

**CITY OF MISSION, KANSAS**

**MINUTES OF THE CAPITAL IMPROVEMENT PROGRAM COMMITTEE**

Mission City Hall - 6:00 p.m.

December 11, 2017

**DRAFT UNTIL APPROVED**

Members present: John Arnett, Scott Babcock, Stuart Braden, Nathan Dormer, Jerry Lonergan, Lea Loudon, David Schwenk

Staff present: Public Works Director John Belger, Chief of Police Ben Hadley, Parks & Recreation Director Christy Humerickhouse, Public Information Officer Emily Randel, and Planning and Development Services Manager, Danielle Sitzman

**Call to Order**

Chair Scott Babcock called the meeting to order at 6:02 p.m.

**Approval of the November 13, 2017 Meeting Minutes**

Stuart Braden moved to approve the November 13 meeting minutes. Lea Loudon seconded the motion. The motion passed.

**Overview of Mission's Comprehensive Plan and Parks and Recreation Master Plan**

Danielle Sitzman described the basis for a city's comprehensive plan. A plan is required by Kansas State Statute for cities that regulate zoning. The plans take a holistic and long-term view of how a community will serve its population over time. A plan is updated more or less often depending on how much a community is changing. The Planning Commission reviews the Comprehensive Plan once a year to ensure that it is still reflective of the community. To update a comprehensive plan effectively, many people are involved, bringing in many voices and taking the appropriate time to apply visionary thinking to the current reality.

Christy Humerickhouse shared the process leading up to the creation of the 2016 Parks and Recreation Master Plan. It was Mission's first official Parks and Recreation Master Plan. The process began with the creation of a mission statement. The plan includes a needs assessment for each of the City's park facilities including strengths and opportunities. The consultants on the project met with existing and prospective user groups to include additional voices into the creation of the plan and combined that input with feedback from the plan's steering committee. Several themes included in the plan relate closely to CIP programming including improving the visibility of park facilities, building stronger connections to current park facilities, and expanding and improving park facilities.

Jerry Lonergan asked to confirm that the Mid-America Regional Council creates two estimates for growth. Danielle Sitzman confirmed, that one estimate anticipates growth coming from infill development and another anticipates growth moving outward, from the center of the metro.

Scott Babcock asked about the process of starting to update the Comprehensive Plan. Danielle Sitzman responded that a plan update takes a lot of effort to do well and right, and that in the City of Mission's case, staff turnover impacted that process in 2016. In the meantime, there haven't been many instances of conflict that would create an urgent need for updating Mission's plan. Scott Babcock mentioned an example of the deviations requested by the proposal of the Martway Apartments project. Danielle Sitzman shared that those decisions can be handled at the Planning Commission level and don't necessarily require a change in the Comprehensive Plan. Scott Babcock added the changes in the retail environment through and following the Great Recession may have an impact, and that changes in demographics and the home buying trends of the Millennial Generation may require changes.

Jerry Lonergan mentioned data he has seen that shows an extremely close correlation between educational attainment and median income.

### **Citizen suggestions to the committee**

There were no new citizen suggestions to report.

### **Calendar review for 2018**

The committee reviewed the proposed calendar for meetings in 2018. The schedule includes meetings to cover stormwater, streets, and parks programs, running in parallel with the city council's budget development process.

### **Comments from committee members**

There were no committee member comments.

### **Staff Updates**

There will be a special council meeting on January 8 to swear in the new Governing Body. The 8th is the regularly scheduled CIP meeting. Staff asked the committee members if they could accommodate meeting upstairs in the City Hall training room at 5:30 p.m. on the 8th.

Emily Randel reviewed again the upcoming vacancies on the CIP Committee. Hillary Parker Thomas will be moving into her new role as Councilmember in January and will step down from the Committee. David Schwenk will be temporarily working out of state beginning in

March. Scott Babcock has plans to move from Mission but will be appointed to the non-resident position of the Planning Commission at the December City Council meeting. The appointment allows him to continue on the CIP Committee as a representative of the Planning Commission.

**Adjourn**

John Arnett moved to adjourn the meeting. Lea Loudon seconded the motion. The meeting adjourned at 7:30 p.m.

**Scott Babcock, Chairperson**  
**Jennifer Cowdry, Vice-Chairperson**  
***Mission City Hall, 6090 Woodson***  
***913-676-8350***