

**AGENDA
CITY OF HARRISONVILLE
PLANNING & ZONING COMMISSION
REGULAR MEETING
CITY HALL
DECEMBER 19, 2024
6:00 PM**

- 1. Call to Order**
 - A. Roll Call**
- 2. Approval of Minutes**
 - A. Planning & Zoning Commission - Regular Meeting - Sep 19, 2024 6:00 PM**
- 3. Agenda Items**
 - A. Code Amendments Chapter 405.573.A.5 - PUBLIC HEARING - TO BE CONTINUED TO 1-16-24**
 - B. Code Amendments Chapter 405.573.A.5 - CONSIDERATION - TO BE CONTINUED TO 1-16-24**
 - C. Appl. #SUP-24-005--SPECIAL USE PERMIT for Bill Shelton, Contractor Yard/Vehicle Storage - PUBLIC HEARING - TO BE CONTINUED TO 1/16/24**
 - D. Appl. #SUP-24-005--SPECIAL USE PERMIT for Bill Shelton, Contractor Yard/Vehicle Storage - CONSIDERATION - TO BE CONTINUED TO 1/16/24**
- 4. Discussion Items**
- 5. Adjourn**

Posted on City Hall Bulletin Board this 12th day of December, 2024.

Daniel Barnett

Daniel Barnett, City Clerk

DRAFT
MINUTES
CITY OF HARRISONVILLE
PLANNING & ZONING COMMISSION
REGULAR MEETING
CITY HALL
SEPTEMBER 19, 2024
6:00 PM

1. Call to Order

The meeting was called to order at 6:07 PM by Vice Chair Chris Chiodini

Attendee Name	Organization	Title	Status	Arrived
Kevin Wood	Harrisonville	Chair	Absent	
Chris Chiodini	Harrisonville	Vice Chair	Present	
Scott Milner	Harrisonville		Present	
Cheryl Bush	Harrisonville		Present	
Brian Pulliam	Harrisonville		Absent	
Milton Siegenthaler	Harrisonville		Absent	
Joe Parkhurst	Harrisonville		Present	
Mike Zaring	Harrisonville	Mayor	Present	

Also in attendance were Matt Schlict, Jeff Munden and Weston Burkit, Applicants; Dalton Kitahara and Bill Shelton, Applicants; Katrine and Jeanie Cummins, Residents; Christina Stanton, Community Development Director; and Jamie Martin, Recording Secretary.

2. Approval of Minutes

A. Planning & Zoning Commission - Regular Meeting - Aug 15, 2024 6:00 PM

Cheryl Bush made a motion to approve the minutes with the amendment that the Public Hearing was continued, not closed. Mayor Zaring seconded the motion. The motion passed unanimously.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Cheryl Bush
SECONDER:	Mike Zaring, Mayor
AYES:	Chiodini, Milner, Bush, Parkhurst, Zaring
ABSENT:	Kevin Wood, Brian Pulliam, Milton Siegenthaler

3. Agenda Items

Minutes Acceptance: Minutes of Sep 19, 2024 6:00 PM (Approval of Minutes)

A. Appl. #RZ/PDP-24-001—A Rezoning of approx. 7-acres from RP-1 to RP-2 and Preliminary Development Plan - PUBLIC HEARING

Director Stanton present the application for Cedar Crossing rezoning. She said the applicant is seeking approval of a request to Rezone approximately 7-acres from RP-1 to RP-2 for 24 duplex lots and a Preliminary Development Plan for the same as well as 195 single-family residential lots on property located south of the Parkwood South subdivision and north of 267th Street. The proposed Preliminary Development Plan establishes development standards such as setbacks, lot area, quantity and quality of open spaces. Director Stanton said that the property is currently zoned Planned Single-Family Residential (RP-1). The applicant has proposed to Rezone approximately 7-acres in the northeast corner of the development to allow for 24 duplex lots. The Dimensional Standards Comparison Table on page 7 of the packet compares the dimensional standards for the standard R-1 and R-2 Districts and those of the previously approved Glen Eagle development to the proposed Cedar Crossing development. The setbacks proposed are very similar to those of the previously approved Glen Eagle development and the average lot sizes are also fairly comparable. The Density Comparison table shown on the top of packet page 8 compares the density of the previously approved Glen Eagle development to that of the proposed Cedar Crossing development, both individually, and in combination with the platted portions of the Glen Eagle development. Section 405.630.D.1 lists review criteria a-q that may be considered, to the extent they are pertinent to the particular application, by both the Planning and Zoning Commission and the Board of Aldermen. Among review criteria listed a, b, c, e, m and q seem the most appropriate to consider: First, the character of the neighborhood. The overall character appears to be consistent with prior plans and the City's 2040 Comprehensive Plan. Second, the existing and any proposed zoning and uses of adjacent properties, and the extent to which the proposed use is compatible with the adjacent zoning and uses. The location of the proposed rezoning, being in the northeast corner of the development, along with the larger lots for the duplex units and the low-impact screening between these lots and the single-family residential lots supports the overall compatibility of the proposed development and rezoning. Third, the extent to which the proposed use facilitates the adequate provision of transportation, water, sewerage, schools, parks and other public requirements. The development is providing the necessary public improvements of streets, sidewalks, water and sewer lines, and open spaces to provide for the proposed residents. Additionally, the school district is supportive of the additional housing and hopes that it will provide more affordable housing options and opportunities for staff and families. Fourth, the length of time, if any, the property has remained vacant. The Glen Eagle development was approved in 2004, but only two areas were final platted in 2005 and had developed slowly. The property proposed to be developed has sat vacant, undeveloped for close to twenty years. Fifth, the extent to which public facilities and services are available and adequate to meet the demand for facilities and services generated by the proposed use. The question of whether our public facilities and services are adequate to meet the demand generated by the proposed use was brought to Public Works and no concerns were raised. At this point, staff does not see any issues with the existing system meeting the needs of the proposed development with the required public improvements that are part of the proposed development. Sixth, the consistency of the proposed use with the permitted uses and the uses subject to conditions in the district in which the proposed rezoning or special use is located. The proposed uses are consistent with the permitted uses for the districts proposed and surrounding properties. Director Stanton said that the proposed development is meeting the requirement to have sidewalks on both sides of the streets; however, staff had multiple discussions about the need to connect the various open space areas, including the Hite Park properties to the sidewalks with trails and possibly even providing a trail around the basin. The proposed development indicates that street trees are to be installed throughout the development and a low-impact screening is to be installed as the required buffer between the single-family residential and the duplex lots. She said that the developer needs to confirm that no tree will be planted within the sight triangle of a street or a drive intersection or within 10 feet of a fire hydrant. Additionally, the proposed low-impact screen does not meet the requirements set forth in Section 405.565.F.3.c(2)(1) as no shrubs are indicated and the

calculations have not been provided. Staff's report includes a table showing what is required for the various options for a low-impact screen and tables utilizing the numbers for this development to indicate what that could look like. Section 410.630, under the City's Subdivision Regulations, provides criteria for dedication of park sites and cash-in-lieu payments. The calculations for which are included within packet pages 9 and 10. City Staff has had difficulty with the maintenance and upkeep of the parkland previously provided to the City for the parkland known as Hite Park. At the direction of the City Administrator, the Parks & Recreation Director and the Community Development Director met with the developers to discuss an exchange of the Hite Park land rather than requiring the payment of cash-in lieu for the parkland. The Board of Aldermen have agreed to this exchange and it will be included in the development agreement. Director Stanton said that no traffic study was required for this development because the proposed development is less dense than the previously approved Glen Eagle development, which did not have a traffic study required. The City's 2040 Comprehensive Plan shows this area as "Suburban Neighborhood". The Comprehensive Plan states that this place type is intended to have "residential areas established around an interconnected, curvilinear street network" and "while single-family homes are the predominant housing type, these neighborhoods may also include accessory dwelling units, cottage courts, townhomes, and small-scale apartments". "Key Priorities" for this place type are listed within the staff report. Director Stanton said that staff recommends approval of the proposed Rezoning of approximately 7-acres from RP-1 to RP-2 and Preliminary Development Plan for the 24 duplex lots and 195 single-family residential lots with the following conditions: Sidewalks shall have handicapped access at all intersections in accordance with Section 410.530.B and shall normally be separated from the edge of the street by a grassy strip twenty-four inches wide, and sidewalks shall comply with the ADA requirements in place at the time of construction, and all non-paved right-of-way shall be either sodded or seeded; builders on lots that abut the west side of the Glen Eagle Drive from the previously platted "Glen Eagle, Lots 213 thru 247" shall install sidewalks adjacent to Glen Eagle Drive to assure connectivity; trails shall be provided that connect to the sidewalks and connect the proposed and existing open space areas including the Hite Park properties; no tree shall be planted within the sight triangle of a street or drive intersection or within ten feet of a fire hydrant; sewer and water mains shall be installed with 10 feet of separation and shall be located such that they are on different sides of the streets; the developer and the City shall enter into a mutually agreed upon Development Agreement; easements shall be provided as required by Section 410.400 of the City's Municipal Code; and a Final Plat shall be submitted, reviewed, and approved prior to the issuance of any development related permits, either building or infrastructure.

Matt Schlicht told the Commission that the plat was largely the same as the original Glen Eagle Plat. The development would be built in 2 phases with 2 different house types. There will be 24 duplexes tucked in the northeast corner. The Development Plan will promote continued growth for the City consistent with the original plan. He said that if there were to be any impact, it would be the town home living environment. There would be townhomes to the north and the south end would have larger homes. Mr. Schlicht said that there would be landscaping between the single family homes and the townhomes. Chris Chiodini asked about the absorption rate of the construction. Mr. Schlicht that their idea is to build not more than needed but the plan is 4 to 5 at a time and they are working to identify phases. Mr. Schlicht said that at their pre-application meeting, Staff asked to have a trail put in around the basin. He said he didn't know if a trail around the basin would be possible because it is not in the best condition for that, but proposed a possible trail to the north and east with an internal trail system. Mr. Schlicht said they accept everything that is in the Staff Report, except they are not sure about the trails.

The Public Hearing was closed at 6:39 PM.

B. Appl. #RZ/PDP-24-001—A Rezoning of approx. 7-acres from RP-1 to RP-2 and Preliminary Development Plan - CONSIDERATION

Minutes Acceptance: Minutes of Sep 19, 2024 6:00 PM (Approval of Minutes)

Cheryl Bush made a motion to recommend approval of the rezoning from RP-1 to RP-2 and the Preliminary Development Plan to the Board of Aldermen with the conditions as staff has them written in the Staff Report. Joe Parkhurst seconded the motion. The motion passed unanimously.

RESULT:	RECOMMENDED FOR BOARD APPROVAL [UNANIMOUS]
MOVER:	Cheryl Bush
SECONDER:	Joe Parkhurst
AYES:	Chiodini, Milner, Bush, Parkhurst, Zaring
ABSENT:	Kevin Wood, Brian Pulliam, Milton Siegenthaler

C. Appl. #PP-24-001—A Preliminary Plat for Cedar Crossing, Lots 1-219 and Tracts A, B, and C - PUBLIC HEARING

Director Stanton presented the Staff Report for the Preliminary Plat of Cedar Crossing, Lots 1 - 219 and tracts A, B, and C. The proposed preliminary plat consists of 219 lots, 195 single-family and 24 duplex lots, with sidewalks proposed for both sides of all streets. The applicant is proposing to connect the north and south portions of the development with a street to be placed over the dam, as was planned by City staff. Staff recommends approval of the requested Preliminary Plat with the condition that the sidewalks shall have handicapped access at all intersections in accordance with 410.530.B and shall normally be separated from the edge of the street by a grassy strip twenty-four inches wide and shall comply with the ADA requirements in place at the time of construction, and all non-paved right-of-way shall be either seeded or sodded; builders on lots that abut the west side of the Glen Eagle Drive from the previously platted "Glen Eagle, Lots 213 - 247" shall install sidewalks adjacent to Glen Eagle Drive to assure connectivity; trails shall be provided that connect to the sidewalks and connect the proposed and existing open space areas including the Hite Park properties; sewer and water mains shall be installed with ten feet of separation and shall be located such that they are on different sides of the street; easements shall be provided as required by Section 410.400 of the City's Municipal Code; and a Final Plat shall be submitted, reviewed, and approved prior to the issuance of any development related permits, including building and infrastructure.

Chris Chiodini asked how long a preliminary plat is good for? Director Stanton said that it is 2 years.

The Public Hearing was closed at 6:43 PM.

D. Appl. #PP-24-001—A Preliminary Plat for Cedar Crossing, Lots 1-219 and Tracts A, B, and C - CONSIDERATION

Cheryl Bush made a motion to recommend approval of the Preliminary Plat, as proposed by Staff, to the Board of Aldermen. Scott Milner seconded. The motion passed unanimously.

RESULT:	RECOMMENDED FOR BOARD APPROVAL [UNANIMOUS]
MOVER:	Cheryl Bush
SECONDER:	Scott Milner
AYES:	Chiodini, Milner, Bush, Parkhurst, Zaring
ABSENT:	Kevin Wood, Brian Pulliam, Milton Siegenthaler

E. Appl. #SUP-24-003—A Special Use Permit for an existing tow lot located at 1505 Clearwater Drive - PUBLIC HEARING

Director Stanton presented the Staff Report for a Special Use Permit application from J's Southland Tow to operate a tow lot at 1505 Clearwater Drive. She said this property is

currently zoned Light Industrial (M-1) District. The use of an "automobile salvage or wrecking yard or tow lot" is an allowed use within this zoning district with an approved Special Use Permit. Section 405.525.C.7 states that any sort of vehicle storage of one or more vehicles which don't belong to the property owner "must be screened by a view-reducing wall, fence or landscaping material from adjacent roads and residentially zoned or used property". Research of the site indicates that this use has existed, in some form or another, at this location since 2009. However, it has never had a Special Use Permit. The existing screening material, meets the required screening for this use. The existing fence is 8 feet tall. The City's 2040 Comprehensive Plan shows this area as "Employment Light", which are areas intended "to support employment formats that are not appropriately integrated into a downtown or mixed use setting, such as office parks, institutional campuses, or light manufacturing hubs in the community". This type of use does provide a needed service to the citizens of our community and the County at-large. Given the prior existence of this type of use at this location staff deems it appropriate and consistent with the City's Comprehensive Plan. Staff recommends approval of the proposed Special Use Permit for a tow lot at 1505 Clearwater Drive with the conditions that the time limit associated with this Special Use Permit shall be 10 years, at which time a new Special Use Permit is required to continue operations and vehicles may remain on the lot for up to 90 days, under a police hold.

Chris Chiodini asked if this was related to the Police Department tow contracts. Director Stanton said yes, the lack of a SUP was found while the PD was updating their records.

The Public Hearing was closed at 6:49 PM.

F. Appl. #SUP-24-003—A Special Use Permit for an existing tow lot located at 1505 Clearwater Drive - CONSIDERATION

Mayor Zaring made a motion to recommend approval of the Special Use Permit for J's Southland Tow to the Board of Alderman as presented. Scott Milner seconded. The motion passed unanimously.

RESULT:	RECOMMENDED FOR BOARD APPROVAL [UNANIMOUS]
MOVER:	Mike Zaring, Mayor
SECONDER:	Scott Milner
AYES:	Chiodini, Milner, Bush, Parkhurst, Zaring
ABSENT:	Kevin Wood, Brian Pulliam, Milton Siegenthaler

G. Appl. #SUP-24-004—A Special Use Permit for a tow lot located at 402 Cedar Street - PUBLIC HEARING

Director Stanton presented the Staff Report for a Special Use Permit application from All Pro Tow to operate a tow lot at 402 Cedar Street. She said this property is currently zoned General Industrial (M-2) District. The use of an "automobile salvage or wrecking yard or tow lot" is an allowed use within this zoning district with an approved Special Use Permit. Section 405.525.C.7 states that any sort of vehicle storage of one or more vehicles which don't belong to the property owner "must be screened by a view-reducing wall, fence or landscaping material from adjacent roads and residentially zoned or used property". Research of the site indicates that this use has existed, in some form or another, at this location since at least 2003. GT Tow was approved for a Special Use Permit at this property on September 19, 2022, but are no longer there. Under Article XVIII, "M-2" General Industrial District, Section 405.510.B states that "All storage of materials, products or equipment shall be within a fully enclosed building or in a partially enclosed building or in an open yard having a solid screen fence not less than six feet high giving total or partial screening from neighboring property and adjacent streets. In the case of junk or salvage operations all storage and processing areas shall be screened by a solid fence not less than ten feet and not exceeding fifteen feet in height, the materials and setback of which shall be approved by the Planning and Zoning

Commission". Additionally, Section 405.525.C.7 states that any sort of vehicle storage of one or more vehicles that don't belong to the property owner "must be screened by a view-reducing wall, fence or landscaping material from adjacent roads and residentially zoned used property". She said that Staff shared information about the previously approved Special Use Permit with the applicant and the applicant has requested an extension of an additional 2-year period before having to install the sturdier, more opaque screening of vinyl fencing with stone pillars. The existing screening material, if in good repair and covering both entrance/exit gates, may meet the minimum requirements for general screening. Additionally, it is worth noting that the other tow lot site did not originally have the sturdier, more opaque fencing. Director Stanton said that the City's 2040 Comprehensive Plan shows this area as "Community Mixed-Use", which are places intended to "integrate a broad range of retail, service, office, and residential uses together in a town center format". This type of use does provide a needed service to the citizens of our community and the County at-large. Given the prior existence of this type of use at this location staff deems it appropriate and consistent with the City's Comprehensive Plan. Staff recommends approval of the proposed Special Use Permit for a tow lot at 402 Cedar Street with the conditions that the applicant shall make necessary repairs/replacement of screening materials as needed and add as appropriate at the entrance/exit gates; the applicant shall upgrade their screening to vinyl fencing with stone pillars within three and one-half years; the time limit associated with this Special Use Permit shall be 10 years, at which time a new Special Use Permit is required to continue operations; vehicles may remain on the lot for up to 90 days, under a police hold; and the height of the screening shall be increased so that the lot contents cannot be seen from the street.

Dalton Kitahara, All Pro Tow, said that he hoped to be able to finance the improvements soon. Bill Shelton, Property Owner, spoke to the Commission about the property. Chris Chiodini asked if the location was just a tow lot or storage for Mr. Shelton's equipment. Mr. Shelton said that it was both, the front half is for the tow lot and the other part is used for storage. Mr. Chiodini asked what the average turnover was for vehicles that would be on the lot. Mr. Kitahara said 30 days, no longer than 60 days. Mr. Chiodini asked if he planned to keep vehicles that were there longer than that. Mr. Kitahara said no. Mr. Chiodini asked how recommendation number 4 would be kept track of. Director Stanton said through Code Enforcement and the Police Department. There was further discussion about Mr. Shelton applying for a SUP for the rest of the property.

The Public Hearing was closed at 7:16 PM.

H. Appl. #SUP-24-004—A Special Use Permit for a tow lot located at 402 Cedar Street - CONSIDERATION

Mayor Zaring made a motion to recommend approval of the Special Use Permit with Staff's conditions to the Board of Alderman. Cheryl Bush seconded the motion. The motion passed unanimously.

RESULT:	RECOMMENDED FOR BOARD APPROVAL [UNANIMOUS]
MOVER:	Mike Zaring, Mayor
SECONDER:	Cheryl Bush
AYES:	Chiodini, Milner, Bush, Parkhurst, Zaring
ABSENT:	Kevin Wood, Brian Pulliam, Milton Siegenthaler

4. Discussion Items

There were no discussion items.

5. Adjourn

With nothing further to come before the Commission, Mayor Zaring made a motion to adjourn. Scott Milner seconded. The meeting was adjourned at 7:18 PM.

Respectfully submitted,

Jamie Martin, Recording Secretary

Minutes Acceptance: Minutes of Sep 19, 2024 6:00 PM (Approval of Minutes)

STAFF REPORT

TO: Planning & Zoning Commission
FROM: Christina Stanton,
DATE: December 12, 2024
SUBJECT: Code Amendments Chapter 405.573.A.5 - PUBLIC HEARING - TO BE
CONTINUED TO 1-16-24

Type of Item: *Public Hearing*

A. Action Item (ID # 5029)

Code Amendments Chapter 405.573.A.5 - PUBLIC HEARING - TO BE CONTINUED TO 1-16-24

STAFF REPORT

TO: Planning & Zoning Commission
FROM: Christina Stanton,
DATE: December 12, 2024
SUBJECT: Code Amendments Chapter 405.573.A.5 - CONSIDERATION - TO BE
CONTINUED TO 1-16-24

Type of Item: *Approval*

B. Action Item (ID # 5030)

Code Amendments Chapter 405.573.A.5 - CONSIDERATION - TO BE CONTINUED TO 1-16-24

STAFF REPORT

TO: Planning & Zoning Commission
FROM: Christina Stanton,
DATE: December 12, 2024
SUBJECT: Appl. #SUP-24-005--SPECIAL USE PERMIT for Bill Shelton, Contractor Yard/Vehicle Storage

Type of Item: *Public Hearing*

C. Action Item (ID # 5031)

Appl. #SUP-24-005--SPECIAL USE PERMIT for Bill Shelton, Contractor Yard/Vehicle Storage
- PUBLIC HEARING - TO BE CONTINUED TO 1/16/24

STAFF REPORT

TO: Planning & Zoning Commission
FROM: Christina Stanton,
DATE: December 12, 2024
SUBJECT: Appl. #SUP-24-005--SPECIAL USE PERMIT for Bill Shelton, Contractor Yard/Vehicle Storage

Type of Item: *Approval*

D. Action Item (ID # 5032)

Appl. #SUP-24-005--SPECIAL USE PERMIT for Bill Shelton, Contractor Yard/Vehicle Storage
- CONSIDERATION - TO BE CONTINUED TO 1/16/24