

**CITY OF MISSION, KANSAS**  
**COMMUNITY DEVELOPMENT COMMITTEE**

**WEDNESDAY, MARCH 1, 2017**

**6:30 p.m.**

**Mission City Hall**

**PUBLIC COMMENTS**

**PUBLIC PRESENTATIONS / INFORMATIONAL ONLY**

**ACTION ITEMS**

1. Creation of Capital Improvement Program (CIP) Committee - Laura Smith

A Capital Improvement Plan/Program (CIP) is a major management and planning tool for municipalities. Staff is recommending the appointment of an external (citizen) committee to assist in the development, approval, and management of the five-year Capital Improvement Program for the City of Mission.

2. Roeland Park / Mission Interlocal - Laura Smith

In 2014, the City approved an interlocal agreement with Roeland Park to consider redevelopment options the northeast corner of Johnson Drive and Roe Boulevard. As a result of staff turnover, and other factors, the agreement no longer accurately reflects the process being used to evaluate the project, and staff recommends the agreement be terminated. We continue to engage in conversations with Roeland Park regarding the site, and still anticipate there we will need to coordinate and collaborate to accomplish a project that straddles city limit boundaries.

3. Ordinance Amendments - Tree Board and Parks & Recreation Commission - Laura Smith and Christy Humerickhouse

The Mission Tree Board and the Mission Parks and Recreation Commission have both struggled over the past few years to maintain membership/representation at the levels recommended by City code. Staff has been evaluating ways to improve the effectiveness of our Boards and Commissions while also ensuring that the time and effort spent by the volunteers is productive and meaningful. Last month we recommended a merger of the Parks and Recreation Commission and the Tree Board. Council was supportive of the recommendation, and the necessary ordinances have been prepared for Council approval.

## **DISCUSSION ITEMS**

### 4. Management of Various Regulatory and Informational Signs - John Belger

Public Works will start working to inventory and replace/remove regulatory, warning and/or informational signs located throughout the City. Examples of the types of signs to be reviewed include: "No Parking," "Neighborhood Watch," "Children Playing," etc. The City has been divided into four districts for inventory purposes, and the work will begin in District 2.

### 5. Revisions to Accessory Animal Permit (Bees) - Danielle Sitzman

Mission currently requires an accessory animal permit for residents wanting to keep chickens or bees. The annual permit fee is \$50. At the February 15th City Council Meeting, a resident asked that Council consider eliminating the fee for bees as they are experiencing a "bee decline" or "colony collapse."

## **OTHER**

### 6. Department Updates - Laura Smith

**Arcie Rothrock, Chairperson**  
**Suzie Gibbs, Vice-Chairperson**  
***Mission City Hall, 6090 Woodson***  
***913-676-8350***

<b>City of Mission</b>	Item Number:	1.
<b>ACTION ITEM SUMMARY</b>	Date:	February 21, 2017
<b>Administration</b>	From:	Laura Smith

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

**RE:** Citizen Capital Improvement Program (CIP) Committee

**RECOMMENDATION:** Approve the ordinance creating the Capital Improvement Program (CIP) Committee, and establishing roles, responsibilities and membership.

**DETAILS:** 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. A multi-year CIP provides a systematic plan for providing infrastructure improvements within a prioritized framework.

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 which is developing a comprehensive list of projects and standardizing project request worksheets and budget tracking forms. With internal processes now more clearly defined, staff believes development, approval, and management of the five-year Capital Improvement Program would be enhanced by the appointment of an external (citizen) committee.

The CIP Committee's membership, roles and responsibilities would be established by ordinance, similar to Mission's other appointed Boards and Commissions. These responsibilities are outlined in more detail in the memorandum included in the packet. They would serve in an advisory role to the Governing Body. Staff recommends appointing a ten (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. At the February Committee meeting, Council supported the staff recommendation, and directed that the necessary ordinances and documents be drafted for consideration in March. A draft of the ordinance is included in the packet. Once finalized, the CIP Committee will be advertised and letters of interest solicited. It is anticipated that committee members would be appointed in April, with a first meeting in May/June 2017.

**CFAA CONSIDERATIONS/IMPACTS:** Including direct citizen involvement in the development of the CIP helps to ensure that the needs of residents of all ages and abilities are considered in the design of public infrastructure facilities.

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



## MEMORANDUM

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

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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

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- 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.

**CITY OF MISSION**  
**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE ESTABLISHING A CAPITAL IMPROVEMENT PROGRAM (CIP) COMMITTEE IN THE CITY OF MISSION AND ADDING SECTION 270 TO THE CODE OF THE CITY OF MISSION, KANSAS.

NOW, THEREFORE, BE IT ORDAINED by the Governing Body of the City of Mission, Kansas:

SECTION I: Chapter 270 is hereby added to Title II of the code of the City of Mission, Kansas as follows:

CHAPTER 270: CAPITAL IMPROVEMENT PROGRAM (CIP) COMMITTEE

Article I: CAPITAL IMPROVEMENT PROGRAM (CIP) COMMITTEE

Section 270.010 CREATION.

In order to provide citizen input and interaction with City services, specifically the construction and maintenance of capital infrastructure, the Capital Improvement Program (CIP) Committee for the City of Mission is hereby established.

Section 270.020 MEMBERSHIP.

The CIP Committee shall consist of ten (10) members, one (1) of whom may be a non-resident of the City of Mission, one (1) member from each ward, two (2) representatives from the Planning Commission, two (2) representatives from the Parks, Recreation, and Tree Commission, and one (1) representative from the Sustainability Commission.

Section 270.030 TERMS OF OFFICE.

The Mayor, with the consent of the Council, shall appoint the members of the Capital Improvement Program Committee. Members shall be appointed for terms of two (2) years each except as otherwise herein provided. In establishing the Committee, terms shall be staggered between one and two year appointments. Vacancies shall be filled by appointment for the unexpired term only. The number of members may not be reduced unless a vacancy exists or unless the reduction takes effect at the end of a term. Following initial creation, members of the Capital Improvement Program Committee shall be appointed at the first (1st) regular meeting of the Governing Body in January. Members shall serve without compensation.

Section 270.040 MEETINGS.

The CIP Committee shall meet monthly, or upon call by the Mayor or City Administrator. A majority of the members of the CIP Committee shall be sufficient as a quorum for transaction of business of the Committee. Time of meetings shall be posted publicly and open to members of the public. Meetings shall be held in City/public facilities.

Section 270.050 OFFICERS.

The Capital Improvement Program Committee shall consist of ten (10) members from which a Chair and Vice Chair shall be elected. The Vice Chair shall act in the absence of the Chair. Officers shall be elected at the first regularly scheduled meeting after the Governing Body has appointed new members at the first regularly scheduled meeting in January.

Section 270.060 DUTIES AND RESPONSIBILITIES.

- A. It shall be the responsibility of the Capital Improvement Program Committee to work with staff to evaluate, review and recommend projects for funding in the 5-Year Capital Improvement Program. In developing the program, the CIP Committee will: seek to align projects with identified master and strategic plans; identify issues that may be roadblocks to successful project implementation; focus on continuous improvement in the Capital Improvement Program; and advise the Governing Body on the most critical needs.
- B. The Committee will review and evaluate funding and revenue streams used to support the 5-Year Capital Improvement Program and shall make recommendations to the Governing Body regarding the same.
- C. The Committee from time to time may establish subcommittee, advisory committees or technical committees to advise or assist in the activities of the Committee.

Section 270.070 RECORD OF PROCEEDINGS.

A record of all proceedings of the Capital Improvement Program Committee shall be kept.

Section 270.080 MEMBER REMOVAL.

Any member of the Capital Improvement Program (CIP) Committee may be removed or replaced by a vote of the majority of the Governing Body at any regularly scheduled meeting of the Governing Body.

SECTION II: This Ordinance shall take effect and be in full force from and after its publication as provided by law.

PASSED AND APPROVED BY THE CITY COUNCIL this 15th day of March 2017.

APPROVED BY THE MAYOR this 15th day of March 2017.

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Steve Schowengerdt, Mayor

ATTEST:

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Martha M. Sumrall, City Clerk

APPROVED AS TO FORM:

PAYNE & JONES, CHTD.

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David K. Martin, City Attorney  
11000 King, Suite 200  
P. O. Box 25625  
Overland Park, KS 66225-5625  
Tel: (913) 469-4100  
Fax: (913) 469-8182



<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	February 20, 2017
<b>Administration</b>	From:	Laura Smith

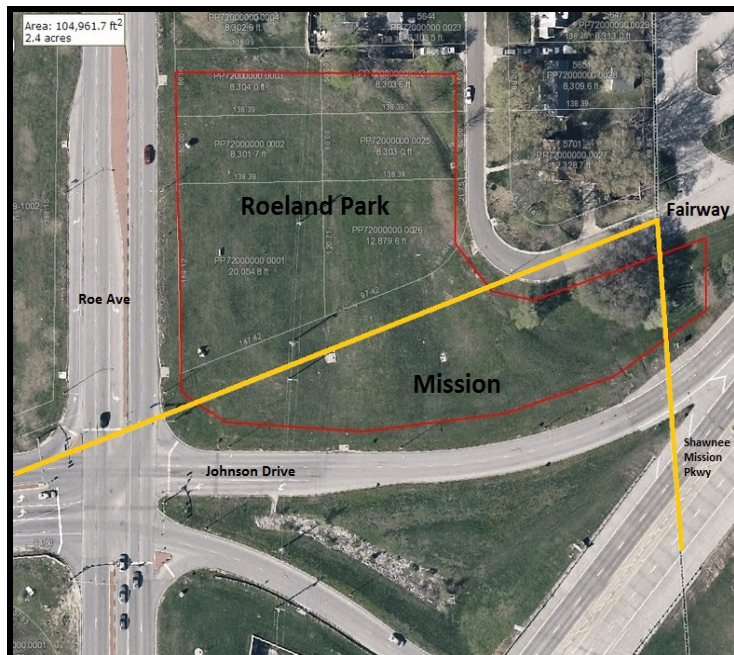
Action items require a vote to recommend the item to full City Council for further action.

**RE:** Interlocal Agreement - Mission/Roeland Park Site Development

**RECOMMENDATION:** Terminate the Interlocal Agreement with the City of Roeland Park regarding exploration of redevelopment options for land located at the northeast corner of Johnson Drive and Roe Boulevard.

**DETAILS:** Prior to 2003, the site at the northeast corner of Johnson Drive and Roe Ave. was part of the Shawnee Mission Parkway/Johnson Drive/Roe Ave. interchange/off-ramp system. Upon conclusion of the road improvements that reconfigured the intersection, surrounding

parcels were conveyed to various parties. Parcels to the intersection's northeast were conveyed to the City of Roeland Park. Extended Right of Way (ROW) on north side of Johnson Drive, east of Roe - remained KDOT ROW, but is located within the City of Mission.



In 2014, the City of Roeland Park approached Mission about the potential of ultimately conveying these parcels to private interests that could develop the sites. Although an achievable goal, a number of challenges were identified, including:

- The site is split between Roeland Park and Mission, thus requiring coordination with multiple entities prior to sale or development.
- KDOT would have to vacate the existing ROW.
- Other site-development challenges such as utilities, storm drainage, etc.
- Proximity to existing owner-occupied, single family homes.

After several meetings and discussion, the City Councils in both cities approved the attached Interlocal Agreement which anticipated the cities would pursue a joint process that would

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

<b>City of Mission</b>	Item Number:	2.
<b>ACTION ITEM SUMMARY</b>	Date:	February 20, 2017
<b>Administration</b>	From:	Laura Smith

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

assemble parcels, create a development vision, and pursue private development of the land. A committee comprised of elected officials, Planning Commission members and staff from Mission and Roeland Park met several times, but the process was slow to gain traction. This was primarily because it took more than a year for KDOT to reach a decision regarding the vacation of the ROW.

During this time, both cities also experienced turnover in key staff as well as elected officials, and the process stalled. Over the course of the last year, Roeland Park has become more active in reviewing and discussing redevelopment opportunities throughout their city. Last week, the Roeland Park City Council formally engaged CBC Real Estate Group to market and assist in redevelopment of this site.

The interlocal agreement no longer accurately reflects the process for the project, and staff recommends the Council officially terminate the agreement. We remain engaged in conversations with Roeland Park, and still anticipate there will be the need for coordination and collaboration to accomplish a project that straddles city limit boundaries.

**CFAA CONSIDERATIONS/IMPACTS: NA**

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

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF MISSION, KANSAS AND THE CITY OF ROELAND PARK, KANSAS ("THE CITIES") TO EXPLORE DEVELOPMENT OPTIONS FOR LAND AT THE NORTHEAST CORNER OF JOHNSON DRIVE AND ROE BLVD**

**Recitals**

- A. Prior to 2003, the site at the northeast corner of Johnson Dr and Roe Ave was part of the Shawnee Mission Parkway/Johnson Dr/Roe Blvd interchange/off-ramp system. Upon completion of road improvements that reconfigured this intersection, surrounding parcels were conveyed to various parties.
- B. Parcels to the intersection's northeast, the "Development Site", are currently under the ownership of the City of Roeland Park. Extended Right of way (ROW) to the northeast of Johnson Drive and Roe Blvd remained part of KDOT's ROW, but partially within the Cities of Roeland Park and Mission. Approximately 70% of the development site is within the City of Roeland Park and about 30% is within the City of Mission.
- C. Both Cities have expressed an interest in potentially pursuing private development of this land.
- D. Development at this location is a realistic and achievable proposition, although a number of challenges have to be addressed in order for this to become a reality.
- E. Some of these challenges include :
- The largest portion of the site is split between Roeland Park and Mission which requires complex coordination with both entities prior to sale and development of the site.
  - A large percentage of land is KDOT Right-of-Way, and would have to be vacated by KDOT to both Cities. There may also be a cost to the Cities or an eventual developer to acquire this land.
  - Utility relocations, drainage, restrictive covenants.
  - Proximity to existing owner occupied single family homes.
- F. The Cities have indicated an interest in pursuing a joint process whereby the Cities work together to 1) develop consensus on a development vision for the site; 2) pursue joint Request for Proposals and negotiated sale of land to a private interest; and, 3) manage the zoning entitlement and permitting process. This cooperative effort will ultimately benefit residents from both Cities.

**Agreement - Terms (DRAFT)**

1. Both Cities agree to strive for development concepts that derive economic benefits to both Cities that although not necessarily equal, are nonetheless proportional in magnitude and revenue. This could be accomplished by strategic placement of development, tax-sharing

agreements, or other methods.


2. A Steering Committee, made up of not more than two members of the Governing Body and two Planning Commissioners from each City, in conjunction with Staff from both Cities, will jointly make up a "Management Team" to guide this process. The role of the Management Team will be to identify options and make recommendations to the Governing Bodies of both Roeland Park and Mission.
3. City of Mission Staff will administer the project, in consultation with Roeland Park Staff. Project administration will include, but is not limited to: coordinating schedules, calling meetings, preparing for meetings/presentations, researching information requested by stakeholders, coordinating with KDOT, and RFP document preparation. Roeland Park and Mission City Staff estimate a total of 260 hours of Project Management in Phases 2 through 4. The Cities anticipate an estimated 70% of that time will be incurred by the City of Mission staff (182 hours) and 30% of that time will be incurred by the City of Roeland Park Staff (78 hours). See Exhibit A.
4. Given a combined billing rate of \$75 per hour, total project costs are estimated at approximately \$19,500. Each City will cover 30% of the total estimated costs, and the City of Roeland Park will pay the City of Mission 40% of the remaining estimated costs, in an amount of \$7,800. Project administration costs will be made in eight monthly installments (\$975.00) beginning January 31, 2015. The City of Roeland Park will also reimburse the City of Mission (invoiced quarterly) for 70% of any material and supply costs.
5. Roeland Park and Mission will keep an accounting of staff time and material costs spent on the project. Both cities reserve the right to request adjustments to scope of work and/or compensation if initial staff time estimates or scope of work varies significantly from Exhibit A.

IN WITNESS WHEREOF, the parties hereto have duly executed this instrument the day and year first above written.


**City of Mission**

By:   
Steve Schowengerdt, Mayor

ATTEST:  
By:   
Martha Sumrall, City Clerk

APPROVED AS TO FORM:  
By:   
Dave Martin, City Attorney

**City of Roeland Park**

By:   
Joel Marquardt, Mayor

ATTEST:  
By:   
Kelly Bohon, City Clerk

APPROVED AS TO FORM:  
By:   
Neil R. Shortlidge, City Attorney

## **Exhibit A - Project Scope and Timeline**

### **Phase 1: October ~ December 2014: Draft and Formalize Interlocal Agreement**

- Select City Management Team and Development Process

### **Phase 2: January - April 2015: Develop consensus around development vision for site**

- Steering Committee led, including “touch points” with City Council/Planning Commissions
  - Set definition of site development vision dictating future development goals. Develop joint City Council Resolution which dictates land use/planning and zoning goals for site.
- Develop consensus vision for site
  - Update on previous visioning and long term planning work and current conditions
  - What’s should drive development? What’s the end goal?
    - Tax base enhancement and revenue generation? (Sales and Property Tax, Land Sale)
    - Housing and/or employment options?
    - Lodging and/or entertainment, pedestrian friendly development and/or mixed use?
    - Green space retention and best practices stormwater management?
    - Proximity to single family housing?
    - Cost to assemble parcels
  - Assistance by MARC (Envision Tomorrow & Visualization Tools)
- Strategize on process to acquire excess KDOT ROW to consolidate parcels
- Strategize on Comprehensive Planning/Zoning/Building Permitting Process
- Formalize into Joint Resolution and present to City Councils for approval.
- Assumptions: Three (3) Steering Committee Meetings. Two (2) City Council/Planning Commission presentations.
- Total Phase 2: 40 hours.

### **Phase 3: May - July 2015: Pursue Development Project and Implement Vision**

- Vacation of Right of Way to “Developable Right of Way”. (Both Mission and RP)
  - Initiate KDOT ROW Appraisal & ROW Acquisition Process
- Concurrent issuance of Joint City Request for Proposals (RFP)
- Steering Committee interview/selection of developer to pursue purchase and development.
- Assumptions: KDOT ROW Appraisal/Acquisition: Preparation, approval and issue of Request for Proposals (RFP): Interviews & Selection. Three (3) Steering Committee Meetings. Two (2) City Council/Planning Commission presentations.
- Total Phase 3: 120 hours.

### **Phase 4: August 2015 - (Open): Negotiate Sale Agreement with Developer**

- Negotiate Agreement(s) with selected developer
- Pursue Zoning/Plan Review through both PC’s/CC’s: Comp Plan and Property Zoning Designation
- Once approvals are in place, sale of land to Developer
- Assumptions: Negotiate Agreements: 20 hours. Planning & Zoning: 60 hours. Sale of Land: 20 hours. One (1) Steering Committee Meeting. Four (4) City Council/Planning Commission presentations.
- Total Phase 4: 100 hours.

### **Post Development Coordination/Sale of Land**

Initiate Plan Review/Building Permitting/Inspections per Interlocal Agreement

# Johnson Drive & Roe - Proposed Project Plan

Ad Hoc Development Committee – updated to January 31, 2017



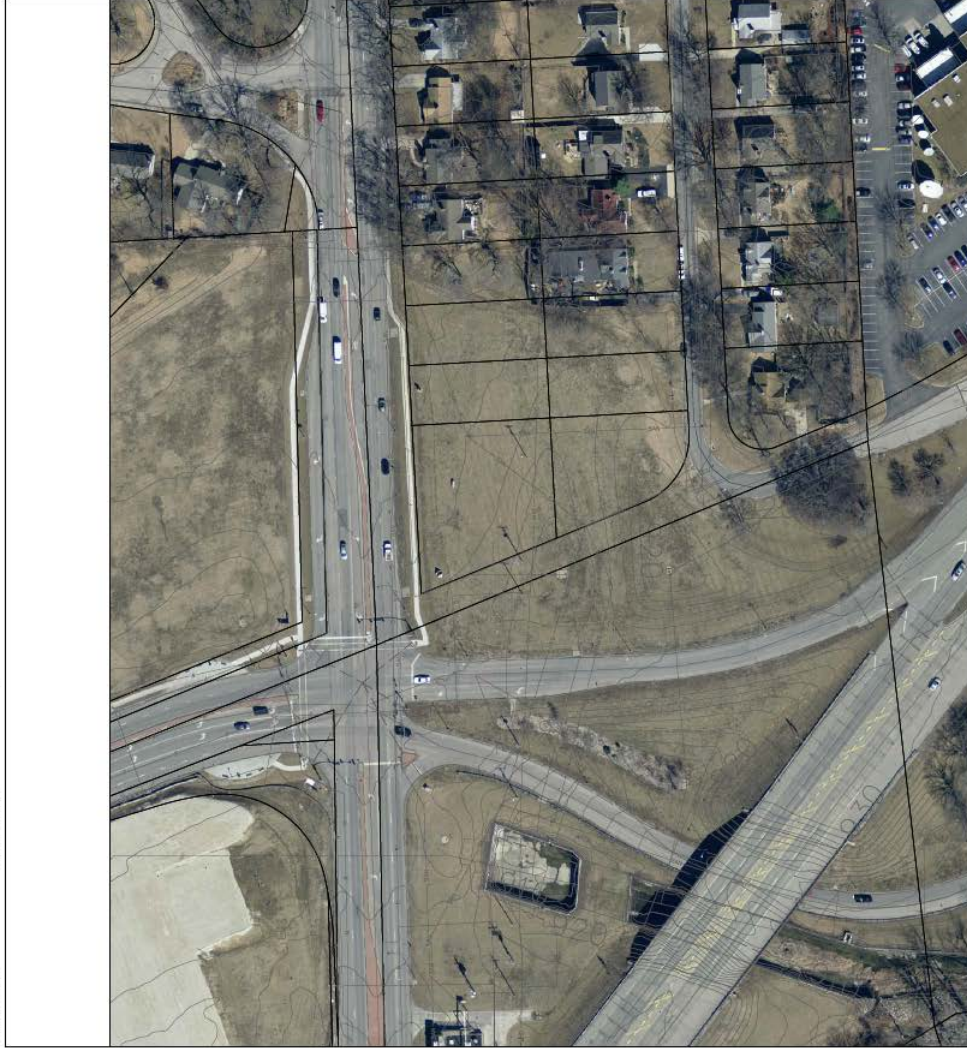
## Introduction

This report is a summary and action plan developed by CBC Real Estate Group for the consideration of the City of Roeland Park's ad hoc Development Committee on the real estate opportunity for the strategically important corner of Johnson Drive & Roe.

Covered here are four major topics:

- DEFINE THE OPPORTUNITY
- PROPOSED SITE PLANS
- EXECUTION OF MARKETING PLAN
- SCHEDULE

**Current Property Lines**



DATE: 01/11/2017  
 TIME: 10:00 AM  
 PROJECT: JOHNSON DRIVE & ROE  
 SHEET NO. 1

DESIGNED BY: _____	NO. _____	DATE _____	BY: _____
DRAWN BY: _____	NO. _____	DATE _____	BY: _____
CHECKED BY: _____	NO. _____	DATE _____	BY: _____
IN CHARGE: _____	NO. _____	DATE _____	BY: _____
<b>CONTRACT © - SHAFER, KLINE &amp; WARREN, INC.</b>			

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SHEET NO. \_\_\_\_\_







1) **WHAT IS THE OPPORTUNITY?**

**“Revenue generating, attractive gateway element that compliments the coming larger development.”**

- Benefits the citizens of Roeland Park
- Attracts new visitors and new residents
- Is a distinctive development, for Northeast Johnson County and throughout the metro.

**WHAT WAS THE FEEDBACK FROM PUBLIC IMPUT?**

- 61% of respondents indicated 2-3 story development is ideal.
- For commercial uses, the top three preferred are:
  - Retail Merchants
  - Restaurant
  - Office Space
- Additionally, Strong Preferences stated for Parks/Public Spaces

It should be noted that while “Retail Merchants” scored high, the comments strongly indicate an aversion to chain retailers, preferring locally owned-operated businesses.

**1) WHAT IS THE OPPORTUNITY?**

**2.69 acre redevelopment zone (include the KDOT / City of Mission area)**

**Our goal is to cause a 2-story, mixed-use building, featuring office and retail/restaurant space to be developed.**

**Approximately 25,000 - 30,000 Square Feet**

**10,000 SF of Retail/Restaurant Tenants**

**20,000 SF of Office Tenants**

**Aesthetically appealing, distinctive, Class “A” construction that will attract quality office and restaurant tenants that bring employers, visitors and new tax revenue to Roeland Park.**

**1) WHAT IS THE OPPORTUNITY?**

**Office Market Summary**

Kansas City area office leasing firms have reported a great deal of activity throughout 2016 with space absorption exceeding 1,000,000 SF by the third quarter throughout the metro.

According to Colliers International, asking rents on average were \$17.39/SF across the property spectrum for Class A office space in Johnson County, rents were reported in the \$22.00 - \$23.00 per square foot range.

New office product should be well received in this area as the real estate along Shawnee Mission Parkway and on Johnson Drive are generally over 30 years old.

**Medical Office Market Summary**

On a national basis, medical office space leasing velocity has increased significantly, and according to Marcus & Millichap, vacancy rates have dropped nearly 3% since the end of 2014. Asking Medical Office rents have been stated at \$22.62/SF as a US average, and in the Midwest slightly lower at \$18.61/SF.

Demographics certainly point to an increased need in medical office space, and the prevalence of clinical/medical/research users in nearby Fairway and the proximity of KU Medical Center certainly point towards continued demand for this specialized real estate. Furthermore, plans for a 16,000 SF medical facility in Roeland Park is indicative of the need for clinical services in this area.

**Retail Market Summary**

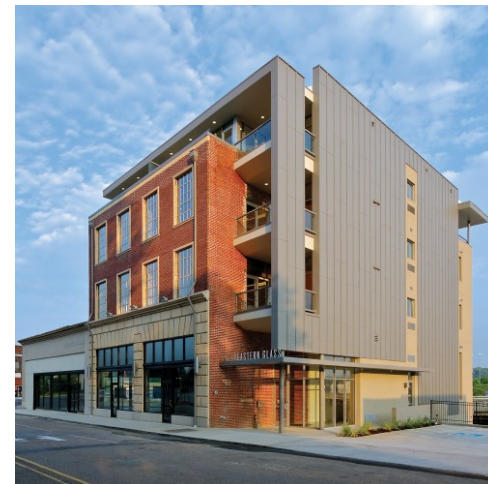
As with the office market, Retail space has enjoyed a great deal of activity throughout 2016, with vacancy rates dropping, and rent rates increasing market-wide. North Johnson County however experienced among the highest vacancy for “big box” retail at 10%. Smaller retail space remains in high demand with 3.4% vacancy reported.

Retail rent rates have a wide range depending upon quality of real estate and location. On average in North Johnson County, rents can be anywhere from \$11.60/SF for big box space to \$17.57/SF for what is described as “small shops” or the type of retail space you would see in Prairie Village. In South Johnson County, where the retail real estate is generally newer, rents range from the mid-\$17.00/SF range to \$21.43/SF according to statistics published by Newmark Grubb Zimmer.



1) WHAT IS THE OPPORTUNITY?

Distinctive mixed-use building at key intersection that features a five-star quality restaurant/bar and professional office space.



**1) WHAT IS THE OPPORTUNITY?**

Distinctive mixed-use building at key intersection that features a five-star quality restaurant/bar and professional office space.



**1) WHAT IS THE OPPORTUNITY?**

In August, several development options were presented to the ad hoc committee, including restaurant development, event space, multi-family residential and mixed-use development:



Residential Townhomes



Standalone Restaurant

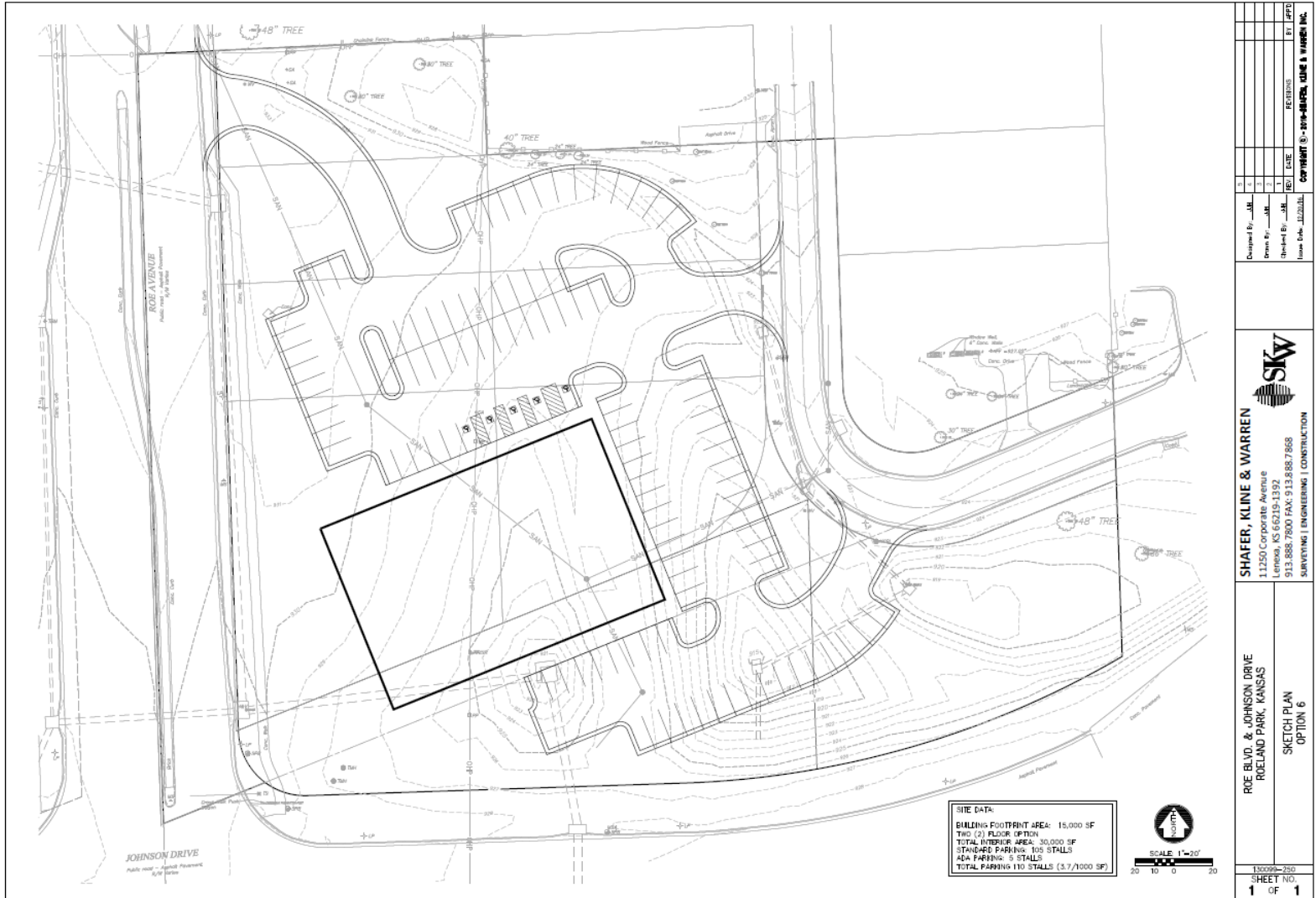


Event Center

**The consensus was to proceed with determining the viability of mixed-use development.**

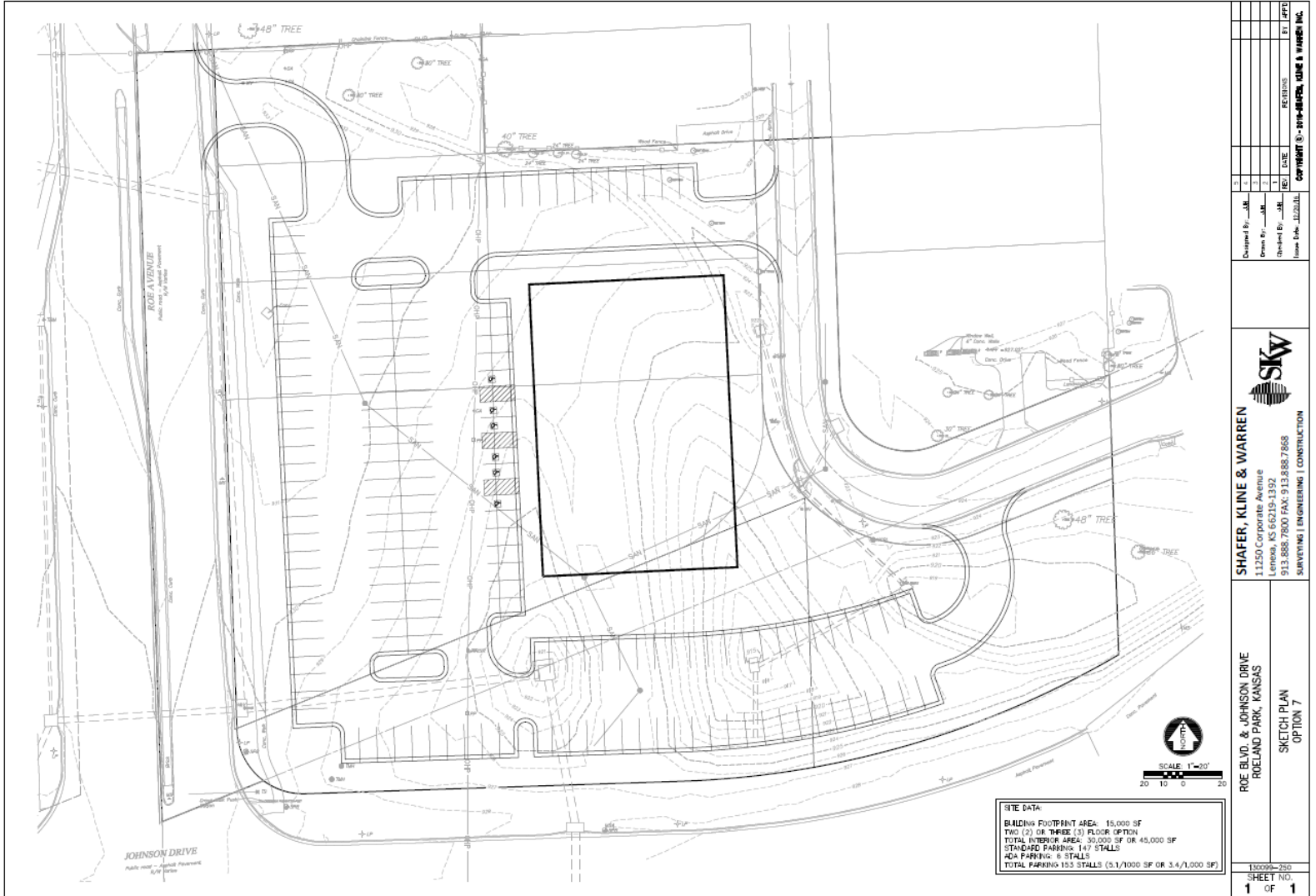
This location signifies the entrance to Roeland Park and provides new branding opportunities for the community.

2) PROPOSED SITE PLAN

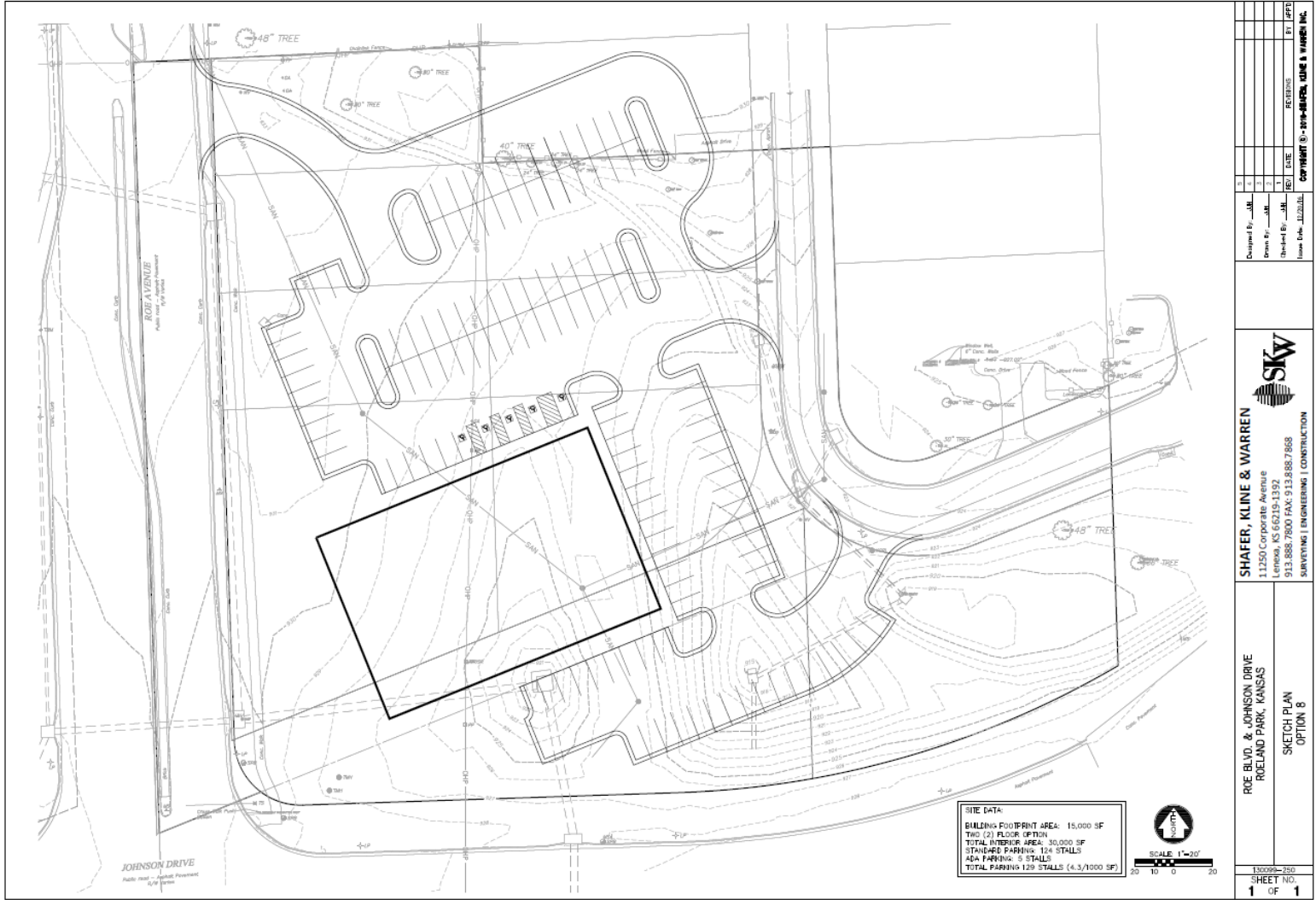




2) PROPOSED SITE PLAN



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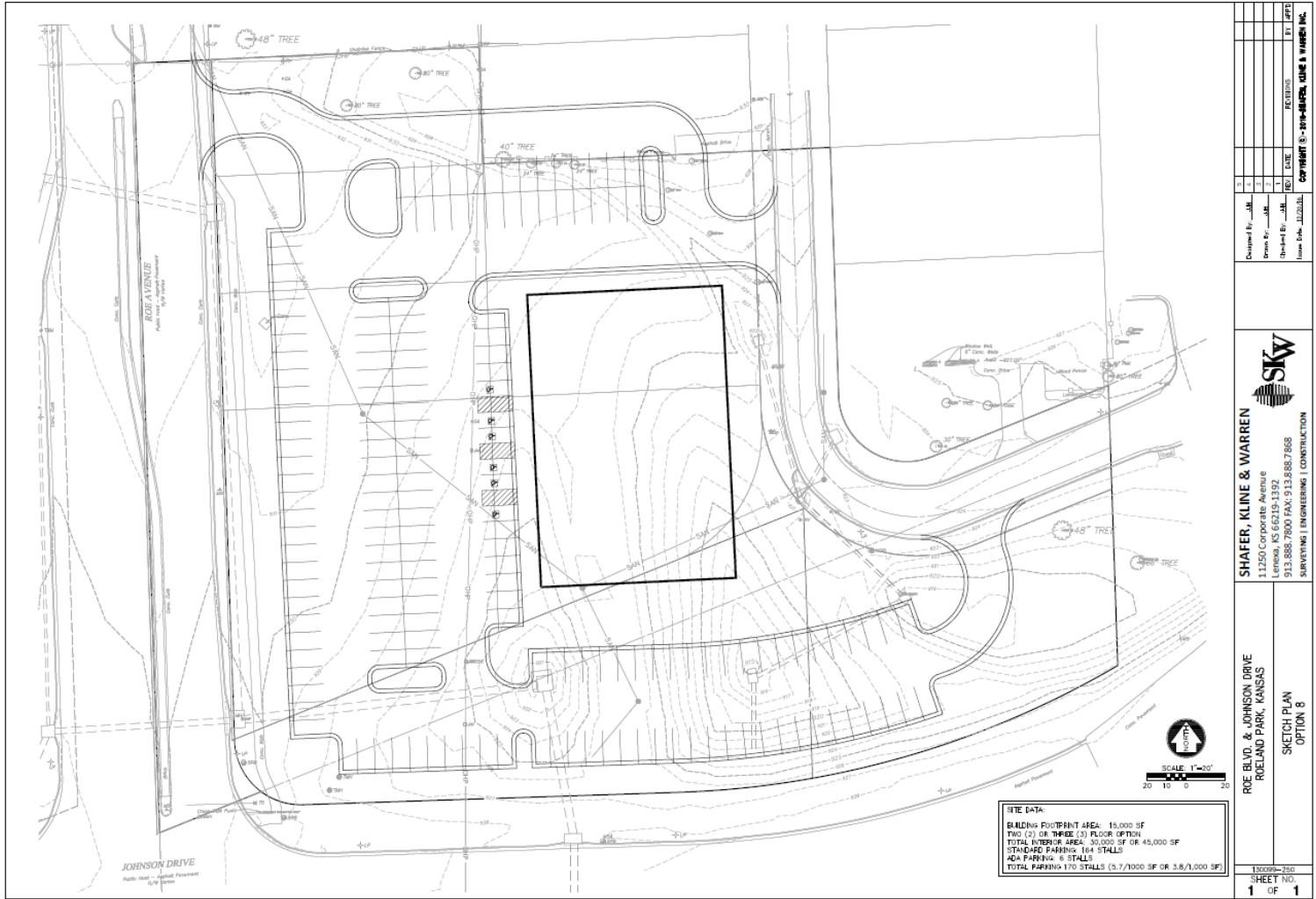


**SHAFER, KLINE & WARREN**  
 11250 Corporate Avenue  
 Lenexa, KS 66219-1352  
 913.888.7800 FAX: 913.888.7868  
 SURVIVING | ENGINEERING | CONSTRUCTION

ROE BLVD. & JOHNSON DRIVE  
 ROELAND PARK, KANSAS  
 SKETCH PLAN  
 OPTION B



2) PROPOSED SITE PLAN



<p>ROE BLVD. &amp; JOHNSON DRIVE ROELAND PARK, KANSAS SKETCH PLAN OPTION 8</p>		<p><b>SHAFFER, KLINE &amp; WARREN</b> 11250 Corporate Avenue Lenexa, KS 66215-1392 913.888.7800 FAX: 913.888.7868 SURVEYING   ENGINEERING   CONSTRUCTION</p>	<p>Designed By: JKL Drawn By: JKL Checked By: JKL Issue Date: 11/22/21</p>	<p>BY: JFT REVISIONS</p>
<p>130099-250 SHEET NO. 1 OF 1</p>				





### 3) EXECUTION OF MARKETING PLAN

- a) Draft and approve CBC's marketing agreement.
- b) CBC Marketing Sign on Property and push out information via CoStar, Xceligent and Loopnet.
- c) Continue to refine the site plans with SKW to create as many attractive and versatile mixed-use development scenarios as possible.
- d) Proceed with a "Roadshow" to generate interest among the development community and potential tenants.
  - i. TOP PROSPECTS
    - i. Restaurateurs List
    - ii. Developers List
- e) Review any incoming land purchase offers and development proposals.
- f) If proposals received are inadequate or not of interest, proceed with an organized RFP process with response deadlines that will result in shortlisted companies and formal interviews with CBC, City Leadership and Staff.

**4) PROPOSED SCHEDULE**

- February 15, 2017: Execute Marketing Agreement with CBC
- February – April 2017: CBC to solicit interest from Developers / Tenants
- April 15, 2017: Deadline for shortlist of Developers / Tenants to Ad Hoc Committee

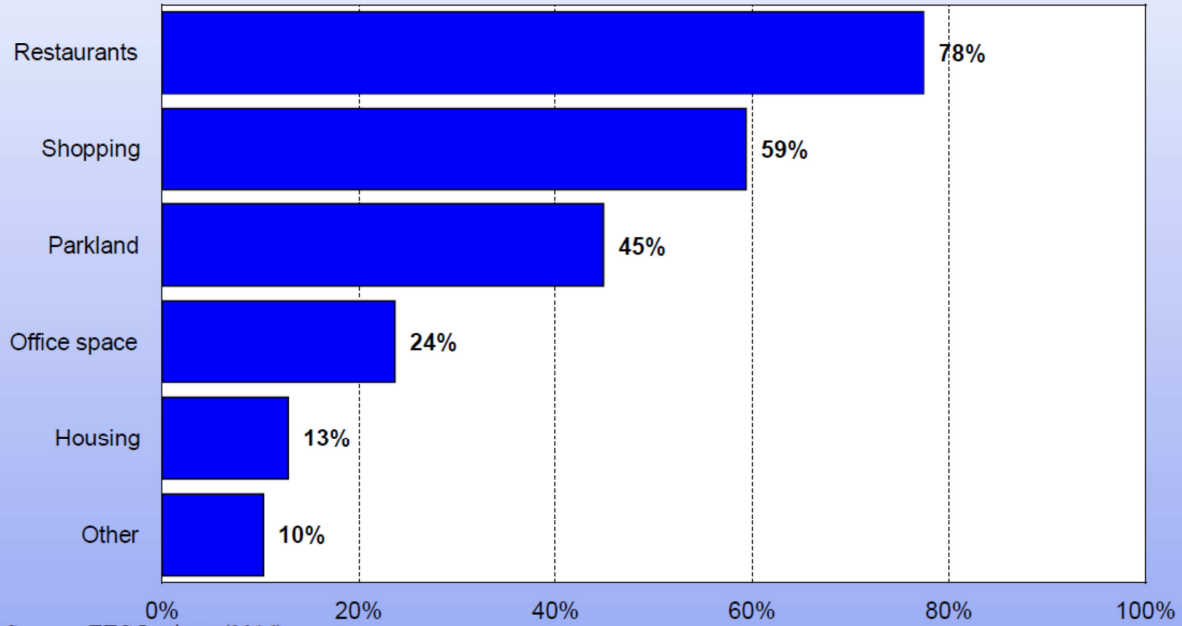
**Path 1 – Proceed with Letters of Intent / Term Sheets with interested parties**

**Path 2 – Initiate RFP Process (*if necessary*):**

- May 1, 2017: RFP Issued for Developers
- May 15, 2017: Deadline for Submissions
- May 22, 2017: Shortlist Firms
- May 30 –  
June 2, 2017: Interview Firms
- June 7, 2017: Developer selected; Land Sale and Development Agreement negotiations begin

# Q30. Which Land Uses Would You Like to See as Part of the Northeast Corner of Roe Boulevard and 48th Street or at the Northeast Corner of Roe Boulevard and Johnson Drive

by percentage of respondents



Source: ETC Institute (2016)

<b>City of Mission</b>	Item Number:	3.
<b>ACTION ITEM SUMMARY</b>	Date:	February 21, 2017
<b>Administration</b>	From:	Laura Smith

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

**RE:** Merger of the Parks and Recreation Commission and the Tree Board

**RECOMMENDATION:** Approve the ordinance merging the Parks and Recreation Commission and the City of Mission Tree Board.

**DETAILS:** The Mission Tree Board and the Mission Parks and Recreation Commission have both struggled over the past few years to maintain membership/representation at the levels recommended by City code. As staff continues to evaluate ways to improve the effectiveness of our Boards and Commissions while also ensuring that the time and effort spent by our volunteers is productive and meaningful, we recently recommended that the Parks and Recreation Commission and the Tree Board be merged.

The merger is intended to strengthen and enhance the efforts of the two volunteer boards without diminishing the work that either is currently doing, or has done in the past. Much work lies ahead for these volunteers as the findings and recommendations of the Parks and Recreation Master Plan are prioritized and implemented, and the tree inventory, evaluation, and maintenance plan is completed.

Staff recommended the new Commission would have thirteen (13) members, and would continue to be involved with all activities that the two separate groups currently oversee. This includes but is not limited to: Tree City USA, Kansas Forest Service Poster Contest, Arbor Day Celebration, special event assistance, focus group/task force representation, etc.

Meetings for the Commission would be held on the third Monday of each month beginning at 6:00 p.m. which is the current meeting schedule for the Parks and Recreation Commission.

Council was supportive of the staff recommendation at the February Committee meeting, and directed staff to prepare the necessary ordinances for consideration at the March meeting. Although not yet “official,” the two boards met together this week.

**CFAA CONSIDERATIONS/IMPACTS:** This activity supports section 1-E of the Communities for All Ages Checklist, which establishes as a goal that “the city involves residents of varying ages and abilities in planning for the siting and design of public outdoor spaces and buildings.”

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



**CITY OF MISSION**  
**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE AMENDING CHAPTER 230 OF THE CODE OF THE CITY OF MISSION, KANSAS TO REFLECT THE MERGER OF THE PARKS AND RECREATION COMMISSION WITH THE MISSION TREE BOARD.

NOW, THEREFORE, BE IT ORDAINED by the Governing Body of the City of Mission, Kansas:

SECTION I: Chapter 230 of the code of the City of Mission is amended as follows:

Section 230.010 COMMISSION ESTABLISHED - MEMBERSHIP.

In order to provide citizen input and interaction with City services, the City of Mission Parks, Recreation, and Tree Commission is hereby established. The Parks, Recreation, and Tree Commission shall consist of thirteen (13) members, one (1) of whom may be a non-resident of the City of Mission. At least one (1) member shall be from each ward. The Mayor, with the consent of the Council, shall appoint the members of the Parks, Recreation, and Tree Commission. Members shall be appointed for terms of two (2) years each except as otherwise herein provided. Vacancies shall be filled by appointment for the unexpired term only. The number of members may not be reduced unless a vacancy exists or unless the reduction takes effect at the end of a term. Members of the Parks, Recreation, and Tree Commission shall be appointed at the first (1st) regular meeting of the Governing Body in January. Members shall serve without compensation.

Section 230.020 MEETINGS.

The Parks, Recreation, and Tree Commission shall meet on a monthly basis. Times of meetings shall be posted publicly and open to members of the public. Meetings shall be held in City/public facilities. A majority of the members shall constitute a quorum in order to transact or conduct business. A record of all proceedings shall be kept.

Section 230.030 DUTIES AND RESPONSIBILITIES.

- A. The Parks, Recreation, and Tree Commission will assess needs and make recommendations regarding recreation programs, facilities and equipment, and will conduct an annual review of the budget, making recommendations for capital improvements to be presented to the Governing Body for consideration.
- B. It shall be the responsibility of the Parks, Recreation, and Tree Commission to study, investigate, counsel and develop a written tree plan to provide a guide for the proper development and maintenance of the trees on City-owned property, including the care, preservation, trimming, planting, replanting, removal or disposition of trees and shrubs in public ways, streets and alleys. It shall further be the responsibility of the Parks, Recreation, and Tree Commission to direct tree care and landscaping in all City parks and to recommend the location for planting.

- C. The Parks, Recreation, and Tree Commission will be responsible for the completion of a tree plan, which shall be presented to the Governing Body for approval. Thereafter, the Commission shall review and consult with a contracted arborist and update the plan as necessary with same submitted to the Governing Body prior to April 1 in even numbered years. The Parks, Recreation, and Tree Commission shall recommend budget allocations necessary to accomplish agreed-upon projects, including projects recommended for inclusion in the City's 5-Year Capital Improvement Program.
- D. In accordance with the approved tree plan, the Parks, Recreation, and Tree Commission shall control planting, pruning and removal of all trees located within the street rights-of-way, easements, alleys and parks of the City. Any owners of land abutting such rights-of-way, easements, alleys and parks may, when acting within the provisions of this Chapter and the approved plan, prune, spray, plant or remove trees in that part of such street rights-of-way, easements and alleys abutting his/her land not used for public travel. Any owner of property intending to deviate from the provisions of this Chapter must first secure written approval from the Parks, Recreation, and Tree Commission.

Section 230.040 OFFICERS.

The Parks, Recreation, and Tree Commission shall consist of thirteen (13) members from which a Chair and Vice Chair shall be elected. The Chair shall conduct and chair all meetings. The Vice Chair shall act in the absence of the Chair. Officers shall be elected at the first (1st) regularly scheduled meeting after the Governing Body has appointed new members at the first (1st) regularly scheduled meeting in January.

SECTION 230.060 QUORUM FOR BUSINESS is hereby deleted in its entirety.

SECTION II: The Parks and Recreation Commission is hereby deleted from any other reference in the Code of the City of Mission not referenced in Section I above, and replaced with the Parks, Recreation, and Tree Commission.

SECTION III: This Ordinance shall take effect and be in full force from and after its publication as provided by law.

PASSED AND APPROVED BY THE CITY COUNCIL this 15th day of March 2017.

APPROVED BY THE MAYOR this 15th day of March 2017.

---

Steve Schowengerdt, Mayor

ATTEST:

---

Martha M. Sumrall, City Clerk

APPROVED AS TO FORM:

PAYNE & JONES, CHTD.

---

David K. Martin, City Attorney  
11000 King, Suite 200  
P. O. Box 25625  
Overland Park, KS 66225-5625  
Tel: (913) 469-4100  
Fax: (913) 469-8182

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

# Chapter 230

## Parks and Recreation

### Article I

#### Parks and Recreation Commission

#### **Section 230.010 Commission Established — Membership.**

In order to provide citizen input and interaction with City services, the City of Mission Parks, Recreation, and Tree Recreation Commission is hereby established. The Parks, Recreation, and Recreation Tree Commission shall consist of thirteen nine-(139) members, one (1) of whom may be a non-resident of the City of Mission. At least one (1) member shall be from each ward. The Mayor, with the consent of the Council, shall appoint the members of the Parks, Recreation, -and Tree Recreation Commission. Members shall be appointed for terms of two (2) years each except as otherwise herein provided. Vacancies shall be filled by appointment for the unexpired term only. The number of members may not be reduced unless a vacancy exists or unless the reduction takes effect at the end of a term. Members of the Parks, Recreation, and Tree Recreation Commission shall be appointed at the first (1st) regular meeting of the Governing Body in January. Members shall serve without compensation.

#### **Section 230.020 ~~Commission Function. Meetings~~**

~~The Parks and Recreation Commission shall meet with the Parks and Recreation Director of designated staff member to present and advise the City of the general opinions and desires of represented residents to assess needs and make recommendations regarding recreation programs, facilities and equipment.~~ The Parks, Recreation, and Tree Recreation Commission shall meet regularly on a bimonthly basis. Times of meetings shall be posted publicly and open to members of the public. Meetings shall be held in City/public facilities. A majority of the members shall constitute a quorum in order to transact or conduct business. ~~The Parks and Recreation Commission may adopt formal recommendations to be presented by the Director to the Community Development Council Committee for consideration/ recommendation to the Governing Body. A record of all proceedings shall be kept.~~

#### **Section 230.030 ~~Annual Review~~Duties and Responsibilities.**

- A. The Parks, Recreation, and Tree Commission will assess needs and make recommendations regarding recreation programs, facilities and equipment, and will conduct an annual review of the budget, making recommendations for capital improvements to be presented to the ~~Community Development Council Committee~~ Governing Body for consideration.
- B. It shall be the responsibility of the Parks, Recreation, and Tree Commission to study, investigate, counsel and develop a written tree plan to provide a guide for the proper development and maintenance of the trees on City-owned property, including the care, preservation, trimming, planting, replanting, removal or disposition of trees and shrubs in public ways, streets and alleys. It shall further be the responsibility of the Parks, Recreation, and Tree Commission to direct tree care and landscaping in all

City parks and to recommend the location for planting.

- C. The Parks, Recreation, and Tree Commission will be responsible for the completion of a tree plan, which shall be presented to the Governing Body for approval. Thereafter, the Commission shall review and consult with a contracted arborist and update the plan as necessary with same submitted to the Governing Body prior to April 1 in even numbered years. The Parks, Recreation, and Tree Commission shall recommend budget allocations necessary to accomplish agreed-upon projects, including projects recommended for inclusion in the City's 5-Year Capital Improvement Program.
- D. In accordance with the approved tree plan, the Parks, Recreation, and Tree Commission shall control planting, pruning and removal of all trees located within the street rights-of-way, easements, alleys and parks of the City. Any owners of land abutting such rights-of-way, easements, alleys and parks may, when acting within the provisions of this Chapter and the approved plan, prune, spray, plant or remove trees in that part of such street rights-of-way, easements and alleys abutting his/her land not used for public travel. Any owner of property intending to deviate from the provisions of this Chapter must first secure written approval from the Parks, Recreation, and Tree Commission.

#### **Section 230.040 Officers.**

The Parks, ~~Recreation,~~ and ~~Tree Recreation~~ Commission shall consist of ~~thirteen nine~~ (139) members from which a Chair and Vice Chair shall be elected. The Chair shall conduct and chair all meetings, ~~and shall have authority to call special meetings with three (3) days' notice to all members. Times of meetings shall be posted publicly and open to members of the public. Meetings shall be held in City/public facilities.~~ The Vice Chair shall act in the absence of the Chair. Officers shall be elected at the first (1st) regularly scheduled meeting after the Governing Body has appointed new members at the first (1st) regularly scheduled meeting in January.

#### **Section 230.050 Member Removal.**

Any members of the Commission may be removed or replaced by a vote of the majority of the Governing Body at any regularly scheduled meeting of the Governing Body.

#### **~~Section 230.060 Quorum For Business.~~**

~~A quorum of at least five (5) members must be present to transact or conduct business.~~

**CITY OF MISSION**  
**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE AMENDING CHAPTER 240 OF THE CODE OF THE CITY OF MISSION, KANSAS TO REFLECT THE MERGER OF THE PARKS AND RECREATION COMMISSION WITH THE MISSION TREE BOARD.

NOW, THEREFORE, BE IT ORDAINED by the Governing Body of the City of Mission, Kansas:

SECTION I: Chapter 240 of the code of the City of Mission is amended as follows:

Chapter 240: TREES AND SHRUBS

Section 240.030 CREATION AND ESTABLISHMENT. Is deleted in its entirety.

Section 240.040 DUTIES AND RESPONSIBILITIES. Is deleted in its entirety.

Section 240.050 ADVISORS. Is deleted in its entirety.

Section 240.060 MEETINGS, RULES AND REGULATIONS. Is deleted in its entirety.

Section 240.070 LIST OF PERMISSIBLE STREET TREES.

- A. *Official Street Tree Species To Be Planted.* The following is a list of street trees species for Mission, Kansas. The Parks, Recreation, and Tree Commission is authorized to adopt regulations providing procedures and criteria for the approval of the planting of other species. These regulations may authorize, without specific written permission of the Commission, the planting of certain trees under specified conditions. The planting of any species not listed in this Section or those regulations shall be prohibited unless prior written authorization of the Commission is obtained.

Street Trees For Mission

Common Name	Growth Rate	Size	Shape	Remarks
Maple, Norway				
Crimson Sentry (Acer platanoides)	Medium	35 feet height, 10 — 12 feet spread	Upright oval	Good maple for restricted spaces.
Maple, Columnare Norway				
(Acer platanoides)	Medium	40 feet height, 15 — 18 feet	Upright oval	Prefers moist, deep soil. Good for restricted spaces.

			spread	
Maple, Amur Flame (Acer ginnala)		15 — 25 feet height	Upright oval	Excellent for small lots. Bright red foliage. Hardiness to cold temperatures.
Linden, "American Redmond" (Tilia americana)	Medium	60 — 70 feet height	Pyramidal to oval	Drought tolerant. Recommended buffer strips along highways or large parking lots. Excellent shade tree.
Linden, "Chancellor" Little Leaf (Tilia cordata)	Medium	30 — 40 feet height, 15 — 20 feet spread	Fastigate to pyramidal	Exposed-moist well drained soil, excellent for paved areas. Pollution tolerant. Does well in difficult sites.
Linden, "Greenspire" Little Leaf (Tilia cordata)	Medium	50 — 70 feet height, 35 — 40 feet spread	Fastigate to pyramidal	Exposed-moist well drained soil, excellent for paved areas, streetside and mall area. Pollution tolerant. Does well in difficult sites.
Western Soap Berry (Sapindus drummondii)	Medium	40 — 50 feet height, 25 — 30 feet spread	Round	Residential street tree. Good in poor drainage area. Pollution tolerant.
Oak, "Chinkapin" (Quercus Muehlenbergii)	Medium-fast	35 — 40 feet height, 40 — 60 feet spread	Oval to rounded	Strong. Mildew can be a problem. Adaptable to soil conditions.
Oak, "Shingle" (Quercus imbricaria)	Medium	50 — 60 feet height, 40 —	Pyramidal to upright oval	Excellent shade tree. Well adapted to Kansas soil.

			60 feet spread	
Oak, "English" (Quercus robur)	Slow	60 — 80 feet height, 40 — 60 feet spread	Densely oval	Excellent shade tree. Majestic. Usually disease and pest free.
Ginkgo (Ginkgo biloba)	Medium-slow	50 — 60 feet height, 25 — 40 feet spread	Columnar to pyramidal	Slow grower, but long lived. Fan-shaped leaves. Pollution tolerant. Suitable as a street tree.
Bald Cypress (Taxodium distichum)	Medium	40 — 50 feet height	Pyramidal	Excellent for park areas. Absorbs water well.

Section 240.090 DISTANCE FROM PAVED SURFACE.

No tree or shrub shall be planted within three (3) feet from any paved surface unless authorized by the Parks, Recreation and Tree Commission.

Section 240.100 PLANTING NEAR OVERHEAD UTILITIES - PROHIBITED TREES.

A. Unless authorized by the Parks, Recreation, and Tree Commission, no trees other than those species defined as small trees in Section **240.010** may be planted or allowed to grow under or within ten (10) lateral feet of any overhead primary or secondary utility wire or over or within five (5) lateral feet of any underground water line, sewer line, transmission line or other utility. No tree of the following species shall be planted or allowed to grow under or within thirty (30) lateral feet of any overhead primary or secondary utility wire:

1. Acer saccharinum (Silver Maple).
2. Fraxinus (entire genus of Ash).
3. Populus spp. (Cottonwood).
4. Platanus spp. (Sycamore and London Planetree).

Section 240.120 RESIDENTIAL TRAFFIC ISLANDS, THOROUGHFARE RIGHTS-OF-WAY, PLANTING RESTRICTIONS.

No trees, shrubs, woody vegetation or other landscape improvements over two (2) feet in height will be permitted on residential traffic islands or thoroughfare rights-of-way



unless approved by the Parks, Recreation, and Tree Commission.

Section 240.130 INTERFERENCE WITH PARKS, RECREATION, AND TREE COMMISSION.

It shall be unlawful for any person to prevent, delay or interfere with the Parks, Recreation, and Tree Commission, or any of its agents, while engaging in and about the planting, cultivating, mulching, pruning, spraying or removing of any street trees, park trees or trees on private grounds as authorized in this Chapter.

Section 240.150 REVIEW BY CITY COUNCIL.

The City Council shall have the right to review the conduct, acts and decisions of the Parks, Recreation, and Tree Commission. Any person may appeal any ruling or order of the Commission to the City Council who may hear the matter and make final decisions. The Parks, Recreation, and Tree Commission shall be represented and heard at the time of appeal.

Section 240.170 INJURING TREES.

It shall be unlawful for any person to cut, girdle, destroy or in any manner injure any shade tree or fruit tree standing or growing, wholly or partly, in or on any street, alley, or within any public park without the consent of the abutting landowner and the Parks, Recreation, and Tree Commission.

Section 240.190 REMOVAL OF DEAD TREES, SHRUBS, LIMBS.

The owners, occupants or persons in charge of real estate abutting upon any public street or avenue in the City shall remove or cause to be removed all dead trees and shrubs or all dead limbs or branches on any trees or shrubs situated or growing in front of such real estate but within the boundary line of any such street or avenue and within the curb line thereof; or any dead tree or shrub or any dead limb or branch of any tree situated or growing upon any such real estate but overhanging any such street or avenue or sufficiently near thereto to become dangerous to the public traveling thereon or on any sidewalk, which the dead trees or dead limbs or branches thereof are or may become dangerous and a menace to public travel upon the streets and sidewalks in front of or abutting upon any such property. A property owner may request a replacement tree from the Parks, Recreation, and Tree Commission.

SECTION II: The Tree Board, City Tree Board, and Mission Tree Board are hereby deleted from any other reference in the Code of the City of Mission not referenced in Section I above, and replaced with the Parks, Recreation, and Tree Commission.

SECTION III: This Ordinance shall take effect and be in full force from and after its publication as provided by law.

PASSED AND APPROVED BY THE CITY COUNCIL this 15th day of March 2017.

APPROVED BY THE MAYOR this 15th day of March 2017.

---

Steve Schowengerdt, Mayor

ATTEST:

---

Martha M. Sumrall, City Clerk

APPROVED AS TO FORM:

PAYNE & JONES, CHTD.

---

David K. Martin, City Attorney  
11000 King, Suite 200  
P. O. Box 25625  
Overland Park, KS 66225-5625  
Tel: (913) 469-4100  
Fax: (913) 469-8182

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# Chapter 240

## ~~Tree Board,~~ Trees and Shrubs

### Section 240.010 Definitions.

For purposes of this Chapter, the following definitions shall apply to the listed terms:

#### **PARK TREES**

Trees, shrubs, bushes and all other woody vegetation in public parks having individual names, and all areas owned by the City, or to which the public has free access as a park.

#### **SMALL TREES**

Trees, shrubs and other woody vegetation with a potential mature height of no more than twenty-five (25) feet.

#### **STREET TREES**

Trees, shrubs, bushes and all other woody vegetation on land lying between property lines on either side of all streets, avenues or ways within the City.

### Section 240.020 Authority To Regulate.

The City is hereby authorized to regulate the planting, maintenance, treatment and removal of trees and shrubbery upon all streets, alleys, avenues, boulevards and parks within the City.

### ~~Section 240.030 Creation and Establishment. Reserved~~

~~There is hereby created a Tree Board to prescribe regulations relating to the planting of trees, shrubs and other plantings upon City-owned property, to promote the beautification of the City, the protection of the public health and safety and to provide for the preservation and removal of diseased trees, shrubs and plantings. The Tree Board may be composed of the following: eight (8) residents of the City of Mission appointed by the Mayor with at least three (3) out of the four (4) wards of the City represented and the City Community Development Officer or other staff member designated by the City Administrator. Only the resident members shall be voting members of the Committee. Staff members shall act in an advisory capacity. Officers of the Tree Board shall be a Chairperson and Vice Chair. These officers shall be elected by the Tree Board at the first (1st) regular meeting of the calendar year and shall serve for one (1) year and may be re-elected or replaced by election. The Tree Board shall have a Secretary who shall be provided by the City of Mission. In the event a vacancy should occur, his/her successor shall be appointed in the same manner. Appointments shall be made during the first (1st) regular City Council meeting of every January.~~

### ~~Section 240.040 Duties and Responsibilities. Reserved~~

~~A. — It shall be the responsibility of the Board to study, investigate, counsel and develop a written tree plan to provide a guide for the proper development and maintenance of the trees on City-owned property, including the care, preservation, trimming, planting, replanting, removal or disposition of trees and shrubs in public ways, streets and alleys. It shall further be the responsibility of the Board to direct tree care and landscaping in all City parks and to recommend the location. Upon completion of the tree plan, it shall be presented to the Governing Body for approval. Thereafter, the Board shall review and consult with a contracted arborist and update as necessary the plan and submit the same bi-annually to the Governing Body prior to April 1 of evenly numbered years for approval. The Board shall recommend needed budget allocations for accomplishment of agreed-upon projects and recommend projects for inclusion in the City capital improvement~~

~~program.~~

- ~~B. The Board, in accordance with the plan, shall control all planting, pruning and removal of all trees located within the street rights-of-way, easements, alleys and parks of the City. Any owners of land abutting such rights-of-way, easements, alleys and parks may, when acting within the provisions of this Chapter and the approved plan, prune, spray, plant or remove trees in that part of such street rights-of-way, easements and alleys abutting his/her land not used for public travel. Any owner of property intending to deviate from the provisions of this Chapter must first secure written approval from the Board.~~
- ~~C. The Board, when requested by the Governing Body, shall consider, investigate, make findings and report upon any matter coming within its scope of work.~~

**~~Section 240.050 Advisors. RESERVED~~**

~~The Governing Body may designate or employ, with or without compensation, such advisors to the Tree Board as the Governing Body shall hereafter determine to be necessary and advisable to accomplish the purposes of this Chapter.~~

**~~Section 240.060 Meetings, Rules and Regulations. RESERVED~~**

~~The Tree Board shall meet at such times and places as it shall agree upon and at least quarterly or upon call by the Mayor or City Administrator and prepare recommended rules and regulations relating to its meetings and proceedings, subject to approval of the Governing Body, and shall keep minutes of its meetings and provide a copy thereof to the Governing Body. A majority of the members of the Tree Board shall be sufficient as a quorum for the transaction of business of the Board.~~

**Section 240.070 List of Permissible Street Trees.**

- A. *Official Street Tree Species To Be Planted.* The following is a list of street trees species for Mission, Kansas. The ~~Tree Board Parks, Recreation, and Tree Commission~~ is authorized to adopt regulations providing procedures and criteria for the approval of the planting of other species. These regulations may authorize, without specific written permission of the ~~Tree Board Commission~~, the planting of certain trees under specified conditions. The planting of any species not listed in this Section or those regulations shall be prohibited unless prior written authorization of the ~~Tree Board Commission~~ is obtained.

**Street Trees For Mission**

<b>Common Name</b>	<b>Growth Rate</b>	<b>Size</b>	<b>Shape</b>	<b>Remarks</b>
Maple, Norway				
Crimson Sentry (Acer platanoides)	Medium	35 feet height, 10 — 12 feet spread	Upright oval	Good maple for restricted spaces.
Maple, Columnare Norway				
(Acer platanoides)	Medium	40 feet height, 15 — 18	Upright oval	Prefers moist, deep soil. Good for restricted spaces.

feet  
spread

Maple, Amur Flame

(*Acer ginnala*)

15 — 25 feet height Upright oval

Excellent for small lots. Bright red foliage. Hardiness to cold temperatures.

Linden, "American Redmond"

(*Tilia americana*) Medium

60 — 70 feet height Pyramidal to oval

Drought tolerant. Recommended buffer strips along highways or large parking lots. Excellent shade tree.

Linden, "Chancellor" Little Leaf

(*Tilia cordata*) Medium

30 — 40 feet height, Fastigate to pyramidal

15 — 20 feet spread

Exposed-moist well drained soil, excellent for paved areas. Pollution tolerant. Does well in difficult sites.

Linden, "Greenspire" Little Leaf

(*Tilia cordata*) Medium

50 — 70 feet height, Fastigate to pyramidal

35 — 40 feet spread

Exposed-moist well drained soil, excellent for paved areas, streetside and mall area. Pollution tolerant. Does well in difficult sites.

Western Soap Berry

(*Sapindus drummondii*) Medium

40 — 50 feet height, Round

25 — 30 feet spread

Residential street tree. Good in poor drainage area. Pollution tolerant.

Oak, "Chinkapin"

(*Quercus Muehlenbergii*) Medium-fast

35 — 40 feet height, Oval to rounded

Strong. Mildew can be a problem. Adaptable to soil conditions.

			40 — 60 feet spread		
Oak, "Shingle"					
(Quercus imbricaria)	Medium		50 — 60 feet height,	Pyramidal to upright oval	Excellent shade tree. Well adapted to Kansas soil.
			40 — 60 feet spread		
Oak, "English"					
(Quercus robur)	Slow		60 — 80 feet height,	Densely oval	Excellent shade tree. Majestic. Usually disease and pest free.
			40 — 60 feet spread		
Ginkgo					
(Ginkgo biloba)	Medium-slow		50 — 60 feet height,	Columnar to pyramidal	Slow grower, but long lived. Fan-shaped leaves. Pollution tolerant. Suitable as a street tree.
			25 — 40 feet spread		
Bald Cypress					
(Taxodium distichum)	Medium		40 — 50 feet height	Pyramidal	Excellent for park areas. Absorbs water well.

**Section 240.075 List of Prohibited Street Trees.**

A. The following is a list of tree species that are prohibited as street trees.

1. Abies spp. (Fir).
2. Acer saccharinum (Silver Maple).
3. Albizia julibrissin (Mimosa).
4. Diospyros virginiana (Persimmon).
5. Elaeagnus angustifolia (Russian Olive).

6. Fraxinus (entire genus of Ash).
7. Maclura pomifera (Osage Orange fruited/thorned varieties).
8. Morus spp. (Mulberry).
9. Picea spp. (Spruce).
10. Pinus spp. (Pine).
11. Platanus acerifolia (London Plane-tree).
12. Occidentalis (Sycamore).
13. Populus spp. (Cottonwood).
14. Pyrus calleryana "Bradford" (Bradford Pear).
15. Salix spp. (Willow).
16. Edible fruit trees.

#### **Section 240.080 Prohibited Trees.**

- A. The following is a list of tree species that may not be planted or grown within the corporate limits of the City of Mission, Kansas:
1. Ulmus spp. (elms except for Ulmus parvifolia and Ulmus americana).
  2. Ailanthus altissima (tree of heaven).
  3. Acer negundo (Boxelder).
  4. Fraxinus (entire genus of ash).

#### **Section 240.090 Distance From Paved Surface.**

No tree or shrub shall be planted within three (3) feet from any paved surface unless authorized by the ~~Tree Board~~ [Parks, Recreation, and Tree Commission](#).

#### **Section 240.100 Planting Near Overhead Utilities — Prohibited Trees.**

- A. Unless authorized by the ~~Tree Board~~ [Parks, Recreation and Tree Commission](#), no trees other than those species defined as small trees in Section **240.010** may be planted or allowed to grow under or within ten (10) lateral feet of any overhead primary or secondary utility wire or over or within five (5) lateral feet of any underground water line, sewer line, transmission line or other utility. No tree of the following species shall be planted or allowed to grow under or within thirty (30) lateral feet of any overhead primary or secondary utility wire:
1. Acer saccharinum (Silver Maple).
  2. Fraxinus (entire genus of Ash).
  3. Populus spp. (Cottonwood).
  4. Platanus spp. (Sycamore and London Planetree).

#### **Section 240.110 Sight Distance — Fireplugs.**

- A. No landscaping, tree, shrub, fence, wall or similar item shall be placed in zones of ingress or egress at street corners, or in the intersection of a public right-of-way, that the City determines is an obstruction to visibility or is otherwise a traffic hazard.
- B. No tree, shrub or woody vegetation shall be planted within a distance of ten (10) feet from any fireplug.

#### **Section 240.120 Residential Traffic Islands, Thoroughfare Rights-of-Way, Planting Restrictions.**

No trees, shrubs, woody vegetation or other landscape improvements over two (2) feet in height will be permitted on residential traffic islands or thoroughfare rights-of-way unless approved by the ~~Tree Board~~ Parks, Recreation, and Tree Commission.

#### **Section 240.130 Interference With ~~City Tree Board~~ Parks, Recreation and Tree Commission.**

It shall be unlawful for any person to prevent, delay or interfere with the ~~City Tree Board~~ Parks, Recreation, and Tree Commission, or any of its agents, while engaging in and about the planting, cultivating, mulching, pruning, spraying or removing of any street trees, park trees or trees on private grounds as authorized in this Chapter.

#### **Section 240.140 Tree Service License and Bond.**

It shall be unlawful for any person or firm to engage in the business or occupation of pruning, treating or removing street or park trees within the City of Mission without first applying for and procuring a license. The license fee shall be ten dollars (\$10.00) annually in advance; provided, however, that no license shall be required of any public service company or City employee doing such work in the pursuit of their public service endeavors. Before any license shall be issued, each applicant shall first file evidence of possession of liability insurance in the minimum amounts of twenty-five thousand dollars (\$25,000.00) for bodily injury and ten thousand dollars (\$10,000.00) property damage indemnifying the City or any person injured or damaged resulting from the pursuit of such endeavors as herein described. Each applicant shall also possess any other insurance required by State law.

#### **Section 240.150 Review By City Council.**

The City Council shall have the right to review the conduct, acts and decisions of the ~~City Tree Board~~ Parks, Recreation, and Tree Commission. Any person may appeal any ruling or order of the ~~City Tree Board~~ Commission to the City Council who may hear the matter and make final decisions. The ~~Tree Board~~ Parks, Recreation, and Tree Commission shall be represented and heard at the time of appeal.

#### **Section 240.160 Rights of Property Owners Over Plants in Parking Areas.**

The owners of property abutting on streets, alleys, avenues and boulevards shall have such title to and property in growing trees and shrubbery in the parking in front or to the side of such real estate between the curb line and the property line as to enable the owners in case of injury to or destruction of such trees, shrubbery and parking to recover from the person causing said injury or destruction the full damage which the abutting property in front of which they are situated may sustain by reason thereof and such abutting property owners shall all have the right of action in any court of competent jurisdiction to enjoin injury to or destruction of such trees, shrubbery and parking, except that no recovery or injunction shall be had against the City in the making of public improvements or in any other reasonable exercise of its authority over such streets, alleys, avenues or boulevards or over the trees and shrubbery located thereon.

#### **Section 240.170 Injuring Trees.**



It shall be unlawful for any person to cut, girdle, destroy or in any manner injure any shade tree or fruit tree standing or growing, wholly or partly, in or on any street, alley, or within any public park without the consent of the abutting landowner and the ~~City Tree Board~~ Parks, Recreation, and Tree Commission.

#### **Section 240.180 Duty To Trim Trees and Shrubs On or Near Streets, Sidewalks.**

The owners, occupants or persons in charge of real estate in the City abutting public streets and avenues are required to cause all trees and shrubs growing and situated in front of such real estate, but within the boundary line of the streets or avenues and within the curb line thereof, and all trees and shrubs or branches or limbs thereof growing or situated on any such real estate which overhang any such street or avenue to be properly trimmed so as not to interfere with public travel upon the streets and sidewalks in front or abutting upon any such property. Trimming shall be done in a proper and scientific manner by an arborist as described in Section **240.140** of this Chapter or by a property owner or his/her agent. Any trees, shrubs or limbs projecting beyond the back of the curb line or the usual location thereof at a point less than twelve (12) feet above the street level are hazardous and interfere with the use of the streets and avenues. Any trees, shrubs or limbs projecting over any sidewalk or usually traveled pedestrian way, at a point less than eight (8) feet above the level thereof, are hazardous and interfere with the use of sidewalks and usually traveled pedestrian way.

#### **Section 240.190 Removal of Dead Trees, Shrubs, Limbs.**

The owners, occupants or persons in charge of real estate abutting upon any public street or avenue in the City shall remove or cause to be removed all dead trees and shrubs or all dead limbs or branches on any trees or shrubs situated or growing in front of such real estate but within the boundary line of any such street or avenue and within the curb line thereof; or any dead tree or shrub or any dead limb or branch of any tree situated or growing upon any such real estate but overhanging any such street or avenue or sufficiently near thereto to become dangerous to the public traveling thereon or on any sidewalk, which the dead trees or dead limbs or branches thereof are or may become dangerous and a menace to public travel upon the streets and sidewalks in front of or abutting upon any such property. A property owner may request a replacement tree from the ~~Tree Board~~ Parks, Recreation, and Tree Commission.

#### **Section 240.200 Notice Requiring Trimming or Removal.**

The Code Enforcement Officer is hereby authorized and directed, whenever in his/her opinion it becomes necessary, to notify, in writing, the owner of any such real estate to cause the trimming of any trees as required by Section **240.180** or to cause the removal of any dead trees or dead limbs or branches of any trees as required by Section **240.190** whenever in his/her opinion the same may be necessary, or if such owner cannot be found in the City, then to notify the occupant, agent or person in charge of the property in the same manner.

#### **Section 240.210 Failure To Comply With Notice.**

If within ten (10) days from the date of the service of the notice required by Section **240.200**, the owner or occupant, agent or person in charge of such property shall fail to comply with the provisions of the notice, the person shall be deemed guilty of a violation of this Chapter, and the Code Enforcement Officer shall cause a complaint to be filed in the Municipal Court and the owner, occupant or person in charge of the property shall be prosecuted for the violation of the provisions of this Chapter, but failure to serve notice shall not relieve any person from complying with the provisions of Sections **240.180** and **240.190** and any violator thereof shall be punished whether notice is served or not.

#### **Section 240.220 Violations Declared Nuisance — Abatement.**

In addition to the other provisions of this Chapter, any tree which is not trimmed in accordance with the provisions hereof, or any dead tree or dead branch or limb of any tree which is not removed in accordance with the provisions hereof, or any other dead tree or dead branch or limb of any tree situated on any premises in the City which is or may become in danger of falling and injuring any person or property in the City is hereby declared a public nuisance, and if any such tree is not properly trimmed, or any dead tree or dead branch or limb of any tree is not removed within ten (10) days of written notice given to the owner, occupant, agent or person in charge of any such premises by the Code Enforcement Officer or within ten (10) days of mailing of such notice to the last known address of the responsible party or within ten (10) days of the publication of notice in the official City paper, then, and in any such event, the Community Development/Neighborhood Services Department shall cause the nuisance to be abated and removed and the cost thereof reported by that department to the City Clerk and assessed against the lot or piece of land upon which the same exists, or abutting the street or avenue upon which the same exists, and certified by the City Clerk to the County Clerk and collected as other taxes are collected.

**Section 240.230 Right of City To Maintain Trees Not Affected.**

Nothing in this Chapter shall be deemed to impair the right of the City to trim, protect or otherwise care for trees upon all public streets, avenues, boulevards, parks and other public grounds, and the Director of Public Works is hereby authorized and directed, whenever it may be necessary, to perform or to cause to be performed any such work.

**Section 240.240 Diseased Trees and Shrubs — Notice.**

Whenever any competent City, State or Federal authority, when requested by the Governing Body of the City, shall file with the Governing Body a statement in writing based upon a laboratory test or other supporting evidence that trees or tree materials or shrubs located upon private property within the City are infected or infested with or harbor any tree or plant disease or insect pest or larvae, the uncontrolled presence of which may constitute a hazard to or result in damage or destruction of other trees or shrubs in the community describing the same and where located, the Governing Body shall direct the Code Enforcement Officer to forthwith issue notice requiring the owner or agent of the owner of the premises to treat or remove any such designated tree, tree materials or shrub within a time specified in such notice. In no event shall the time specified in such notice be less than three (3) days. Such notice shall be served by the Code Enforcement Officer by delivering a copy thereof to the owner or agent of the property or if the same shall be unoccupied and the owner a non-resident of the City, then the Code Enforcement Officer shall notify the owner by mailing a notice to his/her last known address, the notice providing the non-resident owner at least ten (10) days in which to comply with the terms of this Chapter.

**Section 240.250 Diseased Trees and Shrubs — Failure To Comply With Notice.**

If the owner or agent shall fail to comply with the requirements of the notice required by Section **240.240** within the time specified in the notice, then the duly authorized officer of the City shall proceed to have the designated tree, tree materials or shrub treated or removed and report the cost thereof to the City Clerk and the cost of the treatment or removal shall be paid by the owner of the property or shall be assessed and charged against the lot or parcel of ground on which the tree, tree materials or shrub was located. The City Clerk is hereby authorized upon determination of the amount to be assessed to any such lot or parcel of ground to furnish a written notice by United States mail to the last known address of the owner or agent of the amount of such assessment. The City Clerk shall, at the time of certifying other City taxes to the County Clerk, certify the unpaid cost to be so assessed and the County Clerk shall extend the same on the tax roll of the County against the lot or parcel of ground. The cost of the work shall be paid from the general fund or other proper fund of the City and the funds shall be reimbursed when payment thereof is received or when such assessments are collected and received by the

City.

**Section 240.260 Powers of City in Case of General Infection.**

The Governing Body, after recommendation from the Tree Board, when it appears that there is or is likely to be a general infection or infestation of trees or shrubs within the City by tree or plant disease or insect pest or larvae resulting in damage to or the death of many trees or shrubs, may provide such preventive measures or treatments as may be necessary and may pay the cost from the general fund or other proper fund.

**Section 240.270 Penalty.**

Any person violating any provision of this Chapter shall be, upon conviction or a plea of guilty, subject to a fine not to exceed twenty-five dollars (\$25.00) for the first (1st) offense, fifty dollars (\$50.00) for the second (2nd) offense, one hundred dollars (\$100.00) for the third (3rd) offense, and one hundred dollars (\$100.00) per day/per violation for the fourth (4th) and any further offenses. For the purposes of this Section, the number of offenses are calculated on an annual basis.

**CITY OF MISSION**  
**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE AMENDING SECTION 130 OF THE CODE OF THE CITY OF MISSION, KANSAS TO REFLECT CHANGES MADE TO VARIOUS BOARDS AND COMMISSIONS.

NOW, THEREFORE, BE IT ORDAINED by the Governing Body of the City of Mission, Kansas:

Section I. The Code of the City of Mission, Kansas is hereby amended to delete any and all references to the Mission Convention and Visitors Bureau as follows:

- A. Section 130.020. Standing Council Committees Designated. Section A.1. is hereby amended as follows:

1. Community Development Committee.

- a. Planning and Community Development Department.
- b. Parks and Recreation Department.
- c. Public Works Department.
- d. Planning Commission.
- e. Board of Zoning Appeals.
- f. Board of Code Review.
- g. Parks, Recreation, and Tree Commission.
- h. Capital Improvement Program (CIP) Committee.
- i. Other related ad hoc committees.

- B. Section 130.100. Rules and Order of Business for Boards, Commissions and Committees. C.1. is amended as follows:

1. Section 1. "Boards, commissions and committees" shall mean all boards, commissions and committees, including, but not limited to, the Finance and Administration Committee, the Community Development Committee, the Planning Commission, the Board of Zoning Appeals, the Parks, Recreation and Tree Commission, the Sustainability Commission, and the Capital Improvement Program Committee.

Section II. This Ordinance shall take effect and be in full force from and after publication as required by law.

PASSED AND APPROVED by the City Council this 15th day of March 2017.

APPROVED by the Mayor this 15<sup>th</sup> day of March 2017.

(SEAL)

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Steve Schowengerdt, Mayor

ATTEST:

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Martha M. Sumrall, City Clerk

APPROVED BY:

PAYNE & JONES, CHTD.

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David K. Martin, City Attorney  
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Overland Park, KS 66225-5625  
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# Chapter 130

## Boards, Commissions and Committees

### Section 130.010 General Provisions.

- A. There is hereby established a Finance and Administration Committee and Community Development Committee.
- B. Each committee shall include all members of the City Council. On an annual basis, on or before the first June Council meeting, the City Council shall vote to elect the chairperson and vice chairperson of the Finance and Administration Committee and Community Development Committee.
- C. The Mayor and City Administrator shall be ex officio members of each committee.
- D. *Exemption From Certain Statutes Regarding Appointments To Boards, Etc.*
  1. The City of Mission, Kansas, pursuant to Article 12, Section 5 of the Constitution of the State of Kansas, elects to exempt itself from the provisions of Chapter 163, 2008 Session Laws of Kansas, New Section 4, regarding appointments to boards, commissions, advisory groups or other bodies.
  2. The City of Mission, Kansas shall continue to follow previously enacted Charter Ordinances and the provisions of the Code of the City of Mission, Kansas, relating to the appointment to any board, commission, advisory group or other body and as may be amended in the future.

### Section 130.020 Standing Council Committees Designated.

- A. The Council shall have two (2) standing committees. The work assigned to and the jurisdiction of these committees shall correspond to the department, commissions and boards as noted herein. However, when a matter does not clearly fall within the jurisdiction of a particular committee, the City Administrator shall assign the matter as he/she determines to be most appropriate.
  1. Community Development Committee.
    - a. Planning and Community Development Department.
    - b. Parks and Recreation Department.
    - c. Public Works Department.
    - d. Planning Commission.
    - e. Board of Zoning Appeals.
    - f. Board of Code Review.
    - g. Parks, ~~Recreation, and Tree and Recreation~~ Commission.
    - h. Capital Improvement Program (CIP) Committee
    - ~~ih.~~ Other related ad hoc committees.

2. Finance and Administration Committee.
  - a. Administration Department.
  - b. Police Department.
  - c. Municipal Court.
  - d. Legal Department.
  - e. Other related ad hoc committees.
  - f. Budget review.
  - g. Council policies.
  - h. Legislative review.

**Section 130.030 through Section 130.040. (Reserved)**

**Section 130.050 Additional Committees.**

The Mayor shall from time to time appoint such other committees as may be necessary to study particular municipal problems; nothing contained herein shall deprive the members of the Governing Body of their statutory duties and powers.

**Section 130.060 through Section 130.090. (Reserved)**

**Section 130.100 Rules and Order of Business For Boards, Commissions and Committees.**

- A. The Code of Procedure for Kansas Local Governments, First Edition, prepared by the League of Kansas Municipalities, is hereby adopted by reference.
- B. No less than three (3) copies of the Code of Procedure for Kansas Local Governments, First Edition, prepared by the Kansas League of Municipalities, shall be marked or stamped "the Official Copy as incorporated by Ordinance 1173" and to which shall be attached a copy of the incorporating ordinance and filed with the City Clerk to be open to inspection and available to the public at all reasonable business hours.
- C. The provisions of the Code of Procedure for Kansas Local Governments, First Edition, Section 1, Governing Body, shall be amended as follows:
  1. *Section 1.* "Boards, commissions and committees" shall mean all boards, commissions and committees, including, but not limited to, the Finance and Administration Committee, the Community Development Committee, the Planning Commission, the Board of Zoning Appeals, ~~the Tree Board~~, the Parks, ~~Recreation, and Tree and Recreation~~ Commission, the Sustainability Commission, and the Capital Improvement Program Committee.
  2. This definition shall not apply to the elected Governing Body of the City of Mission, Kansas.
- D. The provisions of the Code of Procedure for Kansas Local Governments, First Edition, all Sections shall be amended by substituting the phrase "boards, commissions and committees" wherever the phrase "Governing Body" is used.

- E. The provisions of the Code of Procedure for Kansas Local Governments, First Edition, Section 24 is hereby deleted.
- F. The subsequent amendment of the Code of Procedure for Kansas Local Governments, First Edition, prepared by the League of Kansas Municipalities, shall have no effect on this Chapter, and this Chapter shall continue in effect until the incorporating ordinance is repealed or a later standard or model is incorporated by reference.



<b>City of Mission</b>	Item Number:	4.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	February 20, 2017
<b>Public Works</b>	From:	John Belger

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

**RE:** Management of various regulatory and informational signs.

**DETAILS:** Now that the street identification sign replacement is complete, Public Works will start working to inventory and replace/remove other warning/regulatory/informational signs located throughout the City. Examples of the types of signs to be reviewed include: “No Parking,” “Neighborhood Watch,” “Children Playing,” etc.

Once signs have been added to an inventory, staff will review the list with our on-call engineers (if necessary) and the Police Department. Standards that will be adhered to are those listed in the Manual on Uniform Traffic Control Devices (MUTCD) and Mission City Code.

Once reviewed, a list of replacements, removals, and relocations will be made and implemented in the field. Similar to the street identification project, staff anticipates addressing one district per year. The majority of the work will occur in the winter months when other tasks cannot be performed due to weather conditions. The timeline can be adjusted if necessary, and the schedule may be accelerated as schedules allow.

Based on a number of resident requests, and the proximity to the downtown, staff will begin working in District 2 (55th Street to Johnson Drive) as shown on the map included in the packet.

**CFAA CONSIDERATIONS/IMPACTS:** NA

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



Complete Sign Inventory in  
Programmed Area



Is the sign warranted?

YES



NO



Remove sign

Does the sign meet  
standards?

YES



Sign remains as is

NO



Remove and replace  
sign to meet governing  
standard.

<b>City of Mission</b>	Item Number:	5.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	February 20, 2017
<b>Community Development Department</b>	From:	Danielle Sitzman

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

**RE:** Review of Permitting Requirement for Beekeeping

**DETAILS:** At the February 15 City Council meeting, Christine Fisher, 6544 Nall Drive, appeared before the Council and asked that the permit fees be removed/waived for bees as they are experiencing “bee decline.” Council directed staff to put the issue on the March Community Development Committee meeting agenda for review and discussion.

In 2015, several Councilmembers heard from Mission residents with an interest in keeping bees and chickens on residential lots within the City. Staff researched the issues, and provided information over a number of Council Committee meetings throughout the summer of 2015.

Staff research included a review of what other local cities were doing to regulate (or not regulate) bees and chickens. A recap of the beekeeping requirements for several communities is included below:

#### **Johnson County - Beekeeping regulations for single family lots**

<b>City</b>	<b>Bee Regulations</b>
Leawood	Not Addressed
Lenexa	Prohibited
Merriam	Not Addressed
Olathe	Not Addressed
Overland Park	Allowed (No Permit)
Prairie Village	Allowed (No Permit)
Roeland Park	Not Addressed
Shawnee	Permit Issued by Staff

Following discussion at the Committee meetings, staff was directed to prepare an ordinance that would allow Mission residents to keep both chickens and bees on residential property. The ordinance included a permitting process which was modeled after the City of Shawnee’s Special Animal Permit. It established a robust process where permits for chicken keeping and beekeeping (“Accessory Animal Permits”) are administered and issued by City staff.

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

<b>City of Mission</b>	Item Number:	5.
<b>DISCUSSION ITEM SUMMARY</b>	Date:	February 20, 2017
<b>Community Development Department</b>	From:	Danielle Sitzman

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

The requirements for beekeeping were modeled after those enforced by Prairie Village. Staff recommended, and Council approved an annual permitting fee of \$50.00. The fees were based on the anticipated cost to administer the program, including the inspection required.

Section 210.100, A, 2, of the Mission Municipal Code includes the following requirements regarding urban beekeeping:

“2. *Bees.* Any person keeping bees shall comply with the following:

a. No more than two (2) hives shall be located on a single property.

b. All hives shall be located in the rear yard of the property at least ten (10) feet from the nearest property line.

c. The rear yard shall be surrounded by an exterior fence at least forty-two (42) inches in height. A flyway structure or barrier (such as shrubbery or fencing) shall be provided if the exterior fence is less than six (6) feet in height.

d. The owner shall maintain and manage hives to minimize swarming and prevent the creation of any public nuisance.

e. A source of water shall be provided on the property at all times.”

Staff recommends leaving the current permitting fees in place in order to recover the costs associated with administering the program. We have issued no permits for beekeeping.

**CFAA CONSIDERATIONS/IMPACTS: NA**

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