

MINUTES OF THE PLANNING COMMISSION MEETING

January 22, 2018

The regular meeting of the Mission Planning Commission was called to order by Chairman Mike Lee at 7:00 PM Monday, January 22, 2018. Members also present: Scott Babcock, Stuart Braden, Brad Davidson, Robin Dukelow, and Frank Bruce. Absent were members Charlie Troppito and Burton Taylor. Also in attendance: Danielle Sitzman, Planning & Development Services Manager, and Ashley Elmore, Secretary to the Planning Commission.

Election of Officers for 2018

Mr. Lee called the meeting to order at 7:00 P.M. The meeting began with election of officers for 2018. Mr. Lee was re-elected as Planning Commission Chair. (Vote was 5-0). Mr. Braden was re-elected as Planning Commission Vice-Chair. (Vote was 5-0). Ashley Elmore was re-elected as Planning Commission Chair. (Vote was 6-0).

Approval of Minutes from the December 18, 2017, Meeting

Ms. Dukelow moved and Mr Babcock seconded to approve the minutes of the December 18, 2017, Planning Commission meeting with corrections, as noted by Mr. Bruce. The vote was taken (6-0) **The motion carried.**

Case # 17-13 Special Use Permit-CAPROCQ Satellite Parking Lot-Public Hearing

Ms. Sitzman, Mission City Planner, appeared before the Planning Commission and provided background information on the parking lot north of Broadmoor Park. She explained that staff was alerted to the use of off-site parking at the site in the fall of 2016 when the property manager inquired about making improvements to the property. Staff then informed them a Special Use Permit would need to be approved before a building permit could be issued, since off-site parking is not an allowable use in the zoning district where this property is located and is specifically called out in Section 445.180 of the Municipal Code.

The property owner wishes to obtain a Special Use Permit to continue to use the parking lot for employee parking and to make improvements to the site for its safe operation. A site plan showing these improvement has been submitted.

Staff recommended the Planning Commission recommend approval of Case #17-13 to the City Council for a Special Use Permit for the use of the subject property as an off-site parking lot for tenants of 5700 Broadmoor Street with the following conditions:

1. Limit the use of the subject property to the parking of vehicles to support the daily employee parking needs of 5700 Broadmoor Street.
2. Require that the on-site and off-site improvements as detailed in the submitted site plans to be substantially completed no later than November 1, 2018.
3. Require the platting the property for the dedication of right-of-way be completed prior to the issuance of any permits for improvements.

MINUTES OF THE PLANNING COMMISSION MEETING

January 22, 2018

Michael Osbourn, Kaw Valley Engineering, appeared before the Planning Commission to give a brief overview of the project and address any questions. He explained that they chose pedestrian-style lighting because the parking lot is directly adjacent to single family homes.

Mr. Davidson inquired whether or not the curblin would be in the city-required easement.

Mr. Osbourn explained that while the curblin is not currently in the right-of-way, once they make all the required improvements, it will be.

The Chairman opened the public hearing, but no one wished to speak. The Chairman closed the public hearing.

Ms. Dukelow made a motion to recommend approval to the City Council with staff recommendations 1-3, as well as an additional recommendation:

4) The final location of the crosswalk and associated pedestrian paths be coordinated with City Staff.

Mr. Babcock seconded the motion. The vote was taken (6-0). **The motion carried.**

PC Comments/CIP Committee Update

Ms. Sitzman gave an overview of the what the CIP Committee was working on. The last CIP meeting covered stormwater improvements, funding, and debt service, projecting out over the next five years. Ms. Sitzman explained the committee will move on to streets for the two next meetings, then move on to parks.

Ms. Dukelow inquired as to whether or not the stormwater channel behind Andersen Park was in the five year plan. Ms. Sitzman explained that there were more pressing erosion concerns farther east in the channel that would take precedence.

Mr. Davidson inquired about the light being out in the parking lot at Starbucks. Ms. Sitzman suggested that if any of the Planning Commission members see anything after hours to report it staff the next day.

Ms. Sitzman also reminded the Planning Commission the National Planning Conference is coming up and the City has budget for two Planning Commissioners to attend.

ADJOURNMENT

With no other agenda items, **Ms. Dukelow moved and Mr. Davidson seconded a motion to adjourn.** (Vote was 6-0). The meeting adjourned at 7:35 P.M.

Mike Lee, Chair

ATTEST:

MINUTES OF THE PLANNING COMMISSION MEETING
January 22, 2018

Ashley Elmore, Secretary