

**City of Mission
Regular Meeting Agenda
Monday, December 18, 2019
7:00 p.m.
Mission City Hall**

If you require any accommodations (i.e. qualified interpreter, large print, reader, hearing assistance) in order to attend this meeting, please notify the Administrative Office at 913-676-8350 no later than 24 hours prior to the beginning of the meeting.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

ROLL CALL

Presentation to Councilmember Pat Quinn

Installation of Elected Officials

- Trent Boultinghouse, Ward I
- Nick Schlossmacher, Ward II
- Kristin Inman, Ward III
- Ken Davis, Ward IV

1. PUBLIC HEARINGS

2. SPECIAL PRESENTATIONS

- Presentation of Pearl Harbor Poster, Charles Schollenberger
- Police Department Special Presentations

3. ISSUANCE OF NOTES AND BONDS

4. CONSENT AGENDA

*NOTE: Information on consent agenda items has been provided to the Governing Body. These items are determined to be routine enough to be acted on in a single motion; however, this does not preclude discussion. **If a councilmember or member of the public requests, an item may be removed from the consent agenda for further consideration and separate motion.***

CONSENT AGENDA - GENERAL

- 4a. [Minutes of the November 18, 2019 City Council Meeting](#)

CONSENT AGENDA - Finance & Administration Committee

[Finance & Administration Committee Meeting Packet 12-11-19](#)
[Finance & Administration Committee Meeting Minutes 12-11-19](#)

- 4b. 2020 Legislative Priorities
- 4c. KERIT Renewal
- 4d. Alcohol Tax Fund Recommendations
- 4e. 2020 Budget Ordinance

- 4f. Ordinance Directing City Administrator to Spend According to Budget
- 4g. 2020 CMB License Renewals and New CMB License Application, Paulie D's Pizza, 5735 Johnson Drive

CONSENT AGENDA - Community Development Committee

[Community Development Committee Meeting Packet 12-11-19](#)

[Community Development Committee Meeting Minutes 12-11-19](#)

- 4h. Replacement of Heaters - Public Works Facility

5. PUBLIC COMMENTS

**6. ACTION ITEMS
Planning Commission**

- 6a. Approval of the Preliminary Plat, Gateway Second Plat ([page 10](#))

Miscellaneous

7. COMMITTEE REPORTS

Finance & Administration, Sollie Flora

[Finance & Administration Committee Meeting Packet 12-11-19](#)

[Finance & Administration Committee Meeting Minutes 12-11-19](#)

- 7a. 2020 IT Support Services Contract ([page 21](#))
- 7b. Contract for Lobbying Services with Little Government Relations ([page 25](#))

Community Development, Hillary Thomas

[Community Development Committee Meeting Packet 12-11-19](#)

[Community Development Committee Meeting Minutes 12-11-19](#)

- 7c. Contract Award for Comprehensive Plan Update ([page 30](#))

8. UNFINISHED BUSINESS

9. NEW BUSINESS

10. COMMENTS FROM THE CITY COUNCIL

**11. MAYOR'S REPORT
Appointments**

Board of Zoning Appeals

- Frank Bruce, Ward III

Planning Commission

- Burton Taylor, Ward I
- Brad Davidson, Ward II

- Jordan McGee, Ward III
- Pete Christiansen, Ward IV

12. CITY ADMINISTRATOR'S REPORT

- Year End Video

13. EXECUTIVE SESSION

ADJOURNMENT

MINUTES OF THE PLANNING COMMISSION MEETING

November 25, 2019

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The regular meeting of the Mission Planning Commission was called to order by Chairman Mike Lee at 7:00 PM Monday, November 25, 2019. Members also present: Robin Dukelow, Burton Taylor, Brad Davidson, Charlie Troppito and Frank Bruce. Pete Christiansen, Jami Casper and Stuart Braden were absent. Also in attendance: Brian Scott, Assistant City Administrator, and Audrey McClanahan, Secretary to the Planning Commission.

Approval of Minutes from the October 28, 2019 Meeting

Comm. Troppito moved and Comm. Dukelow seconded a motion to approve the minutes of the October 28, 2019, Planning Commission meeting, with two corrections noted by Comm. Bruce.

The vote was taken (6-0). The **motion carried**.

New Business

Application # 19-07: Preliminary and Final Plat – The Second Gateway Plat - 4801 Johnson Drive, Dick Eickman, Olsson Associates, Applicant.

Mr. Scott: This is Case 19-07, preliminary and final plat, the Gateway second plat, 4801 Johnson Drive, the Gateway site. We had a second plat that was submitted and approved by you all about a year ago. The first plat was just one lot that covered the entire site and is subdivided into two lots. Lot 2 was essentially this one right here for the apartment building, and Lot 3 is the rest of the site. The developer is going to come back at a later date and subdivide that. We had a comedy of errors, but we never actually got that recorded at the County level. So, we kind of set that aside, and as they worked through the rest of the project and defined those elements more precisely, such as the hotel and the Cinergy building, and the proposed food hall and the office building. It came back with a revised second plat, which is what you all have now before you. So, it's taken that Lot 1 and it has subdivided it into six different tracts of lots. Lot 3 is now the apartments. Lot 1 is the hotel, down here. Lot 4 is the garage. Lot 5 is the food hall. Lot 6 is Cinergy. Lot 7 is the proposed office building.

Furthermore, they have identified the right-of-way designations. Right-of-way #1 is that the traffic signal is roughly at the entrance to the development off of Roeland Drive. That's this section right here. There are two traffic signals, and we've requested those be placed in right-of-way. Right-of-way #2 is a sidewalk section along Johnson Drive. Right-of-way #3 dedication is the sidewalk along Roe Avenue. We do have a little cut-out right here. Potentially, a published access easement. And that section of sidewalk is very close to the building itself. It's almost where the doors open up. So, we didn't want to necessarily be responsible for maintaining that area. We thought that would be more appropriate for the property owner or the developer to maintain that, but we did want to be assured there would be a sidewalk area accessible for the public to cross. So, we've put in a public easement.

The question was raised by Mr. Troppito about the [inaudible] of that area. That's going to be on the developer, and that will primarily in accordance with our codes. We don't have anything specifically in writing that requires them to maintain that, but we do utilize

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our standard codes for them to maintain that area in terms of clearance of snow, keeping it off the sidewalk, in a passable condition.

Comm. Troppito: I have a question on that, and you may have answered it while I was discussing something with Frank here. If you did, I apologize. I asked you to look into how that's enforced and how that would be enforced in the future if the developer's tract should change title. Does that run with the land, is there a deed restriction? Or is this part of the development agreement?

Mr. Scott: The easement is going to run with the land as part of the plat. So, whoever owns the property will be obligated to provide that easement, public access easement. In terms of the maintenance of that sidewalk, we don't have anything particularly in writing in terms of a development, anything that stipulates the maintenance, so that would fall under our general property maintenance codes. We would rely on those to be sure that the developer, whoever owns that property in the future, is maintaining the sidewalks around that property.

Comm. Troppito: It says in the staff report, pretty unequivocally, it will be maintained by the developer.

Mr. Scott: Right.

Comm. Troppito: It doesn't sound to me like it enforces it, the way you describe it. I think I would like to see something about enforcement.

Mr. Scott: The development agreement [inaudible] say that is a mechanism to enforce it. Again, we're kind of relying on our code. We have property maintenance codes that are applicable to commercial property, residential property, all over the city. And whenever we see any violations of that in terms of a sidewalk that's not in an appropriate condition, or snow that's not being cleared off, then we rely on those codes to enforce that back to the property owner.

Comm. Troppito: That's City property, when you boil it down, right? It's under the City's control because it's in the City's right-of-way, right?

Mr. Scott: That particular section right there would be the owner's property, not the City's property. All [inaudible] is an access easement across it. Now, the right-of-way that's being designated, Right-of-Way 1, 2 and 3, that would be controlled property of the City. It would be our responsibility to maintain that.

Comm. Troppito: Well, I'm referring to your entire statement that says a pedestrian access and utility easement has been provided along Johnson Drive in front of the apartment building that fronts Johnson Drive. Then it says it will be maintained by the developer.

Mr. Scott: Yeah. So, the developer is providing the access easement to the City for pedestrian use, but they're going to be maintaining it.

Comm. Troppito: That would beg the question then, how are you going to enforce it? Because that's still, your answer still isn't clear to me. Maybe it is to everybody else, but isn't to me.

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Mr. Scott: What's your definition of "maintaining?"

Comm. Troppito: Well, what's your definition? You're the one that used the word "maintaining?"

Mr. Scott: My definition of "maintaining" is to make sure that the snow is cleared, that there's no obstructions, that if the sidewalk is broken up, it's repaired. Physical maintenance of that.

Comm. Troppito: Well, let's be sure that's highlighted in the record, it's meaning. I don't particularly expect it to become an issue with this developer. Again, should title ever be transferred, that's what I'm concerned might be an issue. So I think in the future, that needs to be very clear in the records of this meeting. Thank you.

Comm. Dukelow: Is this a unique incident? Or do we have this condition on other, similar properties?

Mr. Scott: Not that I'm aware of.

Comm. Dukelow: So this is a unique...

Mr. Scott: I'm not familiar with all the plats in the city, so I can't say they have public access easement. That concludes my report. The civil engineer from Olsson who prepared the plat is here, if you have any questions for him.

Comm. Troppito: When I was looking at the plat, I saw no signatures on the Certificate of Survey. The surveyors, it's blank where the surveyors sign. So, is that just because of what was copied for us to review as part of the pdf file? Or has this actually been certified by a professional surveyor?

David Eickman, Olsson Associates, Applicant, appeared before the Planning Commission and made the following comments:

Mr. Eickman: We will be signing it before it gets recorded. This was just a version that was for review and approval to kind of move through the process. We just haven't gotten it formally signed because we actually do that by hard copy, and then, send it around for everyone's signatures.

Comm. Troppito: So you'll just take it on faith that the description is accurate?

Mr. Eickman: Yeah, I mean, we've run it, our certified engineers did make this plat, and we will be signing it before anything gets recorded or provided.

Comm. Troppito: And you're willing to certify by your presence here that it's accurate, as an engineer?

Mr. Eickman: Well, yeah, I mean, I believe it is accurate, yes.

[crosstalk]

Comm. Troppito: ... That's all I want to hear, thank you.

Comm. Davidson: I have a question for the engineer. I'm just curious. Brian touched base about the pedestrian easement access, that this was the only situation that Brian knows

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of in the City where this exists, so to speak. But I'm just curious. Is that the reason of the developer to still own that, or that sidewalk, that easement area, but has to maintain it? But the City wants to have some power of code enforcement upon that piece of property...? I'm just asking, why was that not City property all the way across? Because the City doesn't want to maintain that sidewalk as far as most cities do with most city sidewalks? I'm kind of confused with what Charlie was talking about and what Brian mentioned about this strip of property.

Mr. Eickman: Part of this came from a discussion we had with Brian. We originally had it as just a sidewalk easement that was going to be dedicated to the City, and that would be your ownership and maintenance. But in discussion, because it is right in front of the storefronts of the retail space that's underneath the residential, that area actually makes more sense to have them maintain as the property owner, versus the City maintain it. So, they wanted to retain rights of the access, but didn't want the maintenance requirements. That's why we created the access easement here, and that was agreed by the ownership and them to provide this. Because, ultimately, you wanted a wider trail that was along there than just the five-foot sidewalk. That was to maintain that [inaudible].

Comm. Davidson: Okay. That makes it perfectly clear, the logic. Now I understand. It was just because of the logistics of the setbacks of the building and door swings, and all of that. That was the only question.

Comm. Dukelow: I'm just curious. Is it customary to have a plat with all these lots and no number 1?

Mr. Eickman: Yes, because ultimately, Lot 1 was actually identified in the first plat, so they had to, they started the numbering anew for the second plat.

Comm. Dukelow: So if we had rescinded the previously-approved plat before replatting, there wouldn't be a [inaudible]?

Mr. Eickman: No, you'd have to get rid of the original plat that was recorded.

Comm. Dukelow: I have a question for staff. Do we need to do two separate motions, one to rescind the previously-approved Gateway Second Plat? Or...?

Mr. Scott: Yes. [inaudible]

Comm. Dukelow: Point of order on me. My apologies. Nevertheless, I'll continue my question. Do we need to do separate motions this evening?

Mr. Scott: One motion will suffice.

Comm. Dukelow: Okay, thank you.

Chair Lee: Any other questions at this point? I'll open the public hearing at this point. Anyone who would like to step forward and speak, now would be the time. Seeing no one, we will close the public hearing. Additional comments?

Comm. Dukelow: I have none. If there is no further discussion, I'll make a motion. I make a motion that we recommend rescinding the previously-approved Gateway Second Plat,

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and approve the newly-submitted preliminary and final plat for Case No. 19-07, to be known as the Gateway Second Plat.

Comm. Dukelow moved and Comm. Bruce and Troppito seconded a motion to approve Case #19-07 as presented by staff.

The vote was taken (6-0). The **motion carried**.

Old Business – None

PC Comments/CIP Committee Update

Mr. Scott: We selected a firm to go with for the Comprehensive Plan. We selected Confluence. Nine firms submitted a response to our Request for Proposal. We had a subcommittee made up of Comm. Dukelow, Mayor Appletoft, Councilman Rothrock, City Administrator Smith, myself, and Assistant to the City administrator, Emily Randel. We reviewed all nine, scored them, and selected five to interview. Had the interviews the beginning of this month. We struggled a little bit. Two rose to the top, so we did another scoring of that, and Confluence was the selected firm. I reached out to them today and formally offered them the project. They accepted, so we will work on a contract and take that to our community development committee. That will be December 11th. If they accept the proposed contract by the city staff, it will go to City Council on December 18th. We'll get started after the new year.

Comm. Troppito: You know, I had proposed an amendment to the RFP, and you issued it. I just want to know if the final contract included that as part of the scope of the work.

Mr. Scott: Yep.

Comm. Troppito: [inaudible] technical infrastructure is [inaudible] Comprehensive Plan.

Mr. Scott: That was part of their proposal to us, and that was one of the things that we reviewed. That is part of the work that's approved in the contract.

Chair Lee: Are there any updates on the carwash?

Mr. Scott: No. I've been meaning to call them. That's on my to-do list. I should have done that today, before the meeting.

Comm. Dukelow: Any updates on that Mission mall?

Mr. Scott: The City Council, at their last meeting, adopted a resolution, declaring it a dangerous structure. They essentially have given the owner 10 days to present a plan of action to the City. Something to reinforce the structure of that building so that it's secure, close the roof and windows, etc., or tear it down. We're waiting for them to submit something to us. After that, they've got 30 days to execute that plan. If they don't accomplish any of that in a 30-day period, we will proceed with demolition. I think we're probably going to present a draft demolition bid to the City Council at the community development committee meeting on the 11th.

Comm. Troppito: At the last meeting, I brought up again about the City requiring a Phase 1 environmental site assessment for development projects that come before this

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Commission for approval, in instances where a sophisticated financial institution is not involved, the reason for that being, if the developer/applicant can provide the Phase 1 environmental assessment that's adequate and within the timeframe to be recent enough to be considered under ANSI standards as being sufficient, then we should require one ourselves. I'd like you to look into that, get with the city attorney, and discuss it with Laura Smith, the city administrator, and come back with a recommendation on how to proceed with that. You know, at our next meeting.

Mr. Scott: Okay. It may be a while before we meet again, but, yeah. We'll put that on the agenda for next time.

Staff Updates

Mr. Scott stated that there are no pending applications, so there will be no meeting in December. The Board of Zoning Appeals will be convening for a meeting in December.

Comm. Dukelow asked if there is plan in place for inspection of the columns at the Gateway. Mr. Scott deferred the question to the civil engineer. Mr. Eickman said a structural engineer has reviewed it and provided a report. They are currently working on remediations.

Comm. Dukelow asked if the northeast corner of Martway and Nall will be addressed. Mr. Scott said yes.

ADJOURNMENT

With no other agenda items, **Comm. Dukelow moved and Comm. Troppito seconded a motion to adjourn.** (Vote was unanimous). The **motion carried.** The meeting adjourned at 7:26 P.M.

Mike Lee, Chair

ATTEST:

Audrey McClanahan, Secretary

City of Mission	Item Number:	6a.
ACTION ITEM SUMMARY	Date:	December 11, 2019
COMMUNITY DEVELOPMENT	From:	Brian Scott

RE: Approval of Preliminary The Gateway Second Plat

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

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

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

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

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

CFAA CONSIDERATIONS/IMPACTS: N/A

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

STAFF REPORT
Planning Commission Meeting November 25, 2019

AGENDA ITEM NO.: 2

PROJECT NUMBER / TITLE: Case # 19-07

REQUEST: Preliminary & Final Plat - The Gateway Second Plat

LOCATION: 4801 Johnson Drive

<p>PROPERTY OWNER: Aryeh Realty, LLC 140 Broadway, 41st Floor New York, NY 10005</p>	<p>APPLICANT: David Eickman, P.E. Olsson Associates 1301 Burlington Road, Suite 100 North Kansas City, MO 64116</p>
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STAFF CONTACT: Brian Scott, Assistant City Administrator

ADVERTISEMENT: November 5, 2018 -The Legal Record

PUBLIC HEARING: November 25, 2018 - Planning Commission



Property Information

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

Surrounding properties are zoned and used as follows:

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

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

East: Not Zoned (Kansas Department of Transportation)

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

Comprehensive Plan Future Land Use Recommendation for this area:

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

All surrounding properties are currently developed:

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

Project Background

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

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

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

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

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

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

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

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

Proposed Plat

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

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

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

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

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

Code Review: Consideration of Preliminary Plats (440.220)

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

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

The proposed plats are in conformance.

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

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

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

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

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

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

5. All submission requirements have been satisfied.

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

Code Review: Consideration of Final Plats (440.260)

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

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

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

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

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

3. All submission requirements have been satisfied.

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

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

Analysis:

Lots

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

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

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

Right-of-way

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

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

Easements

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

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

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

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

Staff Recommendation

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

Planning Commission Action

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

City Council Action

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

Final Plat The Gateway Second Plat

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

Property Description

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

Dedications

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

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

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

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

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

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

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

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

Execution:

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

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

By: GFI Gateway, LLC, Its Managing Member

By: Allen Gross, Manager

STATE OF _____)
COUNTY OF _____) SS

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

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

Notary: _____ My appointment expires: _____

Approvals

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

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

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

Mike Lee, Planning Commission Chairperson

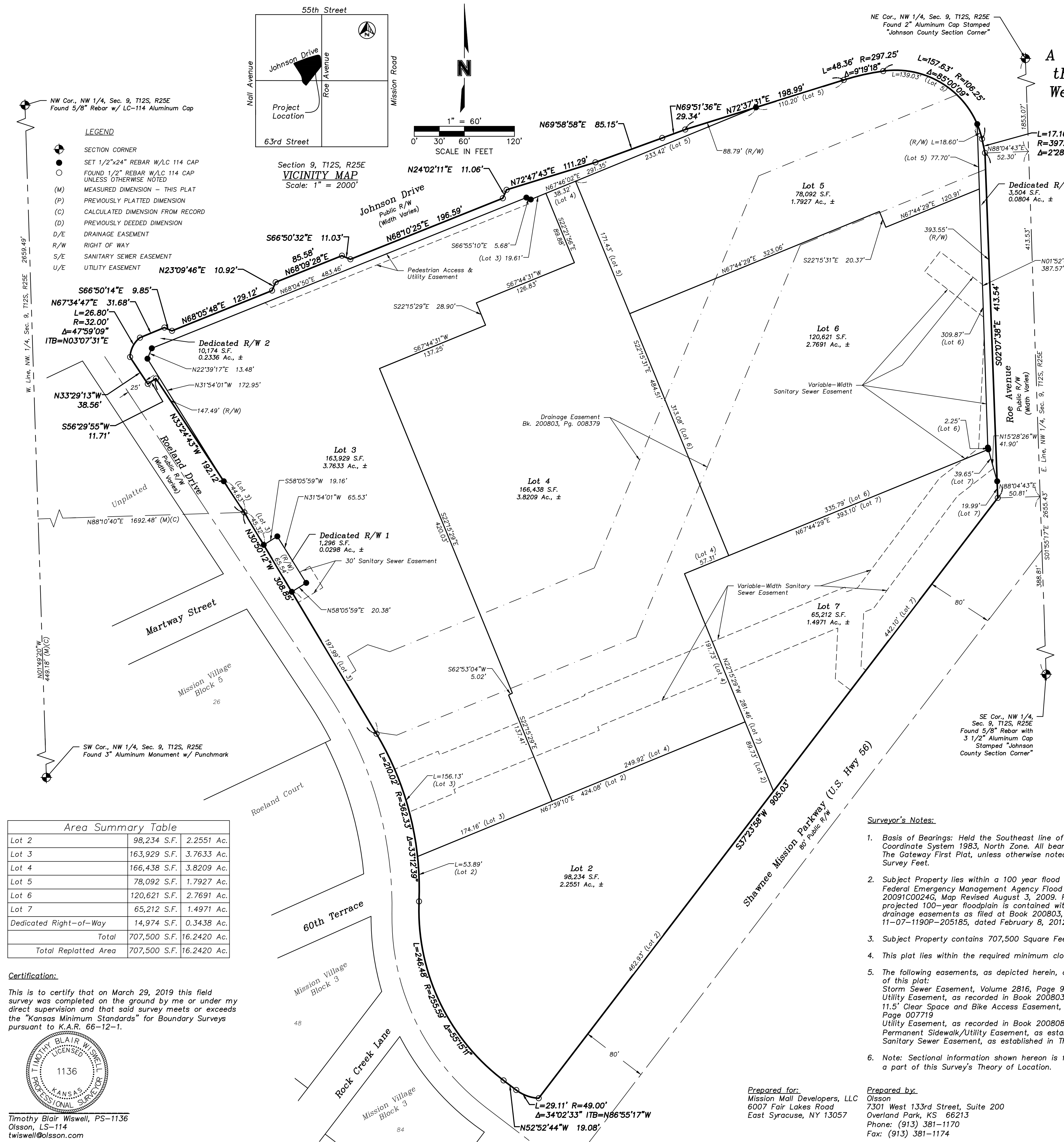
Audrey McClanahan, Planning Commission Secretary

Surveyor's Notes:

- Basis of Bearings: Held the Southeast line of Lot 1 of The Gateway First Plat = S37°23'58"W, Kansas Coordinate System 1983, North Zone. All bearings and distances match previously platted values on The Gateway First Plat, unless otherwise noted. Distances shown hereon are ground distances in US Survey Feet.
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- Subject Property contains 707,500 Square Feet, or 16.2420 Acres, more or less.
- This plat lies within the required minimum closure of 1:10,000.
- The following easements, as depicted herein, are hereby vacated with the recording of this plat:
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11.5' Clear Space and Bike Access Easement, as recorded in Book 200808, Page 007719
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Permanent Sidewalk/Utility Easement, as established in The Gateway First Plat
Sanitary Sewer Easement, as established in The Gateway First Plat
- Note: Sectional information shown hereon is for graphical purposes only, and is not a part of this Survey's Theory of Location.

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

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



LEGEND

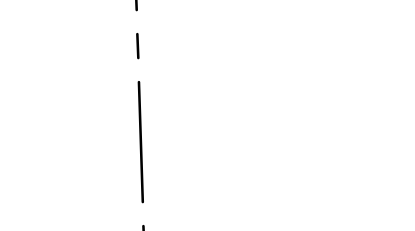
- SECTION CORNER
- SET 1/2"x24" REBAR W/LC 114 CAP
- FOUND 1/2" REBAR W/LC 114 CAP UNLESS OTHERWISE NOTED
- (M) MEASURED DIMENSION - THIS PLAT
- (P) PREVIOUSLY PLATTED DIMENSION
- (C) CALCULATED DIMENSION FROM RECORD
- (D) PREVIOUSLY DEEDED DIMENSION
- D/E DRAINAGE EASEMENT
- R/W RIGHT OF WAY
- S/E SANITARY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

Area Summary Table

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

Certification:

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



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

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

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

Final Plat
The Gateway Second Plat

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

City of Mission, Johnson County, Kansas

drawn by: MJB
checked by: TBW
approved by: TBW
QA/QC by: TBW
project no.: A15-2039@172145
drawing no.: V FP AS2039
date: 2019.04.16

2019

SHEET
1 of 3

Final Plat The Gateway Second Plat

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

Area Summary Table		
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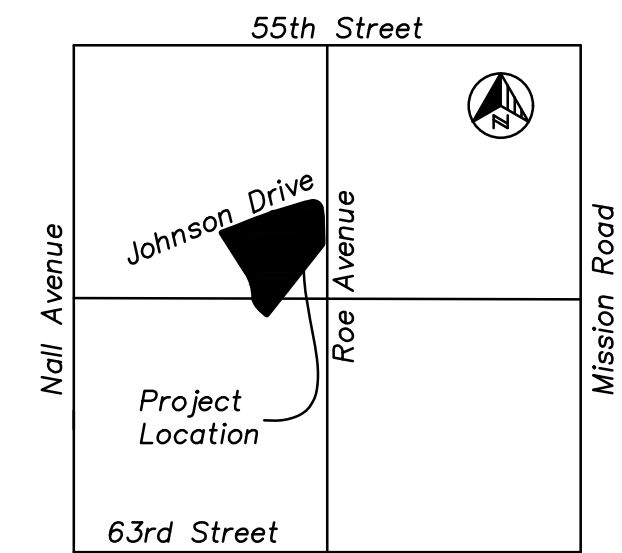
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 - D/E DRAINAGE EASEMENT
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Property Description

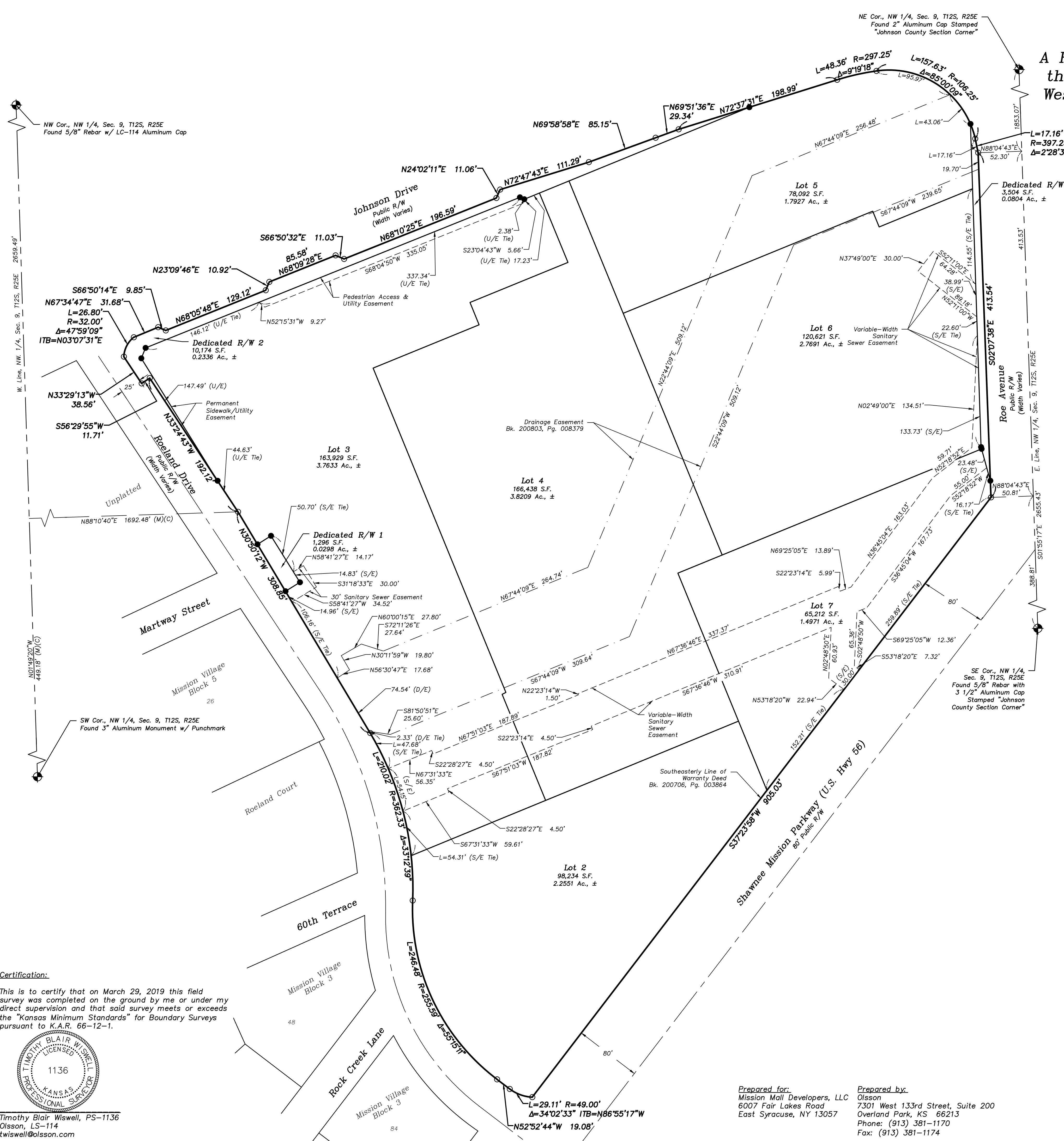
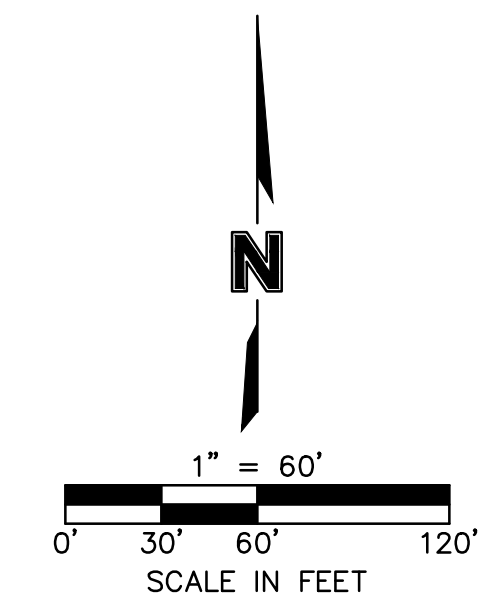
All of Lot 1, The Gateway First Plat, a subdivision in the City of Mission, Johnson County, Kansas, lying in the West Half of Section 9, Township 12 South, Range 25 East, containing 707,500 Square Feet or 16.2420 Acres, more or less.

Surveyor's Notes:

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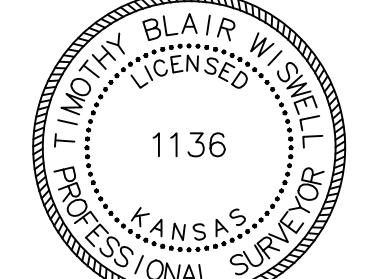


Section 9, T12S, R25E
VICINITY MAP
Scale: 1" = 2000'



D:\Temp\AcPublish_21388\VP_452039.dwg
DATE: Oct 24, 2019 4:53pm
USER: mjbogina
XREFS:

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



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

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

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

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

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

Final Plat
The Gateway Second Plat
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City of Mission, Johnson County, Kansas
2019

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

SHEET
2 of 3

Final Plat The Gateway Second Plat

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

Olsson

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

- LEGEND**
- ◆ SECTION CORNER
 - SET 1/2"x24" REBAR W/LC 114 CAP
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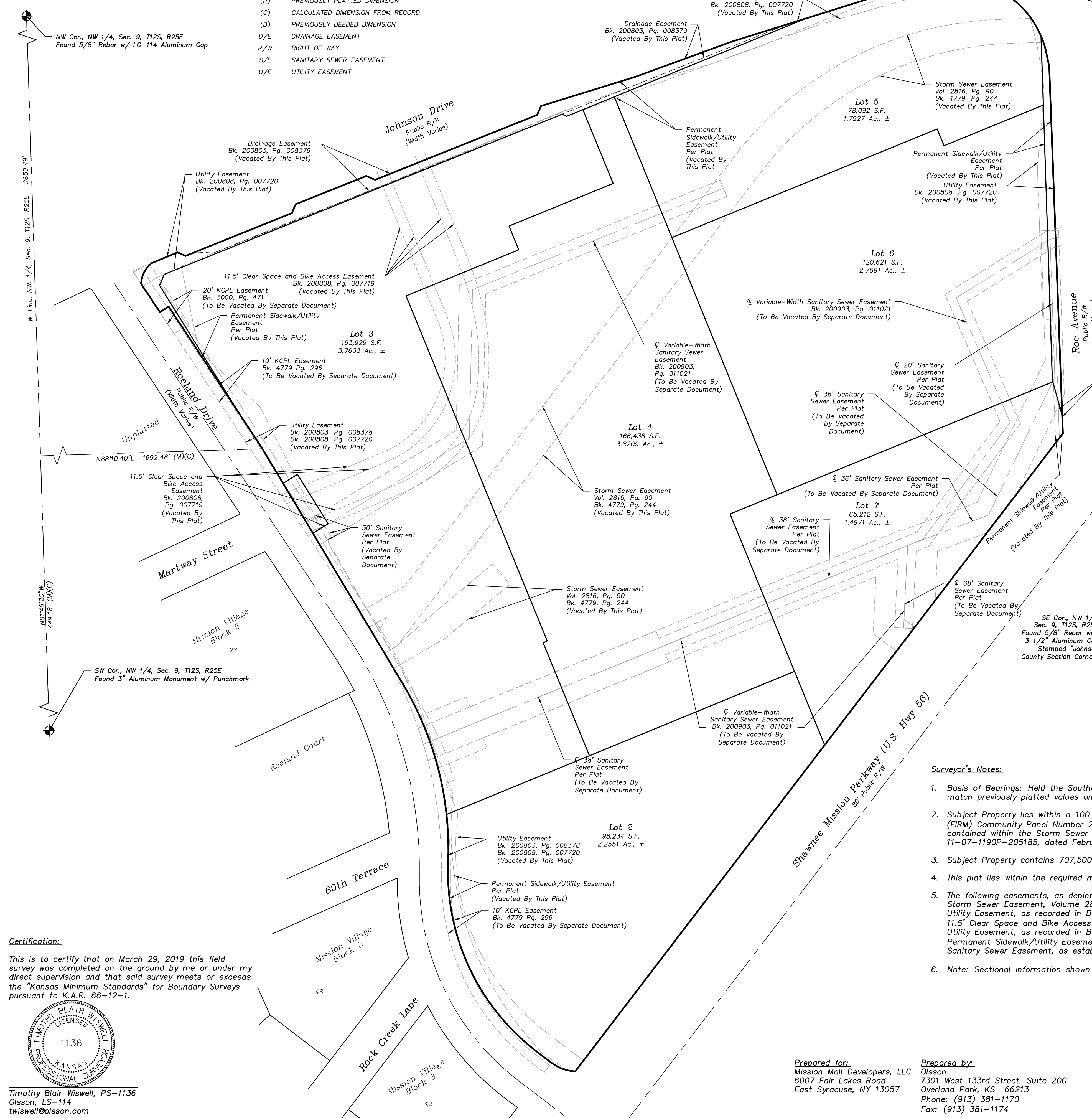


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6007 Fair Lakes Road
East Syracuse, NY 13057

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



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

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

Final Plat
The Gateway Second Plat

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

City of Mission, Johnson County, Kansas

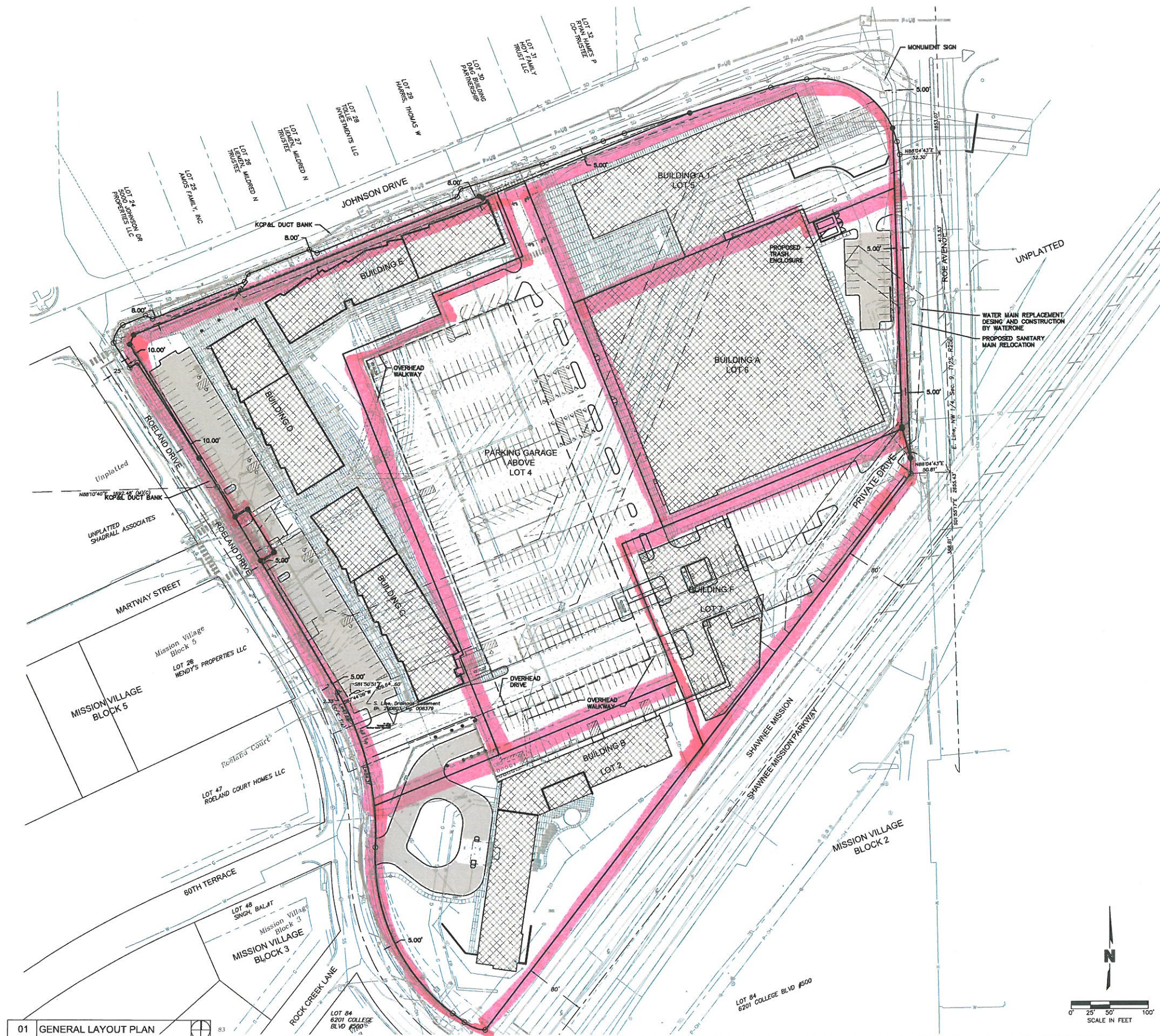
2019

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

SHEET
3 of 3

DWG: C:\Temp\AcPublish\21388\1_V.FP_A52039.dwg
DATE: Oct 24, 2019 4:53pm
USER: mjbogina
XREFS:

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 USER: dsherman
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 C:\BASE_PDP_2039 V_FP_A25039



LEGEND

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

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

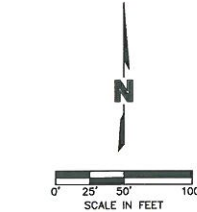
01 GENERAL LAYOUT PLAN

FINAL DEVELOPMENT PLAN
 MARCH 17, 2017

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

CONSULTANTS:

CIVIL / LANDSCAPE: OLSSON ASSOCIATES 1301 BURLINGTON STREET SUITE 100 NORTH KANSAS CITY, MO 64116 TEL: 816.381.1177	ME/P: PKMR ENGINEERS 13300 W. 98TH ST. LENEKA, KANSAS 66215 TEL: 913-492-2400 FAX: 913-492-2437	STRUCTURAL: BOB D. CAMPBELL & CO., INC. 4338 BELLEVUE AVE. KANSAS CITY, MISSOURI 64111 TEL: 816-531-4144 FAX: 816-531-8572
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FDP-C1.0
 GENERAL LAYOUT PLAN

MISSION GATEWAY
el dorado olsson pkmr
 510 avenida cesar e chavez, kansas city, missouri 64108 p 816 474 3838 f 816 474 0836 www.eldoradarchitects.com



City of Mission	Item Number:	7a.
ACTION ITEM SUMMARY	Date:	December 11, 2019
ADMINISTRATION	From:	Brian Scott

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

RE: Johnson County IT Services Interlocal Renewal

RECOMMENDATION: Approve the Interlocal Agreement and Project Charter for IT Services with Johnson County through December 31, 2020 in an amount not to exceed \$56,026.

DETAILS: The City Council entered into an agreement in 2011 with Johnson County to provide information technology (IT) services and support for the various City departments. The Police Department was added to the agreement in 2014. The City originally partnered with Johnson County as part of ongoing efforts to reduce IT costs, streamline City services and strengthen intergovernmental relationships. The partnership provides Mission with cost-competitive access to the County's dedicated IT staff.

Mission was the first city to contract with Johnson County for IT services; the cities of Roeland Park, Mission Hills, and Fairway now also contract with Johnson County for these services. The 2020 renewal agreement includes an increase in fees/rates of 2%. Total estimated cost for the 2020 contract is as follows:

General City (includes City Hall, PW, Comm Ctr):	\$22,204
Police:	<u>\$33,822</u>
Total 2020:	\$56,026

In addition to the network support, DTI has provided for support for special projects including a network inventory for the City identifying all city computers and software, technology upgrades, and setting up servers for the new phone system and video surveillance system. This year they will be assisting the police department with moving to laptops that are being purchased for new police vehicles and support for transitioning to a new video provider. A separate agreement for this will come forward when the scope of work is more clearly defined.

As we have made significant upgrades to technology in the past few years, staff has realized that the time is appropriate to re-evaluate the ongoing network support services provided. Staff will be working on an RFP this year to solicit proposals for network support.

The 2020 budget includes a total of \$100,000 for Computer Services. This budget typically covers both technical support and software/hardware upgrades that may be necessary, as well as other computer related services beyond what the County provides. The total estimated costs are within established budget parameters.

Staff recommends renewal of the agreement through December 31, 2020.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	01-07-214-05 and 01-30-214-05 Computer Services
Available Budget:	\$100,000

RENEWAL OF INFORMATION TECHNOLOGY SERVICES
AGREEMENT BETWEEN THE BOARD OF COUNTY COMMISSIONERS OF
JOHNSON COUNTY, KANSAS AND THE CITY OF MISSION, KANSAS

THIS RENEWAL OF INFORMATION TECHNOLOGY SERVICES AGREEMENT (“Renewal”) is made and entered into this ____ day of _____, 2019 by and between the City of Mission, Kansas (“City”) and the Board of County Commissioners of Johnson County, Kansas (“County”).

WITNESSETH:

WHEREAS, the City and the County entered in that certain Information Technology Services Agreement dated November 7, 2013, regarding the provision of information technology services, as amended by that certain Amendment to Information Technology Services Agreement dated March 15, 2014, and which was subsequently renewed (the original agreement, the amendment, and all previous renewals are collectively referred to as the “Agreement”); and

WHEREAS, the City and the County desire to renew and amend the Agreement.

NOW, THEREFORE, in consideration of the above and foregoing recitals, the mutual promises and covenants hereinafter given, and pursuant to and in accordance with the statutory authority vested in the City and the County, the parties hereto agree as follows:

1. Renewal. The City and the County hereby agree that the Agreement shall be, and hereby is, renewed and extended for an additional term from January 1, 2020 through December 31, 2020 (“Renewal Term”).

2. Services. During the Renewal Term, the County agrees to provide the services set forth in Attachment A and the City agrees to share in the costs of those services by paying the amounts set forth in Attachment A, which are the annual costs of the services. The prices stated in Exhibit A are based on a total of 58 supported employees (25-City and 33-Police) as stated therein. If the total number of supported employees increases above 69, or decreases below 47, the cost of this Agreement will be adjusted for the remainder of the contract period (pro-rated at the rate of \$920 per employee per year plus the cost of licenses, as appropriate). These rates are valid for the Renewal Term and are valid only if the City obtains and maintains a high speed data connection of at least 10mb between the City’s facility and any County facility on its high speed network. The County reserves the right to raise these rates if the City fails to obtain and maintain high speed connectivity. The City agrees to pay the costs set forth in Attachment A on a quarterly basis commencing upon execution of this Renewal. The City agrees to adhere to the County security policies, procedures, and processes, including to allow scanning of any devices attached to the Johnson County network.

3. Additional Services. The parties agree that during the Renewal Term, if the City requests additional professional services that are not included in the services set forth in Attachment A, then the County’s hourly rates for such services shall be as follows:

Tier 1 Support per hour	\$43.00	Support Center
Tier 2 Support per hour	\$62.00	Systems, Phone, Network, Applications
Consulting per hour	\$75.00	Security, Project Management
DBA Support per hour	\$83.00	Data Administration

4. Agreement Effective. Except as expressly modified by this Renewal, the terms and provisions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Renewal to be executed in two (2) counterparts by their duly authorized representatives and made effective the day and year first above written.

CITY OF MISSION, KANSAS

BOARD OF COUNTY COMMISSIONER
OF JOHNSON COUNTY, KANSAS

By _____
Laura Smith, City Administrator

By _____
William P. Nixon, Jr., Chief Information Officer

Date _____

Date _____

APPROVED AS TO FORM:

Ryan Haga
Assistant County Counselor

Date _____

EXHIBIT A – SERVICES

# Full Time Users # of Devices # of Servers	City of Mission Description of Services	City 25 42 7	Police 33 45 7
Systems	Server support - Remote monitoring, Server Operating System support, server backups, server patching and print management. Active Directory support and maintenance Support for: Citrix/iLeads/NetMotion	\$8,141.00	\$12,895.00
Applications Support	DTI will interface with the Laserfiche, Governmenter, and Vehicle Manager application vendor support to assist with problem resolution and/or upgrades. Additional application assistance is available at the hourly rates listed above.	(included above)	(included above)
Data Management	DTI will provide regular monitoring of the Laserfiche, Governmenter and Vehicle Manager database backups and identify problems as they occur. DTI will work with Laserfiche, Governmenter and Vehicle Manager vendor support to assist with problem resolution. Additional DTI Data Management assistance is available at the hourly rates listed above.	(included above)	(included above)
Network	Network monitoring - Includes all network systems, core appliances and switches. Network administration and support - review of event logs and implementation of manufacturer-recommended firmware updates for routers and switches. Identify and recommend network hardware replacements, assisting with the installation as needed. Internet Connection including Guest WiFi	\$4,371.00	\$6,923.00
Security	Firewall and VPN Management - Monitor, maintain and support the clients firewall and current VPN system. Assist with firewall security reviews (limit 1 annually) to address best practices in controls. Network Security Monitoring and Intrusion-Prevention Services – Monitor internal and external network traffic to identify malicious activity and block and/or report on activity dynamically based upon County security best practices. Anti-Virus and Threat Management - Monitor, maintain and support the client's anti-virus to ensure AV signatures are current and active across all devices. Internet filtering per County best practices	\$4,371.00	\$6,923.00
Support Center – Help Desk	Provides a single point of contact, by phone or email, to report and record incidents and to facilitate the restoration of county standard devices and normal IT operational services. The Support Center provides Tier 1 remote desktop support as requested M-F, 7:30-5:00, excluding holidays. Also provides on-call, after normal business hours support for emergency outages, which will be escalated to Tier 2 support.	\$3,743.00	\$5,928.00
Sub-totals for City/Police		\$20,626.00	\$32,669.00
Sub-total for All Support Services		\$53,295.00	
Hardware Support	Laserfiche virtual server hosting (\$500 annually)	\$500.00	n/c
Software	Check Point Licenses 87 @ 24.00 ea and 14 @ \$4	\$1,036.00	\$1,108.00
Other Billable Items	Lansweeper Licenses 87 @ 1.00 ea	\$42.00	\$45.00
Total Managed Services		\$56,026.00	

* Standard Support: Monday-Friday 7:30am-5pm; Emergency on-call phone support available as-needed

City of Mission	Item Number:	7b.
ACTION ITEM SUMMARY	Date:	December 11, 2019
ADMINISTRATION	From:	Laura Smith

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

RE: Northeast Johnson County County Government Affairs and Advocacy Coalition - Little Government Relations

DETAILS: Mission, along with other cities in northeast Johnson County were contacted recently by Stuart Little of Little Government Relations, LLC regarding interest in participating in a voluntary coalition of cities for government affairs and advocacy services. Little Government Relations (LGR) currently represents the City of Merriam, and believes that an organized coalition of Northeast Johnson County cities could strengthen Mission's ability to meet the legislative needs of the Council, staff, and the larger community.

A letter outlining the anticipated services and expectations is included in the packet for your review and consideration. Generally, LGR would provide:

- Monitoring and reporting on legislation and policy initiatives.
- Weekly legislative updates during Session. During the Interim they will provide at least monthly updates.
- Availability to appear before governing bodies as requested.
- Facilitating communication with members of our legislative delegation.
- Point of contact and resource for City staff and officials to discuss and strategize on local government public policy issues.
- Pursue legislation, amendments, funding or other initiatives on behalf of the coalition members.
- Work closely with our community partners including the NE Johnson County Chamber, the County, the Shawnee Mission School District, and the League of Kansas Municipalities.

LGR proposes that coalition membership be calendar year based (January 1 through December 31) and that dues be assessed on a \$1 per person per year based on most recent census data. Maximum annual dues are \$10,000 per city; minimum annual dues per city are \$1,000.

Staff is seeking a general consensus for participation in 2020, with an agreement to be finalized under the City Administrator's expenditure authority. There are sufficient savings in the Election line item in the Legislative budget to cover the costs of the contract in 2020. The benefits and value would be evaluated following the 2020 session with a decision on whether to continue participation to be presented to Council later next year.

CFAA CONSIDERATIONS/IMPACTS: N/A

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

Stuart J. Little, Ph.D.
Little Government Relations, LLC

October 15th, 2019

Laura Smith
City Administrator
6090 Woodson St.
Mission, KS 66202

Dear Ms. Smith,

Our firm is reaching out to determine your level of interest in government affairs and advocacy services for the City of Mission. We currently represent the City of Merriam and I have spoken with Chris Engel before contacting you. We are contacting the cities in Northeast Johnson County to gauge your interest in a collective presence and representation in Topeka. Little Government Relations (LGR) is uniquely positioned to provide the highest quality and most specialized government relations services on behalf of your city because of our firm's experience and expertise in working with local government entities. We believe an organized coalition of Northeast Johnson County cities will strengthen your ability to serve your elected officials and citizens.

We are proposing and hope you will consider participating in a voluntary coalition of sister cities and for a small fee secure the following services:

- Monitoring and reporting on legislation and policy initiatives.
- Weekly legislative updates during Session. During the Interim we will provide at least monthly updates.
- We will be available to appear before governing bodies as requested.
- Facilitate communication with members of your legislative delegation. Because of other client work, we are already strongly connected to your legislators.
- Serve as a contact point and resource for City staff and officials to discuss and strategize on local government public policy issues.
- We'll pursue legislation, amendments, funding or other initiatives on behalf of the coalition members.
- We'll work closely with your community partners including the Northeast Johnson County Chamber of Commerce, the County, and the Shawnee Mission School District (one of our clients), and the League of Kansas Municipalities.

Participants in the Northeast Johnson County coalition of cities will share mutually cooperative strength in action, but we will also recognize there may occasionally be differing opinions on an issue and a city may object to a coalition position; that will be a right of each coalition member. We work with other collaborative coalitions and are sensitive to and prepared for those rare situations.

LGR represents long-term clients in local government, health care, social services, and education. Attached you will find a list of our current clients. LGR brings over twenty years of experience advocating on behalf of local government entities and their diverse initiatives. We currently represent Douglas County and have previously represented Johnson, Sedgwick, Neosho, and Shawnee counties, as well as other municipalities. We have experienced battles over tax lids, weapons policies, and other infringements on home rule. We're also fully engaged in the upcoming challenges related to property, sales, internet, and other taxation issues. Many communities are also more engaged in the growing conversations about health care issues and community quality of life issues.

Virtually every city in the metropolitan area has professional government affairs representation. Your city may share many interests with the larger cities, but not always, and they have information and access you do not. For a small investment, we believe a coalition of Northeast Johnson County cities strengthens your voice, influence, and engagement with policy issues.

We are prepared to meet with you to discuss our proposal or schedule a time for a call. We look forward to discussing how a local collaborative effort can provide advocacy and government relations assistance to help you confront impending policy changes at the state level.

Sincerely,

A handwritten signature in blue ink, appearing to read "Stuart J. Little". The signature is fluid and cursive, with a large initial "S" and "L".

Stuart J. Little, Ph.D.
Little Government Relations LLC

Stuart J. Little, Ph.D.
Little Government Relations, LLC

2019 Client List

City of Merriam
City of Lenexa (through December 2019)
Douglas County Government
Shawnee Mission School District, USD 512
Kansas Community Corrections Association
Community Care Network of Kansas
Kansas Chapter American Academy of Pediatrics
Community Bankers Association of Kansas
United Methodist Health Ministry Fund
Behavioral Health Association of Kansas
Central Kansas Foundation
Preferred Family Healthcare
Valley Hope Association
DCCCA, Inc.
Mirror, Inc.
Oral Health Kansas

Stuart J. Little, Ph.D.
Little Government Relations, LLC

Northeast Johnson County City Coalition Proposal

1. Calendar year membership. January 1 through December 31.
2. Dues based on \$1 per person per year based on most recent census data. Maximum annual dues are \$10,000 per city; Minimum annual dues per city are \$1,000.
3. Contract between Little Government Relations (LGR) and each city to participate in the coalition.
4. Each city will designate one person per city to serve as primary point of contact and represent city position or vote on any non-consensus decisions. Other city representatives are welcome and encouraged to participate.
5. During session: Weekly written report every Friday for city staff and/or governing body; option for weekly conference call to discuss recent activities and plan for upcoming events.
6. LGR will represent coalition before all relevant legislative committees; LKM meetings and activities; reports on local government session lobbyist meetings.
7. LGR will facilitate meetings with your legislators or key stakeholders upon request.
8. LGR will be available for city governing board meetings upon request.
9. LGR can participate in any combined city, county, or chamber events related to public policy issues.
10. During non-session period, LGR will represent coalition at relevant LKM and other relevant local government and economic development activities.
11. During non-session period, LGR will provide monthly written reports, represent the members at relevant meetings, and be available for governing body meetings upon request.
12. Coalition members do not have to support majority coalition position and may oppose, without prejudice.

November 15, 2019

City of Mission	Item Number:	7c.
ACTION ITEM SUMMARY	Date:	December 11, 2020
Administration	From:	Brian Scott

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

RE: Contract Award for Comprehensive Plan Update

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

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

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

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

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

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

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

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

City of Mission	Item Number:	7c.
ACTION ITEM SUMMARY	Date:	December 11, 2020
Administration	From:	Brian Scott

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

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

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

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

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

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

Related Statute/City Ordinance:	K.S.A. 12-747
Line Item Code/Description:	01--23-206-05
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City of Mission	Item Number:	7c.
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Administration	From:	Brian Scott

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

economic development.

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

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

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

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

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

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

Related Statute/City Ordinance:	K.S.A. 12-747
Line Item Code/Description:	01--23-206-05
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Action items require a vote to recommend the item to full City Council for further action.

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

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

Members of the Confluence team include:

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

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

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

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

City of Mission	Item Number:	7c.
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Administration	From:	Brian Scott

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

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

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

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

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

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

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

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

MISSION, KANSAS – COMPREHENSIVE PLAN UPDATE

PLANNING SERVICE AGREEMENT

PROJECT DESCRIPTION

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

A. SCOPE OF SERVICES

TASK 1: COMMUNITY ENGAGEMENT

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

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

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

Communication Plan and Project Brand

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

Project Website + Social Media

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

Community Engagement + Participation

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

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

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

Deliverables:

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

TASK 2: REVIEW OF EXISTING PLANS

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

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

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

Deliverables:

- Brief Summary of Existing Plans

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

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

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

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

Deliverables:

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

TASK 4: ANALYSIS OF THE TRANSPORTATION NETWORK

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

Deliverables:

- Maps/Diagrams + Summary of Proposed Transportation Network Recommendations

TASK 5: ANALYSIS OF TECHNOLOGY INFRASTRUCTURE

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

Deliverables:

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

TASK 6: ANALYSIS OF EXISTING LAND USE CLASSIFICATIONS + ZONING

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

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

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

Deliverables:

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

TASK 7: DRAFT + FINAL COMPREHENSIVE PLAN

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

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

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

Deliverables:

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

B. SCHEDULE

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

C. PLANNING TEAM

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

C. SCOPE SERVICE FEES BY TASK

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

LUMP SUM FEES

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

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

D. COMPENSATION

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

E. TERMINATION

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

F. MISCELLANEOUS

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

G. LIMITATION OF LIABILITY

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

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

H. APPROVAL AND ACCEPTANCE

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

ACCEPTED:

Confluence
417 Delaware
Kansas City, Missouri 64105



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

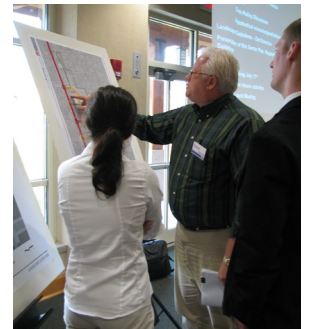
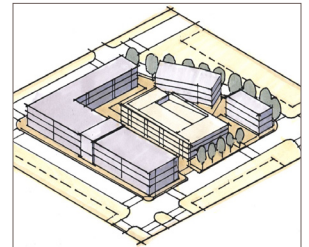
ACCEPTED:

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

Name: _____
Title: _____
Date: _____

COMPREHENSIVE PLAN UPDATE

MISSION, KANSAS



CONFLUENCE

October 4, 2019

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

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

COVER LETTER | SECTION ONE

EXPERIENCE OF THE FIRM | SECTION TWO

PROJECT TEAM ORGANIZATION | SECTION THREE

REFERENCES | SECTION FOUR

PROJECT APPROACH | SECTION FIVE

PROPOSED COSTS | SECTION SIX

APPENDIX A - ACKNOWLEDGMENT OF ADDENDA | SECTION SEVEN

October 4, 2019

CONFLUENCE

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

RE: REQUEST FOR PROPOSALS: COMPREHENSIVE PLAN UPDATE

Dear Mr. Scott and Members of the Selection Committee,

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

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

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

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

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

Sincerely Yours,



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

EXPERIENCE OF THE FIRM

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

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

OUR TEAM INCLUDES:

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

CONFLUENCE

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

WHAT WE DO

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

HOW WE WORK

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

LOCATIONS

Kansas City

417 Delaware Street
Kansas City, Missouri 64105
816.531.7227

Des Moines

Cedar Rapids

Minneapolis

Omaha

Sioux Falls

CONFLUENCE

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

COLLINS NOTEIS & ASSOCIATES

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

CONTACT

1600 Genessee St # 354
Kansas City, MO 64102
816.283.8322

www.cna-kc.com



LELAND CONSULTING GROUP

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

CONTACT

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

www.lelandconsulting.com



WSP, INC.

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

CONTACT

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

www.wsp.com



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

PROFESSIONAL REGISTRATIONS

Licensed Landscape Architect: MO / KS

PROFESSIONAL EXPERIENCE

27 Years of Experience

11 Years with Confluence

PROFESSIONAL + CIVIC AFFILIATIONS

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

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

RELEVANT PROJECT EXPERIENCE

West Gateway Form Based Code / Mission, Kansas*

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

Gladstone Village Center Master Plan / Gladstone, Missouri*

Shawnee Mission Parkway Corridor Study / Merriam, Kansas

Merriam Comprehensive Plan / Merriam, Kansas

Roeland Park Comprehensive Plan / Roeland Park, Kansas

Lansing Comprehensive Plan Update / Lansing, Kansas

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

** work performed prior to Confluence*



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

EDUCATION

Kansas State University
Bachelor of Landscape
Architecture / Spring 1992

CHRISTOPHER SHIRES, AICP PROJECT MANAGER / SENIOR PLANNER

PROFESSIONAL REGISTRATIONS

American Institute of Certified Planners:
#016692

PROFESSIONAL EXPERIENCE

24 Years of Experience

6 Years with Confluence

PROFESSIONAL + CIVIC AFFILIATIONS

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

American Planning Association (APA) / January 1994 to Present

RELEVANT PROJECT EXPERIENCE

Gladstone Housing Strategy Framework Plan / Gladstone, Missouri

Mission Parks and Recreation Master Plan / Mission, Kansas

Roeland Park Comprehensive Plan / Roeland Park, Kansas

Merriam Comprehensive Plan / Merriam, Kansas

North Scott Corridor Plan + Zoning / Belton, Missouri

Lansing Comprehensive Plan Update / Lansing, Kansas

The Ankeny Plan 2040 Comprehensive Plan / Ankeny, Iowa

Merle Hay Road Redevelopment Plan / Johnston, Iowa

Pleasant Hill Zoning Code Update / Pleasant Hill, Iowa



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

EDUCATION

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

VICKI NOTEIS, AIA

PRINCIPAL / PLANNER

PROFESSIONAL REGISTRATIONS

Licensed Professional Architect

PROFESSIONAL EXPERIENCE

35+ Years of Experience

PROFESSIONAL + CIVIC AFFILIATIONS

American Institute of Architects (AIA)

RELEVANT PROJECT EXPERIENCE

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

East Gateway Master Plan / Mission, Kansas

Merriam Comprehensive Plan / Merriam, Kansas

Lansing Comprehensive Plan Update / Lansing, Kansas



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

EDUCATION

Kansas State University
Bachelor of Architecture

CHRIS ZAHAS, AICP

MANAGING PRINCIPAL

PROFESSIONAL REGISTRATIONS

Licensed Professional Planner

PROFESSIONAL EXPERIENCE

18+ Years with Leland Consulting

PROFESSIONAL + CIVIC AFFILIATIONS

American Planning Association

RELEVANT PROJECT EXPERIENCE

Merriam Comprehensive Plan / Merriam, Kansas

Kettlestone Master Plan + Design Guidelines / Waukee, Iowa

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

TOD Development Study / Ogden, Utah



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

EDUCATION

Portland State University
Master of Urban & Regional Planning

JARED GULBRANSON, AICP

TRANSIT PLANNER

PROFESSIONAL REGISTRATIONS

Licensed Professional Planner

PROFESSIONAL EXPERIENCE

10 Years of Experience

PROFESSIONAL + CIVIC AFFILIATIONS

American Planning Association

RELEVANT PROJECT EXPERIENCE

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

Merriam Comprehensive Plan / Merriam, Kansas

Johnson County Transit Operations Analysis / Johnson County, Kansas

Regional Transit Authority Feasibility Study / Cedar Rapids, Iowa

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



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

EDUCATION

University of Missouri-Kansas City
Master of Public Administration

REFERENCES

CITY OF GLADSTONE – PLANNING EXPERIENCE

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

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

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

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

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

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

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

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

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

North Oak Corridor Transit Study (MARC)

Downtown Gladstone Transit Station Design

Linden Square Amphitheater

Village Center Master Plan*



Reference

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

CITY OF MERRIAM - PLANNING EXPERIENCE

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

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

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

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

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

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

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

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

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



Reference

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

CITY OF ROELAND PARK - PLANNING EXPERIENCE

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

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

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

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

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



Reference

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

THE ANKENY 2040 COMPREHENSIVE PLAN

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

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



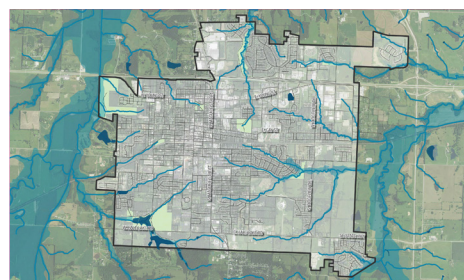
Reference

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

WARRENSBURG COMPREHENSIVE CITY PLAN UPDATE

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

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



Reference

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

OUR APPROACH AND METHODOLOGY

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

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

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

DEVELOPING THE COMMUNITY’S VISION

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

Where is Mission now?

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

Where does Mission want to be?

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

How does Mission get there?

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

SCOPE OF SERVICES

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

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

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

TASK 1 | COMMUNITY ENGAGEMENT

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

Communication Plan and Project Brand

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

Project Website + Social Media

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

Community Engagement + Participation

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

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



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

TASK 2 | REVIEW OF EXISTING PLANS

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

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

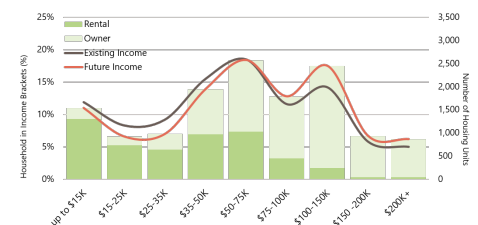
TASK 3 | POPULATION, HOUSING, COMMERCIAL ANALYSIS + EMERGING TRENDS

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

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

TASK 4 | ANALYSIS OF THE TRANSPORTATION NETWORK

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



TASK 5 | ANALYSIS OF TECHNOLOGY INFRASTRUCTURE

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



TASK 6 | ANALYSIS OF EXISTING LAND USE CLASSIFICATIONS + ZONING

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



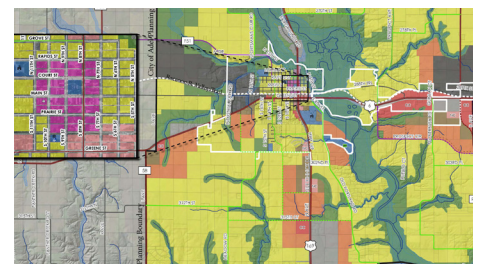
TASK 7 | DRAFT + FINAL COMPREHENSIVE PLAN

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



Deliver the following at various stages of the project:

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



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



PROPOSED HOURS AND FEES

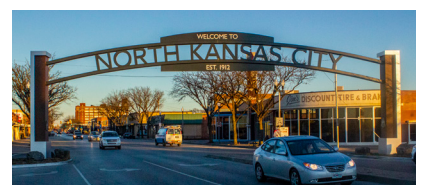
Utilizing the approach and initial scope of services outlined as part of our team’s RFP response, we offer the following breakdown of proposed hours and fees for each portion of the Comprehensive Plan project below. Upon selection, we understand that our team will coordinate with City Staff to refine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

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

REIMBURSABLE EXPENSES

Materials and Supplies	1.15 x cost
Mileage	\$.58 per mile
Postage	1.15 x cost
Printing by Vendor	1.15 x cost
B/W Photocopies/Prints 8½ x 11	\$.05 each
B/W Photocopies/Prints 11x17	\$.09 each
Color Photocopies/Prints 8½ x 11	\$.65 each
Color Photocopies/Prints 11x17	\$1.50 each
Large Format Plotting – Bond	\$.25/SF
Large Format Plotting - Mylar	\$.45/SF
Large Format Plotting - Photo	\$.50/SF
Flash Drives	\$10.00 each
Booklet Binding (cover, coil, back)	\$4.50 each
Foam Core	\$8.00 each
Easel Pads	\$32.75 each

Effective 1/1/2019



CONFLUENCE'S STANDARD HOURLY RATES

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



COLLINS NOTEIS & ASSOCIATES' STANDARD HOURLY RATES

Principal	\$175.00 per hour
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LELAND'S STANDARD HOURLY RATES

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



WSP'S STANDARD HOURLY RATES

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



Appendix A – Acknowledgment of Addenda

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

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

Comprehensive Plan Update

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

Name of Respondent: Confluence

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

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

Wm. Christopher Cline

Title of Individual:

Senior Vice President / Senior Principal

Signature:





REQUEST FOR PROPOSALS

FOR

Comprehensive Plan Update

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

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

Questions regarding this RFP may be submitted in writing to:

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

1. INTRODUCTION

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

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

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

Questions regarding this RFP should be submitted in writing to:

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

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

2. BACKGROUND

2.1. The City of Mission

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

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

2.2. Development and Current Land Use Patterns

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

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

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

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

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

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

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

2.3 Challenges and Opportunities

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

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

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

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

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

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

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

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

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

2.4 Current Comprehensive Plan and Master Plans

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

These plans, and other relevant documents, can be found at:
[www.missionks.org/documents and forms/community development document](http://www.missionks.org/documents%20and%20forms/community%20development%20document).

3. SCOPE OF SERVICES

3.1. Purpose

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

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

3.2. Analysis to Be Provided

3.2.1 Review of Existing Plans

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

3.2.2 Analysis of Community Population and Emerging Trends

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

3.2.3 Analysis of Housing Development and Emerging Trends

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

3.2.4 Analysis of Commercial Development and Emerging Trends

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

3.2.5 Analysis of the Transportation Network

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

3.2.6 Analysis of Existing Land Use Classifications and Zoning

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

3.2.7 Analyses of Technology Infrastructure

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

3.3 Community Satisfaction Survey

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

3.4 Community Engagement

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

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

3.5 Preparation and Presentation of a Draft Plan

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

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

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

3.6 Preparation and Presentation of Final Plan

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

4 SUBMITTAL REQUIREMENTS AND TIMELINE

4.1 Submission of Response

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

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

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

4.2 Submission Timeline

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

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

4.3 Contents of Submittals

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

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

4.3.1 Cover Letter (Limit One (1) Page)

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

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

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

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

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

4.3.4 References (Limit Two (2) Pages)

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

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

4.3.5 Project Approach (Limit Four (4) Pages)

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

4.3.6 Proposed Hours and Fees

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

4.3.7 Appendix A – Acknowledgement of Addenda

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

4.4 Questions and Addenda

Questions regarding this RFP may be addressed to:

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

Questions must be submitted in writing.

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

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

4.5 General Requirements and Stipulations with Submission

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

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

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

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

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

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

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

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

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

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

Appendix A – Acknowledgment of Addenda

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

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

Comprehensive Plan Update

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

Name of Respondent: _____

Address of Respondent: _____

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

Title of Individual:

Signature:
