

City of Mission
CITY COUNCIL WORKSESSION
October 26, 2016
6:00 p.m.
Mission City Hall, 6090 Woodson

AGENDA

1. Foxridge Phase I Design Concept Resolution - John Belger (page 2)

The proposed design concept resolution outlines the factors taken into consideration when designing the improvements for Foxridge Drive Phase I from 56th Street to 51st Street.

2. Rock Creek Channel Design Solutions - John Belger (page 7)

At the August Meeting, City Council approved a task order authorizing GBA to provide conceptual design for improvements to the Rock Creek Channel from the Mission Bowl Flood Wall to Roeland Drive. GBA has provided three options which lay the groundwork for a Professional Engineering Study (PES) that can be submitted to the SMAC Program.

3. Rental Licensing and Inspection Program - Brian Scott (page 23)

Senate Bill 366, passed this summer, places restrictions on the City's current rental inspection program. It now requires the consent of the occupant of a rental unit prior to any inspection. Staff has developed modifications to the City's Rental Dwelling code to accommodate the provisions of the new law.

4. Sign Ordinance Amendments - Danielle Murray (page 28)

The final draft of proposed sign code changes prepared by staff has been reviewed by the City's attorney. City Council will be briefed on the content and updated on the calendar for presenting the changes to the business community and adoption of the changes.

5. ULI Technical Assistance Grant Application - Brian Scott (page 45)

The Urban Land Institute (ULI) offers a Technical Assistance Panel made up of land use professionals (planners, civil engineers, attorneys, developers, and financial analyst) who provide assistance in creating options for the future development of specific areas. The proposed application for these services is for the City owned property at 7080 Martway Street (former Neff property).

6. Adjournment

City of Mission	Item Number:	1.
DISCUSSION ITEM SUMMARY	Date:	10/21/2016
Public Works	From:	John Belger

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

RE: Foxridge Drive Phase I Design Concept Resolution

DETAILS: Between 51st and 56th streets, Foxridge Drive is a two-lane collector that serves multi-family residential, commercial and industrial properties. A CIP project was budgeted in 2016 (design) and 2017 (construction) that includes a 2” mill and overlay, full depth pavement repair as needed, stormwater system upgrades, curb replacement, and sidewalk improvements.

Over the last several years, as the City has designed and constructed street improvement projects, pedestrian and other non-vehicular infrastructure improvements or upgrades have been an important part of the conversation. While we have not yet established specific design guidelines or standards, staff and the design engineers work on each individual project to identify and outline improvements to accomplish this goal. A design concept resolution is a tool that has been used to formalize and communicate the issues under consideration and/or those specifically agreed upon by the City Council.

The proposed design concept resolution outlines the factors taken into consideration when designing the improvements for Foxridge Drive Phase I. Additional items, such as street lighting and additional pedestrian amenities have been included for consideration and discussion. Along with these improvements, changes to the current layout of the street have also been proposed. Limits of the construction are kept within the current right-of-way, and a reduction in each drive lane width (to 12 feet) will provide space that may be used to construct sidewalks and accommodate street light infrastructure.

The project is currently set to go out to bid in November with a bid opening in December. Contract approval would be considered at the January City Council meeting. Construction would begin, weather permitting, once the contract was approved and a Notice to Proceed was issued. Construction is anticipated to be complete by the fall of 2017.

CFAA CONSIDERATIONS/IMPACTS: This project would provide sidewalk connectivity, ADA improvements, and upgraded street lighting.

Related Statute/City Ordinance:	
Line Item Code/Description:	
Available Budget:	\$1,523,127

RESOLUTION NO. _____

A RESOLUTION ESTABLISHING THE DESIGN CONCEPT FOR IMPROVEMENTS TO FOXRIDGE DRIVE BETWEEN 56TH STREET AND 51ST STREET.

WHEREAS, Foxridge Drive is a two-lane collector between 56th Street and 51st Street serving multi-family residential, commercial, and industrial properties; and

WHEREAS, Foxridge Drive and its related infrastructure systems have been identified in street and stormwater inventories as a high-priority street in need of significant infrastructure repairs; and

WHEREAS, pedestrian and other non-vehicular infrastructure is a focal point of all transportation improvement projects undertaken by the City of Mission and as such, sidewalks, street lighting, and ADA compliant curb ramps will all be upgraded within the base scope of this project.

WHEREAS, the current total project budget for design, construction, and construction inspection is approximately \$1.5 million of which \$725,000 is anticipated to come from the Johnson County CARS program, with the remaining \$775,000 funded by the City of Mission; and,

WHEREAS, construction costs are currently estimated at \$1.39 million, of which \$1.129 million is considered the “baseline” project costs, \$175,300 accounts for upgraded street lighting throughout the corridor, and \$86,000 accounts for additional pedestrian amenities; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF MISSION, KANSAS:

Section 1. The Foxridge Drive Mill & Overlay Project (56th Street to 51st Street) will include a 2” mill and overlay, full-depth pavement repairs as needed, stormwater system upgrades, curb replacement and sidewalk improvements.

Section 2. Project costs will be funded out of the City’s Transportation and Capital Improvement Funds.

Section 3. The project will include upgraded street lighting (\$175,300) and additional pedestrian improvements (\$86,000) as approved by the City Council at the November ___th, 2016 City Council Meeting.

Section 4. The City will limit new construction to the area within the current right-of-way. Each drive lane width will be reduced to 12 feet. Space gained will be used to construct sidewalks and accommodate street light infrastructure.

THIS RESOLUTION IS PASSED AND APPROVED BY THE GOVERNING BODY OF THE CITY OF MISSION, this ___th day of November 2016.

THIS RESOLUTION IS APPROVED BY THE MAYOR this ___th day of November 2016.

Steve Schowengerdt, Mayor

ATTEST:

By: _____
Martha Sumrall, City Clerk

APPROVED AS TO FORM:

By: _____
David K. Martin, City Attorney

**City of Mission
Foxridge - 51st to 56th**

April 22, 2016

Engineer's Opinion of Probable Construction Costs

ITEM	DESCRIPTION	UNIT	UNIT COST	QUANTITY	TOTAL	COMMENTS
1	MOBILIZATION	LUMP SUM	\$84,000.00	1	\$84,000.00	
2	CONTRACTOR STAKING	LUMP SUM	\$21,000.00	1	\$21,000.00	
3	REMOVALS	LUMP SUM	\$10,000.00	1	\$10,000.00	
4	EXCAVATION AND GRADING	CY	\$35.00	500	\$17,500.00	
5	FULL DEPTH PAVEMENT REMOVAL	SY	\$15.00	2993	\$44,895.00	
6	2" MILLING DEPTH	SY	\$3.00	11225	\$33,675.00	
7	FULL DEPTH CRACK REPAIR	SY	\$80.00	112	\$8,980.00	1% of milled areas
8	HMA SURFACE (SUPERPAVE)	TON	\$75.00	1868	\$140,109.75	
9	REMOVE 4' CONCRETE SIDEWALK	LF	\$10.00	360	\$3,600.00	
10	PLACE 4" CONCRETE SIDEWALK	LF	\$50.00	2319	\$115,950.00	
11	INSTALL ADA RAMP	SY	\$150.00	149	\$22,350.00	
12	REMOVE CONCRETE CURB AND GUTTER	LF	\$10.00	7553	\$75,530.00	
13	PLACE CONCRETE CURB AND GUTTER	LF	\$20.00	7553	\$151,060.00	
14	REMOVE CONCRETE COMMERCIAL DRIVE	SY	\$15.00	534	\$8,010.00	
15	PLACE CONCRETE COMMERCIAL DRIVE	SY	\$75.00	534	\$40,050.00	
16	CURB INLET	EACH	\$5,000.00	8	\$40,000.00	
17	18" RCP	LF	\$90.00	292	\$26,280.00	
18	24" RCP	LF	\$150.00	63	\$9,450.00	
19	36" RCP	LF	\$200.00	59	\$11,800.00	
20	END SECTION	EACH	\$2,000.00	6	\$12,000.00	
21	SOD	SY	\$7.00	8	\$56.00	
22	EROSION CONTROL	LUMP SUM	\$5,000.00	1	\$5,000.00	
23	SIGN	Each	\$150.00	46	\$6,900.00	
24	SIGN POST	Each	\$300.00	20	\$6,000.00	
25	PAVEMENT MARKING - SOLID YELLOW CENTERLINE (4")	Lin. Ft.	\$1.50	7380	\$11,070.00	
26	PAVEMENT MARKING - SOLID WHITE STOP BAR (24")	Lin. Ft.	\$20.00	12	\$240.00	
27	TRAFFIC CONTROL	Lump Sum	\$10,000.00	1	\$10,000.00	
28	30' LED LUMINAIRES	Each	\$4,000.00	22	\$88,000.00	
29	STREET LIGHT CONTROLLER	Each	\$6,000.00	1	\$6,000.00	
30	JUNCTION BOX (TYPE 1)	Each	\$750.00	10	\$7,500.00	
31	3-1C#6 CABLE	Lin. Ft.	\$5.00	3690	\$18,450.00	
32	2" CONDUIT, TRENCHED	Lin. Ft.	\$15.00	3690	\$55,350.00	
33	10' LED PEDESTRIAN LUMINAIRES	Each	\$3,000.00	22	\$66,000.00	
34	FLASHING BEACON	Each	\$2,000.00	1	\$2,000.00	
SUBTOTAL:						\$1,158,805.75
OWNER'S CONTINGENCY ALLOWANCE:				20%		\$231,761.15
GRAND TOTAL:						\$1,390,566.90

Street Program Plan (2017-2021)

	2016	2017	2018	2019	2020	2021	
Revenues							
Beginning Balance*	345,567	713,020	512,449	(43,930)	(1,860,458)	(1,626,181)	
<i>Local Revenue</i>							
Transportation Utility Fund Revenues	0	0	0	0	0	0	
7 mills dedicated to streets	833,000	925,000	925,000	925,000	925,000	925,000	
0.25% Street Sales Tax Revenues - existing	550,000	550,000	550,000	550,000	550,000	550,000	
Sub-total	1,383,000	1,475,000	1,475,000	1,475,000	1,475,000	1,475,000	
<i>External Revenue</i>							
CARS Reimbursements	0	725,000		2,000,000	0	0	
Special Highway	245,850	246,600	246,600	246,600	246,600	246,600	
Miscellaneous Revenues	0	0	0	68,000	0	0	
Sub-total	245,850	971,600	246,600	2,314,600	246,600	246,600	
<i>Debt Proceeds</i>							
Sub-total	0	0	0	0	0	0	
Total Street Revenues	1,628,850	2,446,600	1,721,600	3,789,600	1,721,600	1,721,600	
Expenses							
<i>Capital Projects</i>							
Johnson Drive Foxridge (56th to 51st) Foxridge (51st to Lamar) Full-depth Reconstruction Projects (non-CARS eligible)	69,464	1,453,663	788,900	4,017,405	300,000	300,000	
Sub-total	69,464	1,453,663	1,088,900	4,317,405	300,000	300,000	
<i>Maintenance Programs</i>							
Street Maintenance Program (seal and mill/overlay)	350,000	350,000	350,000	450,000	350,000	350,000	
PW Maintenance Programs (sidewalks, traffic safety)	75,000	75,000	75,000	75,000	75,000	75,000	
Bridge Maintenance/Administrative Costs	25,000	25,000	25,000	25,000	25,000	25,000	
Sub-total	450,000	450,000	450,000	550,000	450,000	450,000	
<i>Debt Service</i>							
Johnson Drive/Martway Debt Service (2012A)	470,870	472,045	472,316	471,660	470,060	472,718	\$474,300 (2022)
Jo Drive - Street Portion (2013C)	271,063	271,463	266,763	267,063	267,263	267,363	\$538,988 (2023)
Sub-total	741,933	743,508	739,079	738,723	737,323	740,081	
Total Street Expenses	1,261,397	2,647,171	2,277,979	5,606,128	1,487,323	1,490,081	
Ending Balance	713,020	512,449	(43,930)	(1,860,458)	(1,626,181)	(1,394,662)	

City of Mission	Item Number:	2.
DISCUSSION ITEM SUMMARY	Date:	10/21/2016
PUBLIC WORKS	From:	John Belger

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

RE: Rock Creek Channel Design Solutions - Nall to Roeland Drive

DETAILS: At the August 17, 2016 meeting, the City Council approved a task order authorizing GBA to provide conceptual design for improvements to the Rock Creek Channel from the Mission Bowl flood wall (Nall) to Roeland Drive. These improvements are necessary to address erosion in multiple locations along the channel as well as flooding on Martway at Roeland Drive.

The attached memo from GBA outlines three options for improvements to the channel. The development of three options is a requirement of the Johnson County Stormwater Management Program (SMP). The options developed by GBA are as follows:

Alternative #1 Property Buyout

This option proposes the acquisition and demolition of 5122 and 5128 W 60th Terrace. It also includes the acquisition of approximately 0.8 acres of the Mission Bank Parking Lot adjacent to the creek. Estimated cost of for Alternative #1 is \$1,699,000.

Alternative #2 Open Channel with Retaining Walls Extending to Roeland Drive

This option proposes installing retaining walls the entire length of the project area. Retaining walls are of various type depending upon the section of the channel. Estimated cost of this option is \$4,757,250.

Alternative #3 Open Channel with Limited Retaining Walls in Unstable Areas

This option proposes installing retaining walls at highly erosive areas. Estimated cost of this option is \$3,363,000.

Short-term Solution

The memo also outlines a short-term solution to address slope failure and slow erosion. The estimated cost of the short-term improvements is \$37,000.

GBA's memo establishes the foundation for completion of a Professional Engineering Study (PES) that would be submitted to the SMP for matching funds. Funding through the program is an 75% County - 25% City split of eligible construction and construction inspection costs. Design, survey, and easement acquisition is entirely the City's responsibility.

A draft of eligible projects that have currently been submitted to the SMP for the 2018 program is included in the packet. New submissions are due to the County by the end of the year. This project is currently not included in the City's 2017-2021 Community Investment Program (CIP).

CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	
Line Item Code/Description:	
Available Budget:	



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MEMORANDUM

To: John Belger, Public Works Director– City of Mission
From: Beth Fry, PE, CFM - GBA
Date: September 28, 2016
Subject: Rock Creek Erosion and Slope Failure Conceptual Study

GBA completed an alternatives analysis for Rock Creek, between Nall Avenue and Roeland Drive, located in the City of Mission, Kansas. Within that reach, there are two locations experiencing erosion and causing damage to property. Along the north bank, the creek is migrating and has already eroded a portion of the Mission Bank parking lot. On the south side, the existing gabion baskets that line the streambank have been undermined, with visible erosion occurring beneath the toe of the gabion wall. The slope behind the gabion wall is failing, resulting in loss of property at 5122 and 5128 W 60th Terrace. These properties are located approximately 20-feet above the top of the existing gabion wall. During a site visit conducted with Terracon on September 22, 2016, it was determined that the gabion wall is still in good functioning condition, with the exception of the undermined toe and the several trees growing within the wall. The gabion wall on the north bank appears to be in good functioning condition as well.

The alternatives analysis provided options for long term solutions to the erosion problems of the site. A short term solution was also requested by the City to address the slope failure at 5122 W 60th Terrace.

Conformance with the *Northeast Johnson County Watershed Study (2006)* was reviewed. The study identified six buildings that were prone to flooding based on the 1% chance floodplain between Nall Avenue and Roeland Drive. Drainage improvements have been completed since the initial watershed study and the buildings have been removed from the floodplain through a LOMR approved in 2012. Martway Street and Roeland Drive are inundated by the 1% chance floodplain by more than 1-foot.

Conformance with the *Rock Creek Watershed Planning Final Feasibility Report (2007)* was also reviewed. That report recognized signs of instability and

erosion throughout the reach and provided recommendations for limited and optimal restoration of the channel.

The Flood Rating Table for the project area was updated due to the erosion threatening habitable buildings and the Mission Bank parking lot within the project area. Additionally, there is still the potential for greater than 7-inches of flooding on Martway Street during the 1-percent chance event.

An enclosed conveyance system from just downstream of the existing retaining wall, approximately 380-feet downstream of Martway Street, to approximately 60-feet upstream of Roeland Drive was analyzed as an alternative. However, a structure that maintained the existing capacity of the RCB at Roeland Drive and the freeboard of the floodwall located adjacent to the Mission Bowl parking lot (Exhibit 1) could not be configured. A shorter enclosed conveyance system, from approximately 720-feet upstream of to approximately 60-feet upstream of Roeland Drive, was also analyzed as an alternative solution. However, a structure that did not increase the base flood elevation of the 1-percent chance floodplain, which would impact the parking lots and Martway Street, could not be configured. Therefore, an enclosed system was not included with the following proposed improvement alternatives.

Alternative 1: Property Buyout

The proposed improvement involves the purchase and demolition of the homes at 5122 ad 5128 W 60th Terrace and approximately 0.8 acres of the Mission Bank parking lot that is located directly adjacent to the creek. Potentially the removal of an abandoned Johnson County Wastewater line located within the bank parking lot (Exhibit 1) could be pursued with JCW, but those costs would be incurred by JCW if they felt this would be beneficial. The *Rock Creek Watershed Planning Final Feasibility Report* was referenced to estimate how far the outer bend currently eroding the Mission Bank parking lot might potentially migrate to estimate how much of the parking lot would need to be acquired. The estimated purchase values of the properties are included in Exhibit 1. For the Mission Bank parking lot, the estimated value was a percentage of the total 2016 appraised value, proportional to the percentage of property to be acquired.

Alternative 2: Open Channel with Retaining Walls Extended to Roeland Drive

The proposed improvement involves the extension of the existing retaining walls throughout the entire reach, which includes the stacked Redi-Rock with a minimum height of 7.5' above the streambed. This extension excludes the bank with the existing gabion wall on the North bank between stations 2.427 and 2.359 (Exhibit 2). A vertical concrete wall is proposed between stations 2.403 and 2.359 along the south bank, to be placed in front of the existing gabion wall (Exhibit 3). The proposed slopes above the walls will be pulled back to a minimum of 2:1. The estimate for the retaining wall considers the granular fill and drainage pipes, as well as the foundation support. Coordination with JCW should be considered for potential removal of the abandoned sewer line, located in the Mission Bank parking lot, during construction. As stated in Alternative 1, it is anticipated that JCW would incur the cost of removal of the line, as SMP fund would not be applicable.

The advantage of this alternative is that it would address the existing erosion problems within the reach as well as prevents further damaging erosion from occurring. The disadvantages are that it has the greatest cost and would have the longest construction timeline. The opinion of probable construction costs for this solution is provided as Exhibit 4 and the Flood Rating Table as Exhibit 5.

Alternative 3: Open Channel with Limited Retaining Walls Added to Unstable Banks

The proposed improvement involves the addition of retaining walls to specific locations within the stream channel that are currently highly erosive (Exhibit 6). For this conceptual study, the proposed retaining walls from station 2.309 to 2.171 are based on those already in place just downstream of the culvert under Nall Avenue. They include the stacked Redi-Rock, placed at a 1:1 slope from the bed of the creek to approximately 4.5' above. The height of the proposed wall has been reduced at some locations to reduce cost, but to still provide protection from the higher frequency events. The streambank from station 2.225 to 2.171 is not currently experiencing visible erosion, but the wall was included to reduce the depth of flooding on Martway Street to less than 7-inches. A vertical concrete wall is proposed between stations 2.403 and 2.359 along the south bank, to be placed in front of the existing gabion wall (Exhibit

3). For this alternative, the unit cost of the concrete wall was increased compared to Alternative 2 to account for the inclusion of a wingwall to key into the side slope of the streambank. The proposed slopes above the walls will be pulled back to a minimum of 2:1. As previously stated, coordination with JCW should be considered for potential removal of the abandoned sewer line, located in the Mission Bank parking lot, during construction.

The advantages of this alternative are that it costs less and construction would not take as long as Alternative 2. The disadvantages are that this alternative would not prevent further erosion from occurring at locations without the proposed improvements. The opinion of probable construction costs for this solution is provided as Exhibit 7 and the Flood Rating Table as Exhibit 8.

Recommendations

Of the three alternatives considered in this memo, it is recommended that Alternative 2 be pursued for design and construction. This alternative meets the requirements of the Johnson County Stormwater Management program and provides the most long-term protection to the streambanks and adjacent slopes. Coordination with the following utilities with facilities near or crossing the creek will be required: KCP&L, Time Warner Cable, AT&T, and JCW. Per SMP guidelines, the project will require acceptance of the following cities downstream of the project limits: Fairway, KS; Mission Hills, KS; and Kansas City, MO.

The recommended short term solution for addressing the slope failure behind 5122 W 60th Terrace includes infilling the toe of the undermined gabion wall on the south bank with rip rap and removing the rock point bar from the opposing north bank (Exhibit 2). The point bar is currently directing the erosive flow toward the south bank, therefore removing the bar will redistribute the flow and shear stresses toward the middle of the channel. Additionally, maintenance of the existing gabion wall is recommended. The trees that are currently growing through the wall should be removed in order to maintain its intended function. The opinion of probable construction costs for this solution is provided as Exhibit 9.

Exhibit 1

Rock Creek Erosion and Slope Failure Mission, KS

Alternative 1

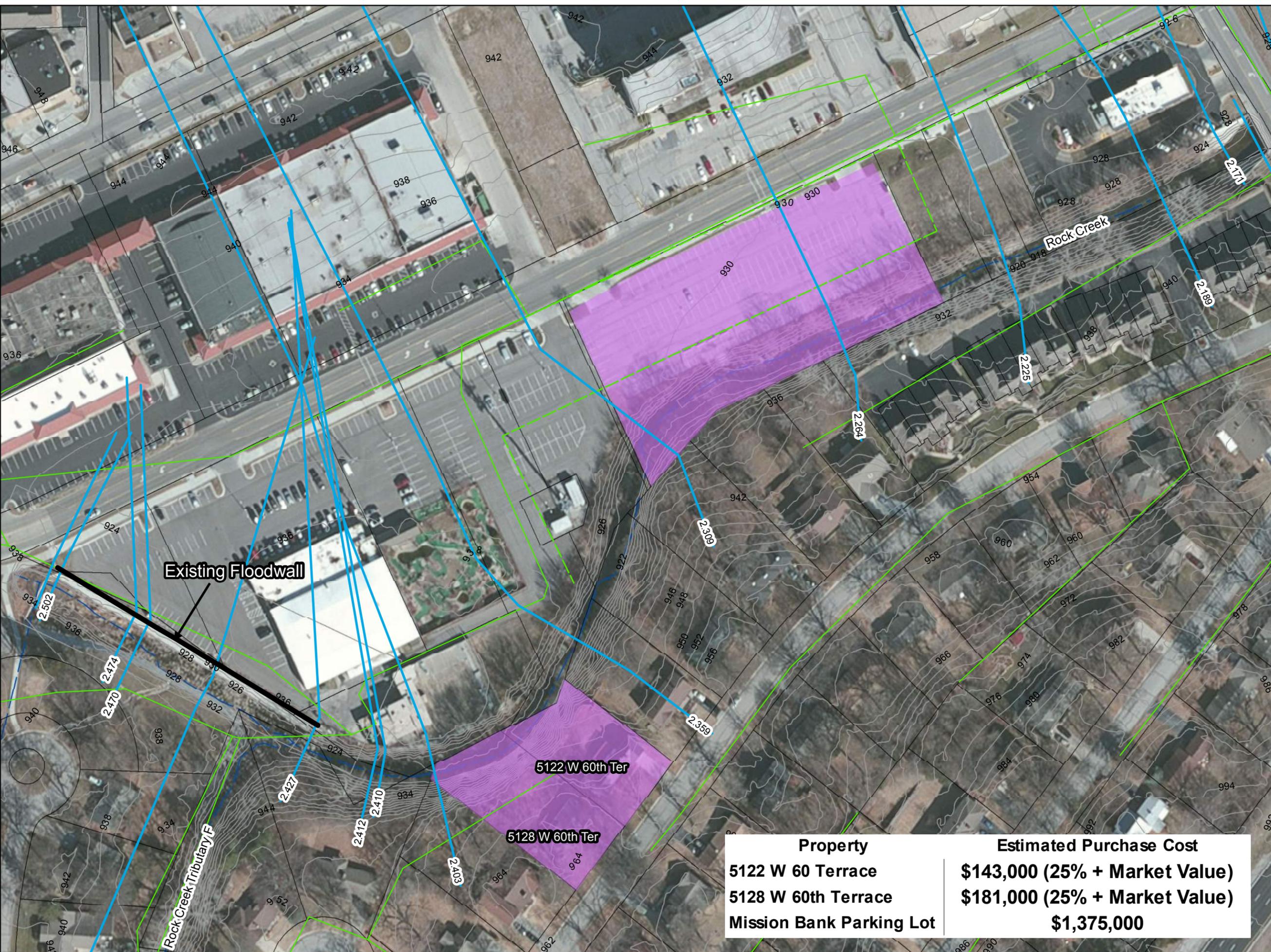
Property Buyout

Legend

-  Model Cross Section
-  Abandoned Sanitary Sewer
-  Active Sanitary Sewer
-  Property Buyout
-  Property Boundary
-  Flowline



1 inch = 100 feet



Property	Estimated Purchase Cost
5122 W 60 Terrace	\$143,000 (25% + Market Value)
5128 W 60th Terrace	\$181,000 (25% + Market Value)
Mission Bank Parking Lot	\$1,375,000

Exhibit 2

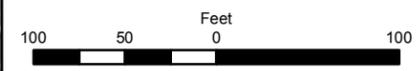
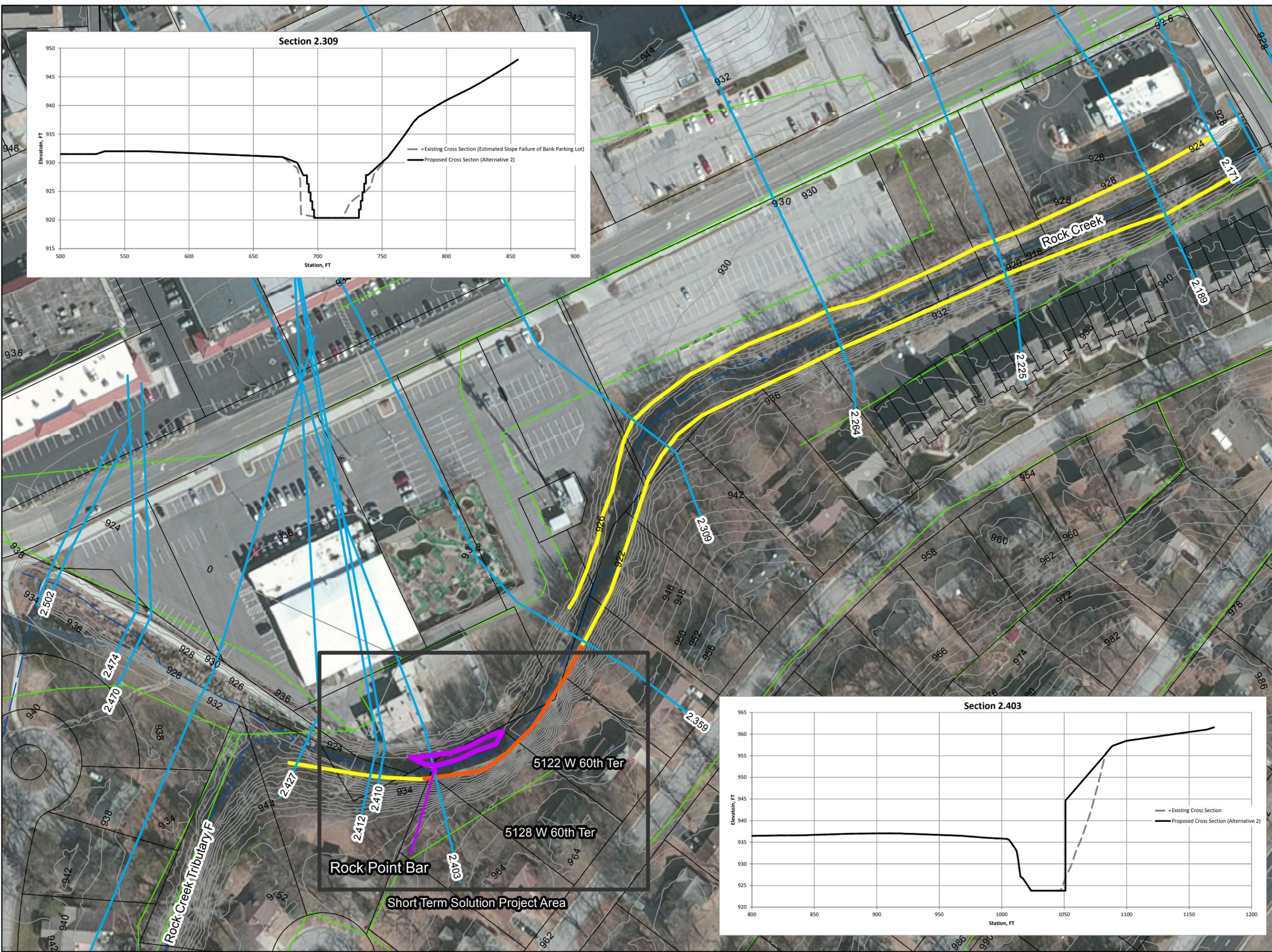
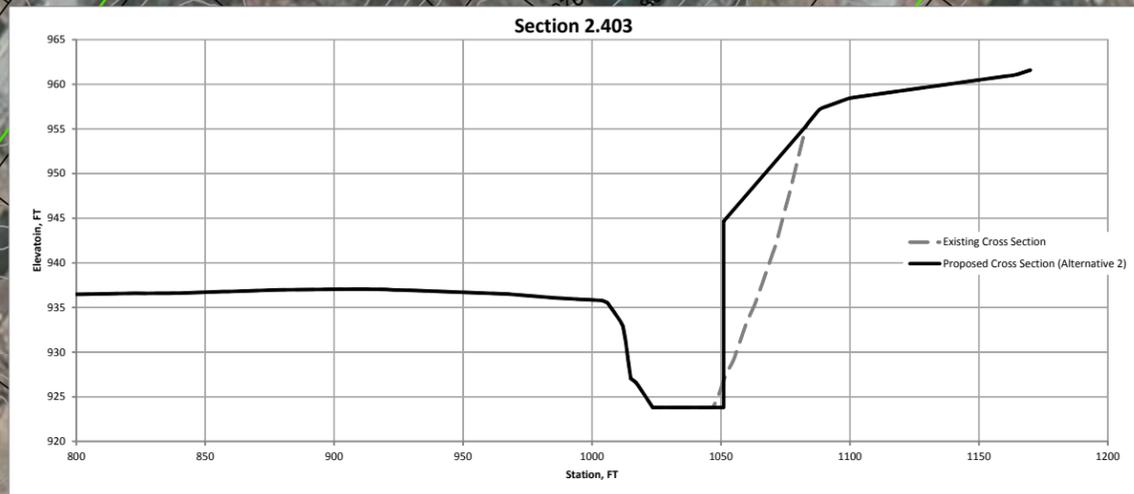
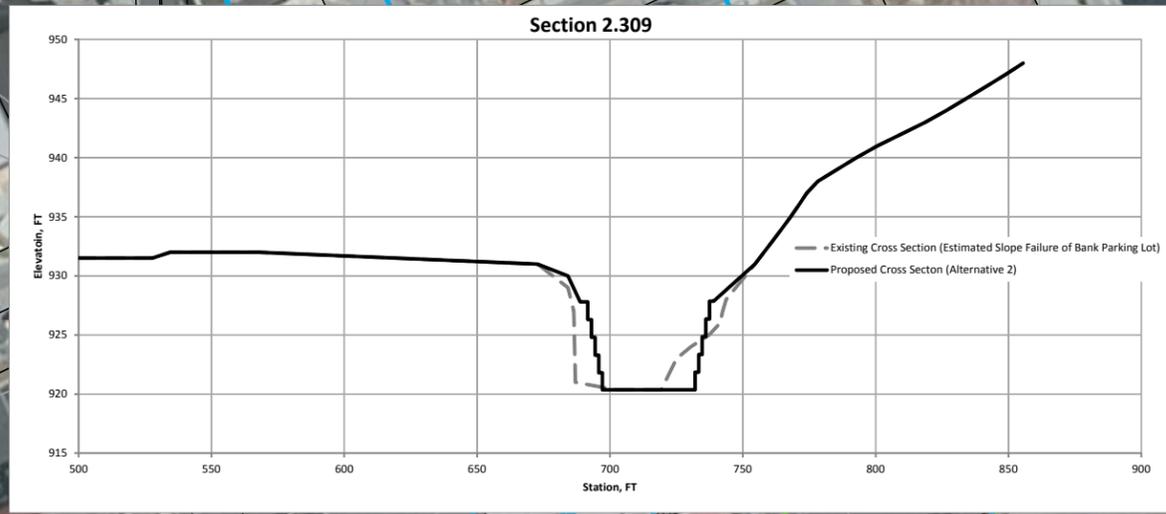
Rock Creek Erosion and Slope Failure Mission, KS

Alternative 2 + Short Term Solution

Extend Retaining Wall From Rock Creek Tributary F to Roeland Drive

Legend

-  Model Cross Section
-  Proposed Wall (Modular Stone)
-  Proposed Wall (Concrete)
-  Property Boundary
-  Flowline
- Sanitary Sewer**
-  Abandoned
-  Active



1 inch = 100 feet



$$CY \text{ CONCRETE} = \frac{149.5 \text{ ft}^2 \times 350'}{27} = 1938 \text{ CY}$$

$$\text{\$} = 1938 \text{ CY} (\text{\$} 700/\text{CY}) = \text{\$} 1,356,600$$

Rock Creek
Erosion
13186.09

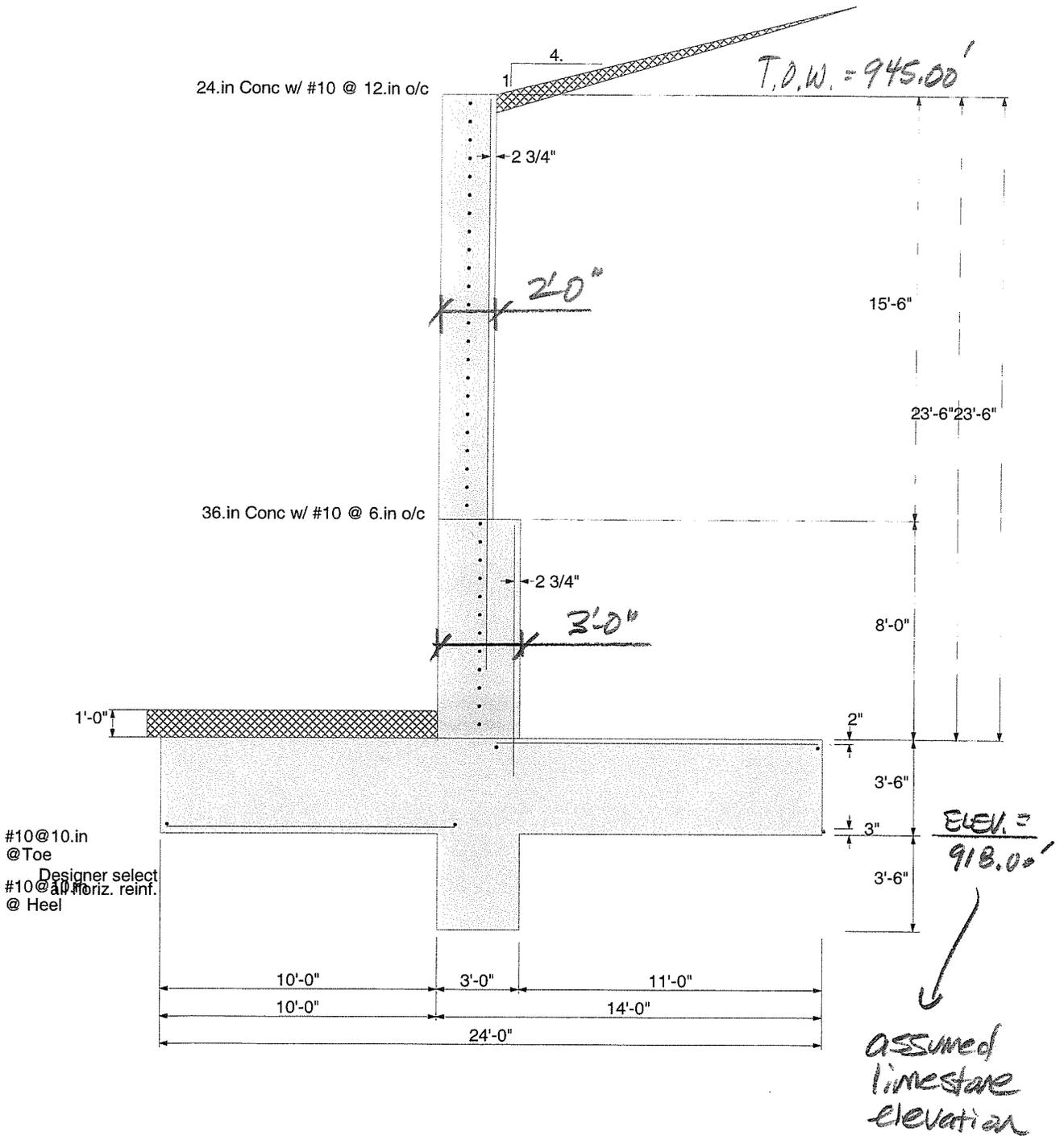


Exhibit 3: Cross-section view of proposed concrete retaining wall at station 2.403

Exhibit 4

Alternative 2: Open Channel with Retaining Walls Extended to Roeland Drive Rock Creek (between Roeland Drive and Nall Avenue) 09/28/16 City of Mission					
GBA Project No. 13186.09					
Bid Item	Item Description	Quantity	Unit	Unit Cost	Total Cost
1	MOBILIZATION	1	LS	\$150,000	\$ 150,000.00
2	CONTRACTOR FURNISHED STAKING	1	LS	\$15,000	\$ 15,000.00
3	EXCAVATION AND HAUL OFF	8,000	CY	\$25	\$ 200,000.00
4	RETAINING WALL (MODULAR STONE)	18,000	FSF	\$95	\$ 1,710,000.00
5	RETAINING WALL (CONCRETE) (1)	6,100	FSF	\$155	\$ 945,500.00
6	CLEARING AND GRUBBING	1	LS	\$35,000	\$ 35,000.00
7	PARKING LOT ASPHALT	2,000	SY	\$50	\$ 100,000.00
8	SEEDING	1	ACRE	\$6,000	\$ 6,000.00
9	TEMPORARY EROSION CONTROL	1	LS	\$10,000	\$ 10,000.00
10					\$ -
11					\$ -
12					\$ -
13					\$ -
14					\$ -
15					\$ -
16					\$ -
17					\$ -
18					\$ -
19					\$ -
20					\$ -
21					\$ -
22					\$ -
23					\$ -
24					\$ -
25					\$ -
				Estimated Cost	\$ 3,171,500.00
				30% Contingency	\$ 951,450.00
				20% Survey, Permitting & Engineering	\$ 634,300.00
				2016 TOTAL COST	\$ 4,757,250

**Exhibit 5: Johnson County Stormwater Management Plan
Flood Problem Rating Table 1999**

City: Mission

Basin & Watershed: Rock Creek

Location: Rock Creek between Nall Avenue and Roeland Drive

Description of Problem: Street Flooding and Erosion

Alternative 2

Flood Problem Rating

Factor #	Factor Description	Eliminates Factor	Rating Points	Frequency Multiplier	Severity Multiplier	Total Points
1	Loss of Life		40			
2	Flooding of habitable building	3	40			
3	Flooding of garages and outbuildings	2	20			
4	Flooding of arterial street of more than 7 inches	5,6,7	30			
5	Flooding of collector street of more than 7 inches	4,6,7	25	1	1	25
6	Flooding of residential street of more than 7 inches	4,5,7	20			
7	Widespread or long-term ponding in streets	4,5,6,	20			
8	Erosion threatens habitable buildings, utilities, streets, bridges	9	30		3	90
9	Erosion significant in unmaintained areas	8	10			
10	Erosion causes imminent drainage structure collapse	11,12	30			
11	Erosion causes marginal drainage structural collapse	10,12	15			
12	Erosion causes failure of drainage structure	10,11	10			
13	Other cities receiving benefits		20			
14	Other cities contributing to flooding problem		10			
Project Total Points						115
Estimated Total Project Cost						\$4,757,250
Priority Rating = Total Project Cost/Total Points						41,367

Applies to #	Frequency Multiplier	Multiplier Value
2-7	One time in ten years or by 6 to 10- to 100-year design storm	1
2-7	Two times in ten years or by 5- to 10-year design storm	2
2-7	Three or more times in 10 years or less than under 5-year design	3
13,14	One city receiving benefit	1
13,14	Two cities receiving benefit	2
13,14	Three or more cities receiving benefit	3

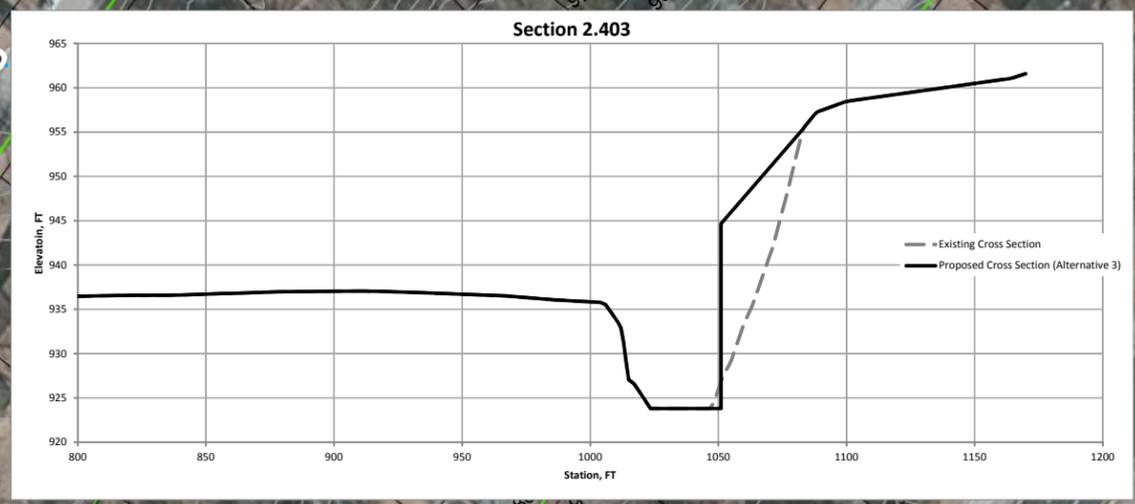
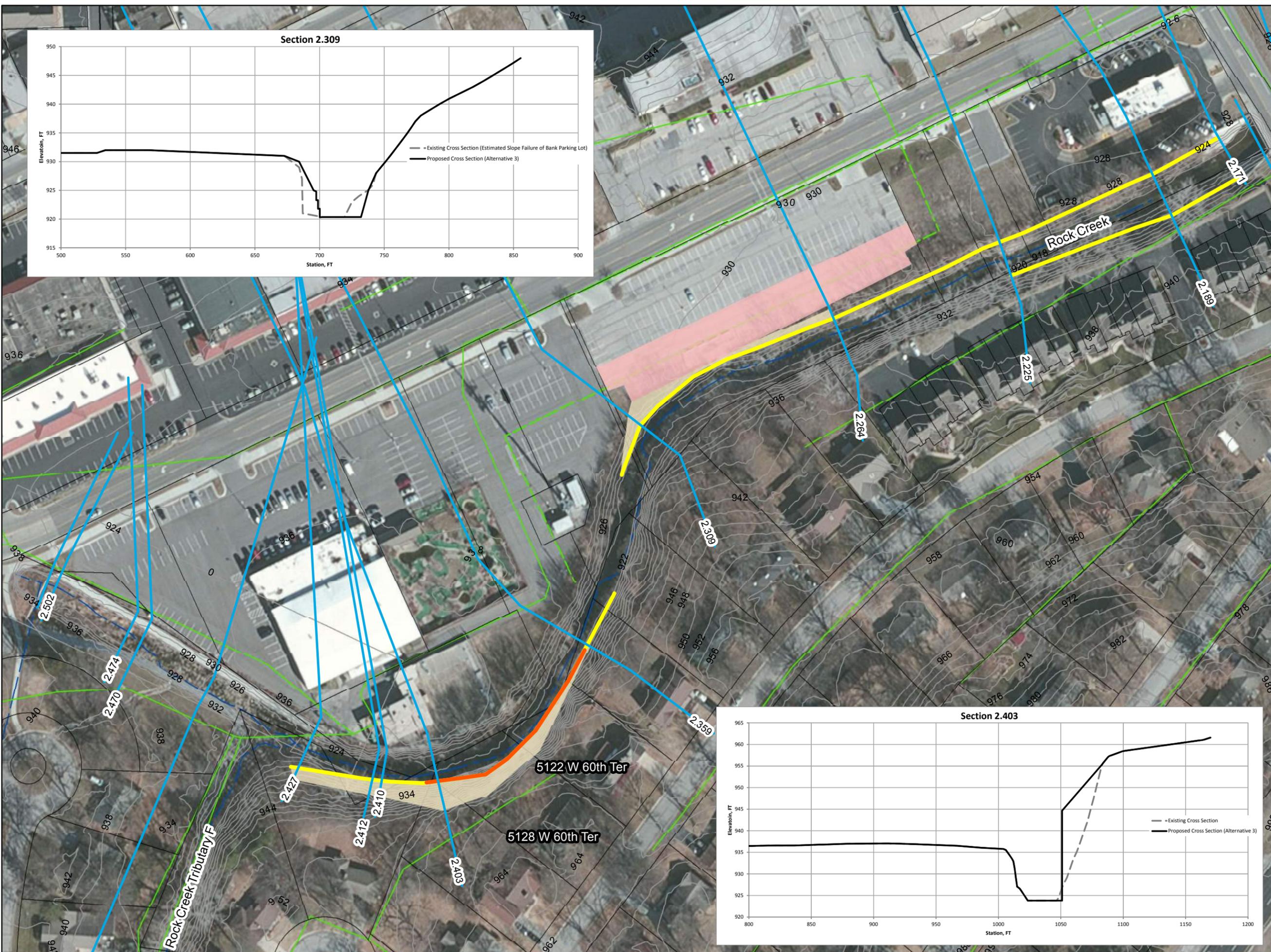
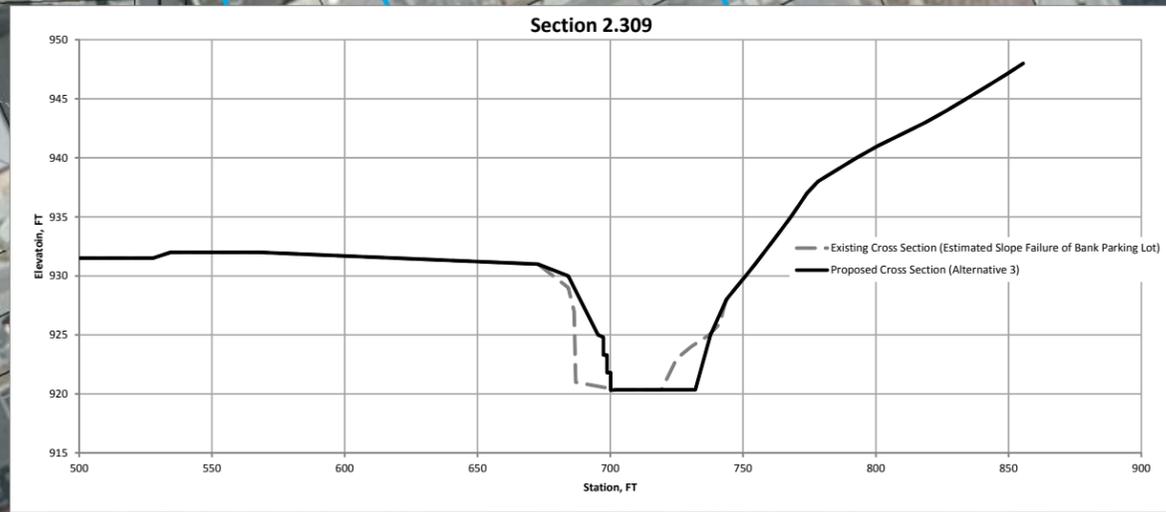
Applies to #	Severity Description	Multiplier Value
1	Number of known deaths * =1 for each death	*
2,3	1-5 buildings flooded historically or by 100-year design storm	1
2,3	6-9 buildings flooded historically or by 100-year design storm	2
2,3	10 or more buildings flooded historically or by 100-year design storm	3
4,5,6	Restricts emergency vehicles	1.5
8	Nuisance erosion creates maintenance problems	1
8	Moderate erosion, failure of structure or facility within next 5 years possible	2
8	Severe erosion, failure of structure or facility imminent	3
10-12	Collapse causes flooding of land by 100-year design storm	1
10-12	Collapse causes flooding of garages/outbuildings by 100-year design storm	1.5
10-12	Collapse causes 1-3 habitable buildings to be flooded	2
10-12	Collapse causes 4-6 habitable buildings to be flooded	3
10-12	Collapse causes more than 6 habitable buildings to be flooded	4

Exhibit 6

Rock Creek Erosion and Slope Failure Mission, KS

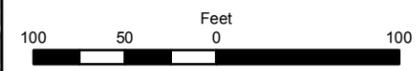
Alternative 3

Limited Extension of Retaining Wall From Rock Creek Tributary F to Roeland Drive



Legend

- Model Cross Section
- Proposed Wall (Modular Stone)
- Proposed Wall (Concrete)
- Pavement Replacement
- Proposed Back Slope
- Property Boundary
- Flowline
- Abandoned Sanitary Sewer
- Active Sanitary Sewer



1 inch = 100 feet



Exhibit 7

Alternative 3: Open Channel with Limited Retaining Walls Added to Unstable Banks Rock Creek (between Roeland Drive and Nall Avenue) 09/28/16 City of Mission					
GBA Project No. 13186.09					
Bid Item	Item Description	Quantity	Unit	Unit Cost	Total Cost
1	MOBILIZATION	1	LS	\$100,000	\$ 100,000.00
2	CONTRACTOR FURNISHED STAKING	1	LS	\$10,000	\$ 10,000.00
3	EXCAVATION AND HAUL OFF	4,500	CY	\$25	\$ 112,500.00
4	RETAINING WALL (MODULAR STONE)	9,500	FSF	\$95	\$ 902,500.00
5	RETAINING WALL (CONCRETE) (1)	6,100	FSF	\$160	\$ 976,000.00
6	CLEARING AND GRUBBING	1	LS	\$25,000	\$ 25,000.00
7	PARKING LOT ASPHALT	2,000	SY	\$50	\$ 100,000.00
8	SEEDING	1	ACRE	\$6,000	\$ 6,000.00
9	TEMPORARY EROSION CONTROL	1	LS	\$10,000	\$ 10,000.00
10					\$ -
11					\$ -
12					\$ -
13					\$ -
14					\$ -
15					\$ -
16					\$ -
17					\$ -
18					\$ -
19					\$ -
20					\$ -
21					\$ -
22					\$ -
23					\$ -
24					\$ -
25					\$ -
				Estimated Cost	\$ 2,242,000.00
				30% Contingency	\$ 672,600.00
				20% Survey, Permitting & Engineering	\$ 448,400.00
				2016 TOTAL COST	\$ 3,363,000

**Exhibit 8: Johnson County Stormwater Management Plan
Flood Problem Rating Table 1999**

City: Mission

Basin & Watershed: Rock Creek

Location: Rock Creek between Nall Avenue and Roeland Drive

Description of Problem: Street Flooding and Erosion

Alternative 3

Flood Problem Rating

Factor #	Factor Description	Eliminates Factor	Rating Points	Frequency Multiplier	Severity Multiplier	Total Points
1	Loss of Life		40			
2	Flooding of habitable building	3	40			
3	Flooding of garages and outbuildings	2	20			
4	Flooding of arterial street of more than 7 inches	5,6,7	30			
5	Flooding of collector street of more than 7 inches	4,6,7	25	1	1	25
6	Flooding of residential street of more than 7 inches	4,5,7	20			
7	Widespread or long-term ponding in streets	4,5,6,	20			
8	Erosion threatens habitable buildings, utilities, streets, bridges	9	30		3	90
9	Erosion significant in unmaintained areas	8	10			
10	Erosion causes imminent drainage structure collapse	11,12	30			
11	Erosion causes marginal drainage structural collapse	10,12	15			
12	Erosion causes failure of drainage structure	10,11	10			
13	Other cities receiving benefits		20			
14	Other cities contributing to flooding problem		10			
Project Total Points						115
Estimated Total Project Cost						\$3,363,000
Priority Rating = Total Project Cost/Total Points						29,243

Applies to #	Frequency Multiplier	Multiplier Value
2-7	One time in ten years or by 6 to 10- to 100-year design storm	1
2-7	Two times in ten years or by 5- to 10-year design storm	2
2-7	Three or more times in 10 years or less than under 5-year design	3
13,14	One city receiving benefit	1
13,14	Two cities receiving benefit	2
13,14	Three or more cities receiving benefit	3

Applies to #	Severity Description	Multiplier Value
1	Number of known deaths * =1 for each death	*
2,3	1-5 buildings flooded historically or by 100-year design storm	1
2,3	6-9 buildings flooded historically or by 100-year design storm	2
2,3	10 or more buildings flooded historically or by 100-year design storm	3
4,5,6	Restricts emergency vehicles	1.5
8	Nuisance erosion creates maintenance problems	1
8	Moderate erosion, failure of structure or facility within next 5 years possible	2
8	Severe erosion, failure of structure or facility imminent	3
10-12	Collapse causes flooding of land by 100-year design storm	1
10-12	Collapse causes flooding of garages/outbuildings by 100-year design storm	1.5
10-12	Collapse causes 1-3 habitable buildings to be flooded	2
10-12	Collapse causes 4-6 habitable buildings to be flooded	3
10-12	Collapse causes more than 6 habitable buildings to be flooded	4

Exhibit 9

					
	Short Term Solution				
	Rock Creek (between Roeland Drive and Nall Avenue)				
	09/28/16				
	City of Mission				
	GBA Project No. 13186.09				
Bid Item	Item Description	Quantity	Unit	Unit Cost	Total Cost
1	MOBILIZATION	1	LS	\$10,000	\$ 10,000.00
2	EXCAVATION AND HAUL OFF	200	CY	\$50	\$ 10,000.00
3	ROCK (12" D50)	70	CY	\$100	\$ 7,000.00
4					\$ -
5					\$ -
6					\$ -
7					\$ -
8					\$ -
9					\$ -
10					\$ -
11					\$ -
12					\$ -
13					\$ -
14					\$ -
15					\$ -
16					\$ -
17					\$ -
18					\$ -
19					\$ -
20					\$ -
21					\$ -
22					\$ -
23					\$ -
24					\$ -
25					\$ -
				Estimated Cost	\$ 27,000.00
				Contingency	\$ 5,000.00
				Survey, Permitting & Engineering	\$ 5,000.00
				2016 TOTAL COST	\$ 37,000

Stormwater Program Plan (2017-2021)

	2016	2017	2018	2019	2020	2021	
Revenues							
Beginning Balance	41,860	225,839	117,920	6,776	(191,418)	(388,987)	
<i>Local Revenue</i>							
Stormwater Utility Fund Revenues	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	
Drainage District Revenues	78,500	82,000	82,000	82,000	82,000	82,000	
Transfer from General Fund for Debt Service							
Transfer from CIP Fund for Debt Service							
Gateway Special Benefit District Revenues	299,798	0	0	0	0	0	
Sub-total	2,878,298	2,582,000	2,582,000	2,582,000	2,582,000	2,582,000	
<i>Extenal Revenue</i>							
SMAC Revenues							
Miscellaneous Revenues							
Sub-total	0	0	0	0	0	0	
<i>Debt Proceeds</i>							
Sub-total	0	0	0	0	0	0	
Total Stormwater Revenues	2,878,298	2,582,000	2,582,000	2,582,000	2,582,000	2,582,000	
Expenses							
<i>Capital Projects</i>							
Sub-total	0	0	0	0	0	0	
<i>Maintenance Programs</i>							
Repair and Maintenance Fund	0	50,000	50,000	50,000	50,000	50,000	
Stormwater Administrative Costs							
Miscellaneous Engineering	75,000	50,000	50,000	50,000	50,000	50,000	
Sub-total	75,000	100,000	100,000	100,000	100,000	100,000	
<i>Debt Service/Loan Repayment</i>							
KDHE Loan Repayment	6,562	6,562	6,562	6,562	6,562	6,562	Remaining Debt Service/ Year Retires
GO Series 2010A	366,613	367,813	368,738	369,388	364,763	-	\$65,620 (2031)
GO Series 2010B	279,131	279,131	279,131	279,131	974,131	1,331,331	\$4,494,455 (2026)
GO Series 2013C - Stormwater Portion	283,375	283,575	283,675	283,675	283,575	283,375	\$570,075 (2023)
GO Series 2014-A	324,838	321,838	1,389,838	1,741,438	1,050,538	1,052,838	\$5,511,127 (2029)
GO Series 2014-B	1,358,800	1,331,000	265,200	-	-	-	
Sub-total	2,619,319	2,589,919	2,593,144	2,680,194	2,679,569	2,674,106	
Total Stormwater Expenses	2,694,319	2,689,919	2,693,144	2,780,194	2,779,569	2,774,106	
Ending Balance	225,839	117,920	6,776	(191,418)	(388,987)	(581,093)	

SECTION 4: 2018 DRAFT LIST OF PROJECTS ELIGIBLE FOR FUTURE FUNDING

Rank	PES Date	Cost Benefit Rating	City	Project Number			Location	Benefit Rating	Estimated Project Cost	City Share	SMP Share
1	2016	5,320	Overland Park	IC	10	069	89th & Craig Stormwater Improvements	250	\$ 1,330,000	\$ 332,500	\$ 997,500
2	2007	6,495	Overland Park	IC	10	061	95th Street to 97th Street, East of Riley	495	\$ 3,215,000	\$ 803,750	\$ 2,411,250
3	2006	7,759	Overland Park	IC	10	059	99th Street to 101st Street, West of Metcalf	220	\$ 1,707,000	\$ 426,750	\$ 1,280,250
4	2013	8,025	Merriam	TC	20	037	Campbell Creek - Knox Ave. to Campbell Lane	130	\$ 1,043,300	\$ 260,825	\$ 782,475
5	2015	10,169	Olathe	CC	09	019	South Keeler Flood Area	140	\$ 1,423,650	\$ 355,913	\$ 1,067,738
6	2016	10,540	Leawood	TM	04	007	Waterford Subdivision Stormwater Improvements	210	\$ 2,213,425	\$ 553,356	\$ 1,660,069
7	2015	11,630	Olathe	CC	09	018	Little Cedar Creek, Elm St. to Cedar St.	300	\$ 3,489,100	\$ 872,275	\$ 2,616,825
8	2011	13,262	Merriam	TC	20	034	Hocker Street, between Farley St. and Knox Ave.	170	\$ 2,254,500	\$ 563,625	\$ 1,690,875
9	2016	16,030	Overland Park	IC	10	070	86th & Lamar Stormwater Improvements	270	\$ 4,328,124	\$ 1,082,031	\$ 3,246,093
10	2007	18,964	Overland Park	IC	10	060	97th Street to 99th Street, West of Metcalf	193	\$ 3,660,000	\$ 915,000	\$ 2,745,000
11	2000	32,383	Overland Park	TM	10	007	122nd Terrace and Roe Stormwater Improvements	160	\$ 5,181,300	\$ 1,295,325	\$ 3,885,975
12	2011	32,572	Merriam	TC	20	033	South Quaker Creek, Slater & Hemlock Street	190	\$ 6,188,600	\$ 1,547,150	\$ 4,641,450
Totals								2,728	36,033,999	9,008,500	27,025,499

***New PES's will be accepted through December 31, 2017**

City of Mission	Item Number:	3.
DISCUSSION ITEM SUMMARY	Date:	October 20, 2016
COMMUNITY DEVELOPMENT	From:	Brian Scott

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

RE: Modification of Chapter 635 Mission Municipal Code - Rental Dwellings

DETAILS: Senate Bill 366, passed into law this summer, concerns local government regulatory authority for a number of areas including price controls on real estate transactions; food labeling, distribution, production; residential property inspections; and employee scheduling.

The one of particular importance to the City of Mission is the residential property inspections. Senate Bill 366 provides that:

(a) No city or county shall adopt, enforce or maintain a residential property licensing ordinance or resolution which includes a requirement for periodic interior inspections of privately owned residential property for city or county code violations unless the lawful occupant has consented to such interior inspections (emphasis added). This subsection shall not apply to inspections of mixed-use residential and commercial property. This subsection shall not prohibit a city or county from conducting plan reviews, periodic construction inspections or final occupancy inspections as required by building permits.

(b) Any lawful occupant residing in privately owned residential housing located within the corporate limits of a city may request an inspection at any time by the city or, if the property is located in the unincorporated area of the county, by the county to determine code violations

The City currently has an interior rental inspection program in place. The program requires that anyone who rents a dwelling unit must obtain an annual license to do so. For multi-family units, at least five percent (5%) of the units must be inspected each year. No interior inspections are conducted on single-family rental properties.

The City has always secured the consent of the occupant for these inspections as a matter of practice. However, the code will need to be modified to ensure that it conforms with the new statutory requirements. Since a code revision is required, staff wants to take the opportunity to review the overall program and confirm the Council's position on other potential policy changes.

CFAA CONSIDERATIONS/IMPACTS: The City's Rental Dwelling Code is intended to protect the health, safety and welfare of all residents of the City of Mission. In addition, preservation and improvement of the City's rental housing stock supports the surrounding neighborhoods and the community's high quality of life.

Related Statute/City Ordinance:	K.S.A Supp 12-16,138 / Chapter 635 of the Municipal Codes
Line Item Code/Description:	
Available Budget:	



MEMORANDUM

Date: October 19, 2016
To: Mayor and Members of the City Council
From: Brian Scott, Assistant City Administrator
Danielle Murray, Planner
RE: Modifications To the City’s Rental Licensing and Inspection Program

This summer the Kansas State Legislature passed, and Governor Brownback subsequently signed into law, Senate Bill 366 which concerns local government regulatory authority for several areas including price controls on real estate transactions; food labeling, distribution, production; residential property inspections; and employee scheduling.

The one of particular importance to the City of Mission is the residential property inspections. Senate Bill 366 provides that:

(a) No city or county shall adopt, enforce or maintain a residential property licensing ordinance or resolution which includes a requirement for periodic interior inspections of privately owned residential property for city or county code violations unless the lawful occupant has consented to such interior inspections (emphasis added). This subsection shall not apply to inspections of mixed-use residential and commercial property. This subsection shall not prohibit a city or county from conducting plan reviews, periodic construction inspections or final occupancy inspections as required by building permits.

(b) Any lawful occupant residing in privately owned residential housing located within the corporate limits of a city may request an inspection at any time by the city or, if the property is located in the unincorporated area of the county, by the county to determine code violations

The City’s current rental dwelling code requires owners of rental dwellings to obtain an annual rental license. In the addition, the code requires that 5% of the units of a given multi-family complex be inspected every year. The City works with the owner, or property manager, to identify which units are to be inspected, and secures the consent of the occupant prior to any inspection. The new legislation would now require that the City seek consent of the occupant prior to any inspection. Staff has reviewed the code and developed changes that would ensure consent of the occupant is gained before the inspection occurs. This may be a good opportunity, however, to discuss any other policy changes that the City would want to implement.



MEMORANDUM

Backgroun/History

The City's Rental Licensing and Inspection Program was developed and adopted in 2007 as a means to insure that rental dwellings meet minimum life, health, and safety criteria. At the time of its inception, there were general concerns regarding the condition of rental housing in Mission. In 2006, a Rental Housing Stakeholder Task Force was appointed with the task of evaluating the benefits of a rental licensing and inspection program. The task force was made up of councilmembers, landlords, apartment association representatives, and residents.

The task force initially recommended mandatory interior inspections of all rental units, including multi-family and single family. However, the recommendation was controversial and did not have unanimous support. Landlords and some single-family tenants viewed this as overly-burdensome to their business. Some residents were also concerned with a perceived invasion of privacy.

After multiple public hearings, a program was approved that included mandatory interior inspections of multi-family dwellings, but not for single-family dwellings unless: 1) there was a tenant request, or 2) the property had three or more exterior code enforcement violation notices in an annual licensing period.

City's Rental Licensing and Inspection Program

The City's Rental Licensing and Inspection Program is codified in Chapter 635 of the Municipal Code. The program has two important components: 1) securing contact information for the owner, agent, and/or manager; and 2) an inspection of the property.

Anyone who owns a rental dwelling unit(s) must have a license with the City to rent such unit(s). The license application requires the name, address, telephone number and date of birth of the owner. It also requires the name and address of an agent living within Johnson County that can represent the owner if he/she resides outside of the county. And, it requires the name, address and date of birth of the rental property's manager, if applicable. Both multi-family and single family rental properties must be licensed annually, and the license renews in January of each year.

Single Family - Houses, duplexes, triplexes, condominiums, and townhomes are considered single family housing. Although the City does not require interior inspections of single family housing, tenants may request an inspection if they feel that life, health, and safety standards are not being met. Inspections may be performed at the discretion of City staff once a Tenant Requested Inspection Form is completed and



MEMORANDUM

submitted. Inspections may also be performed if a single family rental dwelling has been issued three or more code violation notices in an annual licensing period.

Multi Family - Owners of apartment complexes must license their properties annually. As a part of annual licensing, interior life, health, and safety inspections are conducted. A minimum of 5% of all units in each apartment complex must be available for inspection. Units are inspected on a rotating basis to ensure that different units are inspected every year. As with single family properties, tenants of multi-family housing may request an inspection at any time if they feel life, health, and safety standards are not being met.

Interior inspections were initially contracted through a third party consulting firm. In 2012, Johnson County Planning & Codes began providing this service per an interlocal agreement. This year the City began conducting the inspections with existing staff.

Program Performance

The City requires that all rental properties meet minimum life, health, and safety criteria. During inspections, all aspects of the interior and exterior of a unit are reviewed, including the foundation, walls, windows, doors, stairs, all electrical outlets, ceilings, floors, sinks and vanities, stoves, refrigerators, toilets, tubs and showers, ventilation in bathrooms, smoke detectors, HVAC units, proper exits, any evidence of infestation, hallways, interior air quality, and breaker boxes. If a unit passes the inspection, nothing else is required by the complex. However, if a unit fails an inspection, the complex is given 30 days to correct the issue(s) and assessed a \$200 re-inspection fee. After 30 days, NHS conducts a reinspection of the unit.

Review of program performance since its inception tells us that the compliance rate and rental unit condition in the multi-family complexes has improved significantly over time. In addition, we have seen reinspections decrease significantly. In 2007, there were 57 reinspections. In 2014, there were only 7 reinspections. Tenant requested inspections have increased over time for single-family dwellings. Prior to 2012 there were no tenant requested inspections. In 2013 and 2014 there were 5 tenant requested inspections.

Changes to the City of Mission's Rental Inspection Code

Staff believes that the mandatory, interior inspection of units in multi-family complexes has been an effective tool in reducing the number of potential health, safety, and welfare issues within rental dwelling units. In addition, the program has generally been well received by the owners and managers as it helps to insure the quality of the rental



MEMORANDUM

housing stock in Mission. As a result, Staff has proposes changes to the City's Rental Dwelling Code to ensure that the spirit of the code remains intact yet maintains compliance with state law. The primary change is to Section 635.090 which now states:

“The City shall be empowered to periodically inspect the interior and exterior of apartment buildings within the City to ensure compliance with this Chapter and other applicable Chapters, as set forth in Section 635.010. The City shall *endeavor* (emphasis added) to inspect at least five percent (5%) of units in each apartment building annually, provided that a minimum of one (1) unit shall be inspected annually in each apartment building.”

“The City shall provide reasonable prior notice and obtain the signed consent of the lawful occupant prior to performing a periodic interior inspection. The lawful occupant of a rental unit shall have the right to refuse entry for a periodic interior inspection pursuant to K.S.A. Supp. 12-16, 138. If entry is refused, the City may request to enter and inspect a substitute unit within the same building or property. The City may request to enter and inspect a substitute unit within the same building or property. The City shall not seek an administrative search warrant or exercise other lawful means to enter a property solely for refusing a periodic interior inspection, but may otherwise seek to do for cause as set forth in Section 635.130.”

Staff believes that this proposed language meets the mandate of the law while still preserving the original intent of the City's code. This may be an appropriate time, though, to consider other changes to the City Rental Dwelling Code, such as:

1. Is 5% the right amount of units to inspect each year?
2. Should the City provide an exemption from obtaining a rental license to someone that rents to a relative?
3. Should the City include single family rental units in the annual inspection program?

Staff is seeking input from the City Council on the rental licensing and inspection program and what, if any, changes should be considered.

City of Mission	Item Number:	4.
DISCUSSION ITEM SUMMARY	Date:	October 14, 2016
COMMUNITY DEVELOPMENT	From:	Danielle Murray

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

RE: Sign Code Review and Proposed Amendments

DETAILS: The following information is provided as a status update on the proposed amendments to the City of Mission’s sign code ordinances.

April 2015 In response to feedback by the community and City Council, staff proposed a process to conduct an inventory of existing signs, examine the current sign code regulations, and to propose possible changes. Staff explained what a sign code is and how the City currently regulates signs. (DI report attached)

September 2015 Reported preliminary results of inventory. (DI report attached)

February 2016 Staff presented final analysis of inventory and asked for direction to prepare code changes to respond to identified problems. (DI report and Worksession memo attached)

October 2016 Presenting draft code changes that are ready to present to public for comment. Comments received will be summarized and presented to Planning Commission and City Council with the final draft.

November/December 2016 Planning Commission and City Council to review and approve final code changes.

Council’s direction to staff at the February 2016 worksession and subsequent committee meeting was to:

- Continue to prohibit pole signs throughout the City
- Require pole signs to be removed within a certain number of years
- Establish stricter regulations for temporary signage
- Expand the allowance of window signs by right, subject to reasonable restrictions

In addition, staff also considered any other necessary changes to the code to improve enforcement, to address other issues identified through the inventory, or to comply with recent case law. A draft of the revised sign code is now ready for review and comment by the public.

If adopted as proposed, very little of the sign code standards will change. Most businesses will continue to be allowed the same number, size and type of signs as they are now. The changes in the proposed code that are most likely to impact business are as follows:

Related Statute/City Ordinance:	Chapter 430 of the Municipal Codes and affiliated ref.
Line Item Code/Description:	
Available Budget:	

City of Mission	Item Number:	4.
DISCUSSION ITEM SUMMARY	Date:	October 14, 2016
COMMUNITY DEVELOPMENT	From:	Danielle Murray

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

- Allow marquee signs by right in three additional commercial zoning districts
- Allow monument signs by right in the Main Street District 1 and Pedestrian Oriented Business District zoning districts under certain conditions
- Allow window signs anywhere in Mission with a limit on coverage of windows in the downtown district of 50% of the window glazing
- Allow electronic signs for the display of prices for fuel
- Require sign permits for temporary signs
- Limit the posting of temporary signs to no more than three 60-day periods per year per business
- Prohibit costumed characters as attention attracting devices
- Eliminate all pole signs by December 31, 2023
- Streamline the approval process for electronic time/temperature instruments
- Standardize the processes of placing liens against properties that have been abated by the City

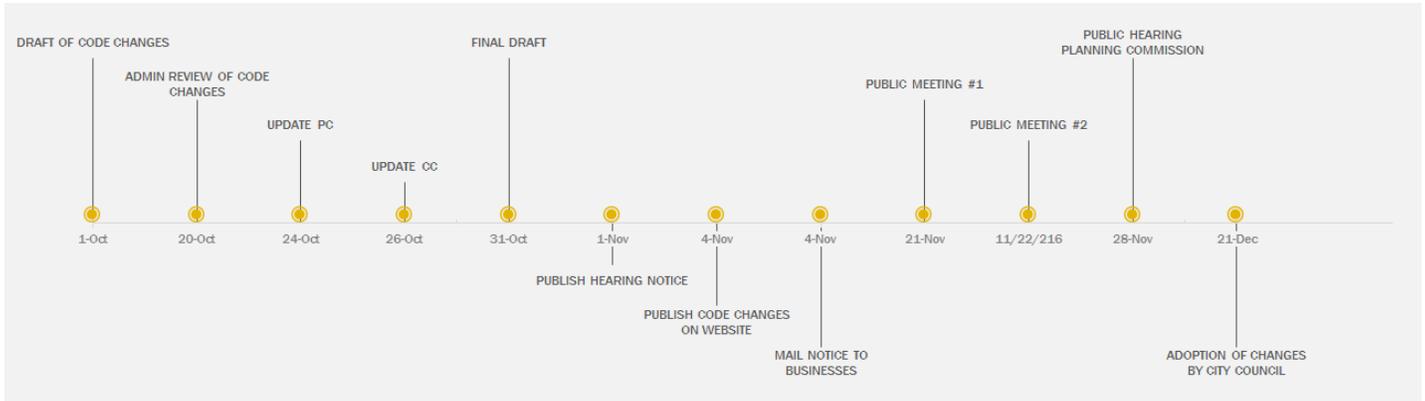
A letter summarizing these changes and inviting comment on them will be sent to everyone who currently holds an occupation license. The entire text of the proposed changes and a brief memo describing them will also be posted to the City's website. Staff will hold several in-person meetings in November with business and property owners to explain the proposed changes and solicit feedback. Comments will be summarized and presented to Planning Commission and City Council with the final draft.

The Planning Commission will consider the proposed final draft and conduct a public hearing at their meeting on November 28th. Their recommendation will be forwarded to the City Council for final action in December. Once an ordinance adopting the code changes is enacted, enforcement of the new code could begin. Staff will use letters, the City's website and social media outlets to communicate back with businesses in preparation for enforcement activity in 2017. The timeline below summarizes the remaining steps towards completion.

Related Statute/City Ordinance:	Chapter 430 of the Municipal Codes and affiliated ref.
Line Item Code/Description:	
Available Budget:	

City of Mission	Item Number:	4.
DISCUSSION ITEM SUMMARY	Date:	October 14, 2016
COMMUNITY DEVELOPMENT	From:	Danielle Murray

Discussion items allow the committee the opportunity to freely discuss the issue at hand.



CFAA CONSIDERATIONS/IMPACTS: The City’s Sign Code is intended to create a framework for a comprehensive and balanced system of sign regulations to facilitate an easy and pleasant communication between people and their environment and to avoid the visual clutter that is potentially harmful to traffic and pedestrian safety, property values, business opportunities and community appearance.

Related Statute/City Ordinance:	Chapter 430 of the Municipal Codes and affiliated ref.
Line Item Code/Description:	
Available Budget:	

October 26, 2016 Worksession

Item 4 - Sign Code Amendments

Background/Historical Documents

City of Mission	Item Number:	5.
DISCUSSION ITEM SUMMARY	Date:	April 29, 2015
Community Development Dept	From:	Danielle Murray

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

RE: 2015 Sign Code Enforcement Program

DETAILS: Mission regulates signage through our Sign Code Ordinances included in Chapter 430 of the Municipal Code. The Sign Code defines the various types of signs allowed and explains the physical conditions for their installation including:

- 1) where they may be installed,
- 2) limitations on size and number,
- 3) how long they may be in place, and
- 4) whether a sign permit is required prior to their installation.

Over the past several years, staff has received various comments and complaints about signs in the commercial districts of the City. Sometimes they have been about the maintenance of permanent signs or awnings, but more often they involve the location and appearance of temporary signs and/or window signs.

Signs are a form of speech and expression and, as such, are entitled to protection under the First Amendment. Various court cases across the country have affirmed a City's power to regulate signs only in a content-neutral fashion. That means cities may make rules about the time, place and manner of signs as long as those rules don't make any distinction based on what the sign says. This first amendment protection doesn't include false claims or otherwise unlawful activity.

The sign code was developed in consultation with legal counsel and the Planning Commission and adopted by the City Council. In Mission, sign permits are required for all permanent signs. Permit applications are reviewed and issued by the City Planner. In 2012, staff began providing reminders of sign code requirements with the annual business license renewal process. It was an attempt to encourage voluntary compliance with the existing sign code, but we have seen very little improvement (compliance). Now that the Martway and Johnson Drive construction is complete, it is a good time to revisit this issue in a more systematic and proactive manner.

Historically, sign code enforcement has been conducted by the planner, primarily on a complaint driven basis. Occasional sweeps to address seasonal sign issues (elections, tax preparation, post storm event repairs, etc) have also been conducted. Neighborhood Services staff should be cross-trained to be able to offer a more regular and proactive method of sign code enforcement. Staff attempts to gain voluntary compliance first in sign code enforcement. If voluntary compliance is not possible, citations can be issued under the current code and, in some circumstances, signs can be removed by staff. Penalties can only be assigned by the municipal judge, and multiple court hearings are often required. This approach to enforcement generally takes more staff resources and may not resolve a problem in the long term.

NEXT STEPS: Based on direction already provided by the Council, the preferred approach is to assess and document the current situation, educate local business and property owners, and

evaluate the strengths and weaknesses of our existing sign code. In addition, it will be important to design an enforcement program that can be sustained with available staff resources. The goal is to create a sign code enforcement program that is fair and predictable for all of our residents and merchants.

With staff now in place, it is time to move forward with a proactive sign ordinance enforcement program. The recommended implementation steps include:

- Conduct a sign audit to document what signs are already “on the ground” and in our permit files. This would be accomplished by conducting a drive-by/walk-by of every commercial property in the city, including apartment complexes.
- Create an inventory database of this information.
- Analyze data for patterns and trends. Determine how many possible sign code violations exist and what general categories they fall into. (i.e. signs without permits, signs in wrong locations, sign duration violations, sign numbers, sign size)
- Solicit input from the Planning Commission and City Council regarding the best ways to address problems identified? Are sign code changes needed to get the preferred outcomes?
- Communicate our intentions to our community. Continue education efforts for businesses and local sign companies through various media and personalized correspondence.
- Design a system of continuous sign code enforcement that can be consistently implemented across the entire city.



The initial assessment and documentation of initial conditions is expected to take 2-3 months. After that phase is completed, we would schedule a follow-up with the City Council to present our findings and recommended next steps. We hope to reach the “education and outreach” phase in the late summer, and begin broader systemic enforcement shortly after.

Related Statute/City Ordinance:	n/a
Line Item Code/Description:	n/a
Available Budget:	n/a

City of Mission	Item Number:	3.
DISCUSSION ITEM SUMMARY	Date:	September 29, 2015
Community Development Dept	From:	Danielle Murray

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

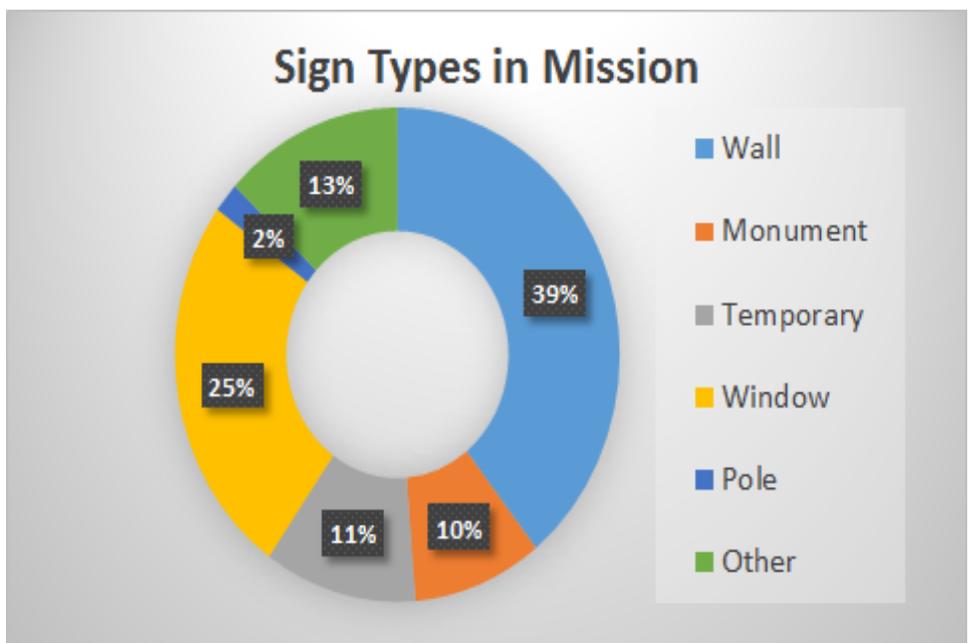
RE: 2015-2016 Sign Code Enforcement Program

DETAILS: Mission regulates signs through Sign Code Ordinances included in Chapter 430 of the Municipal Code. The Sign Code defines the various types of signs allowed, their number and dimensions, and explains the conditions for their installation. In May, staff initiated an assessment of signs currently installed in Mission and how they conform with our existing sign code ordinances. This assessment included the following steps:

- Conduct a sign audit to document what signs are already “on the ground” and in our permit files. Visit every commercial property in the city, including apartment complexes and churches, to inventory the existing signs. **(Acquired software subscription to conduct audit, field work is now 95% complete)**
- Create a comprehensive inventory database of this information. **(In progress with audit)**
- Analyze data for patterns and trends. Determine how many possible sign code violations exist and what general categories they fall into. (i.e. signs without permits, signs in wrong locations, sign duration violations, sign numbers, sign size) **(Preliminary results below, detailed analysis to follow)**
- Solicit input from the Planning Commission and City Council regarding the best ways to address issues identified. Are sign code changes needed to achieve the preferred outcomes? **(November)**
- Communicate our intentions to our community. Continue education efforts for businesses and local sign companies through various media and personalized correspondence.
- Design a system of continuous sign code enforcement that can be consistently implemented across the entire city.

Preliminary Results:

To date, Neighborhood Services staff have inventoried 766 total signs. This represents approximately 95% of properties subject to the assessment. The attached map shows the properties being reviewed. Only one major commercial



development, 2 apartments, and several religious institutions remain to be surveyed. The software used to inventory signs is a mobile application which uploads into a spreadsheet which will be maintained in-house going forward.

Sign Inventory

Preliminary Results as of 9.30.2015

Sign Types Number

Wall	301
Monument	72
Temporary	85
Window	193
Pole	15
Other	100
Total	766

Total Sign Count

766

Average Signs/Property

3

Median Signs/Property

2

Properties Number

Business	265
Apartment	17
Religious	2
Total	284

Min-Max Signs/Property

1-8

% Inventory Complete

95 (Cornerstone Commons, 2 apartments, 2-3 churches)

Staff Hours

90 (Field, Development & Testing)

Next steps: (November)

The next step in the analysis of the field data will be to compare the inventory results to the sign code to determine types and locations of violations. Staff will report back to Council on the scope of these violations before any wide-scale enforcement begins. Changes to the sign code may be warranted to address specific areas of concern more effectively.

Related Statute/City Ordinance:	n/a
Line Item Code/Description:	n/a
Available Budget:	n/a



Date: February 19, 2016

To: Mayor and City Council
Laura Smith, City Administrator

From: Danielle Murray, Interim Community Development Director
Nilo Fanska, Neighborhood Services Officer
James Gorham, Neighborhood Services Officer
Glen Cole, Management Assistant

RE: Sign Inventory Report

Background

Mission regulates signs through our Sign Code Ordinances included in Chapter 430 of the Municipal Code. The Sign Code defines the various types of signs allowed and explains requirements for their installation including:

- 1) where they may be installed,
- 2) limitations on size and number,
- 3) how long they may be in place, and
- 4) whether a sign permit is required prior to their installation.

Signs are a form of speech and expression and, as such, are protected by the First Amendment to the Constitution. Various court cases across the country have affirmed a City's power to regulate signs only in a content-neutral fashion. Generally, that means cities may make rules about the "**time, place and manner**" of signs as long as those rules don't make any distinction based on what the sign says. The First Amendment does not protect false claims or otherwise unlawful activity.

As a component of the zoning code, state statute requires that changes to the sign code originate in the Planning Commission and receive a public hearing before the Commission. The City's sign code is developed in consultation with legal counsel and the Planning Commission, and eventually adopted by the City Council.

In Mission, sign permits are not required for every sign type. When required, permit applications are reviewed and issued by the City Planner. Historically, sign code enforcement has been conducted on a complaint driven basis. Occasional sweeps to address seasonal sign issues (elections, tax preparation, post storm event repairs, etc.) have also been conducted. The role of Neighborhood Services staff has been expanded to include more building and zoning issues, which will increase our capacity to provide regular, proactive sign code enforcement.

Last summer, Staff began work to inventory the existing signs in Mission with the goal of gathering information and highlighting potential areas of concern. This memo provides an overview of the information gathered during the inventory process. It is intended to assist in evaluating the strengths and weaknesses of our existing sign code in order to design a program

of regulations and enforcement that:

- is fair and predictable for all of our residents and merchants;
- legally sound, and;
- can be sustained with available staff resources; and
- creates an outcome which is desirable to the community.

Staff anticipates the results will generate several topics for further discussion and possible code changes.

Inventory Summary

In addition to the inventory results, a handout which provides an overview of the basic structure and sign type definitions contained in the current sign code is attached. In general, a sign is considered to be any framed, bracketed, free-formed, painted or engraved surface which is fabricated to create words, numerals, figures, devices, designs, trademarks or logos, which is mounted on or affixed to a building or the ground and which is sufficiently visible to persons not located on the lot where such device is located to attract the attention of such persons or to communicate information to them.

The sign inventory documented **817 signs** throughout Mission. The four most common sign types were: wall signs (315), window signs (199), temporary signs (91), and monument signs (87). Full descriptions of each sign type are presented in the attached handout, as well as when specifically discussed in the following pages. In commercially zoned areas, the typical business has only **two or three signs**.

Number of Signs by Zoning District	Signs	
	#	%
Residential Districts (<i>R-x, RP-x, DND</i>)	52	6%
Light Commercial Districts (<i>C-1, CP-1</i>)	32	4%
Downtown Districts (<i>MS1, MS2</i>)	444	54%
Office Districts (<i>C-O, CP-O</i>)	55	7%
Heavy Commercial / Industrial Districts (<i>All other districts</i>)	234	29%
TOTAL	817 signs	

Pole Signs

There are currently **24** pole signs within the City. The installation and replacement of pole signs has been prohibited since September 2003. Existing pole signs are regulated as non-conforming uses and investment is limited to maintenance only, with the intent being the eventual elimination of all pole signs.

POLE SIGN

A sign which is supported by one (1) or more poles, uprights or braces in the ground so that the bottom edge of the sign face is more than ten (10) feet above the ground.

Since 2009, nine (9) existing pole signs have been removed throughout the City. This was accomplished through a combination of voluntary compliance with zoning code enforcement notices, City abatement, or normal business practices. Pole sign regulations were last amended in 2009 to allow existing pole signs in the vicinity of Johnson Drive and Metcalf Avenue under certain conditions. There are four signs that continue to meet these conditions (Village Inn, Pride Cleaners, Johnny's BBQ, and Popeye's).

At the Community Development Committee's December meeting, the Committee communicated a preference to continue the prohibition on pole signs and to explore implementation of ordinance changes that would establish a deadline for property owners to actively remove all pole signs within the City. Staff will be looking for additional discussion surrounding how to move the pole sign code revisions forward.

Decision Points (Time, Place, Manner)

- Does the City Council still desire to implement these changes in the near future, or include them in a larger discussion of sign code revisions?
- Should the City require by ordinance that pole signs be removed by a certain date (an amortization policy)? If so, how long should businesses have to remove these signs?



Temporary Signs

The results of the sign inventory show **91** temporary commercial signs were in place throughout Mission during the sign inventory, with about one-quarter (23) of those being used for purposes related to real estate and project development (purposes treated differently under our sign code).



Number of Temporary Signs by Zoning District	Signs	
	#	%
Residential Districts <i>(R-x, RP-x, DND)</i>	10	11%
Light Commercial Districts <i>(C-1, CP-1)</i>	40	44%
Downtown Districts <i>(MS1, MS2)</i>	7	8%
Office Districts <i>(C-O, CP-O)</i>	4	4%
Heavy Commercial / Industrial Districts <i>(All other districts)</i>	30	33%
TOTAL	91 signs	

Temporary signs can be used for any purpose under our code, but often are used to fulfill one of the following needs:

- Political signs
- Garage sales
- Contractor projects
- Sales and promotions
- Special events



The current sign code does not require a sign permit for temporary signs, allows an unlimited number of signs but restricts the overall square footages, and limits any one sign's duration to 60 days before the sign must be removed for at least 60 days. Signs which advertise property for sale are limited in duration to the period of time for which the property is on the market for sale.

While these are reasonable restrictions, they are very difficult to enforce. Staff would have to proactively monitor properties for the appearance of temporary signs, document them when seen, and spend time comparing current signs to historical signs or documenting that a sign has been in place for longer than 60 days. Proving that someone is using more than the gross allowable square footage would require staff to locate and measure each individual sign. The typical policy solution to these type of concerns is to require permits - but that may be seen as too burdensome for these signs.



Beyond issues with these restrictions, temporary signs are being used throughout the City in ways that were not intended when the code was authored. It would be difficult for enforcement alone to resolve concerns about temporary signage within the current code.

For example, in the City's business districts, many of the signs inventoried were used purely to identify or draw attention to a business - rather than to recognize a sale or some other special or temporary event. While our code should not make any distinctions between these uses, these needs would be more appropriately satisfied by permanent signage. However, temporary signs often come at a lower cost to produce, provide greater flexibility to the business, and allow for more sign space than would otherwise be allowed to an individual business.



Similarly, the sign code allows signs advertising a property for sale or lease to remain until that property is leased or sold. However, in the case of larger multi-family developments, there is virtually always *some* level of vacancy that triggers this exception in our code. Furthermore, due to new case law (discussed below), we may no longer be able to legally these exceptions.

Decision Points (Time, Place, Manner)

- Should the City require a permit for temporary signs?
- How long should signs be allowed to stay out? Should the City impose any other form of time restriction, i.e. limiting temporary signs to certain events each year?
- Is the quality of these signs an issue that the code should address?
- Should we change how we count or limit signs? Should we focus on the number of signs per tenant or per parcel, rather than the aggregate size?



Window Signs

Our current sign code only allows window signs in the Downtown District - generally, Johnson Drive from Lamar Avenue to Nall Avenue. Such signs are intended to communicate with pedestrians walking through the district, at a slower speed than vehicle traffic. Accordingly, they are limited in size to 10% of the window glass of the facade. The current code also specifies that they should be affixed to the glass in a permanent manner rather than as copy that is changed frequently. A sign permit is required for a window sign. Window displays and lettering that identifies a business, address, or hours of operation are exempt from the sign code.

However, a large number of properties have window signs without permits and are technically out of conformance with the current code. For many businesses, permanent or rotating window signage is a common business practice. Many surrounding/peer communities either limit window signs to a certain area percentage (often 50%) or exclude them from sign regulation entirely.

Decision Points (Time, Place, Manner)

- Should we allow and provide specific criteria for these signs?
- Where should these signs be allowed? Should the Downtown District be treated differently than other areas of the City?
- Should the code prescribe any “quality” requirements for these signs, such as that they must be printed on durable materials?





New / Emerging Sign Practices to Regulate

Mission currently does not have a significant number of vehicular signs or people hired to act as sign holders in the public right of way. In the past, mobile, dedicated sign trucks have circulated town on public streets and parked in underused or vacant parking lots visible to major thoroughfares. While regulating these types of advertising are difficult, many communities and people view them as a nuisance.

Decision Points (Time, Place, Manner)

- Should the city be proactive in enacting regulations to prohibit these signs?

Other Legal Concerns

Last summer, the U.S. Supreme Court issued a decision in *Reed v. Town of Gilbert* that rules unconstitutional many of the categories our code uses to regulate signs. An article published by the International City and County Management Association argues that cities are no longer allowed to provide special privilege to political signs and real estate signs, among others. Presumably, the same standard will apply to other similar distinctions made by our code - such as by allowing additional signs for ATM machines, garage sales, development project identification, and so on. These concerns are not unique to the City of Mission; indeed, they affect most cities in the United States. However, we would be one of the first cities in the Kansas City area to revise their sign code after the *Reed* decision.

Additionally, the Kansas Legislature recently prevented cities from regulating the placement or number of *political* signs posted for the period of time surrounding an election. The position of the League of Kansas Municipalities is that this law is unconstitutional under *Reed* as a content-based discrimination in speech; however, this has not yet been tested before a court.

If the City is considering significant sign code revisions, it is advisable and likely necessary to use the consultation with our city attorney to address these conflicts with case law and state law.

Next Steps

If the Council wishes to investigate or pursue changes to the sign code in response to this report, staff recommends proceeding as follows:

- Council discusses desired changes or areas of interest at worksession(s), provides specific instruction to Staff;
- Staff and attorneys draft proposed changes in response;
- Planning Commission working group / subcommittee and staff perform outreach and engagement with businesses, documenting any additional changes or modifications arising through the process;
- Planning Commission holds formal public hearing, considers specific changes, and recommends adoption by Council;
- City Council adopts changes by ordinance;
- Staff implements changes immediately for new permits, begins enforcement of applicable sections of new code after an agreed upon grace period, and notifies business community periodically of applicable restrictions.

The amount of time required to complete this process could vary significantly, but changes would likely come before the City Council for action sometime in the third quarter of 2016.

City of Mission	Item Number:	7.
DISCUSSION ITEM SUMMARY	Date:	2/26/2016
COMMUNITY DEVELOPMENT & NEIGHBORHOOD SERVICES	From:	Danielle Murray & Glen Cole

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

RE: Sign Inventory / Sign Code Revisions - Follow Up and Calendar

DETAILS: At the City Council's worksession last week, staff presented the results of the sign inventory and highlighted key issues that the Council may wish to address before beginning an enforcement program. Council's direction to staff, based on this discussion, was to:

- Continue to prohibit pole signs throughout the City
- Require pole signs to be removed within a certain number of years
- Establish stricter regulations for temporary signage
- Expand the allowance of window signs by right, subject to reasonable restrictions

Accordingly, staff will develop amendments to the existing sign ordinance based on this direction. In addition, staff will review necessary changes to the code based on recent case law, and other general revisions (i.e. reorganization of chapters) that may be appropriate. Based on the length of time necessary in the past to adopt sign code changes in the past, a proposed calendar of action is presented below.

Sign Code Calendar

Staff and Attorneys draft proposed changes in response	March / April
Planning Commission and Staff perform informal public outreach	May
Planning Commission considers changes, holds public hearings	June
Planning Commission formally recommends changes	July
Committee discussion item on proposed changes	July or August
City Council adopts proposed sign code changes	September

CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	Mission Municipal Code Chapter 430, Signs
Line Item Code/Description:	
Available Budget:	

City of Mission	Item Number:	5.
DISCUSSION ITEM SUMMARY	Date:	October 19, 2016
COMMUNITY DEVELOPMENT	From:	Brian Scott

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

RE: Application to the Technical Assistance Panel of the Urban Land Institute - Kansas City for Assistance In Determining Redevelopment Options for 7080 Martway

DETAILS: The City owns property located at 7080 Martway. The property is generally within the interior of a fully developed block that is bounded by Johnson Drive, Broadmoor, Martway, and Metcalf. The property was formerly the site of the Neff Printing Company plant until purchased by the City in 2012. The plant was demolished and the site cleared in 2015.

The block where the property is located, and the larger surrounding area, is part of the West Gateway Vision Plan that was adopted by the City in 2006. The Plan envisions urban-scale building(s) which takes advantage of the close proximity to Metcalf Avenue and Downtown Mission. This particular block would offer visibility from Metcalf, optimal for high density uses such as office or retail with structured parking mid-block. Ground level retail uses are also important to this block. Parking and service areas should be located away from Broadmoor Street and Johnson Drive. Building types allowed include “mid-rise, high-rise and parking structure.”

The City entered into an agreement in 2012 for the development of a multi-family residential facility on the property. The implementation of the proposed development was tied to the City establishing a TIF district in the area, and the firm’s application for Low Income Housing Tax Credits through the Kansas Housing Resource Corporation, which was ultimately unsuccessful.

Over the last several months, the City has been exploring other options for the property. An RFQ for Commercial Real Estate Broker services was distributed in July and the City had limited response. Staff has interviewed respondents, and had not determined how best to move the project forward. We recently learned that the Kansas City chapter of the Urban Land Institute (ULI) offers a Technical Assistance Panel made up of land use professionals (planners, civil engineers, attorneys, developers, and financial analyst) that provides assistance to entities in creating options for the future development of specific areas. The Technical Assistance Panel offers its services for free, but does ask that incidental costs be covered by the applicant.

At this time, staff plans to submit an application for the Technical Assistance Panel as an alternative to using the services of a commercial real estate broker. Attached is the application for the ULI’s Technical Assistance Panel, which describes in more detail their approach. Also attached is a proposed application to the ULI’s Technical Assistance

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	N/A
Available Budget:	N/A

City of Mission	Item Number:	5.
DISCUSSION ITEM SUMMARY	Date:	October 19, 2016
COMMUNITY DEVELOPMENT	From:	Brian Scott

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

Panel for assistance with determining the best options for the City owned property at 7080 Martway. The application submission deadline is October 31, 2016. Should we not be selected for the TAP, we will revisit options for disposition of the property with the Council at a future meeting.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	N/A
Available Budget:	N/A



Technical Assistance Panel

OVERVIEW

Objective

ULI's Technical Assistance Panel (TAP) Program is designed to provide objective, expert advice to municipal and community-based organizations on the feasibility, design, or implementation of development initiatives. This program is specifically intended for non-profit organizations and municipalities that have limited staff or financial resources or that operate in economically disadvantaged areas.

Program Description

ULI Kansas City's TAP program brings expertise in real estate, design, and finance to bear on local land use planning and development projects. Once a project has been designated as a TAP, ULI Kansas City will assemble an interdisciplinary team of senior professionals for a one or two day-long brainstorming session. The TAP program concentrates a team of local experts in a comprehensive look at all angles of the development process to formulate realistic options to move a project forward.

A typical TAP begins with a briefing book meeting where the sponsor reviews the project and orients the panel to the briefing materials. A week or two later, the panel gathers for the one or two day-long TAP which begins with a project/site tour, followed by stakeholder interviews. The panel then goes into a closed-door charrette, and later concludes with a public presentation of their findings and recommendations. A written report of the TAP is produced and delivered within six weeks.

The sponsoring organization/municipality is responsible for gathering and presenting background information needed to fully understand the project. The sponsor also provides staff support for the one or two day-long meeting and for any follow-up report or presentation. ULI members will volunteer their time to develop an understanding of the problem, compile recommendations, and debrief the sponsors on conclusions and recommendations.

Sponsors also must commit to a one-year follow-up meeting with ULI.

ULI Core Competencies

Members of ULI Kansas City can provide expertise and advice in the following areas:

- Land use design and planning
- Market feasibility analysis
- Financial analysis and structuring
- Structuring private/public partnerships
- Adaptive reuse of buildings, development process, permitting and community relations

Technical Assistance Panel

SPONSOR OBLIGATIONS

Panel Preparation

- **Briefing Materials.** The sponsor is responsible for gathering and assembling all relevant background information related to the issues being addressed. The sponsor will compile background information, along with any other relevant information, into bound briefing books (a three-ring binder is acceptable) which will be distributed to each panelist at a pre-TAP meeting where the sponsor will explain the project and review the briefing materials. Briefing materials should be ready for delivery to the panel chair, panelists and ULI Kansas City staff at least two weeks before the scheduled panel. The ULI-assigned project manager will determine what is needed for the Panel's review and will assist the sponsor in reviewing materials and identifying additional materials and information needed for the Panel.
- **List of Resource Individuals.** The sponsor must prepare a list of resource individuals available on the day of the TAP. The list should be restricted to no more than 5 people and should include key members of the private and public sectors that can provide valuable insight and information to the Panel.
- **Interview Schedules.** The sponsor is responsible for scheduling and gathering key stakeholders for the morning session and, if necessary, during the one-hour follow-up afternoon session.
- **Project/Site Tour.** If the issues deal with a specific project or project area, the sponsor is responsible for arranging a tour of the project/site and surrounding area if applicable. The sponsor must arrange for transportation and an accompanying staff person to answer panel members' questions.
- **Other Resource Materials.** Additional resource material that is not appropriate or too bulky for inclusion in the panel briefing books should be made available at the panel meeting place. Such information might include zoning and general plan materials, market data, economic studies and projections, maps and other similar materials as needed. The ULI project manager and the sponsor will determine prior to the panel session what materials might be helpful to the panel deliberations.

Logistics

- **Panel Meeting Room(s).** The sponsor is responsible for providing a conference room for the panel meeting, group interviews and the panel presentation. The presentation room should be set up in a manner consistent with the type of final presentation desired and the amount of audience participation desired.
- **Transportation.** It is helpful, but not essential, that transportation for group activities such as the project/site tour and surrounding area be provided in one vehicle so that panel members may converse and collaborate. In order to reduce the time required for local transportation, it is recommended that as many interviews as possible be conducted at the main location where the panel is meeting.
- **Meals.** The sponsor is asked to provide a light breakfast with coffee for the morning session, lunch for each panelist and a light dinner if the presentation is scheduled to begin after 5:30 pm.

Technical Assistance Panel

SAMPLE PANEL SCHEDULE

This schedule represents the general format and timing of the one day Panel process. The schedule is subject to change, depending on the issues involved in the assignment.

- 8:00 a.m. Panel meeting – introductions, initial discussion of key issues and additional information needs, review of schedule and panel member assignments.
- 8:30 a.m. Site visit and/or start of interview process with key resource people, on an as-needed basis. Site visit should last no longer than 1½ hours to allow adequate time for interviews.
- 12:00 p.m. Working lunch – report first overview of findings based on morning sessions; identify information gaps/conflicts that need to be resolved.
- 1:00 p.m. Follow-up interviews if necessary.
- 2:00 p.m. Develop consensus on major conclusions; identify key themes that address major issues; identify areas where the sponsor should do follow-up work to further assess panel’s conclusions.
- 3:00 p.m. Organize draft outline of key summary and conclusions; draft detailed outline covering key points and issues; and convert to flip chart/report handout for presentation. Organize presentation and panelist involvement.
- 5:00 p.m. Presentation and discussion of panel conclusions and recommendations.

Technical Assistance Panel APPLICATION FORM

Please provide the following information and submit to ULI Kansas City.

Applicant Organization _____

Contact Person _____ Job Title _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-Mail _____

Please attach the following:

1. Statement of the problem/issue

Provide a brief description of the major problems or issues that you wish the Panel to address. Include a brief history and current status of the project/study area/issue.

2. Sponsor information

Please describe:

- (1) The type of and major business activity of the sponsoring organization;
- (2) What role the sponsor plays in the particular issue(s) suggested for the Panel; and
- (3) Include a brief history of important projects/activities that recently have taken place or are planned or under consideration.

3. Questions to be addressed by the Panel

List **three** essential questions/issues to be evaluated by the Panel. Be as specific as possible. Please organize questions/issues by major topic, such as market issues; planning and design issues; feasibility and financing issues; management and implementation issues; and so on.

4. Sponsor responsibilities – planning and logistics

Please identify the individuals who will be responsible for working with ULI Kansas City staff to prepare background and briefing documents; organizing and scheduling interviews; conducting a project/site tour; providing physical facilities for panel work sessions and presentation; and providing general logistical support. Also identify the key people whom you believe can contribute to the panel's understanding of issues. Please provide name, organization and title, telephone and fax numbers for all individuals listed.

5. Fees

Other ULI District Councils across the country charge up to \$15,000 for each Technical Assistance Panel. ULI Kansas City has provided panels free of charge to our community partners, though we do reserve the right to institute a fee to cover expenses such as staff hours, venue, site tour transportation (if needed), meals, technical writer and printing. These fees will be fully explained and agreed upon as part of the TAP agreement.

Submitted by the City of Mission

7080 Martway - A Development Conundrum

Issue Statement

The City of Mission owns several parcels of property that comprise the site of the former Neff Printing Company. The site, addressed as 7080 Martway, is generally within the interior of a fully developed block at the southeast corner of Johnson Drive and Metcalf Avenue - two major thoroughfares in northeast Johnson County. Development in this block consists of several, individually owned parcels of property. The period of construction for improvements on these parcels ranges from 1940 to 2010 with a mix of industrial, commercial, and retail uses. The site itself is approximately two acres in size, but its shape is irregular and access is limited.

The City of Mission is seeking assistance in determining how best to leverage the property toward achieving a greater vision for the redevelopment of the block, and the surrounding area.

Brief History

This particular block, and those that surround it, are typical for a community that experienced much of its growth in the mid-part of the 20th Century when land-use and development had different characteristics. Now fully developed, opportunities for future development in this area will be through either the redevelopment of smaller, individual parcels of property, and/or assimilation of individual parcels for a single, larger development. To guide and support a more uniform approach to the future development of this area, the City of Mission created the West Gateway Vision Plan, and the corresponding West Gateway Form Based Code (FBC) zoning, in 2006. This vision and its FBC have been applied, with some success, to two recent development projects in the area.

- The Mission Crossing redevelopment project, completed in 2016, is a 6.2 acre site directly south of the subject block. Bounded by Martway, Broadmoor, 61st Street, and Metcalf, the site was formerly the headquarters and manufacturing plant for Herff Jones, Inc. The project entailed the demolition of existing improvements and construction of four stand-alone buildings totaling 20,000 square feet of commercial space and a 100 unit residential facility designed for independent senior living. This mixed use development incorporates the redevelopment goals of the West Gateway district including streetscape improvements along the project perimeters, a new public park located at the southwest corner of Martway and Broadmoor, a public trail along Metcalf Avenue and two transit shelters to access the enhanced bus services planned for the corridor.
- The Cornerstone Commons redevelopment project, completed in 2015, is the redevelopment of a 2.98 acre site at the southwest corner of Johnson Drive and Barkley

(one block west of the subject block) that was formerly an automobile dealership. The development consists of a 15,000 square foot Natural Grocers store, a 4,000 square foot building for casual dining/retail, and a third 12,000 square foot building for casual dining/retail and office. Again, like Mission Crossing, this development was designed around the principals of the West Gateway district FBC zoning with multi-story buildings built to the sidewalk and designed to interact with the street activity, and on street parking.

In addition, the City undertook the reconstruction of Martway Avenue and Johnson Drive in 2012 and 2014, respectively. These projects entailed not only full-depth street reconstruction, but traffic signals, streetlights, sidewalks with ADA accessible ramps, and transit stops; all in an effort to promote a more walkable, pedestrian oriented community.

Both of the redevelopment projects in the area have been on larger parcels of property with a single owner. Both projects included some form of public-private partnership. Fully implementing the West Gateway vision becomes more challenging in situations where there are multiple parcels with multiple owners.

This was much of the impetus for the City when the site was purchased in 2012. The City solicited proposals for the redevelopment of the property in 2013, and subsequently entered into an agreement with Brinshore Development, LLC for the purchase and redevelopment of the property for a low to moderate income, multi-family residential facility known as “Herald Corner.” The implementation of the proposed redevelopment was tied to the City establishing a TIF district in the area, and the firm’s application for Low Income Housing Tax Credits through the Kansas Housing Resource Corporation, which was ultimately unsuccessful. In the meantime, the City has conducted both Phase I and II testing and remediation, and has demolished all improvements on the property making it “ready for development.” The Herald Corner project has been removed from consideration entirely.

Questions to Be Addressed by the ULI Technical Assistance Panel

1. Does the Gateway Vision Plan for the subject block match market reality?

The City’s property is located in “Block R” of the West Gateway FBC. The FBC envisions urban-scale building(s) which takes advantage of the close proximity to Metcalf Avenue and Downtown Mission. Block R offers visibility from Metcalf, optimal for high density uses such as office or retail with structured parking mid-block. Ground level retail uses are also important to this block surrounding a future civic square. Parking and service areas should be located away from Broadmoor Street and Johnson Drive. Building types allowed include “mid-rise, high-rise and parking structure.” Does this still make sense?

2. *If so, how can the City best leverage the property to implement this vision?*

- Should the City aggressively pursue redevelopment opportunities that incorporate the entire block, and how would the City and/or developer best assemble the properties?
- Or, should the City pursue redevelopment opportunities for only its property that best fit the vision and could serve as a catalyst for future development in the block?
- Or, should the City simply “land bank” the property for a future development opportunity when it comes?

3. *If not, what is the best and highest use of the property, and how should the City go about achieving this?*

- Should the City seek a specific use that is more aligned with the market place?
- Or should the City simply put the property up for sale?

Sponsor Information

The City of Mission is a municipal corporation serving a population of approximately 9,500 residents within 2.6 square mile area.

The City has a fee simple interest in the subject property, 7080 Martway. In addition, the City has a desire to see the block in which the property is located, and the larger surrounding area, redeveloped to promote a more harmonious environment that incorporates a variety of congruent uses, pedestrian friendly activity, multiple forms of transportation, and higher land values.

Sponsor Responsibilities

The City of Mission is committed to providing the staff, facilities, and resources that will be the most beneficial to the Technical Assistance Panel in completing their work. Brian Scott, Assistant City Administrator, will be the single point of contact for managing any logistical aspects of the study including meeting facilities, site tours, interviews, and meals.

Key Contributors

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Fees for the Technical Advisory Panel

The City of Mission understands that while the work of the Technical Advisory Panel will be at no cost, there may be incidental costs that occur. The City is willing to accept these fees if the application is awarded.



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Johnson Co AIMS Map

LEGEND

AIMS Imagery: 2016

Streets 1k

- Interstate Hwy
- US/State Hwy
- Ramps
- Primary
- Primary Unpaved
- Streets

Unbuilt Streets

- Primary and Highways
- Local and Ramps



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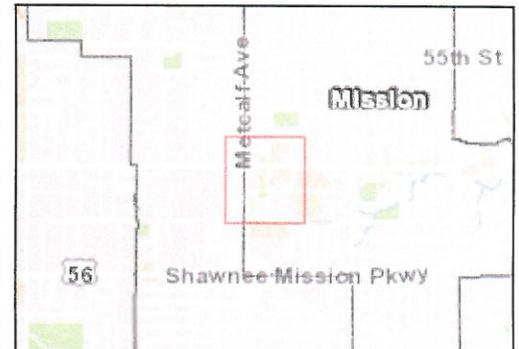
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Johnson Co AIMS Map

LEGEND

AIMS Imagery: 1941 [aerial]



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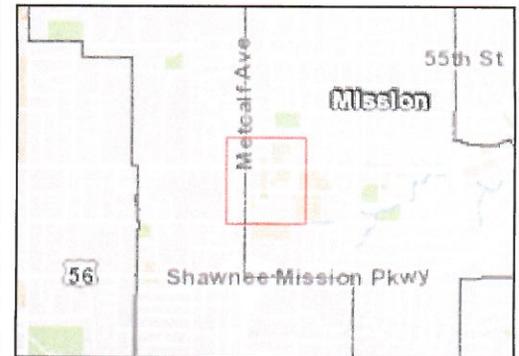
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Johnson Co AIMS Map

LEGEND

AIMS Imagery: 1954 [aerial]



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