

## **MINUTES OF THE MISSION COMMUNITY DEVELOPMENT COMMITTEE**

July 11, 2018

The Mission Community Development Committee met at Mission City Hall, Wednesday, July 11, 2018 at 6:30 p.m. The following committee members were present: Arcie Rothrock, Nick Schlossmacher, Kristin Inman, Debbie Kring, Ken Davis, and Sollie Flora. Mayor Appletoft was also present. Absent: Pat Quinn and Hillary Thomas. Councilmember Inman called the meeting to order at 6:30 p.m.

Also present were City Administrator Laura Smith, City Clerk Martha Sumrall, Assistant City Administrator Brian Scott, Public Works Director John Belger, Chief Ben Hadley, Parks & Recreation Director Christy Humerickhouse, and Public Information Officer Emily Randel.

### **Final Plat of 5655 Broadmoor**

Mr. Scott reported that this is the final plat for the parking lot located at 5655 Broadmoor. In January, Council approved a special use permit for improvements to the parking lot and sidewalks. This plat will dedicate an additional four feet of right-of-way along Broadmoor for a sidewalk that will connect to the sidewalk in Broadmoor Park and a crosswalk across Broadmoor. The Planning Commission considered this item at their June 25th meeting and unanimously recommended approval.

Councilmember Kring asked if there were any public comments regarding this issue at the Planning Commission. Mr. Scott stated that there were not.

This item was informational only and no action was taken by the committee. This will come before Council from the Planning Commission on the July 18, 2018 City Council Meeting agenda.

### **Final Plat of The Gateway Second Plat**

Mr. Scott stated that this is a final plat for the Gateway site. The first plat was approved in 2018 and established one lot on the parcel. This proposed plat will subdivide the lot into Lot 2 and Lot 3. Lot 2 will be the apartments planned for the development along Johnson Drive and Roeland Drive, and Lot 3 will be subdivided at a later date for the proposed hotel, food hall, etc. The Planning Commission considered this item at their June 25th meeting and unanimously recommended approval.

This item was informational only and no action was taken by the committee. This will come before Council from the Planning Commission on the July 18, 2018 City Council Meeting agenda.

### **Modified CARS Resolution**

Mr. Belger stated that a resolution for Mission's 2019-2023 CARS Program was approved by Council in April. Since that time, there have been some changes to the proposed program. Project costs for the Broadmoor project have been revised downward and the resolution needs to be updated prior to the final submission to the County. He also stated that a Prairie Village plans to improve Nall Avenue and has submitted this project to CARS through their five-year program. A portion of Nall belongs to Mission and this project has been moved from 2021 in our CIP to 2023 to coincide and coordinate with the Prairie Village CARS project.

Councilmember Kring asked if it is better to consolidate projects with other cities for a greater chance of funding. Ms. Smith stated that it is and that we had not anticipated requesting CARS funding for our portion of the Nall improvements since we have larger projects that need funding.

Councilmember Schlossmacher recommended that the resolution approving a five-year City County Street Improvement Program be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **Concrete Repairs to City Hall**

Mr. Belger stated that over the past few years, the brick pavers outside of City Hall at the east entrance and the ramp leading from the north parking lot to the Police Department have deteriorated. Staff solicited bids from three companies for these improvements and two responses were received. AR Construction's bid in the amount of \$15,384 was the lowest and most responsive, and will include the replacement of the handrails in front of City Hall. AR Construction recently poured the concrete pads at the market site and staff is happy with the work performed.

Councilmember Kring asked when this work would be completed. Mr. Belger stated that he hoped to have the work completed in August.

Councilmember Schlossmacher recommended that approval of the proposal from AR Construction LLC for concrete repairs at City Hall in an amount not to exceed \$15,384 be forwarded to Council for approval. All on the committee agreed. This will be a consent agenda item.

### **City Communication with Mission Businesses**

Ms. Randel reported that in 2017, staff attended a meeting of the Mission Business Partnership to talk about business activity and use of sidewalks along Johnson Drive. She stated that we want to make businesses feel welcome and provide an opportunity for them to share their "personality," but that rules are required to maintain and protect our infrastructure and ensure

the area is safe. There are concerns with businesses making permanent installations on the new hardscape in the district, and there needs to be a minimum of 4' of sidewalk for pedestrians. In an effort to proactively communicate with businesses, a handout has been prepared that lists issues businesses need to consider when opening their business in Mission. A copy of the draft handout was provided to the committee. She stated that the checklist format was preferred over a permit as it is more welcoming and less punitive. There has been good feedback on the draft checklist and once finalized it will be included in the Mission Business Partnership's new business packet and available on our website.

Councilmember Davis asked if we have asked other cities what their policies and standards are. Ms. Randel stated that we have not as staff felt they were clear on what was needed. Councilmember Inman asked if this will also pertain to businesses west of Lamar. Ms. Randel said that it would. She noted that often new businesses' first contact is with a neighboring business so this handout will be shared with property owners, leasing agents and current businesses so that it can be shared. The committee also discussed possible concerns between businesses regarding aesthetics, taste and appropriate use of the sidewalks; the possible use of sidewalks for outside tables by microbreweries that are considering locations in Mission; whether these guidelines would be incorporated into the Code by ordinance in the future; and who will take the lead in disseminating this information (Mission Business Partnership through their new business packets). Ms. Randel stated that staff would like to attend an upcoming Mission Business Partnership Town Hall to provide information on the checklist and to get feedback from current businesses. Ms. Smith stated that we would like to keep the guidelines informal at this time (not by ordinance), using a "carrot" instead of a "stick." Ms. Smith stated that no formal action is required by Council, but feedback was encouraged. Councilmember Davis asked if smoking outside of building should be included and Ms. Smith stated that this is already controlled by a distance requirement in our City Code.

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

### **2018 Street Program**

Mr. Belger provided an update on the 2018 Residential Street Maintenance Program, stating that staff is recommending putting this year's program "on hold" as we complete the analysis on the Stantec data collected in 2017. Once this data has been compiled and analyzed, staff will be able to bring forward a program for the next 5-8 years. He stated that there are several projects that haven't clearly fit in other categories in past years, but would allow us to use current resources to continue making improvements to our transportation network. The projects recommended include:

- Highlands Sidewalk Replacement - part of the Safe Routes to School recommendations from 2016.
- 60th & Roe ADA Ramp - the ramp at this intersection has been damaged by trucks attempting to turn the corner from southbound Roe to westbound 60th street. Improvements would modify the curb to alleviate this problem.

- Mill and Overlay of 52nd Street cul-de-sac - chip seal treatments in this area have deteriorated due to the turning movements of heavy trash trucks and the oil has been exposed.
- Geotechnical Analysis - finish the City-wide analysis so that we have comprehensive information to assist with reformatting the residential street program. He stated that the Stantec information focuses on what is on top of the streets and the geotechnical analysis will provide information on what is below each of our streets.
- Restriping - several areas are in need of restriping and this will be done with a thermoplastic product that is more durable.
- Spot Curb Repairs - focused on small areas on concern, especially those that hold water, cause water issues or are in front of driveways.

Councilmember Davis asked if there is a timeline for preparing and presenting next year's program. Mr. Belger stated that he hopes to have information available this fall. Ms. Smith stated that staff wants to be able to include all relevant information, and that the geotechnical information is a critical piece, to ensure our program is accurate. Councilmember Kring stated that she is glad the issues on 52nd Street will be resolved as the residents on the street have dealt with oil on their driveways, carpets, etc. and she appreciates their patience.

Discussion continued on the need to communicate to residents the process, especially sharing information on the reasons for delaying this year's program. Councilmember Inman asked for additional information on the delay in evaluating the Stantec data. Mr. Belger stated that this has been due in part to available staff time and Ms. Smith stated that the results came back not as anticipated. The average PCI rating in the City went down significantly and the data needs to be carefully analyzed to understand this change. She stated that the information will help us understand what needs to be done and then consider when it can be done. Mayor Appletoft stated that once we have an asset model in place, he hopes all assets will be included. Ms. Smith stated that we may have various software, but are working to accomplish this. Councilmember Inman and Councilmember Davis stated that this information will be very beneficial when asking the residents to consider an extension of the Street Sales Tax that will expire in a few years.

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

### **Quarterly Code Enforcement Update**

Mr. Scott provided an update on code enforcement activities for the second quarter of this year. Areas covered included weeds, vehicles (many calls on recreational vehicles in driveways), exterior maintenance, nuisances, zoning (primarily signs), and miscellaneous which includes trash carts left out, working without a permit, and rental homes without licenses. He noted that this report has been expanded to breakout several areas Council expressed interest in receiving additional details on.

Mr. Scott provided Council with a handout (diagram and narrative) of the code compliance process. Discussion continued on the notification process and the time it often takes to get to a point where the City can abate the issue. Mr. Scott stated that the ultimate goal is to get property issues resolved so the Code Enforcement Officers try to work with residents to solve the problem, particularly if there are weather issues, financial hardship, etc. The committee also discussed Council's role in dealing with residents when code enforcement issues arise. Council was encouraged to direct residents to City staff. Mayor Appletoft stated that he appreciates the "soft" approach first and that Council should only be involved if the process breaks down. He requested information on our process to report back to those who have made a complaint so they understand the process and timeline. Discussion continued on ensuring residents understand the process and time expectations for compliance, and whether there is additional software that could assist with the tracking and notification process. Councilmember Kring requested additional information on how cases with a financial hardship are handled. Mr. Scott stated that grass issues usually do not fall into this category, but for others the City has a variety of grant programs and opportunities for volunteer assistance. Ms. Smith stated that in the second quarter of this year, 10 Mission Possible applications were approved, and that these are usually filed in response to a code enforcement issue. Councilmember Inman stated that concerns reported through the website should also receive a response from staff on the status of the issue.

This item was informational only and no action was taken.

### **Department Updates / Other**

Councilmember Schlossmacher provided Council with a letter from the Mission: Dog Park group that has been working to secure a location and funding for an off-leash dog park in Mission. They would like to send out a questionnaire to residents to gauge interest in a dog park and to identify push-back related to several possible locations. He stated that they would like to list Mohawk, Broadmoor, and Streamway as possible locations but wanted to be sure Council did not have concerns with these locations being identified in the survey.

Councilmember Kring asked if a location is chosen, will the park become a dog park only. Councilmember Schlossmacher stated that the area would need to be permanently fenced and that they usually require 1.5+ acres for the dog park. Depending on the park this would only be a portion of the park.

Councilmember Flora stated that she understood there were access issues with Streamway Park. Discussion continued on which parks are truly feasible for a dog park with Councilmember Schlossmacher noting that there are concerns with each location; whether the group is considering a location outside of Mission and possibly working with another community; whether use of the park would be limited; and where in the process is the group. Councilmember Schlossmacher stated that this process has been challenging without a location being identified, but that the survey will be beneficial. Councilmember Kring recommended that

the survey be shared on Facebook, in the Mission Magazine, through “Next Door” and the City’s website. Mayor Appletoft asked that Council have an opportunity to see the survey prior to it being shared with the public.

**Meeting Close**

There being no further business to come before the Committee, the meeting of the Community Development Committee adjourned at 7:55 p.m.

Respectfully submitted,

Martha Sumrall  
City Clerk