

**GOVERNING BODY WORKSHOP AGENDA
ROELAND PARK**

**Roeland Park City Hall 4600 W 51st Street, Roeland Park, KS 66205
Monday, October 22, 2018 6:00 PM**

- | | | |
|--|---|---|
| <ul style="list-style-type: none">• Mike Kelly, Mayor• Becky Fast, Council Member• Jennifer Hill, Council Member• Tim Janssen, Council Member | <ul style="list-style-type: none">• Jim Kelly, Council Member• Tom Madigan, Council Member• Claudia McCormack, Council Member• Michael Poppa, Council Member• Erin Thompson, Council Member | <ul style="list-style-type: none">• Keith Moody, City Administrator• Jennifer Jones-Lacy, Asst. Admin.• Kelley Bohon, City Clerk• John Morris, Police Chief• Jose Leon, Public Works Director |
|--|---|---|

Admin	Finance	Safety	Public Works
Kelly	Thompson	McCormack	Poppa
Madigan	Fast	Janssen	Hill

I. APPROVAL OF MINUTES

- A. September 4, 2018
- B. September 17, 2018

II. DISCUSSION ITEMS:

1. Executive Session - City Administrator Evaluation I move the Governing Body recess into executive session to discuss the City Administrator Evaluation pursuant to the non-elected personnel matter exception, K.S.A. 75-4319(b)(1). The open meeting to resume in the council chamber at _____.
2. Review of Short Term Rental Regulations Enforcement Challenges
3. Discuss City Boundary Adjustment at Northeast RJ Site
4. 2018 CDBG - Driveway Request 5623 Birch

III. NON-ACTION ITEMS:

IV. ADJOURN

Welcome to this meeting of the Committee of the Whole of Roeland Park.

Below are the Procedural Rules of the Committee

The governing body encourages citizen participation in local governance processes. To that end, and in compliance with the Kansas Open

meetings Act (KSA 45-215), you are invited to participate in this meeting. The following rules have been established to facilitate the transaction of business during the meeting. Please take a moment to review these rules before the meeting begins.

- A. **Audience Decorum.** Members of the audience shall not engage in disorderly or boisterous conduct, including but not limited to; the utterance of loud, obnoxious, threatening, or abusive language; clapping; cheering; whistling; stomping; or any other acts that disrupt, impede, or otherwise render the orderly conduct of the Committee of the Whole meeting unfeasible. Any member(s) of the audience engaging in such conduct shall, at the discretion of the City Council President (Chair) or a majority of the Council Members, be declared out of order and shall be subject to reprimand and/or removal from that meeting. **Please turn all cellular telephones and other noise-making devices off or to "silent mode" before the meeting begins.**

- B. **Public Comment Request to Speak Form.** The request form's purpose is to have a record for the City Clerk. Members of the public may address the Committee of the Whole during Public Comments and/or before consideration of any agenda item; however, no person shall address the Committee of the Whole without first being recognized by the Chair or Committee Chair. Any person wishing to speak at the beginning of an agenda topic, shall first complete a Request to Speak form and submit this form to the City Clerk before discussion begins on that topic.

- C. **Purpose.** The purpose of addressing the Committee of the Whole is to communicate formally with the governing body with a question or comment regarding matters that are on the Committee's agenda.

- D. **Speaker Decorum.** Each person addressing the Committee of the Whole, shall do so in an orderly, respectful, dignified manner and shall not engage in conduct or language that disturbs, or otherwise impedes the orderly conduct of the committee meeting. Any person, who so disrupts the meeting shall, at the discretion of the City Council President (Chair) or a majority of the Council Members, be declared out of order and shall be subject to reprimand and/or be subject to removal from that meeting.

- E. **Time Limit.** In the interest of fairness to other persons wishing to speak and to other individuals or groups having business before the Committee of the Whole, each speaker shall limit comments to two minutes per agenda item. If a large number of people wish to speak, this time may be shortened by the Chair so that the number of persons wishing to speak may be accommodated within the time available.

- F. **Speak Only Once Per Agenda Item.** Second opportunities for the

public to speak on the same issue will not be permitted unless mandated by state or local law. No speaker will be allowed to yield part or all of his/her time to another, and no speaker will be credited with time requested but not used by another.

- G. **Addressing the Committee of the Whole.** Comment and testimony are to be directed to the Chair. Dialogue between and inquiries from citizens and individual Committee Members, members of staff, or the seated audience is not permitted. Only one speaker shall have the floor at one time. Before addressing Committee speakers shall state their full name, address and/or resident/non-resident group affiliation, if any, before delivering any remarks.
- H. **Agendas and minutes** can be accessed at www.roelandpark.org or by contacting the City Clerk

The governing body welcomes your participation and appreciates your cooperation. If you would like additional information about the Committee of the Whole or its proceedings, please contact the City Clerk at (913) 722.2600.

Item Number: APPROVAL OF MINUTES- I.-A.
Committee 10/22/2018
Meeting Date:



City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: September 4, 2018
Item Type:

Recommendation:

Details:

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
☐ September 4, 2018	Cover Memo

GOVERNING BODY WORKSHOP
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Tuesday, September 4, 2018 6:00 P.M.

- Mike Kelly, Mayor
- Becky Fast, Council Member
- Jennifer Hill, Council Member
- Tim Janssen, Council Member

- Jim Kelly, Council Member
- Tom Madigan, Council Member
- Claudia McCormack, Council Member
- Michael Poppa, Council Member
- Erin Thompson, Council Member

- Keith Moody, City Administrator
- Jennifer Jones-Lacy, Asst. Admin.
- Kelley Bohon, City Clerk
- John Morris, Police Chief
- Jose Leon, Public Works Director

Admin

Kelly
Madigan

Finance

Thompson
Fast

Safety

McCormack
Janssen

Public Works

Poppa
Hill

CMBR Poppa called the meeting to order at 6:07 p.m.

I. MINUTES

A. August 6, 2018

The minutes were approved as submitted.

II. DISCUSSION ITEMS:

1. Recreational Vehicle, Boat Parking in Driveway

Public Comment:

Ardie Davis (5206 W. 58th) Mr. Davis spoke on behalf of several of his neighbors. He first thanked Wade Holtkamp, Neighborhood Services, and CMBR McCormack for working with them to fix an unenforceable code concerning boat and trailer parking in the City. He said the code is unclear in its terminology and how it would be enforced. He added that parking these large vehicles in the driveway forces vehicles to park on an already crowded street.

Wade Holtkamp made a presentation on three topics concerning residential vehicles and boats in a driveway, on-street parking in residential districts as it relates to Code Section 14-214, and special RV permits.

With respect to residential vehicles (RV) and boats in the driveway, this item was brought to his attention by the residents on 58th Street. After speaking with the owner of the boat, it was noted that it was not possible to store it in the side or rear yard as allowed by City code. The resident was able to make arrangements. A second occurrence at the same residence was brought to Mr. Holtkamp's attention this spring that the neighbor was extending parking past the 72 hours by one to three days. The residents have created a petition to change the ordinance and the wording of the code section. After research, Mr. Holtkamp discovered that Roeland Park has the least restrictive regulations with regards to such vehicles when compared with other local cities. The recommendation by staff is to allow parking for seven days within a 30-day period.

City Administrator Moody asked if moving the vehicle to the side or rear yard requires a hard surface. Mr. Holtkamp said it does not. The requirement though is that the vehicle be behind the building lot line.

In researching the topic of on-street parking for non-motorized vehicles in residential districts it was determined that there is a bit of a gap for vehicles such as boats and trailers. Staff's recommendation is to consider a restriction for parking trailers, boats, and other non-motorized vehicles on residential streets. Currently there is no type of restriction for this and they would like an opportunity to research further in that area.

Ms. Jones-Lacy said this is a topic that is not necessarily a current issue but has been brought up in the past. As the code currently stands anything without a motor is allowed to be parked on a residential street.

There was discussion of permitting for on-street parking. Included in the discussion was a work vehicle for a contractor at a residence. CMBR Janssen suggested tying to the building permit an ability for the work trailer to park on the street during the construction/renovation process.

CMBR Thompson asked about storage units such as PODS. Mr. Holtkamp said a resident is allowed two PODS, dumpsters, and Bagsters.

There was also discussion of whether to allow a non-property owner, such as a visitor or guest, to park legally in the driveway with their vehicle. The recommendation was to come up with a process to allow up to seven days by permit to be approved by the City Administrator or their designee and allow two occurrences per year.

CMBR Hill asked if their Walmart allowed for large vehicle parking. Mr. Holtkamp said he was aware that some do but was unsure of this Walmart and added that would be a private arrangement.

CMBR McCormack said changes need to be made and that it would be reasonable to adopt Overland Park's strategy of two 48-hour occurrences in a 30-day period. She likes the special RV permits and exemptions for work vehicles.

CMBR Kelly he would be more in favor of a 2-week time frame to allow for vacations but felt they should discuss the time frames a little more.

CMBR Hill had reservations of RV parking even for seven days. She doesn't want neighbors living out of their RV for two weeks.

Mayor Kelly said this feedback will go to the Planning Commission. He does believe a regulation is in order and making a more restrictive policy is warranted.

CMBR Fast said that right now they have a difficult time enforcing the code. People in her ward have a cord hooked up to their house and they need to find what is easiest for enforcement as it is difficult to enforce now.

Mr. Holtkamp said from a codes standpoint whenever they put a time limit on things it makes it difficult when the time starts because the citizen may observe something but by the time he witnesses it is when the clock starts.

There was unanimous consensus to forward this to the Planning Commission with the following recommendations.

Part 1 – They would recommend Overland Park's ordinance, which states two 48-hour instances within a given 30 days. This would pertain to recreational vehicles and boats in driveways.

Part 2 – To look at permits for trailers where the company is doing work in the City and not for a resident that owns a work trailer.

Part 3 – The Governing Body recommended this be accepted as written and applications for waivers would be available.

CMBR Janssen said he would support the two times a year with a 7-day stretch.

Ms. Jones-Lacy said they'll share these recommendations at the next Planning Commission who will then look at options and send their recommendations to the Governing Body for final approval.

CMBR McCormack asked how many complaints of work trailers of residents there have been in Roeland Park. Mr. Holtkamp said in regards to on-street parking of work trailers and commercial-type vehicles, he has fielded three or four complaints in the last year.

2. R Park Arboretum Grant Award

Public Comment

Judy Hyde (5113 W. 58th) Ms. Hyde said it is unfortunate that dozens of trees have been removed from R Park due to Emerald Ash Borer, but it is wonderful they are replacing trees. She is concerned about the last part of the plan for the R Park Arboretum that recommends a moratorium on planting additional trees in the park. She asked the Council to allow additional plantings of trees, shrubs and native plants when the park pavilion is installed. They will need the additional shade for the comfort of the people in the grassy areas surrounding the pavilion.

Public Works Director Leon said they received a grant in collaboration with the Kansas Forest Service, who with other communities applied for a grant on their behalf to plan an arboretum in the community. In total, the City's in-kind estimated contribution is \$25,000. Mr. Leon clarified that the moratorium was referring to tree donations and large trees.

Sarah Crowder, Program Manager for Heartland Tree Alliance will be managing the planting of trees in R Park which is planned for October. They are proposing 20 one-inch caliper trees. They will also provide signage for the trees and will match what is already in the park. A Lenexa engineering firm wants to do a corporate work day and they will do the planting on October 23rd. She provided a diagram of where the trees would be planted and examples of the signage. They will also be planting more flowering trees for pollinators.

Public Works Director Leon said this presentation was made to the Parks Committee and they approved of the recommendations.

CMBR Fast asked how often they water the trees in R Park and thought some of them looked like they were going to die this summer. Public Works Director Leon said the summer was harsh, but they water once a month unless they get a good deal of rain.

Mayor Kelly thanked Public Works Director Leon and Ms. Crowder for their help and stated that it is very exciting to have 20 new species of trees in R Park. He added that he would like to receive forestry-specific guidance going forward when deciding to plant or not to plant trees in R Park.

City Administrator Moody said they are working on an objective that will provide for a phased plan for improvements at R Park as well as design for the first phase. Each time they add an improvement to R Park it limits the ability to make a change there.

CMBR McCormack said they need to look at the bigger picture for keeping trees alive for more than five-years and have a plan in place for the times that they require more water and what to do to do with them in the winter.

CMBR Hill said she was excited about the trees but asked for clarification on the reasoning for the placement. Ms. Crowder said they are in an area where they had lost a lot of Ash and there is great planting space in the area. She did talk with Mr. Leon and has seen the plans and is aware of the construction that is going to take

place, so they tried to avoid some of the interior park places. They do not want to disturb the trees for the things taking place at the interior of the park.

There was consensus to place this on the Consent Agenda at the next Council meeting.

3. Direction Concerning the Allowing of Filming in City Parks

Ms. Jones-Lacy said David Harrison has requested to make an Indie film in R Park and contacted the City asking about permits. Currently the City does not have a permit process for filming in the City. She has compiled some applications and policies from neighboring cities that do have a process in place. She noted that Mr. Harrison would like to film in R Park and that it is located surrounded by residences and there may be privacy concerns. They are wanting to do the shoot after park hours. They will have some lighting equipment and a generator, but they do not anticipate excessive noise. Staff feels they should notify residents that this will be going on. They would request a waiver from anybody they capture within the film that happens to be a user of the park. It will be a crew of 10 to 12 and they are requesting to film in March between the hours of 8 p.m. and midnight on two nights, and then 6 a.m. on the third. Ms. Jones-Lacy said they applaud Mr. Harrison for contacting the City first and bringing this item forward.

CMBR Madigan expressed concern regarding noise and the late hours especially on a school night. He also wanted to ensure there was a way to cover damage that might happen to the park and whether there will be workman's comp.

CMBR Hill liked the idea of a permit and also for people bringing awareness to Roeland Park.

CMBR McCormack said she liked staff recommendations and would like to see location credits to the City in the film.

David Harrison, Creative Director for Once on Sunday Pictures, said they are an amateur film group. Mr. Harrison was more than happy to give special consideration and special thanks to Roeland Park. This is a low budget film and a small project. He added he is happy to film on the weekend so as to not be on a school night. Mr. Harrison added that he used to be a Roeland Park resident and would really want to work with the City on his film.

CMBR Fast said she would like to encourage the arts in the City and this is great marketing. She would also like to keep the permit cost low.

Mayor Kelly thanked Mr. Harrison for giving them a head's up. He added that he would want the fee to be able to cover the staff's time.

There was consensus to place this on New Business at the next Council meeting.

4. Discuss Island/Right of Way Adoption Program

Public Comment

Anthony Thompson (3600 W. 47th Ter.) Mr. Thompson said that his cul-de-sac would like to adopt their island, so they have approached the City about doing the landscaping and possibly adding some artwork. Currently the City has no policy to allow for this.

Guy Simpson (3600 W. 47th Ter.) Mr. Simpson said the residents just want to take care of the island and keep it pretty and are asking for some guidelines from the City.

CMBR Poppa said this is an amazing idea and another way the citizens are working with the City to help beautify Roeland Park.

Public Works Director Leon showed a map of the 13 islands in the City. The island the residents would like to adopt is “M” on the map. Mr. Leon said another resident who lives on 50th Terrace near the “L” island would like to adopt their island. He was contacted by both residents to take over maintenance of the islands, which he thought was incredible.

Mr. Leon has put together some information to outline reasonable guidelines, an application, and defined some expectation of what the program would consist of. Information would include who is the main point of contact, a planting plan or a plan that describes or outlines what they would like to do on the island. Adopting the island would be a two-year commitment, but giving the City at any time to determine that the plan is not working.

CMBR Kelly said this is a good innovative idea. They will need to require a waiver of liability for working on City property. He also felt the signage language needed to be expounded on.

Mr. Leon has a waiver of liability from their risk management company that can be attached to the application.

CMBR Hill said this is a great idea and thanked Mr. Leon for coming up with the guidelines. She too expressed concern over liability and signage.

Mayor Kelly thanked the residents and would like this item to come back to Council. He thought they might consider having the Sustainability Committee put together some recommendations in terms of green products, green practices and natural pollinators to be included within the guidelines and applications. The signage is also of concern to him and does not believe a sign is necessary.

CMBR Janssen loves idea and that it shows great buy-in from residents. He also has the same support and concern, especially regarding signage.

CMBR Madigan would like to see the process not be difficult for the citizens and to keep it simple.

CMBR Poppa said he could bring the item to the Arts Committee and ask for their feedback.

There was consensus to bring this up again and the next Council meeting.

5. Review City Administrator Evaluation Process

CMBR Poppa said for the past two years the Governing Body has gone through the process of approving the tool and the timeline for the City Administrator evaluation process. Attached to the agenda are the 2018 evaluation timeline and the 2018 evaluation tool, which is the same tool they have used since 2016. One change of note is the Admin Committee recommended to have the City Attorney sit in so that the process is more confidential.

CMBR Fast said the Council made a number of changes from the 2016 tool. She had e-mailed those changes to the Mayor and will send them to CMBR Poppa.

CMBR Fast said historically they were not individual score evaluations but everyone coming together and having a group score of what they identified as strengths, weaknesses and goals and not what an individual saw.

CMBR Poppa said the review shouldn't be anonymous.

CMBR Madigan said they need to work on a consensus as the Governing Body. There is no need for the City Administrator or an employee to go one-on-one with someone and that is an opening for a variety of problems. He said the reviews are done as constructive criticism.

Mayor Kelly said he is proud of how the Governing Body is working together and believes they have a pretty good consensus. The reviews are confidential to the Governing Body, but they should allow Mr. Moody to see where his feedback is coming from and it would allow him to follow-up and put the information into context. Anonymity could allow a platform for individuals to vent and possibly skew results.

CMBR Thompson also said that anonymity does not allow for an individual to reflect. CMBR Hill said this is a self-reflective piece and they all working together.

After discussion there was consensus to update the evaluation tool to reflect the changes from last year and they keep to the timeline on the agenda. City Administrator Moody said he may not have the additional wage and benefit information available to him on September 17th, but would have it by September 28th and that would not impact the completion of the survey.

CMBR Fast questioned paying the City Attorney \$250 an hour to aggregate the information. CMBR Poppa said he proposed that to the Admin Committee and they agreed at the time to get the City Attorney involved in the process to maintain confidentiality.

On October 1st there will be a Workshop followed by an executive session to discuss the City Administrator performance as well as meeting with Mr. Moody to review the development plan.

On October 22nd at the City Council meeting, the Governing Body will take action on the City Administrator agreement.

6. Review Monthly Communications Report

City Clerk Bohon presented the August Communication Report that contained the top ten most visited website pages with the Aquatics Center, Agendas and Minutes, and Licensing and Permits being the top three. The City's new website went live August 3rd. They now have more Twitter, Facebook, and more NextDoor followers and that continues to grow. The Roe Lane closure and the 2018 Park Passport were the most visited on Constant Contact.

7. New Website Design Review

Ms. Bohon said she is working with Civic Plus to get an SSL certificate for a more secure website. She also walked the Council through where they can find specific items on the redesigned website.

CMBR Madigan said there are errors on the website and it should be updated. He felt the current Governing Body was not listed and reflected a previous body.

CMBR Hill asked Mr. Madigan to submit a list of errors so they can be corrected.

8. July Financials

Ms. Jones-Lacy reviewed the items that have changed since last month. Sales and use tax is 6.7 percent higher than July of last year and are at mid-year projections. The increase is directly attributable to the county courthouse sales tax. Of note is that the Dollar Tree, which moved out of the City to Mission in 2016, has been sending their sales tax to Roeland Park since February of 2016. According to calculations the amount is approximately \$45,000. The Department of Revenue will amend that.

Franchise fees are up almost 11 percent higher than 2017. Court fines are up 11.4 percent compared to 2017. Ms. Jones-Lacy noted the Police Department is fully staffed.

Revenues in the General Fund year-to-date have collected \$4.1 million and are up 8.2 percent from last July. Licenses and permits are down 8 percent from last year due to a decrease in building permit revenue. General Fund expenditures through July are 18 percent higher due to \$221,500 more in transfers to equipment reserve, TIF funds, etc.

In the Special Street Fund, they have only collected 36 percent of projected revenues because there are certain grant revenues they have not received. They have collected 10 percent for the Equipment Reserve Fund because they had budgeted to sell the Rocks site, but that has not yet occurred.

Bond and Interest Fund expenditures are a vast majority of the debt service and that is due in December. In the Special Highway Fund they have not accounted for salaries for Public Works employees, but that will be done next month. In 27-A there are outstanding CARS projects that are ongoing and in 27-D, the Special Infrastructure Fund, there is the CDBG project on Birch that they have not spent the money on.

Ms. Jones-Lacy said next year the debt service will fall off tremendously, which is a good thing. She also asked for feedback on the way the finance presentations are made. CMBR Fast said she appreciates the way she has made the report visual and that it is easy to skim through it and get the information she needs.

9. Discuss New City Logo Options for Council Chambers

City Administrator Moody reviewed the four logo concepts attached in the packet.

CMBR Fast said thank you and that these examples are so much better than the previous submissions.

CMBR Poppa asked for the Council's preference.

After a brief discussion it was recommended to adopt Sample 1, but replacing the copy "City of Roeland Park" in the branded font they adopted.

10. Reaffirm Support of Planning Sustainable Places Grant Funded Analysis

City Administrator Moody said the scope of the project is based upon discussions with KDOT. Mid-America Regional Council (MARC) administers the contract and it must be something the Department of Transportation (DOT) is comfortable with as they review all the applications. They expressed some concerns that this project did not have a primary focus on transportation. As submitted, they scored 5th and the first four projects would leave \$80,000 available funding. City Administrator Moody modified the scope taking out the entire length of Roe Boulevard from 48th Street to Johnson Drive and included Roe Boulevard at the intersection of 48th Street. It is a large reduction, but still includes two main areas that the City would like to see for redevelopment options. He added that this will still be a substantial project with the City's \$20,000 match.

MARC is saying they'll go through an RFP and they would like that done by October, which would put the City in a position to begin the public engagement process at the first of the year. It will take six months to do this project and then they can move into the update of the Comprehensive Plan.

Mayor Kelly said he would like to move forward with the grant request and it is an amazing opportunity for them to show some visioning for reshaping two key corridors to the City.

CMBR Fast did not want to overload the public engagement aspect of too many projects and warned against overwhelming the community.

There was complete consensus to continue support of the Sustainable Places Grant Funded analysis.

11. Discussion Concerning the Electric Vehicle Charging Station

City Administrator Moody said they have renewed their agreement with ChargePoint. Subsequently the charging station they have in the City has failed and is not a piece of equipment that can be maintained or repaired. Mr. Moody contacted KCP&L who stated that they have no more resources at this time. Staff recommended purchasing a new unit at \$3,800.

This item will be put on the next Council agenda.

III. COMMITTEE MINUTES:

IV. ADJOURN

CMBR Poppa adjourned the meeting.

(City of Roeland Governing Body Workshop adjourned at 9:05 p.m.)

Item Number: APPROVAL OF MINUTES- I.-B.
Committee 10/22/2018
Meeting Date:



City of Roeland Park
Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: September 17, 2018
Item Type:

Recommendation:

Details:

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
▣ September 17, 2018	Cover Memo

GOVERNING BODY WORKSHOP
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, September 17, 2018 6:00 P.M.

- Mike Kelly, Mayor
- Becky Fast, Council Member
- Jennifer Hill, Council Member
- Tim Janssen, Council Member

- Jim Kelly, Council Member
- Tom Madigan, Council Member
- Claudia McCormack, Council Member
- Michael Poppa, Council Member
- Erin Thompson, Council Member

- Keith Moody, City Administrator
- Jennifer Jones-Lacy, Asst. Admin.
- Kelley Bohon, City Clerk
- John Morris, Police Chief
- Jose Leon, Public Works Director

Admin

Kelly
Madigan

Finance

Thompson
Fast

Safety

McCormack
Janssen

Public Works

Poppa
Hill

CMBR Poppa called the meeting to order at 6:07 p.m.

I. MINUTES

A. August 20, 2018

The minutes were approved as submitted.

II. DISCUSSION ITEMS:

1. Council Recognition for Daniel Vandenbos

Public Works Director Leon recognized Public Works employee Daniel Vandenbos for his second place finish in the PWX (Public Works Expo) National Rodeo Competition. Mr. Leon said that Daniel exhibits the quality individuals he has in his department and particularly noted his skills, attitude, behavior and values, and that they couldn't be happier to have him in Roeland Park's Public Works Department.

(After a round of applause photos were taken.)

CMBR Poppa congratulated Mr. Vandenbos and thanked him for his service to the community.

2. Presentation on Branding Launch Plan

Beth Pauly, City Management Intern, provided an update to the Governing Body on the implementation plan of new city brand. She provided some background on the report done by Benedictine College noting the themes in their research which described the proximity of Roeland Park, its quiet atmosphere, the nature aspect, scenery, as well as a lack of defined identity. The researchers at Benedictine felt a focus on these themes would elevate the City's message and would help to attract new residents and businesses to Roeland Park.

Going forward they have begun to incorporate the new logo on the City's website, social media, and on letterhead as well as apparel. The new Roeland Park flag is up at City Hall, the Public Works building, the Community Center, and will also be flown at the Johnson County building as well. Staff continues to work on a new sign for the Council chambers.

There are also plans for a brand launch event in the Walmart -Price Chopper-Lowe's parking lots. They are waiting to hear back from those businesses and they want to engage them in the event. Plans are to have food trucks, live music, local bands and bounce houses to celebrate the new brand. Press releases will be sent out and invitations to the media to help cover the introduction of new look for Roeland Park.

Resident spotlights will also be published incrementally to various social platforms. Currently they are working on a quarterly schedule.

With the hiring of a Public Information Officer (PIO), they will take over a lot of the initiatives and keep the City in the public eye.

CMBR Madigan asked how the people who were spotlighted came to be nominated. Ms. Pauly said these initial spotlights were based on recommendations from staff of residents they were fairly familiar with and are actively involved in the City. They also asked residents Gretchen and Ardie Davis for suggestions. It was also noted that in the future they would open up the nominating process.

CMBR Fast said there were no people of color in the spotlights. Ms. Pauly agreed that they will need to make sure they are equally representing the community and its diversity of residents.

CMBR Poppa recommended the Governing Body e-mail one or two people they think should be spotlighted to Ms. Jones-Lacy.

CMBR Madigan said it is also important to add all the young single people who live in the City.

3. 2019 NSRP Rosewood Street – Sidewalk Location Recommendation

Public Works Director Leon said they have notified residents that Rosewood Street was selected and the project is moving forward. They will also set up a public meeting with the residents to provide greater details and afford them a setting to ask questions. They have selected the east side of the street for the sidewalk due the large amount of utility conflicts as well as driveway slopes on the opposite side. Mr. Leon asked for support of Governing Body to get the process started.

After a brief discussion five Councilmembers supported referring this item to a Council meeting for further action.

There was a majority consensus showing support for the project so that Public Works Director Leon can schedule the neighborhood meetings and at the request of CMBR Janssen it will be placed on New Business at the October Council meeting.

City Administrator Moody highly recommended that all citizens attend the neighborhood meetings as the work affects all residents. He also added that the project has limited impact to driveways and little to no impact on mature trees.

4. Public Works Quarterly Report

Public Works Director Leon made a presentation of the work his department has done year-to-date for 2018. At the Mayor's request, he will make a quarterly report to the Governing Body.

Mr. Leon said they have a new employee starting with his department and will have a full staff. He also outlined the areas for which his department is responsible and the percentage of time spent in each of those areas. The slide show presentation included photos of the work completed as well as a list of all the accomplishments of the Public Works Department.

Mr. Leon addressed the Street Maintenance Program and provided maps that reflected the work completed. He also spoke about the City's CIP projects, maintenance procedures as well as the leaf program.

They are also planning for stormwater pipe inspections in certain areas throughout the City.

City Administrator Moody credited Mr. Leon for putting this presentation together. He said not every public works department tracks the areas of time spent on a service area. Because of Mr. Leon's leadership and effort since starting with the City to ensure that staff is recording hours accurately, they now have a history to look at time spent towards streets, trees, parks and recreation. This is especially helpful in planning and costing.

Mayor Kelly thanked Mr. Leon for putting this together and also for everyone that works at Public Works. Mayor Kelly wanted everyone to see how hard the department works on a day-to-day basis. He also said the quarterly reports will also help provide Public Works with the tools they need to complete their work for the City.

5. 2018 Stantec Contract for Street Condition Assessment

Public Works Director Leon said this was a time sensitive issue and it was agreed to place it on the Council agenda

6. October 29th Community Forum Topic Discussion

CMBR Madigan recommended discussion of the new leaf pickup program and having K-9 Rango available at the Community Forum.

CMBR Fast recommended that Mr. Leon give his Public Works presentation at the forum as well as talk about the leaf pickup program.

Public Works will work with Ward 1 on the Community Forum presentation and more detailed information will be forthcoming.

7. City Logo Options for Council Chambers

This item will be discussed at the next Workshop meeting.

III. NON-ACTION ITEMS

IV. ADJOURN

CMBR Poppa adjourned the meeting.

(City of Roeland Governing Body Workshop adjourned at 7:00 p.m.)

Item Number: DISCUSSION ITEMS- II.-1.
Committee 10/22/2018
Meeting Date:



City of Roeland Park
Action Item Summary

Date:

Submitted By:

Committee/Department:

Title:

Executive Session - City Administrator Evaluation I move the Governing Body recess into executive session to discuss the City Administrator Evaluation pursuant to the non-elected personnel matter exception, K.S.A. 75-4319(b)(1). The open meeting to resume in the council chamber at _____.

Item Type:

Recommendation:

Details:

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Item Number: DISCUSSION ITEMS- II.-2.
Committee 10/22/2018
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 10/22/2018
Submitted By: Wade Holtkamp
Committee/Department: Neighborhood Services
Title: **Review of Short Term Rental Regulations Enforcement Challenges**
Item Type: Discussion

Recommendation:

Staff recommends the current short-term rental requirements in code be strengthened in order to be better enforced.

Details:

Recently staff encountered several short-term Airbnb rentals that are not code complaint. They are listed on Airbnb and do not appear to have the owner living at the residence the required 320 days a year. Staff reviewed the Airbnb website and found the property listing indicated the entire property available for rent. Furthermore, the Airbnb listings has an open calendar of availability. This indicates entire property is available at all times. The City prosecuting attorney Frank Gilman will be available to address the challenge of enforcing the current short-term rental code requirements and make recommendations on how to strengthen the ordinance so that it is enforceable.

Below is the existing code language. Staff have already made an update to the short-term rental application which requires a notarized signature of the owner or resident affirming they are living at the premises for at least 320 days per calendar year.

(b) Short-term rentals requirements:

(1) The rental is of the owner's principal residence

(2) The owner resides in the premise rented for a period of at least 320 days in each calendar year

(3) Any resident wishing to host a short-term rental must provide courtesy notices to their neighbors adjacent and across the street. Evidence of this notification must be provided to City Hall prior to approval of an application.

(4) Any short-term rental operating within the City must include the City permit number on marketing materials and online platforms the resident is using to advertise the rental of their home.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
□ Ordinance 925	Cover Memo

ORDINANCE NO. 925

AN ORDINANCE RELATING TO HOUSING; REGULATING SHORT-TERM RENTALS; AMENDING AND REPEALING EXISTING SECTIONS 5-601, 5-602, 5-603, 5-604, 5-701, 5-702, 5-704 AND 5-706 OF THE CODE OF THE CITY OF ROELAND PARK, KANSAS.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ROELAND PARK, KANSAS:

SECTION 1. Existing Section 5-601 of the Code of the City of Roeland Park, Kansas is hereby amended to read as follows:

5-601. Definitions. For purposes of this Article, the following definitions shall apply.

(a) "Home occupation" is an accessory use by the occupant(s) of a dwelling unit in which goods are produced or traded, or services are rendered as an economic enterprise. Such use shall be clearly incidental or subordinate to the residential use of a dwelling.

(b) "Boarding house" shall mean every building or other structure which is kept, used, maintained, advertised or held out to the public to be a place where sleeping accommodations are furnished for pay to transient or permanent guests, other than a short-term rental. Provided, however, where a resident homeowner leases space to no more than two roommates for terms of a year or more, it shall not be considered to be a boarding house.

(c) "Short-term rental" shall be defined as set forth in Section 5-702 of the Code.

SECTION 2. Existing Section 5-602 of the Code of the City of Roeland Park, Kansas is hereby amended to read as follows:

5-602. Criteria. A home occupation is permitted as an accessory use of a dwelling only when all of the following criteria are met:

- (a) No person or persons shall be engaged in such home occupation other than that person or those persons occupying such dwelling as his or her residence; provided, however, the person or persons engaged in such home occupation may have non-resident employees so long as no parking on the public right-of-way shall occur as a result of such employment and such employment does not otherwise disturb the residential character of the neighborhood;
- (b) No alteration to the dwelling, building, premises, or property, shall be made, which changes the external appearance of the dwelling, premise or property, in a manner that causes the structure to lose its residential character or detract from the residential character of the neighborhood;

- (c) The home occupation shall be conducted entirely within the main dwelling building and no such home occupation shall be conducted in an accessory building, garage, or structure, whether attached or detached;
- (d) The home occupation shall not occupy more than 25 percent of the floor area of the dwelling, unless it is a short-term rental, in which case, the rental must comply with Section 5-704 and may comprise 100% of the floor area of the dwelling ;
- (e) There shall be no outside storage of any equipment, machinery or materials used in the home occupation;
- (f) There shall be no storage in the dwelling or anywhere upon the premises or property of any toxic materials or toxic chemicals for resale or use in the home occupation;
- (g) No commercial exchange of tangible goods or other items constituting a sale between the person or persons conducting the home occupation and members of the general public shall be permitted on the premises of the home occupation. Members of the general public shall not include persons in the home by prior individualized invitation;
- (h) No sign, symbol, device, design, decal, engraved surface, trademark, or logo that directly or indirectly names, advertises or calls attention to the home occupation or other commercial activity (a "Commercial Identification Marker"), and that is visible to persons not located on the property, shall be permitted anywhere on the property where the home occupation is authorized;
- (i) No home occupation shall be permitted which generates, results in, or contributes to traffic (vehicular or pedestrian), parking, sewage, or water use in excess of what is usual and normal in the residential neighborhood;
- (j) No home occupation shall be permitted which creates, or has the potential to create, a hazard or danger to the health, care, safety or welfare of any person or property, including any person at, in or occupying the dwelling or any property, real or personal, at the dwelling;
- (k) No home occupation shall be permitted which results in or contributes to electrical disturbance or interference of any sort;
- (l) No home occupation shall be permitted which is, may be, or has the potential to become a nuisance, public or private;
- (m) No home occupation shall be permitted unless the person or persons conducting such home occupation shall have first paid in full their annual City occupation tax;
- (n) No home occupation shall be permitted, if such occupation is subject to any other laws of the City, the laws of Johnson County, the State of Kansas, or the United States, which require persons conducting such an occupation first to obtain approval from such governmental authorities before commencing such

occupation and maintaining approval while the occupation is conducted, and the approval has not been obtained or maintained; or

- (o) No home occupation shall be permitted which may be unlawful under the laws of the City, the laws of Johnson County, the State of Kansas, or the United States, or any rules or regulations of the City, county, state or United States.

SECTION 3. Existing Section 5-603 of the Code of the City of Roeland Park, Kansas is hereby amended to read as follows:

Sec. 5-603. - Permitted Occupations. The following are permitted home occupations providing they do not violate any of the provisions of section 5-602:

- (a) Accountant;
- (b) Architect;
- (c) Artist, painter, sculptor;
- (d) Babysitting, no more than three children at any one time;
- (e) Chiropractor;
- (f) Clergyman;
- (g) Computer programmer;
- (h) Dentist;
- (i) Dressmaker, seamstress, tailor;
- (j) Engineer;
- (k) Firearms dealer, provided that gross sales do not exceed \$5,000.00 per year, that every person dealing firearms has a current valid federal firearms license and that not more than 12 transactions occur at the residence during any calendar year;
- (l) Home cooking and preserving;
- (m) Home crafts, model making, rug weaving, lapidary, woodwork, cabinet work;
- (n) Insurance agent;
- (o) Lawyer;
- (p) Osteopath;
- (q) Photographer;
- (r) Physician;
- (s) Psychologist;
- (t) Psychiatrist;
- (u) Real estate agent;
- (v) Telephone answering;
- (w) Typist;

- (x) Teacher—Tutor, with no more than three students taught at any one time;
- (y) Foster family care;
- (z) Beauty parlors, cosmetologists;
- (aa) Barber shops; and
- (bb) Short-term rentals.

SECTION 4. Existing Section 5-604 of the Code of the City of Roeland Park, Kansas is hereby amended to read as follows:

5-604. Prohibited Occupations. The following are prohibited as home occupations:

- (a) Dance studios;
- (b) Veterinary clinics, animal hospitals, stables, kennels;
- (c) Funeral homes, mortuaries;
- (d) Nursery schools;
- (e) Private clubs;
- (f) Automotive repair or paint shops;
- (g) Appliance or equipment repair shops;
- (h) Boarding houses.

SECTION 5. Existing Section 5-701 of the Code of the City of Roeland Park, Kansas is hereby amended to read as follows:

5-701. Rental Housing; Purpose.

The purpose of this article is to protect the public health, safety and general welfare of the people of the City with regard to rental housing, including:

- (a) Protecting the character and stability of residential areas;
- (b) Correcting and preventing housing conditions that adversely affect or are likely to adversely affect the life, safety, general welfare and health, including the physical, mental and social well-being of persons occupying dwellings;
- (c) Providing minimum standards for the maintenance of existing residential buildings, thus preventing slums and blight;
- (d) Preserving the value of land and buildings throughout the City.

SECTION 6. Existing Section 5-702 of the Code of the City of Roeland Park, Kansas is hereby amended to read as follows:

5-702. Same; Definitions.

- (a) "Owner" shall mean any person, partnership, firm or corporation who, alone, jointly or severally with others is the title holder of any property upon which a

dwelling is located. For purposes of the article, owner shall include the titleholder, any employee or agent of the titleholder, a trustee serving for the benefit of any titleholder, a conservator of the estate of any titleholder, or an executor or administrator of the estate of any deceased titleholder.

- (b) "Property" shall mean the lot, tract, or parcel of real estate upon which a dwelling is located.
- (c) "Single family dwelling" is any dwelling located on property which has been zoned as Single Family Residence District pursuant to the zoning laws of the City.
- (d) "Dwelling" is any building or portion thereof, which is designed or used for residential dwelling purposes.
- (e) "Duplex" is a dwelling designed for or occupied exclusively by two families.
- (f) "Multi-family dwelling" is a dwelling or portion thereof designed for or occupied by three or more families, but which may have joint services or facilities for more than one family.
- (g) "Short-term rental" means any dwelling, dwelling unit, rooming unit, room or portion of any dwelling unit, rooming unit or room rented or leased for valuable consideration for periods of time less than 30 days, with six or fewer guests where the rental may only serve as an accessory use, but excludes boarding houses (as defined in Section 5-601 of the Code).

SECTION 7. Existing Section 5-704 of the Code of the City of Roeland Park, Kansas is hereby amended to read as follows:

5-704. Same; License Procedure.

- (a) Any person desiring a license shall make written application to the City Clerk on a form supplied by the City and containing such information as is necessary to administer and enforce the provisions of this article. Such application shall contain as a minimum the name and address of the owner, the address of the property, a consent by the owner to receive notices as provided in this article at a specified address and a consent to the inspections provided in the article. If any rental property is offered for lease by an owner of property who is not a resident of Johnson County, Kansas, the owner shall designate a resident agent who resides in Johnson County, Kansas, who shall be responsible for the payment of all fees and penalties, receipt of notices and all other matters provided herein. The application shall be accompanied by the license fee established in section 5-104(c) of this Code. The licensing fee shall be prorated for the number of months always rounded up to the next whole dollar between the commencement of the licensing period and the date of the application for those applications that are

submitted for dwellings that were not subject to the requirements of this article on the initial application date set forth in section 5-703. No refund of the license fee shall be made to those discontinuing operation or who sell, transfer, give away or otherwise dispose of a licensed dwelling to another person.

- (b) Short-term rentals requirements:
- (1) The rental is of the owner's principal residence;
 - (2) The owner resides in the premises rented for a period of at least 320 days in each calendar year;
 - (3) Any resident wishing to host a short-term rental must provide courtesy notices to their neighbors adjacent and across the street. Evidence of this notification must be provided to City Hall prior to approval of an application.
 - (4) Any short-term rental operating within the City must include the City permit number on marketing materials and online platforms the resident is using to advertise the rental of their home.

SECTION 8. Existing Section 5-706 of the Code of the City of Roeland Park, Kansas is hereby amended to read as follows:

5-706. Same; Inspection.

- (a) Purpose. Upon receipt of a properly completed application and license fee, the City shall cause the dwelling and the property upon which it is located to be inspected by the City Building Official or such official's designated representative. The City Building Official or his or her designated representative shall inspect the dwelling and the property upon which it is located to determine the following:
- (1) That the use of the property is in compliance with the applicable zoning laws.
 - (2) That based upon an inspection of the exterior of the dwelling, the dwelling meets the requirements of the applicable building codes and standards contained in Chapter IV.
 - (3) That no condition exists on the exterior of the dwelling or on the property upon which the dwelling is located which constitutes a violation of any other Code section or ordinance of the City.

If the City Building Official finds that the dwelling and the property upon which it is located meets the requirements specified herein, then he or she shall approve the application and notify the City Clerk that the property has passed the inspection.

- (b) Single family dwellings and duplexes, including permissible short-term rentals. Internal and external inspections of single family dwellings and duplexes may be conducted at any time upon the request of the owner or the tenant. External inspections shall be conducted annually at the time an application is submitted for a license or a renewal license. Beginning on January 1, 2016, upon any dwelling becoming vacant, the owner shall notify the City and an internal inspection shall be conducted in the presence of the owner or the owner's representative prior to the dwelling being occupied by a new tenant, unless the dwelling has been inspected within the previous 12 months. Failure of the owner to notify the City that a dwelling has become vacant within 15 days after vacation of the dwelling shall be a public offense.
- (c) Multi-family dwellings. Internal and external inspections of multi-family dwellings may be conducted at any time upon the request of the owner or the tenant. Beginning on January 1, 2016, internal and external inspections of each dwelling unit in a multi-family dwelling shall also be conducted by the Neighborhood Services staff without request approximately once every four years; multi-family dwelling units shall be systematically selected for such inspections.
- (d) Reinspections. If, upon inspection of a dwelling, the Neighborhood Services staff determines that the dwelling is not in compliance with applicable City ordinances, staff will discuss a schedule and process to achieve compliance with the owner or tenant. Reinspections shall be conducted to ensure that appropriate corrective action has been completed.

SECTION 9. Existing Sections 5-601, 5-602, 5-603, 5-604, 5-701, 5-702, 5-704 and 5-706 of the Code of the City of Roeland Park, Kansas are hereby repealed.

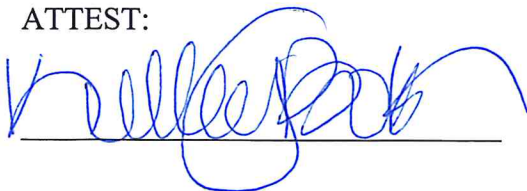
SECTION 3. This ordinance shall take effect upon its publication in the official City newspaper.

PASSED by the City Council this 4th day of January, 2016. APPROVED by the Mayor.



Joel Marquardt, Mayor

ATTEST:



Kelley Bohon, City Clerk

APPROVED AS TO FORM



Neil R. Shortlidge, City Attorney

Item Number: DISCUSSION ITEMS- II.-3.
Committee 10/22/2018
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 10/12/2018
Submitted By: Keith Moody
Committee/Department: Ad Hoc Development Committee
Title: **Discuss City Boundary Adjustment at Northeast RJ Site**
Item Type:

Recommendation:

Staff and the City Attorney Recommend adjusting the city boundary through an annexation procedure to stream line development approval requirements and ongoing code enforcement for Northeast RJ.

Details:

Legal and Administrative staff of Mission and Roeland Park have met to discuss how best to streamline the development approval process for Northeast RJ. The option of entering into an agreement that would convey review and approval authority for the portion of the site in Mission to Roeland Park was initially pursued. It was determined that only certain development steps could be addressed with this approach, not achieving much streamlining to the process and leaving a developer faces with securing duplicate approvals from both cities (this would increase development costs and lengthen the time to achieve ground breaking, both elements make development more difficult). A second option of adjusting the corporate boundary shared by Mission and Roeland Park where it crosses the site held greater opportunity for time savings and development cost reductions.

Adjusting the boundary south to follow the center line of Johnson Drive (as it does west of this area) has no impact on residency or addresses. The attached map reflects the current boundary (in red) and the proposed boundary (in green). The process entails the property owner (the City of Roeland Park in this case) presenting a de-annexation request to the City of Mission. A public hearing would be held by Mission on the de-annexation request with action to complete de-annexation occurring by ordinance. Roeland Park would also hold a public hearing, on annexing this same area and complete the annexation via an ordinance.

Currently the traffic signal at this intersection is owned by KCPL with Mission paying 100% of the monthly bill (detail of how the monthly bill is calculated by KCPL is attached). The annual fee paid

to KCPL for the signal is \$36,000 (this covers electricity, amortization of the signal's original cost, programming and maintenance). The change in boundary would put half of the signal in Roeland Park, currently a quarter of the signal is in Roeland Park. We are not certain why Roeland Park does not cover 25% of the signal currently, it is speculated that since Roeland Park has historically mowed the land area in Mission this was an offset to not paying for a portion of the signal cost. Roeland Park would pay half of the cost of the signal upon completing the boundary change (\$18,000/yr). Johnson Drive where it is adjacent to Northeast RJ is under KDOT's maintenance responsibility, the boundary change does not change KDOT's responsibility (neither City will see an increase in road maintenance responsibility).

This approach is viewed as a win/win for both communities. Keeping development costs and timelines minimized will contribute to high quality development occurring in concert with and contributing to a critical mass of development that is crucial to the success of the mixed use development contemplated in both cities. This highly visible entryway to our cities will be the destination center for northeast Johnson County.

How does item relate to Strategic Plan?

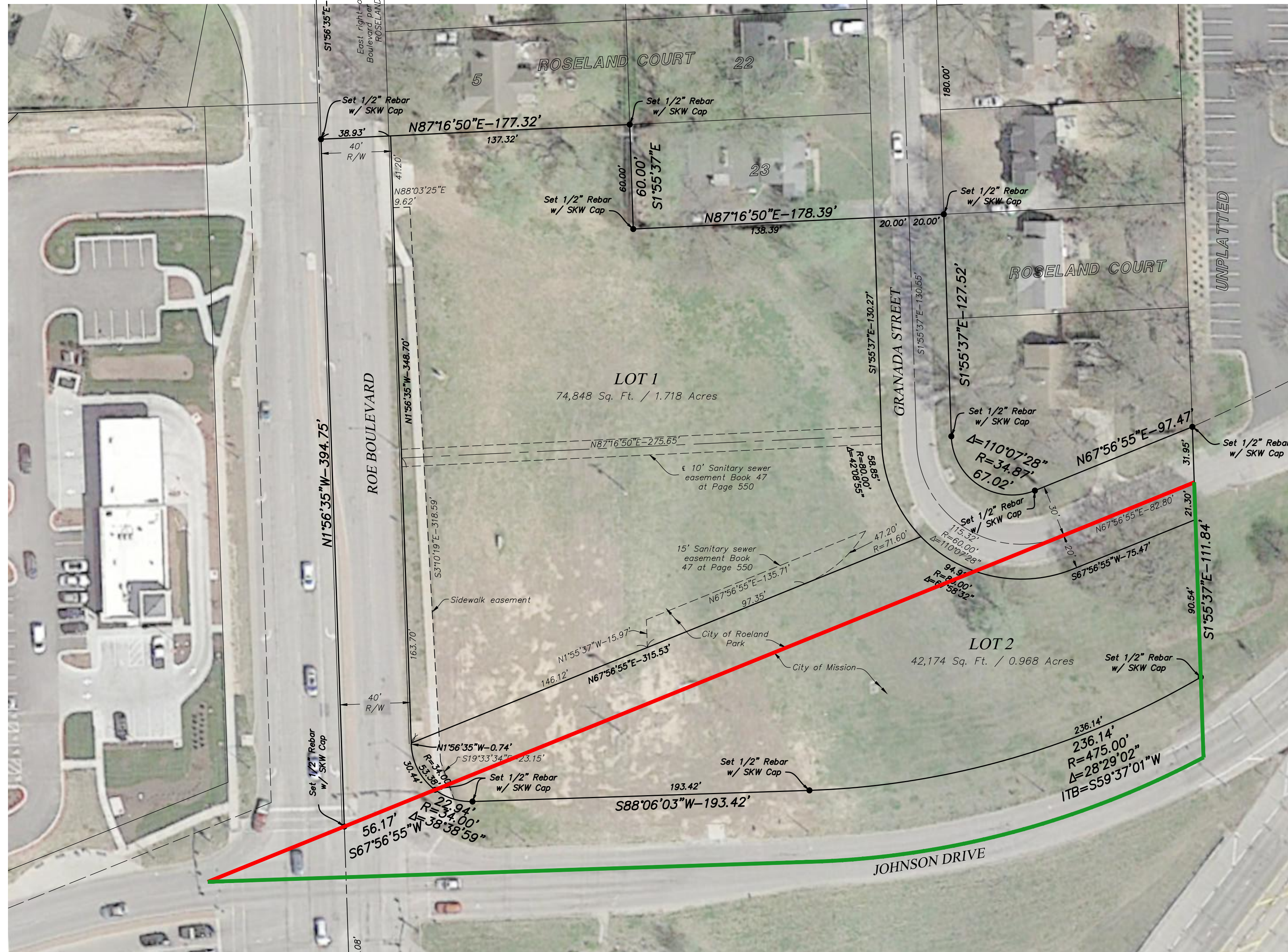
The boundary change will encourage development that expands the community's variety of uses.

How does item benefit Community for all Ages?

The mixed use concepts anticipated on this site provide greater employment and possibly housing options for residents.

ATTACHMENTS:

Description	Type
□ Boundary Change Map	Cover Memo
□ Detail of Charges from KCPL for Roe and Johnson Signal	Cover Memo
□ Example of De-annexation Request	Cover Memo

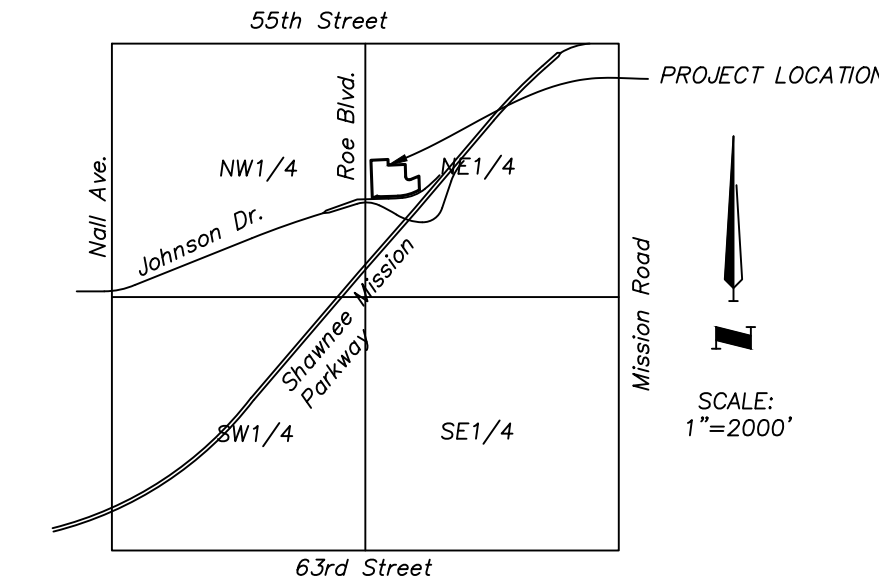
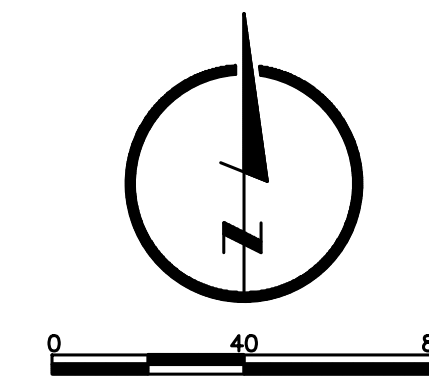


Point of Commencing, NW corner, NE 1/4 Sec. 9-12-25 Existing 2" Aluminum Monument in Monument Box

SW corner, NW 1/4 Sec. 9-12-25 Existing 3 1/4" Brass Disk w/ Punch in Monument Box

SW corner, SE 1/4 Sec. 9-12-25 Existing 2 1/2" Brass disk w/ "+" in monument box

SE corner, NE 1/4 Sec. 9-12-25 Existing 1 1/2" Aluminum Disk in Concrete, stamped KS 1326



VICINITY MAP
SEC.09-12-25

PROPOSED FINAL PLAT DESCRIPTION (NOT DEANNEXATION DESCRIPTION):
All of Lots 1 thru 4 and Lots 24 thru 26, ROSELAND COURT and all that part of the NE 1/4 of Section 09, Township 12, Range 25, in the Cities of Roeland Park and Mission, Johnson County, Kansas, more particularly described as follows:
Commencing at the Northwest corner of the NE 1/4 of said Section 09; thence S 1° 56' 35" E, along the West line of said NE 1/4, a distance of 1222.45 feet, to the True Point of Beginning; thence N 87° 16' 50" E, along the North line of said Lot 4 and its westerly extension, a distance of 177.32 feet, to the Northeast corner of said Lot 4; thence S 1° 55' 37" E, along the East line of said Lot 4, a distance of 60.00 feet, to the Southeast corner of said Lot 4; thence N 87° 16' 50" E, along the North line of said Lot 24 and its Easterly extension, a distance of 178.39 feet, to a point on the East right-of-way line of Granada Lane (Platted as Walnut Street), as now established; thence S 1° 55' 37" E, along said East right-of-way line, a distance of 127.52 feet, to a point of curvature; thence Southeastery along a curve to the left having a radius of 34.87 feet, a central angle of 110° 07' 28", an arc distance of 67.02 feet, to a point on the North right-of-way line of U.S. Highway 50, as established on said plat of ROSELAND COURT; thence N 67° 56' 55" E, along said North right-of-way line, a distance of 97.47 feet, to the Southeast corner of Lot 27, of said ROSELAND COURT; thence S 1° 55' 37" E, along the Southerly extension of the East line of said ROSELAND COURT, a distance of 111.84 feet; thence Southwesterly along a curve to the right having an initial tangent bearing of S 59° 33' 01" W, a radius of 475.00 feet, a central angle of 28° 29' 02", an arc distance of 236.14 feet, to a point of tangency; thence S 88° 06' 03" W, a distance of 193.42 feet, to a point of curvature; thence Northwestery along a curve to the right having a radius of 34.00 feet, a central angle of 38° 38' 59", an arc distance of 22.94 feet, to a point on the centerline of U.S. Highway 50, as established on said plat of ROSELAND COURT; thence S 67° 56' 55" W, along the centerline of said U.S. Highway 50, a distance of 56.17 feet; to a point on the West line of said NE 1/4; thence N 1° 56' 35" W, along the West line of said NE 1/4, a distance of 394.75 feet, to the true point of beginning.

The above described tract of land contains 147,073 square feet, or 3.376 acres, more or less.

GENERAL NOTES:
All bearings and coordinates hereon are based on the State Plane Coordinate System, Kansas North Zone, NAD 83, using a CAF of 0.999925158.
1 meter equals 3.280833333 feet.

LEGEND:
— EXISTING CORPORATE BOUNDARY
— PROPOSED CORPORATE BOUNDARY

DRAWN BY	LM	DESIGNED BY	LM
DATE	OCT 2018	JOB NUMBER/TASKS	0318001
SHEET		BOOK AND PAGE	
1 OF 1			
PROPOSED DEANNEXATION		JOHNSON AND ROE	
PRELIMINARY			
SHEET			
1 OF 1			
LAMP RYNEARSON		NORTHEAST RJ ROELAND PARK, KANSAS	
9001 State Line Rd., Suite 200 Kansas City, Missouri 64114 www.LRA-Inc.com		816.361.0440 P 816.361.0045 F	

TRAFFIC SIGNAL COST

Effective Date: 6/28/17

	DESCRIPTION	COST EACH	QUANTITY	TOTAL
BI-1	Individual Control	\$165.13	1	\$165.13
BI-2a	4-Way, 3-Light Signal Unit - Suspension	\$0.00	0	\$0.00
BI-3a	1-Way, 1-Light Signal Unit - Suspension	\$38.98	0	\$0.00
BI-3b	4-Way, 1-Light Signal Unit - Suspension	\$48.57	0	\$0.00
BI-3c	3-Way, 1-Light Signal Unit - Suspension	\$0.00	0	\$0.00
BI-4	Pedestrian Push Button Control	\$138.60	0	\$0.00
BI-5	Coordinated Multi-Dial Control	\$0.00	0	\$0.00
BI-6	Multi-Phase Electronic Control - 75th & Quivira Road	\$0.00	0	\$0.00
BI-7	Four-Phase and Eight-Phase Electronic Control			
	Four-Phase Electronic Controller	\$496.78	0	\$0.00
	Eight-Phase Electronic Controller	\$570.95	1	\$570.95
	Eight-Phase Electronic Controller with pre-empt capabilities	\$676.17	0	\$0.00
SE-1	Multi-Dial Controller	\$0.00	0	\$0.00
SE-2	Excess Coordinating Cable - per foot	\$0.00	0	\$0.00
SE-3	3-Light Signal Unit	\$23.74	11	\$261.14
SE-4	2-Light Signal Unit	\$22.83	4	\$91.32
SE-5	1-Light Signal Unit	\$7.00	0	\$0.00
SE-6	Push Button, Pair	\$3.17	2	\$6.34
SE-7	12-Inch Round Lens	\$5.52	45	\$248.40
SE-8	12-Inch Square Lens	\$8.84	8	\$70.72
SE-9	9-Inch Square Lens	\$6.19	0	\$0.00
SE-10	Fiber Optic Arrow Lens	\$35.33	3	\$105.99
SE-11	Directional Louvre	\$1.44	0	\$0.00
SE-12a	Treadle Detector	\$0.00	0	\$0.00
SE-12bi	Single - Loop Detector	\$29.20	0	\$0.00
SE-12bii	Double - Loop Detector	\$46.29	0	\$0.00
SE-13	Flasher Equipment	\$8.45	0	\$0.00
SE-14a	Style 1 - Mast Arm 1' to 25' w/Wind Brace	\$0.00	0	\$0.00
SE-14b	Style 2 - Mast Arm < = 30'	\$37.89	1	\$37.89
SE-14c	Style 3 - Mast Arm 31' to 38'	\$38.18	0	\$0.00
SE-14d	Style 4 - Mast Arm > = 40'	\$51.58	3	\$154.74
SE-15	Back Plate	\$1.71	0	\$0.00
SE-16	Wood Pole Suspension	\$18.00	0	\$0.00
SE-17	Steel Pole Suspension	\$0.00	0	\$0.00
SE-18	Pedestrian Timer	\$0.00	0	\$0.00
SE-19	Traffic Signal Pole	\$12.36	2	\$24.72
SE-20	Preemption Control for Emergency Equipment	\$53.84	0	\$0.00
SE-21	Optically Activated Traffic Signal Priority Control System	\$158.74	1	\$158.74
SE-22	Audio Warning Systems for the Visually Impaired			
	Rate A	\$346.67	0	\$0.00
	Rate B	\$164.56	0	\$0.00
	Cost for each station for Rate B	\$22.77	0	\$0.00
SE-23	Camera Video Detection System	\$1,069.77	1	\$1,069.77

Johnson and Roe Intersection #1024	TOTAL	\$2,965.85
---	--------------	-------------------

[City of Roeland Park letterhead]

[date]

City of Mission
6900 Woodson Road
Mission, Kansas 66202

Re: *Request for De-annexation of Property*

Dear _____;

This letter is to propose a corporate limits boundary modification between the City of Mission, Kansas (“Mission”) and the City of Roeland Park, Kansas (“Roeland Park”). The realignment of Johnson Drive at the Northeast corner of Roe Boulevard and Johnson Drive by the Kansas Department of Transportation (“KDOT”) created a slice of land that is located in Mission which is part of a lot principally located in Roeland Park. Previously, the alignment of Johnson Drive followed the current corporate boundary between Mission and Roeland Park. Realignment of Johnson Drive created an area of approximately .7 acres, which is sandwiched between Johnson Drive and the northern boundary of Mission’s city limits. This property is owned by Roeland Park and is part of a 2.7-acre lot that could be developed to enhance the gateway for both Mission and Roeland Park. The Northwest corner has been redeveloped in Roeland Park with a high-quality bank and hospital. The Southwest corner is under redevelopment as the Mission Gateway project.

Attachment A, the Northeast corner, reflects the property owned by Roeland Park including the current corporate boundary shared by Mission and Roeland Park (in red) and a proposed corporate boundary (in green). Changing the location of the boundary as proposed clarifies authority over site design, zoning, building plans and on-going code enforcement of the property. It also simplifies the review and approval process (to one vs. two) for development on the site, lending to timelier cost-effective development that will contribute to the critical mass of the revitalization currently occurring at this intersection.

Representatives from both Cities have discussed how to best align our boundaries in this area. The simplest and most effective approach is for Mission to de-annex the small parcel identified on Attachment B, which would then be annexed by Roeland Park. This change would allow the entire parcel owned by Roeland Park to be within its own municipal boundaries. The process to de-annex the parcel from Mission and annex it into Roeland Park is straight forward.

Pursuant to K.S.A. 12-504 and 12-505, Mission would consider a petition from Roeland Park as property owner for de-annexing the land. A public hearing would be held to consider the annexation and include a description of the legal boundaries.

Once the de-annexation has been approved, Roeland Park can annex the parcel into its City boundaries with an annexation ordinance. *See* K.S.A. 12-520.

Timing for this transfer process could begin with commitment from Mission to de-annex the property. Roeland Park City Council has already considered, and would approve, annexation of the parcel. If the City Council of Mission is willing, a series of ordinances could be prepared which would cause the property to be de-annexed and annexed.

One other consideration resulting from the annexation is that the traffic signal located at Johnson Drive and Roe Boulevard would be 50% within the boundaries of Roeland Park. Therefore, Roeland Park would assume half of the financial responsibility for this traffic signal. The annual cost for the signal is approximately \$36,000. Should KDOT ever convey jurisdiction of Johnson Drive to the cities, that portion of Johnson Drive within Roeland Park would be Roeland Park's responsibility to maintain.

If you have any questions or comments, representatives from Roeland Park would be more than happy to discuss this situation with you. We appreciate your consideration of this request and look forward to continued good relations with your City.

Respectfully,

Mayor Mike Kelly

Enclosures.

Item Number: DISCUSSION ITEMS- II.-4.
Committee 10/22/2018
Meeting Date:



City of Roeland Park
Action Item Summary

Date: 10/18/2018
Submitted By: Jose Leon, Director of Public Works
Committee/Department: Public Works
Title: **2018 CDBG - Driveway Request 5623 Birch**
Item Type: Discussion

Recommendation:

Staff would like a recommendation on approving the cost increase to the City in the amount of \$1,173.17 to reconstruct the driveway at 5623 Birch Street.

Details:

Our Birch Street project has all the driveways and sidewalk concrete work completed. Next will be yard restoration and 2" mill/overlay of the street.

Staff efforts to contact residents began in March of 2018 to sign temporary construction easements. Staff was successful in obtaining 14 of the 16 easements necessary prior to driveways being completed. After the concrete drive at 5623 Birch was poured back, the property owner contacted staff to see if the City can make the driveway flatter.

Staff discussed the many attempts to contact the property owner prior to the concrete drive being poured back, even as recently as October 3rd at 7:45pm. Staff also shared the two letters sent to all property owners and staff left cards on doors to contact all property owners. Because of the unavailability of property owners, staff directed the contractor to only remove and replace the section of driveway to the right of way line. The property owner apologized for being unavailable and explained one property owner lives out of state, while the other works as a 4th year medical resident student at a near by hospital. The homeowner owns a small two door sports car that can not enter the drive as constructed. They sent staff a request to consider reconstructing the driveway to the initial design with a flatter driveway.

Because the concrete drive has already been poured back, the cost of \$1,173.17 is to tear out newly poured concrete along with the necessary quantity to pour back the driveway at a flatter slope. This is the slope which would have been attained had the property owner executed the temporary construction easement as initially requested by the City. Please note there is room in

the construction budget for the cost increase through our contingency/force account. Staff requests direction on this request because it is re-doing work at the request of the resident which has already been completed.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
📎 5623 Birch - Drive Photo	Cover Memo
📎 Letter to Birch Residents	Cover Memo
📎 Invite	Cover Memo





September 13, 2018

**RE: 2018 CDBG PROJECT – BIRCH STREET FROM 58TH STREET TO ROELAND DRIVE
UPDATE – CONTRACTOR SELECTED & SCHEDULE**

Dear Property Owner:

I wanted to provide an update on the City's 2018 CDBG Birch Street & Sidewalk project. The City Council approved the construction agreement with Freeman Concrete to perform construction services. Freeman Concrete is scheduled to begin the work on or about September 19, 2018. The project is scheduled to end on or about November 7, 2018. This schedule is weather dependent.

As a reminder, the project includes street mill and overlay and sidewalk construction to provide a continuous sidewalk along the east side of Birch Street located within the existing Right-of-way. To allow the concrete proper strength cure time residents will be asked to **not** park on their driveways for up to (5) five days. Yard restoration will be completed with proper back fill and sod once the sidewalk construction is complete. Temporary blockades will be placed on the street for traffic control and all emergency services and school services will be notified.

The City of Roeland Park staff is performing project management. Kenny Jones with Larkin Lamp Rynearson Associates is our project inspector and will discuss any concerns as construction begins with property owners. His contact information is 816-392-5591. The project manager for Freeman Concrete Construction is Mike Martin and his number is 913-825-0744.

Please call me at (913) 722-2600 if you have any questions or send an email to jleon@roelandpark.org

Sincerely,

A handwritten signature in black ink, appearing to read "J. Leon", is positioned below the word "Sincerely,".

JOSE M. LEON, JR.
DIRECTOR OF PUBLIC WORKS

Email: Mike Kelly, Mayor
Keith Moody, City Administrator
Dan Miller, Larkin Lamp Rynearson



May 10, 2018

**RE: 2018 CDBG PROJECT – BIRCH STREET FROM 58TH STREET TO ROELAND DRIVE
OPEN HOUSE INFORMATION MEETING**

Dear Property Owner:

You are invited to attend an open house information meeting for the 2018 CDBG street project on Birch Street. The project includes street mill and overlay and sidewalk improvements to provide a continuous sidewalk along the project. The sidewalk construction will be on the east side of Birch, located within the existing Right-of-way. However, some temporary construction easements are required to match grades with the front yards and driveways. If an easement is being requested from your property, the document is included with this letter.

The meeting is scheduled for Wednesday, May 30, from 5:30 p.m. to 7:00 p.m., at the City of Roeland Park City Hall, 4600 W. 51st Street, Roeland Park, KS 66205. The City of Roeland Park staff is performing project management. Larkin Lamp Rynearson is designing the project. Staff members from Roeland Park and Larkin Lamp Rynearson will be present to answer questions and discuss the proposed improvements.

As a property owner in this area, we encourage you to attend this open house information meeting. If you have neighbors who did not receive this invitation, but are interested in the project, they are also welcome to attend. This meeting is an “open house,” there will not be a formal presentation. We look forward to seeing you between 5:30 p.m. and 7:00 p.m.

Please call me at (913) 722-2600 if you have any questions.

Sincerely,

JOSE LEON, JR.
DIRECTOR OF PUBLIC WORKS

Email: Mike Kelly, Mayor
Keith Moody, City Administrator
Dan Miller, Larkin Lamp Rynearson