</u>	"R-1" Single-Family Residential
<u>Parcel #:</u>	#20-7.0-26-300-001-047.002 & #20-7.0-26-300-001-047.001
<u>Exhibits:</u>	A. This Staff Analysis B. Application 1. Application for Conditional Use Permit 2. Application Narrative C. Subject Area Property Map D. Submitted Site and Illustrative Plans E. Traffic Impact Study from GBA (Submitted by Applicant) F. Site Location Map (Submitted by Applicant) G. Bell Road Gravel Study (Submitted by Applicant) H. Public Comment Letter from James Flack I. Additional exhibits as may be presented at the public hearing
<u>By Reference:</u>	A. Parkville Municipal Code, Title IV – Development Code in its entirety (http://parkvillemo.gov/download/ZoningCodeUpdate_FinalDraft.pdf) 1. Section 403.050 Conditional Use Permit 2. Section 405.050 Conditional Uses B. Parkville Master Plan (http://parkvillemo.gov/departments/community-development-department/master-plan/) C. Notice of Public Hearing mailed to property owners within 185 ft. of the subject property D. Hearing notice published in The Platte County Citizen newspaper on December 23, 2020. E. Summary of Public Hearing posted on Parkville City webpage (http://parkvillemo.gov/public-hearings/)

- F. Hearing notice published on the Parkville City webpage (<http://parkvillemo.gov/government/public-hearings/>)
- G. Ordinance No. 3059 (adopted January 5, 2021) – An ordinance amending Parkville Municipal Code Section 405.050, Conditional Uses, to allow office uses of low traffic generation along Bell Road via a conditional use permit.

Comments

Received: The Community Development Department received one public comment letter from James Flack (see Exhibit E).

Background

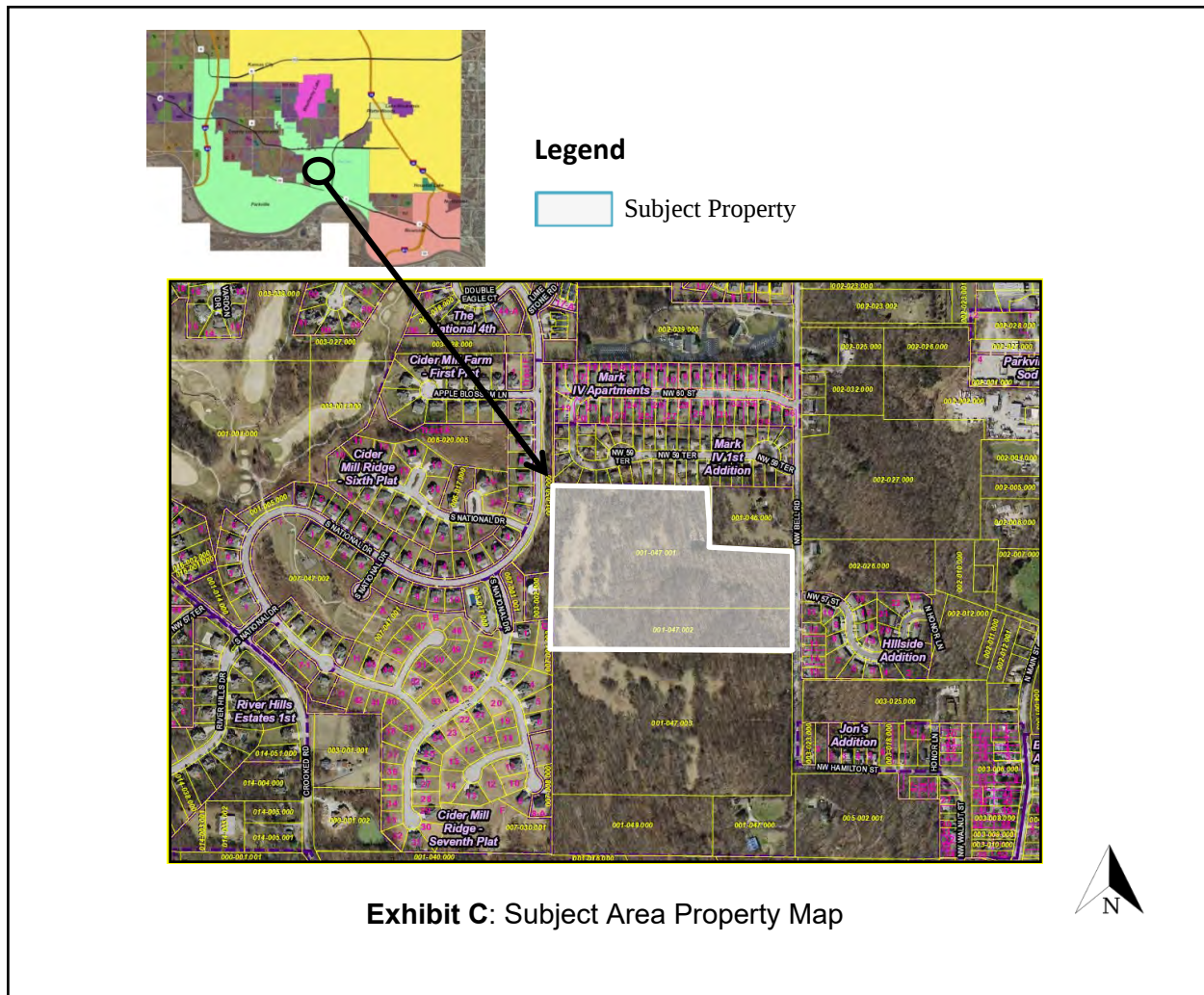
Hinkle Hardscapes, a landscape and hardscape business currently based at 4124 NW Riverside Street #C in Riverside, wishes to relocate their operations to Parkville on property along NW Bell Road. Hinkle Hardscapes would like to use the property as a training center for their employees and a design showroom for their customers. The applicant has submitted a revised application responding to comments heard at the January 12, 2021 Planning and Zoning Commission Meeting.

Update since February 9, 2021 Meeting

The applicant has submitted a revised grading plan and a traffic impact study from GBA. The revised grading plan shows the turn lane dimensions as recommended by the traffic engineer from GBA as well as an asphalt parking area with 8 striped parking spaces. The gravel portion of the proposed parking lot is 100+ feet from the edge of the street pavement, as required by the Code. The traffic impact study notes that this portion of NW Bell Road is a “low volume” roadway and well below its carrying capacity. The study details that a dedicated right-turn lane into Hinkle Hardscapes isn’t warranted by the amount of traffic but, rather, by the sight distance issues presented by the hill towards the south of the property.

Overview

The applicant proposes to operate an office use of low traffic generation, a landscaping design and training center, in a residential district (“R-1” Single-Family Residential) along NW Bell Road. The subject property contains two parcels (#20-7.0-26-300-001-047.001 & # 20-7.0-26-300-001-047.002) containing 22.8 acres, more or less, and is located on the west side of NW Bell Road at NW 57th Street. The applicant is proposing 3-4 staff members daily to use the property. Hinkle Hardscapes would develop the entry to the property, a gravel parking lot, and infrastructure improvements along the frontage of NW Bell Road.



The applicant proposes to locate an *Office, General* use design/training center on property on NW Bell Road at NW 57th Street, and has submitted an Application for Conditional Use Permit in order to operate pursuant to Section 405.050.B “Conditional Uses” and Ordinance No. 3059. Section 405.050, Subsection B.16 allows, as a Conditional Use, “*Office uses of low traffic generation, such as real estate, accounting, law, dental, financial services, and those similar in nature in residential districts that front and have access to a State highway or Bell Road.*” As a training center that would only be accessed by a limited number of employees on a limited number of dates, Staff finds that this use qualifies as an office use of low traffic generation. This application is subject to a discretionary review as established in Parkville Municipal Code, Title IV, Section 403.050 “Conditional Use Permit.”

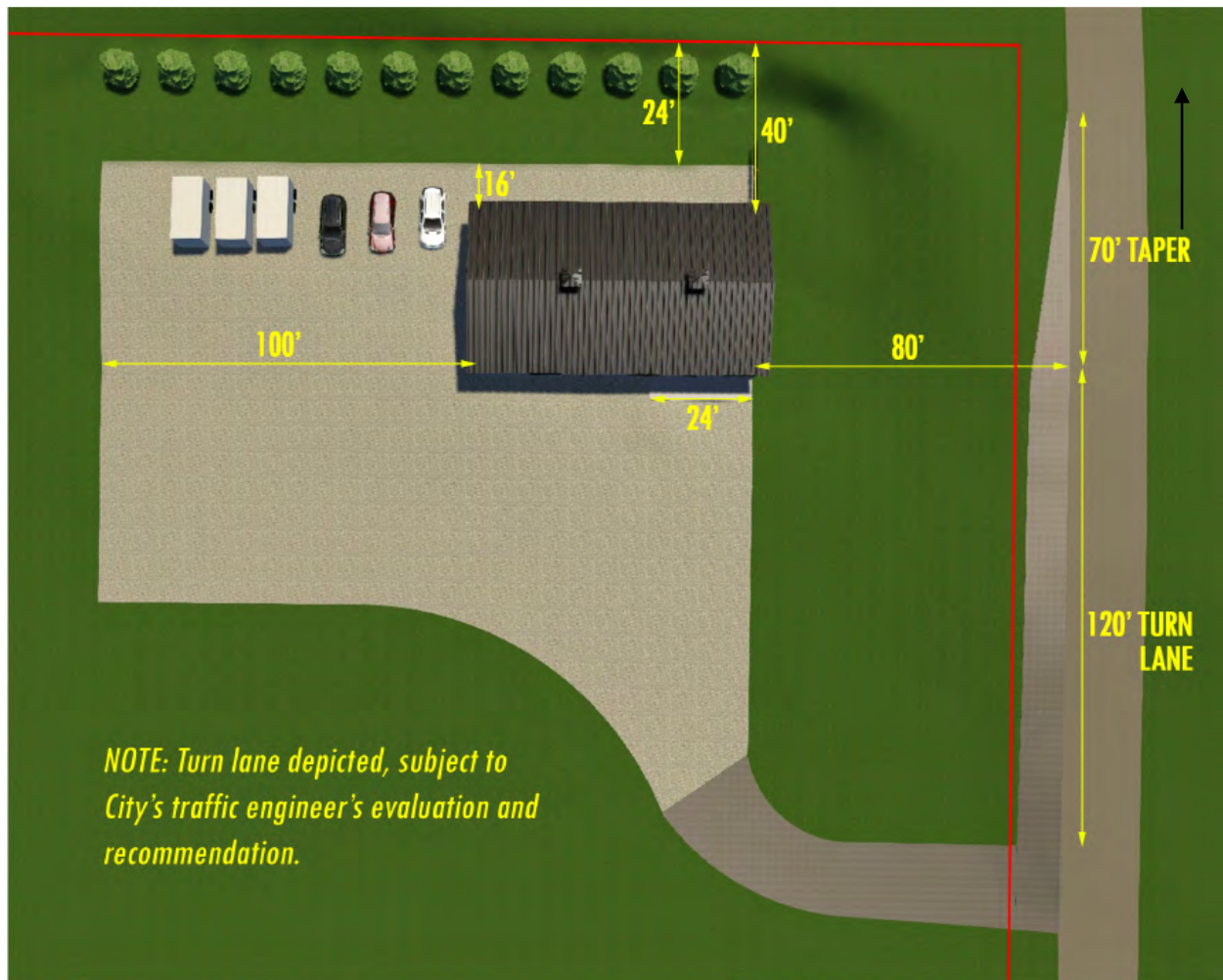


Exhibit D: Site Plan Submitted by Applicant

CUP Matters for Consideration

Per Parkville Municipal Code, Title IV, Section 403.050, a conditional use permit provides flexibility for different uses within a zoning district and allows the potential for additional uses. Further, due to the varying design and operational characteristics of the use or due to conditions in the area where the use is proposed, these uses may not be appropriate in that district, but require a case-specific review to determine the compatibility in a specific context and location. Section 405.050, Subsection B.16 allows for the proposed use as a conditional use in residential districts that front Bell Road. The subject property is zoned R-1 "Single-Family Residential."

This application has been reviewed against the City of Parkville's Development Code, including the applicable general requirements in Table 403-1, Section 403.010 and Section 403.050, Subsection B. 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 December 23, 2020; 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 was provided to all property owners within 185 ft. of the subject properties. As of the date of the completion of this

staff analysis report, the Community Development Department received one public comment letter (see Exhibit E).

General Review and Analysis

Parkville Municipal Code, Section 403.050, Subsection B. provides review criteria for how the Planning and Zoning Commission shall determine if a conditional use permit is appropriate. The following are staff's findings and conclusions.

- 1. The application furthers the intent of the proposed zoning district and does not conflict with the intent of any abutting districts, and is otherwise determined to be consistent with the Master Plan and any official plan or program developed under the guidance of the Master Plan.**

The property is located in an R-1 "Single-Family Residential" district. This district seeks to provide residential living in a low-density neighborhood setting with access to supporting uses. Staff finds that this Application for Conditional Use Permit furthers the intent of this R-1 district. This Conditional Use Permit provides a supporting use to low-density residential that does not impact the surrounding neighborhoods. Additionally, through the Conditional Use Permit process, the property remains with a residential zoning, as compared to being rezoned to a commercial zoning district. Upon Hinkle Hardscapes relocating or the termination of the Conditional Use Permit the property would only be allowed to develop with uses allowed in the R-1 zoning district. If the property had been rezoned to a commercial zoning district to allow the Hinkle Hardscapes development, then a host of commercial land uses would be allowed on this property.

The *Parkville Master Plan (adopted July 7, 2009)* Future Land Use map labels this property as "residential neighborhood" in close proximity to "mixed use residential neighborhood." This proposed use provides a low impact commercial/office use in close proximity to established residential neighborhoods. The *Master Plan* also notes that Bell Road is a node of redevelopment opportunity. This project represents an investment in the area of Bell Road and will contribute to infrastructure improvements in the corridor.

- 2. Compliance of any proposed development with the requirements of this code.**

The proposed development appears to meet the requirements of the Municipal Code. The proposal meets the criteria to apply for a Conditional Use Permit by being an office use of low traffic generation located in a residential district that both fronts and has access to NW Bell Road. The proposed building meets the height, area, and bulk standards of the R-1 zoning district. Site and Landscape Design Standards will be reviewed in more detail by staff through the building permitting process.

- 3. Whether any additional site-specific conditions are necessary to meet the purposes and intent of the Development Code and the intent or design objectives of any applicable subsections of the Development Code, or mitigate any other potential impacts that are specific to the proposed use.**

No site-specific conditions are necessary to meet the purposes and intent of the Development Code or mitigate any other potential impacts that are specific to the proposed use.

- 4. The impact on the public realm, including the design and functions of streetscapes and relationships of building and site elements to the streetscape.**

The Applicant will be responsible for improve NW Bell Road along their frontage or providing cash in lieu until such time as NW Bell Road is improved. The Applicant has provided a narrative stating that this proposed use will be a low traffic generating use. Limited employees will be located at this training center on limited days throughout the year, minimizing the amount of trips generated.

5. The adequacy of drainage, utilities and other public facilities.

The Applicant has made an effort to preserve natural stormwater drainage on the site. Additionally, a pervious surface, gravel, will be used for the majority of the parking area which will allow for more stormwater penetration into the ground. Staff believes that sufficient utility access exists on the site. The Application for Conditional Use Permit 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.

6. Compatibility with the character of the area in terms of building scale, building form, landscape and site design.

The property is currently densely treed to screen the land from view of adjacent properties and rights-of-way. The Applicant is proposing to preserve a large portion of the existing trees to provide for a natural buffer from neighboring properties and NW Bell Road. The proposed buildings will be attractively landscaped and similar to out-buildings you would see on large estate lots. Staff believes the combination of natural vegetation screening and the proposed site and landscaping design will contribute to a development character compatible with the surrounding area.

7. Compatibility with the area in terms of operating characteristics such as hours of operation, visible and audible impacts, traffic patterns, intensity of use as proposed or foreseeable, and other potential impacts on adjacent property.

The Applicant's narrative notes that there will be only three to four cars at this location daily during normal business hours. On inclement weather days (approximately 40-50 per year), this could increase to seven to nine cars. Staff does not believe this represents a significant increase to traffic along NW Bell Road nor is it incompatible with the surrounding area. The applicant has expressed willingness to install a right turn lane from NW Bell Road onto their property to mitigate potential traffic concerns.

8. Whether a limited time period for the permit is reasonable necessary to either limit the duration of the use, assess the use against changing conditions in the area, or ensure periodic reporting and on-going enforcement of the permit.

The discretionary review process outlined in Section 403.050 allows a reasonable time limit be placed on approval of the conditional use permit on a case-by-case basis. This is in order to assess the intensity and potential impacts of the use against changing conditions in the area over time. While staff has not recommended a specific length of time for the duration of the Application for Conditional Use Permit, staff is open to the opinion and input from the Planning and Zoning Commission on this matter. In the past, common Conditional Use Permit time limitations have included 10 years, 15 years and 20 years. The Applicant, in their narrative provided with their application, has noted they wish the Conditional Use Permit to continue for the duration of their ownership of the property.

9. The application will not prevent development and use of the neighboring property in accordance with the applicable development regulations.

Approval of the Application for Conditional Use Permit should not prevent development and use of neighboring properties in accordance with the applicable development regulations. The proposed development will be built with sufficient setbacks and screening to mitigate any impacts on surrounding properties.

10. The long range plans applicable to the site and surrounding area are not negatively impacted considering the permanence of the proposed use, the permanence of existing uses in the area, and any changes in character occurring in the area.

The long range plans for Parkville including the 2009 *Parkville Master Plan* project this area to remain residential in character for the foreseeable future. As noted above, this property will maintain its residential zoning designation. Staff finds that the low impact nature of this use does not negative impact the established residential uses in the area. Staff also notes that existing low-impact commercial businesses in the NW Bell Road corridor have not had a notable negative impact on the area.

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

Due to neighboring resident concerns, staff has proposed requiring a traffic study evaluating the need for a turn lane on NW Bell Road as a condition of approval for the Conditional Use Permit application.

Staff Conclusion and Recommendation

Staff concludes that the proposed use will represent a low impact office use and, as such, should not negatively impact the current or future development of surrounding properties. Additionally, this project will provide investment in the NW Bell Road corridor and contribute to planned infrastructure investments in the area.

Following review, staff recommends approval of the Application for Conditional Use Permit for the subject property based on the merits of the application and the findings and conclusions in this report, 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 in the Parkville Municipal Code.
2. The Conditional Use Permit is to allow an office use of low traffic generation (a landscaping training/design center) on the property described in attached exhibits covering 22.8 +/- acres. "Phase II" of the project, i.e. the design center, shall require a separate Conditional Use Permit approval, which would involve a new public hearing with the Planning and Zoning Commission.
3. A Landscape Plan must be submitted during the building permitting process that complies with Parkville Municipal Code Chapter 407 "Site and Landscape Design Standards."
4. The developer shall make public infrastructure improvements in accordance with the recommendations in the traffic impact study performed by GBA.

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 Conditional Use Permit, supporting information, associated exhibits, factors discussed above, and any testimony presented during the public hearing, the Planning and Zoning Commission should recommend approval, approval with 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 Commission's action will be forwarded to the Board of Aldermen on February 16, 2021 for final action.

End of Memorandum

<u>/s/ Brad Stanton</u>	<u>2-5-2021</u>
Brad Stanton	Date
Planner	

Ken Gibson Meeting with Homeowners After February 9th Meeting

Following the Town Hall meeting on February 9th, 2021, I stayed around to answer any direct questions or concerns homeowners had. About 8 or 9 of the homeowners stayed around, which was great! Here is a summary of our conversations:

There was a misconception from the homeowners that our facility would be a “storage yard”, similar to how Millers (Landscaping) used their location along 9 highway for years or how Homestead uses their facility off Prairie View & I-29. The homeowners allowed me the opportunity to describe how Hinkle intends to use this facility and I explained how our facility will look nothing like those and will be used nothing like those. I described our company’s approach to production and how our crews report DIRECTLY to our various jobsites through out the city each morning. They do NOT report to this new training office daily. Furthermore, all materials for the various jobs we build are shipped directly to the jobsite by our vendors- so we will not store any materials at this new office, beyond what we need for training.

The homeowners unanimously agreed that this was great to hear and put their mind at ease about any construction noise during the day, the kicking up of dust and the general look of the facility.

The homeowners then mentioned, that with that (the above) being the case, they’d be “all for” our facility if we could just help with the “Bell Road Situation”. The homeowner’s requested that Hinkle conduct a traffic study, so they can see what the professionals think. They also wanted to get a Traffic Engineer’s opinion if a turn lane would be warranted. The homeowner’s all felt a turn lane would greatly help and would show that Hinkle was looking to improve the situation on Bell Road.

In conclusion, I left this Q & A session with the homeowners, feeling like we were all on the same page. They now understood the minimal impact our new training office would have on the land itself *and all agreed that our footprint plan for the site was a far better option than having someone come in and develop the land into apartments or a housing subdivision*. Leaving this session, we all were on the same page that Bell Road is not a great road and if there was anything we (Hinkle) could do to improve the immediate situation on Bell Road, the homeowners would be supportive of the project.

**CITY OF PARKVILLE
Policy Report**

Date: March 17, 2021

Prepared By:

Stephen Lachky, Community Development Director

Reviewed By:

Joe Parente, City Administrator

ISSUE:

Approve the second reading of an ordinance to approve the final plat of Creekside Village Third Plat, a subdivision generally located on the northwest quadrant of the intersection of I-435 and Highway 45 - Case No. PZ 2021--04; Brian Mertz, Parkville Development 140 LLC, applicant (Community Development)

BACKGROUND:

On September 11, 2018, October 9, 2018 and October 10, 2018, the Planning and Zoning Commission held public hearings to consider an Application for Preliminary Development Plan for The Woods At Creekside & Creekside Village planned residential development consisting of 118 single-family homes and 176 townhome units in 44 buildings on the northwest quadrant of I-435 and MO-Hwy 45. The plan proposes re-platting the subject property and creating internal circulation, public streets, and access off of MO-Hwy 45 to serve the development (see Attachment 3 by Reference. The Planning and Zoning Commission recommended approval by a vote of 9-0, subject to conditions; and on November 6, 2018 the Board of Aldermen approved the preliminary development plan via Ordinance No. 2971. The subject property was zoned "R-4-P" Mixed-Density Residential via ordinance no. 2970 which permits single-family homes; and received a Conditional Use Permit via ordinance no. 2972 to permit townhome units as well.

Applicant Brian Mertz of Parkville Development 140, LLC has submitted an application for subdivision – final plat for the Final Plat of Creekside Village Third Plat, a subdivision (5.19 acres, more or less) generally located on the northwest quadrant of the intersection of I-435 and MO-Hwy 45 in Parkville, Missouri (see Attachment 5). The subject area property of the final plat includes Platte County parcel #20-4.0-18-000-000-010.002 (11.93 acres, more or less). The final plat proposes implementing the third phase of Creekside Village by platting 14 lots for townhomes and one tract for open space.

Staff reviewed the application (Case No. PZ 2021-04) against the Parkville Master Plan; Parkville Municipal Code and its applicable zoning code and subdivision regulations; adequate utilities, grading and drainage requirements, and stormwater management requirements (see Attachments 6-7). The application was also reviewed against the previously-approved The Woods At Creekside & Creekside Village preliminary development plan (see Attachment 3 by Reference). Following review, staff determined the proposed subdivision is substantially consistent with the preliminary plat despite minor changes made to the street design, block and lot layout, and is in compliance with the purposes and intent of the City's Development Code.

BUDGET IMPACT:

With the exception of application and permit fees and any incremental increases from real estate and personal property taxes, there is no budgetary impact.

ALTERNATIVES:

1. Adopt the ordinance.
2. Adopt the ordinance, subject to changes directed by the Board of Aldermen.
3. Do not adopt the ordinance.
4. Postpone the item.

FINANCE COMMITTEE RECOMMENDATION:

The item was not presented to the Finance Committee, but is being taken directly to the Board of Aldermen for consideration.

PLANNING COMMISSION RECOMMENDATION:

the Planning and Zoning Commission considered the application at their March 9, 2021, regular meeting and following discussion recommended approval of the final plat, by a vote of 8-0.

STAFF RECOMMENDATION:

Staff recommends that the Board of Aldermen adopt the ordinance.

POLICY:

Applications for Subdivision – Final Plat must be approved by the Board of Aldermen following review and recommendation by the Planning and Zoning Commission as outlined in Table 403-1: Procedures Summary of the Parkville Municipal Code. Per Section 403.020, E. if the Planning Commission recommends approval or conditionally approves the final plat, the plat shall be forwarded to the Board of Aldermen.

The Board of Aldermen must approve two readings of the ordinance to become effective. Rule 5, Agendas, of the Board's adopted Rules of Order, states "The first reading of an ordinance will be read on the action agenda and the second and final reading will be read the next subsequent meeting on the consent agenda, unless the item is a time-sensitive matter in which it may be approved during the same meeting."

SUGGESTED MOTION:

I move to approve Bill No. 3117, an ordinance approving the final plat of Creekside Village Third Plat, a subdivision in the City of Parkville, Platte County, Missouri, on second reading to become Ordinance No. ____.

ATTACHMENTS:

1. Ordinance
2. Application
3. Subject Area Property Map
4. Final Plat
5. Creekside Village Final Development Plan
6. Staff Analysis

7. Staff Review Comments

AN ORDINANCE APPROVING THE FINAL PLAT OF CREEKSIDE VILLAGE THIRD PLAT, A SUBDIVISION IN PARKVILLE, PLATTE COUNTY, MISSOURI

WHEREAS, on September 11, 2018, October 9, 2018, and October 10, 2018, the Planning and Zoning Commission held public hearings for an Application for Preliminary Development Plan for The Woods At Creekside & Creekside Village, a planned residential development consisting of 118 single-family homes and 176 townhome units in 44 buildings on the northwest quadrant of I-435 and Highway 45; and

WHEREAS, The Woods At Creekside & Creekside Village preliminary development plan contains a preliminary plat that proposes re-platting the subject property and creating internal circulation, public streets and access off of Highway 45 to serve the development; and

WHEREAS, on October 10, 2018, the Planning and Zoning Commission recommended approval of The Woods At Creekside & Creekside Village preliminary development plan by a vote of 9-0, subject to conditions; and

WHEREAS, on November 6, 2018, the Board of Aldermen approved The Woods At Creekside & Creekside Village preliminary development plan via Ordinance No. 2971; and

WHEREAS, applicant Brian Mertz of Parkville Development 140, LLC has submitted an application for subdivision – final plat for the Final Plat of Creekside Village Third Plat, a subdivision (5.19 acres, more or less) generally located on the northwest quadrant of the intersection of I-435 and Highway 45 in Parkville, Missouri; and

WHEREAS, the Final Plat of Creekside Village Third Plat proposes 14 lots for townhomes and one tract for open space; and

WHEREAS, the Final Plat of Creekside Village Third Plat is part of the third phase of implementing the full The Woods At Creekside & Creekside Village planned residential development consisting of Platte County Parcel No. 20-4.0-18-000-000-010.002 (11.93 acres, more or less); and

WHEREAS, the Final Plat of Creekside Village Third Plat was reviewed against the *Parkville Master Plan*, Parkville Municipal Code and its applicable zoning codes and subdivision regulations, adequate utilities, grading and drainage and stormwater management requirements; and

WHEREAS, the Final Plat of Creekside Village Third Plat was reviewed against the previously-approved The Woods At Creekside & Creekside Village preliminary development plan and following review, staff determined the proposed subdivision is substantially consistent with the preliminary plat despite minor changes made to the street design, block and lot layout, and is in compliance with the purposes and intent of the City's Development Code; and

WHEREAS, the Final Plat of Creekside Village Third Plat was considered at the March 9, 2021 regular meeting of the Planning and Zoning Commission, and following discussion was recommended for approval by a vote of 8-0.

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

SECTION 1. The Application for Subdivision – Final Plat for the Final Plat of Creekside Village Third Plat, a subdivision in Parkville, Platte County, Missouri, attached hereto and incorporated herein by reference as Exhibit A, is hereby approved.

SECTION 2. The City hereby accepts and agrees to maintain City improvements in easements and public rights-of-ways, which are designated on the plat.

SECTION 3. The applicant, once all conditions by the Board of Aldermen have been met and acknowledged by the City of Parkville, is hereby directed to have the plat recorded in the office of the Platte County Recorder of Deeds following execution and is responsible for paying all recording fees.

SECTION 4. This ordinance shall be effective immediately upon its passage.

PASSED and APPROVED this 6th day of April 2021.

Mayor Nanette K. Johnston

ATTESTED:

City Clerk Melissa McChesney



Application #: PZ 2021-04
Date Submitted: February 11, 2021
Public Hearing: March 9, 2021
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: Parkville Development 140, LLC
Address: 7067 NW John Anders Rd
City, State: Kansas City, Mo 64152
Phone: (816) 616-9016 Fax: _____
E-mail: bmertz1@kc.rr.com

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

Name: RL Buford & Associates, LLC
Address: PO Box 14069
City, State: Parkville, Mo 64152
Phone: (816) 741-6152 Fax: _____
E-mail: rob@rlbuford.com

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

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

Contact Person, if different from applicant(s)

Name: Renaissance Infrastructure Consulting
Address: 5015 NW Canal St, Suite 100
City, State: Riverside, Mo 64150
Phone: (816) 800-0953 Fax: _____
E-mail: bcox@ric-consult.com

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) [Signature] Date: 2/4/2021

Property Owner's Signature (Required) [Signature] Date: 2/4/2021

2. Property Information

Name and phase of plat: The Village at Creekside Third Plat

Final plat in substantial conformance with approved preliminary plat? Yes

If not, explain:

Zoning district: R-4 Anticipated uses: residential
Acreage of this phase: 5.19 Number of lots: 14
Minimum lot size: 5,000 SF Density of development: 52 units

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: Street & Storm Sewer plans approval TBD

(Date approved)

Length of new streets: 1,080 LF

Surface material: Asphalt

Maximum grade: 7.99%

Sanitary sewer: Platte County Regional Sewer District - approval TBD

(Entity and date approved)

Missouri Department of Natural Resources (MDNR) approval: 01/30/2019

(Date approved)

Water: Water District #1 - approval TBD

(Entity and date approved)

Erosion and sediment control as per NPDESII: _____

(Date approved)

Floodplain development permit (if required): N/A

(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: Stephen Lackey, Community Development Director February 11, 2021

Name/Title

Date

Application fee payment: Check # 5004

Amount \$ 370.00

paid 2-11-2021 JF

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: _____

Subject Area Property Map



Exhibit E

THE WOODS AT CREEKSIDE, CREEKSIDE VILLAGE & THE NEW PARKVILLE CEMETERY at CREEKSIDE

A SUBDIVISION IN PARKVILLE, PLATTE COUNTY, MISSOURI

FINAL DEVELOPMENT PLAN

PROPERTY DESCRIPTION:

ALL THAT PART OF THE SOUTHWEST QUARTER OF SECTION 18, TOWNSHIP 51 NORTH, RANGE 34 WEST, IN PARKVILLE, PLATTE COUNTY, MISSOURI, BEING DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF SAID SECTION 18; THENCE S89°56'10"E ALONG THE NORTH LINE OF SAID SOUTHWEST QUARTER, A DISTANCE OF 1208.89 FEET; THENCE S34°57'35"E, A DISTANCE OF 419.38 FEET; THENCE EASTERLY, SOUTHERLY, AND WESTERLY, ALONG A CURVE TO THE RIGHT HAVING AN INITIAL TANGENT BEARING OF N51°10'15"E, A RADIUS OF 50.00 FEET, AN ARC DISTANCE OF 177.09 FEET; THENCE S13°53'54"E, A DISTANCE OF 123.55 FEET; THENCE S64°06'19"W, A DISTANCE OF 111.49 FEET; THENCE S54°52'37"W, A DISTANCE OF 48.08 FEET; THENCE S77°31'45"W, A DISTANCE OF 68.53 FEET; THENCE S13°51'13"E, A DISTANCE OF 189.31 FEET; THENCE S01°55'58"W, A DISTANCE OF 46.53 FEET; THENCE S11°22'42"W, A DISTANCE OF 111.41 FEET; THENCE S23°36'25"W, A DISTANCE OF 484.04 FEET; THENCE S00°10'28"E, A DISTANCE OF 365.24 FEET; THENCE S89°49'32"W, A DISTANCE OF 221.50 FEET; THENCE S46°01'15"W, A DISTANCE OF 185.58 FEET; THENCE S61°43'34"W, A DISTANCE OF 196.44 FEET; THENCE N89°14'45"W, A DISTANCE OF 602.53 FEET TO A POINT ON THE WEST LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 18; THENCE N00°45'15"E ALONG SAID LINE, A DISTANCE OF 2023.69 FEET TO THE POINT OF BEGINNING.

AND ALL OF LOT 4 FINAL PLAT CREEKSIDE VILLAGE, A SUBDIVISION OF GROUND IN PARKVILLE, PLATTE COUNTY, MISSOURI.

TOTAL AREA: 64.14 ACRES



VICINITY MAP
(Scale 1"=1000')



SUMMARY TABLE

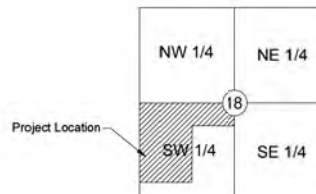
Single Family Units	115
Townhome Units	172 (43 Buildings)
Cemetery	2900 plots

ADDRESS NOTE

The New Parkville Cemetery at Creekside street address shall be 16000 James Court.

UTILITY CONTACTS

City of Parkville	(816) 741-7676
CPWSD #1 of Platte County	(816) 891-3457
Platte County Regional Sewer District	(816) 858-2052
Missouri Gas Energy	(800) 552-0000
Kansas City Power & Light	(800) 544-4852
Platte Clay Electric	(816) 937-7502
Century Link	(816) 243-5642
Unite Private Networks	(816) 933-9400
Time Warner Cable	(816) 431-5818
Missouri One Call	(800) DIG-RITE
AT&T	(800) 454-7528
Comcast	(913) 891-3457
Missouri State Highway Department	(816) 622-6500
Park Hill School District	(816) 359-5000



SECTION MAP
SEC. 18 TW. 51 RNG. 34

INDEX OF SHEETS

C01	Cover Sheet
C02	PDF Reference Sheet
C03	Existing Conditions
C04	Property Subdivision Plan
C05	Development Plan
C06	Typical Street Sections
C07	Building Setback Plan North
C08	Building Setback Plan South
C09	Grading Plan North
C10	Grading Plan South
C11	Site Data
C12	Site Utility Plan
C13	Pedestrian Linkage Plan
C14	Vegetation Preservation Plan
L01	Cemetery Landscape Plan

DEVELOPER

Parkville Development 140, LLC
C/O Brian Mertz
7607 NW John Anders Rd.
Kansas City, MO 64152

ENGINEER

Renaissance Infrastructure Consulting, LLC
5015 NW Canal Street, Suite 100
Riverside, MO 64150
(816) 800-4950

SURVEYOR

R.L. Buford & Associates, LLC
P.O. BOX 14089
PARKVILLE, MO. 64152
(816) 741-0152

LEGEND

— — — Existing Section Line	— — — Proposed Right-of-Way
— — — Existing Right-of-Way Line	— — — Proposed Property Line
— — — Existing Lot Line	— — — Proposed Lot Line
— — — Existing Easement Line	— — — Proposed Easement
— — — Existing Curb & Gutter	— — — Proposed Curb & Gutter
— — — Existing Sidewalk	— — — Proposed Sidewalk
— — — Existing Storm Sewer	— — — Proposed Storm Sewer
— — — Existing Storm Structure	— — — Proposed Storm Structure
— — — Existing Waterline	— — — Proposed Fire Hydrant
— — — Existing Gas Main	— — — Proposed Waterline
— — — Existing Sanitary Sewer	— — — Proposed Sanitary Sewer
— — — Existing Sanitary Manhole	— — — Proposed Sanitary Manhole
— — — Existing Contour Major	— — — Proposed Contour Major
— — — Existing Contour Minor	— — — Proposed Contour Minor
— — — Existing Section Line	— — — Future Curb & Gutter



Sheet
C01

Final Development Plan
18-0218
The Woods at Creekside, Creekside Village
& The New Parkville Cemetery at Creekside

Cover Sheet

RENAISSANCE INFRASTRUCTURE CONSULTING

5015 NW Canal Street, Suite 100
Riverside, MO 64150
(816) 800-4950
www.rena-infrastructure.com



Approved PDP



Revised Layout



Sheet
C02

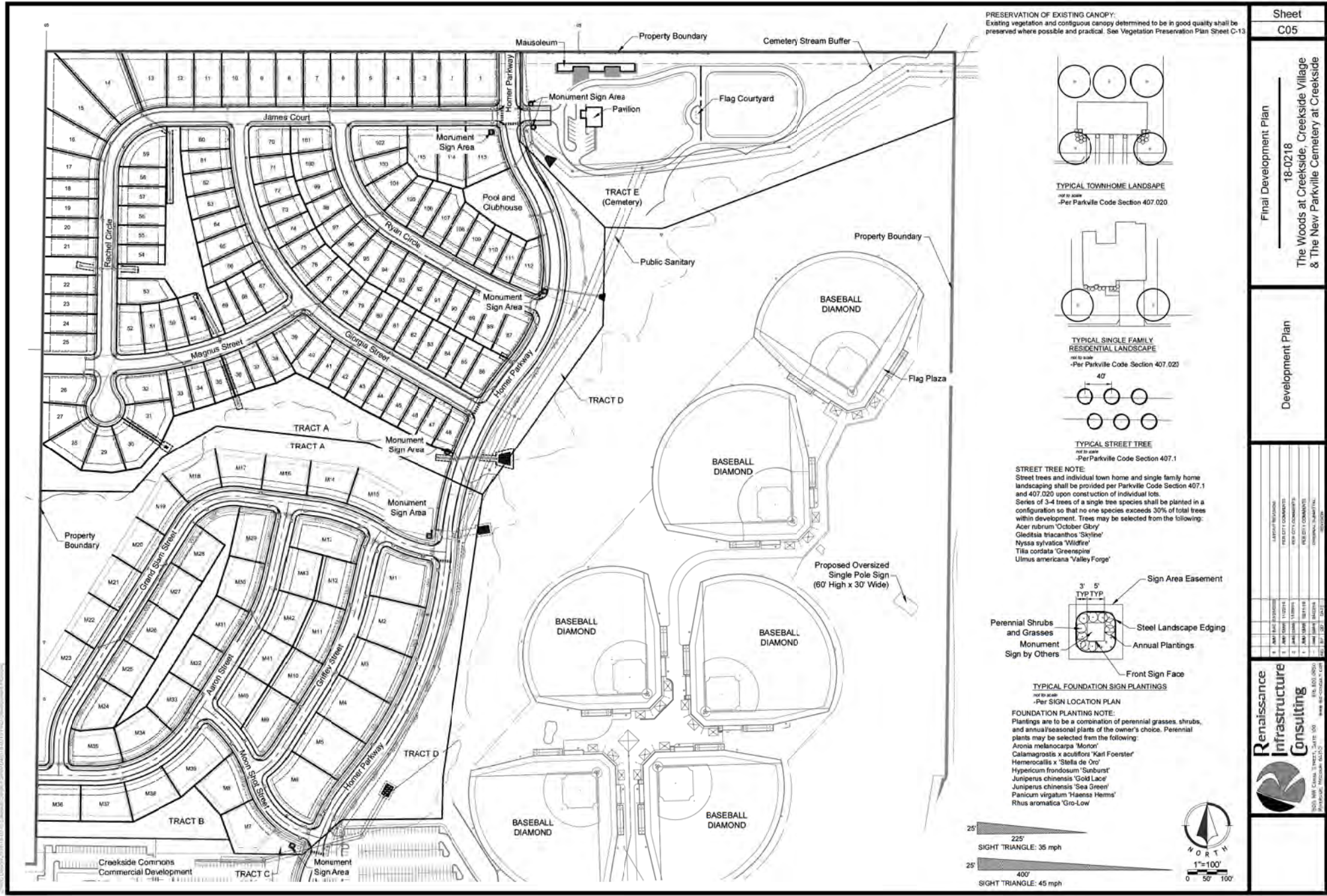
Final Development Plan
18-0218
The Woods at Creekside, Creekside Village
& The New Parkville Cemetery at Creekside

Property
Subdivision Plan

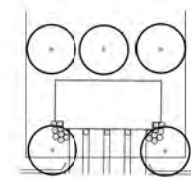
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Renaissance Infrastructure Consulting

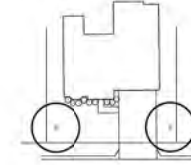
1000 NW 10th Street, Suite 100
Fort Lauderdale, FL 33311
Phone: 954.561.1000
Fax: 954.561.1001
www.ri-consulting.com



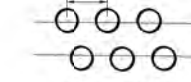
PRESERVATION OF EXISTING CANOPY:
Existing vegetation and contiguous canopy determined to be in good quality shall be preserved where possible and practical. See Vegetation Preservation Plan Sheet C-13



TYPICAL TOWNHOME LANDSCAPE
not to scale
-Per Parkville Code Section 407.020

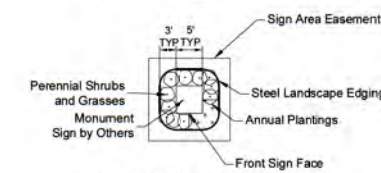


TYPICAL SINGLE FAMILY RESIDENTIAL LANDSCAPE
not to scale
-Per Parkville Code Section 407.022



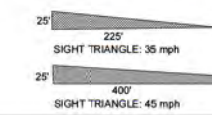
TYPICAL STREET TREE
not to scale
-Per Parkville Code Section 407.1

STREET TREE NOTE:
Street trees and individual town home and single family home landscaping shall be provided per Parkville Code Section 407.1 and 407.020 upon construction of individual lots.
Series of 3-4 trees of a single tree species shall be planted in a configuration so that no one species exceeds 30% of total trees within development. Trees may be selected from the following:
Acer rubrum 'October Glory'
Gleditsia triacanthos 'Skyline'
Nyssa sylvatica 'Wildfire'
Tilia cordata 'Greenspire'
Ulmus americana 'Valley Forge'



TYPICAL FOUNDATION SIGN PLANTINGS
not to scale
-Per SIGN LOCATION PLAN

FOUNDATION PLANTING NOTE:
Plantings are to be a combination of perennial grasses, shrubs, and annual/seasonal plants of the owner's choice. Perennial plants may be selected from the following:
Anemone 'Melancholia'
Calamagrostis x 'acutiflora' 'Karl Foerster'
Hemerocallis x 'Stella de Oro'
Hypericum frondosum 'Sunburst'
Juniperus chinensis 'Gold Lace'
Juniperus chinensis 'Sea Green'
Panicum virgatum 'Haasae Herms'
Rhus aromatica 'Gro-Low'



Sheet
C05

Final Development Plan
18-0218
The Woods at Creekside, Creekside Village
& The New Parkville Cemetery at Creekside

Development Plan

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Renaissance
Infrastructure
Consulting

1000 NW 10th Ave, Suite 100
Portland, OR 97209
503.228.1000
www.renaissance-infrastructure.com

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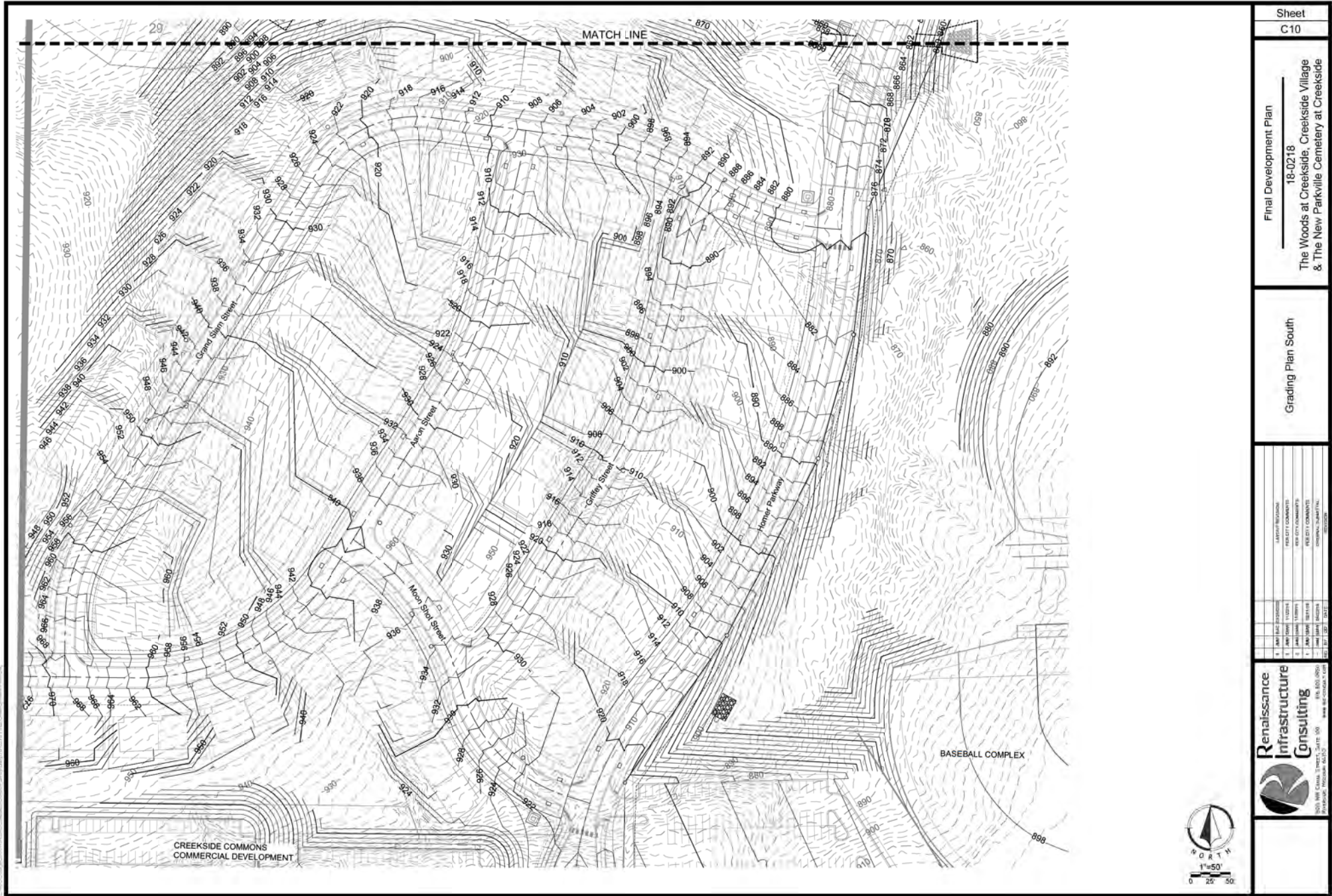
Page 94 of 186

Map No. 18-0218-01
18-0218-01 Final Development Plan
18-0218-01 Final Development Plan



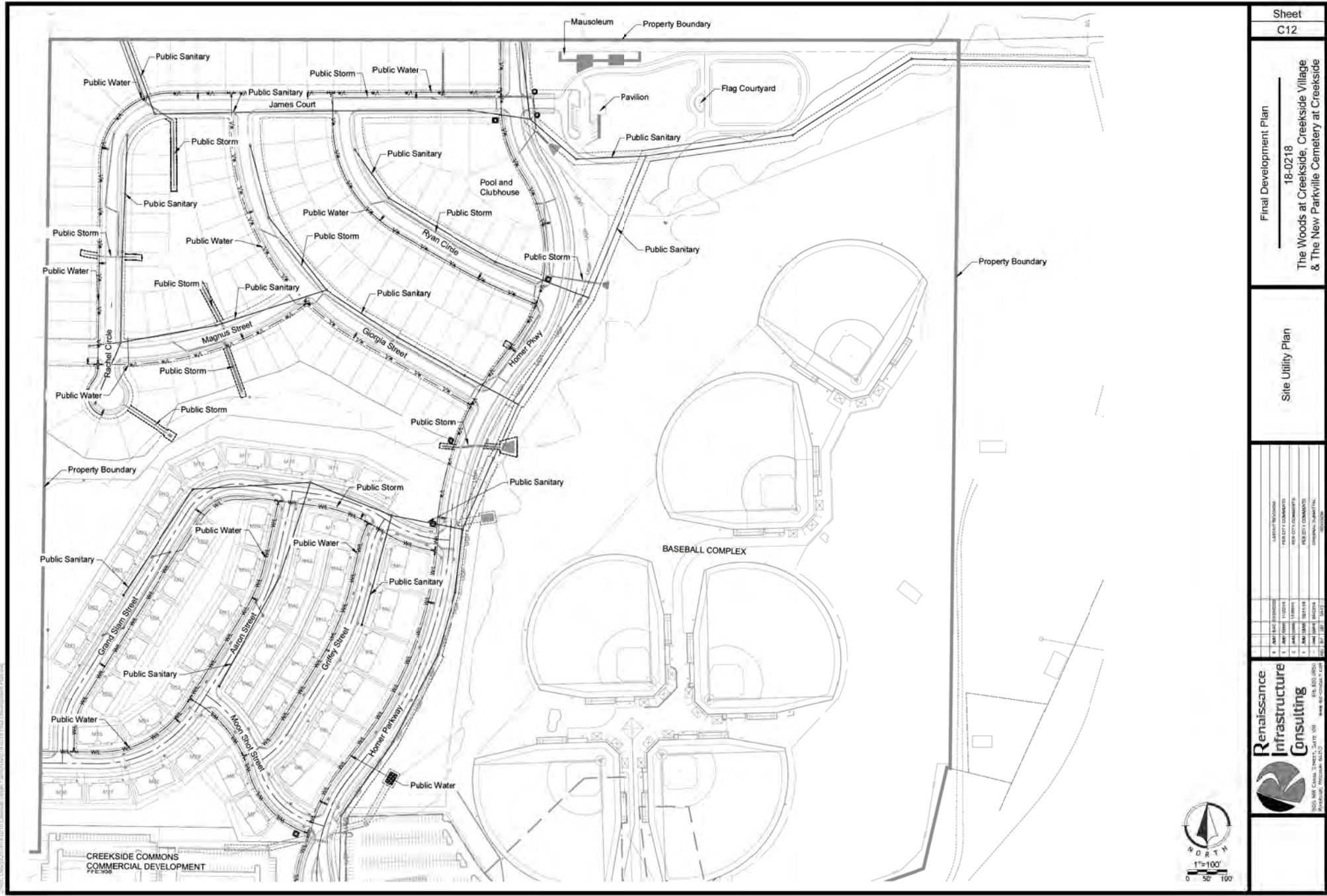
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Parking	Per unit
Marked Parking	10
Drive Side Parallel Parking	98
Total Parking	108
Streets Public	
Width of Right of way *	60
Width of street	N/A
Sidewalk width	N/A
Street horizontal radius	N/A
culdesac radius	
Right of way	N/A
Back of curb	N/A
Design speed	N/A

Map No. 18-0218 Final
Site Utility Plan
The Woods at Creekside, Creekside Village
& The New Parkville Cemetery at Creekside



Sheet	C12																																	
Final Development Plan	18-0218																																	
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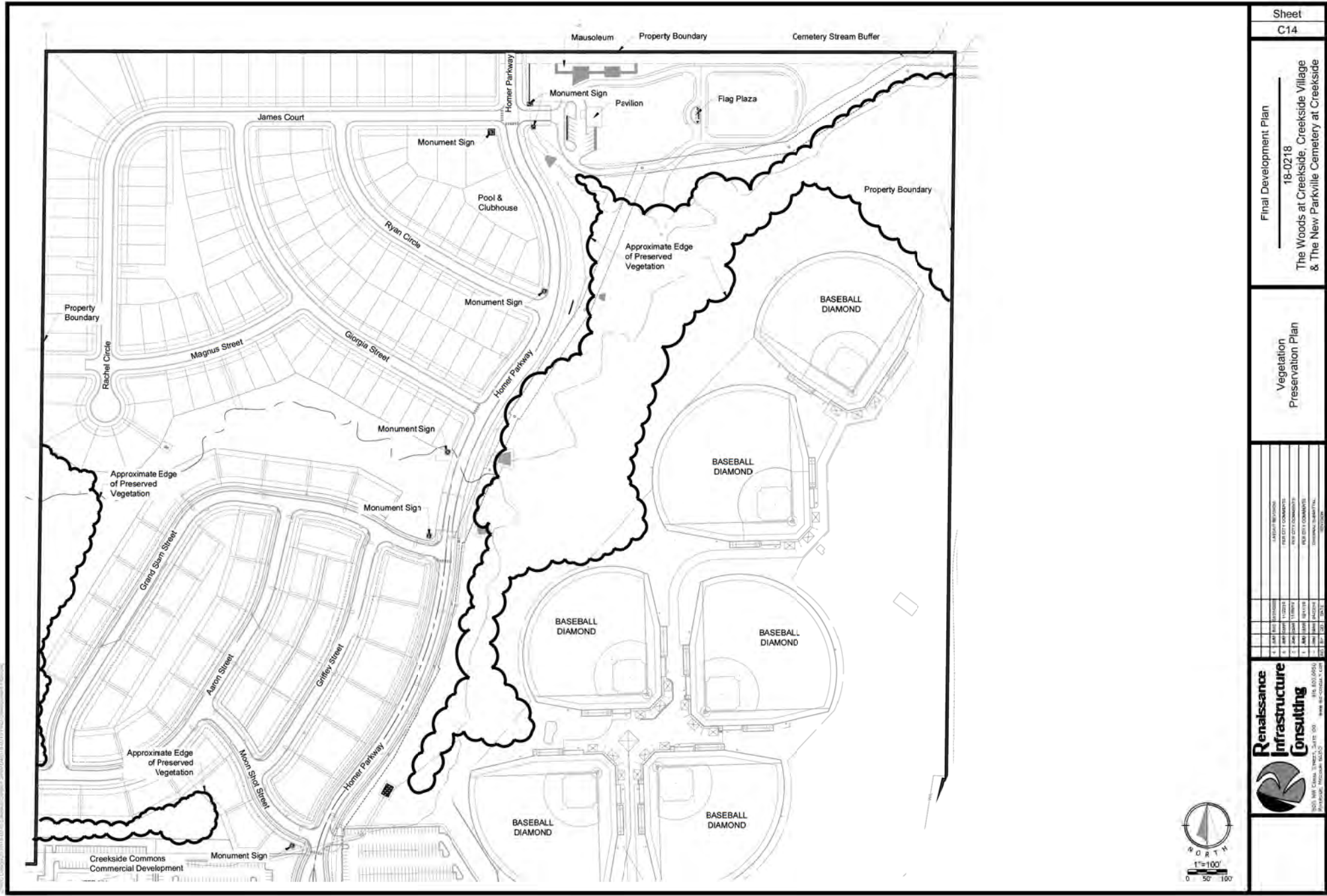




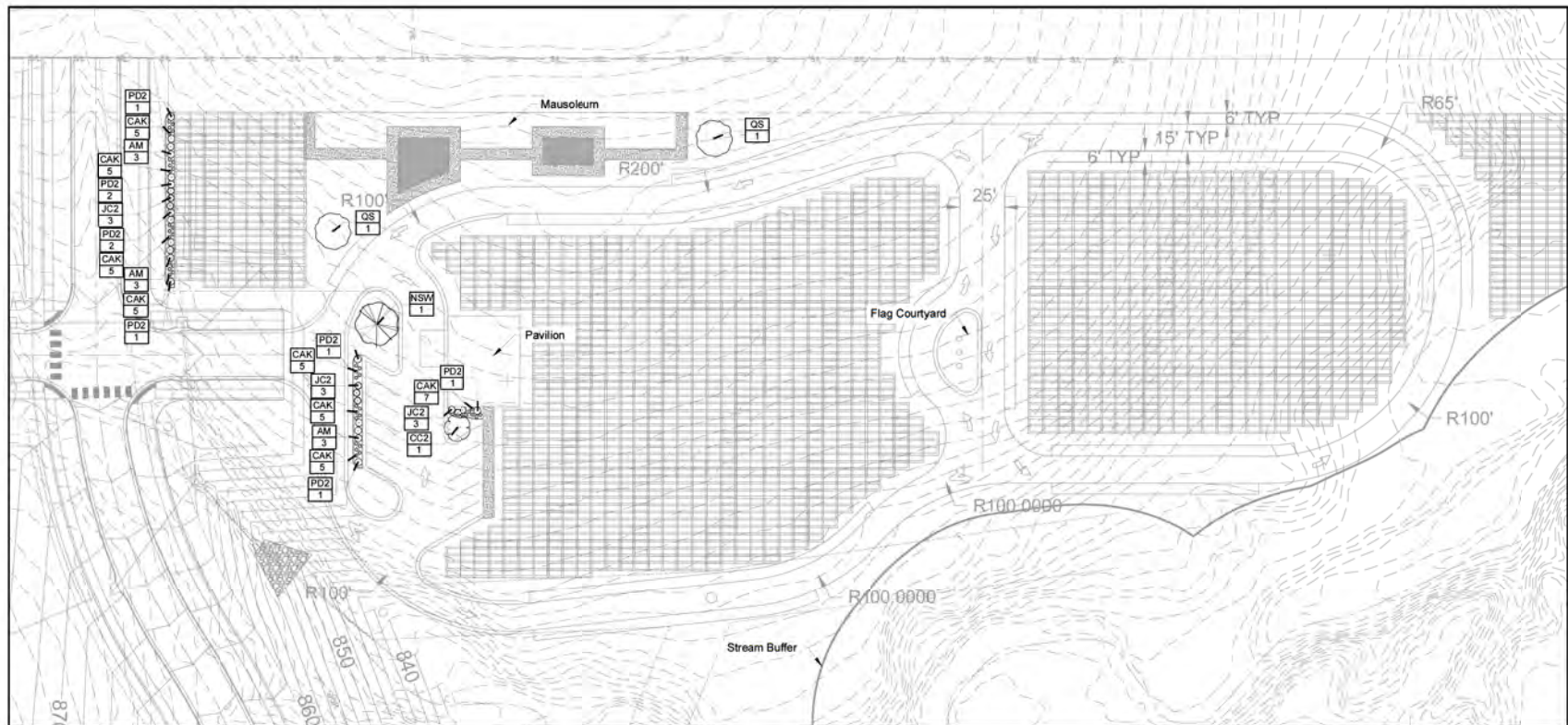
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Final Development Plan 18-0218 The Woods at Creekside, Creekside Village & The New Parkville Cemetery at Creekside	
Pedestrian Linkage Plan	
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Map 18-0218-01 (18-0218-01) Final Development Plan for The Woods at Creekside, Creekside Village & The New Parkville Cemetery at Creekside

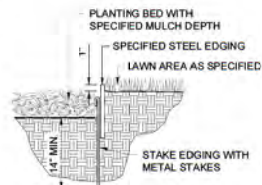


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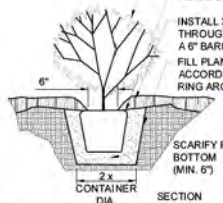
PLANT SCHEDULE

TREES	BOTANICAL / COMMON NAME	CONT	CAL	QTY
CC2	Cercis canadensis 'Forest Pansy' TM / Forest Pansy Redbud	B&B	2" Cal.	1
NSW	Nyssa sylvatica 'Wildfire' / Black Gum	B&B	2.5"	1
QS	Quercus shumardii / Shumard Red Oak	B&B		2
SHRUBS	BOTANICAL / COMMON NAME	CONT		QTY
AM	Aronia melanocarpa 'Morton' TM / Inquis Beauty Black Chokeberry	5 Gal.		9
CAK	Calamagrostis x acutiflora 'Karl Foerster' / Feather Reed Grass	5 Gal.		42
JC2	Juniperus chinensis 'Gold Lace' / Gold Lace Juniper	5 Gal.		9
PD2	Physocarpus opulifolius 'Diablo' / Diablo Ninebark	1 Gal.		9



- NOTES:
- EDGING PER SPECIFICATION L03 2.07 A. SET ALL EDGING 1" ABOVE FINISH GRADE (TURF) SURFACE AS SHOWN.
 - EDGING SHALL ABUT ALL CONCRETE CURBS AND WALKS PERPENDICULAR AND FLUSH WITH TOP OF CONCRETE.
 - ALL JOINTS SHALL BE SECURELY STAKED.
 - FINISH SHALL BE POWDER COAT; COLOR: GREEN. CONTRACTOR SHALL SUBMIT COLOR SAMPLE TO OWNERS REPRESENTATIVE PRIOR TO PURCHASE.
 - CONTRACTOR SHALL LOCATE AND MARK ALL PLANT BED LOCATIONS PRIOR TO INSTALLATION OF STEEL FOR FINAL APPROVAL BY OWNER OR LANDSCAPE ARCHITECT.

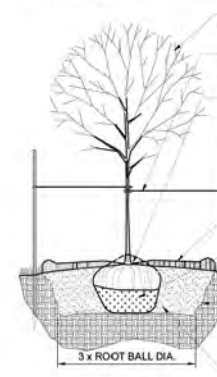
STEEL EDGING DETAIL - NTS



- NOTES:
- REFER TO SPECIFICATIONS FOR TOPSOIL BACKFILL MIX.
 - CONTRACTOR TO WATER THOROUGHLY AFTER PLANTING.
 - INSTALLATION TO BE IN ACCORDANCE WITH PLANTING SPECIFICATIONS.

SHRUB PLANTING DETAIL - NTS

- NOTES:
- TREES THAT DO NOT MEET THE SIZE REQUIREMENT WILL BE REJECTED.
 - TREES SHALL BE INSPECTED BY OWNERS REPRESENTATIVE PRIOR TO INSTALLATION.



- PRUNE OUT ANY DEAD OR BROKEN BRANCHES AND REMOVE DEBRIS FROM SITE.
- SECURE TREE TO STAKES WITH STRAPS (RE: SPECS). STRAPS SHALL BE LOOSE ENOUGH TO ALLOW SOME MOVEMENT OF THE TRUNK WITH THE WIND.
- SET TREE WITH TOP OF ROOT BALL FLUSH WITH GRADE. TRUNK FLARE MUST BE VISIBLE AT THE TOP OF ROOT BALL. REMOVE EXCESS SOIL TO TOP OF LATERAL ROOTS.
- MIN. 6" LONG STEEL STAKES SECURED INTO UNDISTURBED SOIL. PLACE NORTH AND SOUTH OF TREE.
- 3" MULCH PER SPECIFICATIONS. DO NOT PLACE ON TRUNK OR TRUNK FLARE. BERM AT OUTER EDGES OF RING TO CREATE A SAUCER FORM.
- REMOVE TWINE AND CAGE FROM ROOT BALL AND TRUNK. PEEL AND REMOVE BURLAP FROM TO 1/3 OF THE ROOT BALL.
- PLANTING HOLE SHALL BE AT LEAST 3 TIMES WIDER THAN THE SPREAD OF ITS ROOTS, BUT NO DEEPER. PLACE ROOT BALL ON UNDISTURBED SOIL WITH ROOT FLARE EVEN WITH OR 1" ABOVE GRADE. SCARIFY SIDES AND BOTTOM OF PIT.
- AMEND SOIL ACCORDING TO SPECIFICATIONS.

DECIDUOUS TREE PLANTING DETAIL - NTS

Sheet
L01

Final Development Plan
18-0218
The Woods at Creekside, Creekside Village
& The New Parkville Cemetery at Creekside

Cemetery Landscape Plan

NO.	DATE	DESCRIPTION
1	01/11/2018	ISSUED FOR PERMIT
2	01/11/2018	ISSUED FOR PERMIT
3	01/11/2018	ISSUED FOR PERMIT
4	01/11/2018	ISSUED FOR PERMIT
5	01/11/2018	ISSUED FOR PERMIT
6	01/11/2018	ISSUED FOR PERMIT
7	01/11/2018	ISSUED FOR PERMIT
8	01/11/2018	ISSUED FOR PERMIT
9	01/11/2018	ISSUED FOR PERMIT
10	01/11/2018	ISSUED FOR PERMIT

Renaissance
Infrastructure
Consulting

10000 10th Avenue, Suite 100
Boulder, Colorado 80501
Phone: 303.440.1000
Fax: 303.440.1001
www.renaissanceinfrastructure.com



Staff Analysis

- Agenda Item: 4.A
- Proposal: Application for Subdivision – Final Plat for Creekside Village Third Plat, a subdivision (5.19 acres, more or less) generally located on the northwest quadrant of the intersection of I-435 and Hwy 45 in Parkville, Mo.
- Staff Recommendation: Approval
- Case No: PZ 2021-04
- Applicant: Brian Mertz, Parkville Development 140, LLC
- Owners: Parkville, Development 140, LLC
- Location: Generally located on the northwest quadrant of the intersection of I-435 and Hwy 45 in Parkville, Missouri
- Zoning: “R-4-P” Mixed-Density Residential
- Parcel #s: Platte County parcel #20-4.0-18-000-000-010.002
- Exhibits:
- A. This Staff Analysis
 - B. Application for Subdivision – Final Plat
 - C. Subject Area Property Map
 - D. The Woods At Creekside, Creekside Village & The New Parkville Cemetery At Creekside, A Subdivision in Parkville, Platte County, Missouri, Final Development Plan (prepared by Renaissance Infrastructure Consulting; dated March 25, 2020)
 - 1. Sheet 1 of 15 (Cover Sheet)
 - 2. Sheet 2 of 15 (Property Subdivision Plan)
 - 3. Sheet 3 of 15 (Existing Conditions)
 - 4. Sheet 4 of 15 (Property Subdivision Plan)
 - 5. Sheet 5 of 15 (Development Plan)
 - 6. Sheet 6 of 15 (Typical Street Sections)
 - 7. Sheet 7 of 15 (Building Setback Plan North)
 - 8. Sheet 8 of 15 (Building Setback Plan North)
 - 9. Sheet 9 of 15 (Grading Plan North)
 - 10. Sheet 10 of 15 (Grading Plan South)
 - 11. Sheet 11 of 15 (Site Data)
 - 12. Sheet 12 of 15 (Site Utility Plan)
 - 13. Sheet 13 of 15 (Pedestrian Linkage Plan)
 - 14. Sheet 14 of 15 (Vegetation Preservation Plan)

15. Sheet 15 of 15 (Cemetery Landscape Plan)
- E. Final Plat of Creekside Village Third Plat, a replat of Lots 2, Creekside Village First Plat, a subdivision in part of the southwest quarter of section 18, township 51 north, range 34 west, Parkville, Platte County, Missouri (prepared by R.L. Buford & Associates, LLC; dated February 4, 2021)
- F. City of Parkville staff review comments (dated March 3, 2021)
- G. Additional exhibits as may be presented during the regular meeting

By Reference:

- A. Parkville Municipal Code, Title IV – Development Code in its entirety (<https://parkvillemo.gov/download/Ord2884.pdf>)
 1. Section 403.020, E. Final Plat
 2. Section 403.040 Master Planned Development
 3. Chapter 404 Subdivision Regulations
 4. Section 405.010 Zoning Districts Established
 5. Section 405.020 Districts & Uses
 6. Section 405.030 Standards Applicable to All Districts
- B. Parkville Master Plan (<http://parkvillemo.gov/departments/community-development-department/master-plan/>)
- C. Highway 45 Corridor Plan (<http://parkvillemo.gov/download/Highway45CorridorPlan.pdf>)
- D. The Woods At Creekside & Creekside Village, A Subdivision in Parkville, Platte County, Missouri, Preliminary Development Plan – Conditional Use (prepared by Renaissance Infrastructure Consulting; dated September 5, 2018)
 1. Sheet 1 of 17 (Cover Sheet)
 2. Sheet 2 of 17 (Existing Conditions)
 3. Sheet 3 of 17 (Property Subdivision Plan)
 4. Sheet 4 of 17 (Development Plan)
 5. Sheet 5 of 17 (Typical Street Sections)
 6. Sheet 6 of 17 (Building Setback Plan North)
 7. Sheet 7 of 17 (Building Setback Plan North)
 8. Sheet 8 of 17 (Site Data)
 9. Sheet 9 of 17 (Site Utility Plan)
 10. Sheet 10 of 17 (Pedestrian Linkage Plan)
 11. Sheet 11 of 17 (Preliminary Plat)
 12. Sheet 12 of 17 (Visionaire Lighting Photometric Study Pg. 1)
 13. Sheet 13 of 17 (Visionaire Lighting Photometric Study Pg. 2)
 14. Sheet 14 of 17 (Visionaire Lighting Photometric Study Pg. 3)
 15. Sheet 15 of 17 (Visionaire Lighting Photometric Study Pg. 4)
 16. Sheet 16 of 17 (Visionaire Lighting Photometric Study Pg. 5)
 17. Sheet 17 of 17 (Visionaire Lighting Photometric Study Pg. 6)
- E. City of Parkville staff review comments (dated August 21, 2018)
- F. City Engineer review comments (dated August 9, 2018)
- G. On-Call City Engineer review comments (dated September 5, 2018)
- H. Utility Provider Verification Correspondence
 1. Platte County Regional Sewer District (PCRSB; dated August 21, 2018)
 2. Missouri Gas Energy (dba Spire Energy; dated August 24, 2018)
 3. Consolidated Public Water Supply District No. 1 of Platte County (dated August 27, 2018)
 4. Missouri Department of Transportation (MoDOT; dated August 22, 2018)

5. Platte County Planning and Zoning Department (dated August 28, 2018)
6. Park Hill School District (PHSD; dated August 21, 2018)
- I. Public Comments provided for Case No. PZ18-17A, PZ18-17B, and PZ18-17C
- J. Creekside Development Applicant Presentation (provided at September 11, 2018 public hearing; prepared by Parkville Development 70, LLC; Parkville Development 38, LLC; Parkville Development 140, LLC; Parkville Development 50, LLC)
- K. Aerial Imagery of I-435 Corridor
- L. Notice of Public Hearing mailed certified mail to owners within 185 ft. of the subject property.
- M. Hearing notice published in The Platte County Citizen newspaper on August 22, 2018.
- N. Hearing notice published on the Parkville City webpage (<https://parkvillemo.gov/download/CreeksideHearingSummary.pdf>)
- O. Preliminary Macro-Stormwater Drainage Study Lakeside, Brush Creek Watershed (prepared by Renaissance Infrastructure Consulting; dated August 3, 2018)
- P. Case No. PZ18-17A – The Woods At Creekside - Zoning Map Amendment
- Q. Case No. PZ18-17B – The Woods At Creekside - Preliminary Development Plan
- R. Case No. PZ18-17C – The Woods At Creekside - Conditional Use Permit
- S. Case No. PZ18-17E – Creekside Commons - Zoning Map Amendment
- T. Case No. PZ18-17F – Creekside Commons - Preliminary Development Plan
- U. Professional Resume – Stephen Lachky, Community Development Director
- V. Professional Resume – Alysén Abel, Public Works Director
- W. Professional Resume – Nathan Hladky, City On-Call Engineer, Phelps Engineering, Inc.
- X. Staff analyses, exhibits and comments presented at the September 11, 2018 Planning and Zoning Commission public hearing (<https://vimeo.com/289405189>; <https://vimeo.com/289404155>; <https://vimeo.com/289404863>) and meeting minutes
- Y. Staff analyses, exhibits and comments presented at the October 9, 2018 Planning and Zoning Commission public hearing (<https://vimeo.com/294291017>; <https://vimeo.com/294291196>; <https://vimeo.com/294292249>; <https://vimeo.com/294293144>) and meeting minutes
- Z. Staff analyses, exhibits and comments presented at the October 10, 2019 Planning and Zoning Commission public hearing (<https://vimeo.com/294490853>; <https://vimeo.com/294491598>) and meeting minutes
- AA. Staff analyses, exhibits and comments presented at the October 30, 2018 Board of Aldermen meeting (<https://vimeo.com/298093890>) and meeting minutes
- BB. Staff analyses, exhibits and comments presented at the November 6, 2018 Board of Aldermen meeting (<https://vimeo.com/299350151>) and meeting minutes

- CC. Summary of comments provided at September 11, 2018; October 9, 2018; and October 10, 2018 Planning and Zoning Commission public hearings; and October 30, 2018 and November 6, 2018 Board of Aldermen meetings
- DD. Ordinance No. 2970 – Rezoning a portion of one parcel of land (approximately 60.4 acres of total approximate 128.77 acres), generally located on the northwest quadrant of the intersection of I-435 and Highway 45, from Platte County “R-7” Single-Family High Density District, Platte County “RMD” Residential Multiple Dwelling District and Platte County “RE” Rural Estates District to Parkville City “R-4-P” Mixed-Density Residential
- EE. Ordinance No. 2971 – Approving a preliminary development plan for The Woods at Creekside & Creekside Village, a planned residential development consisting of single-family homes and townhomes on 34.65 acres and 25.74 acres respectively; generally located on the northwest quadrant of the intersection of I-435 and Highway 45
- FF. Ordinance No. 2972 – Approving a conditional use permit for The Woods at Creekside & Creekside Village, a planned residential development consisting of single-family homes and townhomes on 34.65 acres and 25.74 acres respectively; generally located on the northwest quadrant of the intersection of I-435 and Highway 45
- GG. Ordinance No. 2973 – Rezoning three parcels of land (totaling 11.60 acres) and a portion of one parcel of land (82.75 acres, of the total 128.77 acres), generally located at the northwest quadrant of the intersection of I-435 and MO- Highway 45 from Platte County “R-7” Single-Family High Density District, Platte County “RMD” Residential Multiple Dwelling District, Platte County “RE” Rural Estates District and Platte County “CH” Commercial Highway District to Parkville City “B-2-P” General Business District
- HH. Ordinance No. 2974 – Approving a preliminary development plan for Creekside Commons, a planned commercial development consisting of hotel, restaurant, gas station, pharmacy/medical office, general retail, outdoor recreation and cemetery uses on approximately 82.75 acres, generally located on the northwest quadrant of the intersection of I-435 and Highway 45

Overview

The applicant proposes a final plat for Creekside Village Third Plat, a subdivision (5.19 acres, more or less) generally located on the northwest quadrant of the intersection of I-435 and Hwy 45 in Parkville, Mo. The final plat (see Exhibit E) is the third phase of implementing the Creekside Village (23.36 acres total, more or less) which is part of The Woods At Creekside & Creekside Village planned residential development (see Exhibit D); and proposes 14 lots for townhomes and 1 tracts for open space.



The subject area property under consideration is generally located at the northwest quadrant of the intersection of I-435 and Hwy 45 in Parkville, MO 64152; and the subject property is part of The Woods At Creekside & Creekside Village planned residential development (approved on November 6, 2018 via ordinance no. 2971). The approved preliminary development plan consists of 118 single-family homes and 176 townhome units in 44 buildings (34.65 acres, more or less). This development resides on Platte County parcel #20-4.0-18-000-000-010.002 (11.93 acres, more or less). The plat itself totals 5.19 acres.

Background

On September 11, 2018, October 9, 2018 and October 10, 2018, the Planning and Zoning Commission held public hearings to consider an Application for Preliminary Development Plan for The Woods At Creekside & Creekside Village planned residential development. The plan proposes re-platting the subject property and creating internal circulation, public streets, and access off via MO-Hwy 45 to serve the development (see reference map below). The Planning and Zoning Commission recommended approval by a vote of 9-0, subject to conditions; and on November 6, 2018 the Board of Aldermen approved the preliminary development plan via Ordinance No. 2971. The subject property was zoned "R-4-P" Mixed-Density Residential via ordinance no. 2970 which permits single-family homes; and received a Conditional Use Permit via ordinance no. 2972 to permit townhome units as well.



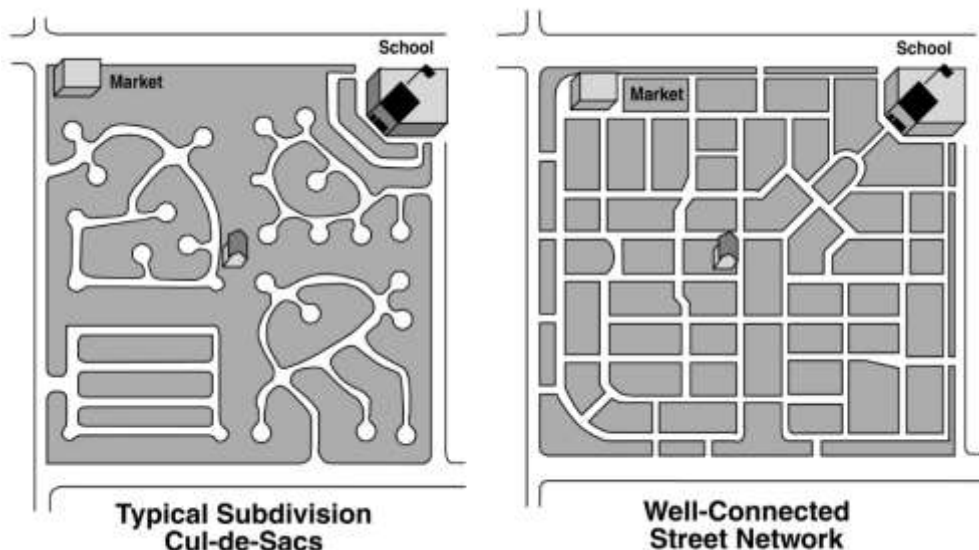
Review and Analysis

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.

Parkville Municipal Code, Section 403.040, Subsection A. states, *“The planned development process involves at least two steps — the preliminary development plan, and the final development plan. In many cases land will need to be subdivided in order to carry out a development plan. The subdivision process is a separate process and may run concurrently with or following the planned development process.”* Section 403.020, Subsection E. provides criteria for how the Planning and Zoning Commission shall determine if a final plat is appropriate. The following are staff’s findings and conclusions for the final plat application (Case No. PZ 2021-04).

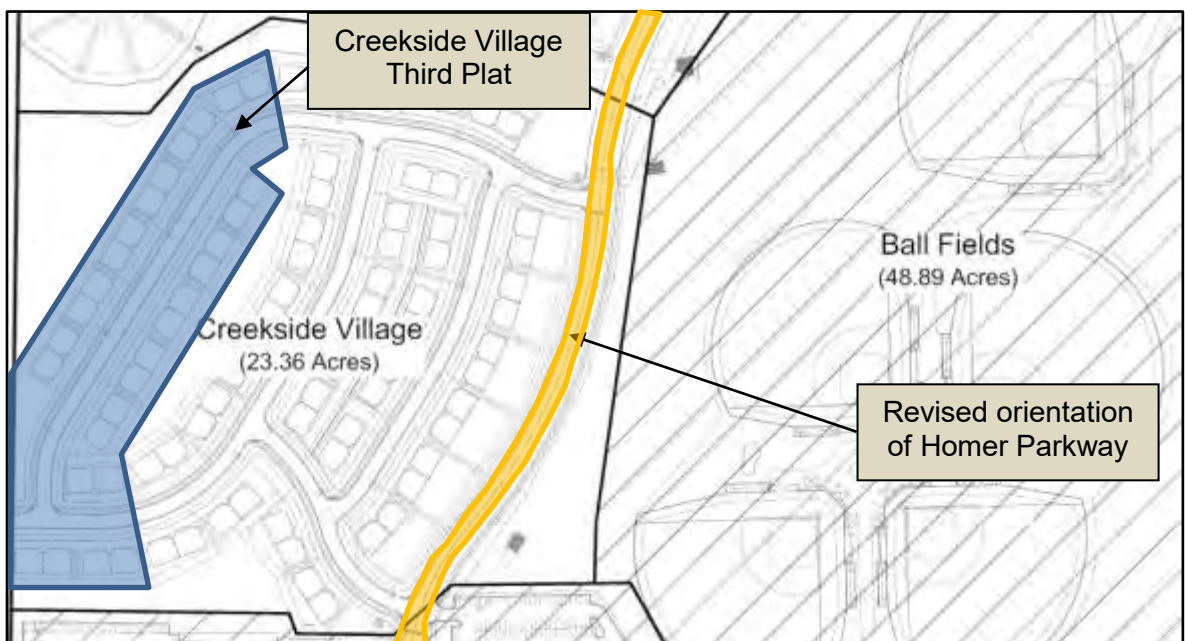
- 1. The layout and design of the final plat is substantially consistent with the approved preliminary plat considering the number of lots or parcels; the block layout, street designs and access; the open space systems and civic design elements; the infrastructure systems; or other elements of coordinated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

Changes have been made to the layout and design of the final plat based on the previously approved preliminary plat (Case No. PZ18-17B). Due to the presence of an existing creek east of Homer Parkway and west of the baseball fields part of the Creekside Commons planned commercial development, the developer desires to revise the orientation by shifting Homer Parkway to run adjacent along Brush Creek; thus, removing all local streets and single-family home lots to the east of Homer Parkway from the final plat, providing open space instead. The applicant has also revised the orientation of local streets west of Homer Parkway to provide a better-connected street network and reduce the number of cul-de-sacs. In addition to providing multiple evacuation routes and ways for emergency response vehicles to access a particular location, this connected street system also encourages slow, cautions driving since drivers encounter cross traffic at frequent intervals.

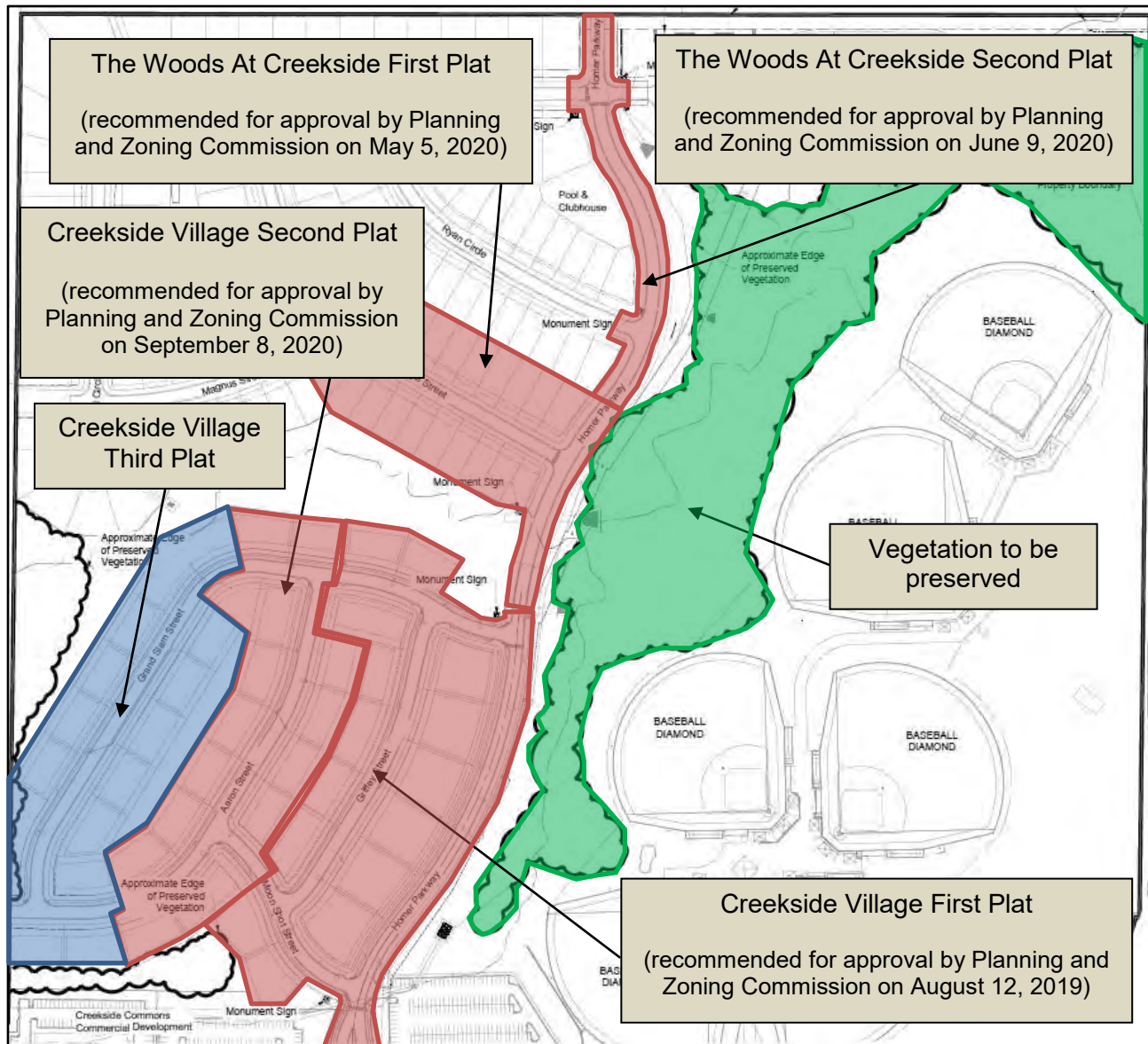




Original layout of Creekside Village residential development (dated September 5, 2018)



Revised layout of Creekside Village residential development (dated March 25, 2020)



Revised layout of The Woods At Creekside residential development (dated March 25, 2020)

By revising the orientation of Homer Parkway to run more adjacent along Brush Creek, and removing single-family home development to the east of Homer Parkway, the layout of Creekside Village has been altered; but this doesn't substantially reduce the number of lots or parcels to the overall Creekside Village development, reducing the number from the preliminary development plan (total of 44 townhome lots) to the final development plan (total of 40 townhome lots) by a total of four lots. In terms of street design and access, the final plat maintains the cross section specifications of 50 ft. of right-of-way for local streets (i.e., Grand Slam Street and Aaron Street). It should be noted that Aaron Street was previously named Dinger Street in the preliminary development plan. Although there have been modifications made in terms of block layout, street design and access, and the open space systems and civic design elements; after reviewing the requirements of Development Code, Section 403.020 Platting with the City's legal counsel, staff finds the Final Plat of Creekside Village Third Plat to be overall substantially consistent with the approved preliminary plat.

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

Staff has reviewed the specifications of the proposed streets and easements on the final plat and determined they meet the City's standards.

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

The Public Works Department has reviewed and provided comments for the public street & stormwater plans for The Woods At Creekside & Creekside Village planned residential development. In addition, the Public Works Department has reviewed and approved land disturbance & grading permits for The Woods At Creekside & Creekside Village; this includes erosion control plans. Per Parkville Municipal Code, Section 404.040, subsection H., before acceptance by the City of streets or sewers, the owner shall post a maintenance bond, cash or irrevocable letter of credit satisfactory to the Board of Aldermen and in accordance with City policies and Public Works procedures. The purpose of this requirement is to guarantee against defects in construction for a period of two years. The City's Public Works Construction Inspector will work closely with the developer to ensure public improvements are constructed in accordance with the approved plans and Section 404.040.

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.

Although there is deviation from the approved preliminary plat in terms of block layout, street design and access, and the open space systems and civic design elements; there are no other deviations from the preliminary plat (Case No. PZ18-17B). Although the intent isn't to bring the final plat in further compliance with the *Parkville Master Plan* (the intent is to preserve area around Brush Creek), such action does compliment the *Parkville Master Plan's* goals of environmental stewardship (e.g., preservation of open space and areas of environmental significance, protecting the City's watersheds, and cluster development) as the final plat — in conjunction with the previously-approved Creekside Village First Plat, Creekside Village Second Plat, The Woods At Creekside First Plat and The Woods At Creekside Second Plat — preserves a large amount of vegetation and open space west of Homer Parkway around Brush Creek.



*Excerpt from Ch. 4: Environmental Stewardship
of the Parkville Master Plan (2009)*

Cluster Development

Clustering is a form of planned development that concentrates buildings on part of the site (the cluster area) to allow the remaining land (the open space) to be used for recreation, common open space or preservation of environmentally sensitive areas. The open space may be owned by either a private or public entity.

Lastly, per staff's review of both the previously approved preliminary development plan for The Woods At Creekside & Creekside Village planned residential development, and this Application for Final Plat for Creekside Village Third Plat, against the requirements of Section 403.020, Subsection D. and Section 403.040, Subsection B., it was determined the final plat application is in accordance with the *Parkville Master Plan's* projection of Mixed Use Residential Neighborhood and Moderate Density Residential Mix future land uses, purposes and intent of the Development Code.

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

The applicant has consulted with Jay Norco of the Platte County Regional Sewer District (PCRS) and provided him copies of the sanitary sewer utility plans to review; this includes existing infrastructure and easements. Copies of the final plat were also provided to Dean Cull, Fire Marshall with the Southern Platte Fire Protection District (SPFPD) for review. It was determined that all existing easements were drawn and labeled correctly. It was also determined that the width of the streets (measured front-of-curb to front-of-curb) are wide enough to support turning movements for their standard Pierce Fire Truck (duel axle; 110 ft. ladder).

Staff Conclusion and Recommendation

Staff concludes that with the exceptions noted above, the proposed final plat application: Is substantially consistent with the approved preliminary plat despite changes made to the street design, block and lot layout based on review with the City's legal counsel; the construction plans for any utilities, infrastructure or public facilities meets all technical specifications; the phasing and timing of public improvements ensures construction and performance guarantees; deviations between the preliminary plat and final plat bring the application in further compliance with the *Parkville Master Plan* and purposes and intent of the Development Code; and the final plat has been reviewed by professional staff.

Staff recommends approval of the Application for Subdivision – Final Plat for Creekside Village Third Plat based on the merits of the application and the findings and conclusions in the report. Additionally, staff recommends approval of the application. 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 March 16, 2021 for first action.

End of Memorandum



Stephen Lachky, AICP, CPM, CFM

03-03-2021

Date



Wednesday, March 3, 2021

Patricia Jensen
Rouse Frets White Goss Gentile Rhodes, P.C.
4510 Belleview Ave, Suite 300
Kansas City, MO 64111

Brett A. Cox
Renaissance Infrastructure Consulting
5015 NW Canal Street, Suite 100
Riverside, MO 64150

Cc:

Brian Mertz
Parkville Development 70, LLC
7607 NW John Anders Rd.
Kansas City, MO 64152

Rob Young
R.L. Buford & Associates, LLC
P.O. Box 14069
Parkville, MO 64152

RE: Staff Review – Final Plat of Creekside Village Third Plat

Patricia and Brett,

The following is a compilation of Parkville staff review comments received to-date regarding the Final Plat of Creekside Village Third Plat. Review comments are provided by myself, Brad Stanton (Planner), Alysén Abel (Public Works Director), Chris Ashley (Project Manager), and Paul Giarratana (Building Official). Please distribute these comments to your team. Thank you.

General Comments

1. **End of Aaron Street** – Please note that where Aaron Street terminates (just to the west of the intersection of Aaron Street and Grand Slam Street, adjacent to Lot M35), staff will require fencing, barricade or barriers to prevent access onto the adjacent property. Brett Cox (Renaissance Infrastructure Consulting) has indicated that end road barrier signs with red diamond reflectors will be placed at this location, and that the street itself will end at least 3 ft. from the property line.

Plat Sheet Comments

2. None

Staff can recommend approval of the Final Plat of Creekside Village Third Plat, subject to addressing the comments and conditions listed above. Again, please distribute these comments to your team. Please note there is no need to revise or resubmit the previously submitted plan sheets — paper and electronic — to staff since no corrections/modifications are needed.

Please let us know if you have any questions. Thank you.

Sincerely,

CITY OF PARKVILLE

Stephen Lachky, AICP, CPM, CFM
Community Development Director

CC: Brad Stanton, Planner
Alysen Abel, Public Works Director
Chris Ashley, Project Manager
Paul Giarratana, Jr., Building Official
Dean Cull, Fire Marshall, Southern Platte Fire Protection District

**CITY OF PARKVILLE
Policy Report**

Date: March 17, 2021

Prepared By:

Stephen Lachky, Community Development Director

Reviewed By:

Joe Parente, City Administrator

ISSUE:

Approve the second reading of an ordinance to amend Parkville Municipal Code Section 402.010 and Section 410.010 to create provisions for small wireless facilities - Case No. PZ 2021-01 (Community Development)

BACKGROUND:

Wireless communication consists of the electromagnetic transfer of information between two or more points that do not use an electric conductor as a medium by which to perform the transfer. The most common wireless technologies - including cellular phones, GPS units and wireless networking devices - communicate by transmitting radio waves through a network of fixed antennas. Since 2007, data usage on wireless communication networks across the United States has increased by more than 250,000 percent. As a result, communities are beginning to see the deployment of new technologies from telecommunication providers to meet this demand, including small cell wireless facilities.

Small cell wireless facilities are a type of wireless broadband infrastructure that typically takes the form of small antennas (approximately 3-4 feet in height) that are placed on existing infrastructure (e.g., utility poles) and are accompanied by equipment cabinets installed at a lower level on the pole. They are a flexible network solutions that can be readily deployed to specific locations prone with connectivity issues, or in heavily populated areas that need more network capacity. Unlike traditional macro telecommunication towers, which are typically 100-200 feet in height and can provide service over a distance of 18 miles, small wireless facilities provide service with a radius of up to 1,500 feet. Wireless communication service providers utilize small wireless facilities to “densify” their networks and provide a faster, better LTE experience for technologies of the future - 5G, smart cities and the Internet of Things (IoT).

Wireless communication providers are beginning to deploy small cell wireless facilities throughout communities across the Kansas City metropolitan area. Although the City has requirements for wireless communication facilities in our Development Code, Section 410.010, these regulations pertain to traditional macro telecommunication towers (i.e. towers typically 100-200 feet in height providing service over distances of around 18 miles) rather than small cell wireless facilities. As a result, the City’s legal counsel, Williams & Campo, P.C., recommends adopting provisions for small wireless facilities - this includes definitions, collocation standards, replacement/modification standards, fast-track standards and application schedules and fees (see Attachment 3).

Required public hearing notices were published and a public hearing was held at the regular meeting of the Planning & Zoning Commission on February 9, 2021, as well as on March 9, 2021. No members of the public spoke at either hearing and staff did not receive any public comments via mail or e-mail.

BUDGET IMPACT:

With the exception of building permit and application fees for small cell wireless facilities, there is no budgetary impact.

ALTERNATIVES:

1. Adopt the ordinance.
2. Adopt the ordinance, subject to changes by the Board of Aldermen.
3. Do not adopt the ordinance.
4. Postpone the item.

FINANCE COMMITTEE RECOMMENDATION:

The item was not presented to the Finance Committee, but is being taken directly to the Board of Aldermen for consideration.

PLANNING COMMISSION RECOMMENDATION:

staff presented background information and research to the Planning & Zoning Commission at their February 9, 2021, regular meeting and March 9, 2021, regular meeting. Members of the Commission recommended, by a vote of 7-0-1, approving the text amendment to Section 402.010 and Section 410.010 as presented (see Attachment 4).

STAFF RECOMMENDATION:

Staff recommends approval of the proposed text amendment to Parkville Municipal Code Title IV sections 402.010 and 410.010.

POLICY:

Per RSMo 89.050 and Parkville Municipal Code Chapter 403 *Applications & Procedures*, text amendments to the Development Code are to be approved by the Board of Aldermen by ordinance, after the Planning & Zoning Commission considers the amendment at a public hearing and forwards their recommendation.

SUGGESTED MOTION:

I move to approve Bill No. 3118, an ordinance amending Parkville Municipal Code Section 402.010 and Section 410.010 creating provisions for small wireless facilities, on second reading to become Ordinance No. ____.

ATTACHMENTS:

1. Ordinance
2. Proposed Text Amendment
3. Application
4. Staff Analysis
5. Legal Counsel Memorandum

AN ORDINANCE AMENDING PARKVILLE MUNICIPAL CODE SECTIONS 402.010 AND 410.010 TO CREATE PROVISIONS FOR SMALL WIRELESS FACILITIES

WHEREAS, small cell wireless facilities are a type of wireless broadband infrastructure that typically takes the form of small antennas (approximately 3-4 feet in height) that are placed on existing infrastructure (e.g., utility poles) and are accompanied by equipment cabinets installed at a lower level on the pole; and

WHEREAS, small cell wireless facilities are a flexible network solutions that can be readily deployed to specific locations prone with connectivity issues, or in heavily populated areas that need more network capacity; and

WHEREAS, since 2007, data usage on wireless communication networks across the United States has increased by more than 250,000% and as a result communities are beginning to see the deployment of new technologies from telecommunication providers — including small cell wireless facilities — to meet this demand; and

WHEREAS, wireless communication providers are beginning to deploy small cell wireless facilities throughout communities across the Kansas City metropolitan area and as a result the City's legal counsel recommends adopting provisions for small wireless facilities including definitions, collocation standards, replacement/modification standards, fast-track standards, and application schedules and fees; and

WHEREAS, on February 9, 2021, a public hearing was held at the regular meeting of the Planning and Zoning Commission and members of the Commission recommended (by a vote of 8-0) postponing the item for the text amendment to their next regular meeting; and

WHEREAS, on March 9, 2021, the public hearing was continued at the regular meeting of the Planning and Zoning Commission and members of the Commission recommended approval (by a vote of 7-0-1) of the proposed text amendment to the Board of Aldermen; and

WHEREAS, the Board of Aldermen concurs with the conclusions of the Planning and Zoning Commission and accepts their recommendation.

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

SECTION 1. Parkville Municipal Code Section 402.010 *Definitions* is hereby amended, as shown in Exhibit A which is attached hereto and incorporated herein by reference.

SECTION 2. Parkville Municipal Code Section 410.010 *Wireless Communication Facilities* is hereby amended, as shown in Exhibit B which is attached hereto and incorporated herein by reference.

SECTION 3. This ordinance shall be effective immediately upon its passage and approval.

PASSED and APPROVED this 6th day of April 2021.

Mayor Nanette K. Johnston

ATTESTED:

City Clerk Melissa McChesney

Section 402.010. Definitions

A. Defined Terms. All terms used in these regulations shall have their commonly accepted meaning based upon the context of their use within this code. The following terms shall have the meaning given below, unless more specifically described, limited or qualified within the standards of this Code.

Alternative Communication Tower Structure. Manmade trees, clock towers, bell steeples, light poles and similar alternative-design mounting structures that camouflage or conceal the presence of antennas or towers.

Antenna. Any exterior apparatus designed for telephonic, radio, or television communications through the sending and/or receiving of electromagnetic waves.

Fast-Track Small Wireless Facility or Fast-Track. A small wireless facility that meets the following requirements for an antenna and associated equipment:

- i. No more than seven cubic feet (7ft³) in volume (comprised of no more than twenty-seven square feet (27ft²) of exterior surface area, excluding the surface width equal to the width of the existing structure or utility pole to which it is mounted, on an imaginary enclosure around the perimeter thereof, excluding cable or cable conduit of four inches (4") or less). Volume shall be the measure of the exterior displacement of the Antenna and associated equipment;
- ii. Located with the consent of the owner on an existing structure or utility pole, or concealed within or on a replacement utility pole if the appearance is not materially altered and the existing structure or utility pole is no more than five feet (5') taller;
- iii. Not exceeding six feet (6') above the top of an existing structure or utility pole for a total height not exceeding forty-five feet (45') (nor taller than more than six feet (6') above the average of similar poles within three hundred feet (300')).

Small Wireless Facility. An antenna and associated equipment that meets the following:

- i. An antenna of no more than six cubic feet (6ft³) in volume; and
- ii. All other associated equipment, to the extent permitted by applicable law to be calculated, of cumulatively no more than twenty-eight cubic feet (28ft³) in volume; provided that no single piece of equipment on the utility pole shall exceed nine cubic feet (9ft³) in volume, and no single piece of ground mounted equipment shall exceed fifteen cubic feet (15ft³) in volume.

Tower. Any structure that is designed and constructed primarily for the purpose of supporting one or more antennas. This term includes radio and television transmission towers, microwave towers, common carrier towers, cellular telephone towers, alternative tower structures, and the like.

Utility Pole. A pole or similar structure that is or may be used for wireline communications, lighting, traffic control, signage, or a similar function, which may also support a small wireless facility or "fast-track."

410.010 Wireless Communication Facilities

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

1. Encourage the location of towers in non-residential areas. [L] [SEP]
2. Encourage users of towers and antennas to locate them, to the extent possible, in areas [L] [SEP] where the adverse impact on the community is minimal. [L] [SEP]
3. Encourage users of towers and antennas to configure them in a way that minimizes the [L] [SEP] adverse visual impact of the towers and antennas. [L] [SEP]
4. Enhance the ability of the providers of telecommunications services to provide such [L] [SEP] services to the community quickly, effectively, and efficiently.

B. **Applicability.**

1. *District Height Limitations.* The requirements set forth in this Section shall govern the [L] [SEP] location of towers that exceed, and antennas that are installed at a height in excess of, the height limitations specified for each zoning district. The height limitations applicable to buildings and structures shall not apply to towers and antennas. [L] [SEP]
2. *Amateur Radio — Receive-Only Antennas.* This Section shall not govern any tower, or the installation of any antenna, that is under 70 feet in height and is owned and operated by a federally licensed amateur radio station operator or is used exclusively for receive only antennas. [L] [SEP]
3. *City Rights-of-Way.* All requirements of towers, antennas and associated equipment and facilities shall equally apply to any application for antenna or tower placement within City rights-of-way. [L] [SEP]
4. *Pre-Existing Towers and Antennas.* Any tower or antenna for which a permit has been properly issued prior to the effective date of this Section of the Municipal Code shall not be required to meet the requirements of this Section, other than the requirements of sub- sections C.8 and E. Any such towers or antennas shall be referred to in this Section as "pre-existing towers" or "pre-existing antennas". [L] [SEP]

C. **General Requirements.** [L] [SEP]

1. *Height.* Height of all towers or structures shall be measured from ground level to the highest point on the tower or other structure, including any antenna. Except as further constrained by the setback and separation requirements, the maximum height of a tower shall not exceed 180 feet above the existing ground level.
2. *Setbacks and Separation.* Unless otherwise required by law, the following setbacks and separation requirements shall apply to all towers and antennas.
 - a. Towers must be set back:
 - (1) A distance equal to the twice the height of the tower as measured from the furthest extension on the tower support

- structure from any off-site residential structure; or
 - (2) 500 feet from any residential structure, whichever figure is greater. For towers less than 50 feet in height, the minimum setback shall be 200 feet. ^[L]_[SEP]
 - b. Towers and accessory facilities must satisfy the minimum zoning district setback requirements. ^[L]_[SEP]
 - c. In residential or business zones, towers over 90 feet in height shall not be located within one-half of a mile from any existing tower that is over 90 feet in height. ^[L]_[SEP]
 - d. In industrial zones, towers over 90 feet in height shall not be located within one-quarter of a mile from any existing tower that is over 90 feet in height. ^[L]_[SEP]
 - e. Minimum setbacks for microcell and repeaters are those required for any accessory building or structure within the zone district. ^[L]_[SEP]
 - f. Minimum setbacks for freestanding monopole towers and minimum setback of towers and supports — when located within 250 feet from any public rights-of-way, sidewalk or street, alley, parking area, playground, or building not dedicated solely for access to or maintenance of the tower support structure, and from any property line — shall be the tower height (as measured from the furthest extension on the tower support structure) or the minimum setback for any accessory building within the district, whichever is greater. Minimum setback of towers and supports — when not located within 250 feet from any public rights-of-way, sidewalk or street, alley, parking area, playground, or building (except for parking and buildings dedicated solely for access to or maintenance of the tower support structure), and from any property line — shall be the standard setback for a building or structure within the zone district. ^[L]_[SEP]
 - g. For applications for sites within City rights-of-way, the most restrictive adjacent underlying zoning district classification shall apply.
- 4. *Roof and/or building mount facility.* Antennas on the rooftop or above a structure shall not extend more than 12 feet above the roof, and shall be screened, constructed and/or colored to match the structure to which they are attached in a manner that they are not visible from public streetscapes adjacent to the building. Antennas mounted on the side of a building or structure shall be painted to match the color of the building or structure or the background against which they are most commonly seen. Microwave antennas exceeding 12 inches in diameter on a roof or building-mounted facility shall not exceed the height of the structure to which they are attached, unless fully enclosed. If an accessory equipment shelter is present, it must blend with the surrounding building(s) in architectural character and color. ^[L]_[SEP]
- 5. *Security Fencing.* All telecommunication towers and antennas shall be protected from unauthorized access by appropriated security measures. Towers shall be enclosed by security fencing not less than six feet in height and shall also be equipped with an appropriate anti-climbing device. ^[L]_[SEP]

6. *Landscaping.* The following landscape requirements apply:
 - a. Tower facilities shall be landscaped with Type 1 buffer to effectively screen the ^[11]~~SEP~~ view of the tower compound from adjacent property. ^[11]~~SEP~~
 - b. Existing mature tree growth and natural land forms on the site shall be preserved ^[11]~~SEP~~ to the maximum extent possible to minimize visibility of the compound, tower and antenna from the streetscape or civic and open spaces. In some cases such as towers sited on large, wooded lots, natural growth around the property perimeter may be sufficient buffer, however in other cases additional small and large trees may be required to be planted in the vicinity.
7. *Aesthetics — Lighting.* The following guidelines shall govern the location of all towers, and the installation of all antennas.
 - a. Towers shall maintain a galvanized steel finish or, subject to any applicable standards of the FAA, be painted a light, neutral color so as to reduce visual obtrusiveness. A tower shall not dominate the skyline.
 - b. At a tower site, the design of the buildings and related structures shall, to the ^[11]~~SEP~~ extent possible, use materials, colors, textures, screening, and landscaping that will blend the tower facilities into the natural setting and built environment. Metal equipment buildings are prohibited.
 - c. If an antenna is installed on a structure other than a tower, the antenna and supporting electrical and mechanical equipment must be of a light, neutral color that is identical to, or closely compatible with, the color of the supporting structure so as to make the antenna and related equipment as visually unobtrusive as possible.
 - d. The City may or may not require lighting, even if not required by the FAA. If lighting is required, the Planning Commission may review the available lighting alternatives and approve the design. ^[11]~~SEP~~
8. *Federal Requirements.* All towers must meet current standards and regulations of the FAA, the FCC, and any other agency of the Federal Government with the authority to regulate towers and antennas. ^[11]~~SEP~~
9. *Building Codes — Safety Standards.* To ensure the structural integrity of towers, the owner of a tower shall ensure that it is maintained in compliance with standards contained in applicable local buildings codes and the applicable standards for towers that are published by the Electronic Industries Association. Any structural modification or alteration to an existing tower or antenna will require a structural analysis by a licensed professional engineer in the State of Missouri as part of the application, unless waived by the Community Development Director. If, upon inspection, a tower fails to comply with such codes and standards and constitutes a danger to persons or property, then upon notice being provided to the owner of the tower, the owner shall have 30 days to bring

the tower into compliance. If the owner fails to bring a tower into compliance within 30 days, the City of Parkville may remove tower at the owner's expense. [1] [SEP]

10. **Safety.** All telecommunication towers, antennas, and supporting electrical and mechanical equipment shall be reasonably designed to reduce the potential damage to persons or property from falling equipment, ice or debris from wind, damage or structural failure.

D. Small Wireless Facilities.

1. **Small Wireless on Utility Poles.** In accordance with Section 67.5112 RSMo., a wireless provider may collocate small wireless facilities and install, maintain, modify, operate, and replace utility poles, at heights below the height limitations outlined in this subdivision, which shall be a permitted use in all districts except within single-family residential and historic zoned areas and districts provided the proposed installation does not:

- a. Materially interfere with the safe operation of traffic and control equipment or city-owned communications equipment;
- b. Materially interfere with compliance with the American Disabilities Act, or similar federal or state standards regarding pedestrian access or movement;
- c. Materially obstruct or hinder the usual travel or public safety on the rights-of-way;
- d. Materially obstruct the legal use of the rights-of-way by the city, utility, or other third-party;
- e. Fail to comply with the spacing requirements;
- f. Fail to comply with applicable national safety codes, including recognized engineering standards for utility poles or support structures;
- g. Fail to comply with the decorative pole replacement requirements herein;
- h. Fail to comply with undergrounding requirements; or
- i. Interfere or impair the operation of existing utility facilities, or city or third-party attachments.

2. New, replacement, or modification of utility poles under the following circumstances shall not be considered a permitted use:

- a. Proposals to construct or modify a utility pole which exceeds the greater of:
 - i. Fifty feet (50') AGL; or
 - ii. More than ten feet (10') above the tallest existing utility pole as of January 1, 2019 within five hundred feet (500') of the proposed utility pole in the city; and
 - iii. Proposals to collocate on an existing utility pole in place on August 28, 2018 which exceeds the height of the existing utility pole by more than ten feet (10').

3. *Fast-track.* An application for a “fast-track” small wireless facility may be approved administratively by the Community Development Director, subject to meeting the following requirements:
- a. The following requirements shall generally apply to all “fast-track” small wireless facilities located within the city:
 - i. The “fast-track” shall substantially match any current aesthetic or ornamental elements of the existing structure or utility pole, or otherwise be designed to maximally blend in to the built environment, with attention to the current uses within the district at the proposed site;
 - ii. Any portion above the existing structure or utility pole shall be concealed and of the same dimensions and appearance so as to appear to be a natural extension of the Existing structure or utility pole in lieu of an enclosure or concealment;
 - iii. The “fast-track” equipment shall not emit noise audible from the building line of any residentially zoned or used property; and
 - iv. Location, placement, and orientation of the “fast-track” shall, to the extent feasible, minimize the obstruction to, or visibility from, the closest adjacent properties unless otherwise required by the city for safety reasons.
 - b. When a “fast-track” is proposed to be located on an existing structure or utility pole on or adjacent to public or private streets, sidewalks, or other pedestrian or vehicle ways:
 - i. The height of all portions of the “fast-track” shall be located at least eight feet (8') above ground level;
 - ii. No ground equipment shall be permitted; and
 - iii. No portions of the “fast-track” shall extend horizontally from the surface of the utility pole or existing structure more than sixteen inches (16”).
 - c. Additionally, the director may for good cause shown increase any one or more of the maximum volumetric specifications from the definition of a “fast-track” by up to fifty percent (50%) if the applicant demonstrates that it:
 - i. Does not in any location nationally use equipment capable of meeting the specifications and the purpose of the equipment; and
 - ii. Cannot feasibly meet the requirements as defined and described.
 - d. The Board of Aldermen may further waive one or more of the requirements found in the definition of “fast-track”, or from 3(B) or (3)C of this Subsection, upon good cause shown by the applicant, and provided a showing that the waiver is the minimum necessary to accomplish the purposes of this section. The burden of proof for any waiver shall be wholly on the applicant and must be shown by clear and convincing evidence.

4. *Applications.* Applications for uses authorized under this section shall be on forms as may be established by the Community Development Director with such information as necessary to determine applicability of the specific permitted use and shall be accompanied by a building permit application, proof of owner consent required herein, and application fees as set forth in the Schedule of Fees and adopted by the Board of Aldermen by resolution, as authorized by Section 800.010 of the Municipal Code, as required to cover the actual costs, but not to exceed such amounts as limited by applicable law. If the applicant is not a Wireless Services Provider, as defined by Section 67.5111 RSMo., then the applicant must submit evidence of agreements or plans, or otherwise provide attestations to the same, which conclusively demonstrate to the city that the proposed site(s) will become operational and used by such Wireless Services Provider within one (1) year of the permit's issuance date. For any application for a small wireless facility, the applicant shall provide an attestation that the proposed small wireless facility complies with the volumetric limitations as required to meet the definition of a small wireless facility in accordance with this section and pursuant to applicable law. Applicant shall also submit a certified structural analysis as required in the general requirements of this section. Applications requesting any information that is prohibited by federal or state law under the applicable circumstance shall be deemed inapplicable to the subject application. Applications shall be decided upon within a reasonable time, subject further to state or federal specific additional requirements as may apply to the particular application. The Community Development Director shall review the application and provide a deficient notice, in accordance with this section, within fifteen (15) days of receipt, or such other longer time as allowed by applicable law. A decision to deny an application shall be made in writing and state the specific reasons for denial.

E. Conditional Use Permits.

1. *General.* A conditional use permit is required for new towers or new antenna on existing towers or structures. The following provisions shall govern the issuance of conditional use permits:
 - a. A conditional use permit shall be required for the construction of a new tower or the placement of an antenna in all zoning districts, or substantial modification to an existing telecommunication tower or antenna as defined by Missouri statutes.
 - b. Any approval may be conditioned upon site specific requirements that are necessary to minimize any adverse effect of the proposed tower on adjoining properties.
 - c. Any information of an engineering nature that the applicant submits, whether civil, mechanical, or electrical, shall be certified by a professional engineer licensed in the State of Missouri. [1] SEP
2. *Information Required.* Each applicant requesting a conditional use permit under this Section shall submit a scaled site plan and a scaled elevation view and other supporting drawings, calculations, and other documentation signed and sealed by appropriate licensed professionals showing the location and dimensions of all improvements, including information concerning topography, tower height requirements, setbacks,

drives, parking, fencing, landscaping, adjacent uses, and other information deemed by the Planning Commission to be necessary to assure compliance with this Section. For applications for sites within City rights-of-way or on City-owned property, no application shall be submitted for permit approval without attaching the City's consent to use the right-of-way or property for the specific construction application. This consent should be in the form of an agreement with the City to place and/or maintain private improvements in City rights-of-way or on City-owned property. [L] [SEP]

3. *Abandonment Bond.* Any applicant for a new tower shall place a bond or other security with the City prior to any final approval to ensure abandoned towers can be removed. The bond or security shall be in the form and amount approved by the Community Development Director based on the valuation of the tower at the time of construction and necessary amount required for a Demolition Permit. The amount of the bond shall be determined by the Director to satisfy the requirements hereof with regard to the specific tower to which it would apply based on the estimated total cost of removal of that tower. [L] [SEP]
4. *Criteria.* In addition to the criteria in Section 403.050, and the standards in this Section, the Planning Commission shall consider the following additional criteria for Conditional Use permits for Telecommunication Facilities.
 - a. All standards of this Section have been met, or in the case of any City standards [L] [SEP] and equal or better alternative has been proposed that equally or better meets all [L] [SEP] of the intent provisions of this Section. [L] [SEP]
 - b. Telecommunication facilities should be located and designed to minimize any [L] [SEP] adverse effect they may have on residential property values.
 - (1) Colors and facility designs should be compatible with surrounding [L] [SEP] buildings and/or uses in the area or those likely to exist in the area and [L] [SEP] should restrain the facility from dominating the surrounding area.
 - (2) Location and design of sites in commercial or industrial zones should [L] [SEP] consider the impact of these sites on surrounding neighborhoods, particularly the visual impact within the zone district and beyond, in residential areas.
 - (3) Fencing should not necessarily be used to screen a site, and security fencing should be colored or should be of a design which blends into the character of the existing environment.
 - (4) Freestanding facilities should be located to avoid a dominant silhouette.
 - (5) Strobe lights are prohibited at night unless required by the Federal [L] [SEP] Aviation Administration. [L] [SEP]
 - c. Towers [L] [SEP] compatible with surrounding buildings and land uses in the zone district or otherwise integrated, through location and design, to blend in with the existing characteristics of the site to the extent practical.

- d. At the time of the conditional use request, an evaluation of the visual impact should be taken into consideration if vegetation is to be removed.
 - e. Innovative designs should be used whenever the screening potential of the site is low. For example, by constructing screening structures which are compatible with surrounding architecture, the visual impact of a site may be mitigated. ^[11]_{SEP}
 - f. The structure must be architecturally and visually (in color, bulk, size) compatible with surrounding existing buildings, structures, vegetation, and/or uses in the area or those likely to exist under the terms of the underlying zoning. ^[11]_{SEP}
5. *Historic Preservation 30-day Hearing Period.* A Conditional Use Permit shall not be issued for any telecommunication tower or antenna that the Planning Commission or Board of Aldermen determines would create a significant negative visual impact or otherwise have a significant negative impact on the historical character and quality of any property within a Historic Preservation District or such District as a whole. For collocation of any certified historic structure as defined in Section 253.545 RSMo., in addition to all other applicable time requirements, there shall be a thirty (30) day time period before approval of an application during which one or more public hearings on collocation to a certified historic structure are held.
5. **Abandonment.** It shall be the duty of the facility owner to notify the City when the site is no longer to be used for telecommunication purposes. Telecommunication facilities, which are not in use for six months for telecommunication purposes, shall be removed by the telecommunication facility owner. This removal shall occur within 90 days of the end of such six-month period at the owner's expense. Upon removal, the site shall be re-planted to blend with the existing surrounding vegetation. A tower not removed as mandated above shall be deemed to be a dangerous building as defined in the Uniform Code for the Abatement of Dangerous Buildings, adopted as part of the Building Code in Chapter 500 of the Parkville Municipal Code, and shall be removed under the provisions of Chapters 7 through 9.



Application #: Case No. PZ 2021-01
Date Submitted: 01/15/2021
Public Hearing: 02/09/2021
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: Joe Parente
Address: 8880 Clark Ave
City, State: Parkville, MO
Phone: (816) 741-7676 Fax: (816) 741-1300
E-mail: jparente@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: 01/22/2021

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 402.010 Definitions; and Section 410.010 Wireless Communication Facilities

Existing text: See attached

Proposed text: See attached

Reason for amendment:

Wireless communication consists of the electromagnetic transfer of information between two or more points that do not use an electric conductor as a medium by which to perform the transfer. The most common wireless technologies -- including cellular phones, GPS units and wireless networking devices -- communicate by transmitting radio waves through a network of fixed antennas. Since 2007, data usage on wireless communication networks across the United States has increased by more than 250,000%. As a result, communities are beginning to see the deployment of new technologies from telecommunication providers to meet this demand, including small cell wireless facilities.

Last modified June 2017

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):

Per Missouri law, municipalities can implement spacing, concealment and underground requirements regarding the implementation of small cell wireless facilities throughout their communities; as well as require Conditional Use Permits for implementation in areas zoned single-family residential, all in the interest of preserving the public health, safety and general welfare.

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

By implementing spacing, concealment and underground requirements, as well as application timelines, the City of Parkville can better review and consider impacts of small cell wireless facilities to the public health, safety and general welfare of the community.

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: Brad Stanton / Planner 1/26/21
Name/Title Date

Application fee payment by N/A ☐ 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:



Staff Analysis

Agenda Item: **5.B**

Proposal: Request for text amendment to Parkville Municipal Code, Title IV: Development Code, Section 402.010 Definitions and Section 410.010 Wireless Communication Facilities, to create provisions for small wireless facilities.

Staff Recommendation: Approval

Case No: PZ 2021-01

Applicant: City of Parkville

Pre-Application Conference Meeting: N/A

Exhibits:

- A. This Staff Analysis
- B. Application for Text Amendment
- C. Proposed Text Amendment
 - 1. Section 402.010 Definitions
 - 2. Section 410.010 Wireless Communication Facilities
- D. Additional exhibits as may be presented during the meeting

By Reference:

- A. Parkville Municipal Code, Title IV – Development Code in its entirety (<https://parkvillemo.gov/download/Ord2884.pdf>)
 - 1. Section 402.010 Definitions
 - 2. Section 410.010 Wireless Communications Facilities
- B. Hearing notice published in The Platte County Citizen newspaper on January 13, 2021
- C. Summary of Public Hearing posted on Parkville City webpage (<http://parkvillemo.gov/public-hearings/>)

Background

Wireless communication consists of the electromagnetic transfer of information between two or more points that do not use an electric conductor as a medium by which to perform the transfer. The most common wireless technologies — including cellular phones, GPS units and wireless networking devices — communicate by transmitting radio waves through a network of fixed antennas. Since 2007, data usage on wireless communication networks across the United States has increased by more than 250,000%. As a result, communities are beginning to see the deployment of new technologies from telecommunication providers to meet this demand, including small cell wireless facilities.

Small cell wireless facilities are a type of wireless broadband infrastructure that typically takes the form of small antennas (approximately 3-4 ft. in height) that are placed on existing infrastructure (e.g., utility poles) and are accompanied by equipment cabinets installed at a lower level on the pole. They are flexible network solutions that can be readily deployed to specific locations prone with connectivity issues, or in heavily populated areas that need more network capacity. Unlike traditional macro telecommunication towers, which are typically 100-200 ft. in height and can provide service over a distance of 18 miles, small wireless facilities provide service with a radius of up to 1,500 ft. Wireless communication service providers utilize small wireless facilities to “densify” their networks and provide a faster, better LTE experience for technologies of the future — 5G, smart cities and the Internet of Things (IoT).

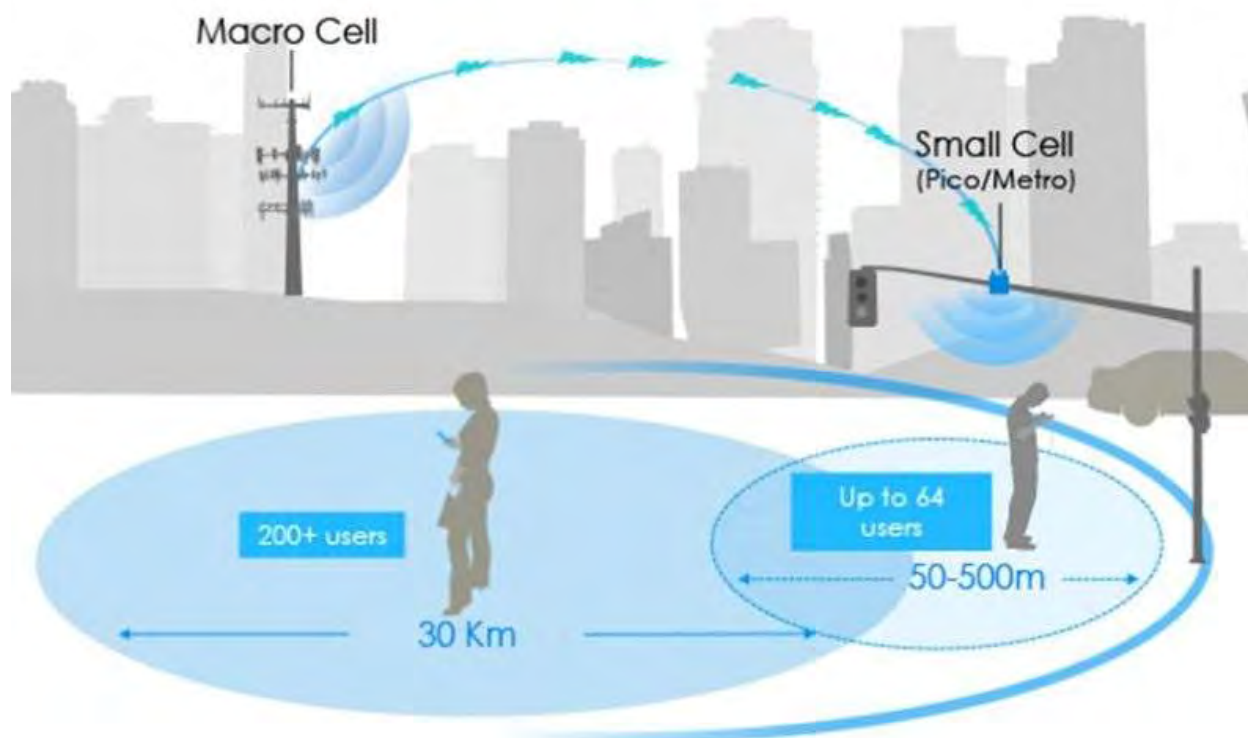


Image courtesy of the Town of Danville, Ca.

Overview

Wireless communication providers are beginning to deploy small cell wireless facilities throughout communities across the Kansas City metropolitan area. Although the City of Parkville has requirements for wireless communication facilities in our *Title IV – Development*

Code, Section 410.010, these regulations pertain to traditional macro telecommunication towers (i.e., towers typically 100-200 ft. in height providing service over distances of around 18 miles) rather than small cell wireless facilities. As a result, the City's legal counsel, Williams & Campo, P.C., recommends adopting provisions for small wireless facilities — this includes definitions, collocation standards, replacement/modification standards, fast-track standards, and application schedules & fees.

Analysis and Comments

Per Revised Statutes of Missouri (RSMo), municipalities can amend their zoning/development codes to include the following standards for small wireless facilities:

- Spacing requirements
- Concealment requirements
- Underground requirements

Municipalities can also require Conditional Use Permits for small wireless facilities proposed in single-family residential zoning districts; and can require wireless providers to comply with decorative pole replacement requirements, such as in the "OTD" Old Town District. Both staff and Williams & Campo, P.C. have reviewed the City's existing Section 402.010 Definitions and Section 410.010 Wireless Communication Facilities, and have proposed a text amendment for both (see Exhibit C).

Staff Conclusion and Recommendation

Staff recommends approval of the proposed text amendment to Parkville Municipal Code, Title IV: Development Code, Section 402.010 Definitions and Section 410.010 Wireless Communication Facilities to create provisions for small wireless facilities. 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 proposed text amendment, the factors discussed above and any testimony presented during the public hearing, the Planning and Zoning Commission must recommend approval (with or without conditions) or denial of the text amendment, unless otherwise postponed. Unless postponed, the Planning Commission's action will be forwarded to the Board of Aldermen along with any explanation thereof for final action at their March 16, 2021 regular meeting.

End of Memorandum



03-05-21

Stephen Lachky, AICP, CPM, CFM
Community Development Director

Date



Padraic W. Corcoran
Phone: 816.524.4646
Facsimile: 816.524.4645
pcorcoran@publiclawfirm.com

400 SW Longview Blvd, Suite 210
Lee's Summit, Missouri 64081
www.publiclawfirm.com

To: Parkville Planning and Zoning Commission

From: Padraic W. Corcoran by and through T. Christopher Williams, City Attorney

Date: March 9, 2021

Re: Parkville Development Code – Small Wireless Facilities

This memorandum is set to provide background regarding the City of Parkville's (the "City") authority to regulate the construction and deployment of small wireless facilities within the City and to explain the proposed regulatory framework for the same. The City has previously regulated the construction and deployment of telecommunications facilities and other similar facilities through various ordinances and practices. During the 2018 Legislative Session, the 101st Missouri General Assembly approved, and the Governor signed into law House Bill 1991 ("**HB 1991**") with an effective date for a majority of the provisions of January 1, 2019. House Bill 1991 amended and added certain provisions to the Missouri Revised Statutes relating to the City's authority to regulate the construction and deployment of small wireless facilities. The Federal Communications Commission did release on September 27, 2018, FCC-18-133 titled Accelerating Wireless Broadband Deployment by Removing Barriers to Infrastructure Investment, and FCC-18-133 contained both a declaratory ruling and order regarding the City's authority to regulate the construction and deployment of small wireless facilities.

While HB 1991 and FCC-18-133 significantly limit the City's ability to regulate the construction and deployment of small wireless facilities, there are still avenues for the City to regulate the deployment of small wireless facilities. These avenues include regulating how the small wireless facility is concealed on a utility pole, the spacing between utility poles, and undergrounding of cabling and other equipment associated with small wireless facilities. The proposed revisions to the Unified Development Ordinance utilize these retained authorities to ensure that the deployment of small wireless facilities in the City is done in a manner that protects both the right-of-way and the public health, safety, and general welfare and complies with the restrictions put in place by HB 1991 and FCC-18-133.

Staff recommends to amend and revise the Parkville Development Code to conform with both HB 1991 and FCC-18-133 to encourage the deployment of small wireless facilities within the City in a manner that (1) protects the right-of-way as a unique and physically

limited resource critical to the travel and transportation of person and property in the City; (2) manages the right-of-way to ensure that the right-of-way remains accessible for public uses including the partial occupancy of the right-of-way by utilities and public service entities, which enhance the health, welfare, and economic well-being of the City and its citizens; (3) promotes competition, securing higher quality services for the citizens of the City and consumers at large; and (4) does not materially inhibit the provision of telecommunications services.

**CITY OF PARKVILLE
Policy Report**

Date: March 17, 2021

Prepared By:

Melissa McChesney, City Clerk

Reviewed By:

Stephen Lachky, Community
Development Director

ISSUE:

Approve Resolution No. 21-004 setting the fees for small cell wireless facilities applications and pro-rated liquor licenses in the Schedule of Fees (Administration)

BACKGROUND:

Several sections of the Parkville Municipal Code authorize the collection of fees for various services provided to residents, along with ordinances that have not yet been codified. On August 5, 2014, the Board of Aldermen established a Schedule of Fees to help reduce the number of Code amendments and eliminate costs of updating the Code each time a fee is modified. Chapter 800 of the Code allows fees to be amended from time to time by resolution.

On July 3, 2018, the Board amended Parkville Municipal Code Chapter 600 and the liquor license fees were added to the Schedule of Fees, but the pro-rated fees were inadvertently missed. The resolution will add the pro-rated liquor license fees to the Schedule.

On April 6, 2021, the Board of Aldermen will consider amending Parkville Municipal Code Chapter 410 regarding small cell wireless facilities and the application fee is included in the revised Schedule of Fees.

BUDGET IMPACT:

There is no impact to the budget.

ALTERNATIVES:

1. Approve the resolution.
2. Approve the resolution, subject to changes to satisfy the desires of the Board of Aldermen.
3. Do not approve the item.
4. Postpone the item.

FINANCE COMMITTEE RECOMMENDATION:

The item was not presented to the Finance Committee, but is being taken directly to the Board of Aldermen for consideration.

STAFF RECOMMENDATION:

Staff recommends approving the resolution setting the fees associated with small cell wireless

facilities applications and pro-rated liquor licenses in the Schedule of Fees.

POLICY:

Although there is no specific statutory requirement, fees are typically codified by ordinance to ensure enforcement. Parkville Municipal Code Section 105.160 gives the Board of Aldermen the authority to levy and collect all taxes and licenses, which is interpreted to extend to all administrative fees. Section 800.010 of the Municipal Code establishes the Schedule of Fees which may be adopted or amended, from time to time, by resolution.

SUGGESTED MOTION:

I move to approve Resolution No. 21-004 setting the fees for small cell wireless facilities applications and pro-rated liquor licenses in the Schedule of Fees.

ATTACHMENTS:

1. Resolution No. 21-004
2. Revised Schedule of Fees



***CITY OF PARKVILLE, MO.
RESOLUTION No. 21-004***

**RESOLUTION SETTING THE FEES FOR SMALL CELL WIRELESS FACILITIES
APPLICATIONS AND PRO-RATED LIQUOR LICENSES IN THE SCHEDULE OF FEES**

WHEREAS, the City is authorized to assess and collect various fees and charges written into the Parkville Municipal Code, contained in uncodified ordinances, or passed by resolution; and

WHEREAS, the City finds that it is in the best interests of the City to consolidate the various fees and charges into a uniform Schedule of Fees that can be kept up to date as fees change by replacing entries as they are repealed or amended by resolution instead of amending the Parkville Municipal Code; and

WHEREAS, on July 3, 2018, Parkville Municipal Code Chapter 600 was amended and the liquor license fees were added to the Schedule of Fees, but the pro-rated fees were inadvertently missed; and

WHEREAS, on April 6, 2021, the Board of Aldermen adopted regulations for small cell wireless facilities in Parkville Municipal Code Chapter 410, with an application fee to be added to the Schedule of Fees; and

WHEREAS, the fees associated with applications for small cell wireless facilities and pro-rated liquor licenses will be established in the Schedule of Fees in accordance with Section 800.010 of the Municipal Code.

NOW THEREFORE, BE IT RESOLVED that the Board of Aldermen hereby adopts the revised Schedule of Fees, attached herein as Exhibit A.

IN TESTIMONY WHEREOF, I have hereunto set my hand, in the City of Parkville this 6th day of April 2021.

Mayor Nanette K. Johnston

ATTESTED:

City Clerk Melissa McChesney



City of Parkville Schedule of Fees

The schedule of fees consolidates all City fees and charges, adopted by resolution and ordinance, for the various services the City provides.

City Parks and Events

Municipal Code Chapter 140

Special Events

Application (non-refundable, applies toward event fee).....	\$25
Public Park Event (per day).....	\$400
5K/10K Event (per day).....	\$325
Public Park Wedding Event (per day).....	\$200
Downtown City Parking Lot Event (per day).....	\$100
Event Area Set Up/Tear Down Days (per day).....	\$50
Parade Event (4 th of July and Parkville Days exempt).....	At cost
Public Property Event (per day).....	\$50
Private Property Event (per day).....	\$25
Event Support (City park or police employees, per hour).....	\$30

Shelter Reservations

Residents.....	\$25
Non-Residents.....	\$35

Maxine McKeon Stage (per day)

Residents.....	\$100
Non-Residents.....	\$125

English Landing River Stage (per day)

Residents.....	\$100
Non-residents.....	\$125

Baseball/Soccer Fields (per hour per field).....

\$20

Volleyball (per hour per court).....

\$20

Basketball Courts.....

No fee

Municipal Court

Municipal Code Chapter 145

All cases (each case).....	\$12
Police Training Fund (each case).....	\$2
Other costs (commitment or summons, as provided before Associate Circuit Judge in criminal prosecutions).....	Actual cost
Assessed against City for defendant's apprehension or confinement in any prison facility.....	Actual cost
Mileage to serve warrant or commitment or Order of the Court (each mile and fraction thereof officer must travel both directions).....	Same as to Sheriff
Crime Victims Compensation Fund (RSMo 595.045.3).....	\$7.50
(Paid monthly to Missouri Department of Revenue, Tax Division)	
Sheriff's Retirement Fund Surcharge (RSMo 488.010-488.020).....	\$3
(Every case disposed of by a plea of guilty or a finding of guilty)	
Peace Officer Standards & Training Commission Fund.....	\$1
(Used statewide for training of peace officers; deposited with Treasurer of the State)	

Alcohol or drug-related traffic offenses	
Minimum upon guilty plea or finding of guilty for traffic offense associated with arrest of defendant (RSMo 577.048).....	\$100.50
Independent Living Center Fund (RSMo 178.653 and 561.035).....	\$5
Convicted or pleads guilty to intoxication-related traffic offense (RSMo 577.023) where judge in case was an attorney and defendant was represented by or waived right to attorney in writing; or drug-related offense (RSMo 195)	
Spinal Cord Injury Fund.....	\$25
(Paid to Missouri Department of Revenue)	
Optional cost for services, determined by court (RSMo 57.280-57.300).....	Varies
Synergy Services (RSMo 479.261).....	\$4

Police Department

Municipal Code Chapter 200

Fingerprints (per card).....	\$15
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Animal Regulations

Municipal Code Chapter 210

Dog License	
Spayed/neutered.....	\$10
Not spayed/neutered.....	\$15
Duplicate Dog Tag.....	\$1
Late penalty.....	50% of fee
Impoundment of Licensed Dogs	
First Offense.....	\$15
Second Offense.....	\$25
Third Offense.....	\$50
Subsequent Offenses.....	\$100
Redeem impounded dog (per day or fraction thereof).....	\$2

Zoning Code

Municipal Code Chapter 410

Small Wireless Facilities Application.....	\$500
--	-------

Building Permit, Plan Review and Inspection Fees

Municipal Code Chapter 500

Building Permit Fees

One- and two-family dwellings.....	See 2012 International Residential Code for One- and Two-Family Dwellings, Appendix L, Permit Fees
Other residential and non-residential	See 1997 Uniform Administrative Code, Tables 3-A, 3-B, 3-C and 3-D

Plan Review

One- and two-family dwellings	
New residence construction.....	\$100
Other (minimum \$25, maximum \$100).....	25% of permit
Other residential and non-residential	
New building construction.....	\$300
Tenant Finish	\$150
Minor Alteration	\$50
Other	\$25

Occupancy Inspections

Initial inspections (includes two inspections).....	\$50
Re-inspections (each).....	\$25

Cuts, Tunnels & Excavations

Municipal Code 515

Right-of-Way Permit.....	\$10
--------------------------	------

Grading Standards & Regulations

Municipal Code 520

Grading and Land Disturbance Permit	
Less than 10,000 square feet.....	\$25
10,001-50,000 square feet.....	\$40
50,001-100,000 square feet.....	\$55
More than 100,001 square feet.....	\$75

Liquor Licenses

Municipal Code Chapter 600

Microbrewer	
Up to 500 barrels.....	\$37.50
Each additional 100 barrels.....	\$7.50
Each 100 barrels below 500 (refund).....	-\$7.50
Retailer malt liquor original package	\$75
Retailer malt liquor by drink	\$75
Retailer intoxicating liquor original package.....	\$150
Sunday sales (additional).....	\$300
Resort.....	\$450
Sunday sales (additional).....	\$300
Temporary (3 months).....	\$93.75
Sunday sales (3 months, additional).....	\$75
Malt liquor/light wine by drink (only 7 days/year).....	\$37.50
Intoxicating liquor by drink on premises (only 501(c) exemptions).....	No fee
Intoxicating liquor by drink on boat/vessel.....	\$450
Wholesaler.....	\$375
Temporary Caterer Permit (per day).....	\$15
Tasting Permit.....	\$37.50
Retailer of intoxicating liquor by the drink, limited to distillers.....	\$375
Proration	
Less than 10 months until license expires.....	10% per month
More than 10 months until license expired.....	Full fee

General Licensing

Municipal Code Chapter 605

Business license (per year)	
Any license not categorized below.....	\$50
General Contractor.....	\$75
Banks.....	\$320
Building or savings and loans.....	\$120
Fireworks.....	\$300
Rock Quarry.....	\$1,000
Late Fee (not to exceed 25% of total fee).....	5% per month
More than one business at same address under same legal name (each additional, license fee covers one business).....	\$10 each

Peddlers, Solicitors and Canvassers

Municipal Code Chapter 610

Soliciting and Peddling Permit (30 consecutive days)..... \$50

Public & Private Sewers

Municipal Code 700

Sewer Tap Fee..... \$1,750

Sewer Impact Fee..... \$1,650

General Provisions

Municipal Code Chapter 800

Credit and Debit Card

Convenience fee on debit/credit purchases (whichever is greater).....\$3 or 2.45%
(excludes sewer and court) of purchase

Zoning

Applications (plus real cost of real expenses resulting from reviews)

Subdivision – Administrative Plat.....\$300

Subdivision – Preliminary Plat.....\$300

Subdivision – Final Plat.....\$300

Zoning Map Amendment.....\$300

Preliminary Development Plan.....\$300

Final Development Plan.....\$300

Conditional Use Permit.....\$300

Site Plan – Minor.....\$300

Site Plan – Major.....\$300

Variance.....\$300

Appeal of Administrative Decision.....\$300

Text Amendment.....\$300

Tax Increment Financing.....\$300

Vacation (Street, Public Park, Alley, Etc.).....\$75

Easement Vacation.....\$75

Minor changes.....\$75

Signs

Temporary..... \$10

Attached or applied to building or similar structure

Less than 25 square feet..... \$20

25-50 square feet..... \$40

51-100 square feet..... \$60

More than 101 square feet..... \$80

Additional 10 square feet over 100 square feet..... \$5

Ground, monument and other freestanding except directional, pole and billboards

Less than 50 square feet..... \$50

51-100 square feet..... \$75

More than 101 square feet..... \$100

Additional 10 square feet over 100 square feet..... \$5

Directional..... \$25

Pole

Less than 50 square feet..... \$75

51-100 square feet..... \$100

101-150 square feet..... \$150

More than 151 square feet..... \$200

Additional 10 square feet over 150 square feet..... \$5

Billboards..... \$200

Additional 10 square feet.....	\$5
Building and Construction	
Application	\$300
Each lot in subdivision (per lot).....	\$5
Temporary certificate of occupancy.....	\$50
Subdivisions	
Public Improvement (of total construction cost).....	4%
(25% at time of application, 25% at time of permit approval, 50% at time of final approval)	
Transition Plats Improvement Permit (approved prior to April 1, 2017)	
Residential Lots (per 1,000 square feet).....	\$26.49
Non-Residential Lots (per 1,000 square feet).....	\$19.68

CITY OF PARKVILLE
Policy Report

Date: March 17, 2021

Prepared By:

Stephen Lachky, Community Development Director

Reviewed By:

Joe Parente, City Administrator

ISSUE:

Approve the second reading of an ordinance to amend Parkville Municipal Code Section 403.020 to require subdivision plats be within the entirety of the Parkville municipal boundaries - Case No. PZ 2021-02 (Community Development)

BACKGROUND:

On January 5, 2021, the Board of Aldermen adopted Ordinance No. 3057 approving the Thousand Oaks – 23rd Plat, Final Plat (56 single-family residential lots and 1 tract of private open space); as well as Ordinance No. 3058 approving the Thousand Oaks – 24th Plat, Final Plat (71 single-family residential lots and 1 tract of private open space). Both of these plats contained lots, tracts and right-of-way that were split between municipal limits and unincorporated Platte County boundaries.

At the time the plats were presented to the Planning & Zoning Commission, Williams & Campo, P.C., the City's legal counsel, found no platting requirements, standards or restrictions in the Development Code prohibiting lots within a subdivision plat from residing outside Parkville's municipal limits and residing over two jurisdictional boundaries, even though such action is generally not considered to be a best planning practice for developing new neighborhoods. Furthermore, because the Thousand Oaks – 23rd Plat, Final Plat and Thousand Oaks – 24th Plat, Final Plat bisected the city's municipal limits, it presented a number of long-term issues for staff, the City and unincorporated Platte County - including which entity provides basic services and long-term maintenance to infrastructure within public right-of-way.

Following approval of the plats, Williams & Campo, P.C. recommended staff make an amendment to Section 403.020 to require subdivision plats be within the entirety of Parkville's municipal boundaries in order to alleviate future long-term issues (see Attachment 3). The goal of the text amendment is to increase the quality of life for Parkville residents and better provide to the public health, safety and general welfare of the community.

BUDGET IMPACT:

With the exception of required codification, there is no budgetary impact.

ALTERNATIVES:

1. Adopt an ordinance to amend Parkville Municipal Code Section 403.020.
2. Adopt an ordinance, subject to changes by the Board of Aldermen.
3. Deny the text amendment.

4. Postpone the item.

FINANCE COMMITTEE RECOMMENDATION:

The item was not presented to the Finance Committee, but is being taken directly to the Board of Aldermen for consideration.

PLANNING COMMISSION RECOMMENDATION:

The Planning & Zoning Commission considered the text amendment at a public hearing at their February 9, 2021, regular meeting (see Attachment 4). Following discussion, the Commission recommended postponing the item to their next regular meeting on March 9, 2021. At the March regular meeting, the Commission recommended approval of the text amendment by a vote of 8-0.

STAFF RECOMMENDATION:

Staff recommends that the Board of Aldermen approve the first reading of the ordinance to amend Parkville Municipal Code Section 403.020 to require subdivision plats be within the entirety of Parkville's municipal boundaries.

POLICY:

Per RSMo 89.050 and Parkville Municipal Code Chapter 403, text amendments to the Development Code are to be approved by the Board of Aldermen by ordinance after the Planning and Zoning Commissions considers the amendment at a public hearing and forwards their recommendation.

SUGGESTED MOTION:

I move to approve Bill No. 3119, an ordinance amending Parkville Municipal Code Section 403.020 to require subdivision plats be within the entirety of the Parkville municipal boundaries, on second reading to become Ordinance No. ____.

ATTACHMENTS:

1. Ordinance
2. Proposed Text Amendment
3. Application
4. Staff Analysis

AN ORDINANCE AMENDING PARKVILLE MUNICIPAL CODE SECTION 403.020 TO REQUIRE SUBDIVISION PLATS BE WITHIN THE ENTIRETY OF THE PARKVILLE MUNICIPAL BOUNDARIES

WHEREAS, On January 5, 2021, the Board of Aldermen adopted Ordinance No. 3057 approving the Thousand Oaks – 23rd Plat, Final Plat (56 single-family residential lots and 1 tract of private open space) and Ordinance No. 3058 approving the Thousand Oaks – 24th Plat, Final Plat (71 single-family residential lots and 1 tract of private open space); and

WHEREAS, both the Thousand Oaks – 23rd Plat, Final Plat and Thousand Oaks – 24th Plat, Final Plat contains lots, tracts and right-of-way that were split between City of Parkville municipal limits and unincorporated Platte County boundaries; and

WHEREAS, at the time the Thousand Oaks – 23rd Plat, Final Plat and Thousand Oaks – 24th Plat, Final Plat were submitted to the City for review, the Parkville Municipal Code contained no platting requirements, standards or restrictions prohibiting lots within a subdivision plat from residing outside Parkville's municipal limits and residing over two jurisdictional boundaries; and

WHEREAS, developing new neighborhoods across two jurisdictional boundaries is generally not considered to be a best planning practice as it presents a number of long-term issues for staff, including which jurisdictional entity provides basic services and long-term maintenance to infrastructure within public right-of-way; and

WHEREAS, Williams & Campo, P.C., the City's legal counsel, recommends staff make a text amendment to Parkville Municipal Code Section 403.020 to require subdivision plats be within the entirety of Parkville's municipal boundaries in order to alleviate future long-term issues, increase the quality of life for Parkville residents, and better provide to the public health, safety and general welfare of the community; and

WHEREAS, a public hearing was held on February 9, 2021, at the Planning and Zoning Commission's regular meeting, and the Commission recommended postponing the item (by a vote of 8-0) to their next regular meeting on March 9, 2021; and

WHEREAS, the public hearing was continued at the March 9, 2021, regular meeting of the Planning and Zoning Commission and the merits of the application and staff's findings were presented, and the Planning and Zoning Commission recommended approval of the text amendment (by a vote of 8-0); and

WHEREAS, the Board of Aldermen concurs with staff, the conclusions of the Planning and Zoning Commission's and accepts their recommendation.

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

SECTION 1. Parkville Municipal Code Section 403.020 is hereby amended, as shown in Exhibit A which is attached hereto and incorporated herein by reference.

SECTION 2. This ordinance shall be effective immediately upon its passage and approval.

PASSED and APPROVED this 6th day of April 2021.

Mayor Nanette K. Johnston

ATTESTED:

City Clerk Melissa McChesney

Section 403.020 Platting

- A. **Applicability.** 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. Plat applications may be initiated by the owners or agents of any property affected. In addition to the general requirements in Table 403-1 and Section 403.010 the requirements in this Section are specific to plat applications. Specifically plats shall apply to:
1. Any division of land where any resulting parcel is less than five acres;
 2. Any adjustment of previously platted lots that alter the legal boundaries or potential ownership patterns, other than those by operation of law, acquisition by a public entity, or by court order; and
 3. Any development on previously unplatted property where access or connections to public infrastructure or public streets will be required.
- B. **Types of Plats and Applications.** Plat applications are classified and processed as one of three types:
1. Administrative plats are routine applications such as lot line adjustments, lot splits, lot combinations or small land divisions that do not alter development patterns or impact public services.
 2. Preliminary plats are larger divisions 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 of facilities.
 3. Final plats are a refined version of the preliminary plat that presents proposed ownership and development patterns, as well as the specific location of public facilities and public property based on detailed designs.
- C. **Administrative Plat.** Administrative plats shall be processed according to the following criteria and procedures.
1. **Review Criteria.** An application may be classified as an administrative plat if the Director determines that all of the following are met.
 - a. No new street or alley right-of-way, or other public dedication is needed.
 - b. No significant increase in service requirements (utilities, schools, traffic control, streets, etc.), or impact on the ability to maintain existing service levels will result.
 - c. The application affects the boundaries of only four or fewer existing lots, or results in five or fewer new lots from a previously unplatted parcel, or is finalizing the legal boundaries of a previously approved preliminary and final plat which could only be based on a legal survey after construction of improvements.
 - d. All lots meet the legal standards of the subdivision regulations and applicable zoning districts.
 - e. The lot patterns are consistent with the surrounding area. In determining consistency, the size and dimension of lots previously developed, the layout and design of existing subdivisions and rights of way, and the degree of deviation from previous development shall be considered.
 - f. No lots or portions thereof are located outside of the municipal boundaries of the City.
 - g. No other significant issues exist with potential development enabled by the plat that could impact planning policies, development regulations or adjacent property owners.

Any application not classified as an administrative plat and meeting these criteria shall be processed as a major subdivision with a preliminary and final plat.

2. *Review and Approval.* Upon review by the Director and any affected departments or agencies, and within 60 days of filing, the Director shall approve any administrative plats that meet all requirements of these regulations, deny the application, or recommend further processing as a major subdivision.
 3. *Effect of Decision.* Approval of an administrative plat requires the applicant to record the plat with the Platte County Recorder's Office. The applicant shall be responsible for all recording fees.
 4. *Limitations on Successive Applications.* Platted lots are eligible only one time for approval of a consolidation or division through the administrative plat process and any further division or consolidations of the originally platted lots or newly created lots shall be processed through the preliminary and final plat process.
- D. **Preliminary Plat.** A preliminary plat shall be processed according to the following criteria and specific procedures in addition to those identified in Table 403-1 and applicable in Section 403.010.
1. *Review Criteria.* A preliminary plat shall be reviewed according to the following criteria:
 - a. The application is in accordance with the Master Plan and in particular the physical patterns, arrangement of streets, blocks, lots and open spaces, and public realm investments that reflect the principles and concepts of the plan.
 - b. Compliance with the requirements of this development code, and in particular the blocks and lots proposed are capable of meeting all development and site design standards under the existing or proposed zoning.
 - c. Any phasing proposed in the application is clearly indicated and demonstrates a logical and coordinated approach to development, including coordination with existing and potential development on adjacent property.
 - d. Any impacts identified by specific studies or technical reports, including a preliminary review of storm water, are mitigated with generally accepted and sound planning, engineering, and urban design solutions that reflect long-term solutions and sound fiscal investments.
 - e. The application does not deter any existing or future development on adjacent property from meeting the goals and policies of the Master Plan.
 - f. No lots or portions thereof are located outside of the municipal boundaries of the City.
 - g. The design does not impede the construction of anticipated or planned future public infrastructure within the area.
 - h. The recommendations of professional staff, or any other public entity asked to officially review the plat.
 2. *Effect of Decision.* The approval of the preliminary plat does not constitute an acceptance of the subdivision, but authorizes preparation of the final plat. The applicant may request that a denied preliminary plat be submitted to the Board of Aldermen and the Planning Commission shall submit all information to the Board of Aldermen which can make a determination consistent with these regulations.
 3. *Term of Expiration.* The approval of the preliminary plat shall be effective for 18 months, except that any approval of a final plat for any phase specifically indicated on a preliminary plat shall renew the 18-month period. The Planning Commission may grant an extension of this period for up to one year, if the applicant demonstrates substantial progress towards the design and engineering requirements necessary to submit a final plat.
- E. **Final Plat.** After approval of the preliminary plat, the applicant may submit a final plat for all or portions of the preliminary plat area. A final plat shall be processed according to the following

criteria and specific procedures in addition to those identified in Table 403-1 and applicable in Section 403.010.

1. *Review Criteria.* A final plat shall be reviewed according to the following criteria:
 - a. 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.
 - b. The construction plans for any utilities, infrastructure or public facilities meet all technical specifications.
 - c. The phasing and timing of public improvements ensures construction and performance guarantees.
 - d. Any deviations 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.
 - e. The recommendations of professional staff, or any other public entity asked to officially review the plat.
2. *Planning Commission Review.* If the Planning Commission approves or conditionally approves the final plat, the plat shall be forwarded to the Board of Aldermen with a recommendation that they accept dedication of land for public purposes such as easements, rights-of-way and public facilities.
3. *Dedication of Land.* The Board of Aldermen shall accept or reject the dedication of land for public purposes within 30 days after the first meeting of the Board of Aldermen following submission of the recommendation of the Planning Commission. The Board of Aldermen may defer action for an additional 30 days for allowing modifications to comply with the requirements established by the Board of Aldermen. If the Board of Aldermen defers or rejects such dedication, it shall advise the applicant and Planning Commission of the reasons and specify the nature of the non-compliance.
4. *Effect of Decision.* The approval of the final plat and acceptance of the dedication of land for public purposes, park land dedication or fee en lieu, and payment of the excise tax if applicable, authorizes the filing of the plat with the Platte County Recorder's Office. Any approval with conditions or exceptions to the rules shall be clearly stated on the plat. Any plat not recorded within two years from the date of acceptance of land by the Board of Aldermen shall be null and void. Upon approval or recording of the plat, the applicant may proceed with the design and construction of required improvements. No building permit shall be authorized until the completion, inspection and acceptance of all required improvements.



Application #: Case No. PZ 2021-02
Date Submitted: 01/15/2021
Public Hearing: 02/09/2021
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: Joe Parente

Address: 8880 Clark Ave

City, State: Parkville, MO

Phone: (816) 741-7676 Fax: (816) 741-1300

E-mail: jparente@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:** 01/22/2021

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 403.020 Platting

Existing text: See attached

Proposed text: See attached

Reason for amendment:

On January 5, 2021 the Parkville Board of Aldermen approved Ordinance No. 3057 approving the Thousand Oaks - 23rd Plat, Final Plat; as well as Ordinance No. 3058 approving the Thousand Oaks - 24th Plat, Final Plat. Because both plats bisected the City of Parkville's municipal limits, it presented a number of long-term issues for staff, the City and Unincorporated Platte County. Following approval of the plats, City's legal counsel recommended staff make an amendment to Section 403.020 Platting to require subdivision plats be within the entirety of Parkville's municipal boundaries in order to alleviate future long-term issues.

Last modified June 2017

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):

By requiring all subdivision plats be within the entirety of Parkville's municipal boundaries, the City can provide better basic services (e.g., police, public safety, parks and recreation, streets, stormwater management, building safety, planning and zoning, and code enforcement) to neighborhoods within our municipal limits.

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

By requiring all subdivision plats be within the entirety of Parkville's municipal boundaries, the City can provide better basic services (e.g., police, public safety, parks and recreation, streets, stormwater management, building safety, planning and zoning, and code enforcement) to neighborhoods within our municipal limits; increasing the quality of life for residents and better providing to the public health, safety and general welfare of the community.

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: Brad Stanton / Planner Name/Title 1/26/21 Date

Application fee payment by 1. A ☐ Check # ☐ M.O. ☐ Cash

Accepted by: 10/11 _____

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: _____



Staff Analysis

Agenda Item: **5.C**

Proposal: Request for text amendment to Parkville Municipal Code, Title IV: Development Code, Section 403.020 Platting, to require subdivision plats be within the entirety of Parkville's municipal boundaries.

Staff Recommendation: Approval

Case No: PZ 2021-02

Applicant: City of Parkville

Pre-Application Conference Meeting: N/A

Exhibits:

- A. This Staff Analysis
- B. Application for Text Amendment
- C. Proposed Text Amendment to Section 403.020 Platting
- D. Additional exhibits as may be presented during the meeting

By Reference:

- A. Parkville Municipal Code, Title IV – Development Code in its entirety (<https://parkvillemo.gov/download/Ord2884.pdf>)
 - 1. Section 403.020 Platting
- B. Hearing notice published in The Platte County Citizen newspaper on January 20 2021
- C. Summary of Public Hearing posted on Parkville City webpage (<http://parkvillemo.gov/public-hearings/>)
- D. Case No. PZ 2019-08 – Thousand Oaks – 23rd & 24th Plats, Preliminary Plats
- E. Case No. PZ 2020-29 – Thousand Oaks – 23rd Plat, Final Plat
- F. Case No. PZ 2020-45 – Thousand Oaks – 24th Plat, Final Plat
- G. Ordinance No. 3057 – Approving the Thousand Oaks – 23rd Plat, Final Plat, a subdivision consisting of 56 single-family residential lots and one tract of private open space, generally located east of the Thousand Oaks 16th Plat subdivision.
- H. Ordinance No. 3058 – Approving the Thousand Oaks – 24th Plat, Final Plat, a subdivision consisting of 71 single-family residential lots and one tract of private open space, generally located to the southeast of the proposed Thousand Oaks – 23rd Plat.

Background

On January 5, 2021 the Parkville Board of Aldermen adopted Ordinance No. 3057 approving the Thousand Oaks – 23rd Plat, Final Plat (56 single-family residential lots and 1 tract of private open space); as well as Ordinance No. 3058 approving the Thousand Oaks – 24th Plat, Final Plat (71 single-family residential lots and 1 tract of private open space). Both of these plats were presented to the Planning and Zoning Commission at public hearings in November and December 2020. Additionally, both of these plats contained lots, tracts and right-of-way that were split between City of Parkville municipal limits and Unincorporated Platte County boundaries.

Overview

At the time the plats were presented to the Planning and Zoning Commission, Williams & Campo, P.C., the City's legal counsel, found no platting requirements, standards or restrictions in the *Title IV – Development Code* prohibiting lots within a subdivision plat from residing outside Parkville's municipal limits and residing over two jurisdictional boundaries; even though such action is generally not considered to be a best planning practice for developing new neighborhoods. Furthermore, because the Thousand Oaks – 23rd Plat, Final Plat and Thousand Oaks – 24th Plat, Final Plat bisected the City of Parkville's municipal limits, it presented a number of long-term issues for staff, the City and Unincorporated Platte County — including which entity provides basic services and long-term maintenance to infrastructure within public right-of-way.

Following approval of the plats, Williams & Campo, P.C. recommended staff make an amendment to Section 403.020 Platting to require subdivision plats be within the entirety of Parkville's municipal boundaries in order to alleviate future long-term issues. The goal of the text amendment is to increase the quality of life for Parkville residents and better provide to the public health, safety and general welfare of the community.

Analysis and Comments

Williams & Campo, P.C. has prepared a propose text amendment for staff to present to the Planning and Zoning Commission for consideration (see Exhibit C).

Proposed Text Amendment

The City's legal counsel recommends amending Section 403.020 Platting, Subsection C. Administrative Plat and Subsection D. Preliminary Plat to include the following review criteria standard:

- No lots or portions thereof are located outside of the municipal boundaries of the City.

Staff Conclusion and Recommendation

Staff recommends approval of the proposed text amendment to Parkville Municipal Code, Title IV: Development Code, Section 403.020 Platting to require subdivision plats be within the entirety of Parkville's municipal boundaries. 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 proposed text amendment, the factors discussed above and any testimony presented during the public hearing, the Planning and Zoning Commission must recommend approval (with or without conditions) or denial of the text amendment, unless

otherwise postponed. Unless postponed, the Planning Commission's action will be forwarded to the Board of Aldermen along with any explanation thereof for final action at their February 16, 2021 regular meeting.

End of Memorandum



03-02-21

Stephen Lachky, AICP, CPM, CFM
Community Development Director

Date

**CITY OF PARKVILLE
Policy Report**

Date: April 1, 2021

Prepared By:

Alysen Abel, Public Works Director

Reviewed By:

Joe Parente, City Administrator

ISSUE:

Hold a public hearing and approve the second reading of an ordinance to implement a six percent rate increase for the sewer utility (Public Works)

BACKGROUND:

The Sewer Fund is a self-sustaining enterprise fund that operates on its own revenue, distinct from the City's General Fund. The Sewer Fund includes maintenance and capital outlay expenses that need to be offset by the revenue collected. In addition, the Sewer Fund includes an administrative transfer to the General Fund for personnel costs that support the sewer operation, including administration, public works, accounting, billing, inspection, and support services.

In 2016, the City hired Springsted (now Baker Tilly) to perform a Sewer Allocation Study to review the tasks performed by each City staff member, measuring those tasks that support the sewer operations. The costs determined by this study stated the City could reasonably transfer to the General Fund, funds from the Sewer Fund, to pay for the costs of the Sewer System. The other revenues in the General Fund are used to support general city operations, such as police protection and street maintenance, and would be relieved of the expense of the sewer operations with the administrative transfer. The 2016 study determined \$365,644 of General Fund expenses may be assigned to the Sewer Fund to cover personnel costs, as well as direct and indirect costs for sewer-related expenses funded by the General Fund.

In late 2020, the City engaged Baker Tilly to review the current data and update the sewer allocation fee, factoring in updated costs for the sewer-related tasks carried out by the City's workforce. Staff members from Public Works, Administration and Community Development were surveyed, providing a detailed listing of activities, both related to sewer activities and non-sewer activities. The total of direct costs and overhead costs are summarized in the report as the amount of administrative funds that may be transferred from the Sewer Fund to the General Fund. The 2021 Sewer Allocation Study states that a reasonable transfer of \$449,800 can be made from the Sewer Fund to the General Fund to compensate for sewer related expenses. The detailed study is available as Attachment 1.

Since 2015, the City has increased the amount of the administrative transfer from the Sewer Fund to the General Fund. The allocation increased from \$100,000 in 2015 to \$280,000 in 2020. The 2021 budget includes a sewer allocation transfer of \$300,000. If additional increases are determined for the 2021 budget, a budget amendment will need to be approved by the Board of Aldermen.

The 2021 Capital Improvements Program includes \$573,800. The projects include the equipment purchases, sewer plant upgrades, the annual CCTV program, Sanitary Sewer Repairs, and reconstruction of the FF Hwy pump station.

The city's fund balance reserve policy provides a target of maintaining working capital of 90 days of operations, in addition to the current fiscal year debt service payments.

Previous to 2017, there have been modest sewer rate increases with a 3% rate increase. Due to sewer related emergencies, and the desire by the Board of Aldermen for the Sewer Fund to support administrative costs incurred in the General Fund, the rates were increase by 10% each year in 2017, 2018 and 2019. The rate was stepped back in 2020 to 5%.

During the budget work session in late 2020, staff presented an increase of 3% in 2021. The increase was deferred until after the Baker Tilly Update, and the rate increase was adjusted to 6%. With each percent rate increase, the City will receive approximately \$15,000 in revenue. A 6% sewer rate increase will result in an average bill of \$56.22, and an increase of \$3.18 over the 2020 rates.

<u>Year</u>	<u>Actual/Proposed Rate Increase</u>	<u>Sewer Base Fee</u>	<u>Sewer Consumption Rate</u>	<u>Average Monthly Bill</u>	<u>Monthly Cost Difference</u>
2017	10.00%	\$13.77	\$0.651	\$41.75	
2018	10.00%	\$15.14	\$0.716	\$45.92	\$4.17
2019	10.00%	\$16.66	\$0.787	\$50.52	\$4.60
2020	5.00%	\$17.49	\$0.827	\$53.04	\$2.52
2021	6.00%	\$18.54	\$0.876	\$56.22	\$3.18
2022	3.00%	\$19.10	\$0.903	\$57.91	\$1.
2023	3.00%	\$19.67	\$0.930	\$59.65	\$1.74
2024	3.00%	\$20.26	\$0.958	\$61.44	\$1.79

Note: Sewer Consumption Rate is based on 4-person household with an average of 4,300 gallons usage

Sewer rates are calculated based on the average water usage per household during the winter months. Water usage from the winter months of December, January and February are used calculate actual flow into the sewer system. The residents can control their monthly bills by conserving water.

The first reading of the ordinance for the six percent sewer rate increase was held on February 16th. During the meeting, the Board of Aldermen directed staff to look at alternatives associated with the staffing of the sewer operations. Staff has developed various options, which will be discussed in summary during the staff presentation to the Board of Aldermen. It is anticipated a future work session will be held to provide a detailed presentation on the options.

BUDGET IMPACT:

For every one percent rate increase, the revenue results in an increase of over \$15,000. A six percent rate increase is recommended in 2021 in order to ensure that revenues meet budgeted expenditure levels and to continue the maintenance and repair work planned in the CIP. The six

percent rate increase would result in an additional \$91,004 in revenue.

ALTERNATIVES:

1. Approve the second reading of an ordinance for a 6% rate increase for the sewer utility.
2. Approve the second reading of an ordinance for a modified rate structure to meet the desires of the Board of Aldermen.
3. Take no action and do not implement a rate change in 2021.
4. Postpone the item.

FINANCE COMMITTEE RECOMMENDATION:

At the meeting on February 9, 2021, the Finance Committee received information on the Administrative Cost Allocation Study by Baker Tilly. After discussion, direction was given to staff to prepare a rate ordinance with a 6% increase, with the intent to increase the Administrative Transfer to bring it more closely up to the study results. It was suggested that a rate increase should correlate with any increases in the administrative transfer. The Finance Committee also directed staff to explore alternatives for the operation and maintenance of the city's sewage treatment and distribution system, to determine whether the current structure is the most cost effective, or if other alternatives exist that are more beneficial to the city and the community.

STAFF RECOMMENDATION:

Staff recommends approval of an ordinance to implement a 6% rate increase for the sewer utility in 2021. If the increase is approved, a corresponding increase in the administrative transfer is also recommended.

POLICY:

Section 703.030(A) of the Parkville Municipal Code states that, "the user charge system shall generate adequate annual revenues to pay the costs of annual operation and maintenance including replacement and cost associated with debt retirement."

The Reserve Policy (Resolution No. 12-01-13) states that, "the sewer utility fund balance should be able to provide 90 days of operations in addition to the current fiscal year debt service payments."

RSMo 250.233 states that prior to establishing sewer charges, a public hearing shall be held following at least 30 days' notice.

SUGGESTED MOTION:

I move to approve Bill No. 3114, an ordinance amending Section 703.040 of the Parkville Municipal Code implementing a 6% increase to the sewer base charge, sewer usage charge and surcharge for customers of the Parkville sewer system, on second reading, to become Ordinance No. ____.

ATTACHMENTS:

1. Ordinance
2. Sewer Fund Worksheet
3. Sewer Fund Forecast
4. Sewer CIP
5. Sewer Allocation Study
6. Sewer Allocation Study Presentation

AN ORDINANCE AMENDING SECTION 703.040 OF THE PARKVILLE MUNICIPAL CODE IMPLEMENTING A SIX PERCENT INCREASE TO THE SEWER BASE CHARGE, SEWER USAGE CHARGE AND SURCHARGE FOR CUSTOMERS OF THE PARKVILLE SEWER SYSTEM

WHEREAS, the City of Parkville, Missouri has constructed wastewater treatment works; and

WHEREAS, the City of Parkville must pay all expenses associated with said treatment works and charge the users of said treatment works accordingly.

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

Section 1. Subsection C of Section 703.040 is hereby repealed and replaced to read as follows:

- C. The minimum charge per month shall be eighteen dollars and fifty-four cents (\$18.54). The minimum charge shall apply to all properties connected to the sewer system regardless of water consumption. In addition, each contributor shall pay a user charge for operation and maintenance, including replacement, of eight-seven and six-tenths cents (\$0.876) per one hundred (100) gallons of water as determined in the preceding section.

Section 2. Subsection D of Section 703.040 is hereby repealed and replaced to read as follows:

- D. For those contributors who contribute wastewater the strength of which is greater than normal domestic sewage, a surcharge in addition to the normal user charge will be collected. The surcharge for operation and maintenance, including replacement, is

\$1.1181 per pound BOD
\$0.9616 per pound SS

Section 3. If any portion or section of this ordinance is determined to be invalid, illegal, or unconstitutional by a court of competent jurisdiction, the decision shall in no manner affect the remaining portions of this Section, which shall remain in full force and effect.

Section 4. This ordinance shall be in effect immediately upon its passage and approval.

PASSED and APPROVED this 6th day of April 2021.

Mayor Nanette K. Johnston

ATTESTED:

City Clerk Melissa McChesney

Sewer Fund (30) Revenues and Expenses									
Type	Account	Description	Account	2018 Actual	2019 Actual	2020 Budget	YTD 10/31/2020	2020 Projected	2021 Budget
Rev: Sewer	Beginning Fund Balance	Projected carryover from prior year.		420,915	531,261	979,986	979,986	979,986	858,858
	Sewer Charges	Charges levied on all utility customers for use of the City's sewer system.	41501-00	1,320,195	1,474,757	1,516,737	1,184,759	1,421,711	1,464,362
	Sewer Tap Fees	Fees required to connect to the City's sewer system (\$1,500/new home).	41502-00	41,850	36,500	30,000	49,000	58,800	59,976
	Sewer Impact Fees	Fees required to compensate the City for the increased demand on the sewer system (\$1,400/new home).	41502-01	34,650	94,076	50,000	46,200	55,440	50,000
	MOAW Bill Collection Payment	Money received from Missouri American Water for accepting water bills at City Hall.	41503-00	444	442				
	Grinder Pump Administration Fee	A fee paid by the Riss Lake Home Owner's Association for collecting and remitting monthly Riss Lake Subdivision grinder pump maintenance fees.	41504-00	4,620	4,620	4,620	3,850	4,620	4,712
Revenues: Sewer				1,401,759	1,610,395	1,601,357	1,283,809	1,540,571	1,579,051
Rev: Interest	Interest Income	Interest earned from sewer fund investments.	41701-00	4,160	4,407	4,500	2,568	3,081	3,500
Revenues: Interest Income				4,160	4,407	4,500	2,568	3,081	3,500
Rev: Misc	Miscellaneous	Includes reimbursements from entities for sewer related expenses.	41804-00		22,317				
Revenues: Misc				-	22,317	-	-	-	-
Sewer Fund (30) Revenues				1,405,918	1,637,119	1,605,857	1,286,377	1,543,653	1,582,551
Total Sources				1,826,833	2,168,380	2,585,843	2,266,363	2,523,639	2,441,409

Sewer Fund (30) Revenues and Expenses									
Type	Account	Description	Account	2018 Actual	2019 Actual	2020 Budget	YTD 10/31/2020	2020 Projected	2021 Budget
Exp: Personnel	Salaries	The total salaries for sewer billing duties. A portion of staff salaries are covered by the Sewer Administrative Fee, as related to sewer work performed.	01-01-00	17,938	20,367	21,094	15,807	21,149	29,137
	FICA & Medicare	This is the City's share of FICA & Medicare cost for its employees.	01-21-00	1,909	1,555	1,650	1,206	1,447	2,229
	Professional Development	Cost of educational seminars and conferences attended by Sewer employees.	01-41-00		358	500		0	500
	Retirement	The City's LAGERS contribution for 2020 is 11.3% of general employee salaries.	01-22-00	425	-	2,450		0	3,292
Expenses: Personnel				20,272	22,280	25,694	17,012	22,596	35,158
Exp: Insurance	Property & Liability	Premium payment for the City's property & liability coverage.	02-01-00	1,313	-	1,400		1,400	-
	Health, Life, & Dental	The City offers health, dental, and life insurance to its employees and subsidizes a portion of the premium. Reflects premium increases for employees.	02-02-00	2,761	3,183	3,533	2,411	3,339	3,673
	Workers Compensation	The workers compensation premium that covers all sewer employees.	02-03-00	63	-	-			-
Expenses: Insurance				4,137	3,183	4,933	2,411	4,739	3,673
Exp: Utilities	Telephone & Voicemail	The charges for local and long distance telephone service for the sewer plant and lift station dialers.	03-01-00	212	-	-	317	380	-
	Electricity	Electric utility charges for the sewer plant and pump stations.	03-02-00	42,710	43,458	46,000	28,898	44,000	46,000
	Water	Water utility charges for the sewer plant.	03-04-00	1,190	1,016	1,500	730	1,000	1,500
	Wi-Fi	The cost of the Wi-Fi hotspot at the sewer plant for internet access.	03-06-00	480		-		0	-
	Trash Hauling	The charges for trash hauling at the sewer plant (\$70/year for Main Lift Station dumpster and \$356.52/year for Sewer Plant dumpster).	03-09-00	120	160	400	-	400	400
Expenses: Utilities				44,712	44,634	47,900	29,945	45,780	47,900
Exp: Office Expenses	Office Supplies	This includes items such as stationery, pens/pencils, folders, etc. as well as computer accessories, meeting supplies and general consumables.	05-01-00	217	331	150	210	251	150
	Postage	All postage and shipping costs, along with any incidental charges.	05-02-00	5,514	6,145	7,000	5,813	6,976	7,000
	Delinquencies	Administrative costs related to delinquency collections such as water shut off costs, filing property liens, and certified letters.	05-06-00	1,454	1,253	100	158	189	100
	Printing	Expenses for printing work not performed by City personnel. This includes items such as business cards, forms, letterhead, and books.	05-04-00	1,770	1,796	2,000	314	376	2,000
Expenses: Office Expenses				8,954	9,524	9,250	6,494	7,793	9,250

Sewer Fund (30) Revenues and Expenses									
Type	Account	Description	Account	2018 Actual	2019 Actual	2020 Budget	YTD 10/31/2020	2020 Projected	2021 Budget
Exp: Maintenance	Building Maintenance & Repair	General maintenance for the sewer plant. Includes crane for the new storage building, containment for diesel storage, soffit on sewer building, flashing on storage building, and new garage door.	06-01-00	17,752	3,429	20,000	32,710	32,710	25,000
	Pump Stations Maintenance	General maintenance for six pump stations in the City. Includes valves on FF Hwy pump station.	06-12-00	7,737	20,071	20,000	13,064	15,000	25,000
	Vehicle Repair & Maintenance	Maintenance for sewer vehicles. Include new tires for sewer truck.	06-21-00	1,170	213	250		500	250
	Tractor / Lawn Mowing Equipment	Maintenance for the sewer plant tractor and lawn equipment.	06-21-02	1,627	800	1,500	274	400	1,000
	Vehicle Gas & Oil	Fuel for sewer division vehicles.	06-22-00	871	754	1,200	365	600	1,000
	Equipment Gas & Oil	Fuel for sewer equipment, including the tractor, mower, and generator.	06-22-01	25	1,202	1,500	37	1,200	1,500
	Software Support Agreement	Annual software maintenance for Data Tech Summit sewer billing software.	06-33-00	2,750	2,867				
Expenses: Maintenance				31,931	29,336	44,450	46,451	50,410	53,750
Exp: City Services	Line Repairs	This covers emergency repairs to sewer lines and manholes. Root control and unexpected clogs. It does not cover repairs budgeted in the sewer CIP.	07-34-00	40,471	38,132	30,000	36,353	38,000	40,000
	One Call Utility Locating	This is a fee charged to the City for every One Call sewer utility locate requested in the City limits.	07-42-00	255	340	2,000	85	200	2,500
	KC Water Dept.	Fees paid to the KCMO Water Department for sewer service provided to some Parkville residents.	07-82-00	30,505	30,728	32,000	32,097	38,517	32,000
	Platte County Regional Sewer District	Fees paid to the PCRSD for wastewater treatment for Parkville residents formerly served by Eastside Pump station.		20,145	21,040	17,600	8,879	10,655	17,600
	Odor Control	Chemical used to mitigate odors from sewer lines.	07-91-00	10,549	18,789	24,000	19,080	28,800	29,000
Expenses: City Services				101,925	109,029	105,600	96,494	116,172	121,100
Exp: Professiona	Engineering Fees	This covers the fees for work performed by the City Contract Engineer for the sewer system, including SSES Program engineering and management.	08-03-00	16,200	14,755	16,000	11,589	14,000	16,000
	Management Contract	Contract with Alliance Water Resources to operate the sewer plant.	08-04-00	299,688	305,310	305,712	254,760	305,712	305,712
	Credit Card Fees	Costs associated with processing credit card transactions.	08-07-00	6,463	8,071	8,000	7,106	8,527	10,000
	Sewer Refunds	Refunds for bill over payments	08-08-00	1,502	330	500	2,013	2,416	500
Expenses: Professional Fees				323,853	328,466	330,212	275,468	330,655	332,212
Exp: Other Exp.	Miscellaneous	Miscellaneous includes uncategorized expenses.	09-21-00	2,380	493	1,500	2,508	1,800	1,500
	DNR Fees	Annual fee to the Missouri Department of Natural Resources based on the number of sewer connections in the City.	09-22-00	1,913	1,927	2,000	1,954	1,954	2,000
Expenditures: Other Expenditures				4,293	2,420	3,500	4,461	3,754	3,500

Sewer Fund (30) Revenues and Expenses									
Type	Account	Description	Account	2018 Actual	2019 Actual	2020 Budget	YTD 10/31/2020	2020 Projected	2021 Budget
Exp: Capital Outlay	Equipment & Machinery	Includes purchase of zero turn mower for maintenance of the sewer plant and pump stations (\$17,000) and DO Meter Unit (\$20,500).	04-31-00	7,691	26,638	-	36,026	36,026	37,500
	Sewer Plant Improvements	Improvements to the sewer plant operations. Replace clarifier floor (\$54,000), mixer for sewer plant (\$12,000) and replace UV bulbs/sleeves/ballasts (\$14,000). 2020 Carryover: Clarifier Drive (\$16,000).	04-51-00	8,876		75,900	5,806	56,232	96,000
	Pump Station Improvements	Improvements to pump stations. Includes FF Hwy Pump Station Repairs (\$140,000)	04-61-00	80,466		-			140,000
	Line Maintenance	Includes 2021 CCTV & Cleaning (\$60,300); and Sanitary Sewer Repairs (\$240,000).	06-42-00	147,720	202,788	750,800	344,785	528,762	300,300
	Other Maintenance	No other maintenance planned for 2020.	06-99-00			-		0	-
	Expenditures: Capital Outlay			244,753	229,426	826,700	386,617	621,020	573,800
Exp: Transfers	Administration Transfer to General Fund	Administrative salaries for sewer related work, Missouri One Call services, and other sewer related administrative functions.	08-06-00	190,000	230,000	280,000	233,333	280,000	300,000
	SRF Principal Transfer	Funds are transferred to Debt Service for SRF payments.	12-11-00	155,000	160,000	160,000	146,667	160,000	160,000
	SRF Interest Transfer	Funds are transferred to Debt Service for SRF payments.	12-11-01	20,432	16,267	16,000	11,970	16,000	15,957
	SRF Admin Fee Transfer	Funds are transferred to Debt Service for SRF payments.	12-11-02	5,834	10,479	5,862	228	5,862	4,920
Expenditures: Transfers				371,267	416,746	461,862	392,198	461,862	480,877
Total Sewer Fund (30) Expenditures				1,156,098	1,195,044	1,860,101	1,257,552	1,664,780	1,661,220
Ending Fund Balance Sewer Fund (30)				670,736	973,336	725,742	1,008,811	858,858	780,189

Sewer Fund (30)

Last Updated 10/31/2020

	2018 Actual	2019 Actual	2020 Budget	2020 YTD	2020 Projected	2021 Budget	2022 Projected	2023 Projected	2024 Projected	2025 Projected
<i>Beginning Fund Balance</i>	\$420,915	531,261	979,986	979,986	979,986	858,858	780,189	757,834	1,012,260	1,150,341
Revenues										
<i>Projected Rate Increase</i>	10.00%	10.00%	5.00%	5.00%	5.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Sewer Charges	1,320,195	1,471,357	1,516,737	1,184,759	1,421,711	1,464,362	1,562,239	1,609,106	1,657,379	1,707,101
Sewer Tap Fees	41,850	36,500	30,000	49,000	58,800	59,976	30,450	30,907	31,370	31,841
Sewer Impact Fees	34,650	94,076	50,000	46,200	55,440	50,000	50,750	51,511	52,284	53,068
MOAW Bill Collection Payment	444	442	-	-	-	-	550	550	550	550
Grinder Pump Administrative Fee	4,620	4,620	4,620	3,850	4,620	4,712	4,620	4,620	4,620	4,620
Interest Income	4,160	4,407	4,500	2,568	3,081	3,500	5,050	5,101	5,152	5,203
Transfer from Sewer CIP (33)	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	22,317	-	-	-	-	-	-	-	-
Sewer Fund Revenues:	1,405,918	1,633,719	1,605,857	1,286,377	1,543,653	1,582,551	1,653,659	1,701,795	1,751,355	1,802,383
Total Sources:	1,826,833	2,164,980	2,585,843	2,266,363	2,523,639	2,441,409	2,433,848	2,459,629	2,763,615	2,952,724
Expenditures										
Operating Expenses	540,078	548,872	571,539	478,736	581,898	606,543	617,885	629,448	641,235	653,253
Capital Expenses	244,753	229,426	826,700	386,617	621,020	573,800	561,500	300,700	439,000	3,100,000
Debt Service	181,267	186,746	181,862	158,865	181,862	180,877	176,629	177,221	173,039	30,416
Transfer to General Fund - Admin Fee	190,000	230,000	280,000	233,333	280,000	300,000	320,000	340,000	360,000	380,000
Other Transfers										
Sewer Fund Expenditures:	1,156,098	1,195,044	1,860,101	1,257,552	1,664,780	1,661,220	1,676,014	1,447,369	1,613,274	4,163,669
Estimated Working Capital (deficit) :	670,736	969,936	725,742	1,008,811	858,858	780,189	757,834	1,012,260	1,150,341	(1,210,945)
TARGET*	\$363,786	\$381,464	\$394,747	\$336,882	\$397,337	\$407,513	\$411,100	\$419,583	\$423,348	\$288,729

Sewer CIP														
Division	Type	New or Replacement?	Name	Project Description	Comments	Funding Source	Total Cost	2021	2022	2023	2024	2025	Future	Column1
Sewer	Equipment	Replacement	Pump	Pinecrest Pump Rebuild	Replace three adjustable frequency drives, one per year for three years.	100% Sewer Fund	\$ 4,800		\$ 4,800					Equipment & Machinery
					Replace one return activated sludge pumps. These pumps recycle the organisms that perform the biological treatment.									
Sewer	Equipment	Replacement	RAS Pump Replacement	Replace RAS Pump at WWTP		100% Sewer Fund	\$ 13,000			\$ 13,000				Equipment & Machinery
Sewer	Equipment	Replacement	Zero Turn Mower			100% Sewer Fund	\$ 17,000	\$ 17,000						
Sewer	Equipment	Replacement	Clarifier Drive			100% Sewer Fund	\$ 16,000	\$ 16,000						
Sewer	Project	Replacement	Clarifier Floor	Replacement of Clarifier Floor. One in 2016 and the other in 2018.	Includes removal and replacement of the grout topping on the clarifier floor.	100% Sewer Fund	\$ 54,000	\$ 54,000						Sewer Plant Impvts
					Includes grit removal, third clarifier, sludge dewatering, controls and blower replacement.									
Sewer	Project	Replacement	WWTF Treatment Upgrades	Upgrade the treatment processes at the Sewer Plant.	Install effluent pump station to protect the UV building from the flood water of Rush Creek.	Possible SRF Loan	\$ 1,380,000		\$ 30,000	\$ 1,350,000				Sewer Plant Impvts
Sewer	Project	New	WWTF Effluent Pump Station	Install new pump station to protect UV building.		100% Sewer Fund	\$ 140,000	\$ 140,000						Sewer Plant Impvts
Sewer	Equipment	New	UV Bulbs, Sleeve & Ballasts			100% Sewer Fund	\$ 14,000	\$ 14,000						Sewer Plant Impvts
				Engine Driven Trash Pump for By-Pass and Tank Cleaning. Can be used for flood response and system overflow bypasses.	Portable Unit used to clean various pump station and plant basins									
Sewer	Equipment	Replacement	Self Priming Pump			100% Sewer Fund	\$ 28,000		\$ 28,000					Equipment & Machinery
Sewer	Project	New	Ongoing Sanitary Sewer Repairs	Maintenance based on CCTV results		100% Sewer Fund	\$ 1,040,000	\$ 240,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000		Line Maintenance
Sewer	Equipment	New	Mini Camera	Small CCTV camera for smaller segments of pipes		100% Sewer Fund	\$ 25,000		\$ 25,000					Line Maintenance
				Program to clean and televise a portion of the 15,000 feet per year of the City's sewers.	Ongoing program, part of the SSES program, will examine the entire system on an 8-year cycle.									
Sewer	Project	New	CCTV			100% Sewer Fund	\$ 248,500	\$ 60,300	\$ 61,500	\$ 62,700	\$ 64,000			Line Maintenance
					The existing mixer needs to be replaced. It has been repaired numerous times over the past few years to help extend its life.									
Sewer	Project	Replacement	Mixer for Sewer Plant	Replacement of the mixer at the sewer plant		100% Sewer Fund	\$ 12,000	\$ 12,000						Sewer Plant Impvts
Sewer	Project	New	DO Meter Unit	Replacement of DO Meter Unit	The DO meter unit needs to be replaced.	100% Sewer Fund	\$ 20,500	\$ 20,500						
							\$ -							
ANNUAL TOTALS								\$ 573,800	\$ 349,300	\$ 1,625,700	\$ 264,000	\$ 200,000	\$ -	
								2021	2022	2023	2024	2025		



Baker Tilly US, LLP
9229 Ward Parkway
Suite 104
Kansas City, MO 64114
United States of America

T: +1 (816) 333 7200
bakertilly.com

Memo

To: Joseph D. Parente, City Administrator

From: Nick Dragisich

Date: January 28, 2021

Subject: Administrative Charge to Sewer Fund

In 2016, Springsted Incorporated (now Baker Tilly) assisted the City in determining and recommending an administrative charge allocation from the City's General Fund to its Sewer Fund. We were recently retained to review and update this administrative charge allocation to ensure it was equitable and fairly allocated the costs incurred. The administrative allocation should reflect the direct support provided by the General Fund to the Sewer Fund and indirect support provided by the City's overhead activities that benefit the Sewer Fund.

The direct support provided by the General Fund was determined by gathering data related to the time employees in General Fund departments spend on activities that directly benefit the Sewer Fund. The General Fund departments where these activities were found included: Administration, Community Development, and Public Works. Each employee in these departments was asked to complete a time-spent profile where they estimated the percentage of their time spent over the course of an average year on activities incumbent to their positions. The time spent on each activity was then converted to a cost based on the employee's effective hourly cost. The effective hourly cost was determined by taking total personnel cost including salary and wages, fringe benefits, FICA and Medicare, retirement, and insurances divided by the actual time the employee was available to provide services. The available time is the 2,080 annual work hours minus hours of vacation, holiday, sick leave, and training. For example: an employee with an annual salary of \$55,949 and benefits plus FICA and Medicare of \$16,317 would have a total annual cost of \$72,266 or \$34.74/hour ($\$72,266 / 2080 \text{ hours} = \$34.74/\text{hour}$). The employee's time includes fifteen percent for training, vacation/sick leave/holidays. This results in an effective cost of \$40.87/hour ($\$34.74 / (1.0 - 0.15) = \40.87). The personnel cost of each activity was used to proportionately allocate other department operating costs to that activity. This cost was then increased to include the overhead cost of the department to arrive at the total cost. A summary description of each department is provided below.

Administration Department:

The Administration Department has a staff of eight including six full-time and two part-time employees. Each of these employees reported spending time on activities related to the Sewer Fund. These activities primarily included:

- Handling of customer complaints
- Responding to questions related to the Sewer Fund
- Accepting and processing payments for sewer services
- Supervision of sewer billing staff and processes
- Preparing and mailing sewer bills to customers
- Stopping and starting sewer services

The cost of these sewer related services was determined to be \$194,136. Department overhead for Administration was limited to the percent of time spent providing supervision/management/direction because the other overhead costs were allocated as City-wide overhead. Department overhead allocated to these sewer related services was \$15,122 resulting in total Administration Department operating costs that support the Sewer Fund of \$209,258 as shown in the table below.

Administration Department Operating Costs that Support the Sewer Fund	
Sewer Related Activities	\$ 194,136
Department Overhead	\$ 15,122
Total Costs Supporting the Sewer Fund	\$ 209,258

Public Works Department:

The Public Works Department has a staff of thirteen including ten full-time and three part-time employees. Nine of the employees reported spending some of their time on sewer related activities primarily including:

- Managing capital improvement projects from conception through construction
- Creating bid documents, contracts, and policy reports for sewer capital improvement projects
- Reviewing contract and insurance documents for compliance to contracts
- Communication with contractors regarding contract documents and compliance
- Performing inspections on construction of sewer infrastructure and compile inspection reports

The cost of these sewer related services was determined to be \$104,577. Department overhead allocated to these sewer related services was \$28,070 resulting in total operating costs that support the Sewer Fund of \$127,647. These Public Works Department costs are shown below.

Public Works Department Operating Costs that Support the Sewer Fund	
Sewer Related Activities	\$ 104,577
Department Overhead	\$ 28,070
Total Costs Supporting the Sewer Fund	\$ 132,647

Community Development Department:

The Community Development Department has a staff of five including three full-time and two part-time employees. Four of the employees reported spending some of their time on sewer related activities primarily including:

- Ensure adequate sewer easements are identified on applications, plats and maps for building and development within the City limits
- Coordinate and provide data, information, maps and imagery to the City's Public Works Director and on-call engineer for tasks pertaining to the mapping of existing and new sewer lines
- Provide records of sewer lines identified on past applications and approved plans

The cost of these sewer related services was determined to be \$21,825. Department overhead allocated to these sewer related services was \$7,106 resulting in total operating costs of the Community Development Department that support the Sewer Fund of \$28,931. The Community Development costs are shown below.

Community Development Department Operating Costs that Support the Sewer Fund	
Sewer Related Activities	\$ 21,825
Department Overhead	\$ 7,106
Total Costs Supporting the Sewer Fund	\$ 28,931

City-Wide Overhead Costs:

The costs incurred by the City in providing support to its operating departments enabling them to provide their services and to other funds established by the City are overhead costs that need to be appropriately allocated. These costs include services like paying bills, issue payroll checks, coordinate purchasing functions, human resources, IT, providing overall policy goals and direction, and others that provide a City-wide benefit. These supporting functions were identified in the expenditures for the Mayor and Board, Administration, Public Information, and Information Technology.

The City-wide costs of these supporting functions were allocated proportionately to each department and Fund of the City based either on expenditure amounts or the number of full-time-equivalent employees (F.T.E.'s). The choice of allocation method was based on the most appropriate method for the cost being allocated. For example, our previous analysis of the Administration Department identified \$209,258 of sewer related costs and \$92,599 of other non-overhead costs or a total of \$301,857 of non-overhead expenses. This leaves \$1,078,227 (\$1,380,085 - \$301,857 = \$1,078,228) of costs supporting City-wide functions. Administration staff reported they spent approximately forty percent of their time on human resources activities so forty percent of the costs of supporting City-wide activities were allocated based on the number of F.T.E.'s and the remaining sixty percent were allocated based on expenses. The other City-wide allocations were based on Baker Tilly's experience in cost allocation studies both in terms of previous studies performed and in the considerable experience of its consulting staff as public-sector managers. In addition, care was taken to not double count expenses in those departments where sewer-related activities and other fee-related activities were identified. The allocation of these department costs is shown below. The allocations resulted in a proportional cost to the Sewer Utility of \$104,657.

2021 Budget	Mayor and Board	Administration	Public Information	Information Technology	Total Allocated Overhead
F.T.E.s	-	6.50	-	-	6.5
Total Expenses	\$ 73,206	\$ 1,380,085	\$ 30,410	\$ 60,745	\$ 1,544,445
Expenses Allocated to Activities	\$ -	\$ 301,857	\$ -	\$ -	\$ 301,857
Net Expenses	\$ 73,206	\$ 1,078,228	\$ 30,410	\$ 60,745	\$ 1,242,588
Percent City-Wide Overhead	100.00%	78.13%	100.00%	100.00%	
Allocation Based on F.T.E.s	0.00%	40.00%	0.00%	100.00%	
Allocation Based on Expenses	100.00%	60.00%	100.00%	0.00%	
Mayor and Board	\$ 428	\$ 3,779	\$ 178	\$ -	\$ 4,384
Administration	\$ 6,298	\$ 114,672	\$ 2,616	\$ 8,312	\$ 131,898
Municipal Court	\$ 1,009	\$ 27,074	\$ 419	\$ 2,558	\$ 31,059
Community Development	\$ 2,099	\$ 63,945	\$ 872	\$ 6,394	\$ 73,310
Police	\$ 9,698	\$ 249,140	\$ 4,029	\$ 23,019	\$ 285,886
Public Works	\$ 4,672	\$ 168,409	\$ 1,941	\$ 17,904	\$ 192,926
Parks & Recreation	\$ 2,632	\$ 23,261	\$ 1,093	\$ -	\$ 26,986
Sewer Utility	\$ 9,703	\$ 90,285	\$ 4,031	\$ 639	\$ 104,657
Nature Sanctuary	\$ 362	\$ 16,815	\$ 150	\$ 1,918	\$ 19,245
Public Information	\$ 178	\$ 1,570	\$ 74	\$ -	\$ 1,821
Information Technology	\$ 355	\$ 3,135	\$ 147	\$ -	\$ 3,638
Transportation Sales Tax Fund	\$ 6,770	\$ 59,826	\$ 2,812	\$ -	\$ 69,408
Debt Service Funds	\$ 15,527	\$ 137,216	\$ 6,450	\$ -	\$ 159,193
Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Eliminations	\$ -	\$ -	\$ -	\$ -	\$ -
Park Sales Tax Fund	\$ 8,593	\$ 75,937	\$ 3,570	\$ -	\$ 88,099
Economic Development	\$ 58	\$ 516	\$ 24	\$ -	\$ 599
Parks Donations	\$ -	\$ -	\$ -	\$ -	\$ -
Veterans Memorial	\$ 380	\$ 3,355	\$ 158	\$ -	\$ 3,892
Court Recoupment Fees	\$ 3	\$ 28	\$ 1	\$ -	\$ 33
Police Training Fees LET	\$ 12	\$ 106	\$ 5	\$ -	\$ 123
Police Shop	\$ 56	\$ 495	\$ 23	\$ -	\$ 574
TIF Development	\$ 2,805	\$ 24,787	\$ 1,165	\$ -	\$ 28,757
Market Place Project 1 &2	\$ -	\$ -	\$ -	\$ -	\$ -
Market Place CID #1 & #2	\$ 10	\$ 93	\$ 4	\$ -	\$ 107
Creekside Development	\$ -	\$ -	\$ -	\$ -	\$ -
Fewson Project	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	\$ 1,560	\$ 13,786	\$ 648	\$ -	\$ 15,994
Totals	\$ 73,206	\$ 1,078,228	\$ 30,410	\$ 60,745	\$ 1,242,588

The total cost of City Departments in support of the Sewer Fund is then the sum of the individual department operating costs and the City-wide overhead allocation. This resulted in a total operating and overhead cost of \$475,494 based on the City's 2021 budget. The City already allocates \$25,694 to the Sewer Fund for personnel costs in the Administration budget. Deducting these costs gives a net cost available to allocated to the Sewer Fund of \$449,800. A detailed breakdown is provided below.

Total City Costs Supporting the Sewer Fund

City Costs Supporting the Sewer Fund	Sewer Related Activities	Overhead	Total
General Fund Administration	\$ 194,136	15,122	209,258
General Fund Community Development	\$ 21,825	7,106	28,931
General Fund Public Works	\$ 104,577	28,070	132,647
City Wide Overhead	\$ -	104,657	104,657
Total Cost Supporting the Sewer Fund	\$ 320,538	154,955	475,494
Less Costs Allocated in Budget	\$ (25,694)	-	(25,694)
Net Cost Available to Allocate to the Sewer Fund	\$ 294,844	\$ 154,955	\$ 449,800

City of Parkville, MO Update Administrative Charge to Sewer Fund

February 9, 2021

Presented by: Nick Dragisich



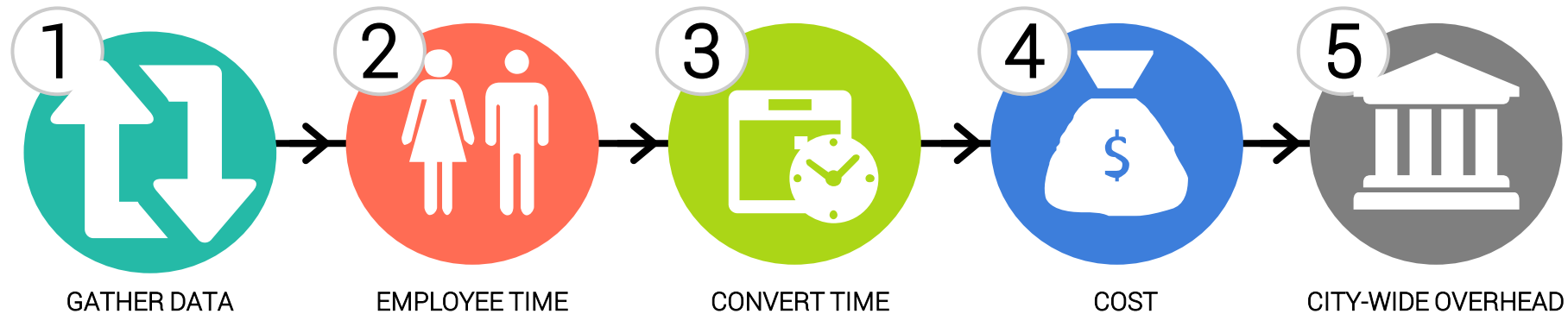
Purpose

- Update 2015 administrative charge allocation from General Fund to Sewer Fund
 - Operating cost that provide direct support to the Sewer Utility
 - Overhead costs incurred in providing services
 - Avoid duplicate charge allocations

Why Allocate Costs

- Sewer customers and taxpayers are not the same base
- City taxpayers exclude
 - Exempt properties who can be relatively large sewer users
 - Out-of-town sewer customers
- Provides equity by allocating costs to properties/customers who receive sewer services

Process



- Departments providing direct support to Sewer Utility

- Activities that provide direct support to Sewer Utility
- Overhead activities that support Department
- Other activities

- Effective hourly cost
- $\text{Cost} = \frac{\text{total personnel cost}}{\text{actual time employee provides services}}$

- $\text{Cost} = \text{percent of time spent} \times \text{hours worked} \times \text{effective hourly cost}$
- Allocate Department operating costs proportionately to

- Allocate City-wide overhead costs
- Mayor and Board
- Administration
- Public Information
- Information Technology

Administration Department

- Handling sewer customer complaints
- Responding to questions related to the Sewer Fund
- Accepting and processing payments for sewer services
- Supervision of sewer billing staff and processes
- Preparing and mailing sewer bills to customers
- Stopping and starting sewer services

Administration Department Operating Costs that Support the Sewer Fund	
Sewer Related Activities	\$ 194,136
Department Overhead	\$ 15,122
Total Costs Supporting the Sewer Fund	\$ 209,258

Public Works Department

- Managing capital improvement projects from conception through construction
- Creating bid documents, contracts, and policy reports for sewer capital improvement projects
- Reviewing contract and insurance documents for compliance to contracts
- Communication with contractors regarding contract documents and compliance
- Performing inspections on construction of sewer infrastructure and compile inspection reports

Public Works Department Operating Costs that Support the Sewer Fund	
Sewer Related Activities	\$ 104,577
Department Overhead	\$ 28,070
Total Costs Supporting the Sewer Fund	\$ 132,647

Community Development Department

- Ensure adequate sewer easements are identified on applications, plats and maps for building and development within the City limits
- Coordinate and provide data, information, maps and imagery to the City's Public Works Director and on-call engineer for tasks pertaining to the mapping of existing and new sewer lines
- Provide records of sewer lines identified on past applications and approved plans

Community Development Department Operating Costs that Support the Sewer Fund	
Sewer Related Activities	\$ 21,825
Department Overhead	\$ 7,106
Total Costs Supporting the Sewer Fund	\$ 28,931

City-Wide Overhead

- Cost incurred to provide support to operating department and funds
 - o Paying bills
 - o Issuing payroll checks
 - o Coordinating purchasing functions
 - o Human Resources
 - o Information Technology
 - o Overall policy, goals, and direction
 - o Other

City-Wide Overhead

			Mayor and Board	Administration	Public Information	Information Technology	Total Allocated Overhead
2021 Budget							
F.T.E.s			-	6.50	-	-	6.5
Total Expenses			\$ 73,206	\$ 1,380,085	\$ 30,410	\$ 60,745	\$ 1,544,445
Expenses Allocated to Activities			\$ -	\$ 301,857	\$ -	\$ -	\$ 301,857
Net Expenses			\$ 73,206	\$ 1,078,228	\$ 30,410	\$ 60,745	\$ 1,242,588
Percent City-Wide Overhead			100.00%	78.13%	100.00%	100.00%	
Allocation Based on F.T.E.s			0.00%	40.00%	0.00%	100.00%	
Allocation Based on Expenses			100.00%	60.00%	100.00%	0.00%	
	F.T.E.s	Expenses					
Mayor and Board	-	\$ 73,206	\$ 428	\$ 3,779	\$ 178	\$ -	\$ 4,384
Administration	6.50	\$ 1,078,228	\$ 6,298	\$ 114,672	\$ 2,616	\$ 8,312	\$ 131,898
Municipal Court	2.00	\$ 172,699	\$ 1,009	\$ 27,074	\$ 419	\$ 2,558	\$ 31,059
Community Development	5.00	\$ 359,311	\$ 2,099	\$ 63,945	\$ 872	\$ 6,394	\$ 73,310
Police	18.00	\$ 1,660,413	\$ 9,698	\$ 249,140	\$ 4,029	\$ 23,019	\$ 285,886
Public Works	14.00	\$ 799,978	\$ 4,672	\$ 168,409	\$ 1,941	\$ 17,904	\$ 192,926
Parks & Recreation	-	\$ 450,654	\$ 2,632	\$ 23,261	\$ 1,093	\$ -	\$ 26,986
Sewer Utility	0.50	\$ 1,661,220	\$ 9,703	\$ 90,285	\$ 4,031	\$ 639	\$ 104,657
Nature Sanctuary	1.50	\$ 61,898	\$ 362	\$ 16,815	\$ 150	\$ 1,918	\$ 19,245
Public Information	-	\$ 30,410	\$ 178	\$ 1,570	\$ 74	\$ -	\$ 1,821
Information Technology	-	\$ 60,745	\$ 355	\$ 3,135	\$ 147	\$ -	\$ 3,638
Transportation Sales Tax Fund	-	\$ 1,159,072	\$ 6,770	\$ 59,826	\$ 2,812	\$ -	\$ 69,408
Debt Service Funds	-	\$ 2,658,419	\$ 15,527	\$ 137,216	\$ 6,450	\$ -	\$ 159,193
Reserve Fund	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Eliminations	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Sales Tax Fund	-	\$ 1,471,200	\$ 8,593	\$ 75,937	\$ 3,570	\$ -	\$ 88,099
Economic Development	-	\$ 10,000	\$ 58	\$ 516	\$ 24	\$ -	\$ 599
Parks Donations	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Veterans Memorial	-	\$ 65,000	\$ 380	\$ 3,355	\$ 158	\$ -	\$ 3,892
Court Recoupment Fees	-	\$ 544	\$ 3	\$ 28	\$ 1	\$ -	\$ 33
Police Training Fees LET	-	\$ 2,048	\$ 12	\$ 106	\$ 5	\$ -	\$ 123
Police Shop	-	\$ 9,593	\$ 56	\$ 495	\$ 23	\$ -	\$ 574
TIF Development	-	\$ 480,224	\$ 2,805	\$ 24,787	\$ 1,165	\$ -	\$ 28,757
Market Place Project 1 & 2	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Market Place CID #1 & #2	-	\$ 1,793	\$ 10	\$ 93	\$ 4	\$ -	\$ 107
Creekside Development	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fewson Project	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Projects	-	\$ 267,085	\$ 1,560	\$ 13,786	\$ 648	\$ -	\$ 15,994
Totals	47.50	\$ 12,533,739	\$ 73,206	\$ 1,078,228	\$ 30,410	\$ 60,745	\$ 1,242,588

Total Cost of Supporting Sewer Utility

- Total cost is sum of:
 - o Administration
 - o Public Works
 - o Community Development
 - o City-wide overhead
- Less costs already allocated
 - o \$25,694 personnel costs in Administration Department

Total Cost of Supporting Sewer Utility

City Costs Supporting the Sewer Fund	Sewer Related Activities	Overhead	Total
General Fund Administration	\$ 194,136	15,122	209,258
General Fund Community Development	\$ 21,825	7,106	28,931
General Fund Public Works	\$ 104,577	28,070	132,647
City Wide Overhead	\$ -	104,657	104,657
Total Cost Supporting the Sewer Fund	\$ 320,538	154,955	475,494
Less Costs Allocated in Budget	\$ (25,694)	-	(25,694)
Net Cost Available to Allocate to the Sewer Fund	\$ 294,844	\$ 154,955	\$ 449,800

Questions?

- Baker Tilly Municipal Advisors, LLC is a registered municipal advisor and wholly-owned subsidiary of Baker Tilly Virchow Krause, LLP, an accounting firm. Baker Tilly Virchow Krause, LLP trading as Baker Tilly is a member of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities.