AGENDA
CITY OF ROELAND PARK, KANSAS
CITY COUNCIL MEETING
ROELAND PARK
Roeland Park City Hall - 4600 W 51st St
August 20, 2018 7:00 PM

- Mike Kelly, Mayor
- Erin Thompson, Council Member
- Becky Fast, Council Member
- Michael Poppa, Council Member
- Claudia McCormack, Council Member
- Tim Janssen, Council Member
- Jim Kelly, Council Member
- Tom Madigan, Council Member
- Jennifer Hill, 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	Finance	Safety	Public Works
Kelly	Thompson	McCormack	Poppa
Madigan	Fast	Janssen	Hill

Pledge of Allegiance

Roll Call

Modification of Agenda

I. **Citizens Comments**

Members of the public are welcome to use this time to make comments about City matters that do not appear on the agenda, or about items that will be considered as part of the consent agenda. Comments about items that appear on the agenda will be taken as each item is considered. Citizens are requested to keep their comments under 5 minutes. Please turn all cellular telephones and other noise-making devices off or to "silent mode" before the meeting begins.

II. **Consent Agenda**

Consent agenda items have been studied by the Governing Body and will be acted on in a single motion. If a Council member requests a separate discussion on an item, it can be removed from the consent agenda and placed on new business for further consideration.

A. Appropriation Ordinance # 919
B. July 16, 2018 Council Minutes
C. RFP for Public Information Officer Services
D. Radar Speed Sign with Radar Speed Trailer Unit
E. Committee Appointments

F. Yearly Review of Uniform Standard Traffic Ordinance (STO) 971 and Uniform Public Offense Code (UPOC) 972

III. **Business From the Floor**

A. **Applications / Presentations**

1. Outstanding Service Award
2. Melissa Rooker – State House Representative
3. Deb Settle - Northeast Johnson County Chamber Update

IV. **Mayor's Report**

V. **Workshop and Committee Reports**

VI. **Reports of City Liaisons**

A. Pool Advisory Committee

VII. **Unfinished Business**

VIII. **New Business**

A. On-Street Parking Policy
B. Final Development Plan and Rezoning Request for 5000 Johnson Drive
C. Media Policy
D. Voting Delegates to the League of Kansas Municipalities Annual Conference

IX. **Ordinances and Resolutions:**

X. **Workshop Items:**

XI. **Reports of City Officials:**

Welcome to this meeting of the City Council of Roeland Park. Below are the Procedural Rules of Council

The City Council 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 City Council meeting unfeasible. Any member(s) of the audience engaging in such conduct shall, at the discretion of the Mayor (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 City Council during Public Comments and/or before consideration of any agenda item; however, no person shall address the Council without first being recognized by the Mayor (Chair). Any person wishing to speak, whether during Public Comments or on an agenda item, shall first complete a Public Comment or Request to Speak form and submit this form to the City Clerk before the Mayor (Chair) calls for Public Comments or calls the particular agenda item

1. **Public Comment on Non-Agenda Items.** The Agenda shall provide for public comment about matters that are within the jurisdiction of the City but are not specifically listed on the Agenda. A member of the public who wishes to speak under Public Comments must fill out a Public Comment Request to Speak form and submit it to the City Clerk before the Mayor (Chair) calls for Public Comments.

2. **Public Comment on Agenda Items.** Public comment will be accepted on Agenda items. A member of the public, who wishes to speak on an Agenda item, including items on the Consent Agenda, must fill out a Request to Speak form and submit it to the City Clerk before the Mayor (Chair) calls the Agenda item.

C. **Purpose.** The purpose of addressing the City Council is to communicate formally with the Council regarding matters that relate to Council business or citizen concerns within the subject matter jurisdiction of the City Council. Persons addressing the City Council on an agenda item shall confine their remarks to the matter under consideration by the Council.

D. **Speaker Decorum.** Each person addressing the City Council, 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 Council meeting. Any person, who so disrupts the meeting shall, at the discretion of the Mayor (Chair) or a majority of the Council Members present, 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 City Council, each speaker shall limit comments to five minutes. If a large number of people wish to speak, this time may be shortened by the Mayor

(Chair) so that the number of persons wishing to speak may be accommodated within the time available.

F. **Speak Only Once.** 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 Council.** Comment and testimony are to be directed to the Mayor (Chair). Dialogue between and inquiries from citizens at the lectern and individual Council Members, members of staff, or the seated audience is not permitted. Council Members seeking to clarify testimony or gain additional information should direct their questions through the Mayor (Chair). Always speak from the microphone to ensure that all remarks are accurately and properly recorded. Only one speaker should be at the microphone at a time. Speakers are requested to state their full name, address and 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 City Council welcomes your participation and appreciates your cooperation. If you would like additional information about the City Council or its proceedings, please contact the City Clerk at (913) 722.2600.

Item Number: **Consent Agenda- II.-A.**
Committee Meeting Date: **8/20/2018**

City of Roeland Park

Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **Appropriation Ordinance # 919**
Item Type:

Recommendation:

Details:

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?

ATTACHMENTS:

Description	Type
Appropriation Ordinance # 919	Cover Memo

The City of Roeland Park, Kansas

4600 West Fifty-First Street
Roeland Park, Kansas 66205
City Hall (913) 722-2600 – Fax (913) 722-3713

Thursday, July 12, 2018

Appropriation Ordinance -8/20/2018 - #919

An Ordinance making Appropriation for the payment of certain claims. Be it ordained by the Governing Body of the City of Roeland Park, Kansas:

Section 1: That in order to pay the claims hereinafter stated which have been properly audited and approved, there is hereby appropriated out of the respective funds in the City Treasury the sum required for each claim.

Section 2: This Ordinance shall take effect and be in force from and after its passage. Passed and approved this 20th day of August, 2018.

Attest:

City Clerk

Mayor

Total Appropriation Ordinance	**$**	**692,969.53**

There are sufficient funds in the General Fund to cover general fund expenditures.

Appropriation Ordinance -8/20/2018 - #919

Vendor	Dept	Acct #	Description	Invoice Description	Check /EFT Date	Amount	Chk #	Check Amount
ADP, LLC	101	5214.101	Other Contracted Services	Invoice: 518475421 /	8/8/2018	224.04	68295	224.04
Advance Auto Parts	102	5260.102	Vehicle Maintenance	Invoice: 5128819125813 /	7/25/2018	4.27	68260	4.27
Advance Auto Parts	102	5260.102	Vehicle Maintenance	Invoice: 5128821427060 /	8/8/2018	40.18	68296	40.18
Advance Auto Parts	106	5259.106	Traffic Control Signs	Invoice: 5128821337248 /	8/15/2018	2.75	68347	27.56
Advance Auto Parts	106	5302.106	Motor Fuels & Lubricants	Invoice: 5128821838552 /	8/15/2018	24.81	68347	
Airgas USA, LLC	106	5318.106	Tools	Invoice: 9955335502 /	8/15/2018	22.36	68348	22.36
All Nations Flag Co., Inc.	101	5249.101	Branding Implementation	Invoice: 8/1/18 /	8/8/2018	613.80	68297	613.80
American Fidelity Assurance	101	2052.101	Supplemental Inusrance Payable	Invoice: B778166 /	8/8/2018	1,435.62	68298	1,435.62
American Fidelity Assurance Co.	101	2052.101	Supplemental Inusrance Payable	Invoice: 2014858 /	8/8/2018	416.66	68299	416.66
Amino Brothers Company, Inc.	270	5458.270	CARS 2018	Invoice: 18009 8/4/18 /	8/15/2018	223,560.22	68349	223,560.22
Asphalt Sales Company, Inc	300	5246.300	In-House Street Maintenance	Invoice: 138147 /	8/8/2018	427.96	68300	1,828.84
Asphalt Sales Company, Inc	300	5246.300	In-House Street Maintenance	Invoice: 137973 /	8/8/2018	680.24	68300	
Asphalt Sales Company, Inc	300	5246.300	In-House Street Maintenance	Invoice: 137991 /	8/8/2018	720.64	68300	
Asphalt Sales Company, Inc	300	5246.300	In-House Street Maintenance	Invoice: 138424 /	8/15/2018	844.73	68350	6,799.20
Asphalt Sales Company, Inc	300	5246.300	In-House Street Maintenance	Invoice: 138399 /	8/15/2018	851.76	68350	
Asphalt Sales Company, Inc	300	5246.300	In-House Street Maintenance	Invoice: 138271 /	8/15/2018	339.04	68350	
Asphalt Sales Company, Inc	300	5246.300	In-House Street Maintenance	Invoice: 137178. /	8/15/2018	796.43	68350	
Asphalt Sales Company, Inc	300	5246.300	In-House Street Maintenance	Invoice: 138441 /	8/15/2018	161.18	68350	
Asphalt Sales Company, Inc	300	5246.300	In-House Street Maintenance	Invoice: 138544 /	8/15/2018	676.25	68350	
Asphalt Sales Company, Inc	300	5246.300	In-House Street Maintenance	Invoice: 138238 /	8/15/2018	854.88	68350	
Asphalt Sales Company, Inc	300	5246.300	In-House Street Maintenance	Invoice: 138464 /	8/15/2018	437.63	68350	
Asphalt Sales Company, Inc	300	5246.300	In-House Street Maintenance	Invoice: 138366 /	8/15/2018	841.36	68350	
Asphalt Sales Company, Inc	300	5246.300	In-House Street Maintenance	Invoice: 138200 /	8/15/2018	435.76	68350	
Asphalt Sales Company, Inc	300	5246.300	In-House Street Maintenance	Invoice: 138258 /	8/15/2018	560.18	68350	
Aspire Sales, LLC	102	5260.102	Vehicle Maintenance	Invoice: 100291 /	7/26/2018	239.92	68261	239.92
AT&T	101	5202.101	Telephone	Invoice: 3241 7/21/18 /	8/8/2018	49.62	68301	49.62
Colleen Denise Triplett	101	5283.101	RP Community Foundation Grant Exp	Invoice: 7/21/18 /	8/8/2018	229.50	32345	229.50
Balls Food Stores	102	5236.102	Community Policing	Invoice: 662141 /	7/25/2018	52.60	68262	52.60
Balls Food Stores	101	5219.101	Meeting Expense	Invoice: 662139 /	8/8/2018	87.48	68303	87.48
Balls Food Stores	106	5306.106	Materials	Invoice: 662131 /	8/15/2018	5.00	68351	5.00
Black & McDonald	101	5220.101	Street Light Repair & Maintenance	Invoice: 76909625 /	8/15/2018	1,766.48	68352	1,766.48
Blue Sky Cleaners	102	5224.102	Laundry Service	Invoice: 2106 8/1/18 /	8/8/2018	173.70	68304	173.70
Blue Valley Public Safety, Inc.	101	5211.101	Maintenace & Repair Equipment	Invoice: 13096 /	7/25/2018	962.09	68263	962.09
Kelley Bohon	105	5206.105	Travel Expense & Training	Invoice: 5/2-22/18 MILES /	7/25/2018	41.97	68264	41.97
Breeden Holdings, LLC	102	5260.102	Vehicle Maintenance	Invoice: 1040286 /	7/25/2018	72.95	68265	72.95
Breeden Holdings, LLC	102	5260.102	Vehicle Maintenance	Invoice: 1040414 /	8/8/2018	1,597.25	68305	1,702.25
Breeden Holdings, LLC	102	5260.102	Vehicle Maintenance	Invoice: 1040420 /	8/8/2018	105.00	68305	
Breeden Holdings, LLC	106	5260.106	Vehicle Maintenance	Invoice: 1040802 /	8/15/2018	25.00	68353	25.00
The Bullet Hole	109	5316.109	K9 Expenses	Invoice: 374527 /	7/25/2018	50.95	68266	50.95

The Bullet Hole	102	5206.102	Travel Expense & Training	Invoice: 375187 /	8/15/2018	20.00	68354	20.00
Yoland Bustamante	103	5209.103	Professional Services	Invoice: MC0011 /	7/26/2018	1,500.00	68267	1,500.00
Carter Waters Construction Matieria	106	5318.106	Tools	Invoice: 5/31/18 /	8/8/2018	8.67	68306	8.67
Carter Waters Construction Matieria	300	5246.300	In-House Street Maintenance	Invoice: 35115810 /	8/15/2018	210.46	68355	210.46
Cliff Chaffee	102	5305.102	Dues, Subscriptions, & Books	Invoice: 8/7/18 NASRO /	8/15/2018	40.00	68356	40.00
City of Fairway	101	5292.101	Fireworks	Invoice: 1802 /	8/15/2018	2,000.00	68357	2,000.00
Columbia Capital Management, LLC	101	5209.101	Professional Services	Invoice: 18430003 /	8/8/2018	4,628.40	68307	4,628.40
Occupational Health Centers of the S	102	5207.102	Medical Expense & Drug Testing	Invoice: 1010586203 /	8/8/2018	193.00	68308	193.00
CS Carey Inc.	106	5262.106	Grounds Maintenance	Invoice: T73082 /	8/8/2018	60.00	68309	390.00
CS Carey Inc.	300	5469.300	Stormwater Maintenance	Invoice: T70596 /	8/8/2018	180.00	68309	
CS Carey Inc.	300	5469.300	Stormwater Maintenance	Invoice: T70584 /	8/8/2018	150.00	68309	
Custom Tree Care, Inc.	106	5263.106	Tree Maintenance	CK32337 Invoice: 16858- 2 /	7/18/2018	375.00	32337	375.00
Ardie Davis	101	5283.101	RP Community Foundation Grant Exp	Invoice: 7/21/18 EXP /	8/8/2018	190.98	68310	190.98
Digital Ally	109	5316.109	K9 Expenses	Invoice: 1101494 /	7/26/2018	895.00	68268	895.00
Fastenal Company	300	5470.300	Park Maint/Infrastructure	Invoice: MOKC464804 /	8/15/2018	17.33	68358	17.33
First Bank Leasing	360	5619.360	Lease/Purchase - Principal	CK32341 Invoice: 8/1/18 /	8/1/2018	1,167.06	32341	31,243.36
First Bank Leasing	360	5620.360	Lease/Purchase - Interest	CK32341 Invoice: 8/1/18 /	8/1/2018	30,076.30	32341	
Foley Rental	300	5246.300	In-House Street Maintenance	Invoice: L0961901 /	8/8/2018	6,796.49	68311	6,796.49
Foley Rental	300	5246.300	In-House Street Maintenance	Invoice: L0961902 /	8/15/2018	6,701.49	68359	6,701.49
GT Distributors - Austin	102	5308.102	Clothing & Uniforms	Invoice: INV0667906 /	7/26/2018	24.95	68269	24.95
GT Distributors - Austin	102	5308.102	Clothing & Uniforms	Invoice: INV0670443 /	8/8/2018	85.00	68312	96.90
GT Distributors - Austin	102	5308.102	Clothing & Uniforms	Invoice: INV0670491 /	8/8/2018	11.90	68312	
Jennifer Hill	108	5206.108	Travel Expense & Training	Invoice: 8/3/18 APPLE /	8/8/2018	840.00	68313	840.00
Hill's Pet Nutrition Sales, Inc	109	5316.109	K9 Expenses	Invoice: 230929195 /	7/26/2018	34.28	68270	34.28
Hill's Pet Nutrition Sales, Inc	109	5316.109	K9 Expenses	Invoice: 7/25/18 /	8/8/2018	34.28	68314	34.28
Infinity Sign Systems	101	4215.101	Building Permit	Invoice: 8/18 OVERPAYMENT /	8/15/2018	150.00	68360	150.00
International Institute	105	5206.105	Travel Expense & Training	Invoice: 2018-19 RENEWAL /	7/26/2018	160.00	68271	160.00
Intoximeters, Inc.	102	5211.102	Maintenace & Repair Equipment	Invoice: 603192 /	8/8/2018	62.85	68315	62.85
Johnson County Wastewater	101	5288.101	Waste Water	Invoice: 3179 8/2/18 /	8/15/2018	197.83	68361	370.58
Johnson County Wastewater	106	5288.106	Waste Water	Invoice: 1838 8/2/18 /	8/15/2018	172.75	68361	
Johnson County Mental Health	102	5214.102	Other Contracted Services	Invoice: 2Q2018 /	7/26/2018	1,345.84	68272	1,345.84
Johnson County Sheriff's Office	103	5227.103	Prisoner Care	Invoice: JCS4389 /	7/26/2018	840.00	68273	840.00
Justin Jones	103	4410.103	Fine	Invoice: 7/11/18 TCKT OVERPMT /	7/26/2018	5.00	68274	5.00
Ka-Comm., Inc.	102	5260.102	Vehicle Maintenance	Invoice: 162173 /	7/26/2018	79.03	68275	1,342.53
Ka-Comm., Inc.	109	5316.109	K9 Expenses	Invoice: 162067 /	7/26/2018	1,263.50	68275	
KAW Valley Engineering Inc.	270	5458.270	CARS 2018	Invoice: C30119 /	8/15/2018	452.00	68362	452.00
Kansas City Board of Public Utilities	101	5222.101	Traffic Signal Expense	Invoice: 2834 7/26/18 /	8/8/2018	32.74	68316	32.74
Kansas City First Aid	102	5207.102	Medical Expense & Drug Testing	Invoice: 4909 /	8/8/2018	22.39	68317	22.39
KCP & L	106	5290.106	Street Light Electric	Invoice: 1275 7/2/18 /	7/26/2018	1,670.21	68276	1,670.21
KCP & L	101	5201.101	Electric	Invoice: 8/18 MULTIPLE /	8/8/2018	2,608.19	68318	3,251.07
KCP & L	106	5201.106	Electric	Invoice: 8/18 MULTIPLE /	8/8/2018	642.88	68318	
KCP & L	101	5201.101	Electric	Invoice: 3549 8/1/18 /	8/15/2018	15,603.94	68363	15,603.94
KCP & L	106	5290.106	Street Light Electric	Invoice: 1275 7/31/18 /	8/15/2018	3,397.38	68364	3,397.38

Key Equipment & Supply	106	5211.106	Maintenace & Repair Equipment	Invoice: 253889 /	8/8/2018	154.72	68319	154.72
Key Equipment & Supply	106	5211.106	Maintenace & Repair Equipment	Invoice: 254194 /	8/15/2018	1,231.20	68365	1,231.20
Kansas Gas Service	101	5289.101	Natural Gas	Invoice: 1745/7836 7/13/18 /	7/26/2018	56.53	68277	101.10
Kansas Gas Service	106	5289.106	Natural Gas	Invoice: 1745/7836 7/13/18 /	7/26/2018	44.57	68277	
Kansas Dept. of Health & Environme	106	5306.106	Materials	Invoice: 9/28/18 MMO35SU01 /	7/26/2018	60.00	68278	60.00
Kansas One-Call System, Inc.	101	5220.101	Street Light Repair & Maintenance	Invoice: 8070437 /	8/15/2018	154.80	68366	154.80
Kansas Payment Center	101	2055.101	Employee Garnishment Payable		7/26/2018	138.46	68279	138.46
Kansas Payment Center	101	2055.101	Employee Garnishment Payable		7/26/2018	138.92	68280	138.92
Kansas Payment Center	101	2055.101	Employee Garnishment Payable		8/8/2018	138.46	68320	138.46
Kansas Payment Center	101	2055.101	Employee Garnishment Payable		8/8/2018	138.92	68321	138.92
Kansas State Treasurer	103	5228.103	Fees Due State of Kansas	Invoice: 42974 /	8/8/2018	1,371.50	68322	1,371.50
Lamp, Rynearson & Assoc., Inc.	270	5209.270	Professional Services	Invoice: 318001010000007 /	8/8/2018	2,139.95	68323	11,800.42
Lamp, Rynearson & Assoc., Inc.	300	5209.300	Professional Services	Invoice: 318001040000004 /	8/8/2018	364.50	68323	
Lamp, Rynearson & Assoc., Inc.	270	5458.270	CARS 2018	Invoice: 317001020000013 /	8/8/2018	8,158.97	68323	
Lamp, Rynearson & Assoc., Inc.	300	5470.300	Park Maint/Infrastructure	Invoice: 318001050000001 /	8/8/2018	1,137.00	68323	
Lamp, Rynearson & Assoc., Inc.	270	5209.270	Professional Services	Invoice: 318001010000008 /	8/15/2018	3,183.18	68367	23,050.28
Lamp, Rynearson & Assoc., Inc.	300	5221.300	Maintenance Streets-contract	Invoice: 318001060000001 /	8/15/2018	4,642.13	68367	
Lamp, Rynearson & Assoc., Inc.	270	5430.270	Residential Street Reconstruction	Invoice: 318001030000001 /	8/15/2018	4,568.00	68367	
Lamp, Rynearson & Assoc., Inc.	270	5458.270	CARS 2018	Invoice: 317001020000014 /	8/15/2018	6,947.55	68367	
Lamp, Rynearson & Assoc., Inc.	300	5470.300	Park Maint/Infrastructure	Invoice: 318001050000002 /	8/15/2018	2,095.00	68367	
Lamp, Rynearson & Assoc., Inc.	300	5499.300	CDBG 2018	Invoice: 318001020000004 /	8/15/2018	1,614.42	68367	
Landscape Forms, Inc.	300	5470.300	Park Maint/Infrastructure	Invoice: 7/16/18 /	8/8/2018	2,175.00	68324	2,175.00
The Legal Record	101	5204.101	Legal Printing	Invoice: L74967 /	8/8/2018	51.32	68325	92.93
The Legal Record	101	5204.101	Legal Printing	Invoice: L74937 /	8/8/2018	41.61	68325	
The Legal Record	101	5204.101	Legal Printing	Invoice: L75172 /	8/15/2018	47.60	68368	47.60
Jose Leon	106	5206.106	Travel Expense & Training	Invoice: 8/26-30/18 EXP /	8/15/2018	190.00	68369	190.00
LE Upfitter	102	5308.102	Clothing & Uniforms	Invoice: 3307 /	7/26/2018	42.00	68281	42.00
LE Upfitter	102	5308.102	Clothing & Uniforms	Invoice: 3371 /	8/8/2018	14.00	68326	788.50
LE Upfitter	102	5308.102	Clothing & Uniforms	Invoice: 3398 /	8/8/2018	649.50	68326	
LE Upfitter	102	5308.102	Clothing & Uniforms	Invoice: 3351 /	8/8/2018	125.00	68326	
LE Upfitter	102	5308.102	Clothing & Uniforms	Invoice: 3422 /	8/15/2018	75.50	68370	165.84
LE Upfitter	102	5308.102	Clothing & Uniforms	Invoice: 3421 /	8/15/2018	50.39	68370	
LE Upfitter	109	5316.109	K9 Expenses	Invoice: 3408 /	8/15/2018	39.95	68370	
Lexington Plumbing & Heating Co.	290	5210.290	Maintenace And Repair Building	Invoice: 80884 /	8/15/2018	350.00	68371	1,254.50
Lexington Plumbing & Heating Co.	290	5210.290	Maintenace And Repair Building	Invoice: 75395 /	8/15/2018	904.50	68371	
Lowe's Business Acct./GEMB	106	5211.106	Maintenace & Repair Equipment	Invoice: 1760 8/12/18 /	8/8/2018	4.23	68327	156.09
Lowe's Business Acct./GEMB	106	5262.106	Grounds Maintenance	Invoice: 1760 8/12/18 /	8/8/2018	38.93	68327	
Lowe's Business Acct./GEMB	106	5306.106	Materials	Invoice: 1760 8/12/18 /	8/8/2018	19.30	68327	
Lowe's Business Acct./GEMB	106	5306.106	Materials	Invoice: 1760 8/12/18 /	8/8/2018	35.36	68327	
Lowe's Business Acct./GEMB	106	5318.106	Tools	Invoice: 1760 8/12/18 /	8/8/2018	37.02	68327	
Lowe's Business Acct./GEMB	300	5470.300	Park Maint/Infrastructure	Invoice: 1760 8/12/18 /	8/8/2018	21.25	68327	
Mark One Electric Company, Inc.	290	5210.290	Maintenace And Repair Building	Invoice: 11784 /	8/15/2018	347.10	68372	347.10
Venessa Maxwell-Lopez	103	5209.103	Professional Services	Invoice: 7/13/18 DOCKET /	7/26/2018	150.00	68282	150.00

McAanany Construction, Inc.	106	5221.106	Maintenance Streets-contract	Invoice: 7/31/18 8028 /	8/15/2018	107,575.20	68373	107,575.20
McClure Engineering Co	510	5209.510	Professional Services	Invoice: 19698 /	8/15/2018	95.00	68374	696.41
McClure Engineering Co	300	5470.300	Park Maint/Infrastructure	Invoice: 19699 /	8/15/2018	601.41	68374	
McConnell & Associates Corp	300	5471.300	Tennis Court Replacement	CK32342 Invoice: 6/30/18 -2 /	8/7/2018	14,385.75	32342	14,385.75
Micro Center	101	5301.101	Office Supplies	Invoice: 7162917 /	7/26/2018	77.94	68283	77.94
Midwest Public Risk	101	5213.101	Audit Fees	Invoice: 2018071021 /	7/26/2018	3,000.00	68284	3,000.00
Midwest Public Risk	107	5126.107	Health/Dental/Vision Insurance	Invoice: B056NB /	8/8/2018	30,995.30	68328	30,995.30
Midway Ford Truck Center Inc	106	5211.106	Maintenace & Repair Equipment	Invoice: R10024520001 /	8/15/2018	3,717.23	68375	3,717.23
Chad Morely	103	4410.103	Fine	Invoice: 8/18 OVERPAYMENT /	8/8/2018	23.50	68329	23.50
John Morris	102	5206.102	Travel Expense & Training	Invoice: 9/24-26/18 EXP /	8/8/2018	70.00	68330	70.00
Moss Printing	106	5306.106	Materials	Invoice: 10996 /	8/8/2018	8.76	68331	8.76
Moss Printing	101	5301.101	Office Supplies	Invoice: 11074 /	8/15/2018	124.00	68376	124.00
Municode	101	5214.101	Other Contracted Services	Invoice: 313396 /	7/26/2018	107.10	68285	107.10
Municode	101	5214.101	Other Contracted Services	Invoice: 314032 /	8/8/2018	178.50	68332	178.50
NAPA Auto Parts	106	5211.106	Maintenace & Repair Equipment	Invoice: 4569038092 /	8/15/2018	14.97	68377	25.96
NAPA Auto Parts	106	5259.106	Traffic Control Signs	Invoice: 2138712137 /	8/15/2018	10.99	68377	
Nationwide Retirement Solutions	105	5105.105	Employer Funded 401a	Invoice: 7/26/18 /	7/26/2018	925.51	68286	925.51
Nationwide Retirement Solutions	105	5105.105	Employer Funded 401a	Invoice: 8/9/18 PAYROLL /	8/8/2018	924.04	68333	924.04
Neenan So. Kansas City	290	5210.290	Maintenace And Repair Building	Invoice: S2562782001 /	8/15/2018	1,065.00	68378	1,065.00
Northeast Johnson Cty. Chamber of	108	5206.108	Travel Expense & Training	Invoice: 26233 /	8/15/2018	70.00	68379	70.00
Next To Nature Landscape, LLC	106	5214.106	Other Contracted Services	Invoice: 46873 /	8/15/2018	5,518.00	68380	9,711.00
Next To Nature Landscape, LLC	106	5214.106	Other Contracted Services	Invoice: 47429 /	8/15/2018	4,193.00	68380	
Office Depot, Inc.	101	5301.101	Office Supplies	Invoice: 167931689001 /	8/15/2018	157.58	68381	157.58
Overland Park Awards	109	5316.109	K9 Expenses	Invoice: 27661 /	8/15/2018	64.00	68382	64.00
Optiv Security	102	5214.102	Other Contracted Services	Invoice: INV100091863 /	8/15/2018	965.96	68383	965.96
Wex Bank	106	5302.106	Motor Fuels & Lubricants	CK32343 Invoice: 55283504. /	8/8/2018	483.13	32343	483.13
Wex Bank	106	5262.106	Grounds Maintenance	Invoice: 1958 /	8/8/2018	560.00	68334	560.00
Pitluck Law, LLC	103	5209.103	Professional Services	Invoice: 7/31/18 /	8/8/2018	150.00	68335	150.00
Pitney Bowes Global FInancial Servi	101	5205.101	Postage & Mailing Permits	Invoice: 7903 7/20/18 /	8/8/2018	183.55	68336	1,922.55
Pitney Bowes Global FInancial Servi	101	5208.101	Newsletter	Invoice: 7903 7/20/18 /	8/8/2018	1,739.00	68336	
Playpower LT Farmington Inc.	300	5470.300	Park Maint/Infrastructure	Invoice: 1400224466 /	8/15/2018	1,422.45	68384	1,422.45
Principal Life	107	5130.107	City Paid Life/ST Disability	Invoice: 7/17/18 /	7/26/2018	786.69	68287	786.69
Print Shop of Johnson County	300	5470.300	Park Maint/Infrastructure	Invoice: 10420 /	8/8/2018	27.62	68337	27.62
T2 Holdings, LLC	102	5214.102	Other Contracted Services	Invoice: 100148084 /	8/8/2018	22.50	68338	45.00
T2 Holdings, LLC	105	5214.105	Other Contracted Services	Invoice: 100148084 /	8/8/2018	22.50	68338	
Wex Bank	104	5302.104	Motor Fuels & Lubricants	CK32340 Invoice: 55146760. /	7/26/2018	31.21	32340	465.39
Wex Bank	106	5302.106	Motor Fuels & Lubricants	CK32340 Invoice: 55146760. /	7/26/2018	434.18	32340	
Wex Bank	102	5302.102	Motor Fuels & Lubricants	CK32344 Invoice: 55222414 /	8/16/2018	2,445.93	32344	2,445.93
Rejis Commission	102	5214.102	Other Contracted Services	Invoice: INV0061902 /	7/26/2018	220.86	68288	220.86
Riteway Maintenance & Supply, LLC	101	5214.101	Other Contracted Services	Invoice: 18232 /	8/15/2018	930.00	68385	930.00
Road Builders Machinery & Supply (	300	5246.300	In-House Street Maintenance	Invoice: R37551 /	8/15/2018	1,800.00	68386	1,800.00
George Schlegel	101	5230.101	Art Commissioner	Invoice: CHECKAUG /	8/1/2018	100.00	68294	100.00
Staples Advantage	101	5301.101	Office Supplies	Invoice: 8050608325 /	7/26/2018	469.21	68289	702.62

Staples Advantage	101	5301.101	Office Supplies	Invoice: 8050518248 /	7/26/2018	22.57	68289	
Staples Advantage	101	5304.101	Janitorial Supplies	Invoice: 8050518248 /	7/26/2018	80.42	68289	
Staples Advantage	101	5304.101	Janitorial Supplies	Invoice: 8050608325 /	7/26/2018	130.42	68289	
Superior Door Service Inc.	290	5210.290	Maintenace And Repair Building	Invoice: 114093 /	8/15/2018	645.00	68387	645.00
Terminix Processing Center	106	5214.106	Other Contracted Services	Invoice: 377660915 /	8/15/2018	57.00	68388	57.00
Terminix Processing Center	101	5214.101	Other Contracted Services	Invoice: 377798594 /	8/15/2018	81.00	68389	81.00
TRAFTEC, Inc.	106	5259.106	Traffic Control Signs	Invoice: 2310 /	8/8/2018	78.00	68339	78.00
TransUnion Risk & Alternative	102	5214.102	Other Contracted Services	Invoice: 5771 8/1/18 /	8/8/2018	25.00	68340	25.00
United Parcel Service	102	5205.102	Postage & Mailing Permits	Invoice: Y99263278 /	7/26/2018	65.74	68290	65.74
United Parcel Service	102	5205.102	Postage & Mailing Permits	Invoice: Y99263318 /	8/15/2018	3.94	68390	3.94
Government Leasing & Finance, Inc	360	5619.360	Lease/Purchase - Principal	CK32339 Invoice: 361958044 /	7/20/2018	26,292.85	32339	26,718.30
Government Leasing & Finance, Inc	360	5620.360	Lease/Purchase - Interest	CK32339 Invoice: 361958044 /	7/20/2018	425.45	32339	
US BANK	102	5206.102	Travel Expense & Training	Invoice: MORRIS 8/25/18 /	8/15/2018	250.00	68391	3,070.42
US BANK	105	5206.105	Travel Expense & Training	Invoice: JONES 8/25/18 /	8/15/2018	40.00	68391	
US BANK	106	5206.106	Travel Expense & Training	Invoice: LEON 8/25/18 /	8/15/2018	864.50	68391	
US BANK	101	5210.101	Maintenance & Repair Building	Invoice: MOODY 8/25/18 /	8/15/2018	9.00	68391	
US BANK	106	5211.106	Maintenace & Repair Equipment	Invoice: SCHARFF 8/25/18 /	8/15/2018	250.00	68391	
US BANK	101	5219.101	Meeting Expense	Invoice: MOODY 8/25/18 /	8/15/2018	11.66	68391	
US BANK	101	5219.101	Meeting Expense	Invoice: MOODY 8/25/18 /	8/15/2018	52.00	68391	
US BANK	104	5219.104	Meeting Expense	Invoice: JONES 8/25/18 /	8/15/2018	33.82	68391	
US BANK	102	5236.102	Community Policing	Invoice: MORRIS 8/25/18 /	8/15/2018	138.72	68391	
US BANK	101	5253.101	Public Relations	Invoice: JONES 8/25/18 /	8/15/2018	13.98	68391	
US BANK	101	5254.101	Miscellaneous Charges	Invoice: 2290 8/25/18 /	8/15/2018	75.00	68391	
US BANK	106	5262.106	Grounds Maintenance	Invoice: SCHARFF 8/25/18 /	8/15/2018	77.20	68391	
US BANK	101	5266.101	Computer Software	Invoice: JONES 8/25/18 /	8/15/2018	448.00	68391	
US BANK	102	5307.102	Other Commodities	Invoice: 2290 8/25/18 /	8/15/2018	4.80	68391	
US BANK	102	5308.102	Clothing & Uniforms	Invoice: MORRIS 8/25/18 /	8/15/2018	60.52	68391	
US BANK	106	5425.106	Other Capital Outlay	Invoice: MOODY 8/25/18 /	8/15/2018	678.00	68391	
US BANK	300	5470.300	Park Maint/Infrastructure	Invoice: SCHARFF 8/25/18 /	8/15/2018	63.22	68391	
USIC Locating Services, LLC	101	5220.101	Street Light Repair & Maintenance	Invoice: 289434 /	8/8/2018	1,491.84	68341	1,491.84
USIC Locating Services, LLC	101	5220.101	Street Light Repair & Maintenance	Invoice: 293092 /	8/15/2018	1,431.80	68392	1,431.80
Vance Brothers	300	5246.300	In-House Street Maintenance	Invoice: ZL56144 /	8/8/2018	259.20	68342	416.70
Vance Brothers	300	5246.300	In-House Street Maintenance	Invoice: IC61209 /	8/8/2018	157.50		
Vance Brothers	300	5246.300	In-House Street Maintenance	Invoice: IC61365 /	8/15/2018	148.50	68393	148.50
Verizon Wireless	102	5202.102	Telephone	Invoice: 9811516565 /	8/8/2018	40.01	68343	415.87
Verizon Wireless	102	5202.102	Telephone	Invoice: 9811516564 /	8/8/2018	295.84	68343	
Verizon Wireless	104	5202.104	Telephone	Invoice: 9811516564 /	8/8/2018	80.02	68343	
The Victor L. Phillips Co.	106	5211.106	Maintenace & Repair Equipment	Invoice: IK05749 /	8/15/2018	112.20	68394	2,159.70
The Victor L. Phillips Co.	106	5211.106	Maintenace & Repair Equipment	Invoice: 8/7/18 /	8/15/2018	2,047.50	68394	
Village Gardens	101	5267.101	Employee Related Expenses	Invoice: 1201756 /	7/26/2018	65.95	68291	65.95
Vireo	101	5249.101	Branding Implementation	Invoice: P171068 /	7/26/2018	648.00	68292	648.00
Walmart Community-RFCSLLC	101	5301.101	Office Supplies	Invoice: 6837 8/11/18 /	8/8/2018	16.42	68344	16.42
Water District No 1 of Johnson Cour	101	5287.101	Water	Invoice: 8/18 MULTIPLE /	8/8/2018	164.68	68345	608.01

Water District No 1 of Johnson Cour	106	5287.106	Water	Invoice: 8/18 MULTIPLE /	8/8/2018	443.33	68345	
Waters Edge Aquatic Design, LLC.	101	5209.101	Professional Services	Invoice: 3845 /	8/8/2018	10,000.00	68346	10,000.00
WCA Waste Corporation	115	5272.115	Solid Waste Contract	Invoice: 990000419328 /	7/26/2018	43,173.82	68293	43,173.82
WCA Waste Corporation	106	5262.106	Grounds Maintenance	Invoice: 990000424544 /	8/15/2018	114.44	68395	114.44
Weather or Not	250	5303.250	Sand and Salt	Invoice: 11/1-4/30 CONTRACT /	8/15/2018	2,160.00	68396	2,160.00
Kathleen Whitworth	101	5256.101	Committee Funds	CK32338 Invoice: 6/18/18 CANVASES /	7/26/2018	112.83	32338	112.83
Wholesale Batteries, Inc.	106	5260.106	Vehicle Maintenance	Invoice: 379533 /	8/15/2018	118.90	68397	118.90
The Work Zone, Inc.	106	5259.106	Traffic Control Signs	Invoice: 50171 /	8/15/2018	325.20	68398	325.20
KPERS	101	2040.101	KPERS Accrued Employee	EFT#7/19/18 Invoice: 7/19/18 /	7/19/2018	1,975.90		
KPERS	101	2050.101	Insurance Withholding Payable	EFT#7/19/18 Invoice: 7/19/18 /	7/19/2018	188.11		
KPERS	107	5123.107	KPERS City Contribution	EFT#7/19/18 Invoice: 7/19/18 /	7/19/2018	3,092.29		
KPERS	101	2040.101	KPERS Accrued Employee	EFT#8/3/18 Invoice: 8/3/18 /	8/3/2018	1,906.69		
KPERS	107	5123.107	KPERS City Contribution	EFT#8/3/18 Invoice: 8/3/18 /	8/3/2018	2,984.00		
KPERS	101	2040.101	KPERS Accrued Employee	EFT#8/13/18 Invoice: 8/13/18 /	8/13/2018	1,939.05		
KPERS	101	2050.101	Insurance Withholding Payable	EFT#8/13/18 Invoice: 8/13/18 /	8/13/2018	118.11		
KPERS	107	5123.107	KPERS City Contribution	EFT#8/13/18 Invoice: 8/13/18 /	8/13/2018	3,034.62		
KP&F	101	2045.101	KP&F Employee Withholding Payable	EFT#7/19/18 Invoice: 7/19/18 /	7/19/2018	2,437.58		
KP&F	101	2050.101	Insurance Withholding Payable	EFT#7/19/18 Invoice: 7/19/18 /	7/19/2018	59.87		
KP&F	107	5131.107	KP&F City Contribution	EFT#7/19/18 Invoice: 7/19/18 /	7/19/2018	6,849.07		
KP&F	101	2045.101	KP&F Employee Withholding Payable	EFT#8/3/18 Invoice: 8/3/18 /	8/3/2018	2,148.92		
KP&F	107	5131.107	KP&F City Contribution	EFT#8/3/18 Invoice: 8/3/18 /	8/3/2018	6,038.00		
KP&F	101	2045.101	KP&F Employee Withholding Payable	EFT#8/13/18 Invoice: 8/13/18 /	8/13/2018	2,140.38		
KP&F	101	2050.101	Insurance Withholding Payable	EFT#8/13/18 Invoice: 8/13/18 /	8/13/2018	59.87		
KP&F	107	5131.107	KP&F City Contribution	EFT#8/13/18 Invoice: 8/13/18 /	8/13/2018	6,013.99		
Miller Management Systems, LLC	101	5214.101	Other Contracted Services	Invoice: EFTAUG /	8/1/2018	1,632.00		
						$ 692,969.53		

Item Number: **Consent Agenda- II.-B.**
Committee Meeting Date: **8/20/2018**

City of Roeland Park

Action Item Summary

Date:
Submitted By:
Committee/Department:
Title: **July 16, 2018 Council Minutes**
Item Type:

Recommendation:

Details:

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?

ATTACHMENTS:

Description	Type
July 16, 2018 Council Minutes	Cover Memo

CITY COUNCIL MEETING MINUTES
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, July 16, 2018, 7:00 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	**Finance**	**Safety**	**Public Works**
Kelly	Thompson	McCormack	Poppa
Madigan	Fast	Janssen	Hill

PUBLIC HEARING
Mayor Kelly opened the public hearing to set the mill levy for 2019

Public Comments:
Judy Hyde (5113 W. 58th) Ms. Hyde spoke in support of the variety of budget objectives stated that they all have merit. She also spoke in support of the proposed lowering of the mill levy.

Jim Grebe (4820 W. 47th) Mr. Grebe said that Roeland Park is a much better city today than when he moved here thanks to the City government and its energized citizenry. He added they need to continue keeping the momentum going.

Ardie Davis (5206 W. 58th) Mr. Davis also spoke in support of the budget. He thanked the City and staff for developing the budget that addresses infrastructure and maintenance issues and initiatives that move the City. He too spoke in support of lowering the mill levy.

Gretchen Davis (5206 W. 58th) Ms. Davis said she likes to see the cooperation, intelligence, civility and hard work that all the members of the Governing Body and City staff are showing and thanked them for that. She added that she likes the re-branding of the City and the new budget is helping to make Roeland Park a destination place as well as a place to live and work. She was also in support of the proposed lowering of the mill levy. Ms. Davis added that she would like to see more funding for City events.

Mayor Kelly closed the public hearing at 7:08 p.m. and called the City Council meeting to order.

PLEDGE OF ALLEGIANCE
Mayor Kelly led everyone in the Pledge of Allegiance.

ROLL CALL
City Clerk Bohon called the roll and all Governing Body members were present.

MODIFICATION OF AGENDA
The appointment of Pete Davis as Ward I Planning Commissioner will be added to the Consent Agenda.
The resolution providing notice of Roeland Park's intent to withdraw from NEAC will be added to the Consent Agenda.
Consent Agenda Item D, Wayfinding Signs, will be moved to New Business.

I. **CITIZENS' COMMENTS**
There were no citizen comments.

II. CONSENT AGENDA

A. Appropriation Ordinance # 918
B. June 18, 2018 Council Minutes
C. Request for No Parking on Canterbury between 47th Street and 48th Street
~~D. Wayfinding Signs Phase 1~~ (Moved to New Business)

MOTION: CMBR JANSSEN MOVED AND CMBR POPPA SECONDED TO APPROVE THE CONSENT AGENDA. (MOTION CARRIED 8-0)

III. BUSINESS FROM THE FLOOR

A. APPLICATIONS/PRESENTATIONS

1. Park 2 Park Run Update – Laura Steele

Laura Steele said they have generated interest in the Park 2 Park Run and have received donations. They held an outreach event, Creating Beauty and Community, through creating Mandalas where they asked people to bring parts of themselves or their home and they created a design in Sweany Park. Ms. Steele added that she is learning a lot about event promotion and working on more logistics. She said she appreciates the support from the Governing Body, staff and community members and is looking forward to the September event. They are up to 23 participants, but are working towards a goal of 125.

Mayor Kelly said they are looking forward to it and asked that she let them know if there are volunteer opportunities or things she needs from the Council. He is excited about showing off the City and all its parks and that it is going to be a cool event.

2. Sustainability Update

Ms. Steele said the only thing she had to report was they were working on creating a traffic garden on a concrete pad in R Park to be a spot where people of all ages can come to learn to ride a bike in a protected area.

IV. MAYOR'S REPORT

A. Livable Wage Proclamation

Mayor Kelly invited Michael Rebne (5128 Clark) to discuss the Living Wage proclamation that he proposed.

Mr. Rebne discussed the statistics provided by Johnson County and the importance of communities and businesses offering a living wage for people and families to thrive in their communities.

Mayor Kelly thanked Mr. Rebne for putting this item together. He stated that the Council does not wish to make an aspirational statement, but wants to work with the business community and use this proclamation as a starting point to continue the conversation and invited Mr. Rebne to join in as they move forward.

Mayor Kelly read the Proclamation into the record.

MOTION: CMBR KELLY MOVED AND CMBR POPPA SECONDED TO ADOPT THE LIVABLE WAGE PROCLAMATION. (MOTION CARRIED 8-0)

V. COMMITTEE REPORTS

A. Review Roeland Park Community Foundation Grant Policy for Undesignated Funds

Ms. Jones-Lacy provided an update on the process the Community Foundation has created for developing a grant policy and application for undesignated funds that were donations received in honor of a Roeland Park citizen.

Mayor Kelly thanked the advisory board and Ms. Jones-Lacy for working through this process.

VI. REPORTS OF CITY LIAISONS

A. Pool Advisory Committee Report

CMBR Madigan reminded everyone that River's Edge is having an open house July 24th from 4-7 p.m.

The Masters swim team asked about the possibility of keeping the pool open past the August 12th deadline in the mornings and evenings. Marshall McKinney would investigate this but said they would need a minimum of three lifeguards.

It was also discussed at the meeting the possibility of keeping the pool open on weekends through Labor Day if they can get enough lifeguards.

CMBR Madigan said the online survey will be active through July and encouraged everyone to take that.

The vortex pool is back in operation and they are starting to mount the diving boards. Johnson County Parks and Recreation District (JCPRD) is working on a request for proposal for reconditioning of the bulkhead, which will be removed when the pool is drained at the end of the season. The bulkhead will be repaired, reinstalled, and ready for the start of the summer 2019 season. JCPRD has met with Johnson County Wastewater about the possibility of draining the pool to the sanitary sewers to keep water from draining through the Boulevard Apartments or pumping it by the Community Center. The pool's chlorine system has been switched over to liquid chlorine which is more economical and can be stored outside. Two light poles have fallen and they are pricing replacements.

The Pool Advisory Board discussed the possibility of JCPRD operating the facility from June 1, 2019 to December 31, 2019, as the current agreement ends May 31, 2019. The reason for this is they will not have the Water's Edge review until the fall and the City will need time to review it to make a determination on how to move forward. The Aquatics board is in favor of discussing this agreement with JCPRD.

Merriam is closing their pool for a year as they are building a new city pool and have approached Roeland Park about their swim team using lanes. Mr. McKinney has figured out how they can rent three lanes to accommodate them, an idea the committee supports.

CMBR Madigan said the year-to-date financial report is provided in the packet.

CMBR Hill talked about changing hours as of August 12th when school reopens, but now they are closing the pool altogether. CMBR Madigan said the plan all along for the pool to close August 12. She asked if giving hours to Merriam affects public swim times, but CMBR Madigan said it will not and will be part of their normal lane time. She asked if there were any other options for management companies and could they start looking now. City Administrator Moody said they have plenty of time to consider and take action before next season and they want to wait for the Water's Edge report.

VII. UNFINISHED BUSINESS

There was no unfinished business discussed.

VIII. NEW BUSINESS

A. Adopt 2019 Budget

Ms. Jones-Lacy said adopting the 2019 budget reflects what was published in the legal record and reflects a 1.66 mill reduction, which is statutorily required for a total mill of 29.362. She also reviewed the staff report in the packet.

Mayor Kelly started the discussion with a proposed amendment to his golden objective of the Property Tax Assistance Program. He believes it is a great idea for the City and is an opportunity to provide resources to its residents who might be in need especially with the larger than anticipated property tax increase. Currently the program is budgeted at $30,000. But given that it as a new program, the size of the city, and the reality of working through a new program, he felt a more realistic option for the first year would be $15,000 from the budget.

CMBR Hill would like to amend the objective as there are several items where they could reduce the amounts. In addition to the tax assistance, she would like to look at the bike plan objective for County Line Road. She would like to lower the amount to cover the survey and postpone the work to 2020, and then use those monies to cover the shade structures for which they did not receive grant money. She would also like to reduce composting bins funding to $3,000 for now.

MOTION: CMBR POPPA MOVED AND CMBR HILL SECONDED TO AMEND THE FISCAL YEAR 2019 ORGANIZATIONAL GOALS AND CURRENT OBJECTIVES AS PREVIOUSLY STATED BY REDUCING THE TAX ASSISTANCE PROGRAM TO $15,000, THE BIKE LANE OBJECTIVE TO ZERO, AND COMPOST BARRELS TO $3,000, AND TO REDUCE THE MILL LEVY TWO POINTS. (MOTION CARRIED 8-0.)

CMBR Thompson said she supports reducing the mill levy and is willing to make adjustment to objectives. She is frustrated that it is coming forward tonight when they are set to vote on it and have had the budget for several months and so she is not able to meet with constituents or get their feedback. She is in support of reducing the budget, but encouraged the Council next year to not bring up the changes last minute.

CMBR Madigan appreciates the work that has been done by everyone. He noted that some of the members of Council are new and he hopes they will do better next year. He would like to see if they could find a way to lower the mill levy to 2.5.

CMBR Kelly said he supports the budget as written as well as the mill levy reduction two points.

MOTION: CMBR JANSSEN MOVED AND CMBR MADIGAN SECONDED TO REDUCE ONE MILL TO OFFSET A PORTION OF THE $96,000 SURPLUS IN THE GENERAL FUND.

Mayor Kelly said he appreciates that they are in a good position, especially with the large increase in property values, and they need to practice prudence. If they need to raise the mill levy in the future, they will be unable to do that themselves. He recognized that the League of Kansas Municipalities is looking into giving that control back to the cities, but at this time they do not have that. Therefore, he is not comfortable with a three mill reduction.

CMBR McCormack said they had four residents speak at the Public Hearing in support of the 1.66 reduction. She understands that some Councilmembers would like it dropped lower than that, but she feels it is fiscally irresponsible to drop it too quickly and would like to see the 2.0 reduction.

CMBR Thompson said she would be willing to look at a gradual reduction and look at lowering it more again next year.

Ms. Jones-Lacy said 2.5 percent would result in a $26,000 in the surplus in the General Fund.

CMBR Madigan said he would compromise to a 2.5 reduction.

Mayor Kelly clarified the motion as follows: Amendment of 2.5 of the mill levy, which includes the amendment to the Property Tax Assistance Program of $15,000, an amendment to the bike lane striping objective of $20,000, an amendment to the compost barrel objective reducing it to $3,000, and remaining funds in the General Fund to cover the remaining portion of the 0.9 reduction of the mill.

MOTION: CMBR JANSSEN MOVED AND CMBR MADIGAN SECONDED TO AMEND HIS MOTION TO A 0.5 MILL REDUCTION FOR A TOTAL OF A 2.5 MILL LEVY REDUCTION. (MOTION CARRIED 6-2 WITH CMBR KELLY AND CMBR HILL VOTING NO.)

POLL THE COUNCIL

POPPA - Y KELLY - N THOMPSON - Y McCORMACK - Y HILL - N JANSSEN - Y MADIGAN - Y FAST - Y

MOTION: CMBR THOMPSON MOVED AND CMBR POPPA SECONDED TO ADOPT THE 2019 BUDGET AS AMENDED, THE 2019 GOLDEN OBJECTIVES AS WELL AS THE CIP PLAN AND A 2.5 MILL LEVY REDUCTION. (MOTION CARRIED 7-1 WITH CMBR KELLY VOTING NO.)

B. R Park Tennis Court Reservation

MOTION: CMBR POPPA MOVED AND CMBR JANSSEN SECONDED TO APPROVE AMENDING THE FEE RESOLUTION TO ADD A RENTAL FEE FOR RESERVING THE TENNIS COURTS. (MOTION CARRIED 8-0)

C. Discuss Bishop Miege School Resource Officer Partnership

City Administrator Moody included a sample invoice to reflect how the fees would be calculated going forward and to be consistent what is included. He said the changes were made late Friday and Bishop Miege has reviewed them, but has not been reviewed by all necessary staff, so they are not certain if subsequent changes will be recommended.

CMBR Kelly said he was in support of the agreement with the exception of security at church services. City Administrator Moody said the City's officers as well as those from Fairway and Westwood work at the church off-duty and they pay the officers directly. CMBR Kelly said he would suggest that St. Agnes develop an individual contract for security services and to take that portion out of the agreement.

CMBR Thompson said she would support moving forward with approval, but not taking further action until everything has been finalized.

Security was added on the weekend for church services and these were included to make this a full-time position.

Police Chief Morris said the idea of the SRO is not only to provide security at the school, but is also a benefit to the students. He teaches a class and has other duties as well. They currently do off-duty security for the church. If this item is approved and an officer is on duty working security at Mass, then that is an additional officer that is available for emergency response in the City. They will then be on-duty and as such will have a radio, access to a vehicle and are ready to go.

CMBR Poppa said he supported this resource officer partnership with the schools and faith organizations in the City. He would prefer to vote on this tonight and they could call a special meeting if there are changes or revisions made.

MOTION: CMBR POPPA MOVED AND CMBR THOMPSON SECONDED TO CALL THE QUESTION. (MOTION CARRIED 8-0)

MOTION: CMBR THOMPSON MOVED AND CMBR HILL SECONDED TO APPROVE THE SRO SERVICE AGREEMENT, WHICH PROVIDES THE COST ASSOCIATED WITH THE POSITION COVERED ENTIRELY BY THE FEES PAID BY BISHOP MIEGE. (MOTION CARRIED 7-1 WITH CMBR KELLY VOTING NO)

D. Resolution Providing Notice of Roeland Park's Intent to Withdraw from NEAC Effective 1/1/2019.

City Administrator Moody provided the updated resolution for reflect Roeland Park.

MOTION: CMBR JANSSEN MOVED AND CMBR MADIGAN SECONDED TO APPROVE RESOLUTION 662, AUTHORIZING WITHDRAWAL FROM THE NORTHEAST ANIMAL CONTROL COMMISSION. (MOTION CARRIED 8-0).

E. Wayfinding Signs – Phase 1

City Administrator Moody said he asked this to be moved from the Consent Agenda to New Business because there was discussion at the Workshop about having signs added westbound on 50th Terrace vs signs at the intersection of 50th Terrace directing people south on Cedar to 51st and then west on 51st. They want to include the addition of two signs in Phase 1.

CMBR Poppa asked if it was a majority direction by the Council or a discussion heard up on the dais. City Administrator Moody said he recalls at the Workshop stating he would get a price for the addition of two signs.

CMBR Hill said she would like to have the signs included.

MOTION: CMBR POPPA MOVED AND CMBR JANSSEN SECONDED TO APPROVE THE ORIGINAL PHASE 1 OF THE CITY WAYFINDING SIGNS PROGRAM AT A COST NOT TO EXCEED $12,500. THIS DOES NOT INCLUDE THE TWO ADDITIONAL SIGNS ON 50TH TERRACE BETWEEN ROSEWOOD AND NALL. (MOTION CARRIED 8-0)

IX. ORDINANCES AND RESOLUTIONS

A. Ordinance No. 968 – Solar Panel Application Process

Ms. Jones-Lacy said this a follow-up to a presentation from Building Official Jacobson at a prior Workshop. The ordinance has been prepared with the assistance of the City Attorney and incorporates the changes he recommended. The language discussing concealing the solar mechanics to the maximum extent possible has been reworded to, "Shall be concealed within the building envelope, or through a diverse design preventing view from either adjoining properties or the road right-of-way."

CMBR Kelly pointed out that the phrase "visually" is a subjective term and Ms. Jones-Lacy said it can be removed under Section 4-1403 A and B.

CMBR Thompson said everything they could argue is subjective.

CMBR Janssen asked if this could be sent back to Mr. Jacobson with the noted changes to get his feedback.

MOTION: CMBR KELLY MOVED AND CMBR MCCORMACK SECONDED TO AMEND THE ORDINANCE TO REMOVE THE WORD "VISUALLY" UNDER SECTION 4-1403. (MOTION FAILED 2-6 WITH CMBRS POPPA, THOMPSON, HILL, JANSSEN, MADIGAN AND FAST VOTING NO.)

POLL THE COUNCIL

POPPA - N KELLY - Y THOMPSON - N McCORMACK - Y HILL - N JANSSEN - N MADIGAN - N FAST - N

CMBR Poppa said in response to CMBR Kelly's comments regarding the building envelope, could they add a descriptor in the ordinance and replace it with something like the physical separator between the conditioned and unconditioned environment of the structure.

Ms. Jones-Lacy said they could add a definition within the ordinance in this section.

MOTION: CMBR POPPA MOVED AND CMBR JANSSEN SECONDED TO AMEND ORDINANCE 968 TO INCLUDE THE DEFINITION OF "BUILDING ENVELOPE" IN SECTION 4. (MOTION CARRIED 8-0)

MOTION: CMBR THOMPSON MOVED AND CMBR POPPA SECONDED TO APPROVE ORDINANCE 968 AMENDED TO INCLUDE THE DEFINITION OF "BUILDING ENVELOPE" IN SECTION 4. (MOTION CARRIED 8-0)

X. WORKSHOP ITEMS

There were no items discussed.

XI. EXECUTIVE SESSION

A. Executive Session

MOTION: CMBR HILL MOVED AND SECONDED BY CMBR MCCORMACK TO RECESS THE CITY COUNCIL INTO EXECUTIVE SESSION IN ORDER TO DISCUSS THE POTENTIAL ACQUISITION OF REAL ESTATE, PURSUANT TO THE REAL ESTATE EXCEPTION OF THE KANSAS OPEN MEETINGS ACT, K.S.A 75-4319(B)(6). THE OPEN MEETING TO RESUME AT 9:10 IN COUNCIL CHAMBERS." (MOTION CARRIED 8-0).

(Roeland Park City Council in Executive Session to 9:07 p.m.)

B. Executive Session MOTION: CMBR POPPA MOVED AND SECONDED BY CMBR HILL I MOVE THAT THE GOVERNING BODY RECESS INTO EXECUTIVE SESSION UNDER THE ATTORNEY-CLIENT PRIVILEGE EXCEPTION TO THE OPEN MEETINGS ACT IN ORDER TO RECEIVE LEGAL ADVICE, WITH THE OPEN MEETING TO RESUME IN THE COUNCIL CHAMBER AT 9:25 P.M.

(Roeland Park City Council in Executive Session to 9:25 p.m.)

XII. ADJOURN

MOTION: CMBR POPPA MOVED AND CMBR JANSSEN SECONDED TO ADJOURN. (MOTION CARRIED 8-0)

(Roeland Park City Council Meeting Adjourned.)

_____ _____

Mike Kelly, Mayor Kelley Bohon, City Clerk

Item Number: **Consent Agenda- II.-C.**
Committee Meeting Date: **8/20/2018**

City of Roeland Park

Action Item Summary

Date:	7/25/2018
Submitted By:	Beth Pauley, City Management Intern
Committee/Department:	City Administration
Title:	**RFP for Public Information Officer Services**
Item Type:	

Recommendation:

The City Staff is recommending the following RFP to secure a consultant who will act as a Public Information Officer The PIO would design and implement marketing and communication activities that promote the vision, goals and positive image of the City to residents, neighborhoods, business community and media. City Staff will work alongside City Council to review the proposals, interview the top candidates, and make the final selection.

Details:

Staff is looking for feedback from Council on the RFP before it is published. Following review and interview of firms responding to the RFP, staff will present a recommendation to Council for consideration.

It is anticipated that a service contract will begin in January 2019 and last until December 31st, 2019. The budgeted amount for this position is $15,000, with the option to renew. The consultant will work directly with senior city staff and elected officials, with the Assistant City Administrator, City Administrator and City Clerk serving as the main points of contact.

Financial Impact

Amount of Request: $15,000	
Budgeted Item?	Budgeted Amount: $15,000
Line Item Code/Description: 5209.101 - Professional Services	

Additional Information

How does item relate to Strategic Plan?

The strategic Plan identifies communication as a key component of the plan as well as promoting the City through rebranding. Hiring a contract PIO will help us to improve our public outreach and communications.

How does item benefit Community for all Ages?

A PIO will work to structure their messages to reach audiences of all ages, including tayloring messages when trying to reach a specific audience.

ATTACHMENTS:

Description	Type
RFP for PIO	Exhibit

Item Number: **Consent Agenda- II.-D.**
Committee Meeting Date: **8/20/2018**

City of Roeland Park

Action Item Summary

Date:	7/31/2018
Submitted By:	Chief Morris
Committee/Department:	Police Dept. / Safety
Title:	**Radar Speed Sign with Radar Speed Trailer Unit**
Item Type:	

Recommendation:

To approve purchase of a "Speed Sign Radar Display Trailer" for the police department.

Details:

A "Speed Sign Radar Display Trailer" is a traffic monitoring device that determines speed of a vehicle by use of a radar unit and then has a digital visual display of the actual speed. The unit can record traffic counts, speed violations, and normal speed compliance at any given location.

Financial Impact

Amount of Request:	
Budgeted Item?	Budgeted Amount: $5,395.00
Line Item Code/Description: C.I.P. & Special Law Enforcement Fund.	

Additional Information

To use $5,000 from the current 2018 C.I.P. Radar Funding and $395.00 from the Special law Enforcement Fund.

How does item relate to Strategic Plan?

Traffic Safety Enhancement

How does item benefit Community for all Ages?

Traffic Safety Enhancement

ATTACHMENTS:

Description	Type
Speed Sign Radar Display Trailer	Cover Memo

ROELAND PARK POLICE

Chief John Morris

SPEED SIGN RADAR DISPLAY TRAILER

WHAT IS IT USED FOR ?

- THE SPEED SIGN RADAR DISPLAY UNIT IS A TRAFFIC MONITORING DEVICE THAT DETERMINES SPEED OF A VEHICLE BY USE OF A RADAR UNIT AND THEN HAS A DIGITAL VISUAL DISPLAY SHOWN OF THE ACTUAL SPEED.

- THE UNIT CAN RECORD TRAFFIC COUNTS, SPEED VIOLATIONS, AND NO0RMAL SPEED COMPLIANCE AT ANY GIVEN LOCATION.

DO WE NEED ONE ?

- YES.
- OUR CURRENT “POLE-MOUNTED” UNIT IS OVER 11 YEARS OLD AND HAS AN OUTDATED SOFTWARE PROGRAM AND MAINTENANCE ISSUES EFFECTING THE INTEGRITY OF THE UNIT.
- WE CAN ONLY DISPLAY THIS UNIT IN AN AREA THAT HAS AN ESTABLISHED POLE SO THERE ARE LIMITATIONS OF ITS USE WITHIN THE CITY.

IS A TRAILER GOOD FOR ROELAND PARK ?

Yes.

A SPEED SIGN RADAR DISPLAY TRAILER CAN BE PARKED AT ALMOST ANY LOCATION THROUGHOUT THE CITY. THE UNIT IS SELF CONTAINED WITH BATTERY AND SOLAR POWER. THE TRAFFIC DATA IS A VALUABLE RESOURCE IS DETERMING SPECIFIC PROBLEM AREAS FOR ENFORCEMENT.

HOW MUCH DOES IT COST ?

- NEW UNITS COST ABOUT $7,000 - $8,000 DOLLARS OR MORE DEPENDING ON THE MANUFACTURER AND MODEL .

- WE WERE ABLE TO GET A $1,000 TRADE-IN REPEAT CUSTOMER INCENTIVE ALONG WITH AN ADDITIONAL NEW PURCHASE DISCOUNT OF $2,300.00

- TOTAL COST FOR THE NEW UNIT DELIVERED IS $5,395.00

HOW WILL WE PAY FOR THIS & BIDS

WE HAVE $5,000 IN THE CURRENT BUDGET FOR NEW RADARS (THIS IS A BIG RADAR UNIT) AND THE EXTRA $395.00 WOULD BE PAID OUT OF THE P.D. SPECIAL LAW ENFORCEMENT FUND.

All Traffic Solutions $5,395.00

Stalker $7,000 - $8,000 depending on model.

Speed-Com $7,389.49

I ASK FOR YOUR APPROVAL

QUESTIONS ?

STAY SAFE OUT THERE !!

Item Number: **Consent Agenda- II.-E.**
Committee Meeting Date: **8/20/2018**

City of Roeland Park

Action Item Summary

Date:	8/1/2018
Submitted By:	Arts Committee
Committee/Department:	Admin.
Title:	**Committee Appointments**
Item Type:	

Recommendation:

To appoint David Avery to the Arts Committee and David Smith to the Sustainability Committee.

Details:

Application attached.

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?

ATTACHMENTS:

Description	Type
David Avery	Cover Memo

Committee Volunteer Application

wordpress@roelandpark.net on behalf of City of Roeland Park-Volunteer Form

Wed 1/11/2017 9:22 PM

To: Bohon, Kelley <kbohon@roelandpark.org>;

Committee Volunteer Application Form

Email:	
Date:	01/11/2017
Name:	David Avery
Daytime Phone Number:	
Evening Phone Number:	
Address:	4500 Sycamore Dr Roeland Park, KS 66205 United States of America
Place of Employment:	
How long have you been a resident of Roeland Park?:	6+ years
How much time do you have to devote per month?:	Variable
Briefly describe why you are interested in serving on a Board/Committee for the City of Roeland Park:	I'm a 30-year old art director and I want to do what I can to give back to my community by volunteering with the arts committee. I want to help Roeland Park continue to find a way to carve out a unique identity among its neighbors in NEJC.
Select which Board or Committees you are interested in serving on: (only one per application):	Arts
Additional, comments: (If any):	
File Upload:	
HTML:	

This email was built and sent using Visual Form Builder.

Committee Volunteer Application

wordpress@roelandpark.net on behalf of City of Roeland Park-Volunteer Form

Thu 7/5/2018 4:09 PM

To: Bohon, Kelley <kbohon@roelandpark.org>;

Committee Volunteer Application Form

Email:	
Date:	07/05/2018
Name:	David Smith
Daytime Phone Number:	
Evening Phone Number:	
Address:	5730 Roeland Drive Roeland Park, KS 66205
Place of Employment:	UnitedLex
How long have you been a resident of Roeland Park?:	One year
How much time do you have to devote per month?:	5730 Roeland Drive
Briefly describe why you are interested in serving on a Board/Committee for the City of Roeland Park:	I am a (currently) non-practicing attorney who has always had an interest in environmental issues. Climate change is a huge issue for me as I plan on living on this planet for at least another fifty years. I bike to work sixteen miles round-trip four or five times a week in order to reduce my carbon footprint. At present, my schedule is flexible and I'm willing to help out in whatever capacity I can.
Select which Board or Committees you are interested in serving on: (only one per application):	Sustainability
Additional, comments: (If any):	In 2003 Senior Football Captain Mike Kelly helped motivate me to run a 15:45 5K.
File Upload:	
HTML:	

This email was built and sent using Visual Form Builder.

Item Number: **Consent Agenda- II.-F.**
Committee Meeting Date: **8/20/2018**

City of Roeland Park

Action Item Summary

Date:	8/6/2018
Submitted By:	John Morris
Committee/Department:	Public Safety
Title:	**Yearly Review of Uniform Standard Traffic Ordinance (STO) 971 and Uniform Public Offense Code (UPOC) 972**
Item Type:	Ordinance

Recommendation:

To approve Ordinance 971 the State Traffic Ordinance and Ordinance 972 Uniform Public Offense Code

Details:

Each year the City of Roeland Park adopts a STO (Standard Traffic Ordinance) and UPOC (Uniform Public Offense Code) ordinance to reflect any changes in State Statute during the previous legislative session. The following ordinances were drafted by the City Attorney based on the STO and UPOC provided by the League of Kansas Municipalities. Following each draft ordinance is a summary of legislative changes provided by the League.

Financial Impact

Amount of Request: $386.33 for 25 of each book	
Budgeted Item?	Budgeted Amount:
Line Item Code/Description: 5408.102	

Additional Information

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
Ordinance 971	Cover Memo
Ordinance 972	Cover Memo

CITY OF ROELAND PARK, KANSAS
ORDINANCE NO. 971

AN ORDINANCE REGULATING TRAFFIC WITHIN THE CORPORATE LIMITS OF THE CITY OF ROELAND PARK, KANSAS; INCORPORATING BY REFERENCE THE "STANDARD TRAFFIC ORDINANCE FOR KANSAS CITIES," EDITION OF 2018, WITH CERTAIN AMENDMENTS AND ADDITIONS; AMENDING AND REPEALING EXISTING SECTIONS 14-101 AND 14-103 OF THE CODE OF THE CITY OF ROELAND PARK, KANSAS AND REPEALING ORDINANCE NO. 954.

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

SECTION 1. Section 14-101 of the Code of the City of Roeland Park, Kansas, is hereby amended to read as follows:

14-101. INCORPORATING STANDARD TRAFFIC ORDINANCE. There is hereby incorporated by reference for the purpose of regulating traffic within the corporate limits of the City of Roeland Park, Kansas, that certain standard traffic ordinance known as the "Standard Traffic Ordinance for Kansas Cities," Edition of 2018, prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas, save and except such sections as are hereafter modified or changed, such incorporation being authorized by K.S.A. 12-3009 through 12-3012, inclusive, as amended. At least one copy of said Standard Traffic Ordinance shall be marked or stamped "Official Copy as Adopted by Ordinance No. ____," with all sections or portions thereof intended to be changed clearly marked to show any such change, and to which shall be attached a copy of this ordinance, and filed with the City Clerk to be open to inspection and available to the public at all reasonable hours. The police department, municipal judge and all administrative departments of the City charged with enforcement of the ordinance shall be supplied, at the cost of the City, such number of official copies of such Standard Traffic Ordinance similarly marked, as may be deemed expedient.

SECTION 2. Section 14-103 of the Code of the City of Roeland Park, Kansas is hereby amended to read as follows:

14-103. SAME; SUPPLEMENT TO SECTION 33. The Governing Body having determined upon the basis of an engineering and traffic investigation that the speed limits permitted under state law and Section 33 of the Standard Traffic Ordinance are less than reasonable and safe on some streets and are more than reasonable and safe on other streets, and does determine and declare that the speed limit (except when a special hazard exists that requires lower speed for compliance with Section 32) on the streets hereinafter set forth be the limits specified in this section, and no person shall drive a vehicle at a speed in excess of such maximum limits:

(a) Speed not in excess of 20 miles per hour shall be lawful on the following streets:

(1) Reinhardt from 53rd Street to 48th Street;
(2) 50th Street from Mission Road to Reinhardt; and
(3) Pawnee between 50th Street and Reinhardt.

(b) Except as stated below, a speed not in excess of 30 miles per hour shall be lawful for traffic upon Mission Road; Roe Lane; Johnson Drive; 53rd Street from Mission Road to Reinhardt; and 47th Street from Fontana to Mission Road. Provided, a speed not in excess of 20 miles per hour shall be lawful upon Mission Road from a point 300 feet north of 51st Street to 53rd Street during the hours of 7:30 a.m. to 8:30 a.m., 10:30 a.m. to 11:30 a.m. and 3:00 p.m. to 4:00 p.m. on days when school is in session. Provided further, a speed not in excess of 20 miles per hour shall be lawful upon Mission Road from 48th Street to 49th Terrace during the hours of 7:30 a.m. and 8:30 a.m. and 3:00 p.m. to 4:00 p.m. on days when school is in session.

(c) A speed not in excess of 20 miles per hour shall be lawful upon the following streets during the hours of 7:30 a.m. to 8:30 a.m. and from 2:30 p.m. to 3:30 p.m. on days when school is in session: Elledge Drive from a point 100 feet west of Clark Drive to a point 100 feet east of Parish Drive; Parish Drive from Elledge Drive to a point 100 feet south of 48th Street; Clark Drive from Elledge Drive to a point 100 feet south of the south property line of Roesland Elementary School; and 48th Street from Parish Drive to a point 150 feet east of Parish Drive.

(d) A speed not in excess of 35 miles per hour shall be lawful on Highway 56 (Shawnee Mission Parkway) and on Roe Boulevard within the city.

(e) On any residential street not otherwise herein designated, a speed not exceeding 25 miles per hour shall be lawful.

(f) The maximum speed in other areas or on streets not specifically designated in this Section shall be as specified in Section 33 of the "Standard Traffic Ordinance for Kansas Cities," Edition of 2018.

SECTION 3. Existing Sections 14-101 and 14-103 of the Code of the City of Roeland Park, Kansas, and Section 1 of Ordinance No. 954 are hereby repealed.

SECTION 4. This ordinance shall take effect upon its publication, or the publication of a summary thereof, in the official City newspaper.

PASSED by the City Council the 20th day of August, 2018. **APPROVED** by the Mayor.

_____
Mike Kelly, Mayor

ATTEST:

_____
Kelley Bohon, City Clerk

APPROVED AS TO FORM:

_____
Steven E. Mauer, City Attorney

CITY OF ROELAND PARK, KANSAS
ORDINANCE NO.972

AN ORDINANCE REGULATING PUBLIC OFFENSES WITHIN THE CORPORATE LIMITS OF THE CITY OF ROELAND PARK, KANSAS; INCORPORATING BY REFERENCE THE "UNIFORM PUBLIC OFFENSE CODE FOR KANSAS CITIES" EDITION OF 2018, AMENDING AND REPEALING EXISTING SECTION 11-101 OF THE CODE OF THE CITY OF ROELAND PARK, KANSAS, AND ORDINANCE NO. 955.

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

SECTION 1. Existing Section 11-101 of the Code of the City of Roeland Park, Kansas, is hereby amended to read as follows:

> **11-101. INCORPORATING UNIFORM PUBLIC OFFENSE CODE**. There is hereby incorporated by reference for the purpose of regulating public offenses within the corporate limits of the City of Roeland Park, Kansas, that certain code known as the "Uniform Public Offense Code for Kansas Cities," Edition of 2018, prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas with certain amendments as provided in this ordinance and with certain additions as are provided in Article 2 of this Chapter XI. At least one copy of said Uniform Public Offense Code shall be marked or stamped "Official Copy as Adopted by Ordinance No. 972," and to which shall be attached a copy of this Ordinance, and filed with the City Clerk, to be open for inspection and available to the public at all reasonable hours. The police department, municipal judge and all administrative departments of the City charged with the enforcement of this ordinance shall be supplied, at the cost of the City, such number of official copies of the ordinance similarly marked, as may be deemed expedient.

SECTION 2. Existing Section 11-101 of the Code of the City of Roeland Park, Kansas, and Section 1 of Ordinance No. 955 are hereby repealed.

SECTION 3. This Ordinance shall take effect upon its publication, or the publication of a summary thereof, in the official City newspaper.

PASSED by the City Council the 20th day of August, 2018. **APPROVED** by the Mayor.

_____
Mike Kelly, Mayor

ATTEST:

_____
Kelley Bohon, City Clerk

APPROVED AS TO FORM:

_____
Steven E. Mauer, City Attorney

Item Number: **Applications/Presentations- A.-1.**
Committee Meeting Date: **8/20/2018**

City of Roeland Park

Action Item Summary

Date:	7/14/2017
Submitted By:	Keith Moody
Committee/Department:	Admin.
Title:	**Outstanding Service Award**
Item Type:	Other

Recommendation:

Details:

This is the 3rd Outstanding Service Award the City will bestow through the recently adopted Employee Recognition Program (Objective for 2017).

Nominations were collected through the first half of 2018. The public may submit nominations at the Library, Community Center, City Hall or through the Website. The City Administrator and Personnel Committee reviewed the nominations, all were excellent examples of outstanding public service.

Attached is the letter (accepted as a nomination) for Officer Anthony Estrada.

August 20, 2018- Police Officer, Anthony Estrada is recognized for his above and beyond service to a resident in need. While off duty, Anthony assisted an 83 year old visitor to Roeland Park who was stranded with a punctured tire along with a flat spare. He installed the spare and aired it up using a portable compressor he purchased in order to complete the task. John Sankey, wrote a letter to Chief Morris chronicling the event and expressing his gratitude. In his own words “if you give out special awards for above and beyond the call of duty, Estrada has one coming”. We congratulate Anthony on this well-deserved honor and thank him for his Outstanding Service.

Financial Impact

Amount of Request:	

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

Additional Information

We are employing the use of a cup (similar to the Stanley Cub) to memorialize the receiptients of the Outstanding Service Award. It will be available for the recipient to take with them for a period following the award (home, department), and will return to City Hall for permanent display.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
Employee Recognition Program	Cover Memo
Letter	Cover Memo

City of Roeland Park

MEMO

TO: Keith Moody, City Administrator
FROM: Ian Hutcheson, City Administration Intern
DATE: 12/16/2016
RE: Employee Recognition Program – Outstanding Service Award

Executive Summary

The Employee Recognition Program will recognize city staff who have demonstrated exemplary work in service to the community of Roeland Park. Once or twice a year, the Outstanding Service Award will be given to such city employees. Staff will be nominated by members of the community through the submission of nomination forms. Nominations will be tallied and used to guide the decision of the Administration Committee and City Administrator who will make the final decision on the recipient. The award will be presented at the upcoming City Council meeting and an announcement will be made in the upcoming quarterly newsletter. The recipient will receive an engraved plaque as well as a $100 gift certificate. The annual budget for the program will be approximately $500. The design of the plaque and the development of virtual nomination forms are final steps to complete the program.

Introduction

The Employee Recognition Program is designed to celebrate City staff who have demonstrated excellence in service to Roeland Park through an exemplary act, initiative or continued commitment to serving the community. Staff members recognized for their work will be awarded the Outstanding Service Award. The program is one of the objectives outlined in Appendix A of the 2017 Adopted Budget designed to "cultivate a rewarding work environment where creativity, efficiency and productivity are continuous pursuits". Over the past few months, I have corresponded with Councilors Poppa and Fast and City Administrator Keith Moody on how to develop the program. The following proposal incorporates the results of our ideas and a design for awarding the Outstanding Achievement Award. The chronological process of nominating, deciding and presenting the award is given in the following five-step process. Exhibit 1 at the end of this memo displays the nomination form for nominating a recipient.

Five-Step Process of the Outstanding Achievement Award

1. Staff will be nominated by the community at-large and fellow city staff through the submission of nomination forms either in person or online. Form stations will be installed at City Hall, the Community Center and the Cedar Roe Library. A portal on the City website will be developed through which users can submit forms also. An example nomination form is given in Exhibit 1 at the end of this memo.

2. Forms will be collected from the physical stations and from the online submissions on a quarterly basis. A document compiling the results will be kept on the city server.
3. The recipient of the Award will be decided on by the Council members of the Administration Committee and the City Administrator using the nominations as guidance for the decision. The inclusion of the City Administrator into the decision process will ensure that staff members who are less visible to the public are recognized for their work. The Award will not necessarily go to the staff member with the most nominations.
4. The Award will be presented once or twice a year. An annual/bi-annual frequency should strike a balance between making the award meaningful while also continually recognizing staff achievements. The award will be presented at the next Council meeting. An announcement will be made in that quarter's newsletter.
5. The Award will consist of both a customized plaque and a gift certificate. The plaque will be engraved with the recipient's name and a short description of what they have been recognized for. The gift certificate will be for $100.

Cost

The annual budget of the Outstanding Achievement Award will be approximately $500. The physical award will cost approximately $100. The gift certificate amount will be for $100. Initially there will be the up-front cost of purchasing three ballot boxes for setting up the nomination form stations. The cost of the ballot boxes will be around $125-$175. This brings the first-year annual cost to approximately $325-$575. This is well below the $1,000 budgeted for the project in the 2017 Budget.

Moving Forward

I will plan on presenting this design to the governing body at the Workshop meeting on February 20th, 2017. The ballot boxes can be ordered and installed and an announcement can be posted on the City's Facebook page announcing the program to residents. Department heads will provide an overview of the program to their staff. An email can also be sent to city staff informing them of the program as well. Two points of further development include 1) the design of the plaque to be awarded to the recipient and 2) the integration of a virtual nomination form into the City's website needs to be developed as well. I will continue to work towards these two points.

Exhibit 1.

ROELAND PARK CITY EMPLOYEE OUTSTANDING SERVICE AWARD

NOMINATION FORM

WHO ARE THEY?

WHAT DID THEY DO?

HOW HAS THIS IMPROVED OUR COMMUNITY?

26 January 2018

John D. Sankey, AIA, PE

COPY

TO: The Chief of Police - Roland Park
4600 W 51 St.
Roland Park, KS 66205

Chief, I would like to commend you on your leadership of the Roland Park Police Department. You must be setting a good example and high standards of conduct among the officers under your command. Have you ever wondered what your officers do when off duty, on their own, when no supervisor is watching. The following report will explain why you are receiving this letter..

During this past week (of 21 January 2018) I had the misfortune to break a front tire when I lost an argument with a sewer grate at Nall and Johnson Drive. After impact, I pulled over and found a safe haven in a parking lot right off Johnson Drive. Upon inspection I found, indeed, a right front tire, dead and beyond repair. A hopeless situation, and nothing to do but suck it up and change a tire. Twenty years ago this would have been just an inconvenient nothing burger. Today things are different. I am 83 years old, and the situation was discouraging to say the least.

I unloaded all the junk from the trunk, onto the pavement behind my vehicle (no simple task for a collector of much junk). This finally uncovered an excuse for a spare tire (one of those little crappy donut shape objects). Next I uncovered and extracted a jack (another tiny crappy-ass excuse for a tool). Then came the fun part. I laid my raggedy 83 year old ass, horizontal on the asphalt, and begin to position the jack and start lifting the car.

It was at this point that all the planets in the universe came into alignment, and an angel suddenly appeared. Actually, it was a full size mechanic's floor jack that suddenly appeared right next to my face and right next to my piddely-ass tiny excuse for a jack. I looked up from my misery, and there stood the angel (Police Officer Anthony Estrada #947). Actually, at that time, I did not know he was a Police Officer, as he was off duty, and disguised as a civilian. Sensing my total lack of capability, he immediately took over, quickly jacked up the car (with his mechanic's floor jack), removed the dead tire in seconds (using a battery powered wrench), and put on the poor excuse of a spare tire.

End of story? Not quite. The spare tire (having been in the trunk for at least a decade) was too low of air pressure to drive on. It was at this point that I begin to realize (again) that I was far from out of the woods. Then the second unexpect event took place. Officer Estrada told me to

hold in place while he ventured forth for a solution. He returned after about 5 minutes with one of those little electric powered air pumps, that you plug into the utility outlet in the car. He had purchased this item out of his own pocket (he claimed that he needed one anyway). He then proceeded to air up my spare tire, help me put all my crap back in the trunk, and send me on my way.

I never offered to pay him because I knew that a man of his caliber would never accept payment for helping a stranger on the road. I did give him my business card though. I am an professional architect and licensed structural engineer who specializes in single family homes, and I promised to offer my services free of charge if he ever needs this kind of work done. I hope sometime I can do something good for Anthony Estrada, because he really saved my bacon that day. Like they say, way above and beyond the call of duty. Chief, do you give out special awards for "way above and beyond' while, at the same time, bringing much credit to the City of Roland Park Police Department? If you ask me, Estrada has one coming.

So there you have it Chief. That is the kind of Officer you have out there under your command, and that is what they do when they are off duty and no one is watching. I agree with President Trump. I think America is great.

Regards,

John D. Sankey, AIA, PE

Item Number: **Applications/Presentations- A.-2.**
Committee Meeting Date: **8/20/2018**

City of Roeland Park

Action Item Summary

Date:	8/16/2018
Submitted By:	Staff
Committee/Department:	Admin.
Title:	**Melissa Rooker – State House Representative**
Item Type:	Report

Recommendation:

Details:

Information only, Melissa Rooker to provide an oral update at the council meeting.

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?

Item Number: **Applications/Presentations- A.-3.**
Committee Meeting Date: **8/20/2018**

City of Roeland Park

Action Item Summary

Date:	8/16/2018
Submitted By:	Staff
Committee/Department:	Admin.
Title:	**Deb Settle - Northeast Johnson County Chamber Update**
Item Type:	Report

Recommendation:

Details:

Information only, Deb Settle to provide an oral update at the council meeting.

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?

Item Number: **Reports of City Liaisons- VI.-A.**
Committee Meeting Date: **8/20/2018**

City of Roeland Park

Action Item Summary

Date:	8/16/2018
Submitted By:	Keith Moody
Committee/Department:	Pool Advisory Committee
Title:	**Pool Advisory Committee**
Item Type:	Report

Recommendation:

Details:

Information only, attached is the status report from Waters Edge concerning the pool assessment along with minutes from the previous Pool Advisory Committee meeting. Representatives on the Committee may provide oral reports.

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?

ATTACHMENTS:

Description	Type

Draft Minutes- Pool Advisory Committee Meeting 8-14-18	Cover Memo
Waters Edge Status Report	Cover Memo

Roeland Park Aquatic Center
Pool Advisory Committee
Minutes

August 14, 2018
6:00PM

Johnson County Park & Recreation	City of Roeland Park
Leslee Rivarola, Board Member	Jim Kelly, Council Member
Rhonda Pollard, Superintendent of Recreation	Tom Madigan, Council Member
Jim Wilson, Project Manager III	Claudia McCormack, Council Member
Marshall McKinney, Aquatics Manager	

Called to order at 6:00 pm

Advisory Committee Members Present: Rhonda Pollard, Marshall McKinney, Jim Wilson, Jim Kelly, Tom Madigan, Claudia McCormack
Members Absent: Leslee Rivarola,
Others Present: Keith Moody-Roeland Park City Administrator, Lauren Ozburn, Waters Edge, Jeremy Hight, JCPRD Maintenance, Shannon Plueger Aquatics Leader

AGENDA ITEMS

A. **Water's Edge Review Progress of Pool Analysis-** Lauren Ozburn reviewed Project Status Report along with a draft of the public engagement summary. Facility assessment (repairs/maintenance needs) is complete. Compilation of the public input information is underway as is the review of operational elements.

B. **Update on Extended Season/Hours Implemented-** Marshall McKinney reported that the user groups are happy with the extended season. Numerous questions on the topic of why lighting is an issue now and why mornings were not available have been addressed.

C. **Review Status of Repairs**

1. Crack Seal Concrete deck- Working with contractor to get bid and getting recommendations on time of year to do this.
2. Bulkhead Reconditioning- Bid specification was published on 8/11, bids will be opened on 8/30, contract award is anticipated by JCPRD Board on 9/19. This will allow for JCPRD staff to float the bulkhead to the pool edge following the swim season where it can be removed without a crane by the contractor. The unit will be shipped to, inspected by and work completed by the original manufacturer. This will deliver a refurbished product which retains safety and operational certifications of the original manufacturer.
3. Conversion to Liquid Chlorine- Currently everything is on liquid chlorine. Pricing for a 500-gallon tank is being collected, this capacity will provide for one week between deliveries which will occur via bulk tanker truck, providing for the least expensive supply option.
4. Ventilation for Chemical Room- Goal is to store chlorine and acid containers in the open-air garage space to the west of the pump room. It appears sufficient room exists, which this will influence what if any ventilation improvements are needed.
5. Replace Light Poles- Committed was unanimous in the direction of removing the light pole at the entrance to the pool as well as the pole near the pump house. They directed to have the pole near the vortex to be assessed by the electrical contractor removing the other two poles. They directed JCPRD to look at wall lighting options as an interim security measure (while the pool is closed), as well as looking at relocating the speakers that are on the light poles to other mounting locations that have power available (the speakers are wireless).

6. Diving Board Repairs and Installation- Marshall McKinney reported that the boards are operation and meet safety standards but do not comply with competition diving height standards. He is working with Commercial Aquatics to get boards lowered after closure of facility.
7. Painting Stucco and Interior of Buildings- Waters Edge will ask the architect they are working with to provide options that will make the facility look new and fresh.
8. Re-painting of Slide Pool- New paint is chipping off. Working with contractor to schedule repaint of damaged areas after shutdown.
9. Draining the Pool- Staff has developed a plan that will employ the back-flushing pumps to drain nearly all the pool into the sanitary sewer (which it is already connected to the sanitary sewer). The water that cannot be pumped out via back flushing will be discharged into a 3' by 3' sump box to be constructed at the end of the discharge pipe for the main drain. An electric submersible pump with a discharge capacity of 50 gpm (meeting JCW's limits) will be used to pump this water back to the pump house where it will also drain into the sanitary sewer, thus avoiding any pool water from being discharged onto the ground. Rain water which falls in the pool while out of service will drain out through the main drain and discharge into a French drain (in ground gravel pit) located at the end of the main drain discharge pipe.
10. Leak in Spray Feature- One of the vertical spray pipes in the zero entry is the cause of the leak. Direction concerning modifications to the pool should be established before completing the repair as these features may be replaced with new features.

D. Discuss Humidity in Changing Areas- JCPRD and Waters Edge are to investigate options to improve the comfort of the changing areas.

E. Update on Management Agreement between JCPRD and RP for Period of 5/1/19 through 12/31/19- Keith Moody reported that JCPRD and Water's Edge have provided example agreements. He is drafting a document. The draft will serve as the starting point of discussions with JCPRD.

F. Update on Merriam Swim Team Use of Pool in 2019 - Roeland Park is not able to accommodate Merriam's swim team and dive team at the same time as this takes too many lanes out of use at a peak morning time. Merriam prefers a joint swimming/diving practice time and is pursuing options with Overland Park that accommodate both at the same time.

G. Review Financial Report YTD 7-31-18- Jim Kelly asked JCPRD to investigate the issue of why the YTD actuals for personnel are more than the Current Year Budget amount.

H. Discuss future meeting dates- the next meeting will be the regular meeting date of 9/11/18.

NEXT REGULAR MEETING:

Date: September 11 Time: 6:00 PM Location: Roeland Park Community Center

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Project Status Report

waters edge AQUATIC DESIGN

Project Name: Roeland Park, Kansas – Roeland Park Aquatic Center 8/13/18 – 8/17/18

Status Code Legend

- Action Item: Completed
- Action Item: In-Progress
- Action Item: Pending
- General Note

Meetings	• August 14: Committee Meeting
Operational Assessment	• Public meetings and surveys – done • Compile survey data for report and begin facility alternatives • Review staffing plans, job descriptions and schedules • Review pool rules and policies • Staff survey
Facility Assessment	• Facility Assessment: Completed on July 16 • Facility alternatives
Other & discussions points Questions	• Meetings - Finance, attendance, policies, marketing, etc. (with Marshall McKinney & Michelle Alexander) • Ongoing document needs
Notes:	• Survey Completion Numbers – Total: 397 --Online public feedback: 281 --User group survey: 20 --Blazers survey: 25 --Masters survey: 71 • Public Meeting Participation Numbers: --General public meeting: 26 --Masters: 19 --Swim Academy: 2 --Bishop Miege: 1 --Blazers (general): 1 --Blazers (leadership): 3 --Lap Swimmers: 3 --Water Polo: 3 --JCPRD Day Camp: 2

Item Number: **New Business- VIII.-A.**
Committee Meeting Date: **8/20/2018**

City of Roeland Park

Action Item Summary

Date:	6/29/2018
Submitted By:	Keith Moody
Committee/Department:	Admin.
Title:	**On-Street Parking Policy**
Item Type:	Other

Recommendation:

To approve On-Street Parking Policy.

Staff has developed a draft policy at the direction of Council.

Details:

The policy spells out responsibilities, procedures, relevant information to be gathered as well as parking options that will be considered. Staff has referred to the notes prepared by the Public Safety and Administrative Committee as well as comments during discussions on the topic to format the policy.

A requirement that 51% of properties adjacent to the impacted corridor is included in the policy based upon direction at the previous workshop. A minimum street segment length has also been added along with the requirement that the segment shall terminate at an intersection or deadened, again based upon direction of Council.

The parking restriction options remain as previously presented.

An application has been crafted (and attached), it also entails a justification for the request, an element requested by Council. It also notes that an issue may be brought to a workshop with the support of 3 elected officials.

Finally attached is an example letter that would be sent. The options are based upon those that

could be considered per the policy.

Financial Impact

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

Additional Information

How does item relate to Strategic Plan?

N/A

How does item benefit Community for all Ages?

N/A

ATTACHMENTS:

Description	Type
Updated Application Form	Cover Memo
Draft Letter	Cover Memo
Draft On Street Parking Policy 7-11-18	Cover Memo

City of Roeland Park
4600 W. 51st Street
Roeland Park, KS 66205
(913) 722-2600

On Street Parking Change Request Form

Date Received: _____

Applicant: _____ Ward: _____

Name _____ Phone Number _____

Address _____

_____

Street segment to be restricted. The request shall be for a street segment that is a minimum of 180' in length and terminates at either an intersection or a dead end/cul-de-sac.

Describe on street parking restriction requested. (No parking anytime, no parking at posted times and no parking on posted days)

Provide reason for requested parking changes.

Support of 3 Council Members to Add to Workshop Agenda.

_____
Signature of Property Owner

Note: An on street parking change request may be added to a Council Workshop Agenda with the support of any 3 council members, even if the support of at least 51% of properties adjacent to the proposed corridor is not secured.

Below for office use.

Verify Property Ownership: _____
Date Notification Letter Sent to Residents: _____
Verify Percent of Property Owners in Support is 51% or more: _____
Workshop Agenda Date: _____

City of Roeland Park
4600 W. 51st Street
Roeland Park, KS 66205
(913) 722-2600

_____, 2018

Resident
Address
Roeland Park, KS 66205

RE: On Street Parking On _____

Dear Resident,

This letter is to inform you that the City Council will be consider restricting on-street parking options along _____ between _____ and _____ at the Governing Body Workshop on _____ at 6:00pm at City Hall 4600 W 51st Street. The discussion is taking place due to interest expressed by residents along _____. The Council understands that this is a subject that requires feedback from those directly affected and therefore requests your participation at the meeting. If you are unable to attend please email your feedback to Kelley Bohon at kbohon@roelandpark.org

Please check the parking option you prefer and mail this letter back in the enclosed self-addressed, stamped envelope by _____.

_____ No parking anytime on both sides of the street.

_____ No parking anytime on the east side of the street.

_____ No parking anytime on the west side of the street.

_____ No parking at posted times on both sides of the street.

_____ No parking at posted times on the east side of the street.

_____ No parking at posted time on the west side of the street.

_____ No parking on posted days on both sides of the street.

_____ No parking on posted days on east side of the street.

_____ No parking on posted days on the west side of the street.

Sincerely,

Governing Body

Restricting On Street Parking Policy

Approved ?/?/2018
Effective ?/?/2018
Revised ?/?/2018

I. SCOPE

This policy includes: (1) a statement of procedures to be followed in determining if a request to restrict on street parking should be considered by the Governing Body; (2) the process of notifying, eliciting feedback and encouraging participation by property owners impacted by on street parking limitations and (3) criteria or standards upon which decisions shall be based.

II. PURPOSE

To establish a uniform policy for consideration of restricting on street parking within the community. The policy is intended to provide a clear, logical and expedient method for considering and acting upon street parking restrictions.

III. RESPONSIBILITIES

A. City Clerk

1. Receive requests and ensure all requested information is provided and accurate.
2. Provide notice to impacted property owners of proposed restrictions, request property owner input/feedback, inform of meeting dates and times and encourage attendance/participation.

B. Public Works Director

1. Compile relevant street design and function data and compile summary of conditions into report for consideration.
2. Compile feedback from impacted property owners into report for consideration.

C. Police Chief

1. Compile relevant public safety information into report for consideration.
2. Incorporate fire and EMS considerations into report for consideration.

D. Governing Body

1. Understand and employ the criteria contained in this policy when rendering a decision.
2. Consider feedback from impacted property owners as well as information and recommendations provided by staff.
3. Render a decision in a thoughtful and expedient manner.

IV. PROCESS

A. Requests

1. A request to restrict on street parking shall be made by completing and submitting to the City the "On Street Parking Change Request" form. The form will be available at City Hall or through the City's web site. The form shall be submitted to the City Clerk. The City Clerk will ensure that the form is accurate and complete.
2. A request shall be considered by the Governing Body if 51% or more of the properties adjacent to the impacted corridor have an owner sign the completed

form indicating their support of the change. Each property may have only one person sign in support of the change and that person must be a listed as an owner on the title of that property.

3. The request shall be for a street segment that is a minimum of 180' in length and terminates at either an intersection or a dead end/cul-de-sac.
4. A request meeting the criteria spelled out in 1, 2, and 3 above will be added to the Council Workshop agenda for consideration. Sufficient time shall be provided to the City Clerk to mail notification to all property owners impacted by the change giving them notice of the date and time of the meeting where the request will be discussed. The notification will also inform the property owner of what is being considered and may include a request of them to provide feedback prior to the meeting date on preferred options being considered.

B. Relevant Information to be Compiled and Considered

1. Design Conditions- the width of the street, location and width of existing sidewalks, functional classification of the street, is this a bike route, is visibility a problem due to vertical or horizontal curves or the site triangle is limited at affected intersections.
2. Driveway Concentration- how does the width of the lots and the concentration or width of existing drives impact the availability of on street parking as well as the function and safety of movements into and out of drives with the proposed parking restrictions.
3. Emergency Access- does the street width provide sufficient room to allow the proposed parking and retain at minimum a 10' isle for emergency vehicles to pass.
4. Other Relevant Factors- are there other factors that should be considered such as special uses (schools, medical facilities, nursing homes) or unique neighborhood circumstances.

C. Consideration Process

1. Governing Body will consider an application during a workshop.
2. Parking restriction options that will be considered include: no parking anytime, no parking at posted times, and no parking on posted days.
3. Following consideration of the information presented, the Governing Body will either move the issue to a Council meeting for action, request additional information or choose not to take any further action.
4. A change to the on street parking restrictions will require passage of an ordinance amending the appropriate section of the City code.

D. Implementation Process

1. If a change to the on street parking restrictions is approved, the Public Works Director will order and install the appropriate signage.
2. Temporary signage will be installed until permanent signs are available.
3. The City Clerk will provide notification to the adjacent properties impacted by a change. Enforcement will commence thereafter.

Item Number: **New Business- VIII.-B.**
Committee Meeting Date: **8/20/2018**

City of Roeland Park

Action Item Summary

Date:	7/16/2018
Submitted By:	Jennifer Jones-Lacy
Committee/Department:	Admin
Title:	**Final Development Plan and Rezoning Request for 5000 Johnson Drive**
Item Type:	Other

Recommendation:

Staff recommends approval of the request to rezone as well as the preliminary/final development plans for 5000 Johnson Drive as amended and attached.

Below are a list of the Planning Commission and Governing Body changes that are included in the revised plan.

- **Add a bike rack with one bike space for every 10 spots, or a total of three bike spaces.**
- **Resurface the parking lot;**
- **Move the curbline behind the trash enclosure to align with the trash enclosure;**
- **Add a pedestrian path from the sidwalk to the front entrance of the building;**
- **Align the curb on the northside of the parking lot to be parallel to the building line, which would increase the buffer area between the parking and neighbor to the north.**
- **Signage is restricted to the face of the building, no monument sign.**

Please note: as submitted, this proposal does not comply with the Johnson Drive Design Guidelines adopted as part of the City's Comprehensive Plan. Those guidelines, while calling for MXD development, recommend a total reconfiguration of the buildings fronting Johnson Drive with the structure near the street, parking in the rear and common gathering places for the public (see attached guidelines). However, this parcel, along with all properties along Johnson Drive, are privately owned and the City's ability to influence the development is limited in the absence of structure demolition and redevelopment. The property owner does not wish to demolish the building and construct a new one and this property has already been vacant long-term. Staff have recommended some changes that are in the spirit of the guidelines outlined including adding a sidewalk and screening the condensing units from view, which are included in this application.

Details:

Attached is the request to rezone and approve a preliminary/final development plan for 5000 Johnson Drive. The request is submitted by Kathy Warman of Warman Architects on behalf of the new building owner, Pride Cleaners. The request is to rezone the property to mixed use (MXD) from its current zoning of office building district. Below are the particulars of the request.

This request had a public hearing before the Planning Commission on July 17th where members of the public were present and made comments on the proposal. The Governing Body can take the following actions in regard to this request at the Council meeting on August 21st:

1. Accept the Planning Commission's recommendation as is and approve with a simple majority via ordinance;
2. Reject the Planning Commission's recommendation and send it back to them for reconsideration specifying the reasons for denial;
3. Modify the Planning Commission's recommendation with a 3/4 majority vote via ordinance;
4. Reject the proposal outright.

In addition to the Planning Commission's recommendation above, the Commission wishes to encourage City Council to add a cross walk and curb ramps to connect the sidewalk that will be installed at this location to the sidewalk on Ash Street.

<u>Request to Rezone:</u>

This request is to rezone to MXD, which is what the Design Guidelines for the Johnson Drive Cooridor adopted into the Comprehensive Plan has identified for the properties fronting Johnson Drive. 5000 Johnson Drive has been a vacant office building that has been for sale for several years. The new owner wishes to operate a pickup and drop off retail location for their dry cleaning business with a drive through window. The dry cleaning process will not occur at this site. They plan to lease the western half of the building to a yet unknown tenant. The applicant has had conversations with a Kansas City coffee shop as a possible tenant in this space. The applicant is only seeking retail or office uses for the secondary space in this facility.

MXD allows any uses permitted in CP1 (Planned Restricted Business District), live-work spaces, multi-family dwellings and any use specified in the ordinance approved by Council. No additional studies were required as part of the application due to the plan using an already developed site with an existing building and improvements to remain. The proposed uses are permitted within this zoning district.

The following are a list of items that do not comply with the MXD zoning designation as it is written and should be detailed in the ordinance. All other requirements of the zoning regulation are being met through the proposed plan.

- **Parking:** Parking on the site is existing and sufficient for proposed uses. Some specific variances to the established requirements should be noted, they are as follows:

  Sec. 16-454. - Parking and Loading Regulations
  b) Shared or community parking areas shall be required. Off-street parking areas shall be

small in scale and divided into surface parking fields not to exceed 50 parking spaces, unless otherwise approved by the City Council.

There is no community parking area with this proposal as it does not change the existing site layout.

e) Unless otherwise approved by City Council, no open parking areas shall be located closer than 15 feet to a street right-of-way, or no closer than ten feet to a property line other than a street line. Parking areas within the building, or within a parking structure extending more than six feet above the finished grade, shall comply with the setback regulations of the main building. The parking setback and other open areas shall be brought to finish grade and planted with grass, shrubs and trees, and maintained to at least the average level of maintenance of the other developed property within the immediate neighborhood.

The parking on this site is existing and is located in the street right-of-way. By way of approval, the site owners understand that the City will continue to have access to the right-of-way and this may disrupt the site's available parking.

f) No parking areas shall be located between the front of a building and the street toward which the building faces.

The existing parking lot wraps around the building and includes parking in the front of the building.

- **Development Standards:** To consider a rezoning request to MXD some modification or variance to the established standards is necessary, they are as follows:

Sec. 16-455. - Development and Performance Standards

a) Signage - Signage will need to be designated in the MXD ordinance.

b) Public open space/civic space. Formal and informal areas of usable outdoor open spaces are required. These serve as areas for community gatherings, landmarks, and as organizing elements for the neighborhood. Usable open space includes squares, plazas, greens, preserves, parks, and greenbelts.

The applicant is proposing removing two parking spaces and adding a small amount of greenspace located at the southwest corner of the site (see pg. 4, landscape plan, of the attached development plan)

d) The streetscape design should include sidewalks, landscaping and street trees, pedestrian lighting, and other pedestrian amenities and furnishings such as benches, trash receptacles, bicycle racks, and similar elements contributing to the character of the area.

City Staff have requested the applicant add a sidewalk on Johnson Drive with the hopes to connect that to a future sidewalk along Johnson. The applicant has complied with this request as well as included a bench and additional landscaping.

h) Drive-up and drive-thru services. All drive-up, drive-thru, and drive-in services shall be prohibited, unless specifically exempted in the ordinance granting the MXD district. When permitted, these facilities shall be integrally designed into the development; the drive-thru lane and drive-thru window shall not be located where visible from the public street or private drive network; and shall comply with the minimum standards pursuant to section 16-449, or as specifically granted in the ordinance granting the MXD District.

The applicant intends to install a drive through for dry cleaning pickup at this location. If approved, this will need to be written into the ordinance. The proposed drive through would be located on the east side of the building.

<u>Redevelopment Plan</u>

The rezoning request also requires an application for a preliminary development plan which is attached. The applicant can submit the preliminary and final simultaneously in an effort to expedite the process, which Pride Cleaners has opted to do.

City Staff, the Mayor and Chair of the Planning Commission met with the applicant to discuss the proposed changes to the property. Staff made several recommendations to modify the orginal submission of modifications to the building and property. The details of those suggestions and the applicant's response are detailed below.

- **Add sidewalk fronting Johnson Drive**: Sidewalk has been incorporated
- **Relocate the condensing units to the roof and add plantings in this area:** The owner declined but provided screening via a "green screen" along the condensing units along with some evergreen shrubs
- **Replace Exterior Installation and Finish System (EIFS) with slate material on upper building level:** The owner has elected to employ EIFS.
- **Painting of brick on lower level of the building**: Brick remains unpainted in the final submittal
- **Add canopy to south elevation:** The owner has complied with this request by adding metal awnings over both the north and south elevations and and added new ADA compliant ramps and railing to the north entrances.
- **Add building signage above the the south canopies instead of a monument sign:** The applicant has elected to include signage above the canopies as well as include a monument sign.

The City Council is within its authority to require the applicant to include the above architectural enhancements as a condition of the rezoning and development plan approval.

Financial Impact

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

Additional Information

8.20.2018:

In addition to the changes requested by the Planning Commission and Governing Body, the applicant also included an additional curb cut on Johnson Drive that will allow for a pedestrian crosswalk connecting this site to the new Mission Gateway development, in addition to the curb cut toward Ash Drive. The sidewalk on Johnson also includes a new curb that will prevent overhang of vehicles which would infringe on its use. The applicant has also added some additional trees and landscaping, including a bench at the southwest corner of the property.

_____

The MXD zoning designation allows the city to influence architectural, screening and parking changes in order to enhance the corridor and adjoining use compatibility.

In this case, staff has asked the owner and architect to compliment the new architecture of the development on the corner of Roe and Johnson Drive. Staff submitted a number of recommendations to the owner and architect on original plan submittals. Some of those concepts have been incorporated into the latest submittal, but some have not. This will serve as defining architecture for this end of the Johnson Drive corridor and will establish a standard that will likely be emulated as remodeling of the remaining structures occurs.

There are a number of non conformities on the site that will remain post remodel such as:

- Parking Setback
- Landscape Buffering
- Building orientation

It should be noted that the structure and subsequent uses such as parking are existing and will remain non conforming. In MXD, the development plan in essence regulates the uses and architectural feel of the site. What is recorded on the final development plan sets the specific site requirements for structure, screening, parking etc.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

The addition of sidewalk and accessible ramps will increase the walkability of the site and eventually tie in to a larger sidewalk network.

ATTACHMENTS:

Description	Type
Rezoning Application	Exhibit
Development Plan Application	Exhibit
Exterior Elevations	Exhibit
Notice of Hearing to Property Owners	Exhibit
Map of Property	Exhibit
Johnson Drive Design Guidelines	Exhibit
Applicant Statement to Rezone	Exhibit
Ordinance 970	Ordinance
Development Plan revised 8.20.18	Exhibit

Fee:
Rec'd By
Date Paid

APPLICATION FOR REZONING
City of Roeland Park, Kansas
PLEASE PRINT

Case No.:
Planning Commission Date

Applicant/Agent's Name(s) DOMINIC BRANCATO Phone: 816 674-5310

Mailing Address 13613 S US 71 HWY GRANDVIEW MO 64030
Street City State Zip

Property Owner's Name(s) DOMINIC BRANCATO 5000 JOHNSON DR. PROPERTIES LLC Phone: 816 674-5310

Mailing Address 13613 S. US 71 HWY GRANDVIEW MO 64030
Street City State Zip

Requested Rezoning From: _____ (Present Zoning District) **to** MXD (Proposed Zoning District)

Location of property 5000 JOHNSON DR.
Subdivision: _____ Lot: _____ Block: _____
Legal description (ATTACHED)

(Attached legal description must be typed).

Current Land Use VACANT Proposed Land Use: MIXED USE
Reasons for requesting zoning
WILL OPERATE A DRY CLEANING BUSINESS

Applicant signature _____ Date 5/30/18

Note: For rezoning procedure, see application form for Development Plan Approval.

To Be Filled in by the City: Fee Paid $ 400.00 Date _____ Received by: _____
Proof of ownership and/or authorization of agent affidavit(s) submitted. Date: _____
Technical studies required? ☐ Yes ☐ No If yes, what type and when submitted? _____
Assurances of adequate public facilities received. ☐ Yes ☐ No If yes, date received _____
Date application deemed complete: _____
Surrounding property owners notified: _____ Date of publication: _____ Sign Posted _____
Date notices sent: _____ Public Hearing date: _____
Planning Commission recommendation: _____ Date: _____
City Council Action: _____ Date: _____ Ordinance # _____ Publication Date: _____

PROOF OF OWNERSHIP AFFIDAVIT

STATE OF MO)
) SS
COUNTY OF Clay)

Cynthia Sobbe, being first duly sworn upon his/her oath deposes and states as follows:

(1) [FILL IN ONLY IF APPLICATION SUBMITTED ON BEHALF OF THE LEGAL OWNER]

That Dominic Brancato
(Name of owner signing Affidavit; if owner is a corporation or business, name of individual signing Affidavit, capacity and exact name and legal status of said corporation or business) is/are the legal owner/authorized official of the legal owner of the property that is the subject of Rezoning No. ____/Special Use Permit No.____/(Other)____. (ALL OWNERS OF RECORD MUST FILE AN AFFIDAVIT).

(2) [FILL IN ONLY IF APPLICATION SUBMITTED ON BEHALF OF A CONTRACT PURCHASER]

That ____
(Name of contract purchaser signing Affidavit; if a corporation or business, exact name and legal status of said corporation or business) is the holder of a contract to purchase the property that is the subject of Rezoning No. ____/ Special Use Permit No.____/ (Other)____ from the owner(s) and is therefore a "landowner" within the meaning of the Zoning Regulations.

Signature

Subscribed and sworn to before me this 30 day of May, 2018.

Cynthia Sobbe
Notary Public

My commission expires:

Cynthia Sobbe
Notary Public Notary Seal
State of Missouri County of Clay
My Commission Expires 09/08/2020
Commission # 12367960

Fee: _____
Rec'd By _____
Date Paid _____

APPLICATION FOR DEVELOPMENT PLAN APPROVAL
City of Roeland Park, Kansas
PLEASE PRINT

Case No.: _____
Planning Commission
Date _____

Requested Action:

	Fee
☐ Preliminary Development Plan	$400.00
☐ Revised Preliminary Development Plan	$400.00
☑ Final Development Plan	$650.00
☐ Revised Final Development Plan	$650.00
☐ Landscaping Plan	$125.00
☐ Site Plan (non-residential development in residential district)	$150.00

Name of Development: PRIDE CLEANERS
Location: 5000 JOHNSON DR.
Range 25E Township 12S Section: _____ Quadrant _____
Existing Zoning: OFFICE Present use of Property: VACANT

Is Property subject to rezoning? [Yes] No Is Property subject to Special Use Permit? Yes [No]
Applicant: 5000 JOHNSON DR. PROPERTIES LLC
Address: 5000 JOHNSON DR Phone: _____
City: ROELAND PARK State: KANSAS Zip: 66205

Property Owner: 5000 JOHNSON DR. PROPERTIES LLC
Address: 5000 JOHNSON DR. Phone: _____
City: ROELAND PARK State: KANSAS Zip: 66205

Engineer/Surveyor/Architect: [K] WARMAN ARCHITECTS
Address: 1735 SWIFT AVE Phone: (816) 474-2233
City: N. KANSAS CITY State: MO Zip: 64116

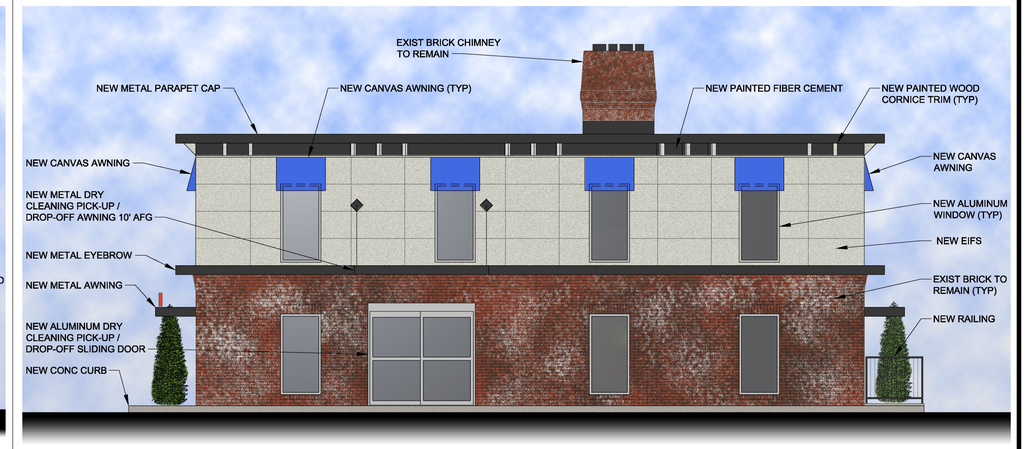
Applicant signature _____ Date 5/30/18

To be completed by the City: Fee Paid $ 650.00 Date _____ Received by: _____
Proof of ownership and/or authorization of agent affidavit(s) submitted. Date: _____

☐ Rezoning Case No. _____ ☐ Special Use Permit No. _____ ☐ Previous Plan Approval: _____
☐ City Engineer review and comment submitted
Technical studies required? ☐ Yes ☐ No If yes, what type and when submitted? _____
Assurances of adequate public facilities received. ☑ Yes ☐ No If yes, date received _____
Supporting materials required: _____ Date Submitted: _____
Date application deemed complete: 6-20-18
Surrounding property owners notified: YES Date of publication: _____ Sign Posted 6-26-18
Date notices sent: 6-22-18 Public Hearing date: _____
Planning Commission recommendation: _____ Date: _____
City Council Action: _____ Date: _____

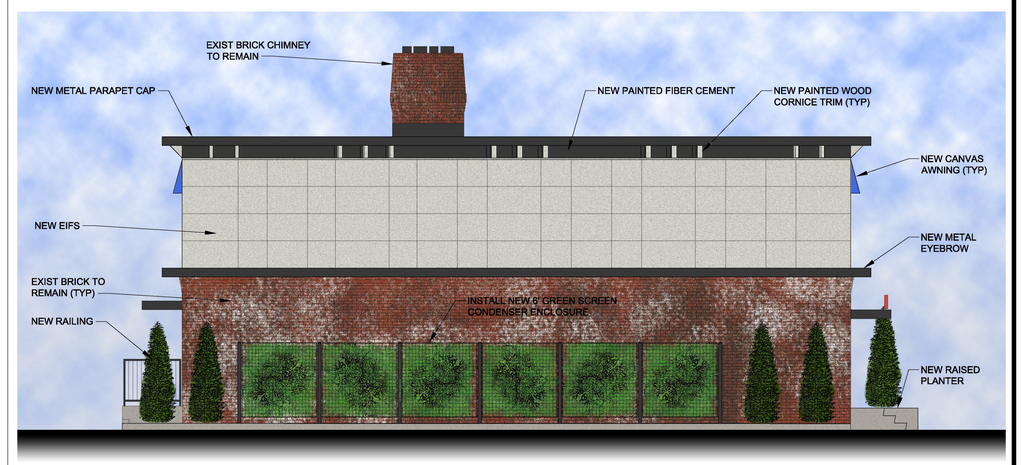
Rev. 1.4 (7/25/2016)

L1 EXTERIOR ELEVATION - SOUTH
SCALE: 3/16" = 1'-0"

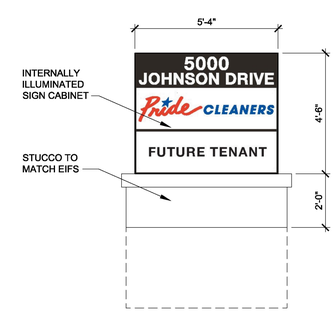


L12 EXTERIOR ELEVATION - EAST
SCALE: 3/16" = 1'-0"

E1 EXTERIOR ELEVATION - NORTH
SCALE: 3/16" = 1'-0"



E12 EXTERIOR ELEVATION - WEST
SCALE: 3/16" = 1'-0"



A17 NEW MONUMENT SIGN
SCALE: 3/8" = 1'-0"

WARMAN ARCHITECTURE+DESIGN
1735 SWIFT AVE.
NORTH KANSAS CITY, MISSOURI 64116
V. 816.474.2233 F. 816.474.1051

Mixed Use Remodel
5000 Johnson Dr
Roeland park, KS 66205

EXTERIOR ELEVATIONS

5000 Johnson Drive Properties, LLC
5000 Johnson Dr
Roeland Park, KS 66205

REVISIONS

#	BY	DATE	SOURCE

DATE:	06.01.18
DESIGNED BY:	KAW
DRAWN BY:	JDE
APPROVED BY:	KAW

SHEET NUMBER
A-201

JOB NUMBER
5209-17

WARMAN ***ARCHITECTURE+DESIGN***
1735 Swift Ave.
North Kansas City, Missouri 64116
v. 816.474.2233 f. 816.474.1051

June 22, 2018

Re: Property located at 5000 Johnson Dr. Roeland Park, KS proposed rezoning from Office Building District to MXD Mixed Use Development and Final Development Plan to allow for the renovation and remodeling of the existing building and site for the purpose of operating a Pride Cleaners along with future retail and office uses.

Dear Property Owner,

This letter is to notify you that the Roeland Park Planning Commission will hold a public hearing at 6:00 pm on July 17, 2018 at Roeland Park City Hall, 4600 W. 51st St., Roeland Park, KS to consider approval of the above referenced rezoning and Final Development Plan.

Attachment:

ALTA Survey and legal description for the subject property.

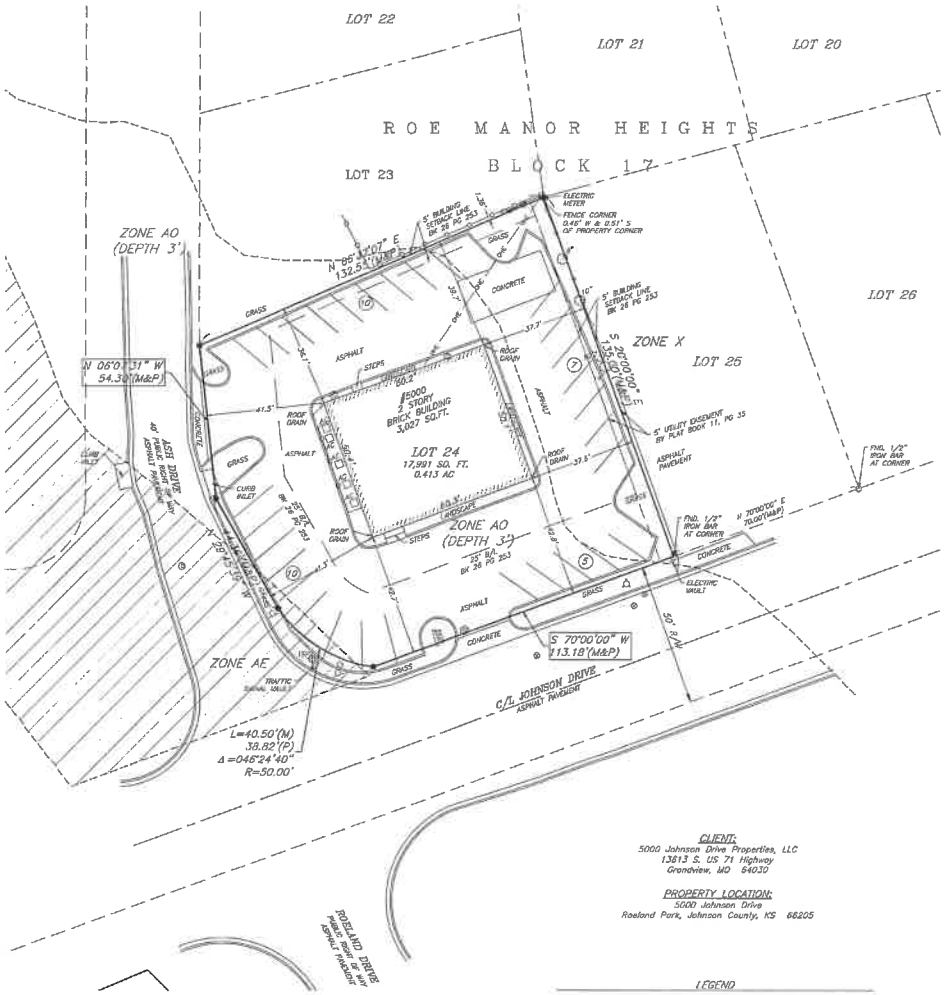
All interested property owners are invited to attend and be heard. More information on this application and copies of any submitted plans are available from the City or by contacting the undersigned.

Please do not hesitate to contact me if you have any questions concerning this matter.

Very truly yours,

Kathleen A. Warman

ALTA/NSPS LAND TITLE SURVEY



SCALE
0' 20' 40'

VICINITY MAP
SEC. 9-12-25
N.T.S.

CLIENT:
5000 Johnson Drive Properties, LLC
13813 S. US 71 Highway
Grandview, MO 64030

PROPERTY LOCATION:
5000 Johnson Drive
Roeland Park, Johnson County, KS 66205

PROPERTY DESCRIPTION:

Lot 24, Block 17, ROE MANOR HEIGHTS, a subdivision in the City of Roeland Park, Johnson County, Kansas, except those parts taken for streets.

Schedule B – Part II Notes:

Items 1–7 and Items 12–14 are non survey related items.

8.) Easements, restrictions and setback lines as per plat, recorded in Plat Book 11 at Page 35. Affects the subject property and is shown hereon.

9.) Utility easement of 5 feet over the Easterly boundary line of the premises in question, as shown on the recorded plat thereof. Affects the subject property and is shown hereon.

10.) Building restrictions and restrictions as to use and occupancy as set forth in Declaration of Restrictions, recorded in Book 26 Misc. at Page 253, but deleting any covenant, condition or restriction indicating a preference, limitation or discrimination based on race, color, religion, sex, handicap, familial status, national origin, sexual orientation, marital status, ancestry, source of income or disability, to the extent such covenants, conditions, or restrictions violate Title 42, Section 3604 (c), of the United States Codes or any State Statute or Local Ordinance. Lawful restrictions under state and federal law on the age of occupants in senior housing or housing for older persons shall not be construed as restrictions based on familial status. Affects the subject property and is shown hereon.

11.) Terms and provisions of the Homes Association Declaration filed in Book 26 Misc. at Page 253, which provides for, among other things, the levy of assessments, which if unpaid, may become a lien thereon. Affects the subject property but can not be plotted.

General Survey Notes:

1.) The plat of ROE MANOR HEIGHTS is recorded in Plat Book 11 at Page 35 in the Register of Deeds Office in Johnson County, Kansas.

2.) Title Report # KJ110681, dated June 21, 2017 at 8:00 AM provided by First American Title Insurance Company was provide by client.

3.) Basis of Bearings is established by the Kansas State Plane Coordinate System from GPS Observations.

4.) There are 32 standard parking spaces.

5.) The subject property is located in Zone AO, areas of flood depths of 1 to 3 feet (usually areas of ponding); Base Flood Elevations determined, Zone AE, Base Flood Elevations determined and Zone X, areas determined to be outside the 0.2% annual chance floodplain, as shown on Flood Insurance Rate Map (FIRM) 20091C00240, effective August 3, 2009.

Utility Note:

The utilities on this survey are shown based on source information from plans and markings and were combined with observed evidence of utilities pursuant to Section 5.E.iv. to develop a view of the underground utilities. However, locking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. In addition, in some jurisdictions, 811 or other similar utility locate requests from surveyors may be ignored or result in an incomplete response, in which case the surveyor shall note on the plat or map how this affected the surveyor's assessment of the location of the utilities. Where additional or more detailed information is required, the client is advised that excavation and/or a private utility locate request may be necessary.

LEGEND

- 1/2" BAR SET w/ J & J CAP
- MONUMENT SET AS NOTED
- 1/2" BAR FOUND
- PP – POWER POLE
- GUY ANCHOR
- TELEPHONE PEDESTAL
- SANITARY MANHOLE
- SIGN POST
- OHE – OVERHEAD ELECTRIC
- AC – AC UNIT
- 10" – EXISTING TREE & SIZE
- TSP – TRAFFIC SIGNAL POLE
- GAS METER
- WV – WATER VALVE
- WATER METER
- FIRE HYDRANT
- (8) – PARKING SPACE COUNT
- CHAIN LINK FENCE
- WOOD FENCE
- (P) – PLATTED DISTANCE
- (M) – MEASURED DISTANCE

CERTIFICATION:

To 5000 Johnson Drive Properties LLC, a Missouri limited liability Company & Assured Quality Title Company:

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2016 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes items 1, 2, 3, 4, 7a, 8, and 9 of Table A thereof. The field work was completed on the 19th day of July, 2017.

JOHN B. YOUNG LS-1288 LICENSED LAND SURVEYOR

7/31/17
Date

John B. Young - P.L.S.
Title

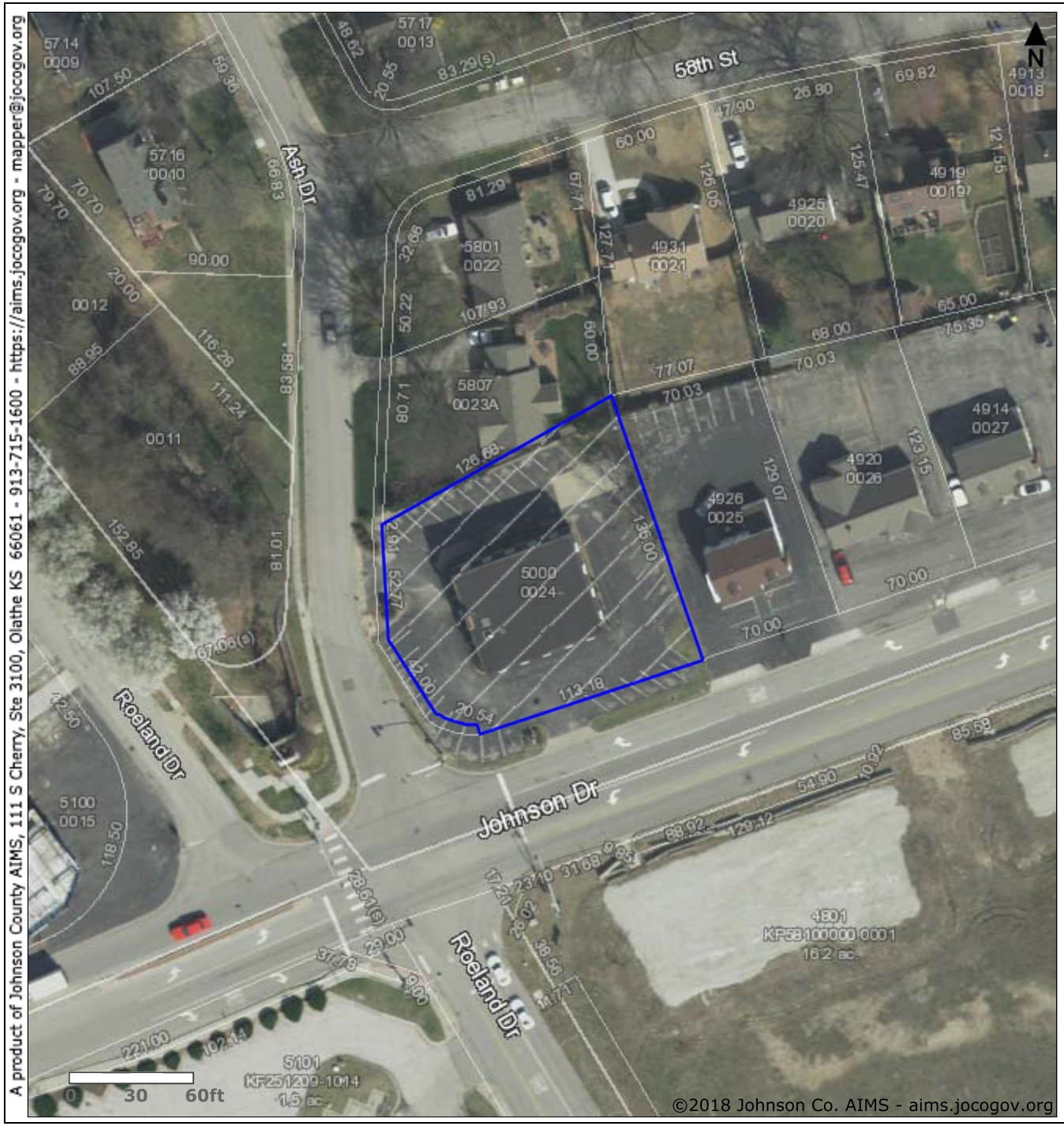
Location: S:\17.148 – 5000 Johnson Dr\DRAWINGS\ALTA.dwg

J & J SURVEY LLC
6900 NW TOWER DR., SUITE 103 • PLATTE WOODS, MO 64133
PHONE: (816)741-1017 • FAX: (816)741-1018

1	INITIAL SUBMITTAL	7/31/17

SHEET 1 OF 1

Johnson Co AIMS Map



A product of Johnson County AIMS, 111 S Cherry, Ste 3100, Olathe KS 66061 - 913-715-1600 - https://aims.jocogov.org - mapper@jocogov.org

LEGEND

AIMS Imagery: Current Imagery (2016)

Property

JOHNSON COUNTY KANSAS
AIMS GIS & Mapping

7/10/2018

City of Roeland Park

DESIGN GUIDELINES
for the Johnson Drive Corridor

PUBLIC HEARING DRAFT | *JUNE 2009*

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Introduction

The Purpose of the Design Guidelines

The City of Roeland Park, KS Comprehensive Plan and the East Gateway Redevelopment Plan advocates the use of specific development area design guidelines for the Johnson Drive Corridor as the basic urban design framework to improve the image of the community and create high quality environments to live, work, shop, and play. Johnson Drive is the 'main street' of the East Gateway Redevelopment planning area, with this corridor intended to provide a mix of land uses with new urban housing options in a pleasing pedestrian environment.

The boundary of the area in Roeland Park where the guidelines apply includes both the public right-of-way, as well as the privately owned properties on the north side of Johnson Drive from Roe Avenue to the west city limits.

These Design Guidelines are intended to implement the Community Identity Strategies and redevelopment concepts identified by the Comprehensive Plan and the recommendations of the East Gateway Redevelopment Plan. The Guidelines provide guidance to developers and designers as they plan and design redevelopment of existing properties along Johnson Drive into a mixed-use pedestrian friendly environment, while providing appropriate transitions to surrounding land uses.

These Guidelines are not requirements, but serve as principles that should be studied and followed. Exceptions to the guidelines will be considered if the proposed design meets or exceeds the intent of the guidelines. The various images included in the guidelines are intended for illustrative purposes and represent various architectural and site design features recommended by the design guidelines. The images do not necessary represent specific architectural styles to be implmented in Roeland Park.

Acknowledgements

The Design Guidelines for the Johnson Drive Corridor were prepared under the direction of an appointed Oversight Committee, and adopted by the Roeland Park City Council by Resolution No. _____on _____ , 2008.

Oversight Committee:

Mike Foltz
Adrienne Foster
Chris Handzel
Toni Hull
Mark Kohles
Jim Owens
Debbi Schraeder

Prepared by:

BWR
Right in the Center
www.bwrcorp.com

All Great Cities Start with Great Plans

Guiding Principles

The overall goal for the Roeland Park Design Guidelines for the Johnson Drive Corridor is to combine the best live, work, and play environments in a cohesive pattern that is economically viable and environmentally responsible. The following Guiding Principles serve as the framework for the Roeland Park Design Guidelines for the Johnson Drive Corridor.

1. Create a sense of place and a distinctive Roeland Park identity.
2. Incorporate sustainable 'green' practices in building and site design.
3. Celebrate Johnson Drive as a high quality "mixed-use street."
4. Create a building design vocabulary unique in its intent, respectful of the surrounding environment and neighborhoods, and progressive in its approach.
5. Create a street edge and reinforce a sense of urban enclosure by placing buildings close to the street.
6. Incorporate high quality materials in all aspects of site and building development.
7. Create unique streetscapes and gathering spaces that feel comfortable and inviting to pedestrians and bicyclists.
8. Maximize opportunities for street activity by incorporating open and inviting ground floors.
9. Provide new urban housing options.

Urban Design Concept Plan

The concept plan for the Roeland Park properties in the Johnson Drive Corridor provides a recommended approach to implement the Design Guidelines and the Guiding Principles. Alternatives to this concept plan that exceed the spirit and intent of the vision for the area will be considered through the city's review and approval process.

Although limited by available site area, the design vocabulary is intended to establish a Roeland Park identity while respecting development on the south side of Johnson Drive. The concept plan establishes buildings fronting on Johnson Drive with parking located away from the streetscape except for parallel on-street parking. Building massing is consistent with proposed development on the south side of Johnson Drive, and incorporates unique pedestrian vias through the buildings linking rear parking to primary entrances. The vias expand the streetscape and serve as outdoor patios, park and landscaped areas, as well as contribute to the potential capacity for storm water retention. The resulting plan creates a dynamic balance of courtyard space, pedestrian friendly environments and convenient access to parking and businesses.

Urban Design Concept - Site Plan

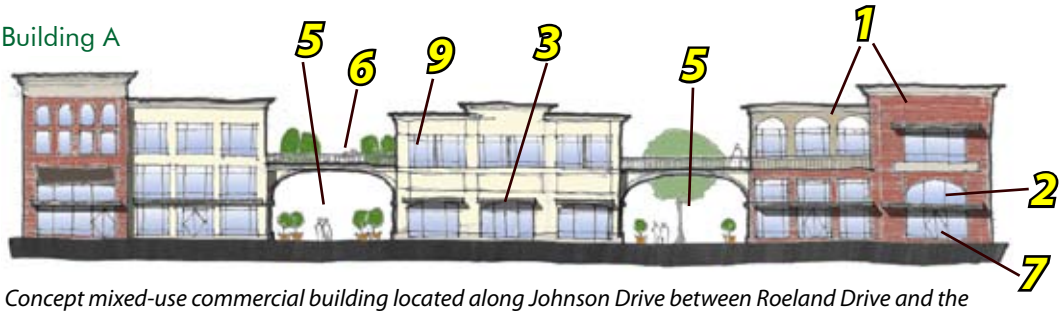
The concept site plan identifies the development area in relation to the existing neighborhood to the north and future development in the City of Mission to the south.

1. Bio-retention open space opportunity area.
2. Design intersections and crossings with pedestrians in mind by using changes in color, elevation, and materials for aesthetic enhancements and to calm traffic speeds.
3. Walkway (via) connection linking rear parking area with the sidewalks along Johnson Drive. These areas should provide outdoor spaces for people to gather and circulate. They may be open, or have usable floor area above.
4. A buffer area adjacent to the existing neighborhood should include a variety of screening techniques including a screen wall and landscape plantings.
5. On-street parking and streetscape improvements provide a buffer for pedestrians and seating areas along the sidewalk.
6. Front buildings onto Johnson Drive creating a visually appealing streetscape and encourage pedestrian activity.
7. Enhance the sidewalk area by buffering it from the street, creating visually interesting building facades, incorporating pedestrian amenities, and providing ample vegetation.

Concept sketch of a via linking the rear parking area with the pedestrian zone and building entrances along Johnson Drive.

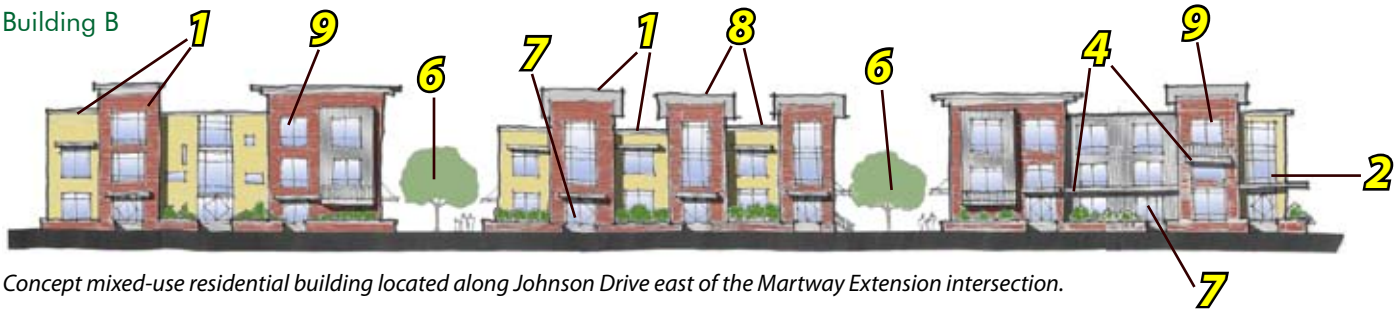
Urban Design Concept - Elevations

Building A



Concept mixed-use commercial building located along Johnson Drive between Roeland Drive and the Martway Extension intersections.

Building B



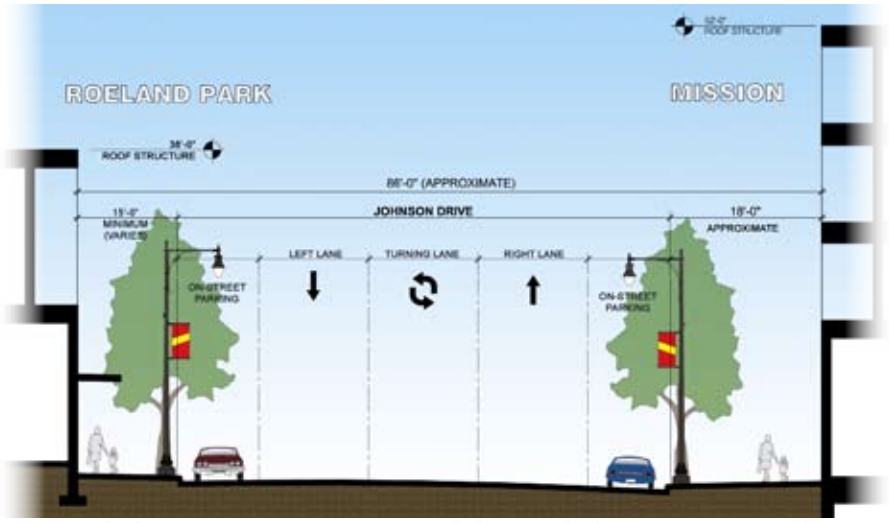
Concept mixed-use residential building located along Johnson Drive east of the Martway Extension intersection.

1. Create a rich and appealing architectural palette of hues and patterns responsive to the building massing.
2. Establish higher first floor clear heights to increase building mass and create options for future dynamic retail use.
3. Locate signage controlled within retail areas to ensure visibility from street level.
4. Step the building facades to create shadow play, visual interest, and definition of form.
5. Create covered 'Vias' with potential usable areas above.
6. Locate landscape plantings in Vias to augment sustainable site design.
7. Create a pedestrian friendly scale at street level by use of setbacks, canopies, and covered areas.
8. Building rooflines and types should be varied as part of the horizontal massing to create an interesting 'skyline.'
9. Establish diversity of window size, shape, and pattern responsive to interior function.

Urban Design Concept - Johnson Drive

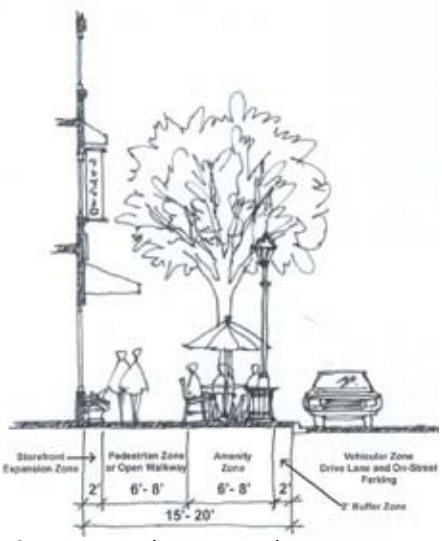
The pedestrian experience and viability of business space along Johnson Drive are dependent upon modifications to the street section to incorporate streetscape enhancements, on-street parking, and traffic calming. Such modifications should include:

- A modified street design with a 40-foot wide street section consisting of 1-thru lane in each direction, 1-center turn lane, and a 2-foot wide curb and gutter section on both sides of the street.
- An additional 8-feet of paving is provided on both sides of the street for on-street parking.
- Streetscape improvements located between the building edge and the street curb include sidewalks, landscaping, street lighting, and public art.
- Pedestrian and traffic calming in the street section include enhanced street crossings and intersection improvements such as decorative treatments and 'raised' crosswalks.



Conceptual Johnson Drive street section. Street lighting and other improvements will be coordinated with the City of Mission, KS.

Improvements to Johnson Drive should incorporate parking and landscaping to serve as a buffer for pedestrians on the sidewalk.



Streetscape enhancements between the building edge and the street curb should provide a variety of pedestrian elements and amenities to create an active environment.

Focal points should have qualities that make them distinct from the remainder of the building.

Urban Design Concept - Focal Point Corners

Buildings located at street intersections along Johnson Drive should address the corner as a distinctive architectural element. These locations may have entrances at street level or may only be distinguished architecturally. Significant corners should also:

- project higher than the surrounding buildings and may be manifested in a 'tower' element or similar treatment.
- aspire to a higher level of design and detail.

Use distinctive architectural design and allow height flexibility at focal point corners.

Urban Design Concept - Vias

Vias are physical connections that give pedestrians access to the streets from parking areas located behind buildings. Vias should also:

- have storefronts facing them and glass coverage for visibility.
- be designed to accommodate seating or other pedestrian amenities.
- exhibit an increased level of detail for paving, lighting, landscape, and architecture around and within the space.
- provide distinct character or unique decorative treatment to help with orientation.
- Provide opportunities for public art.

Potential character of a via.

Vias should be designed as a pedestrian corridor and gathering space, and may include usable floor area above the passageway.

Stormwater collection islands provide an alternative way of dealing with storm water runoff.

Green roofs are one technique that helps reduce heat island effects, lower energy consumption, and manage storm water runoff.

Sustainable Design

Intent

To promote 'green' building and site design that reduces or eliminates negative environmental impacts, with the benefit of enhancing marketability, increasing worker productivity, increasing indoor air quality, increasing water efficiency, and reducing operating costs.

Guidelines

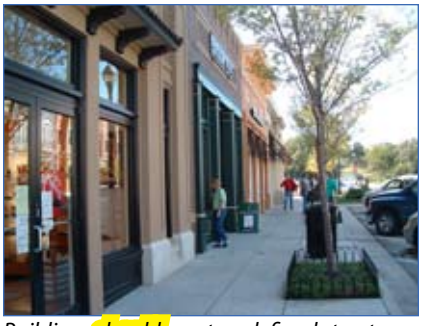
- Reduce pollution from construction activities by controlling soil erosion, waterway sedimentation, and airborne dust generation.
- Reduce pollution and land development impacts from motor vehicle use through methods such as minimizing parking lot/garage size, using shared parking facilities, providing facilities and accommodations for bicyclists, and amenities for pedestrians.
- Manage storm water runoff by reducing impervious cover and increasing on-site infiltration through methods such as vegetated roofs, pervious paving, and reuse of storm water for non-potable uses including landscape irrigation, toilet and urinal flushing, and custodial uses.
- Reduce heat islands (thermal gradient differences between developed and undeveloped areas) through methods such as shade, roofs with high-albedo or vegetated surfaces, and open grid paving or high-albedo materials to reduce head absorption.

A sample of pervious concrete that shows its effectiveness in shedding rainwater.

The use of pervious paving materials let air and water pass through, filtering pollutants on the spot and reducing the 'heat-island' effect of traditional asphalt and concrete paving. Options include porous aggregate, open-jointed blocks, pervious concrete and porous asphalt.

- Minimize light trespass from the buildings and site and reduce site glow.
- Reduce generation of wastewater and potable water demand in the buildings and for exterior irrigation using methods such as water-conserving fixtures, using indigenous plant materials, and the reuse of rainwater and recycled wastewater or graywater.
- Maximize energy performance by designing the building envelop, HVAC, lighting, and incorporate technologies for non-polluting and renewable energy using methods such as solar, wind, and geothermal.
- Facilitate the reduction of waste generated by building occupants, including accommodating areas to collect and store materials for recycling.
- Integrate the use of building materials or products extracted, harvested or recovered, or manufactured in the region.
- Increase the comfort and well-being of building occupants through methods that reduce indoor chemical and pollutants, increase natural ventilation and daylighting and views, and provide higher levels of thermal comfort while reducing overall energy consumption.

Photovoltaic panels on building rooftops or any other surface that receives a lot of sunlight can greatly lower energy costs.



Buildings should create a defined street edge, and provide storefonts and primary entrances facing Johnson Drive.

The building edge along Johnson Drive may include limited variations to create interesting gathering spaces, while maintaining adequate circulation in the pedestrian zone along the street.

Buildings with ground level residential should incorporate a tree lawn or courtyard space between the building and the public sidewalk.

Site Planning - Building Orientation

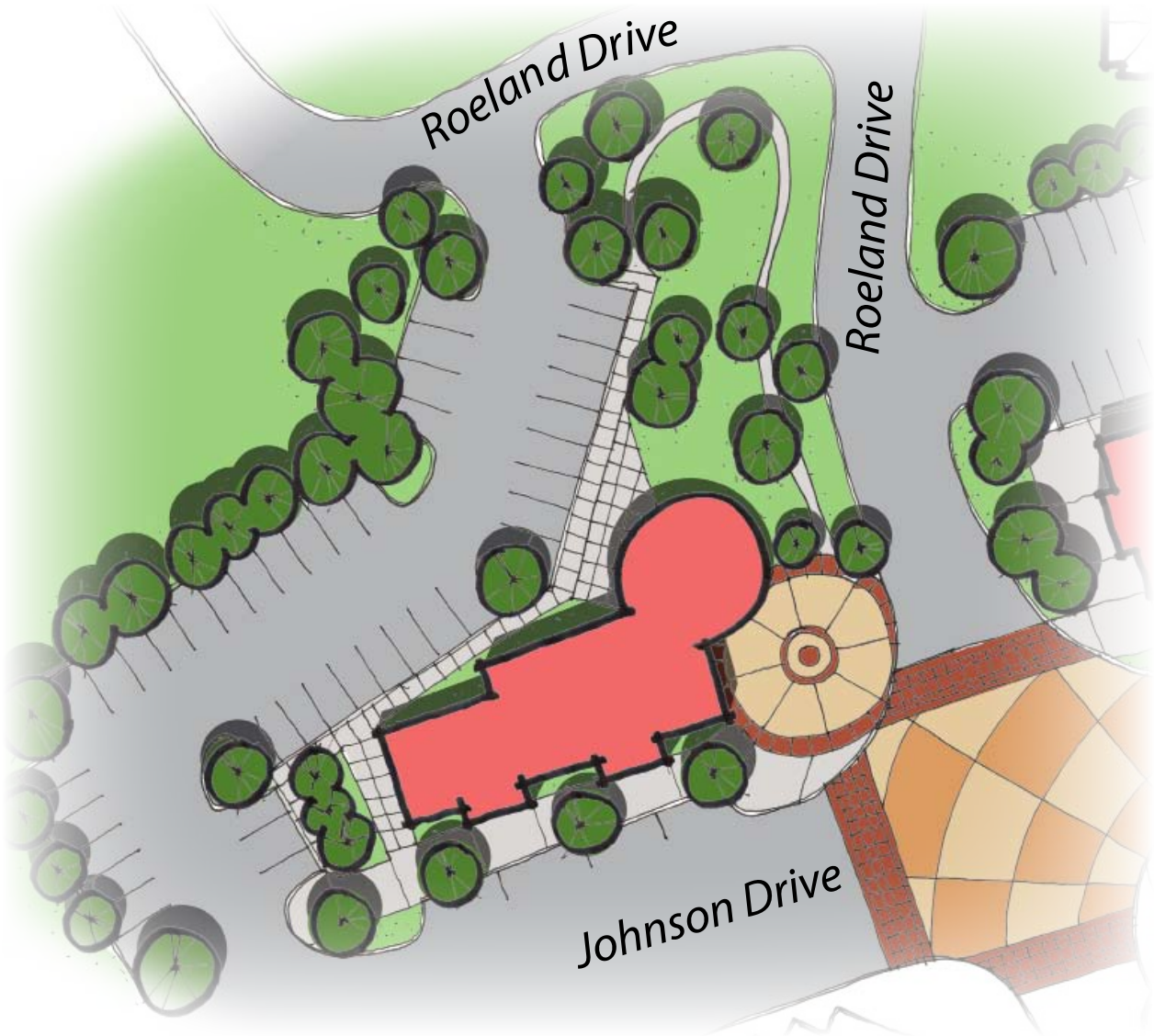
Intent

Reinforce the character and quality of outdoor public spaces along Johnson Drive through the development of buildings oriented toward the street.

Guidelines

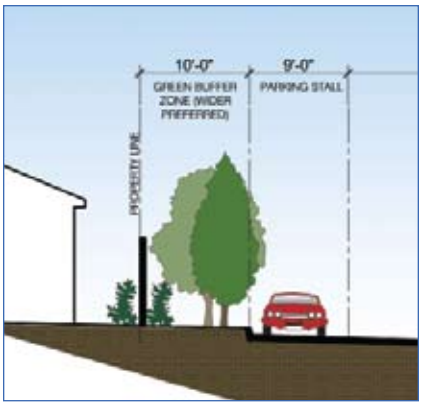
- Primary entrances to businesses or residential uses at ground level should be oriented toward the Johnson Drive sidewalk, or from a via, rather than rear parking lots.
- A clear and consistent street edge should be provided by locating no less than 75 percent of the street facing building elevation along the 'build-to' line of the street right-of-way or within 5-feet of the right-of-way. Additional setback may be permitted for buildings with ground level residential uses in order to accommodate front stoops and stairways, front yard / courtyard space along the public sidewalk.
- Exceptions to the 'build-to' line street edge may be provided to accommodate 'plaza edges' in which intimate public spaces are accommodated for unique entries, plazas, courtyards, or outdoor dining and seating areas that are setback from the consistent building line edge along the public sidewalk.
- Ground based mechanical equipment and trash receptacles should be located away from property lines adjacent to existing residential areas and adequately screened from such properties to minimize any visual or noise impacts.

Orienting the building toward the street creates a visually interesting frame for the public spaces on either side of the street.



- Future development on the northwest corner of Johnson Drive and Roeland Drive should serve as a focal point, while incorporating building facades oriented toward the street. The Roeland Drive frontage provides an opportunity for a bio-retention open space area.
- Respond to the building massing and forms of adjacent development.
- Create a softened plaza which promotes pedestrian use.
- Outdoor space relates to a patterned streescape, walks, and greenspace.
- Create curved building forms which relates to other development, while creating its own identity.
- Promote the corner as the signature anchor responsive to a new Roeland Park identity.

There are many ways to conserve space and reduce the appearance of parking. This example shows residential parking areas recessed under the living spaces in the rear of the building.



A screen wall and landscaping should be used to buffer parking areas from the adjoining single family residential properties.

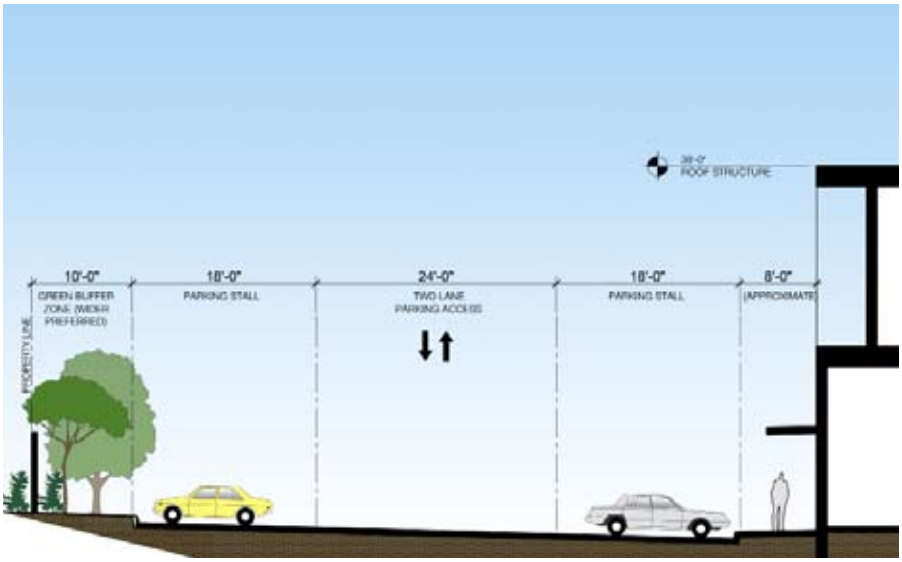
Site Planning - Vehicular Parking, Circulation, and Buffers

Intent

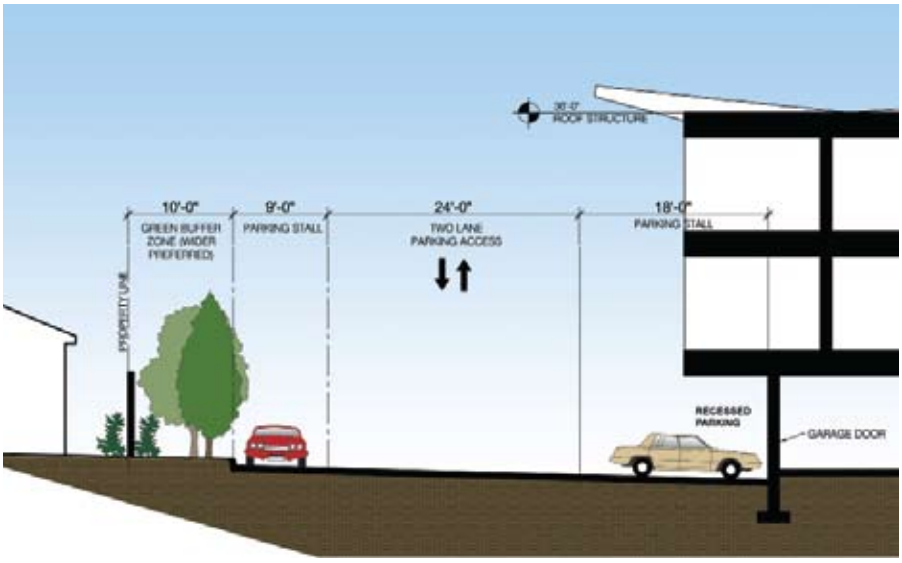
Maximize the positive character of streets and buildings through continuity of buildings and streetscape frontages by limiting the visual impact of parking areas on streets and adjoining land uses.

Guidelines

- On-street parking should be provided on Johnson Drive and may be considered when determining necessary parking to serve the development.
- Locate off-street parking lots and garages behind the building. No parking lots or garages may be located along Johnson Drive.
- Off-street parking and circulation drives should be shared throughout the development area, with the exception that private parking may be reserved for residential uses.
- Primary driveway access locations to Johnson Drive should be consistent with the concept development plan, unless revisions to the approvaed redevelopment plan on the south side of Johnson Drive require modifying access points.
- Off-street parking setbacks from adjoining single-family residential properties should be a minimum of 10-feet to preserve existing vegetation and allow for additional landscape plantings to soften the appearance of screen walls.
- Decorative screen walls constructed of long lasting durable materials requiring minimal maintenance should be provided for screening of parking areas adjacent to single-family residential property. Wood fences are not preferred due to their high maintenance and low long term durability, and other surfaces requiring regular painting or staining are also discouraged. Chain link is not permitted.
- Screen walls for parking, service and loading areas, and mechanical equipment should be designed to complement the architectural style of the adjacent buildings.
- Plant materials used for screening should be a suitable species requiring a minimal amount of regular maintenance and watering to remain healthy and provide a quality appearance.
- Illumination of off-street parking areas should be provided with appropriate building mounted and/or pole mounted light fixtures to limit glare on adjoining residential properties. Wall-pack fixtures and floodlights that project light outward rather than downward should not be permitted.
- Loading and service areas should be located and designed to minimize visibility from streets and adjoining properties.



Typical section where the commercial mixed-use building (Building A) is adjacent to the existing neighborhood to the north. A two-way drive aisle provides adequate circulation to both the east and west. A 'green buffer' zone should be provided along the north property line, including a screen wall and landscaping to buffer the neighborhood from parking and vehicle circulation areas.



Typical section where the residential mixed-use building (Building B) is adjacent to the closest home in the existing neighborhood to the north. Limited property depth in this area requires creative planning to provide off-street parking such as this example where parking spaces are slightly recessed under the building while parallel parking is provided adjacent to the north property line. A two-way drive aisle provides adequate circulation to both the east and west.

The limited width available for 'green buffers' adjacent to existing neighborhoods require the installation of suitable landscape plantings that provide screening year round while avoiding conflicts with adjacent parking areas when the landscaping matures. In addition to a screen wall, evergreen trees are recommended such as columnar white pines which grow up to 30 feet in height with a narrow canopy of approximately 10 feet in width.

Buildings should create a lively pedestrian experience at the street level, and whenever possible include upper level gathering spaces such as balconies and roof gardens..

All buildings should include a variety of heights, massing, and building material finishes. Vias will provide connections between rear parking areas and the primary entrances and pedestrian zones along Johnson Drive.

Architectural Vocabulary

The success of the architecture in the corridor is one of the key factors to achieve a dynamic 'new neighborhood' in Roeland Park. The architecture will set the tone and create the visual experience that residents and visitors will react to and identify as uniquely Roeland Park. The architecture will not only identify Roeland Park, but support a sustainable community design that is timeless.

Intent

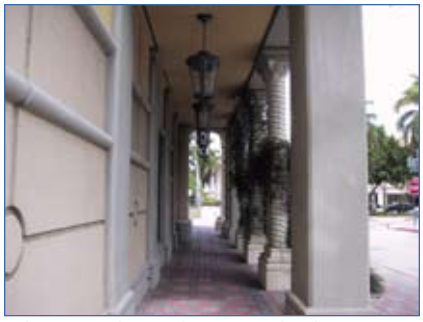
To create buildings that provide human scale, visual interest, are architecturally cohesive, yet varied, in their overall form.

Guidelines

- All building frontages visible from a street or residential area should have the equivalent quality design and material treatment of the primary façade, and completely screen all service and loading facilities.
- Building facades should be broken into small segments with a 'tight' connection to the street.
- Buildings should utilize a variety of architectural elements such as balconies, railings, window boxes, mullions, and cornices to add a level of dimensional detail to exterior elevations.
- Building rooflines and types should be varied as a part of the horizontal massing to create an interesting 'skyline'.
- Storefronts should express their individual character or 'brand identity' to achieve a varied 'texture' and experience along the length of the street. See Storefront Guidelines for more detailed guidelines.
- Vias (connections) should be provided in multiple locations for pedestrian access to the streets from parking areas behind buildings. Where possible, vias should have storefronts facing them and glass coverage for visibility; café seating; exhibit an increased level of detail for paving, lighting, landscape, and architecture around and within the via; and provide distinct character or unique decorative treatment to help with orientation.

Vias should visually link buildings together to avoid the appearance of individual freestanding structures. Upper levels of the via may be open patio areas or enclosed floor area.

- Buildings should be designed to provide human scale, interest, and variety. The following techniques may be used to meet this objective:
  - Variation in the building form such as recessed or projecting bays;
  - Expression of architectural or structural modules and detail;
  - Diversity of window size, shape, or patterns that related to interior functions;
  - Emphasis on building entries through projecting or recessed forms, detail, color, or materials;
  - Variations of material, material modules, expressed joints and details, surface relief, color, and texture to break up large building forms and wall surfaces. Such detailing could include sills, headers, belt courses, reveals, pilasters, window bays, and similar features.
- Roof mounted mechanical equipment should be hidden from view, including the second story of all adjoining residential properties.



A loggia, colonnade, or arcade along Johnson Drive provides human scale, and interesting opportunities for seating and pedestrian spaces.

Both the building design elements and the streetscape should create a comfortable 'neighborhood' feel for residents and visitors.

Building corners should be distinctive and reinforce the corner location.

Street side pedestrian spaces should be provided for smaller vias to 'activate' the space. This image also demonstrates how usable space can be incorporated above the via.

Architectural Vocabulary - Building Scale and Massing

Intent

The scale and massing of buildings should be comfortable to pedestrians and provide extensive variation to enhance the visual appearance and create opportunities for upper level patios, balconies, and roof gardens.

Guidelines

- Buildings should be compatible in scale and proportion to their immediate context, including existing neighborhoods.
- Buildings should range from two (2) to three (3) stories in height, not to exceed 40-feet. A height exception may be permitted for buildings at focal point intersections to serve as a gateway distinguishable from other buildings. The corner height flexibility may be allowed provided the design elements reinforce the corner location and are pedestrian friendly.
- Upper floors should be differentiated architecturally from lower levels. An upper floor building step back of approximately 10-feet or more from the façade of lower floors is encouraged for three story buildings. The step back areas are encouraged for upper floor balconies and rooftop gardens.
- Windows should comprise 25-50 percent of upper facades, and should reflect a rhythm, scale, and proportion compatible with the overall building design.
- The direct view from upper floor balconies and rooftop gardens into adjoining single-family rear yards should be minimized as much as possible.
- Distinctive roof forms, profiles, and cornices are encouraged to provide a termination of the top of the building. On focal point corners, the roof design should emphasize the corner.

Ground level storefronts should incorporate a significant amount of glass oriented toward Johnson Drive, while upper levels are differentiated architecturally but also incorporate windows facing the street.

- Residential buildings should be designed to provide human scale, interest, and variety. Residential buildings should be articulated in such a manner as to visually differentiate the individual units. The following techniques may be used to meet this objective:
  - Variation in the building form related to the scale of individual dwelling units or rooms such as recess or projecting bays, or shifts in massing.
  - Diversity of window size, shape, or patterns that relates to interior functions.
  - Emphasis of building entries through projecting or recessed forms, detail, color, or materials.
  - Variations of material, material modules, expressed joints and details, surface relief, color and texture to break up large building forms and wall surfaces. Such detailing could include sills, headers, belt courses, reveals, pilasters, window bays, or similar features. Changes in materials should generally occur at inside corners or where the transition is accommodated through an architectural detail such as a cap or belt course.
- Residential attached garages should be accessed from the rear parking lot / circulation drive. Such garages should be either recessed into the building, or if projecting out from the building façade, incorporate an upper level roof patio.

Variations in building materials and massing enhance the visual appearance and differentiate individual dwelling units.

Building 'step backs' on upper levels also can provide opportunities for outdoor gathering spaces and gardens.

Building design and materials should be high quality to retain their appearance over time.

Architectural Vocabulary - Building Materials

Intent

To provide materials of a quality, durability, and scale commensurate with an urban character and appropriate for pedestrian activity and contact.

Guidelines

- Buildings should be constructed using high quality materials that are durable, economically maintained, and of a quality that will retain their appearance over time. Exterior materials should not be considered temporary surfaces to be replaced during the life of the building.
- Preferred exterior materials include, but not limited to brick, stone or cast stone, concrete, ceramic tile, and architectural metals. Architectural ground faced block, synthetic stucco or cementitious stucco may be used as an accent material in limited areas. These stucco products if used should be designed with significant textural appearance.
- 'Authentic materials' and a higher level of detail should be used on elevations located at pedestrian level.
- Glazing within a façade, which adjoins a public street and pedestrian walks should be transparent as viewed from the exterior during daylight hours. Reflective glazing may be permissible for limited detail and aesthetic effects. No first surface reflective coatings are permitted.

The use of quality materials not only create a long lasting structure but allow for attractive detailing.

- The following cladding materials should not be permitted:
  - Vinyl siding
  - EIFS or stucco-faced panels
  - Pre-cast concrete and tilt-up wall systems
  - Common CMU or natural cinder block
  - Natural wood or wood paneling. However, durable synthetic or composite materials (such as composite fiber cement board) with the appearance of wood may be acceptable.
  - T-111 and other wood single, and composite sheet sidings.
- Materials should not artificially simulate other imitation materials, such as brick simulated by Z brick, EIFS, or other simulation materials.
- Architectural sun screens, fabric awnings, metal canopies and other architectural shading devices can be used for exterior sun shading / accent devices or features (not including back-lit, internally lit, or vinyl awnings).
- Flat or low slope roofs (less than a 4:12 slope) should be screened by a parapet on all facades. False roofs, including mansard roofs, and exposed gable or hip roofs should not be permitted.
- Any roofs visible from ground level should be constructed of durable materials and hues consistent with the building exterior. Preferred materials include concrete or clay tile, slate, copper or other architectural metals, and synthetic materials creating a similar appearance. Asphalt or wood shingles should not be permitted.

Unique awnings or canopies should be constructed of durable materials, and may include creative use of accent lighting but should not be back-lit.

Any visible roof materials should be high quality with hues consistent with the building exterior.

Recessed entrances and creative streetscape design can create interesting and comfortable spaces for pedestrians.

Storefronts should be constructed with high quality materials and finish.

Architectural Vocabulary - Storefront Guidelines

Intent

Strong urban storefronts are essential in the creation of a unique, attractive, and exciting environment along Johnson Drive. The storefront guidelines encourage creative and well-designed individual expressions of business tenant identity. National and regional tenants who have a standard recognizable storefront design will need to tailor their designs to contribute to the Roeland Park identity.

Guidelines

- Create unique storefronts through the use of carefully selected materials, colors, graphics, lighting, details, and fixtures to make the street experience distinct and express a Roeland Park 'sense of place'.
- Unique and identifiable entry ways should be used by tenants to distinguish their brand identity. Recessed doors may be used in the storefront design. However solid doors with no glass and residential style doors are prohibited for commercial applications.
- Construction detail and finish should adhere to craftsman's standards.
- Ground level businesses should consist of at least 75 percent glass with a clear view of the interior. However glass should not be the exclusive material.
- Low 'E' glazing should be used to reduce negative effects of ultra violet rays. Glass block or highly tinted, colored, or reflective glass should not be used at the street level for display windows.
- Durable materials at the street level should be used since pedestrian contact will be considerable. Preferred materials are metal, brick, stone, wood, glass and concrete, and plaster. Other acceptable materials may include durable, smooth exterior grade wood trim such as oak, redwood, poplar, and cedar.

Storefronts should provide individual expressions of identity that is 'uniquely' Roeland Park, and should not be dominated by prototypical corporate design elements.

- Storefront 'expansion zones' of approximately 2-feet in width should be provided for tenants to expand their merchandising past the building plane with unique 'extras' reflecting the quality and feel of the business but do not obstruct pedestrian flow. This space could be occupied by constructed protrusions such as bay windows, or semi-permanent alternatives such as benches, flower pots, and small tables.
- Storefront facades, recessed doorways, outdoor spaces, and passageways should be lit with proper directionality and fixture cut off.
- 'After hour' lighting within the front of stores should be provided to contribute to pedestrian lighting and provide for a comfortable night time strolling experience.
- Sign lighting, including flat-mounted signs, blade and banner signs, should be lit with concealed lighting or from above with downlighting.
- Awning design and placement should complement the scale of the store façade design. Collective placement of awnings should maintain overall design integrity and avoid a uniform awning layout.
- Awning material should be of a woven fabric or other material that projects the natural appearance of canvas, metal, glass, etc. Retractable or open side awnings are preferred. Back-lit, internally lit, and vinyl awnings should not be allowed.
- Awnings and canopies should provide a minimum vertical clearance of 8 feet from pavement level.

Awnings help provide shade for the building and pedestrians, but should not conceal architectural details.

Variations in the storefront finishes and awnings allow for individual expression and uniqueness to distinguish individual businesses.

Signage should be located where comfortably viewed at the pedestrian level.

Signs should be professionally crafted.

Architectural Vocabulary - Storefront and District Signage

Intent

To integrate signage into the building design, and preserve or emphasize the building architecture and rhythm of the street.

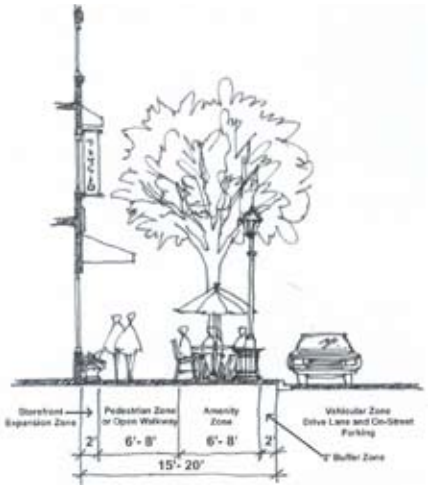
Guidelines

- Creativity in signage design is encouraged and expected; nondescript box signs are prohibited. Creative consistency that distinctly identifies the tenant's identity and integrates with the storefront façade is the goal.
- Signs should be in an area of the building that is free of architectural detail and not higher than the limit of the occupied office / retail space, with such signs primarily provided where visible to pedestrians at ground level. Signage at a focal point corner may be allowed signage above the ground level.
- Freestanding signs other than directional or street signs should not be permitted.
- Windows should not be cluttered with too many signs to block the views of merchandize and present a confusing or overwhelming image.

Creative signage can promote the personality of a business, while remaining unique to Roeland Park.

- Designers are encouraged to explore all creative options for signage to express tenant's identity.
- Signs should be professionally crafted in the form of a painted sign, flat sign, fin sign, or awning. Emphasis should be on durable materials and quality manufacturing.

Signage should emphasize the building architecture and enhance the pedestrian experience, while the use of prototypical corporate signage should be minimized.



Landscape planting areas should create an intimate neighborhood feel, and be setback to avoid conflicts with on-street parking.

Outdoor seating and variation in the building wall creates an interesting and active space. Street tree planters help define the pedestrian zone and separate pedestrians from traffic along the street.

Streetscape

A successful Roeland Park mixed-use neighborhood will include 'furnished' open space, sidewalks, and streets. Streetscape elements in these guidelines include sidewalks, landscaping, lighting, benches, trash receptacles, and other pedestrian amenities which reinforce the unique Roeland Park character. The sidewalk / streetscape elements should be considered as part of the extended architectural expression of the building elevations.

Intent

To provide open space and public places integrated purposefully into the overall development design that contribute to the enjoyment of residents and visitors.

Guidelines

- Streetscapes should be comprised of a 'pedestrian zone' nearest the building façade for access and window shopping, and an 'amenity zone' near the street curb for landscaping, street furnishings, and seating.
- Primary sidewalks and amenity zones along Johnson Drive should have a typical combined width of 15-20 feet between the street curb and the building wall. These areas should be designed to provide an intimate neighborhood feel.
- Amenities such as seasonal planters and urns, benches, bike racks, and trash receptacles should be incorporated where they will not disrupt pedestrian walkways.
- Street trees and planting areas should be located in the amenity zone along the street curb, and should include a buffer zone of approximately 2-feet to allow unobstructed opening of parked car doors in on-street parking spaces.
- A lawn and/or semi-private front yard/courtyard should be provided along the Johnson Drive frontage from buildings with ground level residential uses. In this instance, the pedestrian zone may be located closest to the street curb.

Opportunities for gathering places and plazas should be incorporated near the walkway system.

- Sidewalks should incorporate public art treatments, such as ornamental pavers, LED lighting, street name medians, and Rock Creek trail corridor markers.
- Sidewalk planter areas should accommodate storm water infiltration and whenever possible the reuse of gray water for irrigation.
- Street lighting should function as the unifying element throughout the Johnson Drive corridor in Roeland Park and Mission.
- Special effects lighting is encouraged in planting areas, such as lighting in trees or up-lighting in trees. Such lighting should be waterproof and light should be shielded so as not to impair a pedestrian's vision or vehicular traffic.
- Planting pots and planters should be used in addition to landscape planting areas to compliment the surrounding streetscape by adding color and variety. Large pots are preferred to fixed boxes.
- Bicycle racks should be permanently mounted and placed in convenient locations in several locations along Johnson Drive, but should not obstruct views or cause hazards to pedestrians or drivers.
- Utility accessories including boxes, meters, manhole covers and fire hydrants should be coordinated with other streetscape accessories. The visual and physical impact of such accessories should blend into the surroundings and be placed where not to obstruct pedestrian movement, while remaining readily accessible.

Public art should be incorporated into the streetscape design.

Landscape planting pots integrated into the streetscape and near storefronts will contribute to an intimate neighborhood feeling.

Public art in the streetscape should be coordinated with the City of Roeland Park art program, and may include water, seating, planting, decorative architectural element, or plaza space as part of the design.

BWR | Right in the Center

www.bwrcorp.com

WARMAN ***ARCHITECTURE+DESIGN***
1735 Swift Ave.
North Kansas City, Missouri 64116
v. 816.474.2233 f. 816.474.1051

July 11, 2018

Jennifer Jones-Lacy
City of Roeland Park
4600 W. 51st St.
Roeland park, KS 66205

Re: Property located at 5000 Johnson Dr. Roeland Park, KS proposed rezoning from Office Building District to MXD Mixed Use Development and Final Development Plan.

Dear Ms. Jones-Lacy,

Please note that the above referenced rezoning request is proposed to allow for the renovation and remodeling of the existing building and site for the purpose of operating a Pride Cleaners along with future retail and office uses. This request is in concert with the City of Roeland Park master plan showing this property to be a mixed use zoning and further, the property owner has no intention at this time, to use the building for anything other than retail and office.

Please do not hesitate to contact me if you have any questions concerning this matter.

Very truly yours,

Kathleen A. Warman AIA NCARB
[K] Warman Architecture + Design

ORDINANCE NO. 970

AN ORDINANCE RELATING TO THE ZONING; REZONING CERTAIN PROPERTY WITHIN THE CITY OF ROELAND PARK, KANSAS; ORDERING THE OFFICIAL ZONING MAP TO BE CHANGED TO REFLECT SUCH REZONING; AND AMENDING AND REPEALING EXISTING SECTION 16-403 OF THE CODE OF THE CITY OF ROELAND PARK, KANSAS TO REINCORPORATE THE OFFICIAL ZONING MAP AS AMENDED.

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

SECTION 1. The rezoning application, preliminary development plan and final development plan for the property located at 5000 Johnson Drive is hereby approved, and the following described property is hereby rezoned to MXD:

Lot 24, Block 17, ROE MANOR HEIGHTS, a subdivision in the city of Roeland Park, Johnson County, Kansas, except those parts taken for streets.

SECTION 2. Adopting MXD Zoning of 5000 Johnson Drive.

In accordance with section 16-451(d) of the Code of the City of Roeland Park, Kansas, and amendments thereto, the rezoning approved in Section 1 permits the use of the property for retail and office.

SECTION 3. The rezoning approved in Section 1 shall be subject to compliance with the following conditions:

(a) Parking:

(i) Shared or community parking is not required;

(ii) Parking is allowed in the front of the building;

(iii) Parking on site shall continue to be located in the street right-of way;

(iv) The City of Roeland Park, Kansas shall have access to the right-of-way in which parking on site is located; regardless of intrusion or disruption to the parking availability on site;

(v) Wheel stops will be added to the three northeast parking spots that abut the fence to the north of the property.

(b) Signage:

(i) The site shall include wall signage only.

(c) Drive-up and drive-thru services:

(i) The site shall include a drive through located on the east side of the building for dry cleaning pickup only.

(d) The property shall include:

(i) Either a bike rack with one bike space per 10 parking spot for a total of three bike spaces;

(ii) Public open space/ civic space as required by Sec. 16-455(b).

(e) Other improvements:

(i) Resurface the parking lot;

(ii) Realign the curb line behind the trash enclosure to align with the trash enclosure;

(iii) Include a sidewalk on the south-end of the property along Johnson Drive.

(f) Any revisions to the preliminary or final development plan which constitute "substantial or significant changes" to the approved plan within the meaning of Section 16-324 of the Code of the City of Roeland Park, Kansas, and amendments thereto, shall be subject to approval by the City Council.

SECTION 4. It is hereby ordered that the Official Zoning Map, as incorporated by reference in Section 16-403 of the Code of the City of Roeland Park, Kansas be amended to reflect this rezoning.

SECTION 5. This ordinance shall take effect upon its publication in the official City newspaper.

PASSED by the City Council this 21st day of August, 2018. APPROVED by the Mayor.

_____

Mike Kelly, Mayor

ATTEST:

_____

Kelley Bohon, City Clerk

APPROVED AS TO FORM

_____

Steven E. Mauer, City Attorney

5000 Johnson Drive Properties, LLC

Rezoning/ Final Development Plan
5000 Johnson Dr
Roeland Park, KS

DIRECTORY

OWNER:
5000 Johnson Dr. Properties, LLC
13613 S US 71 Hwy
Grandview, MO 64030
TEL: (816) 442-8555
REP: Dominic Brancato

ARCHITECT:
(k) Warman Architecture + Design, PC
1828 Swift, Ste 101
North Kansas City, MO 64116
TEL: (816) 474-2233, FAX: (816) 474-1051
REP: Kathleen Warman

VICINITY MAP

DRAWING INDEX

TITLE	SHEET NO	REV
ARCHITECTURAL		
SURVEY	1 OF 1	·
ARCHITECTURAL SITE PLAN	AS-101	·
LANDSCAPE PLAN	AS-102	·
EXTERIOR ELEVATIONS	A-201	·
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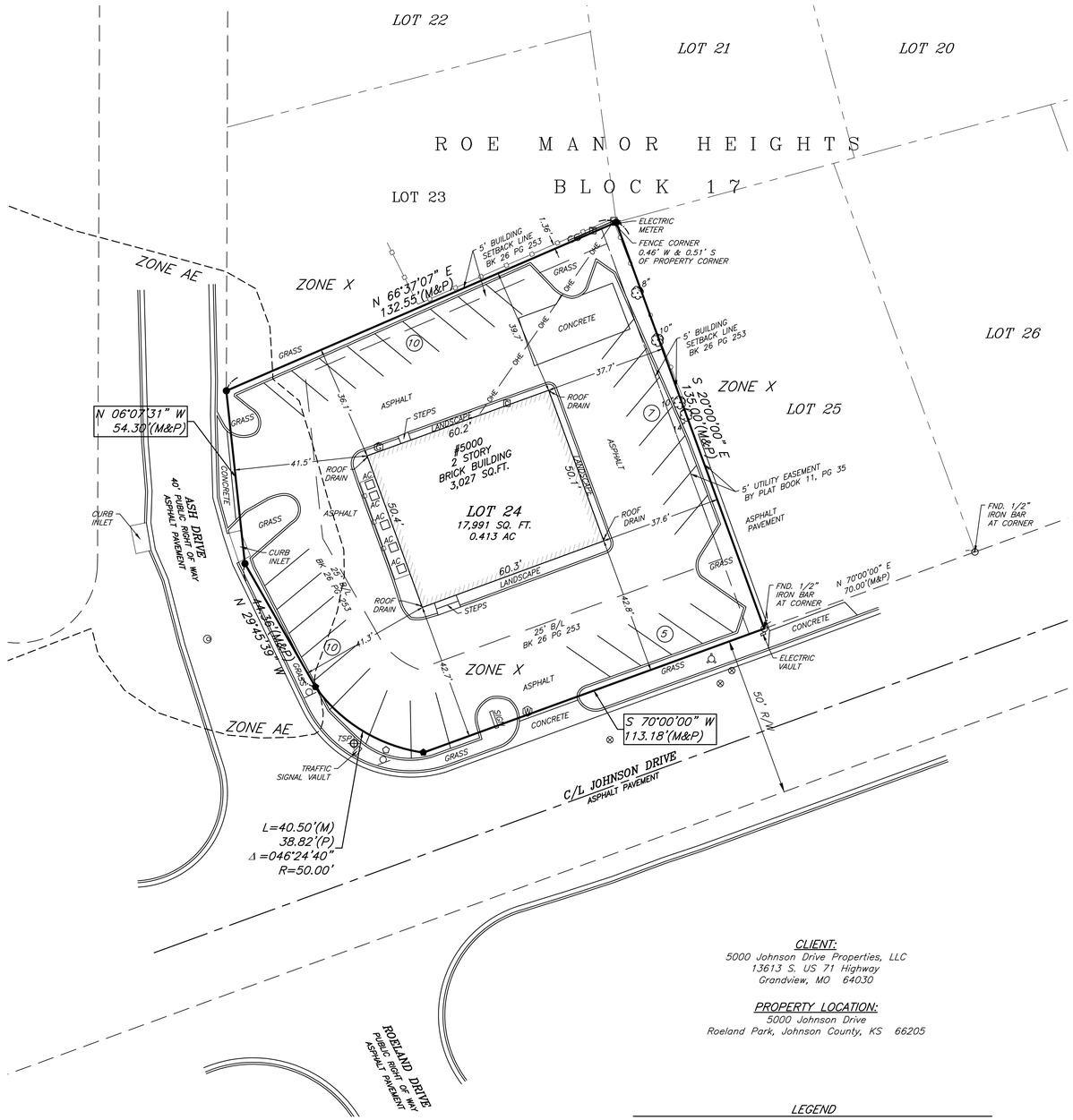
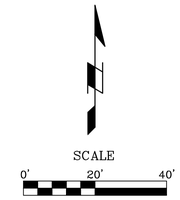
WARMAN ARCHITECTURE+DESIGN
1735 SWIFT AVE.
NORTH KANSAS CITY, MISSOURI 64116
V. 816.474.2233 F. 816.474.1051

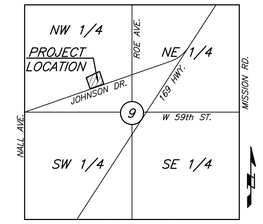
REISSUED FOR REZONING
JUNE 29, 2018

WARMAN ARCHITECTURE+DESIGN
1735 SWIFT AVE.
NORTH KANSAS CITY, MISSOURI 64116
V. 816.474.2233 F. 816.474.1051

ALTA/NSPS LAND TITLE SURVEY







VICINITY MAP
SEC. 9-12-25
N.T.S.

PROPERTY DESCRIPTION:

Lot 24, Block 17, ROE MANOR HEIGHTS, a subdivision in the City of Roeland Park, Johnson County, Kansas, except those parts taken for streets.

Schedule B – Part II Notes:

Items 1–7 and Items 12–14 are non survey related items.

8.) Easements, restrictions and setback lines as per plat, recorded in Plat Book 11 at Page 35. Affects the subject property and is shown hereon.

9.) Utility easement of 5 feet over the Easterly boundary line of the premises in question, as shown on the recorded plat thereof. Affects the subject property and is shown hereon.

10.) Building restrictions and restrictions as to use and occupancy as set forth in Declaration of Restrictions, recorded in Book 26 Misc. at Page 253, but deleting any covenant, condition or restriction indicating a preference, limitation or discrimination based on race, color, religion, sex, handicap, familial status, national origin, sexual orientation, marital status, ancestry, source of income or disability, to the extent such covenants, conditions, or restrictions violate Title 42, Section 3604 (c), of the United States Codes or any State Statute or Local Ordinance. Lawful restrictions under state and federal law on the age of occupants in senior housing or housing for older persons shall not be construed as restrictions based on familial status. Affects the subject property and is shown hereon.

11.) Terms and provisions of the Homes Association Declaration filed in Book 26 Misc. at Page 255, which provides for, among other things, the levy of assessments, which if unpaid, may become a lien thereon. Affects the subject property but can not be plotted.

General Survey Notes:

1.) The plat of ROE MANOR HEIGHTS is recorded in Plat Book 11 at Page 35 in the Register of Deeds Office in Johnson County, Kansas.

2.) Title Report # KJ110661, dated June 21, 2017 at 8:00 AM provided by First American Title Insurance Company was provide by client.

3.) Basis of Bearings is established by the Kansas State Plane Coordinate System from GPS Observations.

4.) There are 32 standard parking spaces.

5.) The subject property is located in Zone AE, Base Flood Elevations determined and Zone X, areas determined to be outside the 0.2% annual chance floodplain, as shown on Flood Insurance Rate Map (FIRM) 20091C0024G, revised to reflect LOMR effective February 8, 2012.

CLIENT:

5000 Johnson Drive Properties, LLC
13613 S. US 71 Highway
Grandview, MO 64030

PROPERTY LOCATION:

5000 Johnson Drive
Roeland Park, Johnson County, KS 66205

LEGEND

- 1/2" BAR SET w/ J & J CAP
- MONUMENT SET AS NOTED
- 1/2" BAR FOUND
- PP – POWER POLE
- GUY ANCHOR
- TELEPHONE PEDESTAL
- SANITARY MANHOLE
- SIGN POST
- OHE – OVERHEAD ELECTRIC
- AC – AC UNIT
- 10" – EXISTING TREE & SIZE
- TSP – TRAFFIC SIGNAL POLE
- GAS METER
- WV – WATER VALVE
- WATER METER
- FIRE HYDRANT
- (8) – PARKING SPACE COUNT
- CHAIN LINK FENCE
- WOOD FENCE
- (P) – PLATTED DISTANCE
- (M) – MEASURED DISTANCE

Utility Note:

The utilities on this survey are shown based on source information from plans and markings and were combined with observed evidence of utilities pursuant to Section 5.E.iv. to develop a view of the underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. In addition, in some jurisdictions, 811 or other similar utility locate requests from surveyors may be ignored or result in an incomplete response, in which case the surveyor shall note on the plat or map how this affected the surveyor's assessment of the location of the utilities. Where additional or more detailed information is required, the client is advised that execavation and/or a private utility locate request may be necessary.

CERTIFICATION:

To 5000 Johnson Drive Properties LLC, a Missouri limited liability Company, Assured Quality Title Company and First American Title Insurance Company:

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2016 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes items 1, 2, 3, 4, 7a, 8, and 9 of Table A thereof. The field work was completed on the 19th day of July, 2017.

JOHN B. YOUNG LICENSED LS-1298 KANSAS LAND SURVEYOR

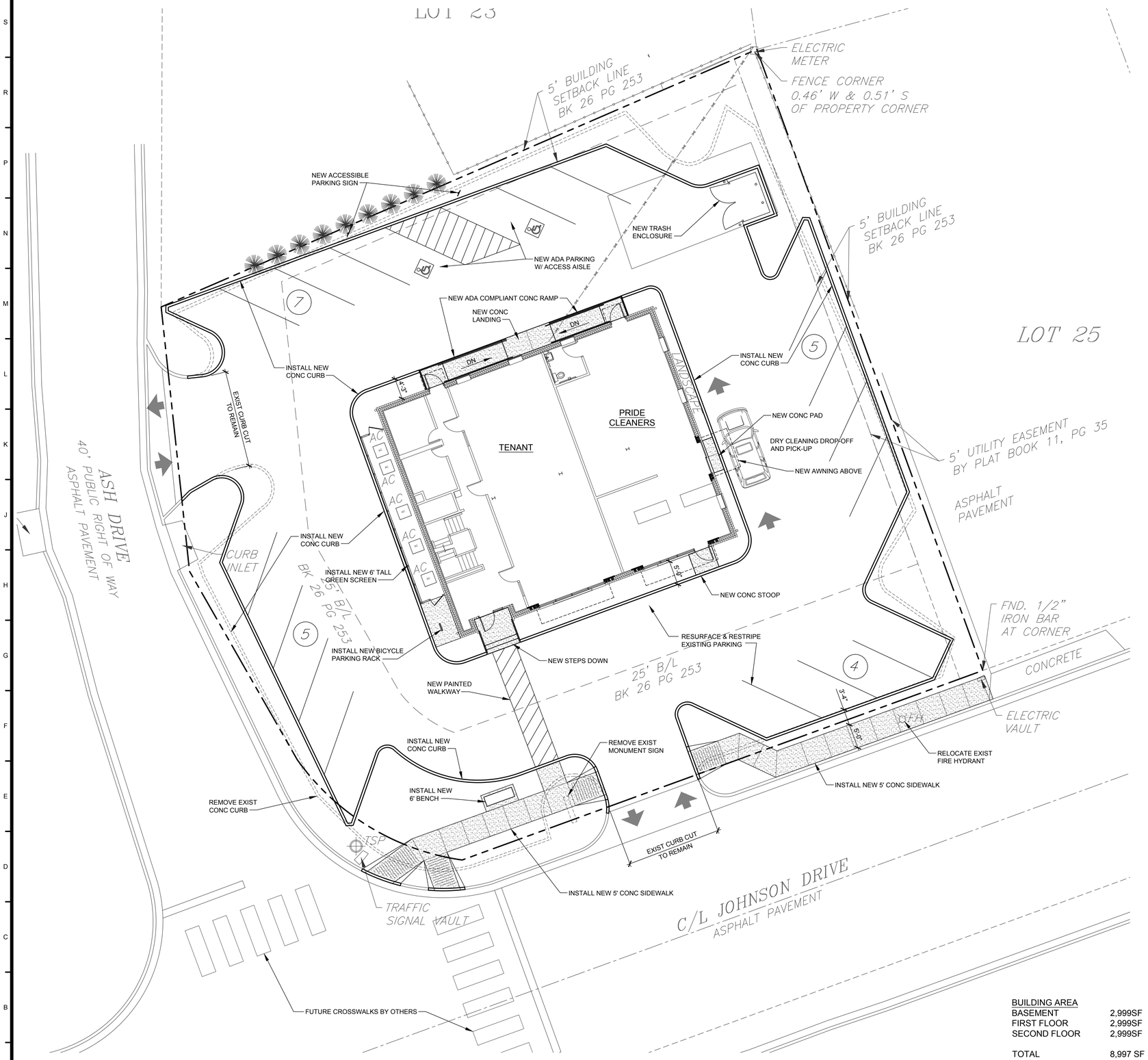
6/28/18
Date

John B. Young PLS-1298

Location: S:\17.148 – 5000 Johnson Dr\DRAWINGS\ALTA.dwg

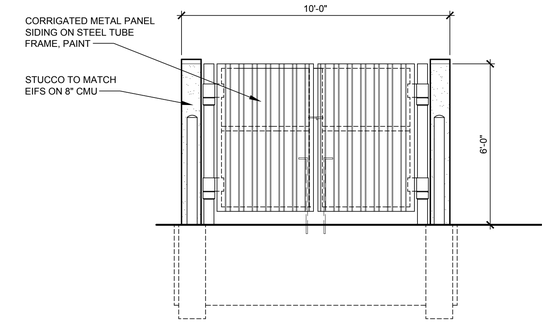
J & J SURVEY LLC
6500 NW TOWER DR., SUITE 102 • PLATTE WOODS, MO 64151
PHONE (816)741-1017 • FAX (816)741-1018

1	INITIAL SUBMITTAL	7/31/17
2	REVISED PER COMMENTS	11/15/17
3	REVISED FEMA MAP	6/28/18

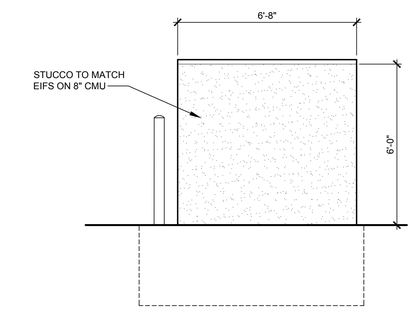


A1 PRELIMINARY ARCHITECTURAL SITE PLAN
SCALE: 1" = 10'-0"

BUILDING AREA	
BASEMENT	2,999SF
FIRST FLOOR	2,999SF
SECOND FLOOR	2,999SF
TOTAL	8,997 SF
PARKING	21



N17 TRASH ENCLOSURE FRONT ELEVATION
SCALE: 3/8" = 1'-0"



F17 TRASH ENCLOSURE SIDE ELEVATION
SCALE: 3/8" = 1'-0"

WARMAN ARCHITECTURE+DESIGN
1735 SWIFT AVE.
NORTH KANSAS CITY, MISSOURI 64116
V. 816.474.2233 F. 816.474.1051

Mixed Use Remodel
5000 Johnson Dr
Roeland park, KS 66205

PRELIMINARY ARCHITECTURAL SITE PLAN

5000 Johnson Drive Properties, LLC
5000 Johnson Dr
Roeland Park, KS 66205

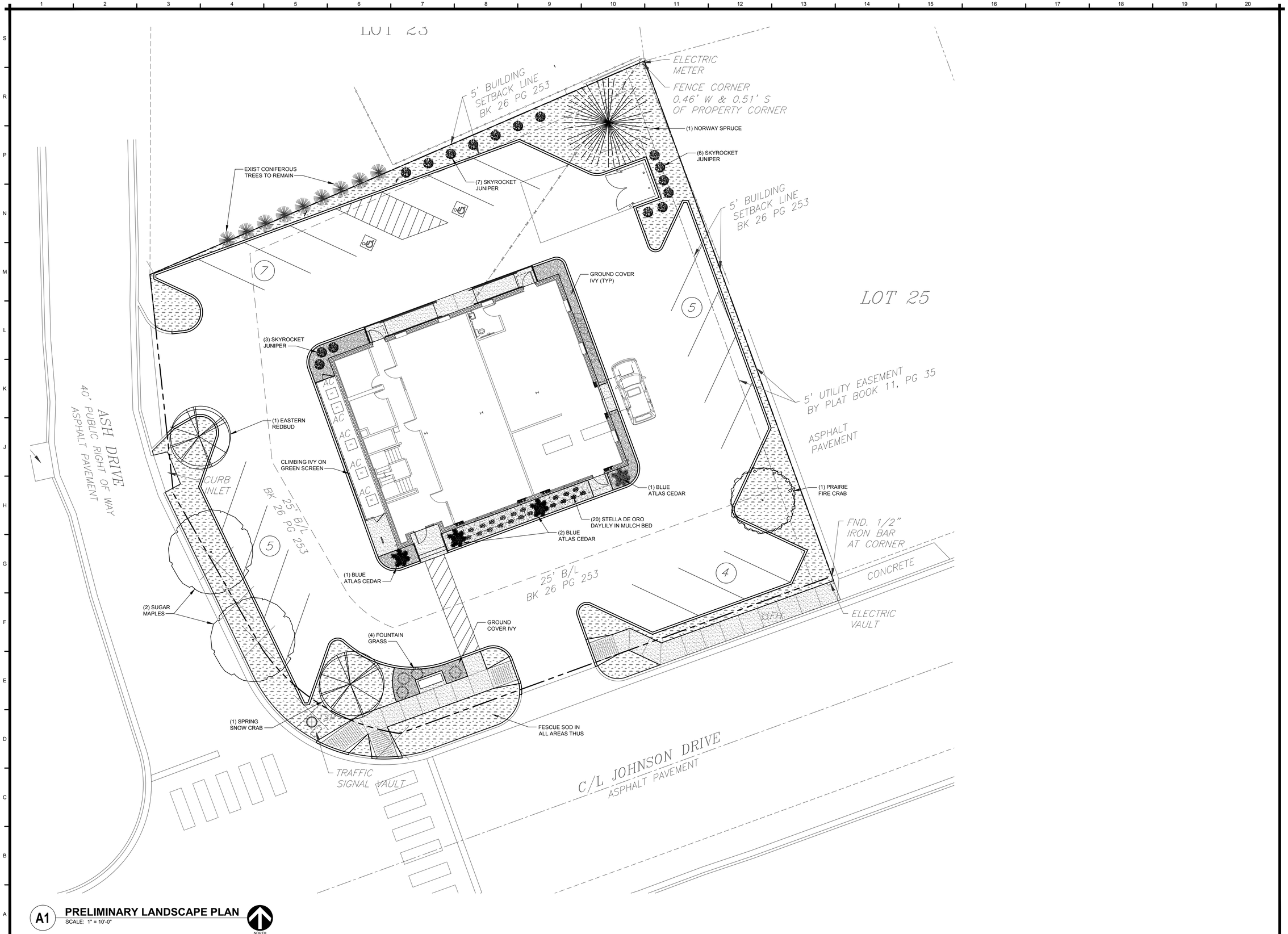
REVISIONS

#	BY	DATE	SOURCE

DATE:	06.01.18
DESIGNED BY:	KAW
DRAWN BY:	JDE
APPROVED BY:	KAW

SHEET NUMBER
AS-101

JOB NUMBER
5209-17



A1 **PRELIMINARY LANDSCAPE PLAN**
SCALE: 1" = 10'-0"

WARMAN ARCHITECTURE+DESIGN
1735 SWIFT AVE.
NORTH KANSAS CITY, MISSOURI 64116
V. 816.474.2233 F. 816.474.1051

Mixed Use Remodel
5000 Johnson Dr
Roeland park, KS 66205

ARCHITECTURAL LANDSCAPE PLAN

5000 Johnson Drive Properties, LLC
5000 Johnson Dr
Roeland Park, KS 66205

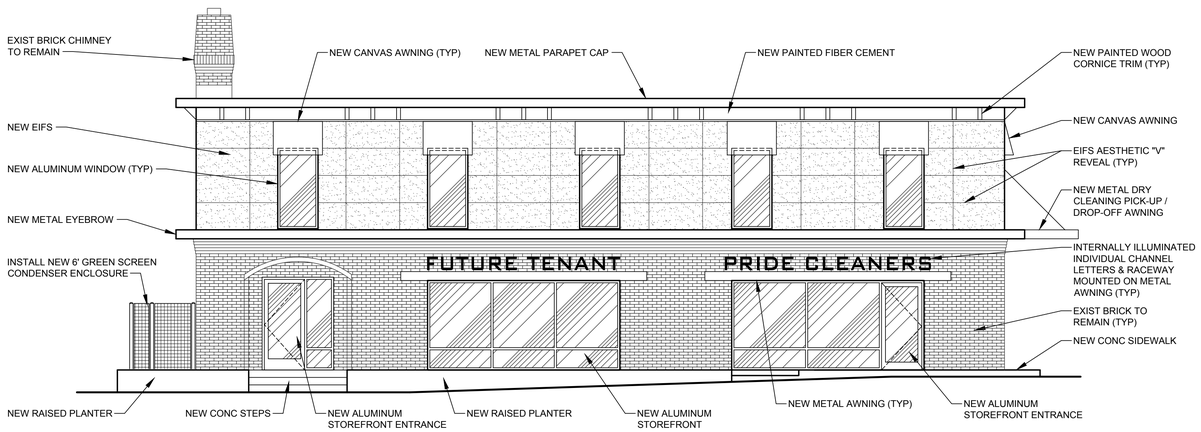
REVISIONS

#	BY	DATE	SOURCE

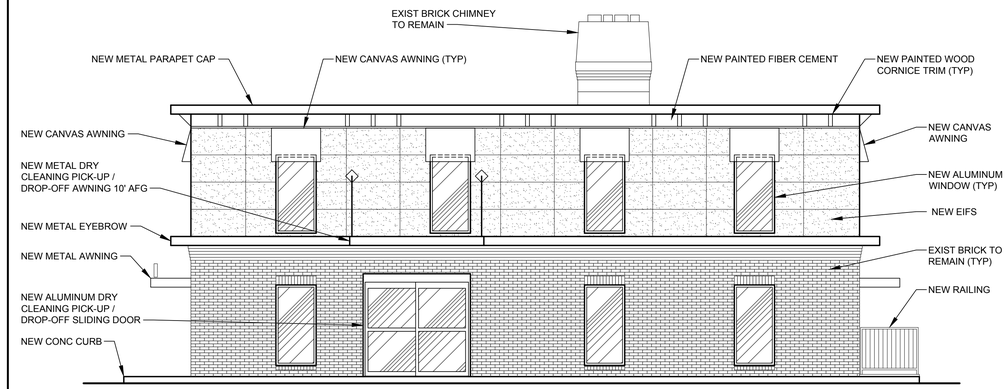
DATE:	06.01.18
DESIGNED BY:	KAW
DRAWN BY:	JDE
APPROVED BY:	KAW

SHEET NUMBER
AS-102

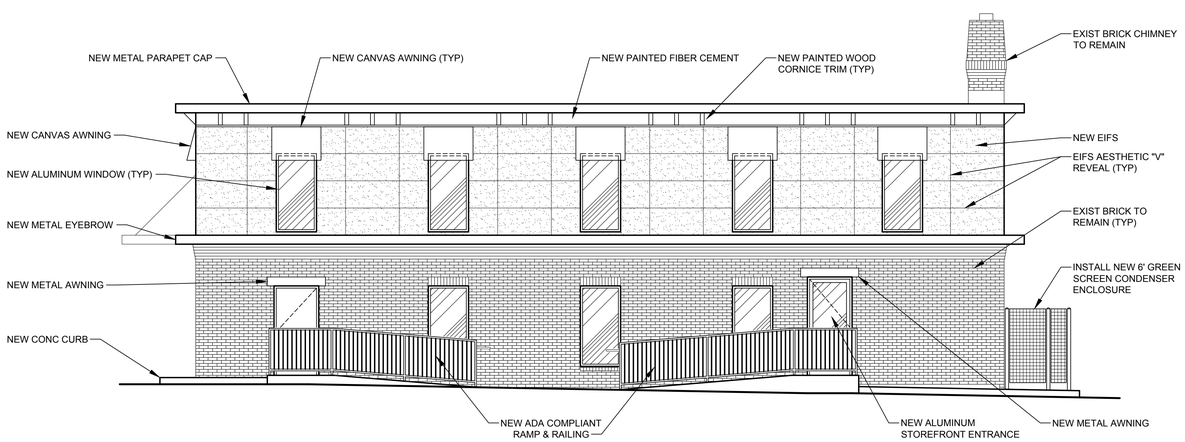
JOB NUMBER
5209-17



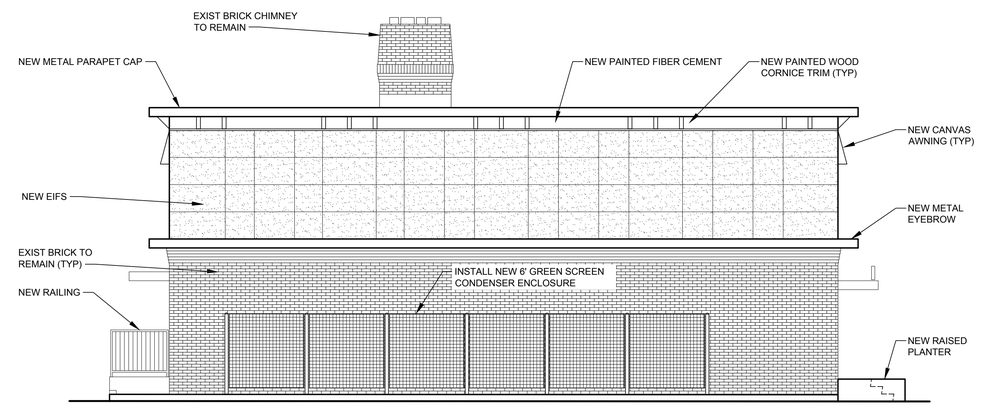
L1 **EXTERIOR ELEVATION - SOUTH**
SCALE: 3/16" = 1'-0"



L12 **EXTERIOR ELEVATION - EAST**
SCALE: 3/16" = 1'-0"



E1 **EXTERIOR ELEVATION - NORTH**
SCALE: 3/16" = 1'-0"



E12 **EXTERIOR ELEVATION - WEST**
SCALE: 3/16" = 1'-0"

WARMAN ARCHITECTURE+DESIGN
1735 SWIFT AVE.
NORTH KANSAS CITY, MISSOURI 64116
V. 816.474.2233 F. 816.474.1051

Mixed Use Remodel
5000 Johnson Dr
Roeland park, KS 66205

EXTERIOR ELEVATIONS

5000 Johnson Drive Properties, LLC
5000 Johnson Dr
Roeland Park, KS 66205

REVISIONS

#	BY	DATE	SOURCE

DATE:	06.01.18
DESIGNED BY:	KAW
DRAWN BY:	JDE
APPROVED BY:	KAW

SHEET NUMBER
A-201

JOB NUMBER
5209-17

Item Number: **New Business- VIII.-C.**
Committee Meeting Date: **8/20/2018**

City of Roeland Park

Action Item Summary

Date:	7/2/2018
Submitted By:	Beth Pauley, City Management Intern
Committee/Department:	Admin.
Title:	**Media Policy**
Item Type:	Other

Recommendation:

To approve media policy.

Consider the attached media policy for possible adoption at a future Council meeting.

Details:

The Media Policy defines the steps that need to be taken by city staff and elected officials when speaking with the media. This policy encourages media engagement and establishes spokespeople who can streamline media inquiries and requests in a timely and accurate manner. This policy was guided by a collection of research from neighboring cities primarily Merriam and Overland Park. Although this policy designates specific spokespeople, it allows flexibility for a variety of city staff and elected officials to act as subject matter experts on certain issues. Overall, the policy should encourage engagement while protecting the accuracy of the information that is being distributed without hindering elected officials ability to communicate with the media to share their perspectives/opinions.

After the initial discussion with City Council, staff revised the media policy to include some definitions and examples of what speaking on behalf of the City would include. The proposed redlined policy is attached. Also attached is the City's existing social media policy that was adopted in 2010. Both policies are complimentary because they establish professional conduct for city staff and elected officials when they are representing, or can be perceived as representing, the City of Roeland Park in a public manner. However, the Social Media policy strictly provides guidelines for online presence, whereas the media policy provides guidance for interaction with media professionals and outlets. Examples of media professionals and outlets include, but are not limited to, newspapers, magazines, and radio stations.

Financial Impact

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

Additional Information

At the August 6th Workshop, the Governing Body decided to make the following changes which are incorporated into the attached redline policy document.

- **Section E - Media Policy for Elected Officials**
  - 2. Changed from all media inquiries requesting an official statement going to the Mayor's Office to going to the City Administrator's Office .
  - 3. Deleted "If the Mayor is not available, the City Administrator or designee may handle the request"
  - 4. Clarified the final example listed under what "providing an individual perspective as a councilmember would include". Instead of the example of "anything unrelated to your role as a Councilmember" to "Personal matters or interests that are not related to your role as a councilmember. Also added that if a Councilmember is unsure if hte media inquiry qualifies as a City position, they should seek clarification from the City Administrator.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

ATTACHMENTS:

Description	Type
Social Media Policy	Exhibit
Revised Redlined Media Policy Draft	Exhibit

City of Roeland Park Social Media Policy

1.0 PURPOSE

This policy outlines the protocol and procedures for use of social media to publicize official city services and events. In addition, this policy addresses the responsibilities of individual employees and city officials with regard to social media and the use of city resources (time/equipment), as well as responsibilities related to public records and open meeting laws.

2.0 DEFINITIONS

Social Media – Various forms of discussion and information-sharing, including blogs, wikis, social networks, virtual worlds, video posts, podcasts, message boards and online forums. Technologies include: picture sharing, wall postings, fan pages, e-mail, instant messaging and music sharing.

Social Networking – The practice of expanding business and/or social contacts by making connections through Web-based applications. This policy focuses on social networking as it relates to the Internet to promote such connections for official city business for employees, elected and appointed officials who are using this medium in the conduct of official city business.

3.0 POLICIES AND PROCEDURES

A. All official City of Roeland Park presences on social media sites or services are considered an extension of the City's information networks and are governed by the Computer, Email and Internet Policy contained in the City of Roeland Park Personnel Policy. Official sites are administered by the Public Information Officer or an official designee and used for the limited purpose of informing the public about City business, services and events.

B. All City of Roeland Park social media sites must comply with applicable federal, state and city laws, regulations and policies. This includes adherence with established laws and policies regarding copyrights, records retention, Freedom of Information Act (FOIA), First Amendment, privacy laws and information technology, web standards, brand standards and media policies established by the City of Roeland Park.

C. Each social media site used by the City of Roeland Park will include an introductory statement that clearly specifies the purpose of the site and directs users to the City's Web site. In addition, wherever possible, links to information should direct users back to the City's official Web site for more information, forms, documents or online services necessary to conduct business with the City of Roeland Park.

    a. Purpose
        i. to providing information to the users in a timely manner
        ii. to direct users to the website for additional information

D. Employees representing the City via social media outlets must conduct themselves at all times as representatives of the City of Roeland Park and in accordance with all human resource policies. Employees shall not disclose information about confidential city business on either the city's social media sites or their personal social media sites. See Employee Personnel Policy.

E. The City of Roeland Park encourages the posting of comments by individuals; however, current elected officials are not to post on the City of Roeland Park's official social media sites.

F. City of Roeland Park social networking content and comments containing any of the following forms of content shall not be allowed for posting:

   a. Comments not topically related to the particular site or blog article being commented upon;

   b. Profane language or content;

   c. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;

   d. Sexual content or links to sexual content;

   e. Solicitations of commerce;

   f. Conduct or encouragement of illegal activity;

   g. Information that may tend to compromise the safety or security of the public or public systems; or

   h. Content that violates a legal ownership interest of any party The City reserves the right to remove content that is deemed in violation of this policy or any applicable law. Any participants on the City's official social media sites who are in continual violation of the posting/commenting guidelines may be permanently removed from the City's site.

G. The City of Roeland Park reserves the right to temporarily or permanently suspend access to official City social media sites at any time.

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I. SCOPE

The news media are an important component of the City's ability to communicate with and serve the public, accomplish public policy goals, and provide high quality and responsive municipal services. Inquiries from the news media are a high priority and must be responded to by the appropriate department or person as quickly and efficiently as possible. Every effort will be made to meet media deadlines and to ensure that all information released is accurate. The City centralizes media information requests in the City Administrator's office, and assigns a spokesperson based on the person who is most qualified to speak to the relevance of the material. Reporters may request interviews and seek information directly from the City Administrator's office, and the City Administrator or designee(s) will respond or coordinate.

II. PURPOSE

To ensure that the public is informed about all aspects of City government by maintaining positive media relations; encouraging media coverage of the services and accomplishments of the City; and responding to the media with accurate and timely information.

III. RESPONSIBILITY

City Administrator, Assistant City Administrator (Designee)

A. Approved spokespeople: City Clerk, Police Chief, Director of Public Works

IV. POLICY

Deleted: High Level Media Policy

A. Definitions:

1. **Official Spokesperson**: An individual who speaks on behalf of the City of Roeland Park, in this case, the Official Spokesperson will be the City Administrator by default or his/her designee.
2. **Media:** Outlets that seek to reach or influence people widely through the use of communication via radio, television, newspapers, magazines and the Internet.

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B. Overview

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1. All media inquiries must be handled by the City Administrator, Assistant City Administrator, or other individual(s) that have been approved as designees and authorized to speak to the media.
2. City employees and councilmembers (other than the Mayor) shall not make statements on behalf of the City, provide information for distribution, or provide background information unless specifically asked to do so by the City Administrator and/or approved designees.
3. Assuming that they have permission from the City Administrator or designee, staff and councilmembers may speak publicly to the media with Roeland Park only in accordance with established public speaking procedures.
4. The City Administrator must always be informed of media spotlights and inquiries

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for official City positions. In the event of the City Administrator's absence, the Assistant City Administrator may act as designee for this purpose.

5. The City Administrator (or Designee) will inform the City Management Staff and Council on pending information that will appear to the media before it is made public whenever possible.

C. Media Inquiry Procedures for City Staff

1. Please refer all calls or visits to the City Administrator. If he or she js not available, refer to the Assistant City Administrator or the City Clerk.
2. If senior staff is not available, take the following steps:
   i. Find out the reporter's name, phone number, and deadline
   ii. Find out the nature of the inquiry (Example: Keith Moody is our City Administrator and spokesperson for Roeland Park. May I ask what kind of a story you are working on so that we can gather the information and he will have all the facts in front of him when he calls you back? OR – offer to send the reporter to voicemail and encourage them to leave a detailed message).
   iii. Let the reporter know that City Administrator or other staff member will return the call by a stated time and date.
   iv. Contact City Administrator or designated staff immediately if the deadline is imminent.
3. Please do not offer information to the media – even if you know the answer. All media contacts should be handled by senior staff and documented. Also, it is too easy to get quoted as an organization's spokesperson if you volunteer something the reporter wants to use. Assure the reporter that someone will respond in time to meet the deadline.

D. Release of information pertaining to specific issues and events

1. It is the responsibility of Department Heads to notify the City Manager of significant events or issues that occur within their departments that may be of major interest to the Council, public and/or media. Staff shall be willing to publicize matters of community interest or concern, including positive information such as upcoming events, projects or programs. Such issues could include:
2. Significant awards, grants or fellowships presented to City programs or City employees for outstanding achievement
3. Major police activities or incidents.
4. Injury or death of a City employee on or off official City duty
5. An unexpected work stoppage or inability to provide a critical City service that could affect the general welfare of the general public or the environment.
6. The City Administrator or designee will determine if it is necessary to contact the City Council and other Department Heads. If public release of the information is deemed appropriate, the City Administrator in consultation with the Department Head will determine the most appropriate mechanism for notifying the media. If the City Administrator is unavailable, the Department Head shall contact the Assistant City Administrator, who acts as the Designee.

E. MEDIA POLICY FOR ELECTED OFFICIALS

1. The Mayor and City Councilmembers can be valuable resources for providing

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policy and political perspectives in response to specific news media inquiries; helping to disseminate City news and information to constituents and identifying stakeholders who should be informed; participating in news media events; and providing statements for news releases. The Mayor will act as the media spokesperson for the governing body in conjunction with the City Administrator. The City Administrator, or designee, must always be informed of media inquiries and spotlights where the elected official is acting as a spokesperson for the City. Exceptions can be made based on the media content and relevance to city councilmembers area of expertise. Below is the process for media inquiries:

2. All media inquiries requesting an official statement on behalf of the City must be sent to the City Administrator's office.
3. Elected officials may act as spokespeople at the City Administrator and Mayor's discretion;
   Similarly, the City Administrator and Mayor may call on elected officials to respond to media inquiries based on the relevance of the information.
4. An important note: This policy is not intended to prevent Councilmembers from speaking with the media to share their opinions, information on why they voted in a particular way, or to share their perspectives as an elected official. This policy is only intended to cover instances where the person is speaking on behalf of the City.

Examples of speaking on behalf of the City include:

- Being asked to explain why the City went with a particular contractor for a project.
- Being asked to explain budget figures or program budgets.
- Being asked to provide the City's rational for operating a particular program
- Being asked why a particular policy is in place (such as code enforcement process on grass violations)

Examples of providing an individual perspective as a councilmember include:

- Providing your rational for why you voted a particular way on an issue.
- Explaining why a program is important from your perspective.
- Explaining a budget objective you supported and why.
- Asking for your perspective on a City policy or process such as the mill levy, etc.
- Personal matters or interests that are not related to your role as councilmember.

If a councilmember is unsure if the media inquiry qualifies as a City position, they should seek clarification from the City Administrator.

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Item Number: **New Business- VIII.-D.**
Committee Meeting Date: **8/20/2018**

City of Roeland Park

Action Item Summary

Date:	8/13/2018
Submitted By:	Staff
Committee/Department:	Admin
Title:	**Voting Delegates to the League of Kansas Municipalities Annual Conference**
Item Type:	

Recommendation:

Details:

Each year the City has two delegates to the League's annual meeting based on the population of the City. The appointee's may be elected officials or staff.

Financial Impact

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

Additional Information

How does item relate to Strategic Plan?

N/A

How does item benefit Community for all Ages?

N/A

ATTACHMENTS:

Description	Type
LKM Voting Delegates	Cover Memo

THE LEAGUE OF KANSAS MUNICIPALITIES

300 SW 8th Avenue, Ste. 100
Topeka, KS 66603-3951
P: (785) 354-9565
F: (785) 354-4186
www.lkm.org

August 1, 2018

Dear City Clerks, City Managers, or City Administrators:

Save the date for October 6-8, 2018 in Topeka for the League's Annual Conference: Ideas Worth Exploring. This event will provide you the resources needed to be knowledgeable and skilled in your local government role, offer opportunities to expand your knowledge of local government issues as well as engage with other leaders to share and brainstorm ideas to implement in your community, and engage the audience to think creatively and use problem-solving tactics to address common municipal challenges. More information is in the July issue of the *Kansas Government Journal.*

The annual business meeting and policy session of city voting delegates will be held on Monday afternoon, October 8th, at the conference in Topeka.

I am writing to request your governing body register their League voting delegates. K.S.A. Supp. 12-1601f provides that "The governing body of each member city may elect city delegates from among the city's officers to represent the city in the conduct and management of the affairs of the League of Kansas Municipalities."

Article 2, Section 2 of the League Bylaws states "When a city is a member of the League, any elected or appointed officers of such city may be elected by the city governing body as voting delegates and alternate voting delegates, in accordance with the provisions of Article 4 of these Bylaws, to represent the city in any meeting of the voting delegates and in the conduct of any other affairs of the instrumentality requiring action of the member cities. Alternate voting delegates may vote on matters before a meeting of the voting delegates in the absence of the regular delegate. A voting delegate or alternate shall qualify by having his or her name, city, title and address registered with the executive director and shall hold such position while qualified and until a successor is elected and qualified."

Article 4, Section 5 of the League Bylaws prescribes the total number of votes provided to each member city based on population. The number of delegate registration forms enclosed is based on the following table.

Population	Votes	Delegate Forms	Alternate Forms
1 – 2,500	1	1	1
2,501 – 7,500	2	2	2
7,501 – 17,500	3	3	3
17,501 – 37,500	4	4	4
37,501 – 77,500	5	5	5
77,501 – 117,500	6	6	6
117,501 – 157,500	7	7	7
157,501 – 197,500	8	8	8
197,501 – 237,500	9	9	9
237,501 – 277,500	10	10	10
277,501 – 355,500	11	11	11
355,501 – 395,500	12	12	12

Each member city must file new registration forms with the League of Kansas Municipalities every year.

On the attached forms please print the information required for each delegate and circle whether the person is a voting delegate or alternate delegate and which delegate number they represent. The League must have a form on file for each voting delegate and each alternate delegate in order for their vote to count during the business meeting. The City may register any number of delegates up to the maximum number allowed per the Bylaws. You may send the forms via email to intern@lkm.org; or FAX to 785-354-4186. **Please send forms by Friday, September 21st to the attention of Davianna Humble.** Forms received after this date may not be processed.

As always, I thank you for your support and look forward to seeing you in Topeka in October!

Sincerely,

Erik A. Sartorius
Executive Director

Enclosures

2018 CITY VOTING DELEGATE REGISTRATION
League of Kansas Municipalities

Please print

The Governing Body of the City of _____

has elected: Name _____

Title _____

Address _____

E-Mail Address _____

to be (circle one)

voting delegate 1 2

alternate voting delegate 1 2

to represent the city in the conduct and management of the affairs of the League of Kansas Municipalities at the 2018 Annual Conference.

Signed: _____ Date: _____
City Clerk