

**AGENDA  
PLANNING COMMISSION  
CITY OF ROELAND PARK, KANSAS  
ROELAND PARK  
COUNCIL CHAMBERS  
MARCH 20, 2018 6:00 PM**

**I. Roll Call**

**II. Approval of Minutes**

1. Minutes - October 17, 2017

**III. Public Hearing**

**IV. Action Items**

**V. Discussion Items**

1. Review McDonalds Plans
2. Discuss Joint Meeting with City Council to Discuss Design Standards
3. Council Briefing Overview
4. Comprehensive Plan Annual Review

**VI. Other Matters Before the Planning Commission**

**VII. Adjournment**

Scheduled Meeting Dates

Item Number:      **Approval of Minutes- II.-1.**  
Committee           **3/20/2018**  
Meeting Date:



**City of Roeland Park**  
Action Item Summary

Date:                               2/20/2018  
Submitted By:                 Jennifer Jones-Lacy  
Committee/Department:  
Title:                           **Minutes - October 17, 2017**  
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



Minutes 10/17/2017

Type

Cover Memo

**PLANNING COMMISSION MINUTES**  
CITY OF ROELAND PARK  
4600 W 51<sup>st</sup> Street, Roeland Park, KS 66205  
October 17, 2017, 7:00 P.M.

The Roeland Park Planning Commission met on October 17, 2017, in City Hall, 4600 West 51<sup>st</sup> Street.

Chair Nielsen declared a quorum and called the meeting to order.

Present:            Paula Gleason                      Bill Ahrens            Darren Nielsen  
                         Mike Hickey                              Kyle Rogler

Absent:             Mark Kohles

Staff:                Jennifer Jones-Lacy, Assistant City Administrator  
                         John Jacobson, Building Official  
                         Carly Iverson, City Attorney representative

**I. Roll Call**

Ms. Jones-Lacy called the roll and noted that Commissioner Kohles was absent.

**II. MINUTES**

**1. September 22, 2017 Planning Commission Meeting Minutes**

**MOTION:** COMMISSIONER ROGLER MOVED AND COMMISSIONER GLEASON SECONDED TO APPROVE THE SEPTEMBER 22, 2017 PLANNING COMMISSION MEETING MINUTES.  
(MOTION CARRIED 5-0)

**III. PUBLIC HEARING**

**1. Eliminate the Redevelopment Committee**

Ms. Jones-Lacy said the Redevelopment Committee is a group of two Planning Commissioners, two City Council members that would meet with the project team or developer to review their project and give them feedback prior to being presented to the Planning Commission. Some of the committee's members believe it is a bit redundant as the applicant has the opportunity to meet with staff regarding their project and they could integrate members of the Planning Commission and a member of the City Council that could be involved in that meeting.

Attached code language shows eliminations of the Redevelopment Committee in Chapter 16, the zoning code.

If approved by the Planning Commission, then the City Attorney's office will work on putting together an ordinance that would codify the elimination of the Redevelopment Committee.

**2. Rezoning of 5000 Johnson Drive**

*Discussion of this item was postponed.*

### **3. Amendment to Special Use Permit Regulations to Include In-Home Day Cares**

This item was reviewed at the last Planning Commission meeting. There was a resident who was interested in having an in-home daycare in the City and the current City code does not permit more than three children in a daycare, whereas, Kansas law allows up to ten children.

Mr. Jacobson has been reviewing this and has made the recommendation that this could go through a conditional or special use permitting process and come before the Planning Commission for approval. This would involve incorporating information regarding in-home day cares into the special use permit section of the City Code on zoning.

Ms. Jones-Lacy presented the additional language that states requests for more children are subject to additional provision in §5-605, which states that any proposed in-home daycare operation with more than three children, and up to the maximum allowed by the state of Kansas must seek a special use permit as outlined in Chapters 16-318 and 16-319.

Staff will work with the City Attorney's office to finalize the language.

The City will provide a definition of day care and that it must be licensed with the state, they obtain a special use permit from the Planning Commission, have a City business license, square footage requirements per child, parking and loading requirements, and meet all building codes. They will also be required to notify homeowners who live near a home that intends to have a day care. The permit would be valid for five years and could be revoked at any time if they determine there is a violation of any section of the code. If it is a rental property, they must have landlord consent to have this type of operation.

Ms. Gleason asked about fencing on the day care property. Mr. Jacobson a day care would be required to have a six-foot privacy fence to enclose the open play area for the children.

## **IV. ACTION ITEMS**

**MOTION:** COMMISSIONER GLEASON MOVED AND COMMISSIONER AHRENS SECONDED TO ELIMINATE THE REDEVELOPMENT COMMITTEE. (MOTION CARRIED 5-0)

**MOTION:** COMMISSIONER GLEASON MOVED AND COMMISSIONER AHRENS SECONDED TO APPROVE THE AMENDMENT TO THE SPECIAL USE PERMIT REGULATIONS TO INCLUDE IN-HOME DAY CARES PER PLANNING COMMISSION DISCUSSION. (MOTION CARRIED 5-0)

## **V. DISCUSSION ITEMS**

### **1. Sustainable Code Audit Discussion**

The Planning Commission continued their discussion about the Sustainable Code Audit after having given direction to staff to review housing density and the possibility of increasing density for some single-family residential lots. Mr. Jacobson recommended look at adding an additional single-family zoning district. The only change would be the square footage of the lot. Ms. Jones-Lacy provided examples of other cities who have multiple single-family districts.

Mr. Jacobson said there are an unlimited number of possibilities for regulation, but warned the more restrictive the guidelines become the harder it is address development in those particular areas and the more restrictive it becomes, the harder it is to stop less desirable development in those particular areas.

Mr. Jacobson also said he believed the City has a pretty defined set of criteria and a variance process to allow some accommodation and some diversity in design, and they could also word it to accommodate the variance process or variables within the design guidelines a little bit to address the design element being discussed.

The Commission discussed ways to best utilize the smaller lot sizes while retaining the character that is Roeland Park. Mr. Jacobson also reminded the Planning Commission to keep in mind the walkability aspects the City wants to incorporate.

Mr. Jacobson said they should allow themselves flexibility to make the decisions as they occur and to consider the idea of sub-planning areas to be specific to the character of the difference neighborhoods in the town.

#### **VI. OTHER MATTERS BEFORE THE PLANNING COMMISSION**

*There were no other matters discussed.*

#### **VII. ADJOURNMENT**

**MOTION:** COMMISSIONER GLEASON MOVED AND COMMISSIONER ROGLER SECONDED TO  
ADJOURN. (MOTION PASSED 5-0)

(Roeland Park Planning Commission Meeting Adjourned)

Item Number: Discussion Items- V.-2.  
Committee 3/20/2018  
Meeting Date:



## City of Roeland Park

Action Item Summary

Date: 2/11/2018  
Submitted By: John Jacobson  
Committee/Department: Neighborhood Services  
Title: **Discuss Joint Meeting with City Council to Discuss Design Standards**  
Item Type: Discussion

### Recommendation:

**Staff Recommends that the City Council and Planning Commission schedule an annual meeting to discuss changes in development policies and comprehensive plan action matrices.**

### Details:

Recently, staff presented to the city council a series of policy reviews and recommendations relative to development in Roeland Park.

A product of that discussion was to annually schedule a joint meeting of the PC and CC to determine development vision and policy revision if necessary to accommodate comprehensive plan goals. These discussions theoretically form the basis of policy formation and budgetary consideration.

Staff would like to discuss potential dates for such a meeting and potential discussion topics.

### 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: Discussion Items- V.-3.  
Committee 3/20/2018  
Meeting Date:



**City of Roeland Park**  
Action Item Summary

Date: 2/15/2018  
Submitted By: John Jacobson  
Committee/Department: Neighborhood Services  
Title: **Council Briefing Overview**  
Item Type: Discussion

**Recommendation:**

**Consider concurrent policy revision to reflect current development strategies**

**Details:**

Staff briefed the City Council on Feb. 6th relative to current development policy and addressed specific questions concerning redevelopment.

This provides an overview of that presentation and staff responses.

**Financial Impact**

|                                |                     |
|--------------------------------|---------------------|
| Amount of Request: NA          |                     |
| Budgeted Item?                 | Budgeted Amount: NA |
| Line Item Code/Description: NA |                     |

**Additional Information**

Consideration of a joint PC and CC meeting on an annual basis to address development topics and policies.

How does item relate to Strategic Plan?

Implements strategies and impacts annual review of the plan.

How does item benefit Community for all Ages?

NA

**ATTACHMENTS:**

| Description                                                                       |                  | Type       |
|-----------------------------------------------------------------------------------|------------------|------------|
|  | Council Briefing | Cover Memo |

# POLICY REVIEW REDEVELOPMENT

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CITY COUNCIL INQUIRY- POLICY REVIEW



# COUNCIL INQUIRIES

## SAFETY

- **“STORMWATER** runoff issues (exacerbated by regrading to accommodate things like Pools sand sport courts or larger home foundations or removal of mature trees and landscape “
- **“ASBESTOS ABATEMENT** prior to demolition of these older homes to alleviate the release of those toxins into the air during demolition”
- **“Rules regarding the protection of residents from features placed on these properties. For example- gates, alarms and fences placed around pools and water features and noise blocks or ordinances to protect neighbors from the noise created by sport courts and other outdoor entertainment features on these properties where the house is starting to take up most of the lot size so any entertainment feature winds up quite a bit closer to the neighbors’ homes than prior to the new build.”**

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# COUNCIL INQUIRIES CONTINUED..

## AESTHETICS

**“Use of quality materials (from framing to windows to doors to siding etc.)”**

**“Maintain aesthetic of neighborhoods. While we realize there is no one “look” to a Roeland Park home having a few more guidelines for what it means to “compliment current homes” so that there isn’t such a disparity in the look of the new builds from the classic homes here.”**

**“The removal of mature vegetation and trees in order to accommodate the size these homes or to make the build easier leaving the lot barren of mature trees causing a landscape where tall shade trees are a rarity.”**

# STAFF RESPONSE

# STORMWATER

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**Stormwater requirements vary widely from lots going through the platting process versus already platted lots that are demo/build projects. In the absence of platting the requirements for the affected parcels stormwater runoff regulations are substantially less.**

- ✓ Currently, silt fence is required to be present before a notice to proceed with grading is allowed. The intention is to contain disturbed materials onsite.
- ✓ Developed lots are managed to accommodate a 45% IMPOERVIOUS SURFSACE maximum. In general terms, *post developed runoff is decreased by routing a large portion of roof drainage to the street.* The lots were zoned for SFD construction at the time of platting and while staff attempts to minimize impacts to adjoining properties some increase in runoff should be expected in post development condition.
- ✓ Properties that are in lower geographic areas will logically receive *some* surface runoff from higher properties in the water shed. The requirement to install sod prior to a certificate of occupancy and mandating gutter and sump pump termination within the yards are also attempts to control runoff *at the property line.*
- ✓ In extreme cases where defined drainage problems are known to be present in a particular area, staff would ask the developer's engineer to achieve a "zero net increase" in a post developed condition and utilize a conservative coefficient in the design process.

**Incremental detention on a lot by lot basis should not be encouraged and can create a series of unmanageable downstream flooding conditions for other residents. A regional approach to stormwater management is a more desirable management practice.**

- **Potential Solutions** - If substantial flooding problems exist in specific areas of the community a potential improvement plan through a storm water utility could be systematically pursued in phases from most impacted to least. Logically, a *regional* approach to detention/ treatment could and should be sustained.



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# ASBESTOS

“ASBESTOS ABATEMENT prior to demolition of these older homes to alleviate the release of those toxins into the air during demolition”

- Abatement protocol for residential structures is clearly omitted in state and federal guidelines. Only *commercial* demolition is required to have state certification in local code.



**Potential Solutions:** Persons or companies performing demolition projects are encouraged to follow federal guidelines for abatement and can be sent to the KDHE website. Resources can be made available to each applicant at the time of permit issuance. Care should be taken to make sure potentially contaminated materials are not demolished into a *friable* condition.

# PROTECTION / BUFFERING

- **“Rules regarding the protection of residents from features placed on these properties. For example- gates, alarms and fences placed around pools and water features and noise blocks or ordinances to protect neighbors from the noise created by sport courts and other outdoor entertainment features on these properties where the house is starting to take up most of the lot size so any entertainment feature winds up quite a bit closer to the neighbors’ homes than prior to the new build.”**



## **PROTECTION/ BUFFERING TREATMENTS**

- ✓ If substantial danger exists as a result of permitted construction the building inspector has the authority under current code to require that the site be secured.
- ✓ Currently there are very few code required protections for pools, hot tubs or similar features. Staff would recommend a minimum 6’privay fence on such structures with A LOCKABLE GATE. Additionally, landscape buffering/ berming may be an appropriate barrier for noise / use concerns. Bear in mind, that any remediation for a perceived problem comes with inherent concerns of its own. Fences, gates, landscaping etc. change drainage patterns on/in yards and can impact neighborhood drainage patterns as well.
- ✓ Roeland park has a noise ordinance like most communities and excessive noise can be addressed through the existing ordinance.

# AESTHETICS

**POLICY SUMMARY:** CURRENTLY, GENERIC REGULATIONS THAT REFERENCE COMPATIBILITY AND “QUALITY OF DESIGN” ALLOW SOME OVERSIGHT OF BUILDING MATERIALS.

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*Related Code Reference:*

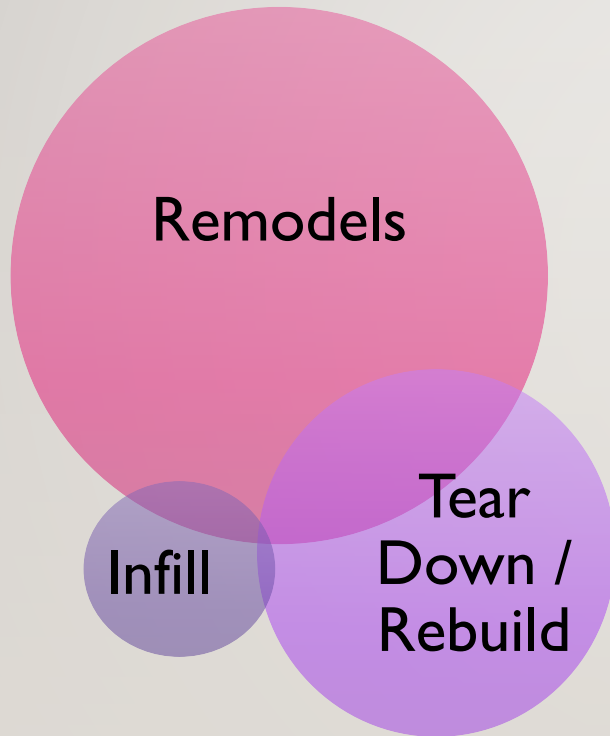
➤ **Sec. 16-406.1 - Single-Family Residence District; Exterior Surfaces, Materials and Finishes:**

- Exterior finish *building* and roofing *materials* shall be based on the quality of its design, relationship and *compatibility* to *building materials* in the immediate neighborhood. The non-glass exterior surfaces of the dwelling shall not be made of shiny metal or other highly reflective *materials* and shall, in general, not reflect light to a greater extent than would a coat of semi-gloss enamel applied to wood. Copper, standing seam and other metal roofing *materials* are acceptable for use in residentially zoned areas and if used, must be installed over a solidly sheathed surface. Painted metal or steel roofing and siding *materials* shall be limited to earth tones or typical colors produced by composition shingle manufacturers. However, corrugated metal siding and roofing *materials* shall be prohibited.

- **Potential Solution:** Small Changes to incorporate three simple elements into the architectural requirements. These components could be: Shake shingle as fascia, a stone component and horizontal lap siding. These materials are found in nearly every façade in Roeland Park. If a more finite review process is desired, an *Architectural Review Board* may be a viable alternative to staff review.
- Potential Policy Changes to reflect a more defined architectural style
  - An *Architectural Review Board* can be formed with residents. Other jurisdictions in NE JC currently use ARB's in their development process.
  - **An ARB adds length to the development process and will always be subjective.**
  - Typically, appeals to an ARB decision are taken through the BZA process.
  - Builders could be incentivized to maintain established tree growth through a creative process allowing a slight increase in impervious materials or similar element and /or ARB site plan approval could be part of the ARB review process.

# DEVELOPMENT ACTIVITY 2016-2017

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- Remodels
- Tear Down / Rebuild
- Infill

# POLICY

- Wholesale code changes could be made during a rewrite of multiple policies
- Comp Plan and Zoning Regs anticipated to be rewritten in 2019
- Policy should be reflective of each of its components to establish a cohesive goal that is both attainable and prudent. Goal based visioning documents such as the Comprehensive Plan should be used as a passive base to form active policies such as zoning ordinances and relative sections of the city code.

| Policy Question | Recommend Change | Utilize Existing Policy |
|-----------------|------------------|-------------------------|
| Stormwater      | No               | Yes                     |
| Materials       | Not at this time | Yes                     |
| Safety          | No               | Yes                     |

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# QUESTIONS?

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Item Number: Discussion Items- V.-4.  
Committee 3/20/2018  
Meeting Date:



**City of Roeland Park**  
Action Item Summary

Date: 2/15/2018  
Submitted By: John Jacobson  
Committee/Department: Neighborhood Services  
Title: **Comprehensive Plan Annual Review**  
Item Type: Discussion

**Recommendation:**

**Review Comprehensive Plan action matrix to determine validity and amend accordingly.**

**Details:**

Review outlined action strategy timeline and determine if retraction or simple adjustment is needed to comply with the current development conditions.

Financial Impact

|                                |                     |
|--------------------------------|---------------------|
| Amount of Request: NA          |                     |
| Budgeted Item?                 | Budgeted Amount: NA |
| Line Item Code/Description: NA |                     |

Additional Information

Some items appear to be redundant and can potentially be combined into other items or separated into different action items.

How does item relate to Strategic Plan?

Focuses on Development of the City.

How does item benefit Community for all Ages?

NA

**ATTACHMENTS:**

Description

Type

 Comp Plan Matracies

Cover Memo

## **7.2 Strategies Matrix**

The following strategies are intended to guide the City's implementation of the Roeland Park Comprehensive Plan. They are organized into five categories: physical image; economic development; community identity; infrastructure and public services; and residential preservation and redevelopment. Specific strategies are provided for each category within a phasing plan. There are four suggested phases; short term (0-2years), medium term (2-5 years), long term (5+ years), and ongoing.

### ***Physical Image Strategies***

|                                                                                                                                                                                                                                                                          | Short Term<br>0-2 Years | Mid Term<br>2-5 Years | Long term<br>5 + Years | On going |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------|------------------------|----------|
| Consider developing a master plan to improve, enhance and preserve aesthetic qualities in the public right-of-ways (lighting, sidewalks, street landscaping)                                                                                                             | X                       |                       |                        |          |
| Consider creating urban design guidelines (maximum setbacks, rear commercial parking, maximum building sq. footage, facade guidelines, building materials etc.) for the Town Center and Neighborhood Support Center for properties needing development or redevelopment. |                         |                       |                        | X        |
| Prepare a trail, parks, streetscape and landscape master plan to encourage additional green space                                                                                                                                                                        |                         |                       |                        | X        |
| Identify, evaluate and build gateways at major entrances to the city and neighborhoods                                                                                                                                                                                   |                         | X                     |                        |          |
| Implement streetscape master plan                                                                                                                                                                                                                                        |                         | X                     |                        |          |
| Continue to work to minimize the "Roe Boulevard Divide" through various traffic calming methods creating a better foot and bicycle east/west connection while incorporating the Town Center                                                                              |                         | X                     |                        |          |
| Create prominent gateway entrance into southern Roeland Park along Roe Boulevard at Johnson Drive and improve northern gateway                                                                                                                                           |                         |                       | X                      |          |
| Establish a tree planting and trimming program                                                                                                                                                                                                                           |                         |                       |                        | X        |
| Consider minimum setbacks for commercial/office structures and required parking spaces will need to be reviewed.                                                                                                                                                         |                         |                       |                        | X        |

***Economic Development Strategies***

|                                                                                                                    | Short Term<br>0-2 Years | Mid Term<br>2-5 Years | Long term<br>5 + Years | On Going |
|--------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------|------------------------|----------|
| Work with multi-jurisdictional organization to expedite development of the 47th & Mission Road neighborhood center |                         |                       |                        | X        |
| Package incentives and regulatory strategies for Town Center Concept beyond Bella Roe                              |                         |                       |                        | X        |
| Modify zoning ordinances as required to promote sustainable, mixed-use quality developments                        | X                       |                       |                        |          |

***Community Identity Strategies***

|                                                                                                                                                                                                   | Short Term<br>0-2 Years | Mid Term<br>2-5 Years | Long Term<br>5 + Years | On Going |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------|------------------------|----------|
| Consider developing specific design guidelines for each development area (caves site, Johnson Drive, Cloverleaf, City Hall, and Roeland Park school site)                                         | X                       |                       |                        |          |
| Continue to reuse vacant publicly owned buildings to support surrounding uses and activities                                                                                                      | X                       |                       |                        |          |
| Use medium density residential housing as buffers, or transition zones between single family residential neighborhoods and more intense uses                                                      |                         |                       |                        | X        |
| Promote the history and significance of the Strang Line and Santa Fe Trail and cooperate with adjacent communities on historic sites                                                              |                         |                       |                        | X        |
| Encourage public art through local funds and grants and local public and private funds                                                                                                            |                         |                       |                        | X        |
| Ensure that new development appropriately balances hardscape with natural landscaping and adopt measures to reduce off-site stormwater runoff in accordance with Best Management Practices (BMPs) |                         |                       |                        | X        |
| Create a community of destinations (town center, neighborhood center, open spaces, public spaces, etc)                                                                                            |                         |                       |                        | X        |
| Concentrate retail into the designated multi-use town center and neighborhood center                                                                                                              |                         |                       |                        | X        |

***Infrastructure and Public Services Strategies***

|                                                                                                                             | Short Term<br>0-2 Years | Mid Term<br>2-5 Years | Long Term<br>5 + Years | On Going |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------|------------------------|----------|
| Implement methods to ensure that new development shares financial responsibility for impact on City services and facilities |                         |                       |                        | X        |
| Promote pedestrian traffic through community-wide trail system and key Roe Boulevard street crossings                       |                         |                       |                        | X        |

|                                                                                                                                                                    |  |  |  |   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|---|
| Investigate the potential for consolidating public services with adjacent communities for the purposes of economic or functional efficiencies                      |  |  |  | X |
| Consider “traffic calming” in neighborhoods and in areas where higher pedestrian concentrations may exist                                                          |  |  |  | X |
| Maintain a current master plan for current and future parks                                                                                                        |  |  |  | X |
| Maintain a current five year Capital improvement Program                                                                                                           |  |  |  | X |
| Continue to communicate with utility companies to reduce duplication of efforts and impact on neighboring uses                                                     |  |  |  | X |
| Assess existing community needs for all forms of public transit and plan for future demands by addressing possible changes in population density and commuter rail |  |  |  | X |

### ***Residential Preservation and Redevelopment Strategies***

|                                                                                                                                                                                                                                                  | Short Term<br>0-2 Years | Mid Term<br>2-5 Years | Long Term<br>5 + Years | On Going |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------|------------------------|----------|
| Revise zoning ordinance to allow medium density housing to provide secure and appropriate interface between commercial/institutional and residential development, and reflect the unique nature, character and needs of individual subdivisions. |                         | X                     |                        |          |
| Address “tear-downs” (redevelopment of single family home sites) in Design Guidelines & Zoning amendments                                                                                                                                        | X                       |                       |                        |          |
| Actively market the City of Roeland Park’s positive differentiators as a prime location for new residents and families                                                                                                                           | X                       |                       |                        |          |
| Explore new development and redevelopment for the City of Roeland Park                                                                                                                                                                           | X                       |                       |                        |          |
| Explore the idea of developing a consistent branding/marketing strategy for the City of Roeland Park                                                                                                                                             | X                       |                       |                        |          |
| Ensure ongoing and equitable enforcement of building and property maintenance codes                                                                                                                                                              |                         |                       |                        | X        |
| Develop a community-wide educational program promoting residential expansion and renovation. Use the Mid-America Regional Council’s First Suburbs Coalition idea book as a reference                                                             |                         |                       |                        | X        |