

CITY OF MISSION, KANSAS
COMMUNITY DEVELOPMENT COMMITTEE

WEDNESDAY, DECEMBER 11, 2019

6:30 P.M.

Mission City Hall

PUBLIC COMMENTS

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

1. Approval of the Preliminary Plat, The Gateway Second Plat - Brian Scott ([page 4](#))

The Gateway Second Plat has been submitted to the City for consideration. The plat will subdivide the Gateway development site at 4801 Johnson Drive into six (6) individual lots and dedicate right-of-way and easements where appropriate. Once approved, the plat will be recorded with Johnson County Records and Tax Administration.

ACTION ITEMS

2. Approval of the November 6, 2019 Community Development Committee Minutes - Martha Sumrall ([page 15](#))

Draft minutes of the November 6, 2019 Community Development Committee meeting are included for review and approval.

3. Replacement of Heaters - Public Works Facility - Brent Morton ([page 25](#))

The gas tube heaters located within the maintenance shop prevent pipes from freezing and keep the diesel trucks at the appropriate temperature necessary to ensure operation during the winter months. The heaters were installed with construction of the Public Works facility in 2007. Five (5) of the nine (9) heaters shut off in the last two weeks and require immediate replacement due to the potential of cold weather. Staff recommends award of the contract to Temp-Con, LLC in the amount of \$30,025.71 which includes all materials, equipment, warranty, and labor to remove the existing heaters, install the new heaters, and perform startups to ensure the units are functioning correctly. The 2020 budget includes \$25,000 to replace the heaters, which estimated the capital equipment costs only. With labor, the total cost of the heaters is \$30,025.71. The additional amount (\$5,025.71) will be funded from the 2020 Public Works operating budget.

4. Marketing / Branding Contract - Laura Smith/Penn Almoney ([page 28](#))

The City of Mission and its various departments, have seen a number of changes in logos and messaging over the last few years. The logos that are currently being used, have no real connection to what and how the City offers programs and amenities. Neighboring communities

have well-thought plans and messaging intentions which can make communication quicker and more meaningful. A marketing/branding effort was budgeted for the Parks and Recreation Department in both 2019 and 2020, but as the conversation progressed, staff felt that it was important to step back and take a more comprehensive look at city operations and services overall. Staff will review the results of the RFQ process and make a recommendation on how to proceed. The packet will be updated prior to the Committee meeting with additional information.

5. Contract Award for Comprehensive Plan Update - Brian Scott ([page 30](#))

The City of Mission has long maintained an active, professional planning and zoning program. This has included comprehensive plans dating back to 1968, and regular updates of those plans. The most recent comprehensive plan to be adopted by the City was in 2007, with an update of that plan in 2011. It is time to do a global review and update of the City's comprehensive plan. Staff developed a request for proposals (RFP) that was issued this summer. The City received nine responses to the RFP, and interviewed five finalists after an initial evaluation. Based on a number of factors, including cost considerations, the selection committee has recommended the City enter into a contract with Confluence for the update of the Comprehensive Plan for an amount not to exceed \$120,000.

DISCUSSION ITEMS

6. Asset Management Update - Celia Duran/Laura Smith ([page 70](#))

The City of Mission uses general asset management strategies to maintain assets and provides funds through the development of an annual capital improvement plan (CIP) and other funding plans, such as the vehicle, equipment, and Information Technology (IT) replacement programs. In order to maximize taxpayers' dollars and maintain aging city assets as cost effectively as possible, the City is currently in the process of implementing a more systematic, comprehensive system for the management of assets. A status update and review of potential next steps will be provided at the committee meeting.

7. Johnson Drive Reconfiguration - Laura Smith/Celia Duran ([page 73](#))

At various retreats over the course of the last 12-18 months, Council has expressed a desire to engage in an evaluation of the functionality of the Johnson Drive corridor (Nall to Lamar) following the street's extensive reconstruction in 2014. During the November 18, 2019 Community Development Committee (CDC) meeting, City Council expressed concerns regarding traffic and pedestrian safety along the Johnson Drive corridor and requested that this be included as a discussion item on the December Community Development Committee agenda.

8. Recommendations for CIP Committee - Laura Smith ([page 86](#))

For several months both Council and staff have been discussing the efficiency and effectiveness of our various citizen advisory boards and commissions. Following discussion at the November committee meeting specifically related to the CIP Committee that was established in 2017. The current CIP members have done an outstanding job in educating themselves about the city's current infrastructure needs and challenges and the input they have provided has been meaningful. Staff is concerned that we are not making the best use of the valuable time provided by these citizen volunteers. During the Committee meeting staff will

be prepared to offer options and alternatives for Council review and discussion.

OTHER

Department Updates - Laura Smith

Hillary Thomas, Chairperson
Ken Davis, Vice-Chairperson
Mission City Hall, 6090 Woodson St
913-676-8350

| | | |
|------------------------------|--------------|-------------------|
| City of Mission | Item Number: | 1. |
| INFORMATIONAL ITEM | Date: | December 11, 2019 |
| COMMUNITY DEVELOPMENT | From: | Brian Scott |

Informational items are intended to provide updates on items where limited or no discussion is anticipated by the Committee.

RE: Approval of Preliminary The Gateway Second Plat

DETAILS: The Gateway is a 587,000 square foot, mixed-use development located on a 16 acre site at the east end of Johnson Drive (4801 Johnson Drive) in the city of Mission. The development project is comprised of six components including three apartment buildings, one hotel, one office building, Cinergy (an entertainment venue), a food hall, and a parking structure.

The site was platted in May of 2013 as The Gateway First Plat with one lot for the entire site. When plans for the apartment buildings were submitted last year and approved for construction, a second plat, known as The Gateway Second Plat, was approved by the City indicating two lots, one for the apartment buildings and one for the balance of the site. For a number of reasons, this plat was never actually recorded with the County.

As the project has continued to evolve, more detailed construction plans for the remaining components have been completed. This now allows for a complete plat to be submitted to the City for approval showing all of the lots, right-of-way dedications, and final easements.

Because the original The Gateway Second Plat was never recorded, the Council will be asked to rescind that plat and approve the new plat, to be known as The Gateway Second Plat.

A public hearing was held by the Planning Commission at their regularly scheduled meeting on November 25, 2019. No testimony was offered at this public hearing. At the close of the public hearing and after due consideration, the Planning Commission voted 6-0 (three were absent) to recommend approval of The Gateway Second Plat to the City Council.

CFAA CONSIDERATIONS/IMPACTS: N/A

| | |
|---------------------------------|--|
| Related Statute/City Ordinance: | K.S.A 12-752 and Chapter 440.210 of Mission Municipal Code |
| Line Item Code/Description: | NA |
| Available Budget: | NA |

STAFF REPORT
Planning Commission Meeting November 25, 2019

AGENDA ITEM NO.: 2
PROJECT NUMBER / TITLE: Case # 19-07
REQUEST: Preliminary & Final Plat - The Gateway Second Plat
LOCATION: 4801 Johnson Drive

| | |
|---|---|
| PROPERTY OWNER: Aryeh Realty, LLC 140 Broadway, 41st Floor New York, NY 10005 | APPLICANT: David Eickman, P.E. Olsson Associates 1301 Burlington Road, Suite 100 North Kansas City, MO 64116 |
|---|---|

STAFF CONTACT: Brian Scott, Assistant City Administrator

ADVERTISEMENT: November 5, 2018 -The Legal Record

PUBLIC HEARING: November 25, 2018 - Planning Commission



Property Information

The subject property is zoned “MXD” - Planned Mixed District. It is currently under development as the Gateway development project.

Surrounding properties are zoned and used as follows:

West: "R-1" Single Family Residential District, "R-3" Planned Town House District, "MS-2" Main Street District,

North: "OB Business Office (property located in Roeland Park)

East: Not Zoned (Kansas Department of Transportation)

South: "RP-6" Highrise Apartment District, C-1 Restricted Business District

Comprehensive Plan Future Land Use Recommendation for this area:

The subject property is identified as appropriate for "Mixed-Use High Density" development.

All surrounding properties are currently developed:

Surrounding properties are developed with a mix of attached and freestanding buildings for commercial uses, townhouses, and single-family residential properties.

Project Background

This property was originally the site of the Mission Shopping Center, first developed in the mid 1950's. Later enclosed and rebranded as the Mission Mall, the property was purchased in 2005 and demolished for development of a new, mixed-use residential/commercial product.

In 2006 the Planning Commission reviewed and approved the rezoning and preliminary site development plan for the redevelopment of the subject property to a more urban appropriate development composed of retail, office, hotel, restaurant, and residential uses (Ordinance #1203). Since the "MXD" zoning and preliminary site development plan was first approved, the project has evolved through several revisions reflected in revised plans presented to the Planning Commission and City Council in 2007, 2008, and January 2012.

The current owner is Aryeh Realty of New York City. They own a number of residential properties in New York City and across the country, including the Kansas City area. Aryeh Realty is working with the developer of record Cameron Group of Syracuse, New York.

A revised preliminary site development plan (Case # 15-10) was submitted to the City in the summer of 2015. This plan, consisted of three (3), four-story apartment buildings with ground floor retail in each located at the corner of Johnson Drive and Roeland Drive; a hotel at the back of the site; an office building; and a Walmart store at the corner of Johnson Drive and Roe. This preliminary plan was eventually approved by the City Council with the Mayor breaking a split vote in favor of the plan.

Another revised preliminary plan (Case# 16-10) was submitted to the City the following summer with the same components, but residential above the proposed Walmart store. This plan was approved by the Planning Commission, but rejected by the City Council in a 7-1 vote. Shortly after this decision, Walmart formerly pulled out of the project.

A final site development plan (Case # 17-01) was submitted and considered by the Planning Commission in March of 2017. This plan indicated all of the components in

the previous preliminary plans, accept the retail space that would have been for the Walmart store was now three smaller, spaces with no particular tenant identified.

Since this time the developer has refined the project by identifying a major retail tenant for the former Walmart space. This tenant is Cenergy (approx 90,000 sq. ft.), which is a dine-in movie and entertainment venue. In addition to Cenergy, the developer is also proposing a food hall (approx. 40,000 sq. ft.) that will be located just to the north of the Cenergy building, along Johnson Drive.

Proposed Plat

Currently, the entire property is platted as one lot. This was approved by the City in May of 2013 as The Gateway First Plat.

A revised plat - The Gateway Second Plat - was submitted to the City last summer and approved by both the Planning Commission (Case #18-05) on June 5, 2018 and the City Council on July 18, 2018. The Gateway Second Plat divided the one lot that was the first plat into two lots. One lot was designated for the proposed apartment buildings, and the other lot was to be divided at a later date as the project further developed and more precise information was known about the location of each development component.

For several reasons, The Gateway Second Plat was never recorded with Johnson County.

Since the approval of The Gateway Second Plat last summer, the other components of the project have become more defined to the point that all of the lots and the final dedications and easements can be recorded on one complete, final plat. Thus the developer has submitted a new The Gateway Second Plat, which indicates six individual lots for the various individual components of the development including the apartment buildings, hotel, office building, Cenergy, food hall, and parking structure. The revised plat also indicates the final proposed easement for the Johnson County Wastewater sanitary sewer line that was re-aligned on the property earlier this summer. Additional right-of-way for traffic signals and sidewalks has been dedicated to the City at the City's request.

Staff is proposing that The Gateway Second Plat that was approved last summer be rescinded, and that the new and improved The Gateway Second Plat now being presented to the Planning Commission be approved and recorded with the County.

Code Review: Consideration of Preliminary Plats (440.220)

Preliminary plats shall be approved by the Planning Commission if it determines that:

1. The proposed preliminary plat conforms to the requirements of this Title, the applicable zoning district regulations and any other applicable provisions of this Code, subject only to acceptable rule exceptions.

The proposed plats are in conformance.

2. The subdivision or platting represents an overall development pattern that is consistent with the Master Plan and the Official Street Map.

The plat represents a development pattern already established and supported by the Comprehensive Plan.

3. The plat contains a sound, well-conceived parcel and land subdivision layout which is consistent with good land planning and site engineering design principles.

The plat supports good land planning and allows for future redevelopment in compliance with adopted standards.

4. The spacing and design of proposed curb cuts and intersection locations is consistent with good traffic engineering design and public safety considerations.

The plat does not propose any changes to curb cuts or intersections from what has been approved in the preliminary site development plan that was approved in March of 2017.

5. All submission requirements have been satisfied.

All of the requirements of 440.220-Submission of Preliminary Plats have been satisfied

Code Review: Consideration of Final Plats (440.260)

Final plats shall be approved by the Planning Commission if it determines that:

1. The final plat substantially conforms to the approved preliminary plat and rule exceptions granted thereto.

A preliminary plat matching the final plat is under review with this application.

2. The plat conforms to all applicable requirements of this Code, subject only to approved rule exceptions.

Code requirements are described below. The proposed plat is in conformance.

3. All submission requirements have been satisfied.

All of the requirements of 440.250-Submission of Final Plats have been satisfied.

4. Approval of a final plat shall require the affirmative vote of a majority of the membership of the Planning Commission.

Analysis:

Lots

In the revised Th Gateway Second Plat that is being presented, the applicant proposes to subdivide the subject property, which is composed of one lot, into six lots. The subject property was last platted in 2013. The “MXD” District has no requirements for minimum lot sizes. The only yard requirements are for a front build-to line of zero, and a minimum of 30% of the development site’s perimeter along the public street frontage to be occupied by a building wall located no further than thirty (30) feet from the perimeter right-of-way line. This is the case with the apartment building and the food hall that fronts Johnson Drive.

The revised The Gateway Second Plat indicates that the original Lot 1, which is 707,500 sq. ft. or 16.2400 acres is being subdivided into six lots as follows:

- Lot 2: 98,234 sq. ft. or 2.2551 acres (hotel)
- Lot 3: 163,929 sq. ft. or 3.7633 acres (apartment buildings)
- Lot 4: 166,438 sq. ft. or 3.8209 acres (parking structure)
- Lot 5: 78,092 sq. ft. or 1.7927 acres (food hall)
- Lot 6: 120,621 sq. ft. or 2.7961 acres (Cinergy building)
- Lot 7: 65,212 sq. ft. or 1.4971 acres (office building)

Right-of-way

The Gateway First Plat dedicated 3,523 sq. ft. of right-of-way along Johnson Drive. The Gateway Second Plat indicates a total dedication of 14,974 sq. ft of right-of-way. The dedicated right-of-way is:

- R/W 1 - 1,296 sq. ft. or 0.0298 acres (traffic signals at the entrance to the development off of Roeland Drive across from Martway Street)
- R/W 2 - 10,174 sq. ft. or 0.2336 acres (sidewalk along Johnson Drive)
- R/W 3 - 3,504 sq. ft. or 0.0804 acres (sidewalk along Roe Avenue)

Easements

A pedestrian access and utility easement has been provided along Johnson Drive in front of the apartment building that fronts Johnson Drive. The purpose for this is that this area is additional walkway for pedestrians, but since it is so close to the actual building, and part of the building design, it will be maintained by the developer.

A drainage easement is granted through the site for the reinforced concrete boxes that direct the Rock Creek stormwater channel through the site.

A sanitary sewer easement is granted for the now finished, re-aligned sanitary sewer main that goes through the southern third of the property.

Old easements that are no longer needed are indicated on Sheet 3 of the plat as being vacated.

Staff Recommendation

Staff recommends the Planning Commission 1) rescind the previously approved The Gateway Second Plat and 2) approve the newly submitted preliminary and final plat for Case # 19-07 to be known as “The Gateway Second Plat.”

Planning Commission Action

To be completed once the Planning Commission has made its determination.

City Council Action

To be completed once the City Council has made its determination.

Final Plat The Gateway Second Plat

A Replat of Lot 1, The Gateway First Plat, a subdivision in the City of Mission, Johnson County, Kansas, lying in the West Half of Section 9, Township 12 South, Range 25 East

Property Description

All of Lot 1, The Gateway First Plat, a subdivision in the City of Mission, Johnson County, Kansas, lying in the West Half of Section 9, Township 12 South, Range 25 East, containing 707,500 Square Feet or 16.2420 Acres, more or less.

Dedications

The undersigned proprietor of the above described tract of land has caused the same to be subdivided in the manner as shown on the accompanying plat, which subdivision and plat shall hereafter be known as "The Gateway Second Plat".

The proprietors, successors and assigns, of property described on this plat hereby dedicate for public use all land described on this plat as streets or public ways (designated as Dedicated R/W) not heretofore dedicated. The proprietors, successors and assigns, of property shown on this plat hereby absolve and agree, jointly and severally, to indemnify the City of Mission, Kansas of any expense incident to the relocation of any existing utility improvements heretofore installed and required to be relocated in accordance with proposed improvements described in this plat.

The undersigned proprietor of the above described land hereby consents and agrees that the Governing Body of any special assessment district shall have the power to release such land proposed to be dedicated for streets and roads, or parts thereof, for public use, from the lien and effect of any special assessments, and that the amount of the unpaid special assessments on such land dedicated, shall become and remain a lien on the remainder of this land fronting or abutting on such dedicated road or street.

An easement is hereby granted to the City of Mission, Kansas and to the general public for unlimited ingress or egress over and through those areas designated as "Pedestrian Access Easement" or "A/E" for the purpose of pedestrian access. This easement shall not prevent Grantor from installing cantilevered structures over the easement area so long as such structures do not interfere with the general public and Grantee's ability to traverse freely within the easement area.

A non-exclusive easement or license to enter upon, locate, construct, use and maintain or authorize the location, construction, maintenance or use of conduits, surface drainage facilities, subsurface drainage facilities, irrigation systems, ducts and cables, and under these areas designated on this plat as "Storm Sewer Easement" or "Drainage Easement" or "D/E" is hereby granted to the City of Mission, Kansas. Storm Sewer Easements end at grade, however building foundations can be constructed within said easements below grade.

An easement or license to enter upon, locate, construct, use and maintain or authorize the location, construction or maintenance and use of conduits, water, gas, sewer pipes, poles, wires, drainage facilities, irrigation systems, ducts and cables, and under these areas designated on this plat as a "Utility Easement" or "U/E" is hereby granted to the City of Mission, Kansas with subordinate use of the same by other governmental entities and public utilities as may be authorized by state law to use such easement for said purposes. This easement shall not prevent Grantor from installing cantilevered structures over the easement area so long as such structures do not interfere with Grantee's ability to construct and maintain its improvements installed within the easement area.

An easement or license to lay, construct, maintain, alter, repair, replace and operate one or more sewer lines and all appurtenances convenient for the collection of sanitary sewage, together with the right of ingress and egress, over and through those areas designated as "Sanitary Sewer Easement" or "S/E" on this plat, together with the right of ingress and egress over and through adjoining land as may be reasonably necessary to access said easement and is hereby dedicated to the Consolidated Main Sewer District of Johnson County, Kansas or their assigns. Alteration of land contours will be permitted only with the express written approval of JCW. Any placing of improvements or planting of trees on said permanent right-of-way will be done at the risk of subsequent damage thereto without compensation thereof. Cantilevered structures shall not obstruct a minimum clearance of 14 feet in height.

The undersigned proprietor, for itself, and its successors and assigns, hereby agrees that the respective owner(s), of buildings on the above described tract of land shall be responsible for the maintenance and repair of all building plumbing and sanitary sewer service lines common to more than one unit, and service lines from the point of connection at the building to the point of connection at the main. Individual unit tenants shall allow access to the units by the property owner and associates as needed for proper maintenance, repair and/or replacement of plumbing lines that are common to more than one unit. In the event the property is replatted to allow the sale of individual units within the building(s), the undersigned proprietor, its successors and assigns shall establish an owners association and record a restrictive covenant obligating such association to repair and maintain all building plumbing common to more than one unit including the aforesaid service lines from such building(s) to the main prior to sale of an individual unit within such building(s).

Execution:

IN TESTIMONY WHEREOF, the undersigned proprietors have hereunto subscribed their names.

OWNER - Aryeh Realty, LLC, a Delaware Limited Liability Company

By: GFI Gateway, LLC, Its Managing Member

By: Allen Gross, Manager

STATE OF _____)
COUNTY OF _____) SS

Be it remembered, that on this _____ day of _____, 2019, before me, a notary public in and for said county and state, came Allen Gross, Manager of GFI Gateway, LLC, Managing Member of Aryeh Realty, LLC, duly organized and existing under and by virtue of the laws of the State of Delaware; who is personally known to me to be the same person who executed as such officer the foregoing instrument of writing on behalf of said owners, and such persons duly acknowledged the execution of the same to be the free act and deed of said owners.

In witness hereof, I have hereunto subscribed my name and affixed my notarial seal this day and year last above written.

Notary: _____ My appointment expires: _____

Approvals

APPROVED BY, the City Council of the City of Mission, Johnson County, Kansas, this _____ day of _____, 2019.

ATTEST: _____
Ronald E. Appletoft, Mayor Martha Sumrall, City Clerk

APPROVED BY, the Planning Commission of the City of Mission, Johnson County, Kansas, this _____ day of _____, 2019.

Mike Lee, Planning Commission Chairperson

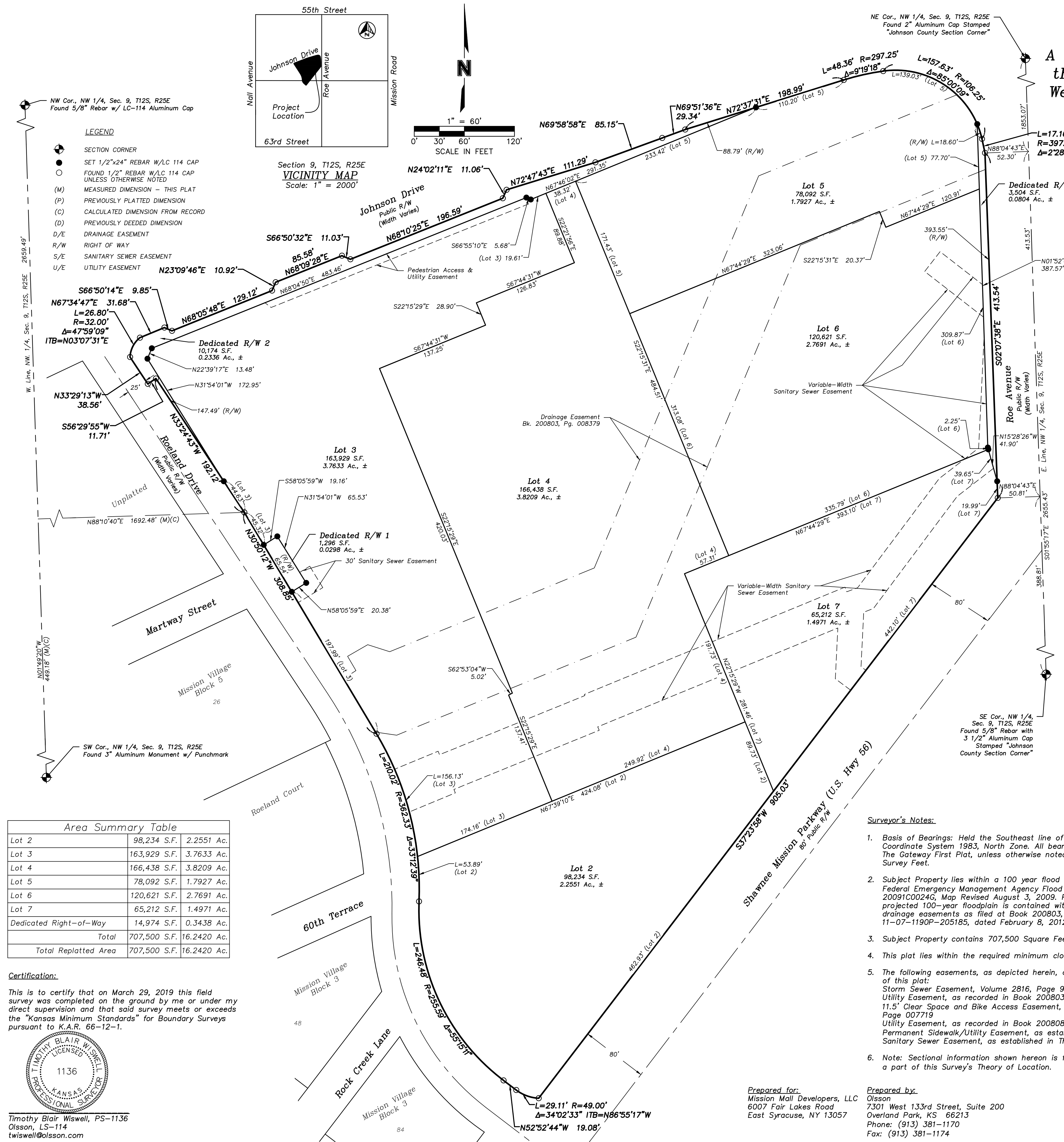
Audrey McClanahan, Planning Commission Secretary

Surveyor's Notes:

- Basis of Bearings: Held the Southeast line of Lot 1 of The Gateway First Plat = S37°23'58"W, Kansas Coordinate System 1983, North Zone. All bearings and distances match previously platted values on The Gateway First Plat, unless otherwise noted. Distances shown hereon are ground distances in US Survey Feet.
- Subject Property lies within a 100 year flood plain as designated on the U.S. Department of Housing, Federal Emergency Management Agency Flood Insurance Rate Map (FIRM) Community Panel Number 2009100246, Map Revised August 3, 2009. Per drainage redevelopment within this project, the projected 100-year floodplain is contained within the Storm Sewer culverts lying within the dedicated drainage easements as filed at Book 200803, Page 008379. This is reflected in the LOMR ID 11-07-1190P-205185, dated February 8, 2012.
- Subject Property contains 707,500 Square Feet, or 16.2420 Acres, more or less.
- This plat lies within the required minimum closure of 1:10,000.
- The following easements, as depicted herein, are hereby vacated with the recording of this plat:
Storm Sewer Easement, Volume 2816, Page 90
Utility Easement, as recorded in Book 200803, Page 008378
11.5' Clear Space and Bike Access Easement, as recorded in Book 200808, Page 007719
Utility Easement, as recorded in Book 200808, Page 007720
Permanent Sidewalk/Utility Easement, as established in The Gateway First Plat
Sanitary Sewer Easement, as established in The Gateway First Plat
- Note: Sectional information shown hereon is for graphical purposes only, and is not a part of this Survey's Theory of Location.

Prepared for:
Mission Mall Developers, LLC
6007 Fair Lakes Road
East Syracuse, NY 13057

Prepared by:
Olsson
7301 West 133rd Street, Suite 200
Overland Park, KS 66213
Phone: (913) 381-1170
Fax: (913) 381-1174

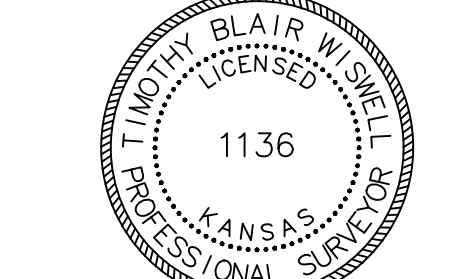


LEGEND

- SECTION CORNER
- SET 1/2"x24" REBAR W/LC 114 CAP
- FOUND 1/2" REBAR W/LC 114 CAP UNLESS OTHERWISE NOTED
- (M) MEASURED DIMENSION - THIS PLAT
- (P) PREVIOUSLY PLATTED DIMENSION
- (C) CALCULATED DIMENSION FROM RECORD
- (D) PREVIOUSLY DEEDED DIMENSION
- D/E DRAINAGE EASEMENT
- R/W RIGHT OF WAY
- S/E SANITARY SEWER EASEMENT
- U/E UTILITY EASEMENT

| Lot | Area (S.F.) | Area (Ac.) |
|-----------------------------|---------------------|--------------------|
| Lot 2 | 98,234 S.F. | 2.2551 Ac. |
| Lot 3 | 163,929 S.F. | 3.7633 Ac. |
| Lot 4 | 166,438 S.F. | 3.8209 Ac. |
| Lot 5 | 78,092 S.F. | 1.7927 Ac. |
| Lot 6 | 120,621 S.F. | 2.7691 Ac. |
| Lot 7 | 65,212 S.F. | 1.4971 Ac. |
| Dedicated Right-of-Way | 14,974 S.F. | 0.3438 Ac. |
| Total | 707,500 S.F. | 16.2420 Ac. |
| Total Replatted Area | 707,500 S.F. | 16.2420 Ac. |

Certification:
This is to certify that on March 29, 2019 this field survey was completed on the ground by me or under my direct supervision and that said survey meets or exceeds the "Kansas Minimum Standards" for Boundary Surveys pursuant to K.A.R. 66-12-1.



Timothy Blair Wiswell, PS-1136
Olsson, LS-114
twiswell@olsson.com

Final Plat
The Gateway Second Plat

A Replat of Lot 1, The Gateway First Plat, lying in the West Half of Section 9, Township 12 South, Range 25 East

City of Mission, Johnson County, Kansas

| REV. NO. | DATE | REVISIONS DESCRIPTION |
|----------|------------|---|
| 1 | 2018.11.27 | Revised Interior Lot Line Location & Areas |
| 2 | 2019.07.01 | Revised Lot Layout & Lot Area Table |
| 3 | 2019.09.17 | Revised Boundary, Property Description, Interior Lot Lines & Areas |
| 4 | 2019.10.14 | Revised Sanitary Sewer Easement on West Line, Added Access Easement |
| 5 | 2019.10.24 | Revised Sanitary Sewer Easement on West Line, Added Access Easement |

2019

SHEET
1 of 3

Final Plat The Gateway Second Plat

A Replat of Lot 1, The Gateway First Plat, a subdivision in the City of Mission, Johnson County, Kansas, lying in the West Half of Section 9, Township 12 South, Range 25 East

| Area Summary Table | | |
|-----------------------------|---------------------|--------------------|
| Lot 2 | 98,234 S.F. | 2.2551 Ac. |
| Lot 3 | 163,929 S.F. | 3.7633 Ac. |
| Lot 4 | 166,438 S.F. | 3.8209 Ac. |
| Lot 5 | 78,092 S.F. | 1.7927 Ac. |
| Lot 6 | 120,621 S.F. | 2.7691 Ac. |
| Lot 7 | 65,212 S.F. | 1.4971 Ac. |
| Dedicated Right-of-Way | 14,974 S.F. | 0.3438 Ac. |
| Total | 707,500 S.F. | 16.2420 Ac. |
| Total Replatted Area | 707,500 S.F. | 16.2420 Ac. |

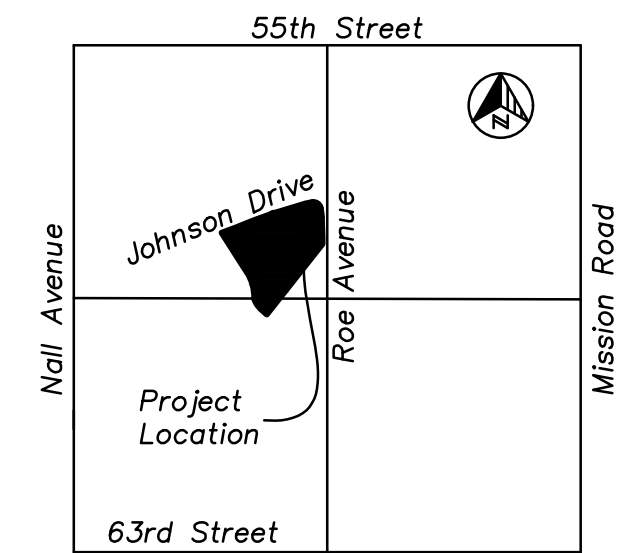
- LEGEND**
- SECTION CORNER
 - SET 1/2"x24" REBAR W/LC 114 CAP
 - FOUND 1/2" REBAR W/LC 114 CAP UNLESS OTHERWISE NOTED
 - (M) MEASURED DIMENSION - THIS PLAT
 - (P) PREVIOUSLY PLATTED DIMENSION
 - (C) CALCULATED DIMENSION FROM RECORD
 - (D) PREVIOUSLY DEEDED DIMENSION
 - D/E DRAINAGE EASEMENT
 - R/W RIGHT OF WAY
 - S/E SANITARY SEWER EASEMENT
 - U/E UTILITY EASEMENT

Property Description

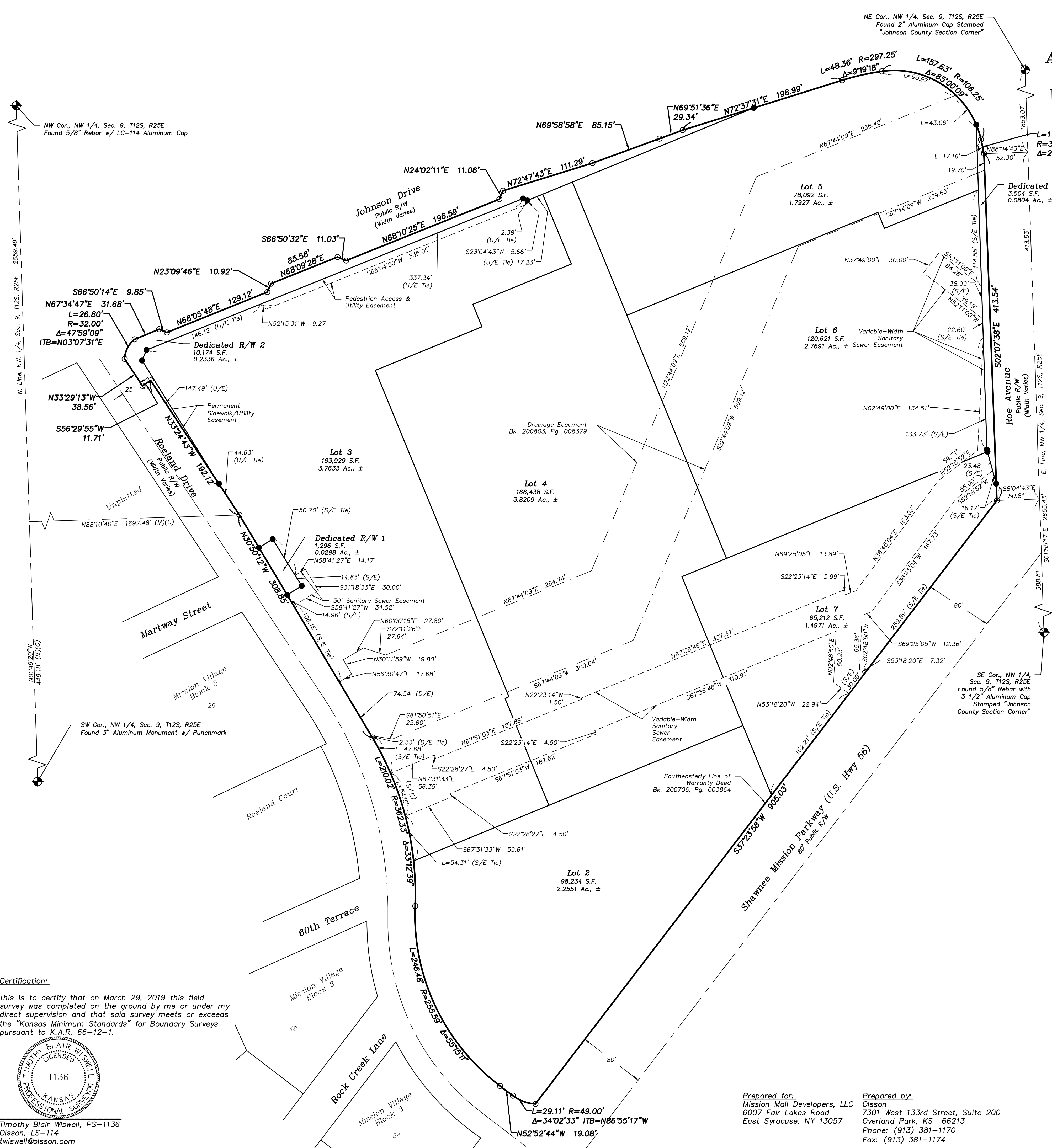
All of Lot 1, The Gateway First Plat, a subdivision in the City of Mission, Johnson County, Kansas, lying in the West Half of Section 9, Township 12 South, Range 25 East, containing 707,500 Square Feet or 16.2420 Acres, more or less.

Surveyor's Notes:

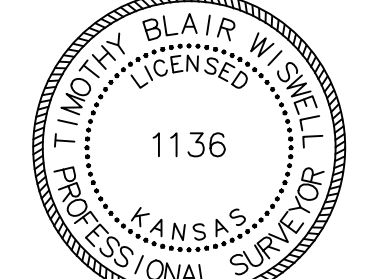
1. Basis of Bearings: Held the Southeast line of Lot 1 of The Gateway First Plat = S37°23'58"W, Kansas Coordinate System 1983, North Zone. All bearings and distances match previously platted values on The Gateway First Plat, unless otherwise noted. Distances shown hereon are ground distances in US Survey Feet.
2. Subject Property lies within a 100 year flood plain as designated on the U.S. Department of Housing, Federal Emergency Management Agency Flood Insurance Rate Map (FIRM) Community Panel Number 20091C0024C, Map Revised August 3, 2009. Per drainage redevelopment within this project, the projected 100-year floodplain is contained within the Storm Sewer culverts lying within the dedicated drainage easements as filed at Book 200803, Page 008379. This is reflected in the LOMR ID 11-07-1190P-205185, dated February 8, 2012.
3. Subject Property contains 707,500 Square Feet, or 16.2420 Acres, more or less.
4. This plat lies within the required minimum closure of 1:10,000.
5. The following easements, as depicted herein, are hereby vacated with the recording of this plat:
 Storm Sewer Easement, Volume 2816, Page 90
 Utility Easement, as recorded in Book 200803, Page 008378
 11.5' Clear Space and Bike Access Easement, as recorded in Book 200808, Page 007719
 Utility Easement, as recorded in Book 200808, Page 007720
 Permanent Sidewalk/Utility Easement, as established in The Gateway First Plat
 Sanitary Sewer Easement, as established in The Gateway First Plat
6. Note: Sectional information shown hereon is for graphical purposes only, and is not a part of this Survey's Theory of Location.



Section 9, T12S, R25E
VICINITY MAP
Scale: 1" = 2000'



Certification:
This is to certify that on March 29, 2019 this field survey was completed on the ground by me or under my direct supervision and that said survey meets or exceeds the "Kansas Minimum Standards" for Boundary Surveys pursuant to K.A.R. 66-12-1.



Timothy Blair Wiswell, PS-1136
Olsson, LS-114
twiswell@olsson.com

Prepared for:
Mission Mall Developers, LLC
6007 Fair Lakes Road
East Syracuse, NY 13057

Prepared by:
Olsson
7301 West 133rd Street, Suite 200
Overland Park, KS 66213
Phone: (913) 381-1170
Fax: (913) 381-1174

7301 West 133rd Street, Suite 200
Overland Park, KS 66213-4750
TEL 913.381.1170 www.olsson.com

| REV. NO. | DATE | DESCRIPTION | BY |
|----------|------------|---|-----|
| 1 | 2018.03.31 | Revised Dedication Language & Approval Signature Block | MJB |
| 2 | 2018.11.13 | Revised Ownership Signature | MJB |
| 3 | 2018.11.27 | Revised Interior Lot Line Location & Areas | MJB |
| 4 | 2019.07.01 | Revised Lot Layout, Lot Area, Table, Sanitary Easement, Title Block & Signature Block Dates | MJB |
| 5 | 2019.09.17 | Revised Lot Layout, Lot Area, Table & Easement File | MJB |
| 6 | 2019.10.24 | Revised Sanitary Sewer Easement on West Line | MJB |
| 7 | 2019.10.24 | Revised Sanitary Sewer Easement on West Line | MJB |

Final Plat
The Gateway Second Plat

2019

A Replat of Lot 1, The Gateway First Plat, lying in the West Half of Section 9, Township 12 South, Range 25

City of Mission, Johnson County, Kansas

| | |
|--------------|-------------|
| drawn by: | MJB |
| checked by: | TBW |
| approved by: | TBW |
| QA/QC by: | TBW |
| project no.: | A15-2039 |
| drawing no.: | V.FP.AS2039 |
| date: | 2019.04.16 |

SHEET

2 of 3

Final Plat The Gateway Second Plat

A Replat of Lot 1, The Gateway First Plat, a subdivision in the City of Mission, Johnson County, Kansas, lying in the West Half of Section 9, Township 12 South, Range 25 East

Olsson

7301 West 133rd Street, Suite 200
Overland Park, KS 66213-4750
TEL 913.381.1170 www.olson.com

- LEGEND**
- ◆ SECTION CORNER
 - SET 1/2"x24" REBAR W/LC 114 CAP
 - FOUND 1/2" REBAR W/LC 114 CAP UNLESS OTHERWISE NOTED
 - (M) MEASURED DIMENSION - THIS PLAT
 - (P) PREVIOUSLY PLATTED DIMENSION
 - (C) CALCULATED DIMENSION FROM RECORD
 - (D) PREVIOUSLY DEEDED DIMENSION
 - D/E DRAINAGE EASEMENT
 - R/W RIGHT OF WAY
 - S/E SANITARY SEWER EASEMENT
 - U/E UTILITY EASEMENT

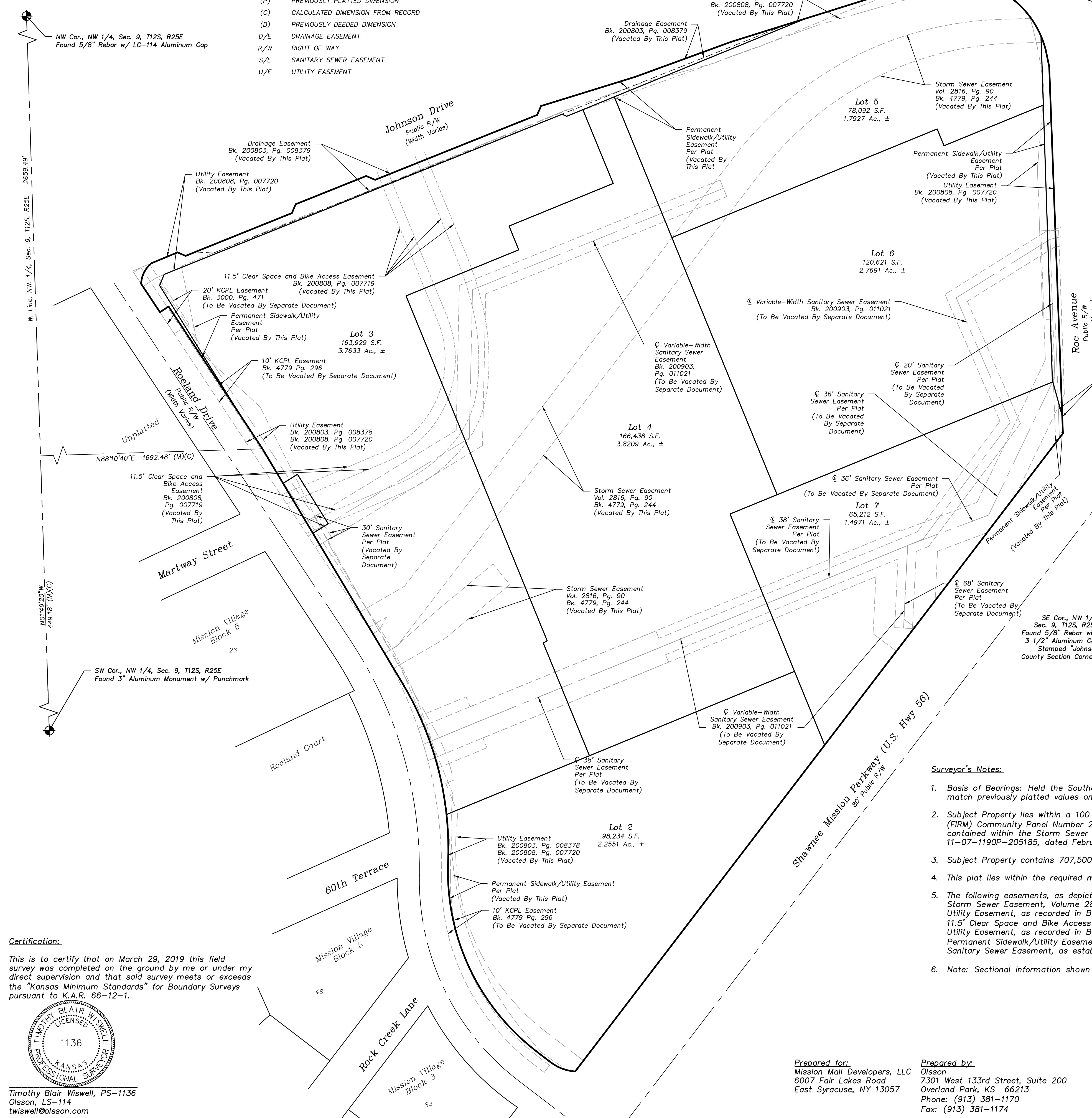
| Area Summary Table | | |
|-----------------------------|---------------------|--------------------|
| Lot 2 | 98,234 S.F. | 2.2551 Ac. |
| Lot 3 | 163,929 S.F. | 3.7633 Ac. |
| Lot 4 | 166,438 S.F. | 3.8209 Ac. |
| Lot 5 | 78,092 S.F. | 1.7927 Ac. |
| Lot 6 | 120,621 S.F. | 2.7691 Ac. |
| Lot 7 | 65,212 S.F. | 1.4971 Ac. |
| Dedicated Right-of-Way | 14,974 S.F. | 0.3438 Ac. |
| Total | 707,500 S.F. | 16.2420 Ac. |
| Total Replatted Area | 707,500 S.F. | 16.2420 Ac. |



- Surveyor's Notes:**
- Basis of Bearings: Held the Southeast line of Lot 1 of The Gateway First Plat = S37°23'58"W, Kansas Coordinate System 1983, North Zone. All bearings and distances match previously platted values on The Gateway First Plat, unless otherwise noted. Distances shown hereon are ground distances in US Survey Feet.
 - Subject Property lies within a 100 year flood plain as designated on the U.S. Department of Housing, Federal Emergency Management Agency Flood Insurance Rate Map (FIRM) Community Panel Number 20091C00246, Map Revised August 3, 2009. Per drainage redevelopment within this project, the projected 100-year floodplain is contained within the Storm Sewer culverts lying within the dedicated drainage easements as filed at Book 200803, Page 008379. This is reflected in the LOMR ID 11-07-1190P-205185, dated February 8, 2012.
 - Subject Property contains 707,500 Square Feet, or 16.2420 Acres, more or less.
 - This plat lies within the required minimum closure of 1:10,000.
 - The following easements, as depicted herein, are hereby vacated with the recording of this plat:
Storm Sewer Easement, Volume 2816, Page 90
Utility Easement, as recorded in Book 200803, Page 008378
11.5' Clear Space and Bike Access Easement, as recorded in Book 200808, Page 007719
Utility Easement, as recorded in Book 200808, Page 007720
Permanent Sidewalk/Utility Easement, as established in The Gateway First Plat
Sanitary Sewer Easement, as established in The Gateway First Plat
 - Note: Sectional information shown hereon is for graphical purposes only, and is not a part of this Survey's Theory of Location.

Prepared for:
Mission Mall Developers, LLC
6007 Fair Lakes Road
East Syracuse, NY 13057

Prepared by:
Olsson
7301 West 133rd Street, Suite 200
Overland Park, KS 66213
Phone: (913) 381-1170
Fax: (913) 381-1174



Certification:
This is to certify that on March 29, 2019 this field survey was completed on the ground by me or under my direct supervision and that said survey meets or exceeds the "Kansas Minimum Standards" for Boundary Surveys pursuant to K.A.R. 66-12-1.

Timothy Blair Wiswell, PS-1136
Olsson, LS-114
twiswell@olsson.com

| REV. NO. | DATE | REVISIONS DESCRIPTION |
|----------|------------|--|
| 1 | 2018.08.08 | Removed Vacated Easement |
| 2 | 2018.11.27 | Revised Interior Lot Line Layout & Location |
| 3 | 2019.06.29 | Revised Lot Layout & Lot Area Table, Revised This Block |
| 4 | 2019.08.17 | Revised Lot Layout & Lot Area Table |
| 5 | 2019.10.14 | Revised Boundary, Property Description, Interior Lot Lines & Areas |

2019

**Final Plat
The Gateway Second Plat**

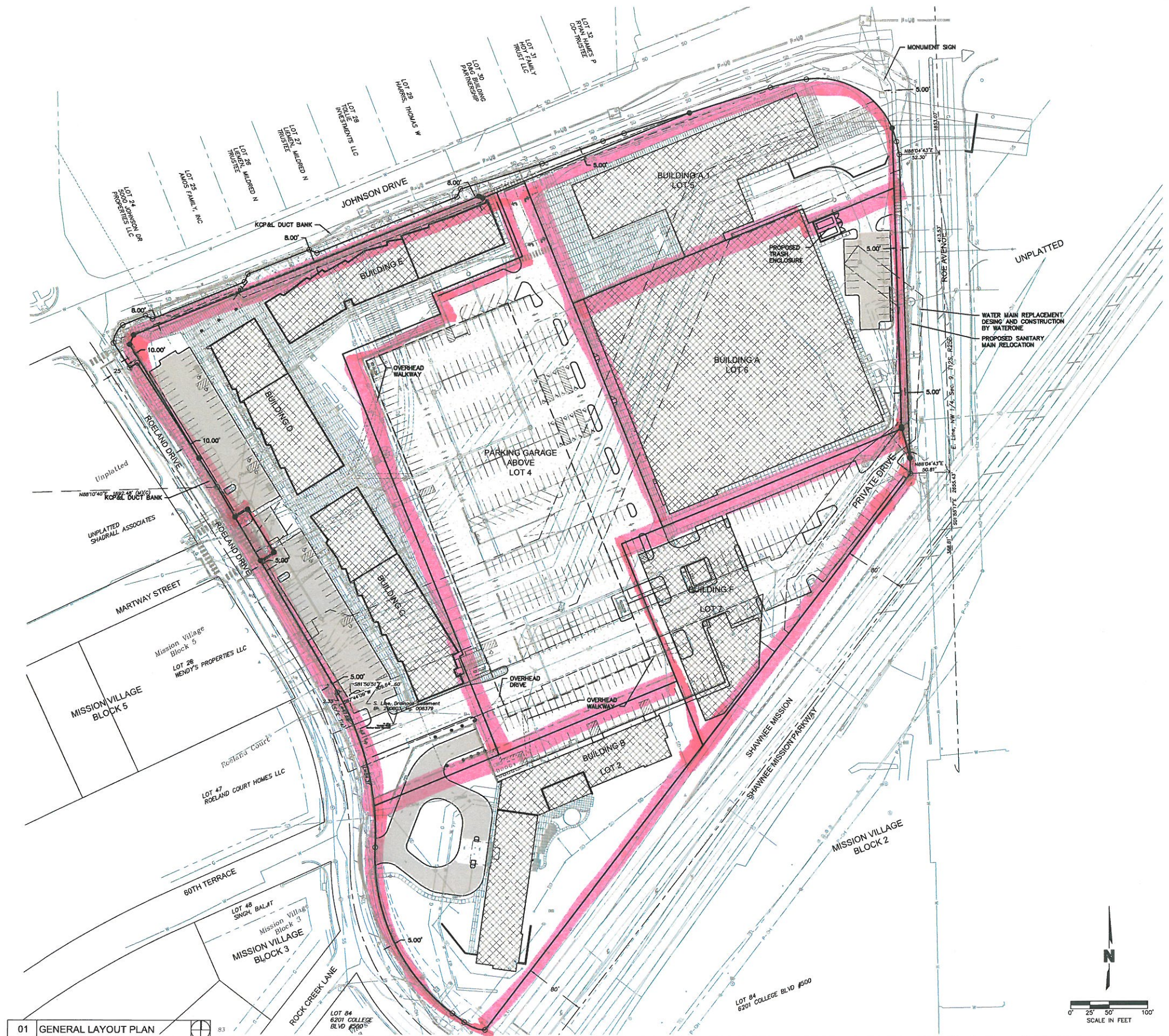
A Replat of Lot 1, The Gateway First Plat, lying in the West Half of Section 9, Township 12 South, Range 25 East

City of Mission, Johnson County, Kansas

| |
|--------------------------|
| drawn by: MJB |
| checked by: TBW |
| approved by: TBW |
| QA/QC by: TBW |
| project no.: A15-2039 |
| drawing no.: V.FP.AS2039 |
| date: 2019.04.16 |

SHEET
3 of 3

DWG: F:\PROJECTS\015-2039\40-Design\AurCAD\Exhibit\2018.11.19_Property_Lin_Exhibit_C.GPJ_25039.dwg
 DATE: Nov 18, 2019 5:35pm
 XREFS: C:\BASE\2039 C:\SURF\2039 C:\TBLK\2039
 USER: dsherman
 C:\RWD\25039
 C:\BASE_PDP_2039 V_FP_A25039



LEGEND

| | |
|--------|------------------------------------|
| — P-OH | EXISTING OVERHEAD POWER LINE |
| — P-UG | EXISTING UNDERGROUND POWER LINE |
| — TEL | EXISTING TELEPHONE LINE |
| — COM | EXISTING COMMUNICATION LINE |
| — FO | EXISTING FIBER OPTIC LINE |
| — G | EXISTING GAS LINE |
| — W | EXISTING WATER LINE |
| — SS | EXISTING SANITARY SEWER |
| — SD | EXISTING STORM DRAIN |
| — SS | EXISTING STORM SEWER |
| — | PROPERTY BOUNDARY |
| — | PROPOSED LOT LINE |
| --- | EASEMENT LINE |
| — UGE | PROPOSED UNDERGROUND ELECTRIC LINE |
| — COM | PROPOSED COMMUNICATION LINE |
| — W | PROPOSED WATER LINE |
| — G | PROPOSED GAS LINE |
| — FP | PROPOSED FIRE PROTECTION LINE |
| — SS | PROPOSED STORM SEWER |
| — SS | PROPOSED SANITARY SEWER |
| — C | COMPACT PARKING STALLS |

NOTE:
 ALL SIDEWALK IMPROVEMENTS SHALL MEET ADA AND MUTCD CRITERIA.
 SEE SHEET C1.3 FOR MORE DETAILS ABOUT UTILITY CONNECTION

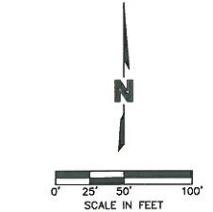
01 GENERAL LAYOUT PLAN

FINAL DEVELOPMENT PLAN
 MARCH 17, 2017

REVISIONS:
 CITY REVIEW COMMENTS 03.17.2017
 CITY REVIEW COMMENTS 05.25.2017
 CITY REVIEW COMMENTS 07.17.2017
 REVISED LAYOUT 09.16.2019

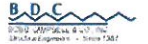
CONSULTANTS:

| | | |
|--|--|---|
| CIVIL / LANDSCAPE: OLSSON ASSOCIATES 1301 BURLINGTON STREET SUITE 100 NORTH KANSAS CITY, MO 64116 TEL: 816.381.1177 | M/E/P: PKMR ENGINEERS 13300 W. 98TH ST LENEKA, KANSAS 66215 TEL: 913-492-2400 FAX: 913-492-2437 | STRUCTURAL: BOB D. CAMPBELL & CO., INC. 4338 BELLEVUE AVE. KANSAS CITY, MISSOURI 64111 TEL: 816-531-4144 FAX: 816-531-8572 |
|--|--|---|



FDP-C1.0
 GENERAL LAYOUT PLAN

MISSION GATEWAY
 el dorado olsson pkmr



510 avenida cesar e Chavez, Kansas city, missouri 64108 p 816 474 3838 f 816 474 0836 www.eldoradarchitects.com

| | | |
|----------------------------|--------------|-------------------|
| City of Mission | Item Number: | 2. |
| ACTION ITEM SUMMARY | Date: | December 11, 2019 |
| Administration | From: | Martha Sumrall |

Action items require a vote to recommend the item to full City Council for further action.

RE: November 6, 2019 Community Development Committee minutes.

RECOMMENDATION: Review and accept the November 6, 2019 minutes of the Community Development Committee.

DETAILS: Minutes of the November 6, 2019 Community Development Committee meeting are presented for review and acceptance. At the committee meeting, if there are no objections or recommended corrections, the minutes will be considered accepted as presented.

Draft minutes are linked to the City Council agenda packet so that the public may review the discussion from the committee meeting in advance of the Council action on any particular item.

CFAA CONSIDERATIONS/IMPACTS: N/A

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

MINUTES OF THE MISSION COMMUNITY DEVELOPMENT COMMITTEE

November 6, 2019

The Mission Community Development Committee met at Mission City Hall, Wednesday, November 6, 2019 at 7:56 p.m. The following committee members were present: Hillary Thomas, Arcie Rothrock, Nick Schlossmacher, Kristin Inman, Debbie Kring, and Sollie Flora. Absent: Councilmembers Quinn and Davis. Councilmember Thomas called the meeting to order at 7:56 p.m.

Also present were City Administrator Laura Smith, Assistant City Administrator Brian Scott, City Clerk Martha Sumrall, Assistant to the City Administrator Emily Randel, Public Works Director Celia Duran, Parks & Recreation Director Penn Almoney, Chief Ben Hadley, and Superintendent Brent Morton.

Public Comments

There were no public comments.

Adopt-A-Park Program

Mr. Almoney provided an overview of the Adopt-A-Park Program and the recent kick-off event at Waterworks Park. The program is a partnership with volunteers and has four main goals:

- Engage in safe, maintained parks
- Partner in beautifying
- Interact with nature
- Foster community and create relationships

Volunteers are encouraged to adopt a park, including local businesses, individuals / families, government agencies, philanthropic organizations or non-profit organizations. The first group to participate is the Scouts at Rushton Elementary. Mr. Almoney provided information on the application process for the program and the training that is provided for those participating. The kick-off event for the program was held on October 15th at Waterworks Park with the Scouts who signed a pledge and completed a variety of projects.

Councilmember Kring asked if a fountain and restroom are anticipated for Waterworks Park. Mr. Almoney stated that a portable restroom will be put in the park next week. Ms. Smith discussed the challenges with building and adding amenities to Waterworks Park due to it being owned by WaterOne and the underground storage tanks at the park.

This item was informational only and no action was taken.

Amendment of Gateway Final Site Development Plan

Mr. Scott displayed a picture of the proposed Gateway Project and discussed the evolution of the project. In March 2017 the final development plan was approved by the Planning Commission that included apartments, small retail below the apartments, 7-story hotel, office and additional retail (not defined). Originally the project was to be built in phases, but as the developer has worked with tenants, designers, and contractors to implement this project, the plans have become more refined and in some cases have changed. Last winter a lease was signed with Cinergy, which is an entertainment venue. He discussed the Cinergy project and stated the developer anticipates walls going up for this portion of the project in December. Several potential tenants have been identified for the office building which will now be a bigger building (adding a fourth level). A food hall has also been added to the project. The food hall and Cinergy are a change from the previous three smaller, junior anchor spaces that had been contemplated. He stated that these changes to the project did not require the preliminary site plan coming back, but staff felt that an amendment to the final development plan would be appropriate for consideration at the Planning Commission level. He also noted that the parking structure has changed and it now has a smaller footprint but is taller.

Councilmember Kring asked what changes are being made to the office building. Mr. Scott stated that it will now be a 4-story building. He discussed the utility easement that requires clearance on the first level of the garage. Councilmember Thomas expressed her concerns with the color scheme depicted in the plans, particularly the yellow included on the apartment building. Mr. Scott stated that this was approved in 2017 and has always been a part of the plan. Discussion continued on whether there are specific color schemes included in our planning guidelines that must be met. The committee also discussed the height of the garage and whether and from where the additional level will be visible. Discussion continued on traffic impacts, who pays for improvements and how these are approved through the State (KDOT).

This item was informational only and no action was taken.

Acceptance of the October 2, 2019 Community Development Committee Minutes

Minutes of the October 2, 2019 Community Development Committee were provided to the committee. There being no objections or corrections, the minutes were accepted as presented.

Resolution Adopting the Findings of Fact Regarding Structure at 5399 Martway

Mr. Scott stated that the structure at 5399 Martway (Mission Bowl) was damaged in a fire in April 2015. In July of this year, the building was inspected and a report prepared regarding its current condition. A public hearing was held regarding the building at the October City Council Meeting. At that time, Jim Brown, Building Inspector, reported that the building is unsafe and dangerous. Following the public hearing, Council instructed staff to prepare a resolution regarding the findings of fact for the building. Mr. Scott discussed the proposed resolution and

read Section 1 (A-F) which outlines the specific findings. Council is being asked to adopt this resolution. The timeline following adoption of the resolution includes the property owners being required to begin to repair or remove the structure within 10 days from the date of passage of this resolution. If that does not happen, the City will then take action, including getting bids for the demolition of the property. He noted that if the property owners do respond to this resolution, they will have 30 days to bring it into compliance.

Councilmember Inman asked if January would be the earliest that the City would move forward with demolition and Mr. Scott stated that is correct. Mr. Scott also noted that we do not own the building so we would not repair it.

Councilmember Inman recommended that the resolution finding that a structure is unsafe and dangerous, and directing that the structure be repaired or removed and the premises made safe and secured be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

Ordinance Amending Notice Requirements for Code Violations

Mr. Scott stated this past summer has been challenging with nuisance violations, and noted that there are inconsistencies in our Code that have contributed to this. He stated we need to thoroughly review the Codes to make sure they align, but at this time a change is recommended with how to best address repeat violators of the nuisance code. He provided information on the process for code violations regarding grass which have been shortened for a second violation. For other nuisance issues owners are given 10 days to correct the issue. If they fail to do so within 10 days, then the City can abate the nuisance and/or issue a citation for the property owner to appear in court. There have been occasions where the nuisance issue will develop again within a few weeks or months of the initial violation and, under our current code, staff is required to go back through the 10 day notice process. The proposed ordinance would eliminate the 10 day notice for a recurrence within a 12 month period of the first being issued. He stated that this ordinance was drafted by the City Attorney.

Councilmember Schlossmacher asked if the initial 10 day notice can be shortened as it is usually three weeks before something is actually done. He also suggested that there be a second notice but that it be much shorter. Ms. Smith stated the 10 day notice is required by State Statute, but reducing it can be added to our 2020 Legislative Priorities.

Councilmember Flora asked if the second nuisance must be an exact match to the first nuisance (i.e., one car is considered a nuisance and is removed but there is another car that is a nuisance). Mr. Scott that it would be considered by category, such as "cars." He also stated these categories are included in our Code.

Discussion by the committee continued on whether the ordinance specifically requires the second nuisance to be in the same category, a year being a 12-month period, and how often

this situation arises. Ms. Smith stated it is not often that there is a problem with this, but when there is it is often very bad. The committee also discussed whether the nuisances are based on address as the property could be sold and the second owner would not have received the original notice if they have a similar nuisance. Ms. Smith stated these are tracked by property owner and not just address.

Councilmember Flora recommended that an ordinance adding Article IV to Chapter 220 of the Municipal Code of Mission, Kansas; defining unlawful repeat nuisance violator and penalties therefore be forwarded to Council for approval. All on the committee agreed, but this will not be a consent agenda item.

Contract Award for Mohawk Park Design

Mr. Almoney stated that the Parks & Recreation Master Plan underscores the goal of expanding and improving our parks. The Parks, Recreation & Tree Commission (PRT) has recommended that the addition of restroom facilities in Mohawk Park be the first capital project from the Master Plan. Other suggested improvements include:

- Redesigning the layout of the parks
- Designing and constructing permanent restrooms, storage and a water fountain
- Replacing playground equipment with unique themed amenities
- Adding irrigation
- Considering cross-functional uses, or adding tennis courts, splash pad, etc.

He stated that the next step is to implement the planning process for a specific park so that we can take a comprehensive look at the amenities to be added over time (phases) and get additional feedback from neighbors, stakeholders and the PRT. Proposals were solicited from nine firms with three responses received. Confluence is recommended with the lowest and most responsive bid. He also noted their experience and partnership with SFS Architecture. Their bid is for an amount not to exceed \$30,000.

Councilmember Schlossmacher asked if this process will be similar for other parks. Mr. Almoney stated that it will be, but that we can internalize best practices to engage the community, but do not necessarily need Confluence for each one. Councilmember Schlossmacher expressed his concerns with spending additional funds on this study after paying for the Parks Master Plan. Mr. Almoney discussed the need for engagement, particularly since we only have eight parks in Mission. He wants it done as well as possible. Discussion continued on the funds spent for the Parks Master Plan with nothing tangible from it at this point. Councilmember Flora stated that Confluence's proposal includes preparing "one or two" designs and she wants at least two designs, especially since we are using Mohawk as a "test case." Mr. Almoney stated Confluence plans to provide three mock-ups initially that can be used for public feedback and considered by the PRT. From there it will be narrowed to two plans from Confluence. Councilmember Rothrock asked why Mohawk was chosen first. Mr. Almoney

stated Mohawk Park currently has the most stakeholders (soccer groups, etc.) and we will be able to check-off the most boxes from the Parks Master Plan at this park. Ms. Smith also noted that since the park area for Mohawk was purchased, we have not invested in any improvements for the park (with the exception of resurfacing the trail that was there). Councilmember Kring stated she appreciates working on a long-term vision for the park. Councilmember Thomas requested additional information on the Parks Master Plan priorities and what percent of the sales tax is being used for these. She would like to say improvements are coming to Ward I, but does not want to make false promises. Discussion continued on the Parks & Recreation Sales Tax and how those funds are spent. Councilmember Thomas requested a breakdown of the Parks & Recreation Department finances and where they are spent.

Councilmember Rothrock recommended that the proposal from Confluence in an amount not to exceed \$30,000 for conceptual park design and restroom design for Mohawk Park be forwarded to Council for approval. All on the committee agreed but this will not be a consent agenda item.

Discussion of Marketing/Branding Project

Ms. Smith stated that staff has looked at marketing and branding for the City, but specifically the Community Center since the opening of Planet Fitness. The marketing budget has been increased to \$30,000 for 2019 and 2020, with the intention of funding marketing services contractually rather than an in-house position. An RFQ for these services was put on hold in 2019 until a new department director was in place. An RFQ was recently sent to 10 firms with 5 responses received. She provided Council with a handout of the many logos associated with the City over the years for a variety of departments and events. She stated that tonight she is seeking general feedback on this issue. Council may want to consider a city-wide marketing proposal, which would include more than branding. It could include the redesign of City brochures, style guides city-wide, website redesign, etc. There is \$60,000 in the Parks and Recreation budget to start, but a city-wide market/branding effort could be done in connection with the comprehensive plan update (vision for the City). This would allow us to put forth a consistent and clear message.

Councilmember Thomas stated she supports this, especially rebranding efforts. She has been advocating for a communications position on staff. Ms. Smith stated the project would include some metrics so that we are able to measure our investment. Councilmember Thomas stated she would like to see who responded to the RFQ and suggested that it would be beneficial to keep this process with someone close to Mission as they know who we are. Councilmember Kring stated she believes the community should have an opportunity to weigh in.

This item was for discussion only and no action was taken.

Snow Plan Update

Councilmember Schlossmacher commended the Public Works Staff for their plowing during the snow earlier in the month.

Mr. Morton provided an update on the City's Snow Plan, noting that there are not many changes this year. Last year the department was short-staffed and they are now almost fully staffed which will assist with plowing shifts. He provided information on their on-call schedule, two crews who run on 12-hour shifts, inspection procedures for trucks, the usual time required to touch all streets in Mission during a snow event, salt reserves, and plow routes including sidewalks, trails, etc.

Councilmember Inman also commended the staff for their work.

This item was for discussion only and no action was taken.

Rock Creek Channel Design Modifications

Ms. Duran provided an update on the Rock Creek Channel Project and potential design modifications for the project. She stated the project costs are estimated at \$5.2 million with \$400,809 being paid for by the Roeland Court Townhomes. She anticipates the recently approved home demolition to be completed in two weeks and the City is working on obtaining the six easements required for the project. She anticipates construction to begin in spring 2020 with completion by the end of the year. During the design process, several additional items not originally included in the concept design were reviewed and discussed by staff. Several of these items could be beneficial to property values and assist with future maintenance. Six items were identified and prioritized, as listed below:

1. Increasing the retaining wall height to remove certain property from the floodplain.
2. Construction of an access ramp for future maintenance of the channel.
3. Pavement restoration due to ramp installation and addition of geogrid for a portion of the retaining wall.
4. Flow-fill two previously abandoned storm sewers on the north side of the creek, and replace the existing 15" CMP storm sewer on the south side of the creek and obtain easement to prevent future maintenance issues.
5. Addition of railing on top of retaining wall adjacent to the Wendy's and Park N' Ride to address safety concerns.
6. Extend the wall 300' between Johnson County Wastewater and the cell tower to prevent future maintenance. There is no erosion evident at this time.

She feels items 1-3 are needed and that items 4-6 could increase property values and assist with future maintenance issues. Ms. Duran asked the committee for their feedback on these items so that bid alternates can be prepared if necessary. The goal of the department is to bring

projects in on time and within budget. There is contingency in the budget for this project, but the budget was based on a preliminary engineering study (plus inflation) that was prepared by GBA and submitted to SMAC. She also noted that SMAC funding will only pay for certain things and if the items are above the "project goal" SMAC will not fund.

Discussion continued on:

-
- Pavement rehabilitation/restoration, which GBA had said is already in the budget. This area is near Wendy's and the MD Management parking lot.
- Storm sewers - there are 2 24" CMP pipes that are abandoned and could be the site of future settlements. It is recommended that these be replaced as well as one not in an easement. The cost is \$48,000 which is not in the budget. Councilmember Flora asked if this item would compromise the project if not completed or is it just a benefit to the property owners. Ms. Duran stated we could just fix the pipe on the south side of the creek and if the others settle in the future we would need to go back and fix them. She stated doing it now is preventative maintenance.
- The railing near the Wendy's is not an ADA requirement but is a good safety improvement. The cost would be \$32,000 but GBA will provide other options that are less expensive. Discussion continued on the other options/materials that could be used for this railing (black coated chain link at approximately \$10,000), whether there are liability issues associated with this, and whether this is required.
- Removal of property from the floodplain by raising the retaining wall, which would increase property values. Councilmember Flora asked if there is a corresponding tax benefit to this item. Ms. Smith stated that there may be if the property is sold, but this may improve the potential for redevelopment in the area and would save property owners from purchasing flood insurance. This is a long-term benefit.
- The addition of an access ramp near the Park N' Ride would reduce long-term maintenance costs. Discussion continued on how often debris removal from the creek/storm boxes would be required (possibly every 10 years), the amount paid previously to a contractor to remove debris from the boxes below the Gateway Project (\$148,000 to Kissick Construction who had to drop a crane into the channel), and whether this project at a cost of \$100,000 is a reasonable cost.
- Wall extension which is not in the PES and there is no slope failure or erosion at this time. Ms. Duran stated we don't want to come back in 10 years and have to do this project. She will also ask for a cost breakdown (materials, installation costs) for this item to share with Council.

Councilmember Thomas asked if there is a cost savings to do all of these together ("bundle") and Ms. Duran stated that there is not. Councilmember Schlossmacher requested information on a 20-year rate-of-return on these items. Councilmember Flora asked if Council could wait until they know if there are overall cost savings in the project before deciding to move forward. Ms. Duran discussed the pavement rehabilitation and it moving forward if there are savings in the project. Bid alternates can be prepared for these items.

Councilmember Schlossmacher stated he would like to know what the potential cost difference would be if built in five years. Ms. Duran stated an estimate of 4% inflation in cost would be reasonable. She also stated she will get estimates on savings based on economy of scale and savings on mobilization costs. Discussion continued on individual items and which should be included.

Ms. Duran asked if all agree that the storm sewer work and increasing the retaining wall height to remove certain properties from the floodplain should be included. All agreed. Additional information from GBA on other items will be provided to Council when received.

Department Updates

There were no department updates.

Other

Johnson Drive Speeding

Councilmember Thomas stated she would like to look at the CIP Committee and “where to go with it” prior to January appointments/reappointments of committee members. Ms. Smith stated this can be discussed at the December committee meeting.

Councilmember Kring expressed her concerns with speeding on Johnson Drive. She feels some cars are going as fast as 45-50 mph, making it dangerous for pedestrians. The speed limit is not being enforced and something needs to be done to reduce speeds. Councilmember Schlossmacher stated this issue was considered several years ago and that a road diet could have addressed the issue. Discussion continued on Johnson Drive speeding, including the use of a speed trailer and its ability to record data, increased enforcement, whether enforcement/ticketing is the appropriate long-term solution, the installation of a stop light at Woodson several years ago, and whether there is actually a speeding problem at all. Most on the committee agreed that speeding is a problem and increased police presence is a short-term solution. Ms. Smith stated that BikeWalk KC conducted a study in April 2017 and this will be provided to Council. This item will also be added to the December committee agenda as a discussion item. She stated the CIP includes UBAS treatment of Johnson Drive in 2022 and there is a fundamental question for Council on whether they would like to wait until then to consider changes or advance the project (flip-flop with another) as we know the long-term solution. Councilmember Schlossmacher stated with the apartments on Johnson Drive coming available soon and business activity, he feels this project should be accelerated. All want a walkable area and studies show reconfiguring the road will slow traffic. Chief Hadley stated the speed trailer can be put up and data gathered, but he also discussed the Police Department’s availability to focus on enforcement in the area when there are other calls for service. The

committee also discussed communicating to the public the short-term solution of increased enforcement and why this is necessary.

Ms. Smith will share with Council the BikeWalkKC study and add this issue to the December committee agenda. Councilmember Flora asked if a representative from BikeWalkKC could attend the meeting. Councilmember Schlossmacher recommended using Sean Partain, Sustainability Commissioner who works with transit issues and is very knowledgeable, as a resource. Councilmember Thomas asked that CIP opportunities to switch out projects be provided so this issue can be expedited in 2020.

Update on De-annexation

Councilmember Schlossmacher requested an update on the de-annexation process. Councilmember Inman stated that there is another meeting with Roeland Park representatives on Friday, and Councilmember Flora stated all are committed to working within the approved range. Additional information will be provided following the Friday meeting.

Meeting Close

There being no further business to come before the Committee, the meeting of the Community Development Committee adjourned at 9:40 p.m.

Respectfully submitted,

Martha Sumrall
City Clerk

| | | |
|----------------------------|--------------|-------------------|
| City of Mission | Item Number: | 3. |
| ACTION ITEM SUMMARY | Date: | December 11, 2019 |
| PUBLIC WORKS | From: | Brent Morton |

Action items require a vote to recommend the item to full City Council for further action.

RE: Public Works Facility Heater Replacement

RECOMMENDATION: Approve the purchase of five (5) 30-foot U-bend 155,000 BTU and four (4) straight 155,000 BTU Gas Tube Heaters for the Public Works Facility.

DETAILS: The gas tube heaters are located within the maintenance shop area and are bracketed with hangers from the ceiling. The tube heaters prevent pipes from freezing and keep the diesel trucks at the appropriate temperature necessary to ensure operation during the winter months.

The heaters were installed with construction of the Public Works facility in 2007 and the manufacturer of these heaters is no longer in business. Five (5) of the nine (9) heaters shut off in the last two weeks and require immediate replacement due to the potential of cold weather.

Three quotes were solicited for the tube heaters and are summarized in the table below.

| Vendor | Price |
|--|--------------|
| Temp-Con, LLC | \$30,025.71 |
| Stanger Industries, Inc. | \$38,100.00 |
| Environmental Mechanical Contractors, Inc. | \$39,726.00 |

Temp-Con, LLC provided the lowest and most responsive bid in the amount of \$30,025.71. The cost includes all materials, equipment, and labor to remove the existing heaters, install the new heaters, and perform startups to ensure the units are functioning correctly. The manufacturer provides a 3-year warranty for all components and a 10-year warranty for the burner sub-assembly and tubes. The heaters are anticipated to have a useful life of approximately 10 to 15 years.

The 2020 budget includes \$25,000 to replace the heaters, which estimated the capital equipment costs only. With labor, the total cost of the heaters is \$30,025.71. The additional amount \$5,025.71) will be funded from the 2020 Public Works operating budget.

Although the heaters were budgeted for 2020, Staff recommends purchasing the heaters in 2019 using funds designated for the purchase of Microsoft Office 365, as the purchase of this software has been delayed until 2020.

| | |
|---------------------------------|--|
| Related Statute/City Ordinance: | N/A |
| Line Item Code/Description: | Equipment: 01-20-403-06; Labor: 01-20-210-01 |
| Available Budget: | \$30,025.71 |

| | | |
|----------------------------|--------------|-------------------|
| City of Mission | Item Number: | 3. |
| ACTION ITEM SUMMARY | Date: | December 11, 2019 |
| PUBLIC WORKS | From: | Brent Morton |

Action items require a vote to recommend the item to full City Council for further action.

CFAA CONSIDERATIONS/IMPACTS: N/A

| | |
|---------------------------------|--|
| Related Statute/City Ordinance: | N/A |
| Line Item Code/Description: | Equipment: 01-20-403-06; Labor: 01-20-210-01 |
| Available Budget: | \$30,025.71 |

QUOTE

DATE: DECEMBER 2, 2019

Temp-Con. LLC

PRICES GOOD FOR 30 DAYS

Heating, Air Conditioning, Refrigeration

15670 S. Keeler, Olathe, Ks. 66062

913-768-4888, Fax 913-768-9999

TO:

City of Mission

4775 Lamar

Mission, KS 66202

| SALESPERSON | JOB | PAYMENT TERMS | DUE DATE |
|-------------|------------------------|---------------|----------|
| Brian Meyer | Tube Heater Replacment | Net 30 days | |

| DESCRIPTION | LINE TOTAL |
|--|---|
| This is a quote to install five 30' U bend 155,000 BTU and four 60' straight 155,000 BTU Schwank Tube Heaters. The heaters, hardware, misc. electrical and gas, flue materials, lift rental, and labor are included in this bid. After completing the installations, we will perform startups to ensure the units are functioning correctly. | Total \$ 30,025.71 *Tax Exempt |

Quotation prepared by: Brian Meyer _____

This estimate is based upon our inspection. Upon commencement of work, worn or damaged parts not evident on the first inspection may be discovered. This estimate cannot cover such contingencies. An authorized agent shall approve any additional work before repairs are performed.

To accept this quotation, **sign here** and print and return: _____ Date: _____

Please print name here: _____

Thank you for your business!

| | | |
|----------------------------|--------------|--------------------------|
| City of Mission | Item Number: | 4. |
| ACTION ITEM SUMMARY | Date: | November 6, 2019 |
| Administration | From: | Penn Almoney/Laura Smith |

Action items require a vote to recommend the item to full City Council for further action.

RE: Selection of Marketing/Branding Firm

RECOMMENDATION: Authorize staff to schedule follow-up interviews with Springboard Creative/Lynchpin Ideas and crux. for city-wide marketing and design services.

DETAILS: The City of Mission Parks & Recreation Department has seen a number of changes in logos over the last few years. The logos remain in certain iterations and have no real connection to what and how the City offers programs and amenities. Signage throughout the Community Center and the outdoor parks is inconsistent and could be used to share a standard of excellence moving forward. Membership engagement needs energized and refreshed to foster community with new/current residents/non-residents and bring awareness to the City's many programs and events.

In response to this situation, the City released a Request for Qualifications (RFQ) in late September seeking proposals for Marketing & Design (branding) services for the Parks & Recreation Department. Parks & Recreation staff solicited proposals for the RFQ through direct contact and by posting on the City website and five responses were received by the October 10 deadline.

- crux.
- REDKOR
- Tractorbeam Marketing
- Springboard Creative/Lynchpin Ideas
- DW Creative

Following a review of the proposals, three were selected for interviews (crux., REDKOR, and Springboard Creative/Lynchpin Ideas) to determine strategy, expertise, stakeholder engagement, timeline, and design/marketing trends. The interview panel was comprised of Penn Almoney, Laura Smith, and Mark Raduziner (PRT Chair).

Following the interview process, it became clear to staff that without a more comprehensive identity or brand for the City as a whole, that an effort focused only on Parks and Recreation felt premature. We reached back out to each of the three firms interviewed to request an addendum to their proposals to expand the scope of the project city-wide.

While all firms interviewed had strengths, the interview panel felt that crux. and Springboard Creative/Lynchpin Ideas team had the strongest presentations and with a local presence could more easily lead the City through this process.

| | |
|---------------------------------|---|
| Related Statute/City Ordinance: | N/A |
| Line Item Code/Description: | 01-27-204-01 Marketing/Public Relations |
| Available Budget: | Parks & Recreation \$60,000 (2019 and 2020) balance of any funds to come from 2019 General Fund fund balance. |

| | | |
|----------------------------|--------------|--------------------------|
| City of Mission | Item Number: | 4. |
| ACTION ITEM SUMMARY | Date: | November 6, 2019 |
| Administration | From: | Penn Almoney/Laura Smith |

Action items require a vote to recommend the item to full City Council for further action.

The financial commitment to this project is not insignificant. Even though \$60,000 is already accounted/budgeted for in the Parks and Recreation budget there would need to be additional funding identified for a city-wide effort. Staff feels strongly enough about the benefits of this project to advocate for serious consideration. However, as we've responded to questions from the Council following initial discussions, we feel like it is important to slow the process down, expand the interview/selection panel, and provide Springboard Creative/Lynchpin Ideas and crux. he opportunity to present the project as currently envisioned rather than trying to piece together an addendum to what was originally submitted.

The first selection panel was small and did not include other Department or City Council representation because we were focused exclusively on an effort for Parks and Recreation. If we want to consider the expansion of the services city-wide, it deserves an evaluation by a more broadly based evaluation team before making a final recommendation.

Staff believes we can coordinate this process on a timeline that would allow for a recommendation to be considered at the January 8, 2020 Community Development Committee meeting.

CFAA CONSIDERATIONS/IMPACTS: The marketing/branding project will meet a number of objectives outlined in the CFAA checklist including: 1-C) The city designs and builds its public buildings to meet the needs of residents of all ages. Examples include: easy-to-read signage and accessible elevators, ramps, railings and stairs, and non-slip floors.

4-B) The city has a comprehensive communication plan with marketing and outreach strategies and tools that include diverse public imagery, depicting all ages, cultures and abilities.

5-F) The city and its partners develop an outreach plan to ensure residents of all ages are included in community and civic conversations.

| | |
|---------------------------------|---|
| Related Statute/City Ordinance: | N/A |
| Line Item Code/Description: | 01-27-204-01 Marketing/Public Relations |
| Available Budget: | Parks & Recreation \$60,000 (2019 and 2020) balance of any funds to come from 2019 General Fund fund balance. |

| | | |
|----------------------------|--------------|-------------------|
| City of Mission | Item Number: | 5. |
| ACTION ITEM SUMMARY | Date: | December 11, 2020 |
| Administration | From: | Brian Scott |

Action items require a vote to recommend the item to full City Council for further action.

RE: Contract Award for Comprehensive Plan Update

RECOMMENDATION: Authorize a contract with Confluence for the update of the City's Comprehensive Plan in an amount not to exceed \$120,000.

DETAILS: Kansas State Statutes authorize the City's Planning Commission,

“to make or cause to be made a comprehensive plan for the development of the City. In the preparation of such plan, the Planning Commission shall make or cause to be made comprehensive surveys and studies of past and present conditions and trends relating to land use, population and building intensity, public facilities, transportation and transportation facilities, economic conditions, natural resources, and may include any other element deemed necessary to the comprehensive plan (K.S.A. 12-747).”

The City of Mission has long maintained an active, professional planning and zoning program. This has included comprehensive plans dating back to 1968, and regular updates of those plans. The most recent comprehensive plan to be adopted by the City was in 2007, with the last update of that plan made in 2011.

The 2007 Comprehensive Plan brought together several individual master plans and studies that were completed in the early part of the 2000s including the HyettPalma Downtown Action Agenda (2002), Downtown Urban Design Guidelines (2004), Rock Creek Redevelopment Master Plan (2005), and the West Gateway Vision Plan (2006) and East Gateway Redevelopment Plan (2006) to build a cohesive vision for the City going forward. Key recommendations, or “Key Planning Principles,” from the 2007 Comprehensive Plan included:

- Continued re-investment in low-density and moderate density residential neighborhoods;
- Complete the City's current evolution toward “mixed use” districts; and
- Elevate multi-modal transportation to an equal footing with the traditional status of automobile transportation.

Though the City has made strides towards incorporating these Key Planning Principles into redevelopment efforts and other actions over the past 13 years, much has also changed with the community in that time.

| | |
|---------------------------------|---------------|
| Related Statute/City Ordinance: | K.S.A. 12-747 |
| Line Item Code/Description: | 01--23-206-05 |
| Available Budget: | \$130,000 |

| | | |
|----------------------------|--------------|-------------------|
| City of Mission | Item Number: | 5. |
| ACTION ITEM SUMMARY | Date: | December 11, 2020 |
| Administration | From: | Brian Scott |

Action items require a vote to recommend the item to full City Council for further action.

First and foremost, the 2007 Comprehensive Plan was adopted just as the nation was about to experience the worst economic downturn in over 50 years. Since this time, new trends have emerged in both residential and commercial land use which impact the implementation of the principles as identified.

For residential land uses, a new generation of homeowners is seeking entry level housing, often closer-in to the urban core, which has driven up housing prices in recent years. Meanwhile, an older generation of homeowners is opting to age-in-place or downsize to smaller housing, again, often closer-in to the urban core. Still others are seeking out multi-family options. And, the availability of safe, secure and accessible housing is becoming a growing concern.

For commercial land uses, there are many more entrepreneurial or start-up companies seeking inexpensive, quality office space. Traditional retail has experienced a dramatic change in the past decade as well, moving from the store front to the Internet. In the midst of these trends, Mission seems to be experiencing something of a renaissance in redevelopment with projects such as Mission Square, Cornerstone Commons, Mission Trails, and the Gateway. In addition to these projects, there has been less visible, but equally important, re-investments made in existing commercial properties.

Because of these emerging trends, it has become time to do a global review and update of the City's comprehensive plan. Staff developed a request for proposals (RFP) that was issued this summer. The scope of work for the RFP incorporated many of these emerging trends:

- Review of existing plans for understanding and an eye toward relevancy and applicability of recommendations,
- Analysis of community population and emerging trends to determine future population and demographics,
- Analysis of housing development and emerging trends including construction of new homes, needs for accessory dwelling units, and affordable housing;
- Analysis of commercial development and emerging trends in order to position the city for future commercial needs;
- Analysis of the transportation network for opportunities to support multimodal forms of transportation and future land uses;
- Analysis of existing land use classifications and zoning to determine if changes need to be made in support of the above areas, and;
- Analysis of broadband infrastructure to determine opportunities for enhancements that support both future residential and commercial needs and

| | |
|---------------------------------|---------------|
| Related Statute/City Ordinance: | K.S.A. 12-747 |
| Line Item Code/Description: | 01--23-206-05 |
| Available Budget: | \$130,000 |

| | | |
|----------------------------|--------------|-------------------|
| City of Mission | Item Number: | 5. |
| ACTION ITEM SUMMARY | Date: | December 11, 2020 |
| Administration | From: | Brian Scott |

Action items require a vote to recommend the item to full City Council for further action.

economic development.

The City received nine responses to the RFP. A selection committee was assembled to review the proposals and interview the finalists. The selection committee consisted of:

| | |
|--|---|
| Mayor Ron Appletoft | Councilmember Arcie Rothrock |
| Planning Commissioner Robin Dukelow | City Administrator Laura Smith |
| Assistant City Administrator Brian Scott | Asst to the City Administrator Emily Randel |

The selection committee reviewed and scored all nine proposals. Five firms emerged from this process and were interviewed by the selection committee.

| Firm | Proposed Cost |
|-----------------|----------------------|
| Confluence | \$120,000 |
| Gould Evans | \$110,000 |
| Lakota Group | \$99,844 |
| Stantec/Shockey | \$111,250 |
| Vireo | \$99,962 |

Based on a number of factors, including cost considerations, the selection committee has recommended the City enter into a contract with Confluence for the update of the Comprehensive Plan. The proposed scope of work will include:

- A review of the existing comprehensive plan and master planning documents mentioned previously not only to gain an understanding of where we have come from, but also with an eye toward whether these plans, or portions of them, are still relevant going forward.
- An analysis of emerging trends in residential and commercial land uses as well as general population. The analysis will include projections for market demand in housing, office, retail, and industrial land uses for 20 years into the future. Particular attention will be given to issues of affordable housing and demand relative to supply. Emerging trends including accessory dwelling units; impact of e-commerce; and long-term shifts to more autonomous vehicles will all be considered in this analysis for their potential impact on these types of land uses.

| | |
|---------------------------------|---------------|
| Related Statute/City Ordinance: | K.S.A. 12-747 |
| Line Item Code/Description: | 01--23-206-05 |
| Available Budget: | \$130,000 |

| | | |
|----------------------------|--------------|-------------------|
| City of Mission | Item Number: | 5. |
| ACTION ITEM SUMMARY | Date: | December 11, 2020 |
| Administration | From: | Brian Scott |

Action items require a vote to recommend the item to full City Council for further action.

Also included in this analysis will be general population and demographic trends. The analysis will be supported with charts, graphs, and thematic maps that illustrate the trends and better show opportunities for policy recommendations.

- An analysis of the existing transportation network will consider possibilities for Complete Streets concepts for multi-modal accessibility and connectivity. In addition, consideration will be given to opportunities for transportation oriented development within the community.
- An analysis of the existing technology infrastructure within the community will review the FCC's data-base of Fixed Broadband Deployment for the purpose of identifying gaps in broadband access and opportunities to take advantage of access for economic development purposes.
- An analysis of the existing land use classifications and zoning to include the preparation of potential land use categories and supporting zoning regulations based on the analysis and community input of the above areas. This analysis will include a review of the current Form Based Code code with an eye toward opportunities for improvement and better administration.

Members of the Confluence team include:

- ❑ **Chris Cline and Chris Shires**, both with Confluence: Mr. Cline is familiar with the City having worked on the formation of the Form Based Code that currently exists for the west side of the city.
- ❑ **Vicki Noteis** with Collins Noteis & Associates: Ms. Noteis is an architect and former Director of Planning and Development for the City of Kansas City, Missouri. She was part of the consulting team that assisted with the development of the City's East Gateway plan in 2006.
- ❑ **Chris Zahas** with Leland Consulting Group: Mr. Zahas is licensed planner as well specializing in real estate strategies. He will provide trend analysis for both residential and commercial land uses.
- ❑ **Jared Gulbranson** with WSP (formerly Parsons Brinckerhoff): Mr. Gulbranson specializes in transportation planning and will be responsible for analysis on the City's transportation network and opportunities for transit oriented development.

Confluence has done several comprehensive plan updates including Warrensburg, Missouri and Ankeny, Iowa. They are currently engaged in similar processes with the cities of Merriam and Roeland Park. They have done a number of master plans, corridor studies, and housing analysis for Gladstone, Merriam, and Roeland Park.

Interwoven throughout the process, and a key component to the success of the plan,

| | |
|---------------------------------|---------------|
| Related Statute/City Ordinance: | K.S.A. 12-747 |
| Line Item Code/Description: | 01--23-206-05 |
| Available Budget: | \$130,000 |

| | | |
|----------------------------|--------------|-------------------|
| City of Mission | Item Number: | 5. |
| ACTION ITEM SUMMARY | Date: | December 11, 2020 |
| Administration | From: | Brian Scott |

Action items require a vote to recommend the item to full City Council for further action.

will be a high level of community engagement. An advisory (steering) committee will be created to provide guidance and feedback throughout the process. The consultants will have regular meetings with this group to review the analysis done in the other areas and garner feedback as the plan develops.

There will be a community workshop to kick-off the planning process to inform and engage residents and businesses about ideas and a vision for the future of Mission. Key stakeholder meetings will be held with interested parties. A special event booth at the Farmer’s Market or other community gathering events will provide an opportunity for input and sharing of information with the general community. A Youth Workshop will provide an opportunity for input from the “next generation” in the community in a fun and interactive way. This is also a good way to engage young families that often do not have the time to participate in community events such as this. Throughout the process we will be looking for new and creative ways to reach our community.

As a part of the process, Confluence will work with staff on an updated DirectionFinder survey. A contract with DirectionFinder will be presented to the Council at the January committee meeting, and timing of the survey will be managed closely with Confluence’s scope of work.

Confluence will also assist in developing a “brand” or identity for the Comp Plan update that is engaging and easy to remember and connect with. There will also be a project website that will serve as a landing place for all information, community input, and regular updates.

Confluence is proposing to dedicate approximately 1,000 man hours to the project at an overall cost of \$120,000. The project is expected to take approximately 12 months to complete.

CFAA CONSIDERATIONS/IMPACTS: Elements of the Community for All Ages will be a major component of the work that is done for the Comprehensive Plan update. The plan will examine housing options for both young and old, and transportation opportunities for those of all ages and abilities. Ultimately, our community vision, goals and objectives should be developed with with everyone in mind.

| | |
|---------------------------------|---------------|
| Related Statute/City Ordinance: | K.S.A. 12-747 |
| Line Item Code/Description: | 01--23-206-05 |
| Available Budget: | \$130,000 |

MISSION, KANSAS – COMPREHENSIVE PLAN UPDATE

PLANNING SERVICE AGREEMENT

PROJECT DESCRIPTION

Planning services will be provided by Confluence to the City of Mission, Kansas (Client) for the proposed comprehensive plan update for the community. The following Scope of Services and related professional fees are based on our mutual understanding of the proposed planning process, with services provided by a multi-disciplinary team led by Confluence as follows:

A. SCOPE OF SERVICES

TASK 1: COMMUNITY ENGAGEMENT

Community engagement will run concurrent to all tasks throughout the planning process. Our team utilizes a variety of interactive and creative planning exercises throughout the process to engage stakeholders and participants of all ages in understanding relevant issues and connecting them to the resulting plan recommendations.

These collaborative efforts will assist our team's efforts to create an updated Comprehensive Plan that can be used both as a guide for future growth as well as prioritization and coordination of future capital improvements. This plan can further serve as a marketing tool to attract high-quality development/redevelopment and private investment.

Our team will facilitate an open dialogue with interested participants throughout the process and will provide and request open and honest feedback on all issues being discussed. We anticipate collaborating with an Advisory Committee to prepare this updated Comprehensive Plan. We are passionate about the benefits of a transparent planning process, as we believe it is vital for all involved participants to feel a sense of ownership in this plan. The result of this approach creates many "project champions" that can assist in successfully implementing the Comprehensive Plan recommendations.

Communication Plan and Project Brand

Our team will develop a comprehensive Communication Plan for the engagement efforts. This plan will be reviewed and confirmed at the project kick-off meeting. With the input and review of the City, our team will develop a name and a graphic/logo for this planning effort.

Project Website + Social Media

Our team will create a project specific website to centralize public information on the planning effort, regular project updates, project schedule, and other public content to keep the general public and interested stakeholders engaged and informed. This new website will integrate technology to provide a unique and compelling digital experience for the City's Comprehensive Plan and can be integrated into or linked with the City's existing website. We will also assist the City in utilizing existing social media connections (by providing content or messaging for the City's use in distributing through existing social media channels) with the intent to drive attendance and participation in meetings and survey efforts.

Community Engagement + Participation

Our engagement efforts will be structured in a manner to allow stakeholders to be involved in several ways throughout the process, including:

- **Project Survey** – We will coordinate with ETC as part of their community survey Direction Finder outreach effort. We have experience collaborating with ETC on several planning projects and look forward to developing additional questions that can be factored into their outreach efforts. These can assist in gaining insight from residents to inform the results of this planning process.

- **Kick-Off Public Open House/Workshop** - Our team will facilitate one (1) public open house/workshop and one (1) Steering Committee meeting to identify key issues, priorities, and land use preferences that will guide the direction of the updated Comprehensive Plan, including a “Comprehensive Plan 101” session that introduces how these plans are utilized.
- **Key Stakeholder Interviews** - Members of our team will meet with community stakeholders and community groups as identified by the City/Committee. This is anticipated to include two Confluence staff members spending a day at City Hall (or other designated location) to interview identified stakeholders and groups in 30 to 45-minute time slots.
- **Special Event Booths** - Our team can gather additional public input through staffing a City booth at up to two (2) community events during the Comprehensive Plan process. A four (4) hour duration at each community event is anticipated. Our team will bring illustrative boards and information to convey the planning process and will provide a variety of input exercises or activities to gather input from attendees during these events.
- **Youth Workshop and/or Box City Event** - Our team will partner with the School District to assist in organizing a Youth Workshop (high-school aged kids) OR a Box City event (elementary school-aged children) as a hands-on exercise to plan for their community and shape its future vision. One (1) event will be facilitated and is anticipated to be approximately two-three (2-3) hours in duration.
- **In-Progress Public Workshop/Open House Event** - Our team will facilitate one (1) additional structured workshop/open house event at a selected point during the planning process to review key issues, priorities, land use preferences, and to gather the community’s input regarding the progress and direction of the plan.

Deliverables:

- Communication Plan
- Plan Name/Logo
- Project Website
- Social Media Content for Meeting Notices
- Suggested Questions for ETC Use
- Kick-Off Open House/Workshop Presentation + Summary
- Stakeholder Interviews Summary
- Special Event Booths Activities + Summary
- Youth Workshop or Box City Event + Summary
- In-Progress Open House/Workshop Presentation + Summary

TASK 2: REVIEW OF EXISTING PLANS

As part of our team’s project kick-off efforts to establish roles, schedules, and coordination items, we will also work with City staff to gather existing plans and base map data. Our team will review all recent plans that have been adopted and/or utilized by the City including the existing Comprehensive Plan, policy statements, and other guiding documents to identify key issues and areas of focus.

Our team will present an overview of the analyses with City Staff and the Steering Committee. This may include a joint meeting in a work session with the City Council and Planning Commission if desired. We will review the previous Comprehensive Plan’s goals, policies, and land use plan recommendations and discuss what has changed, what needs updating, etc. We will also verify and update the Committee’s, Council’s and the Commission’s vision for the future and identify areas of concern and focus related to the current Comprehensive Plan.

These activities and resulting input will serve as the basis for guiding our team’s efforts to prepare recommendations for policies, actions and implementation plans to guide future development, land use planning and decision-making throughout the planning process.

Deliverables:

- Brief Summary of Existing Plans

TASK 3: POPULATION, HOUSING AND COMMERCIAL ANALYSIS + EMERGING TRENDS

Our team will draw upon a variety of sources including U.S. Census, CoStar (commercial real estate data), ESRI Business Analyst, Census LEHD (Longitudinal Employment-Household Dynamics dataset), assessor parcel data and locally produced small area forecasts (if available) to assemble a summary of demographic and economic existing conditions relevant to Mission's growth planning.

This assessment will include 10- and 20-year projections for market demand across residential housing, office, retail and industrial/employment land uses. Specific emphasis will be given to issues of housing affordability and demand relative to land supply. Likewise, we will assess emerging trends and their impact on housing and commercial typologies. This will include identifying gaps for missing middle housing types, right-sizing retail demand in a world of ecommerce and same-day delivery, and potential impacts to all land uses resulting from a long-term shift to autonomous vehicles and micro-mobility travel.

We will prepare a 20-25-page technical memo summary narrative accompanied by ample charts and graphs and heavy reliance on thematic maps to highlight relevant growth-related issues, opportunities and concerns that will inform the land use planning and policy recommendations. This information will be presented at one of the Steering Committee meetings.

Deliverables:

- Technical Memo Summary Narrative with Charts/Graphs + Thematic Maps (20-25 pages)

TASK 4: ANALYSIS OF THE TRANSPORTATION NETWORK

Our team will provide an analysis of the transportation and transit network including possibilities for exploring Complete Streets concepts for multi-modal accessibility and connectivity throughout the community. We will explore alternatives and provide examples where similar recommendations have been implemented in other communities to assist in communicating proposed planning concepts and approaches. This analysis will establish high-level goals, policy, and action item recommendations as needed. This information will be presented at one of the Steering Committee meetings.

Deliverables:

- Maps/Diagrams + Summary of Proposed Transportation Network Recommendations

TASK 5: ANALYSIS OF TECHNOLOGY INFRASTRUCTURE

Utilizing available mapping and data available through the FCC's data base of Fixed Broadband Deployment and as provided by individual service providers in Mission, our team will prepare an analysis of available high-speed internet connectivity for the City of Mission. This analysis will include a brief summary description of coverages with supporting mapping information. This task will rely upon the availability and cooperation of these service providers to share their information and assist in illustrating existing coverage areas. This information will be presented at one of the Steering Committee meetings.

Deliverables:

- Maps + Summary of Fixed Broadband Deployment for High-Speed Internet Connectivity

TASK 6: ANALYSIS OF EXISTING LAND USE CLASSIFICATIONS + ZONING

Our team will prepare two (2) alternative land use plan scenarios for the City's consideration during the planning process and will present this information at a Steering Committee meeting. Utilizing input from review meetings with City staff and the Advisory Committee, our team will prepare a refined land use plan and recommendations for each component of the Comprehensive Plan based on the input received during the planning process, and will review drafts of these "in-progress" plans with City Staff and the Steering Committee in scheduled meetings as they are developed.

The Comprehensive Plan will be data-driven utilizing prior planning and development experience and will be based on the market and trends forecast outlined previously in our scope. The resulting Comprehensive Plan (including the future Land Use Plan) will be grounded in a firm understanding of the culture and expectations of Mission's residents, business owners, and elected officials.

In addition, it will be based upon market opportunities to address the City's goals for long-term financial health and quality of life of the community. Our team will also provide recommendations for refined land use classifications/zoning criteria and potential recommendations for future Form Based Code (FBC) refinements (if desired) to compliment the land use plan recommendations. Specific revisions (if any) to the FBC are not included in this scope of services but can be provided as an additional service later once the scope of any revisions is identified.

Deliverables:

- Two (2) Alternative Land Use Plan Recommendations
- Steering Committee Meeting Presentation + Summary
- Refined Land Use Plans and Classifications
- Recommendations for Each Component of the Plan

TASK 7: DRAFT + FINAL COMPREHENSIVE PLAN

Our team will prepare a draft update of the Comprehensive Plan and associated recommendations that summarizes the work and findings resulting from the planning process, and will provide this draft document to City Staff and the Steering Committee for review and comment in one (1) facilitated Draft Comprehensive Plan Workshop. This workshop could include a joint work session of the Planning Commission and City Council with the Steering Committee, as determined by City staff.

Our team will prepare edits to the draft document based on this input and share the update to the Comprehensive Plan at one (1) Public Open House event to illustrate the planning process, the input received from the community, and how this input shaped the resulting plan, policies, and recommendations.

Utilizing input received, our team will prepare a completed update to the Comprehensive Plan that will be presented at one (1) Planning Commission meeting and one (1) City Council meeting for formal adoption per the requirements of K.S.A. 12-747.

Deliverables:

- Digital files of the Comprehensive Plan draft with all the inserts for review
- Digital files of the final Comprehensive Plan
- One set of Comprehensive Plan maps in digital format compatible with the City's GIS and map layers shall be ortho- corrected and geo-referenced to the state plane coordinate system.
- In addition to working copies of the various draft versions of the Comprehensive Plan, the final draft version, including all maps and tables, will be provided electronically in various Word, PDF, InDesign, and ArcGIS formats.
- Three printed and bound final copies of the completed plan will be also provided.

B. SCHEDULE

Confluence is prepared to begin work on this project immediately upon receiving approval of this agreement / notice to proceed from the Client. We anticipate beginning work in early January 2020 and completing the plan by the end of 2020 or early 2021. A more definitive schedule with dates for key meetings will be developed as part of the kick-off meeting with City staff and the Advisory Committee.

C. PLANNING TEAM

Our planning team is led by Confluence, and includes Leland Consulting, WSP Inc., and Collins, Noteis + Associates serving as subconsultants to Confluence to deliver the scope of services outlined herein.

C. SCOPE SERVICE FEES BY TASK

The Client will compensate Confluence on an hourly rate basis towards the following fee estimates. Anticipated reimbursable expenses are included in these fee estimates. If the nature of the scope of services changes or if the fee estimates outlined herein require an increase, Confluence will notify the Client of the revised scope and/or fee before proceeding with any additional work.

LUMP SUM FEES

Utilizing the approach and initial scope of services outlined as part of our team's RFP response, we offer the following breakdown of hours and fees for each portion of the Comprehensive Plan project below. Reimbursable expenses will not be itemized on monthly invoices.

| <i>Scope Item</i> | <i>Anticipated Hours</i> | <i>Total Service Fees</i> |
|--|--------------------------|---------------------------|
| Task 1 – Community Engagement | 250 hours | \$ 30,000 |
| Task 2 – Review of Existing Plans | 85 hours | \$ 8,000 |
| Task 3 – Population/Housing/Commercial Analysis + Trends | 120 hours | \$ 23,000 |
| Task 4 – Transportation Network Analysis | 75 hours | \$ 9,000 |
| Task 5 – Analysis of Technology Infrastructure | 70 hours | \$ 7,000 |
| Task 6 – Land Use Plan, Classifications and Zoning | 225 hours | \$ 25,000 |
| Task 7 – Draft + Final Comprehensive Plan | 180 hours | \$ 18,000 |
| Totals: | 1,005 hours | \$ 120,000 |

D. COMPENSATION

Service fees and reimbursable expenses will be billed on a percent complete basis for each task to the Client monthly by Confluence. Payment is due upon receipt of invoice. The Client agrees to provide payment to Confluence within thirty (30) days of the invoice date and that payment is not dependent on the success or failure of the project, project approvals or non-approvals, or project feasibility. Payment not received by Confluence within thirty (30) days of the invoice date is considered past due. Past due balances will be charged simple interest rate at 1% per month based upon the original invoice amount. In the event the account becomes past due, Confluence may suspend performance of services on the project until the account is paid.

E. TERMINATION

Confluence or the Client may terminate this Agreement at any time by written notice. If the Agreement is terminated by either Confluence or the Client, the Client will pay Confluence for service provided and expenses incurred by Confluence up to the time notice is either sent by Confluence or received by Confluence.

F. MISCELLANEOUS

The Client shall furnish base information for the planning area including existing topographic, zoning, and GIS property information. The Consultant will utilize the base information provided by the Client to prepare the work products outlined in the scope of services. The Client shall furnish Consultant with any updated or revised base information in a timely manner.

G. LIMITATION OF LIABILITY

The total cumulative liability of Confluence, its agents, servants, employees, and sub-consultants to the Client with respect to services performed or to be performed pursuant to this Agreement, whether in contract, indemnity, contribution, tort (including, but not limited to, negligence) or otherwise shall be limited to the net fee (not including reimbursable expenses) received by Confluence. Confluence shall not be liable to the Client for special or consequential losses or damages including, but not limited to, loss of use.

Confluence shall not be liable to the Client for losses, damages, or claims for which the Client fails to give notice to Confluence within reasonable time, not to exceed ninety (90) days from discovery.

H. APPROVAL AND ACCEPTANCE

Upon review of the foregoing terms, this proposal for services is approved and accepted by the City of Mission, Kansas (Client) and Confluence as confirmed by the signatures below.

ACCEPTED:

Confluence
417 Delaware
Kansas City, Missouri 64105



Wm. Christopher Cline, ASLA
Senior Principal / Senior Vice President
Date: December 3, 2019

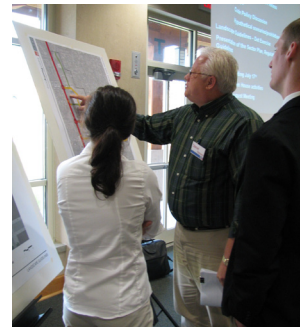
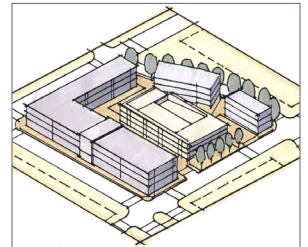
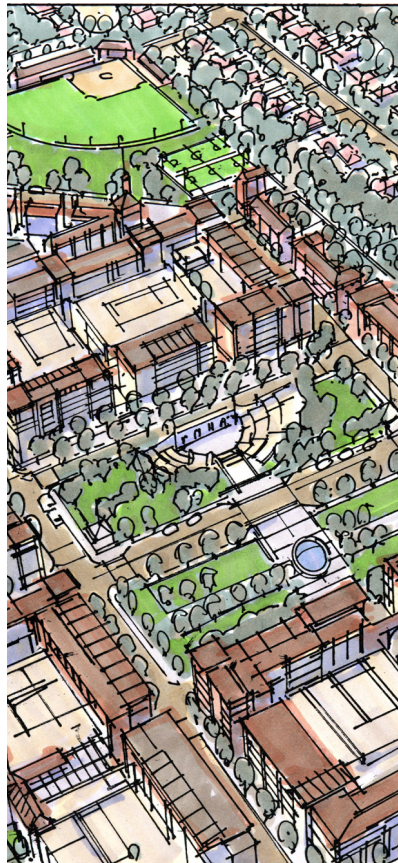
ACCEPTED:

City of Mission, Kansas
6090 Woodson Road
Mission, Kansas 66202

Name: _____
Title: _____
Date: _____

COMPREHENSIVE PLAN UPDATE

MISSION, KANSAS



CONFLUENCE

October 4, 2019

417 Delaware Street
Kansas City, Missouri 64105
816.531.7227
www.thinkconfluence.com

In association with: Collins Noteis & Associates + Leland Consulting Group + WSP, Inc.

COVER LETTER | SECTION ONE

EXPERIENCE OF THE FIRM | SECTION TWO

PROJECT TEAM ORGANIZATION | SECTION THREE

REFERENCES | SECTION FOUR

PROJECT APPROACH | SECTION FIVE

PROPOSED COSTS | SECTION SIX

APPENDIX A - ACKNOWLEDGMENT OF ADDENDA | SECTION SEVEN

October 4, 2019

CONFLUENCE

Brian Scott
Assistant City Administrator
City of Mission
6090 Woodson
Mission, KS 66202

RE: REQUEST FOR PROPOSALS: COMPREHENSIVE PLAN UPDATE

Dear Mr. Scott and Members of the Selection Committee,

On behalf of the Confluence team, thank you for the opportunity to submit our response to your Request for Proposals (RFP) to lead the Comprehensive Plan Update for the City of Mission. Our team understands Mission's unique potential based on our work with the City on numerous planning initiatives over the last decade. This project represents an opportunity to engage the entire Mission community to refine their vision for the future, and to forge a clear path forward to make it a reality.

We've assembled a proven and experienced team for this project, bringing together a unique set of community master planning and public engagement capabilities. We also offer the benefits of local community planning, public involvement and outreach experience combined with national economic development expertise. Our team includes:

- **Confluence:** Project Lead, Project Management, Engagement + Land Use Planning
- **Collins Noteis + Associates (WBE):** Public Policy Planning + Engagement Assistance
- **Leland Consulting Group:** Economic Development + Market Strategies
- **WSP, Inc.:** Transit Planning + Multi-Modal Engineering

This project is a chance to engage the community in a dynamic and transparent planning process – one that involves effective facilitation, creative thinking, and crafting a unifying vision for Mission's future. The resulting Comprehensive Plan Update should be a direct reflection of the sense of authorship and ownership that key stakeholders will have in its creation. This plan must become THEIR PLAN – and we recognize our role as stewards of the collaborative process in leading this effort.

We are truly excited about this opportunity to become your partner in progress, and we look forward to discussing our capabilities and approach with you in further detail. We acknowledge receipt of the Addendum, and this proposal meets all the requirements for award of a contract. Thank you in advance for your consideration.

Sincerely Yours,



Wm. Christopher Cline, PLA
Confluence - Principal-In-Charge / Senior Vice-President
417 Delaware / Kansas City, MO 64105 / 816-256-6658 / ccline@thinkconfluence.com

EXPERIENCE OF THE FIRM

Confluence has extensive experience collaborating with the City of Mission to guide future growth and development in the community including the creation of the 2015 Parks Master Plan, studying Farmer's Market enhancements, evaluation of the City Hall and Public Safety facility, and Chris Cline's involvement with the West Gateway Form Based Code creation and implementation. We have enjoyed assisting Mission in these efforts, and look forward to the opportunity to be considered for this project.

With over 21 years of business experience, Confluence will lead a multi-disciplinary team of professionals to provide the services outlined in the City of Mission's RFP. All team members are available and committed to collaborate with the City in the creation of this Comprehensive Plan Update. While we have included an initial scope and fee for consideration and discussion, we remain flexible to adapt our approach and the scope of our team's efforts to best align with the City's identified needs and budget.

OUR TEAM INCLUDES:

- **Confluence** - Confluence will serve as the project lead/contract holder for this project and will manage the team's efforts throughout the planning process. Confluence will also lead the community planning, land use planning, internet coverage analysis, and community engagement efforts - and will compile all work products and recommendations into a final plan document for City approval.
- **Collins Noteis & Associates** - CNA will assist the master planning efforts by providing planning and public policy recommendations - and will assist with community engagement efforts throughout the planning process. CNA is a Woman-Owned Business Enterprise (WBE).
- **Leland Consulting** - Leland will provide economic development and market analysis recommendations for this project to assist our team in aligning land use recommendations and planning policies with anticipated future market needs.
- **WSP, Inc.** - WSP will provide the transportation network analysis and recommendations, including the needs of pedestrians, bicyclists and transit service throughout the community.

CONFLUENCE

Confluence is a professional consulting firm comprised of landscape architects, urban designers and planners. Our staff of 53 includes 27 licensed landscape architects and AICP certified planners – and our firm is comprised of energetic, creative, and passionate people who are involved in making our communities better places to live. We assist our clients on a wide range of public, educational, institutional and private sector projects.

WHAT WE DO

Simply stated - we bring spaces to life. The diversity of our work and expertise has become a hallmark of our firm, and it's a big reason why our clients engage us again and again to help establish their next creative vision for the future. We offer a wide array of design and planning capabilities, handling everything from stakeholder and community engagement activities, to crafting urban design and community planning solutions, to representing our clients during construction implementation.

HOW WE WORK

Our creative process is focused on collaboration and insightful interaction with our clients, consultants and the community in which we work. We begin by gaining an insightful and objective understanding of each project, including how it fits into the surrounding context. This includes analyzing existing conditions, identifying challenges and defining the specific issues that need to be resolved.

LOCATIONS

Kansas City

417 Delaware Street
Kansas City, Missouri 64105
816.531.7227

Des Moines

Cedar Rapids

Minneapolis

Omaha

Sioux Falls

CONFLUENCE

Our network of six offices strategically located throughout the Midwest provides enhanced value to our clients through our depth of experience identifying, developing and applying emerging creative trends and best practices.

COLLINS NOTEIS & ASSOCIATES

Collins Noteis & Associates specializes in urban and community planning, strategic planning, economic development and government affairs. Founding principals Robert Collins and Vicki Noteis have over 60 years of collective experience in both the public and private sectors. Both have extensive experience in the management of complex projects and a unique combination of the creative problem-solving, planning and implementation skills required to solve the many challenges facing urban communities today. Vicki Noteis formed CNA after 14 years with the City of Kansas City, Missouri, as Director of City Planning and Development, Assistant City Manager and Director of the FOCUS Kansas City Plan. She was responsible for the completion of the City's first strategic and comprehensive master plan since 1947, involving over 15,000 citizens in an innovative public participation process that resulted in the American Planning Association's award of "Best City Plan" in 1999. Ms. Noteis was responsible for over 20 new corridor plans, area plans, streetscape plans, and downtown land use and development plans, as well as the City's Landmarks program, Business Assistance Office, Zoning and Land Use and the Data and Information Systems for GIS. Collins Noteis + Associates is a Woman-owned Business Enterprise (WBE).

CONTACT

1600 Genessee St # 354
Kansas City, MO 64102
816.283.8322

www.cna-kc.com



Collins Noteis & Associates, LC

Urban planning, community development and government affairs

LELAND CONSULTING GROUP

Exceptional public and private leaders have bold visions for their downtowns, neighborhoods, employment centers, and cities. Leland Consulting Group helps to refine and realize those visions. In more than 250 communities across the country, our strategies have resulted in built projects that immediately improve residents' quality of life: thriving downtowns, bustling shopping districts, inviting neighborhoods, and productive employment centers. As urban strategists, our role is to keep the big picture in sight, while simultaneously providing deep expertise in the strategic, market, financial, and economic elements that make projects possible and successful. We recognize that special and economically viable places result not just from one factor, but from the combination of quality design, supportive markets, developer capacity, and financial strength. During every assignment, we engage the public and private champions essential to rallying support and overcoming obstacles.

CONTACT

610 SW Alder Street, Suite 1200
Portland, Oregon 97205
503.222.1600

www.lelandconsulting.com



WSP, INC.

WSP USA Inc., formerly WSP | Parsons Brinckerhoff, is the U.S. operating company of one of the world's leading engineering and professional services firms. Dedicated to serving local communities, we are planners, engineers, technical experts, strategic advisors and construction management professionals. WSP USA designs lasting solutions in the transportation, buildings, energy, water and environment sectors. With nearly 7,000 people in 100 offices across the U.S., we have planned, designed and managed the construction of some of the most iconic transit and rail systems, high-rise buildings, bridges, highways and tunnels across the U.S. Drawing on over 130 years of technical excellence, WSP offers a holistic approach to the transport and infrastructure planning, design and management. We bring the latest technologies and a culture of innovation to our work to meet community needs for mobility, connectivity, sustainability and resiliency. In 2017, more than 18,900 employees worked in Transport and Infrastructure, that's 45% of our workforce across the world.

CONTACT

300 Wyandotte Street, Suite 200
Kansas City, Missouri 64105
816.702.4300

www.wsp.com



WM. CHRISTOPHER CLINE, ASLA, PLA PRINCIPAL-IN-CHARGE

PROFESSIONAL REGISTRATIONS

Licensed Landscape Architect: MO / KS

PROFESSIONAL EXPERIENCE

27 Years of Experience

11 Years with Confluence

PROFESSIONAL + CIVIC AFFILIATIONS

American Society of Landscape Architects, Prairie Gateway Chapter - President / 2017 to 2019

TIF Commission - Vice-Chair - City of Parkville, Missouri / 2017 to Present

RELEVANT PROJECT EXPERIENCE

West Gateway Form Based Code / Mission, Kansas*

Roe Boulevard + Johnson Drive Corridor Plan / Roeland Park, Kansas

Gladstone Village Center Master Plan / Gladstone, Missouri*

Shawnee Mission Parkway Corridor Study / Merriam, Kansas

Merriam Comprehensive Plan / Merriam, Kansas

Roeland Park Comprehensive Plan / Roeland Park, Kansas

Lansing Comprehensive Plan Update / Lansing, Kansas

A New Look at Old Town Master Plan / Lenexa, Kansas

** work performed prior to Confluence*



Chris brings creative urban design and planning experience to benefit clients and projects of all types.

EDUCATION

Kansas State University
Bachelor of Landscape
Architecture / Spring 1992

CHRISTOPHER SHIRES, AICP PROJECT MANAGER / SENIOR PLANNER

PROFESSIONAL REGISTRATIONS

American Institute of Certified Planners:
#016692

PROFESSIONAL EXPERIENCE

24 Years of Experience

6 Years with Confluence

PROFESSIONAL + CIVIC AFFILIATIONS

American Institute of Certified Planners (AICP) / July 2001 to Present

American Planning Association (APA) / January 1994 to Present

RELEVANT PROJECT EXPERIENCE

Gladstone Housing Strategy Framework Plan / Gladstone, Missouri

Mission Parks and Recreation Master Plan / Mission, Kansas

Roeland Park Comprehensive Plan / Roeland Park, Kansas

Merriam Comprehensive Plan / Merriam, Kansas

North Scott Corridor Plan + Zoning / Belton, Missouri

Lansing Comprehensive Plan Update / Lansing, Kansas

The Ankeny Plan 2040 Comprehensive Plan / Ankeny, Iowa

Merle Hay Road Redevelopment Plan / Johnston, Iowa

Pleasant Hill Zoning Code Update / Pleasant Hill, Iowa



Chris brings years of city and county planning experience to the team, both in the public and private sector.

EDUCATION

Iowa State University
Bachelor of Science, Community
and Regional Planning / Spring
1995

VICKI NOTEIS, AIA

PRINCIPAL / PLANNER

PROFESSIONAL REGISTRATIONS

Licensed Professional Architect

PROFESSIONAL EXPERIENCE

35+ Years of Experience

PROFESSIONAL + CIVIC AFFILIATIONS

American Institute of Architects (AIA)

RELEVANT PROJECT EXPERIENCE

Roe Boulevard + Johnson Drive Corridor Plan / Roeland Park, Kansas

East Gateway Master Plan / Mission, Kansas

Merriam Comprehensive Plan / Merriam, Kansas

Lansing Comprehensive Plan Update / Lansing, Kansas



Vicki is an architect and urban planner with over 35 years of experience in both the public and private sectors.

EDUCATION

Kansas State University
Bachelor of Architecture

CHRIS ZAHAS, AICP

MANAGING PRINCIPAL

PROFESSIONAL REGISTRATIONS

Licensed Professional Planner

PROFESSIONAL EXPERIENCE

18+ Years with Leland Consulting

PROFESSIONAL + CIVIC AFFILIATIONS

American Planning Association

RELEVANT PROJECT EXPERIENCE

Merriam Comprehensive Plan / Merriam, Kansas

Kettlestone Master Plan + Design Guidelines / Waukee, Iowa

Aurora PRI Property Market Analysis and Development Strategy / Aurora, Colorado

TOD Development Study / Ogden, Utah



Chris is a real estate strategist with an emphasis on urban corridors, downtown revitalization and transit-oriented development.

EDUCATION

Portland State University
Master of Urban & Regional Planning

JARED GULBRANSON, AICP

TRANSIT PLANNER

PROFESSIONAL REGISTRATIONS

Licensed Professional Planner

PROFESSIONAL EXPERIENCE

10 Years of Experience

PROFESSIONAL + CIVIC AFFILIATIONS

American Planning Association

RELEVANT PROJECT EXPERIENCE

Roe Boulevard + Johnson Drive Corridor Master Plan / Roeland Park, Kansas

Merriam Comprehensive Plan / Merriam, Kansas

Johnson County Transit Operations Analysis / Johnson County, Kansas

Regional Transit Authority Feasibility Study / Cedar Rapids, Iowa

Kansas City Streetcar Riverfront Extension Feasibility Study / Kansas City, Missouri



Mr. Gulbranson provides planning expertise and innovative solutions to public transit and other transportation challenges.

EDUCATION

University of Missouri-Kansas City
Master of Public Administration

REFERENCES

CITY OF GLADSTONE – PLANNING EXPERIENCE

Confluence has assisted the City of Gladstone, Missouri with numerous planning efforts and community improvement initiatives over the last 12+ years.

Chris Cline has also been involved with several planning and enhancement projects in Gladstone prior to joining Confluence (*indicated with **). Specific dates and fees are provided for projects completed within the last 5 years.

North Oak Complete Street Plan (MARC) – Anticipated Completion Jan. 2020 / ~\$160,000

Collaboration with **WSP** to prepare recommendations for incorporating multi-modal transportation opportunities into this existing corridor leading from Indianola north to Barry Road through the entire City of Gladstone. Integrated community engagement activities and online outreach.

Gladstone Housing Strategy Framework Plan – Completed 2018 / ~ \$25,000

Prepared an analysis of existing residential neighborhoods and emerging trends to create a strategic framework to guide future design and planning efforts that bolster existing neighborhoods and provide recommendations to adapt these homes to meet the needs of a more diverse demographic including young families and seniors.

Downtown Parking + Streetscape Study – Completed 2019 / ~\$10,000

Northland Innovation District Concept Master Plan – Completed 2015-2016 / ~\$15,000

Atkins-Johnson Farm Master Plan – Completed 2017 / \$20,000

North Oak Corridor Transit Study (MARC)

Downtown Gladstone Transit Station Design

Linden Square Amphitheater

Village Center Master Plan*



Reference

Scott Wingerson
City Manager
P.O. Box 10719
City Hall / 7010 North Holmes
Gladstone, Missouri 64118
816.436.2200
scottw@gladstone.mo.us

CITY OF MERRIAM - PLANNING EXPERIENCE

Confluence has assisted the City of Merriam, Kansas with several community planning efforts and improvement initiatives over the last several years. Specific dates and fees are provided for projects completed within the last 5 years.

Comprehensive Plan Update – Anticipated Completion Dec. 2020 / ~\$250,000

Collaborating with **Collins Noteis + Associates, Leland Consulting, and WSP** to prepare a comprehensive plan update with extensive public engagement + outreach activities.

Shawnee Mission Parkway Corridor Study (MARC) – Completed 2015 / ~\$160,000

Prepared planning recommendations and extensive public engagement to develop five alternative redevelopment scenarios for aging commercial properties located on the east side of the SMP/I-35 Interchange area.

Parks + Recreation Facilities Master Plan – Completed 2017 / ~\$125,000

Prepared recommendations for future combined Community Center, Pool and Library development to be located in the existing Vavra Park site. Extensive public engagement occurred throughout this project leading to successful passage of a sales tax extension to fund the ~\$35M project.

Community Center Site Master Plan – Completed 2019 / ~\$30,000

Collaborated with **Collins Noteis + Associates** to engage stakeholders and prepare a master plan to guide future enhancement of the existing community center site in Downtown Merriam.



Reference

Bryan P. Dyer
Community Development Director
City of Merriam, Kansas
City Hall / 9001 W 62nd Street
Merriam, KS 66202
913.322.5527
bdyer@merriam.org

CITY OF ROELAND PARK - PLANNING EXPERIENCE

Confluence has assisted the City of Roeland Park, Kansas with a couple of recent planning initiatives, both including collaborative public engagement and input opportunities to shape the resulting planning recommendations.

Roe Boulevard + Johnson Drive Corridor Plan (MARC) – Completed 2019 / ~\$110,000

*Collaborated with **Collins Noteis + Associates** and **WSP** to prepare recommendations for future land use and concepts exploring infill/redevelopment along these two corridors. Extensive public engagement + outreach activities were integrated into the planning process.*

Roeland Park Comprehensive Plan Update – Anticipated Completion 2020 / ~\$65,000

Project is underway and will include public engagement activities to develop a plan that guides future land use planning, infill, and redevelopment opportunities within the community.



Reference

Keith Moody, City Administrator
City of Roeland Park, Kansas
City Hall / 4600 W 51st Street
Roeland Park, KS 66205
913.722.2600
kmoody@roelandpark.org

THE ANKENY 2040 COMPREHENSIVE PLAN

This comprehensive plan created a vision and guide to manage development in one of the fastest growing cities in the United States.

The City of Ankeny, Iowa sought guidance on how best to manage growth and development in their community, which had experienced record-breaking population gains. Community needs were determined through a robust public engagement strategy that included an advisory committee, project website, multiple public workshops and special event booths and over 20 stakeholder interviews. The final plan outlined a set of priorities and implementable strategies for the City to accomplish, many of which have already been initiated including a subdivision and zoning code update and a new parks and recreation master plan.



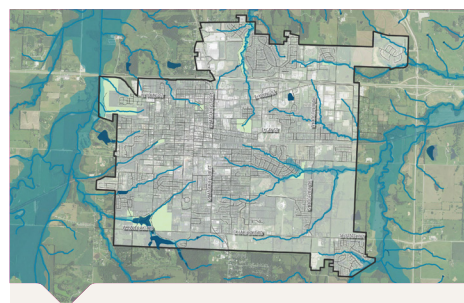
Reference

Eric Jensen, Planning and Building
Department Director
410 W. First Street
Ankeny, Iowa 50023
515.963.3547
ejensen@ankenyiowa.gov

WARRENSBURG COMPREHENSIVE CITY PLAN UPDATE

The Comprehensive City Plan Update provides further guidance in addressing future decisions on land use, development and infrastructure investment.

Confluence led a multi-disciplinary team in updating the City's Comprehensive Plan which will act as a supplement to, and work in harmony with, the existing 2007 Comprehensive City Plan. The public engagement process was imperative in guiding and shaping the City's future as it included community members, business stakeholders, members of the Planning Zoning Commission, the Mayor and City Council. Our team created an updated Future Land Use Map including recommended mixes of land uses, an updated Street Standards to include pedestrian and bike elements and Supplemental Major Streets Plan.



Reference

Amanda Jacobson, City Planner
102 S. Holden Street
Warrensburg, Missouri 64093
660.747.9135
amanda.jacobson@warrensburg-mo.com

OUR APPROACH AND METHODOLOGY

With almost 9,400 residents, Mission is strategically located in the Kansas City metropolitan area and is poised for quality infill redevelopment opportunities. This project is vital to effectively guiding future growth and redevelopment in a way that supports and compliments the unique sense of place and character that has historically made Mission such a great community. It is also an opportunity to effectively engage the community in the planning process – and to craft a unifying vision for the future through a collaborative process.

Updating the City of Mission’s Comprehensive Plan will require an inclusive planning process guided by a planning team with proven experience. Our team has in-depth experience working with the City of Mission on numerous planning projects – and we have an understanding of several needs, opportunities, and challenges that the community has faced in achieving its long-term goals. Our involvement with the West Gateway Form Based Code (FBC) creation and implementation will also be helpful to the City in this planning process, as we can share insights and assist the City in efficiently identifying future modifications to the FBC.

Our planning process is our strength, and our ability to effectively engage a variety of stakeholders in a meaningful dialogue about the future growth of Mission will ultimately lead to establishing a strong and unifying vision.

DEVELOPING THE COMMUNITY’S VISION

The visioning process will serve as a framework to identify and address concerns, take advantage of opportunities, and to develop a systematic action plan directing the community into the future. As our team works to address the requirements outlined within the RFP, the community’s vision must be simultaneously confirmed and delineated. To properly capture that vision, we need to collaborate with the City and the Advisory Committee to answer three basic questions, as these will shape the planning process:

Where is Mission now?

It is important that our team and the community have a deep understanding of the existing conditions and planning climate. While we are familiar with Mission, understanding it from the perspective of City staff, residents, and business owners will be an essential first step in the planning process.

Where does Mission want to be?

The community must define its vision for the future, which will be developed through extensive community outreach. Our team brings a large tool box of techniques that can be deployed to bring out the best in those participating in this planning process.

How does Mission get there?

Through our on-going collaboration with the community, our team will leverage key insights and local knowledge to craft a detailed comprehensive plan to achieve the community vision. Our approach to planning emphasizes community input and recognizes the importance of establishing consensus to foster local ownership of the plan.

SCOPE OF SERVICES

Our team is committed to providing you with a uniquely tailored planning process that allows the Comprehensive Plan to be appropriately influenced by those participating. The City’s new plan will need to merge land use planning policy with the interconnected issues of the natural environment, transportation infrastructure, housing, and economic development. This new plan should reflect the changing dynamics and priorities within the community so it can become a more engaging, action-oriented, and dynamic document.

While the general framework for our approach is outlined in this proposal, we are flexible to tailor this approach to meet the specific needs, funding, and desired schedule for this project.

Our team’s anticipated scope of services is further outlined below:

TASK 1 | COMMUNITY ENGAGEMENT

Community engagement will run concurrent to all tasks throughout the planning process. Our team utilizes a variety of interactive and creative planning exercises throughout the process to engage stakeholders and participants of all ages in understanding relevant issues and connecting them to the resulting plan recommendations. These collaborative efforts will result in the creation of a Comprehensive Plan that can be used both as a guide for future growth as well as prioritization and coordination of future capital improvements. This plan can further serve as a marketing tool to attract high-quality development/redevelopment and private investment. With this in mind, our team is committed to facilitating an open dialogue with interested participants throughout the process and will provide and request open and honest feedback on all issues being discussed. We anticipate collaborating with an Advisory Committee to prepare this Comprehensive Plan. We are passionate about the benefits of a transparent planning process, as we believe it is vital for all involved participants to feel a sense of ownership in this plan. The result of this approach creates many “project champions” that can assist in successfully implementing the Comprehensive Plan recommendations.

Communication Plan and Project Brand

Our team will develop a comprehensive Communication Plan for the engagement efforts, and it will be reviewed and confirmed at the project kick-off meeting. With the input and review of the City, our team will develop a name and a graphic/logo for this planning effort.

Project Website + Social Media

Our team will create a project specific website to centralize public information on the planning effort, regular project updates, project schedule, and other public content to keep the general public and interested stakeholders engaged and informed. This new website will integrate technology to provide a unique and compelling digital experience for the City's Comprehensive Plan and can be integrated into or linked with the City's existing website. We will also assist the City in utilizing existing social media connections to drive attendance and participation in meetings and survey efforts.

Community Engagement + Participation

Our engagement efforts will be structured in a manner to allow stakeholders to be involved in several ways throughout the process, including:

- **Project Survey** – We will coordinate with ETC as part of their community survey Direction Finder outreach effort. We have experience collaborating with ETC on several planning projects and look forward to developing additional questions that can be factored into their outreach efforts. These can assist in gaining insight from residents to inform the results of this planning process.
- **Public Open Houses/Workshops** - Our team can facilitate public open houses and workshops to identify key issues, priorities, and land use preferences that will guide the direction of the Comprehensive Plan, including a “Comprehensive Plan 101” session that introduces how these plans are utilized.
- **Key Stakeholder Interviews** - Members of our team will meet with community stakeholders and community groups as identified by the City/Committee.
- **Special Event Booths** - Our team can gather additional public input through hosting a booth at community events during the Comprehensive Plan process.
- **Youth Workshop and/or Box City Event** - Our team can partner with the School District to identify a group of students to hold a workshop. A Box City event is geared towards elementary school-aged children as a hands-on exercise to plan for their community and shape its future vision.



- **Additional Public Workshops/Open House Events** – Our team can facilitate additional structured workshops and open house events throughout the planning process to identify key issues, priorities, land use preferences, and a general community vision to guide the direction of the plan.

TASK 2 | REVIEW OF EXISTING PLANS

As part of our team’s project kick-off efforts to establish roles, schedules, and coordination items, we will also work with City staff to gather existing plans and base map data. Our team will review all recent plans that have been adopted and/or utilized by the City including the existing Comprehensive Plan, policy statements, and other guiding documents to identify key issues and areas of focus.

Our team will present an overview of the analyses with City Staff and the Advisory Committee. This may include a joint meeting in a work session with the City Council and Planning Commission if desired. We will review the previous Comprehensive Plan’s goals, policies, and land use plan recommendations and discuss what has changed, what needs updating, etc. We will also verify and update the Committee’s, Council’s and the Commission’s vision for the future and identify areas of concern and focus related to the current Comprehensive Plan. These activities and resulting input will serve as the basis for guiding our team’s efforts to prepare recommendations for policies, actions and implementation plans to guide future development, land use planning and decision-making throughout the planning process.

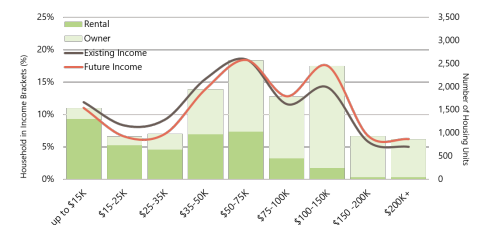
TASK 3 | POPULATION, HOUSING, COMMERCIAL ANALYSIS + EMERGING TRENDS

Our team will draw upon a variety of sources including U.S. Census, CoStar (commercial real estate data), ESRI Business Analyst, Census LEHD (Longitudinal Employment-Household Dynamics dataset), assessor parcel data and locally produced small area forecasts (if available) to assemble a summary of demographic and economic existing conditions relevant to Mission’s growth planning.

This assessment will include 10- and 20-year projections for market demand across residential housing, office, retail and industrial/employment land uses. Particular emphasis will be given to issues of housing affordability and demand relative to land supply. Likewise, we will assess emerging trends and their impact on housing and commercial typologies. This will include identifying gaps for missing middle housing types, right-sizing retail demand in a world of ecommerce and same-day delivery, and potential impacts to all land uses resulting from a long-term shift to autonomous vehicles and micro-mobility travel. We will prepare a 20-25 page technical memo summary narrative accompanied by ample charts and graphs and heavy reliance on thematic maps to highlight relevant growth-related issues, opportunities and concerns that will inform the land use planning and policy recommendations.

TASK 4 | ANALYSIS OF THE TRANSPORTATION NETWORK

Our team will provide an analysis of the transportation and transit network including possibilities for exploring Complete Streets concepts for multi-modal accessibility and connectivity throughout the community. We will explore alternatives and provide examples where similar recommendations have been implemented in other communities to assist in communicating proposed planning concepts and approaches. This analysis will establish high-level goals, policy, and action item recommendations as needed.



TASK 5 | ANALYSIS OF TECHNOLOGY INFRASTRUCTURE

Utilizing available mapping and data available through the FCC’s data base of Fixed Broadband Deployment and as provided by individual service providers in Mission, our team will prepare an analysis of available high-speed internet connectivity for the City of Mission. This analysis will include a summary description of coverages with supporting mapping information. This task will rely upon the availability and cooperation of these service providers to share their information and assist in illustrating existing coverage areas.



TASK 6 | ANALYSIS OF EXISTING LAND USE CLASSIFICATIONS + ZONING

Our team will prepare planning scenarios and recommendations for each component of the Comprehensive Plan based on the input received during the planning process, and will review drafts of these “in-progress” plans with City Staff and the Committee as they are developed. The Comprehensive Plan will be data-driven and based on real-world planning and development experience and the market and trends forecast outlined previously in our scope. The resulting Comprehensive Plan (including the future Land Use Plan, implementation plans, and economic development goals), will be grounded in a firm understanding of the culture and expectations of Mission’s residents, business owners, and elected officials. In addition, it will be based upon market opportunities to help ensure and protect the long-term financial health and quality of life of the community. Our team will also provide recommendations for refined land use classifications/zoning criteria and potential future zoning code refinements (if desired) to compliment the land use plan recommendations.



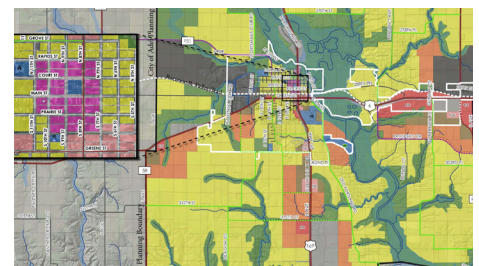
TASK 7 | DRAFT + FINAL COMPREHENSIVE PLAN

Our team will prepare a draft Comprehensive Plan and associated recommendations that summarizes the work and findings resulting from the planning process, and provide this draft document to City Staff and the Committee for review and comment in a facilitated workshop – which could also include a joint work session of the Planning Commission and City Council. We will prepare edits to the document based on this input and share the draft Comprehensive Plan at a public open house event to illustrate the planning process, the input received from the community, and how this input shaped the resulting plan, policies, and recommendations. Utilizing input received, our team will prepare a completed update to the Comprehensive Plan that will be presented to the Planning Commission and the City Council for formal adoption per the requirements of K.S.A. 12-747.



Deliver the following at various stages of the project:

- Digital files of the Comprehensive Plan draft with all the inserts for review
- Digital files of the final Comprehensive Plan
- One set of Comprehensive Plan maps in digital format compatible with the City’s GIS and map layers shall be ortho-corrected and geo-referenced to the state plane coordinate system.



In addition to working copies of the various draft versions of the Comprehensive Plan, the final draft version, including all maps and tables, will be provided electronically in various Word, PDF, InDesign, and ArcGIS formats.



PROPOSED HOURS AND FEES

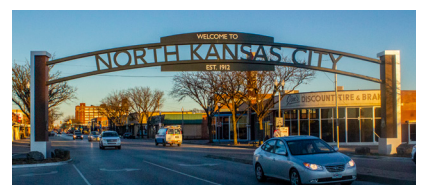
Utilizing the approach and initial scope of services outlined as part of our team’s RFP response, we offer the following breakdown of proposed hours and fees for each portion of the Comprehensive Plan project below. Upon selection, we understand that our team will coordinate with City Staff to refine this approach and the final scope of services and associated fees for completing this project, and our team is flexible to adapt our approach as needed to best serve the needs of the City.

| <i>Scope Item</i> | <i>Estimated Hours</i> | <i>Estimated Fees</i> |
|--|------------------------|----------------------------|
| Task 1 – Community Engagement | 210-250 hours | \$25,000-\$30,000 |
| Task 2 – Review of Existing Plans | 75-85 hours | \$7,000-\$8,000 |
| Task 3 – Population/Housing/Commercial Analysis + Trends | 100-120 hours | \$20,000-\$23,000 |
| Task 4 – Transportation Network Analysis | 60-75 hours | \$8,000-\$9,000 |
| Task 5 – Analysis of Technology Infrastructure | 50-70 hours | \$5,000-\$7,000 |
| Task 6 – Land Use Plan, Classifications and Zoning | 180-225 hours | \$20,000-\$25,000 |
| Task 7 – Draft + Final Comprehensive Plan | 150-180 hours | \$15,000-\$18,000 |
| Estimated Totals: 825-1,005 hours | | \$100,000-\$120,000 |

REIMBURSABLE EXPENSES

| | |
|---|----------------|
| Materials and Supplies | 1.15 x cost |
| Mileage | \$.58 per mile |
| Postage | 1.15 x cost |
| Printing by Vendor | 1.15 x cost |
| B/W Photocopies/Prints 8½ x 11 | \$.05 each |
| B/W Photocopies/Prints 11x17 | \$.09 each |
| Color Photocopies/Prints 8½ x 11 | \$.65 each |
| Color Photocopies/Prints 11x17 | \$1.50 each |
| Large Format Plotting – Bond | \$2.50/SF |
| Large Format Plotting - Mylar | \$4.50/SF |
| Large Format Plotting - Photo | \$5.00/SF |
| Flash Drives | \$10.00 each |
| Booklet Binding (cover, coil, back) | \$4.50 each |
| Foam Core | \$8.00 each |
| Easel Pads | \$32.75 each |

Effective 1/1/2019



CONFLUENCE'S STANDARD HOURLY RATES

| | |
|---|------------------------------|
| Senior Principal | \$160.00 - \$210.00 per hour |
| Principal | \$140.00 - \$195.00 per hour |
| Associate Principal | \$130.00 - \$170.00 per hour |
| Associate | \$110.00 - \$160.00 per hour |
| Senior Project Manager | \$100.00 - \$150.00 per hour |
| Project Manager | \$90.00 - \$120.00 per hour |
| Senior Landscape Architect .. | \$90.00 - \$120.00 per hour |
| Landscape Architect | \$80.00 - \$110.00 per hour |
| Senior Project Planner | \$90.00 - \$120.00 per hour |
| Planner II | \$80.00 - \$110.00 per hour |
| Planner I | \$70.00 - \$100.00 per hour |
| Landscape Architect-In-Training | \$70.00 - \$100.00 per hour |
| Landscape Architect Intern / Landscape Designer | \$60.00 - \$85.00 per hour |
| Draftsperson | \$50.00 - \$85.00 per hour |
| Graphic Designer | \$70.00 - \$100.00 per hour |
| Clerical / System Staff | \$42.00 - \$80.00 per hour |



COLLINS NOTEIS & ASSOCIATES' STANDARD HOURLY RATES

| | |
|-----------------|-------------------|
| Principal | \$175.00 per hour |
|-----------------|-------------------|

LELAND'S STANDARD HOURLY RATES

| | |
|--------------------------|-------------------|
| Managing Principal | \$225.00 per hour |
| Senior Associate | \$170.00 per hour |



WSP'S STANDARD HOURLY RATES

| | |
|--|----------------------------|
| Civil Engineer..... | \$185.00-\$200.00 per hour |
| Transit Planner..... | \$135.00-\$150.00 per hour |
| Multimodal Traffic Engineer/Planner..... | \$130.00-\$140.00 per hour |



Appendix A – Acknowledgment of Addenda

Respondents will need to complete and sign this acknowledgment that they have received and considered all Addenda that were issued in relation to this RFP.

Confluence (Respondent) does hereby certify that we have received any and all addendum issued by the City of Mission in relation to the Request for Proposals for:

Comprehensive Plan Update

And, that the Respondent has reviewed and understands each addenda issued and has developed its response to the Request for Proposals in accordance with said addendum.

Name of Respondent: Confluence

Address of Respondent: 417 Delaware Street
Kansas City, Missouri 64105

Name of Individual of Respondent with Authority to Sign on Behalf of Respondent:

Wm. Christopher Cline

Title of Individual:

Senior Vice President / Senior Principal

Signature:





REQUEST FOR PROPOSALS

FOR

Comprehensive Plan Update

The City of Mission is seeking proposals from a qualified consulting firm, or a team of consultants, to assist the City in the update of its comprehensive plan. Interested parties should submit six (6) hard and (1) digital copy of a proposal in a sealed envelope to the City Clerk's office at Mission City Hall, 6090 Woodson, Mission, KS 66202.

**RESPONSES MUST BE RECEIVED BY
FRIDAY, OCTOBER 4, 2019 at 4:30 P.M. CDT**

Questions regarding this RFP may be submitted in writing to:

Brian Scott, Assistant City Administrator
6090 Woodson Street
Mission, KS 66202
bscott@missionks.org

1. INTRODUCTION

The City of Mission is seeking proposals from a qualified consulting firm, or a team of consultants, to assist the City in the **update of its comprehensive plan**.

A full Request for Proposals (RFP) can be obtained from the City's website – www.mission.org. The RFP contains proposed scope of work and requirements for submittal. Any revision to the RFP, or additional information to be provided, will be through addenda published on the City's website. All respondents must verify with their submittal that they have received and considered all addenda.

To be considered, six (6) hard copies and one (1) digital copy of a proposal should be submitted in a sealed enveloped labeled "Comp Plan Update" to the City Clerk's Office, Mission City Hall, 6090 Woodson St., Mission, KS 66202 by 4:30 p.m. CDT, Friday, October 4, 2019. Any proposals received after this date and time will be returned unopened.

Questions regarding this RFP should be submitted in writing to:

Brian Scott
Assistant City Administrator
City of Mission
6090 Woodson
Mission, KS 66202
bscott@missionks.org

The City will not pay for any information herein requested, nor is it liable for any costs incurred by those responding to this RFP. The City reserves the right to select the proposal that best meets the needs of the City and to waive any informalities, technicalities, or irregularities in the proposal. Proposals that do not meet the stated requirements will be considered in non-compliance and will be disqualified unless the City waives such non-compliance.

2. BACKGROUND

2.1. The City of Mission

The City of Mission is a municipal corporation organized under the Kansas state statutes. The City serves a population of approximately 9,400 residents within a 2.87 square mile area located in northeast Johnson County, Kansas; two miles west of the Missouri/Kansas boarder.

The City is comprised of five operating departments: administration, community development, parks and recreation, police, and public works. The City has 72 full-time employees and an annual operating budget of approximately \$12 million. Respondents not familiar with the City can find more information online at the City's website, <http://www.missionks.org>.

2.2. Development and Current Land Use Patterns

Mission is a mature, first-tier suburb of Kansas City, Missouri located just across the state line in northeast Johnson County, Kansas. Like many suburban communities across the country, much of Mission's growth has occurred in the second half of the 20th Century. Today, Mission is a fully developed city with a population of approximately 9,400 residents. The city is 2.87 square miles in size and completely landlocked with adjoining communities having similar development patterns.

The city's growth and development is now in the form of regeneration. Many of the young families that originally moved to the city during its early years have grown and moved on, leading to a generational turnover of new, young families. And, new development opportunities are in the form of redevelopment of older properties.

Johnson Drive, and Martway Street to the south, bisect the city from east to west and serve as the community's commercial corridors. The Gateway, a 550,000 square foot mixed-use development comprised of apartments, retail, a hotel, and an entertainment venue, is currently under development at the east end of Johnson Drive – the site of the former Mission Shopping Center built in the 1950s.

Traveling west, properties along Johnson Drive are a mix of commercial office and retail/service with an auto orientation. Building construction varies in size, architectural style, and age.

Crossing Nall Avenue brings the traveler into the historic, Johnson Drive corridor with one-story brick commercial buildings dating from the 1930s and 40s. This portion of Johnson Drive from Nall to Lamar Avenue underwent an extensive reconstruction five years ago with full-depth reconstruction of the street, new sidewalks, planter boxes, street lights, and streetscape. Near the end of this stretch of Johnson Drive, just east of Lamar Avenue, the Mission Trails luxury apartment complex is currently under construction – site of the former Pyramid Insurance Office Building. This five-story, 200-unit apartment building will share a block with the City's Community Center (built in 1998) and Mission Square senior housing complex (built in 2004).

Continuing west across Lamar Avenue, the traveler encounters more auto-centric, commercial development including fast food restaurants, shopping centers, and large retailers such as a Hy-Vee grocery store and Target. Office buildings are located on both the north and south ends of this commercial district. The City adopted a form-based code in 2007 to guide future development in this area of the city. Examples of the implementation of this can be seen in the Mission Crossing retail development at Metcalf and Martway (built in 2014) and the Cornerstone Commons retail development at Johnson Drive and Barkley (built in 2015).

A number of properties in the northwest portion of the city are zoned multi-family and comprise various apartment complexes built in the 1970's and 80's. The rest of the land area throughout the city (north of Johnson Drive and south of Martway Street) is comprised mostly of single-family dwellings ranging in age from 30 to 70 years.

2.3 Challenges and Opportunities

Housing Market – The City is currently experiencing a strong housing market as reflected in the assessed values for residential properties for the past few years. While Mission has not experienced the “tear-down and rebuild” phenomena that some other neighboring communities have, Mission has had a few lot splits with new homes being built. In addition, there has been a fair amount of re-investment in existing homes throughout the city.

The multi-family housing market is also strong with a very low vacancy rate, and re-investment in older properties. Development of new multi-family projects further exemplify this.

Affordable housing options, opportunities for older residents to stay in their homes, and alternative residential options (i.e. accessory dwelling units) have all become topics of conversation within the community.

Community for All Ages – As previously stated, Mission has experienced much of its growth in the past 50 years. Many of those that first moved to the City during these early years still remain, choosing to “age in place.” Others have moved on providing opportunities for new, younger families to move in. Mission has strived to be a community for all ages, but this comes with challenges in housing options, transportation and accessibility, and services.

Redevelopment of Smaller Parcels – Mission has experienced something of a redevelopment renaissance in the years since the Great Recession. Many larger parcels of property have been redeveloped or are currently being redeveloped. However, redevelopment of smaller parcels of property remain challenging for a number of reasons including zoning restrictions, parking needs, construction costs, and market demand.

Form Based Code – Mission adopted a form-based code overlay district in 2007 for the commercial district on the west side of the community. This was the outcome of a community visioning process that expressed a desire in seeing greater density in this area of the city with a more pedestrian orientation in development. Application of the form-based code has proven to be challenging and not always in sync with market demands for development.

Infrastructure Maintenance and Improvements – Being an older community, Mission has older infrastructure built to a different set of standards for its time. In addition, infrastructure maintenance over the years has been minimal and often on an “as needed basis.” The City has come to a realization in the past few years that this is not a sustainable practice, and has begun making concerted efforts to bring roads and storm sewers up to new standards and then maintain these improvements through consistent maintenance programs.

The City has recently engaged BHC Rhoads, an engineering consulting firm, to gather information on current stormwater infrastructure conditions, and then to conduct an analysis for a plan to make improvements across the system. Likewise, Olsson and Associates, another engineering consulting firm, has been tasked with doing core samples of streets in the City to determine condition and develop a plan for improvements across the road network.

City staff has also worked on developing a more detailed and systematic capital improvement program that addresses infrastructure, parks, and facility improvements.

2.4 Current Comprehensive Plan and Master Plans

The City has had a series of comprehensive plans dating back to the 1960s. The most current was adopted in 2007. In addition, the City developed the East Gateway master plan in 2004 in conjunction with the Cities of Fairway and Roeland Park. This plan provides a vision for the type of development that is desired by the three communities that share a border on Mission's east side. The West Gateway Vision Plan, and the corresponding form-based code, were adopted by the City in 2007. The Johnson Drive Design Guidelines, adopted in 2008, provides guidelines for future development along Johnson Drive and the East and West Gateway areas. The City adopted a Parks Master Plan in 2015 that offers recommendations for future development and use of the community's parks and recreation facilities. And, the City is currently undertaking an evaluation of its city hall and police department combined facility for future needs and compatibility.

These plans, and other relevant documents, can be found at:
www.missionks.org/documents and [forms/community development document](http://www.missionks.org/forms).

3. SCOPE OF SERVICES

3.1. Purpose

The City is seeking to update its comprehensive plan through a highly interactive, public process with various community stakeholders. It is expected that the end product will be a plan that reflects the aspirations and values of the community in land development and redevelopment for the next 20 to 25 years. The plan will serve as a basis for the establishment of future priorities and policies for the coordinated development and redevelopment of the city, and supporting components including transportation, infrastructure, and environment. The plan will provide recommendations for encouraging quality development and redevelopment, as well as strategies for preserving the quality of life currently enjoyed by the city's residents and businesses.

The adopted update will meet the provisions of Kansas Statutes Annotated (K.S.A) 12-747.

3.2. Analysis to Be Provided

3.2.1 Review of Existing Plans

The consultant will familiarize themselves with the City's current comprehensive plan as well as area master plans and studies. This review should not only be for background, but also with an eye toward whether these plans are still relevant and the recommendations applicable. The consultant will make recommendations for updates or additional studies that may be appropriate.

3.2.2 Analysis of Community Population and Emerging Trends

The consultant will review current community population and demographics in order to project future population and demographic trends for set periods of time. Emerging demographic trends will be important in this analysis.

3.2.3 Analysis of Housing Development and Emerging Trends

The consultant will review the community's current housing development, as well as emerging trends regionally and nationally in the housing development sector such as tear-downs and rebuilds, accessory dwelling units, and affordable housing. Recommendations will be developed to address identified trends and needs.

3.2.4 Analysis of Commercial Development and Emerging Trends

The consultant will review the community's current commercial development (retail, service, and office), as well as any emerging trends regionally and nationally in the commercial development sector. This review will include a market analysis of commercial development in the City with recommendations that better position the City for current and future development and business activity.

3.2.5 Analysis of the Transportation Network

The consultant will review the city's current transportation network, including sidewalks, bicycle/walking trails, and transit opportunities. The review will include an evaluation of the current network's ability to support existing and future land use patterns, and recommendations for improvements. The City is also seeking an evaluation of opportunities for transportation-oriented development.

3.2.6 Analysis of Existing Land Use Classifications and Zoning

The consultant will review the City's current land use classifications and develop recommendations based on the analysis in the above sections. The consultant will also be expected to review the City's existing zoning code with an eye toward any amendments that may need to be made to support recommendations in the above categories. This is particularly the case with the current form-base code.

3.2.7 Analyses of Technology Infrastructure

The consultant shall review the City's technology infrastructure consisting of available high-speed Internet connectivity options for city residents and businesses. Residential use high speed Internet connectivity is defined as asynchronous download speeds at, or exceeding 40 Mbps (megabits per second) with upload speeds not less than 5 Mbps. Business use high speed Internet connectivity is defined as synchronous upload and download speeds at or exceeding 40 Mbps. Expected deliverables for this analysis shall include text descriptions and coverage maps of the options defined as available wired infrastructure delivered by copper lines or fiber optic cable and wireless Internet infrastructure delivered by 4G LTE and 5G (small cell) infrastructure for business and residential use.

3.3 Community Satisfaction Survey

The City will conduct a Community Direction Finder Survey in conjunction with the process to update the Comprehensive Plan. This will be the third survey that the City has done through ETC Institute of Olathe, Kansas. It is expected that the consultant will participate in formulating questions for the survey to provide further analysis for recommendations in the Comprehensive Plan update. A review of past surveys to identify any key themes or trends in regards to land use and development in the community will also be beneficial.

3.4 Community Engagement

The consultant will assist the City in leading a highly interactive, public engagement process for updating the comprehensive plan. It is expected that the process will include an advisory committee made-up of representative sampling of the community (business owner, property owner, home owner, renter, new resident, old resident, young resident, mature resident, etc.). This advisory committee will provide guidance in identifying key areas of focus for the plan update and key stakeholders and desired public input processes. It is expected that there will be one or two public workshops, one or two focus groups, several stakeholder interviews, and a joint City Council / Planning Commission workshop.

Social media and an active website with maps, analysis, and draft recommendations for community feedback will be an important component of this process.

3.5 Preparation and Presentation of a Draft Plan

The consultant will prepare a nearly finished, draft plan that will be presented to the Advisory Committee, Planning Commission and City Council as well as in a general public forum. The presentation should include a methodology or process for gathering input and weighting the value of the input on the final plan.

Such presentation(s) will provide for a systematic, participatory process for gathering and recording comments on the plan and its recommendations. The consultant will then lead

the advisory committee in evaluating recorded comments and making final adjustments to the recommendations in the plan.

3.6 Preparation and Presentation of Final Plan

A final, completed update to the Comprehensive Plan will be presented to the Planning Commission and City Council for formal adoption per the requirements of K.S.A 12-747. The plan will be an electronic form that is posted on the City’s web site and will include necessary maps, tables, and graphs to further clarify and support the analysis, narrative and recommendations of the comprehensive plan update. The plan will be presented in a format that is user-friendly and easily comprehensible. The consultant should make every effort to minimize the use of technical, planning language.

4 SUBMITTAL REQUIREMENTS AND TIMELINE

4.1 Submission of Response

Those desiring to submit a response to this RFP shall **submit six (6) hard copies and one (1) digital copy of their proposal to the City Clerk’s Office by no later than 4:30 p.m. (CDT), Friday, October 4, 2019.** Submission should be clearly marked “Comp Plan Update” and addressed to:

City Clerk
City of Mission
6090 Woodson St.
Mission, KS 66202

Submissions received after the date and time stated in this RFP shall not be considered. Any submissions received after the deadline shall be returned unopened providing the entity submitting the response is identified on the response envelope.

4.2 Submission Timeline

The following is a list of key dates for consideration of proposals:

| Event | Date |
|--|--|
| RFP Issued | August 12, 2019 |
| Last Day for Addenda | September 20, 2019 |
| Due Date for Submittals | October 4, 2019 |
| Initial Review of Submittals | Week of October 7, 2019 |
| Interviews | Week of October 14, 2019 |
| Selection and Final Contract Negotiation | Week of October 21, 2019 |
| City Council Consideration | November 6 th and 20 th , 2019 |
| Notice to Proceed Issued | November 29 th , 2019 |

4.3 Contents of Submittals

To be considered for selection, proposals shall be (1) clear and concise, (2) responsive to all RFP requirements, and (3) presented in the form of a written report with the following subheadings clearly marked:

1. Cover Letter
2. Experience of the Firm
3. Project Team Organization
4. References
5. Project Approach
6. Proposed Costs
7. Appendix A – Acknowledgement of Addenda

4.3.1 Cover Letter (Limit One (1) Page)

Submit a cover letter signed by an individual authorized to obligate the Respondent to fulfill the commitments contained in the proposal. The letter must include the following: (1) a contact for all communication pertaining to the proposal (including name, position, address, direct phone number and email); (2) a statement of the Respondent's understanding of the scope of services to be provided and overall ability and qualifications to successfully fulfill the scope of services; and (3) acknowledgment by respondent that it meets all requirements for award of a contract.

4.3.2 Experience of the Respondent / Statement of Qualifications (Limit Two (2) Pages)

Provide a brief description of the Respondent including length of time in business, services provided, and any certifications and/or affiliations that may be relevant. Provide sufficient information in the proposal for the selection committee to evaluate the ability and experience of the Respondent to successfully fulfill the requirements of the scope of services.

4.3.3 Project Team Organization (Limit Two (2) Pages)

Describe the Respondent's team that is being proposed for the project. In particular, describe how the proposed team will be organized to provide the requested scope of services. Provide a brief background of each team member's experience and the role they will play in the project. If any sub-consultants are proposed, indicate who these are and if they have a track record of successful projects with the Respondent.

4.3.4 References (Limit Two (2) Pages)

List the most significant projects (maximum of 5) performed in the last five years that are similar to the project described in this RFP. Entities located within the Kansas City area are preferred, but not required.

Indicate the date, scope of services, and total cost of the projects; and the name and telephone number of the principal client contact. The City reserves the right to contact the clients listed to perform reference checks.

4.3.5 Project Approach (Limit Four (4) Pages)

Provide a detailed description of the process for accomplishing the services outlined in the Scope of Work. The Respondent should document a clear understanding of the scope of services including data requirements, technical analysis, and public participation process. Note any methods for accomplishing what is desired in the most efficient manner or utilizing innovative approaches. Suggest anything that may not be mentioned in the Scope of Work, but may be beneficial for the process.

4.3.6 Proposed Hours and Fees

Submit a breakdown of the proposed number of hours for each portion of the plan development and costs associated with that portion. Provide any additional fees that may be associated with the plan development including travel, copying, and supplies. This should tie to an overall proposed cost for the plan. This will serve as a basis for further refinement and negotiation of costs.

4.3.7 Appendix A – Acknowledgement of Addenda

Respondent should complete and sign the Acknowledgement of Addenda as found in Appendix A of this RFP.

4.4 Questions and Addenda

Questions regarding this RFP may be addressed to:

Brian Scott
Assistant City Administrator
6090 Woodson
Mission, KS 66202
bscott@missionks.org

Questions must be submitted in writing.

Any addenda will be sent to all that attend the mandatory pre-submittal with answers to further questions or clarifications of the RFP. Addenda will be posted on the City's website as well.

The last date for addenda to be issued will be September 20, 2019, except for an addendum extending the date of submission or withdrawing the RFP.

4.5 General Requirements and Stipulations with Submission

The City reserves the right to reject any or all submissions and to waive any minor informality, technicality or irregularity in any submission.

All responses, and related reference information, submitted in response to this RFP will become the property of the City and will not be returned. Each Respondent submitting a response waives any right of confidentiality as to the response documents. If a Respondent submitting a response considers certain material in the response proprietary information, it shall clearly designate those portions of the response it wishes to remain confidential. As a public entity, the City is subject to making records available for public disclosure. The City will attempt to maintain confidentiality of material marked proprietary; however it cannot guarantee that information will not be made public.

The City reserves the right to (1) accept or reject any and all submissions and to waive any technicalities or irregularities involving any submission and to cancel the RFP process at any time prior to entering into an agreement, (2) not award a contract for any or all of the services that are the subject of this RFP process, (3) negotiate a contract terms acceptable to the City with the respondent and (4) disregard all nonconforming, non-responsive or conditional submissions.

During the evaluation process, the City reserves the right to request additional information or clarifications from those Respondents submitting proposals and to allow corrections of errors and/or omissions.

Submission of a proposal indicates acceptance by the Respondent submitting the proposal of the terms, conditions and specifications contained in this RFP to include any contract requirements set forth herein.

The City will not pay for any information herein requested, nor is it liable for any costs incurred by those Respondents submitting proposals. The City reserves the right to select the submission that will best meet the needs of the City. Submissions that do not meet the stated requirements will be considered in non-compliance and will be disqualified unless the City waives such non-compliance.

No submission may be withdrawn for a period of ninety (90) days from the date set for the opening thereof.

By submission of a response, each Respondent submitting a proposal certifies and acknowledges that:

- a. It has not paid nor agreed to pay any person, other than a bona fide employee, a fee or brokerage fee resulting from the award of the RFP.

- b. The City may, by written notice to the respondent submitting the response, reject the RFP or cancel any award under this RFP if it is found by the City that gratuities, in the form of entertainment, gifts or otherwise were offered or given to any representative of the City with a view toward securing an agreement or other favorable treatment with respect to this RFP or the entity submitting the response participated on collusion with another entity to restrain or eliminate competition.
- c. The contents of this RFP and any clarifications distributed or issued by the City shall become part of the contractual obligation and incorporated by reference into the ensuing contracts as the City deems appropriate.

Appendix A – Acknowledgment of Addenda

Respondents will need to complete and sign this acknowledgment that they have received and considered all Addenda that were issued in relation to this RFP.

_____ (Respondent) does hereby certify that we have received any and all addendum issued by the City of Mission in relation to the Request for Proposals for:

Comprehensive Plan Update

And, that the Respondent has reviewed and understands each addenda issued and has developed its response to the Request for Proposals in accordance with said addendum.

Name of Respondent: _____

Address of Respondent: _____

Name of Individual of Respondent with Authority to Sign on Behalf of Respondent:

Title of Individual:

Signature:

| | | |
|--------------------------------|--------------|-------------------|
| City of Mission | Item Number: | 6. |
| DISCUSSION ITEM SUMMARY | Date: | December 11, 2019 |
| PUBLIC WORKS | From: | Celia Duran |

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

RE: Discussion on Asset Management for Public Infrastructure

DETAILS: Asset management is an integrated, multidisciplinary set of strategies developed with the goal of preserving and extending the service life of long-term public infrastructure assets to improve quality of life and maximize economic efficiency. Essential processes and activities for infrastructure asset management include:

- Maintaining a systematic inventory of individual assets (e.g., acquisition cost, original service life, physical condition, etc.);
- Developing a defined program for sustaining the assets through planned maintenance, repair, and replacement and appropriate funding; and
- Implementing and managing information systems in support of these systems. (This may include using Johnson County AIMS for mapping or a different type of asset management software).

The City of Mission uses general asset management strategies to maintain assets and provides funds through the development of an annual capital improvement plan (CIP) and other funding plans, such as the vehicle, equipment, and Information Technology (IT) replacement programs. In order to maximize taxpayers' dollars and maintain aging city assets as cost effectively as possible, the City is currently in the process of implementing a more systematic, comprehensive system for the management of assets.

Inventory, mapping, and condition assessment have been completed for city streets and is currently underway for stormwater infrastructure. Staff will provide a brief overview of the current mapping that has been completed for city streets as part of this presentation. The next steps related to streets and stormwater include:

- Developing a maintenance life cycle plan to extend the expected service life and maintain the performance of each asset based on a desired level of service (LOS)
- Determining maintenance plan costs, various "what-if" budget scenarios to determine the potential impact that funding levels will have on the overall condition of each asset; and potential funding sources
- Developing and prioritizing a 10-year list of specific assets (i.e., street and pipe locations) to be scheduled for rehabilitation/replacement
- Plan implementation

In addition to streets and stormwater, the Council and staff recently identified a list of all the "other" public infrastructure assets that should be included in the work and

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

| | | |
|--------------------------------|--------------|-------------------|
| City of Mission | Item Number: | 6. |
| DISCUSSION ITEM SUMMARY | Date: | December 11, 2019 |
| PUBLIC WORKS | From: | Celia Duran |

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

conversations surrounding asset management. At the October Council retreat staff indicated we would bring a table/list of these components and as well as information on the current status of various steps for review and discussion by the Committee.

The attached table lists the status of the development of a comprehensive asset management plan for specific city infrastructure assets. Once the framework of the asset management plan has been developed for streets and stormwater, it will be used as a basis for other city assets. The framework is being presented in a very “rough” format so that we may discuss next steps and how best to present information and updates in the future that meet the Council’s goals and objectives.

Following our discussion in December, staff would recommend scheduling a worksession in January to present additional information, more detailed timelines and next steps.

CFAA CONSIDERATIONS/IMPACTS: N/A

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

**CITY OF MISSION
 COMPREHENSIVE ASSET MANAGEMENT PROGRAM
 STATUS (% COMPLETE)**

| ASSETS | INVENTORY | MAPPING | CONDITION ASSESSMENT | DEVELOP PLAN | FUNDING | PRIORITIZATION | IMPLEMENTATION | NOTES |
|--------------------------------|-----------|---------|----------------------|--------------|---------|----------------|----------------|---|
| PW Assets: | | | | | | | | |
| Streets | 100 | 100 | 100 | | | | | Staff working on next steps to develop plan. |
| Sidewalks (Repair/Infill; New) | 100 | 100 | 50 | | | | | |
| Curb and Gutter | 100 | 100 | 50 | | | | | |
| Stormwater Structures | 85 | 85 | 35 | | | | | BHC currently inspecting structures. |
| Stormwater Channels | 100 | 100 | 30 | | | | | |
| Street Lights | 100 | 100 | 0 | | | | | Maintained by contractor. |
| Traffic Signals | 100 | 100 | 0 | | | | | |
| Signs | 100 | 100 | 75 | | | | | All regulatory signs replaced in last 5 years. Need to assess non-regulatory signs. |

Notes:

The following assets are in various stages of asset management plan development and some have associated replacement programs in place:

- City Hall/Police Station
- Public Works Facility
- SPJCC
- MFAC
- Outdoor Parks
- City-Owned Parking Lots
- Fleet (Police, PW, Misc.)
- IT Infrastructure
- Trees

| | | |
|--------------------------------|--------------|-------------------------|
| City of Mission | Item Number: | 7. |
| DISCUSSION ITEM SUMMARY | Date: | December 11, 2019 |
| PUBLIC WORKS | From: | Celia Duran/Laura Smith |

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

RE: Discussion on Johnson Drive Reconfiguration

DETAILS: At various retreats over the course of the last 12-18 months, Council has expressed a desire to engage in an evaluation of the functionality of the Johnson Drive corridor (Nall to Lamar) following the street’s extensive reconstruction in 2014. During the November 18, 2019 Community Development Committee (CDC) meeting, City Council expressed concerns regarding traffic and pedestrian safety along the Johnson Drive corridor and requested that this be included as a discussion item on the December Community Development Committee agenda.

Since 2006, there have been many discussions regarding the lane configuration and Level of Service (LOS) for this section of Johnson Drive. Level of Service (LOS) is a qualitative measure used to relate the quality of motor vehicle traffic service. LOS is used to analyze roadways and intersections by categorizing [traffic flow](#) and assigning quality levels of traffic based on performance measures like vehicle speed, density, congestion, etc. safety of Johnson Drive (Lamar to Nall) since 2006.

A number of resolutions were adopted from 2006 to 2012 based on studies and discussions by various consultants and citizen/business Task Force members including:

- Resolution 643 (September 2006): Recommends 3-lane configuration
- Resolution 823 (March 2011): Dictates 80 ft. pavement width and 4 lanes
- Resolution 849 (December 2011): Stresses pedestrian improvements
- Resolution 864 (August 2012): Affirms 4-lane configuration and outlines other preferred design elements.

In addition to these conversations, since the street’s reconstruction members of the Council have frequently expressed concerns about traffic speeds and safety (vehicle and pedestrian) along the corridor. Since 2016, a number of other measures have been implemented along Johnson Drive and other studies/evaluations been completed including:

- Reducing the speed limit to 25 miles per hour
- Installing a speed table at the intersection of Johnson Drive and Woodson Road (done with reconstruction)
- Re-installing the traffic signal at the intersection of Johnson Drive and Woodson Road (unwarranted by recognized traffic engineering standards)
- Adding LED lights to flashing pedestrian beacons
- Restricting parking to “Compact Cars Only” near intersections

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

| | | |
|--------------------------------|--------------|-------------------------|
| City of Mission | Item Number: | 7. |
| DISCUSSION ITEM SUMMARY | Date: | December 11, 2019 |
| PUBLIC WORKS | From: | Celia Duran/Laura Smith |

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

Additional reports and analysis were also provided including the following:

- “Road Diet Guide”, April 2017, Bike Walk KC (recommended a 3-lane section);
- “Traffic Volume Analysis”, April 2017, Olsson (2015 Average Daily Traffic (ADT): 12,500; traffic volumes decreased from 2011 to 2015);

Traffic accident data was provided in 2017, and has been updated through December 3, 2019. The average number of accidents from 2015 to 12/3/2019 is 17.4 with the highest amount of accidents at Nall and Lamar as shown in the attached table. It is recommended that the accident data be further evaluated to determine the cause of each accident (i.e., speed, weather, etc.) so that it can be determined whether these accidents are related to the street design.

Data recently collected by Public Works staff and the Police department indicate that the average speed of vehicles traveling this section of Johnson Drive is 31 to 34 miles per hour (mph).

Although the measures listed above have been implemented along Johnson Drive and data collected as referenced above does not indicate a major safety concern for traffic or pedestrian, there is still the perception that Johnson Drive is not safe. In evaluating additional options, a lane reconfiguration remains as one potential consideration. This option has been recommended in the past, and has previously been met with opposition by some of the businesses.

The Johnson Drive corridor is unique because it serves as Mission’s downtown business area, but is also one of the only major east/west connections that carries through traffic. Because Johnson Drive is so vital to this community and is a major part of Mission’s identity and character, it is important that many factors be considered and weighed (including potential unintended consequences) prior to making any changes to this corridor. Some of these factors include:

- Increased traffic volumes that will be generated from Mission Crossing and the Gateway development and the ability of the corridor to support these traffic volumes without increased congestion/delay and/or bypass traffic diverted onto neighborhood streets;
- Increased delay on stop-controlled side streets due to less gaps on Johnson Drive;

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

| | | |
|--------------------------------|--------------|-------------------------|
| City of Mission | Item Number: | 7. |
| DISCUSSION ITEM SUMMARY | Date: | December 11, 2019 |
| PUBLIC WORKS | From: | Celia Duran/Laura Smith |

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

- Potential delay on a 3-lane section from on-street parking as a vehicle pulls in and out of a stall;
- Funding/schedule for Johnson Drive improvements (if recommended) since a surface treatment is proposed for 2022 using CARS funds; and
- Data needed to support any changes to this corridor and how to measure whether we've been successful in making Johnson Drive safer (i.e., less speeding citations, accidents, etc.?).

Although there have been numerous studies and data collected over the years, Staff recommends that updated data be collected in order to assess appropriate solutions for this corridor and make data-driven decisions including:

- Traffic volume collection along Johnson Drive including traffic counts at key intersections in order to evaluate capacity and delay;
- Pedestrian counts at key intersections to evaluate whether there is a safety concern and whether additional measures are needed (ideally this data would be collected in Spring/Summer);
- Speed analyses at various locations throughout the corridor; and
- Evaluation of crash rates (i.e., accidents) to determine the existing crash rate vs. the average crash rate for this type of corridor and preventable measures, if any.

Once this data is collected, staff recommends that there be community engagement to present/discuss the data; assess whether there is support for changes to the corridor; and, if so, determine whether this project is a priority for the community over other street improvement or maintenance projects. The Committee will discuss a tentative time table and other concerns or issues at the December meeting.

CFAA CONSIDERATIONS/IMPACTS: N/A

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

Accidents on Johnson Drive at:

| | 2015 | 2016 | 2017 | 2018 | 2019 (as of 12/3) |
|-----------------|----------|----------|----------|------|----------------------|
| Nall | 0 | 3 | 2 | 5 | 3 |
| Maple | 0 | 1 | 2 | 1 | 0 |
| Reeds | 0 | 4 | 0 | 0 | 2 |
| Outlook | 0 | 1 | 5 | 2 | 2 |
| Woodson | 2 | 3 | 0 | 2 | 2 |
| Dearborn | 0 | 4 | 0 | 3 | 0 |
| Beverly | 1 | 1 | 1 | 1 | 2 |
| Horton | 3 | 2 | 0 | 0 | 0 |
| Lamar | <u>5</u> | <u>3</u> | <u>7</u> | 7 | 5 |
| TOTALS | 11 | 22 | 17 | 21 | 16 |

ACCIDENTS AT OTHER LOCATIONS

| LOCATION | 2015 | 2016 | 2017 | 2018 | 2019 (as of 12/3) |
|-------------------------------|------|------|------|------|----------------------|
| Shawnee Mssn Pkwy/Nall | 19 | 28 | 19 | 20 | 25 |
| Johnson Dr/Broadmoor | 12 | 15 | 12 | 6 | 18 |
| Martway/Lamar | 8 | 6 | 4 | 5 | 4 |
| Martway/Broadmoor | 8 | 3 | 5 | 7 | 3 |

RESOLUTION NO. 643

A RESOLUTION ADOPTING INDIVIDUAL COMPONENTS OF THE JOHNSON DRIVE TASKFORCE RECOMMENDATIONS, THUS ESTABLISHING POLICIES FOR CAPITAL INFRASTRUCTURE IMPROVEMENTS WITHIN THE JOHNSON DRIVE CORRIDOR AREA.

WHEREAS, Generally, Johnson Drive is presently a four-lane undivided street between Lamar Avenue and Roeland Drive, and a five-lane street from Roeland Drive to Roe Avenue. In summary, Johnson Drive could be best described as a very heterogeneous street with no two sections looking exactly the same. This configuration of Johnson Drive dates back to the days when it was a state highway, a designation removed over 25 years ago.

WHEREAS, The function of Johnson Drive has changed over time. Its role as a through-highway diminished as other streets and highways like Shawnee Mission Parkway and Interstate 35 were constructed.

WHEREAS, traffic volumes today can be characterized as modest - about 13,000 to 16,000 vehicles per day - and studies have indicated that only about 4-11% of drivers travel the entire length of Johnson Drive between Roe Avenue and Metcalf Avenue. Johnson Drive functions more today as a major collector street providing conduit to surrounding major streets and serving commercial areas within the city.

WHEREAS, travel speeds on Johnson Drive tend to be high due to very wide travel lanes, a minimal number of turns at cross streets, and modest traffic volumes.

WHEREAS, in the recent past, the City has recognized that it faces a series of challenges that, if adequately addressed, can be turned into opportunities for reinvestment in and revitalization of the community. Among these challenges are a declining sales tax base, stagnant population growth, deteriorating infrastructure, and an increased flood plain in commercial areas.

WHEREAS, in order to address these challenges, the City commissioned a series of studies (i.e. HyettPalma Downtown Action Agenda, The George Butler Associates Traffic Study, Johnson Drive Corridor Design Guidelines, Downtown Master Plan, West Gateway Vision Plan, East Gateway Redevelopment Plan) which recommended a range of alternatives to development and public infrastructure improvements.

WHEREAS, as part of these recommended action steps, recent studies for the Downtown, East Gateway, and West Gateway Districts have suggested changes to the configuration of Johnson Drive.

WHEREAS, the intent of the recommended changes to the Johnson Drive configurations was to maintain existing capacity and level of service, establish a pedestrian-friendly environment that encourages healthy lifestyles, promote an efficient pattern of land use mixing residential with retail and office uses, create a community with a distinct and recognizable sense of place, and add character to a district primarily oriented towards the automobile.

WHEREAS, As a way of determining the right approach to potential improvements along Johnson Drive, the City of Mission commissioned a special taskforce to study the issue and make a recommendation to the Governing Body.

WHEREAS, as indicated by City Council Resolution No. 601 of March 8, 2006, the recommended street configurations for Johnson Drive were to be studied and evaluated within the context of overall impact to (commercial) areas, and the City would only adopt these plans for Johnson Drive, if it could be determined that the recommended plan would not detrimentally affect the vitality of commercial areas along Johnson Drive, and would not have any negative impacts on traffic patterns in surrounding areas.

WHEREAS, Johnson Drive Taskforce members recognized that automobile orientation does not necessarily make a place more livable, and that people still need to cross streets safely to reach businesses and services and they need a pleasant and direct walking route along the way.

WHEREAS, the Johnson Drive Taskforce took into account the following factors prior to making a recommendation to the Governing Body: Capacity and Level of Service, Traffic Safety, Traffic Speeds, Truck Emergency Vehicle Access, Pedestrian Comfort and Safety, and Street Character.

WHEREAS, the Johnson Drive Taskforce determined that the current alignment functions at an acceptable level of service, although traffic speeds are perceived to be high. Traffic Safety and pedestrian comfort and safety were considered to be less than desirable.

WHEREAS, nationwide research has found that the conversion of four-lane divided roadways to three lanes can improve vehicular and pedestrian safety, maintain an acceptable level of service and provide for acceptable conditions for parking/un-parking maneuvers.

WHEREAS, the Johnson Drive Taskforce recommended that the Johnson Drive Concept Book be forwarded to the Community Development Committee along with a recommendation for approval of Concept 4 (three-lane alternative). Further, the taskforce encouraged the Council to consider temporary striping or other means in order to observe impact on an experimental basis before any permanent improvements to Johnson Drive are implemented.

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

Section 1. No improvements shall be carried out to Johnson Drive that can be demonstrated to have a negative impact on the capacity and level of service of Johnson Drive.

Section 2. Phase I of Johnson Drive will be reconfigured to a four-lane cross section between Roe Avenue and Roeland Drive. The existing outside lane of Eastbound Traffic will be converted to allow on-street parking area and additional sidewalk space, along the northern frontage of the Gateway project. We will work with the City of Roeland Park to make sure the improvements are complimentary with future improvements contemplated by the City of Roeland Park.


THIS RESOLUTION IS PASSED AND APPROVED BY THE GOVERNING BODY OF THE CITY OF MISSION, this 13th day of September 2006.

THIS RESOLUTION IS APPROVED BY THE MAYOR this 13th day of September 2006.



Laura McConwell, Mayor

ATTEST:

By 

Martha Sumrall, City Clerk

**CITY OF MISSION, KANSAS
RESOLUTION NO. 823**

A RESOLUTION SUPPORTING INFRASTRUCTURE INVESTMENTS RELATED TO JOHNSON DRIVE AND THE DOWNTOWN CORRIDOR IN THE CITY OF MISSION, KANSAS.

WHEREAS, a consensus exists that Johnson Drive is in a significant state of disrepair between Nall Ave and Lamar Ave in downtown Mission; and

WHEREAS, the downtown corridor is considered the heart of the City of Mission; and

WHEREAS, the Downtown Visioning Committee has expressed a priority on getting Johnson Drive rehabilitated and the City Council affirmed that priority in Resolution 798; and

WHEREAS, the City of Mission recently implemented a street program beginning with the 2011 budget,

NOW, THEREFORE, be it ordained by the Governing Body of the City of Mission:

Section 1. The City Administrator will begin work on the necessary steps to have Johnson Drive rehabilitated by 2014 and include the project in the Community Investment Program (CIP). The following guidelines will be pursued as part of this street project:

- A. The expected width of pavement from curb to curb is 80ft. Any design for the street should accommodate on-street parking and four driving lanes within this 80ft footprint.
- B. The majority of on-street parking along Johnson Drive should be on public property.
- C. The entire corridor should have a consistent design that supports the unique character of the downtown district.
- D. Utilities should be addressed to every extent possible so as to prevent unnecessary damage to the street after rehabilitation.


Section 2. In conjunction with the street project, the city will finish storm water remediation along Rock Creek that affects the downtown district.

Section 3. All public property in the downtown district should be cleaned up so as to reflect positively on the community.

Section 4. These infrastructure investments are deemed necessary to provide basic public support to the downtown district. In addition to completing these public projects b the city will look at optional strategies that can be pursued to encourage private redevelopment in the district.

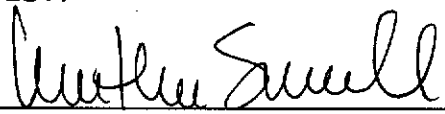
THIS RESOLUTION IS PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION, this 16th day of March 2011.

THIS RESOLUTION IS APPROVED BY THE MAYOR this 16th day of March 2011.



Laura McConwell, Mayor

ATTEST:

By 

Martha Sumrall, City Clerk

RESOLUTION NO. 849
A RESOLUTION SUPPORTING THE RECOMMENDATIONS OF THE
DOWNTOWN VISIONING COMMITTEE

WHEREAS, the Mission Downtown Area, whose boundaries are defined as the area between Nall and Lamar and 58th Street and Martway, has served as the heart of the Mission community; and

WHEREAS, the importance of this area has been noted in repeated planning studies, including the HyettPalma Study of 2002, the Design Guidelines for the Johnson Drive Corridor of 2004, the Mission/Rock Creek Redevelopment Master Plan of 2005, and the Comprehensive Plan of 2007; and

WHEREAS, it's the feeling of Mission Downtown Area property owners, businesses, and residents, as well as residents of the City of Mission that reinvestment in the Mission Downtown Area is key to the overall success of the community; and

WHEREAS, the City Council passed Resolution No. 823 (March 16, 2011), which identified public street and stormwater improvement projects to be completed by the City prior to 2014, in addition to the clean up of property owned by the City in this area; and

WHEREAS, Mayor McConwell convened a Downtown Visioning Committee made up of residents, businesses and property owners from the community in January 2010 to look at the reinvestment possibilities for the Mission Downtown Area; and

WHEREAS, the Downtown Visioning Committee has completed its work and established a set of recommendations that need to be incorporated into city-wide policies.

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

Section 1. The city thanks the Downtown Visioning Committee for their diligent work and supports their five recommendations.

a. The redevelopment of the Downtown corridor should stress pedestrian improvements equal to those improvements suggested for automobiles.

b. The redevelopment of the Downtown corridor should stress a unifying them in both it's landscape and streetscapes. And should reflect the spirit of the designs and ideas reviewed by the Downtown Visioning Committee.

c. The redevelopment of the Downtown corridor should include substantial investments in public amenities that support the private businesses. This would include consideration of a City Market area and reuse of the Harleywoods site, addition of a pedestrian plaza or "ArtWalk" area along Woodson, and development of an ampitheatre east of Reeds.

d. The redevelopment of the Downtown corridor requires there to be a collaborative investment model that allows for public/private partnership to help redevelop the area.

e. The redevelopment of the Downtown corridor requires there to be an active and supported Downtown Business Council.

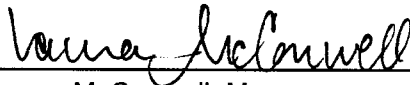
Section 2. The Mission Downtown Area shall receive priority funding as the City contemplates future community investments projects.

Section 3. The complexities of redeveloping the Mission Downtown Area are recognized and thus an entity will be designated by the city to steward public improvements to Johnson Drive, Rock Creek, and surrounding public property.

Section 4. The city reaffirms its intention to complete the public improvements to the Mission Downtown Area as identified in Council Resolution No. 823 by 2014 so that it can allow for private redevelopment to proceed.

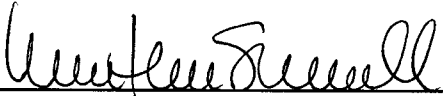
THIS RESOLUTION IS PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION, this 21st day of December of 2011.

THIS RESOLUTION IS APPROVED BY THE MAYOR this 21st day of December of 2011.



Laura McConwell, Mayor

ATTEST:



Martha Sumrall, City Clerk

RESOLUTION NO. 864

A RESOLUTION ESTABLISHING THE JOHNSON DRIVE DESIGN CONCEPT FOR IMPROVEMENTS BETWEEN NALL AVENUE AND JUST WEST OF LAMAR AVENUE.

WHEREAS, Johnson Drive is a four-lane arterial between Nall Avenue and Lamar Ave, and the Mission Downtown Area, whose boundaries are defined as the area between Nall and Lamar and 58th Street and Martway, has served as the heart of the Mission community; and

WHEREAS, public input and multiple studies has pointed to maintaining a four-lane configuration on Johnson Drive between Lamar Avenue and Nall Avenue; and

WHEREAS, Johnson Drive and the correlated infrastructure systems have been identified in recent street, stormwater, and bridge condition inventories as a high-priority street in need of significant infrastructure repairs. The City Council passed Resolution No. 823 (March 16, 2011), which identified public street and stormwater improvement projects to be completed by the City prior to 2014; and

WHEREAS, the City Council passed Resolution No.849 (December 21, 2011) supporting the recommendations of the Downtown Visioning Committee, which indicated that the redevelopment of the Downtown corridor should stress pedestrian improvements equal to those improvements suggested for automobiles, and that the redevelopment of the Downtown corridor should stress unifying both it's landscape and streetscapes, and that the redevelopment of the Downtown corridor should include substantial investments in public amenities that support the private businesses, and that reinvestment in the public infrastructure by 2014 is a critical priority for the City; and,

WHEREAS, Resolution No. 862 (June 20, 2012) directs staff to design the project to include the "Johnson Drive Interceptor" stormwater conveyance system into the street rehabilitation project; and,

WHEREAS, the current total project budget is approximately \$9.8 million of which \$2,800,000 is allocated by federal Surface Transportation Program (STP) funds, and up to \$1,500,000 is allocated by the Johnson County CARS program, and the City's remaining portion is \$5.5 million; and,

WHEREAS, construction costs are currently estimated at \$7.825 million, of which \$5.3 million is considered the "baseline" project costs, \$2.3 million accounts for the Johnson Drive Interceptor, and \$225,000 accounts for an upgrade to decorative streetlights and additional seat walls from the base project estimate.

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, trails, traffic signals, street lighting, and ADA compliant curb ramps will all be upgraded within the base scope of this project.

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

Section 1. The Johnson Drive Rehabilitation Project (Lamar Avenue to Nall Avenue), including

the intersection at Johnson Drive and Lamar, will include full-depth pavement replacement, stormwater system upgrades, utility relocations and upgrades, curb, gutter, and sidewalk improvements.

Section 2. Base Project Costs (\$5.3 million) will be funded out of the City's Transportation and Capital Improvement Funds.

Section 3. Project costs related to the Johnson Drive Interceptor (\$2.3 million) will be funded by an additional \$4/month/ERU Stormwater Utility Fee for a five year period, starting in the 2013 Budget year.

Sections 4 The project will include upgraded lighting to decorative (\$140,000) and additional seat walls for planters (non-structural, \$85,000) as approved by the City Council at the August 22, 2012 City Council Meeting.

Section 5. The traffic signal at the Johnson Drive / Woodson intersection will be removed and replaced with a two-way stop configuration on Woodson Rd, while Johnson Drive traffic will be allowed to flow without required stop.

Section 6. The City will acquire Rights-of-Way and permanent easements in order to ensure all lanes of traffic and on-street parking spaces are located in the public right of way and all sidewalks, from the back of curb to the face of the building, are located within permanent easements. The City will assume responsibility for maintenance and upkeep on both the street, parking spaces, and sidewalk as well as any other amenities that may be included such as street lights, benches, planter boxes, seat walls, etc.

Section 7. Public head-in on-street parking stalls will not have mandated maximum time limits on the use of each individual parking stall.


THIS RESOLUTION IS PASSED AND APPROVED BY THE GOVERNING BODY OF THE CITY OF MISSION, this 22nd day of August 2012.

THIS RESOLUTION IS APPROVED BY THE MAYOR this 22nd day of August 2012.



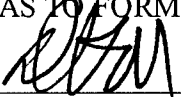
Laura McConwell, Mayor

ATTEST:

By 

Martha Sumrall, City Clerk

APPROVED AS TO FORM:

By 

David K. Martin, City Attorney

| | | |
|--------------------------------|--------------|-------------------|
| City of Mission | Item Number: | 8. |
| DISCUSSION ITEM SUMMARY | Date: | December 11, 2019 |
| ADMINISTRATION | From: | Laura Smith |

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

RE: Recommendations for CIP Committee

DETAILS: For several months both Council and staff have been discussing the efficiency and effectiveness of our various citizen advisory boards and commissions, most recently at the November committee meeting specifically related to the CIP Committee established in 2017.

The CIP Committee was formed by ordinance in March 2017 to serve in an advisory role to the Governing Body. Staff recommended appointing a ten (10) member committee whose membership was allocated as follows:

- 2 members from the Planning Commission
- 2 members from the Parks & Recreation Commission
- 1 member from the Sustainability Commission
- 1 member appointed from each Ward (4 total)
- 1 member appointed from the business community (could be non-resident)

A copy of the memorandum presented in 2017 regarding the potential benefits of establishing a CIP Committee is included in the packet for reference purposes. The Committee has struggled over the last two years to maintain adequate representation and to feel appropriately connected to the development and discussion of the CIP.

The current CIP members have done an outstanding job in educating themselves about the city's current infrastructure needs and challenges and the input they have provided has been meaningful. Staff is concerned that we are not making the best use of the valuable time provided by these citizen volunteers.

Staff has been discussing options internally and soliciting feedback from current CIP Committee members. During the Committee meeting we will be prepared to offer some options and alternatives for Council review and discussion. Potential changes to the structure or format of the CIP Committee would then need to be considered formally by the Committee in January providing staff time to prepare any necessary ordinance revisions.

CFAA CONSIDERATIONS/IMPACTS: N/A

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



MEMORANDUM

Date: January 25, 2017
To: Community Development Committee
From: Laura Smith, City Administrator
RE: Creation of Capital Improvement Program (CIP) Committee

A Capital Improvement Plan/Program (CIP) is a major management and planning tool for municipalities. The CIP links local infrastructure investments with more strategic goals, land use ordinances, and economic development efforts, bridging the gap between planning and spending. It is a statement of the City's policies and financial ability to manage the physical development and redevelopment of the community. A multi-year CIP provides a systematic plan for providing infrastructure improvements within a prioritized framework.

The CIP serves as a guide for the efficient and effective provision of public infrastructure facilities, outlining a schedule for capital projects, generally over a five-year period of time. A CIP also provides valuable information to the Planning Commission, citizens, developers and businesses who are interested in the development and redevelopment of Mission. The CIP may be used to leverage outside resources by aligning with grant application cycles, as well as through coordination of City projects with those of other public or private entities.

Since 2013, staff has formalized a process to review and update Mission's 5-Year Capital Improvement Program (CIP), integrating it into the annual budget process. In 2016, we created an internal CIP Committee that includes representation from all departments. The committee's initial focus has been to develop a comprehensive list of projects as well as efforts to standardize project request worksheets and budget tracking forms.

With internal processes now more clearly defined, staff believes development and approval of a five-year Capital Improvement Program would be enhanced by the appointment of an external (citizen) committee. We are requesting the City Council consider creating a Capital Improvements Program (CIP) Committee.

Many cities across the country, regardless of size, look to a citizen CIP Committee to evaluate and prioritize capital project requests recommended to the Governing Body. The representatives of the CIP committee are charged with:

- Aligning projects with identified master and strategic plans;
- Identifying issues that may be roadblocks to successful project implementation;
- Focusing on continuous improvement in the Capital Improvement Program;
- Advising the Mayor and City Council on the most critical needs; and



MEMORANDUM

- Evaluating and recommending projects for funding in the Capital Improvement Program

Additionally, when there are voter approved revenue streams, such as dedicated street or parks sales taxes, it can be beneficial to provide an educated group of citizens with information on the infrastructure needs, goals and objectives. Their knowledge and input can help guide decisions for future efforts to renew these revenues.

The CIP Committee's membership, roles and responsibilities would be established by ordinance, similar to Mission's other appointed Boards and Commissions. They would serve in a purely advisory role to the Governing Body. Staff recommends appointing a 10 member committee whose membership would be allocated as follows:

- 2 members from the Planning Commission
- 2 members from the Parks & Recreation Commission
- 1 member from the Sustainability Commission
- 1 member appointed from each Ward (4 total)
- 1 member appointed from the business community (could be non-resident)

The CIP Committee would meet monthly, with a variety of staff supporting their work. Based on the remaining steps required to create, appoint and educate the committee members, we anticipate their input would be somewhat limited during the 2018 budget process, but they would play a much more active role in the 2019 budget.

Mission will continue to face infrastructure challenges, putting pressure on future budgets. Creating the opportunity for staff and Council to incorporate more citizen input in the development of the CIP can help guide decision-making, ensuring the City's resources are being allocated in a way that accurately reflects community assets, needs, and goals. Forming a citizen CIP Committee can only serve to benefit the residents of Mission.