

**AGENDA
PLANNING COMMISSION
CITY OF ROELAND PARK, KANSAS
ROELAND PARK
4600 W 51ST STREET
OCTOBER 17, 2023 6:00 PM**

- I. Roll Call**
- II. Approval of Minutes**
- III. Public Hearing**
- IV. Action Items**
- V. Discussion Items**
 - 1. Introduction of New Staff
 - 2. Zoning Code Update
- VI. Other Matters Before the Planning Commission**
- VII. Adjournment**

Item Number: Discussion Items- V.-1.
Committee 10/17/2023
Meeting Date:



City of Roeland Park

Action Item Summary

Date: 10/17/2023
Submitted By: Jennifer Jones-Lacy, Assistant City Administrator/Finance Director
Committee/Department: Admin
Title: **Introduction of New Staff**
Item Type: Discussion

Recommendation:

For informational purposes only.

Details:

The City has just experienced several staffing changes, two of which work closely with the Planning Commission.

Wade Holtkamp has recently been promoted to the Building Inspector position and will assist with staffing the Planning Commission Meetings in the future. Wade has been the City's Code Enforcement Officer since 2018. Prior to his time with the City, he served as a police officer in two municipalities, most recently Overland Park. He has also served in several sales roles including for Sprint and Shanahan Crane and Hoist.

During his time as Code Enforcement Officer, he shadowed and provided backup for John Jacobson, the City's Building Official. After John's departure in March 2023, Wade has taken on the role of Building Inspector full-time. He continues to work to gain certifications as a Building Inspector which we anticipate will occur over the course of one-two years.

Jennifer Jones-Lacy was appointed as the Assistant City Administrator and Finance Director full-time in September 2023. In her role, she oversees Neighborhood Services and City Planning and Zoning activities and will staff the Planning Commission meetings. Jennifer has extensive experience working in Assistant City Administrator roles for Cities in Kansas including nearly seven years at Roeland Park, and two years at Tonganoxie and Merriam.

Financial Impact

Amount of Request: n/a	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

Item Number: Discussion Items- V.-2.
Committee 10/17/2023
Meeting Date:



City of Roeland Park

Action Item Summary

Date: 10/16/2023
Submitted By: Jennifer Jones-Lacy, Assistant City Administrator/Finance Director
Committee/Department: Admin
Title: **Zoning Code Update**
Item Type: Discussion

Recommendation:

For informational purposes only.

Details:

The City is in the midst of reviewing and update of our zoning and subdivision regulations. The areas of focus will include:

- Definitions
- Zoning District Regulations
- Design Guidelines
- Regulations for Accessory Structures (garages, sheds, fences)
- Sign Regulations
- Landscaping and Screening Requirements
- Subdivision Regulations for Townhome Developments

**Areas without links do not have specific code sections.*

Chris Shires, a planning consultant with Confluence, will be assisting the City with this process and is requesting initial feedback and comments from the Commission regarding any areas of concern, issues, or ideas that should be addressed. These can be based on both your experience as a planning commissioner and as a resident of Roeland Park.

A copy of the City's current zoning regulations can be found here: https://library.municode.com/ks/roeland_park/codes/code_of_ordinances?nodeId=CHXVIZOSURE

The purpose of this conversation tonight is just to discuss any questions or concerns you may have

regarding this process.

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description:	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?