



COMMUNITY DEVELOPMENT COMMITTEE

WEDNESDAY, AUGUST 2, 2023 at 6:30 p.m.

**MISSION CITY HALL
6090 Woodson Street**

Meeting In Person and Virtually via Zoom

This meeting will be held in person at the time and date shown above. This meeting will also be available virtually via Zoom (<https://zoom.us/join>). Information will be posted, prior to the meeting, on how to join at <https://www.missionks.org/calendar.aspx>. Please contact the Administrative Offices, 913-676-8350, with any questions or concerns.

PUBLIC COMMENTS

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

PLANNING COMMISSION ACTION ITEMS

(items will be included on the next legislative agenda for Council action)

1. Preliminary Development Plan – Residence on Rock Creek Phase II – (PC Case #23-13) - Brian Scott ([page 3](#))

The Residence on Rock Creek is 168-unit apartment building currently under construction at 5399 Martway Street. The developer of the project, Sunflower Development, submitted an application to the City on May 17, 2023 for a preliminary development plan to construct a second 96-unit apartment building on a parcel of property directly to the east of their current project. The application was considered by the Planning Commission at their July 24, 2023 meeting with the Commission recommending approval to the City Council 7-0 (two commissioners absent).

2. Tobacco Retailer Buffer Regulations – Zoning Code Amendment (PC Case #23-14) – Brian Scott ([page 72](#))

This past winter the City Council had discussions about ways to regulate the distance between tobacco retailers in the City in order to provide fewer opportunities for youth to access tobacco and e-cigarette products. A proposed amendment to Chapter 400 – the zoning code - of the Mission Municipal Code has been drafted that stipulates that no tobacco retailer can locate within 1,000 feet of an existing tobacco retailer, a park, school, or church. The proposed zoning amendment was considered by the Planning Commission at their July 24, 2023 meeting, with the Commission recommending approval to the City Council by a vote of 7-0 (two commissioners were absent).

ACTION ITEMS

3. Acceptance of the July 5, 2023 Community Development Committee Minutes – Robyn Fulks ([page 88](#))
Draft minutes of the July 5 Community Development Committee meeting are included for review and acceptance.
4. Interlocal Agreement for 2022 Stormwater System Renewal Project/2022 Mission Street Repair – Brent Morton ([page 99](#))
The Johnson County Stormwater System Renewal Program will provide 50% matching funds for estimated costs of stormwater system replacement with a risk score of 3.2 or higher. The Interlocal Agreement with Johnson County specifies the County’s contribution towards project costs for the City’s 2022 Street Preservation Program. The total project cost is \$87,768 and the County will provide matching funds up to \$43,884. Approval of this agreement in the final step with the County to accept 2022 funds for this project.
5. Powell Community Center (PCC) and Mission Square Parking Lot Repairs –Penn Almoney ([page 106](#))
The 2023 Parks + Recreation Capital Improvement Program (CIP) included parking lot repairs, crack fill and seal coating the Powell Community Center and Mission Square parking lots. Staff has been tracking parking lot maintenance areas in preparation for this project. Staff received two bids and is recommending a contract with Prime Asphalt for \$21,300. Funds will be provided from the Parks + Recreation Sales Tax Fund.

DISCUSSION ITEMS

6. Powell Community Center Feasibility Study and Business Plan – Penn Almoney ([page 110](#))

Staff and stakeholders completed final review of the Feasibility Study and Business Plan with PROS Consulting on Tuesday, May 16. Staff is bringing final recommendations before City Council for review and discussion. A complete copy of the draft report has undergone a final review by staff and will be available prior to the CDC meeting.

OTHER

7. Department Updates - Laura Smith

Lea Loudon, Chairperson
Ben Chocie j , Vice-Chairperson
Mission City Hall, 6090 Woodson St
913.676.8350

City of Mission	Item Number:	1.
ACTION ITEM SUMMARY	Date:	August 2, 2023
Community Development	From:	Brian Scott

Action items require a vote to recommend the item to the full City Council for further action.

RE: Preliminary Development Plan for Phase II of Residence on Rock Creek (property adjacent to 5399 Martway Street) (PC Case #23-13)

RECOMMENDATION: Approve a preliminary development plan for Phase II of Residence on Rock Creek (PC Case #23-13)

DETAILS: Residence on Rock Creek is a 168-unit multi-family apartment building currently under construction at 5399 Martway – site of the former Mission Bowl bowling alley. The developers of Residence on Rock Creek, Sunflower Development, have expressed an interest in constructing a second phase of the development on the parcel of property immediately to the east. The parcel currently provides overflow parking for the office building on the north side of Martway addressed as 5201 Johnson Drive.

Sunflower Development submitted an application for a preliminary development plan (PDP) to the City in May of this year. The PDP indicates an apartment building that would be five stories in height (four stories on top of a one-story podium parking structure) with 96 apartment units. Approximately 20% of the units would be two-bedroom with the remaining being a combination of one bedroom and studio. The building will have a 1,750 sq. ft. retail space on the ground floor in the northwest corner. The applicant envisions this space possibly being a coffee shop or small cocktail bar.

Though similar in design to the first building that is currently under construction, the Phase II building will have different color brick work and other elements that give it a distinctly different feel from the Phase I building but compliments the design of the Phase I building. This will provide more visual interest along this particular block of Martway with some variety in colors, materials and even uses.

The site is within the Main Street 2 (“MS-2”) zoning district. The “MS-2” zoning district has a maximum height requirement of three stories or 45 feet and a density restriction of 35 units per acre. The applicant is requesting a deviation from these two requirements with a building that is five stories in height, or 58 feet, and 55 units per acre. This is consistent with deviations that were approved for Phase I and provides continuity between the two buildings and that portion of Martway.

The site will accommodate 98 parking spaces with seven additional, on-street parking spaces for the retail component. Parking requirements for the “MS-2” stipulates one parking space per bedroom, which equates to 112 parking spaces total for the residential component. The applicant is contemplating a cross access parking agreement with the former Mission Bank building property on the north side of Martway

Related Statute/City Ordinance:	Chapter 400
Line Item Code/Description:	N/A
Available Budget:	N/A

City of Mission	Item Number:	1.
ACTION ITEM SUMMARY	Date:	August 2, 2023
Community Development	From:	Brian Scott

Action items require a vote to recommend the item to the full City Council for further action.

that would allow for residents to park on the north property in the evening hours and office building users to park on the south property during the day. Obtaining this cross-access parking agreement is a stipulation of this PDP.

In addition, the owner of the north property (the former Mission Bank building) intends to make improvements to the property that will provide for additional parking.

The application for the PDP for Phase II of the Residence on Rock Creek was considered by the Planning Commission at their regular meeting on Monday, July 24th. A public hearing was held as part of the consideration, but no one was present to provide testimony in favor or against the project. The Planning Commission approved recommendation of the PDP for Phase II of Residence on Rock Creek to the City Council by a vote of 7-0 (2 Commissioners absent).

The Developer has indicated they anticipate making a request for consideration of a public/private partnership similar to the one approved in 2020 for the Phase I project.

CFAA CONSIDERATIONS/IMPACTS: There is currently an acute need for housing across the nation. This need exists within the Kansas City region as well. The proposed development project will provide an additional 96 units of housing for the community that is new, clean, and safe. These units will be available to adults of any age group. In addition, the proposed development will provide amenities for all residents of Mission including an extension of the Rock Creek Trail with benches and outdoor exercise components that can be used by all residents of any age.

Related Statute/City Ordinance:	Chapter 400
Line Item Code/Description:	N/A
Available Budget:	N/A

CITY OF MISSION, KANSAS

ORDINANCE NO. _____

AN ORDINANCE APPROVING A PRELIMINARY DEVELOPMENT PLAN WITH STIPULATIONS FOR THE CONSTRUCTION OF PHASE II OF THE RESIDENCE ON ROCK CREEK MULTI-FAMILY HOUSING DEVELOPMENT ON A PARCEL ADJACENT TO 5399 MARTWAY – MISSION BOWL, LLC, APPLICANT (PLANNING COMMISSION CASE # 23-13)

WHEREAS, the subject parcel of property, located south of Martway Street, is the southern portion of a larger property (KP38000000-0007) located at 5201 Johnson Drive in the City of Mission, Johnson County, Kansas; and

WHEREAS, subject property is zoned Main Street District 2 (“MS-2”) with certain stipulations on building type, height, setbacks, architecture, landscaping, and street layout; and

WHEREAS, Mission Bowl, LLC (the applicant), presented an application to the Community Development Department of the City of Mission for a preliminary development plan for the construction of a five-story, 96-unit, multi-family housing development on the subject property on May 17, 2023; and

WHEREAS, the application was presented to the Mission Planning Commission on July 24, 2023 as Planning Commission Case #23-13, at which time a public hearing was held by the Commission so that all interested parties may present their comments concerning the application; and

WHEREAS, notice of said public hearing was published in The Legal Record on July 4, 2022, and sent, certified mail, to property owners and occupants within 200 feet of the subject property; and

WHEREAS, At the conclusion of the public hearing for PC Case #23-13, the Planning Commission, after due consideration, voted 7-0 to recommend approval of the application to the Mission City Council with requested deviations and certain stipulations.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSION, KANSAS:

Section 1. Approval of Preliminary Development Plan Granted – Pursuant to Section 440.175 of the Mission Municipal Code, the Preliminary Development Plan (Planning Commission Case #23-13) on file with the Community Development Department of the City of Mission, 6090 Woodson, Mission, Kansas 66202 is hereby approved for the subject property as described below, and in accordance with Section 410.220 et. seq. of the Mission Municipal Code, subject to the stipulations set forth in Section 2, and subject to all other laws and regulations:

Legal Description (abbreviated)

MISSION VILLAGE BLOCK 5 LTS 21 THRU 23 EX E 10' LT 23 & E 95' LT 20
MIC 96 7

Section 2. Conditions and Stipulations – The Preliminary Development Plan referenced in Section 1 above is hereby approved with requested deviations and adopted subject to the following stipulations:

1. A final development plan will be submitted to the City and approved by the Planning Commission prior to the issuance of any building permits.
2. A Final Stormwater Management Report will be required with the Final Development Plan submittal. The stormwater report will document stormwater infrastructure and detention basin design details, subject to review and approval by Public Works staff.
3. All necessary stormwater infrastructure, as determined by guidance in the adopted 2009 APWA/MARC Manual of Best Management Practices for Stormwater Quality, will be detailed in the final development plan.
4. A Cross Parking Access Agreement outlining arrangements for shared parking between the subject parcel of property (the parcel south of Martway Street that is the proposed development site) and the parcel of property north of Martway Street that is addressed as 5201 Johnson Drive, and/or other properties as may be necessary, is required for the final development plan. Said Cross Parking Access Agreement(s) will be reviewed and approved by City staff. Said Cross Parking Access Agreement(s) will be signed by all parties and recorded with the Johnson County Register of Deeds prior to a building permit being issued.
5. Provide adequate parking in accordance with the standards of the American with Disabilities Act (ADA); One stall for every 20 spaces is required for final development plan. At least one ADA parking stall should be available to residents on-site outside of the parking structure and one ADA parking stall available for the retail use.
6. A study to determine the sight-line from the residential properties that are adjacent to the south to the equipment on the roof shall be completed to ensure that roof-mounted equipment is adequately screened from view; to be provided with the final development plan.
7. A detailed landscaping plan is required with the submittal of the final development plan; landscaping that is native and non-invasive shall be provided.

8. A detailed lighting plan is required with the submittal of the final development plan; lighting specifications that adhere to International Dark Sky Standards is preferred.
9. A study to determine the need for an improved crosswalk and/or beacon for pedestrians at the mid-block crossing for access to parking on the north side of Martway shall be included in the final development plan.
10. Details of the trash enclosure shall be provided that ensure adequate screening of waste from view off the site; to be provided with the final development plan.
11. All necessary easements and dedicated rights-of-way shall be submitted in a preliminary plat prior to final development plan approval.
12. An application for a Land Disturbance Permit shall be submitted to, and issued by, the City before any clearing, grading, or digging occurs on the site.
13. The applicant shall submit a Final Site Plan and construction documents to the City for review and approval prior to building permit issuance.
14. The applicant shall obtain all approvals from Johnson County Wastewater and Johnson County Water District #1 prior to building permit issuance.
15. The applicant shall obtain all necessary reviews, inspections, and approvals from Consolidated Fire District #2 prior to Temporary Certificate of Occupancy being issued.
16. The applicant shall be responsible for all damage to existing City infrastructure, including roads, curbs, and sidewalks. Repairs shall be of a quality like or better than existing conditions before final Certificate of Occupancy issuance.
17. The applicant shall provide a two (2) year warranty bond on all public infrastructure installed as part of this Preliminary Development Plan; bond(s) will be placed on file with the City of Mission Community Development Department.
18. Maintenance agreement for all site improvements, including but not limited to structures, improved infrastructure, landscaping, parking, and pedestrian connections on the property shall be provided and signed by the applicant and the appropriate City officials prior to construction permitting.
19. This Preliminary Development Plan approval shall lapse in five (5) years from its effective date if construction on the project has not begun, or if such construction is not being diligently pursued; provided, however, that the applicant may request a hearing before the City Council to request an extension of this time period. The City Council may grant an extension for a maximum of 12 months for good cause.

Section 3. Effective Date - This ordinance shall take effect and be in force from and after its publication as required by law.

Passed by the City Council this 16th day of August 2023.

Approved by the Mayor this 16th day of August 2023.

Solana Flora, Mayor

ATTEST:

Robyn L. Fulks, City Clerk

APPROVED AS TO FORM:

David Martin, City Attorney

Payne & Jones, Chartered
11000 King Street, King 2 Building
Overland Park, KS 66210

AT A GLANCE

Applicant:
Mission Bowl Apartments LLC

Case Number:
23-13

Location:
5201 Johnson Drive (South of Martway)

Project Name:
Residence on Rock Creek Phase II

Property ID:
KP38000000 0007

Project Summary:
The applicant proposes a mixed-use development of multi-family residential and retail for the existing parking area on the south side of Martway as phase two of the Residence on Rock Creek development that is currently under construction on the adjacent property to the west. It is a five-story structure, with four stories of 96 residential units over a first floor parking garage and small retail space with additional surface parking and on-street parking on site.

Current Zoning:
MS-2

Proposed Zoning:
N/A

Current Land Use:
Surface Parking

Staff Contact:
Karie Kneller, City Planner

Proposed Land Use:
Mixed-Use

Public Hearing Required

Legal Notice:
July 4, 2023



PROPERTY BACKGROUND AND INFORMATION

The subject property is located at 5201 Johnson Drive, on the lot south of Martway. It is a proposed development for Phase II of the Residence on Rock Creek that is currently under construction. The property is zoned “MS-2” Main Street District 2. The lot is currently combined with the lot to the north on Martway, which is a high-rise office building.

The subject property is currently an impervious parking lot with an approximately 15-foot buffer between the lot and the stormwater channel. The north, west, and east perimeter also contain a small area of pervious landscaping strip; to the north is a two-foot strip on the south side of the existing sidewalk, with two landscaped islands at the west and east vehicular drives. According to County maps, the south side of the subject property lies partially within the 100-year floodplain, adjacent to the Rock Creek channel.

Stormwater generally flows from north to south and west to east on the property surface, without underground infrastructure to capture runoff. A concrete flume currently located on the southeast corner of the lot shunts stormwater from the surface into the Rock Creek channel. A water main is located on the north side of Martway and on the adjacent property to the west. Gas, electrical, and sanitary sewer utilities are available. The property is not currently platted.

PROJECT PROPOSAL

The applicant submitted a preliminary development plan for a 90,647 square foot 96-unit multi-family development with a 1,750-square foot retail component on the northwest corner of the ground floor. A structured parking and surface parking component with 98 spaces for residents is located under and at the back of the building, accessed on the south side of the lot via the east vehicular drive. There is an additional seven parking spaces located diagonally along Martway for retail customers. The building is a five-story structure, about the same height as the Residence on Rock Creek development that is currently under construction. This development is phase two of Residence on Rock Creek, and circulation through the phase two development consists of a drive onto the phase one property for fire access ingress and egress.

The building footprint is outside of the 100-year floodplain, with some surface parking located within the floodplain on the south side ground floor. While a stormwater capture component will be part of the final development plan, it is not included in the preliminary development plan as this time. The stormwater infrastructure needed to improve the site with this development will consist of best management practices for stormwater management according to the American Public Works Association (APWA) and Mid-America Regional Council (MARC) guidelines, and will be the standard of evaluation for plan details. Impervious surface will nominally increase by about 3.3% with this plan, therefore stormwater calculations are provided with the project packet. The conversion from paved parking to more than 23,000 square feet of rooftop impervious surface is anticipated to decrease runoff contaminants from oil, salt, and gasoline.

Landscaping consists of a variety of trees, bushes, and ground cover that will provide green space on

site on the perimeter and within the parking area. There are nine street trees proposed along Martway with this plan. Annual planter beds are also a part of the landscaping plan. An extension of the existing Rock Creek Trail is located on the north side of the lot to maintain that connection, and a small area with public exercise equipment is also located adjacent to the trail. This exercise equipment is an extension of equipment located similarly on the first phase of the Residence on Rock Creek project.

Materials consist of brick and stone, with breeze block detailing on the ground floor facing Martway east of the retail location. There are four glass doors proposed along street frontage, and spandrel glass detail along a storage wall on the north façade at the ground floor. Several balconies and vertical architectural details around 360-degrees of the building breaks up the frontage on each floor of the proposed development. Park benches and bike racks are available along Martway, as well.

The design team submitted a sustainability scorecard for review by the Sustainability Commission. The meeting will be scheduled to provide the Commission with an opportunity to review the project and provide feedback for ways to improve the sustainability of the project.

PLAN REVIEW AND ANALYSIS

Mission Comprehensive Plan and Municipal Code

The 2007 Comprehensive Plan indicates future land use for the subject property as mixed-use. The draft update to the Comprehensive Plan defines the property as “High-Density Residential,” defined as 21 or more units per acre. The municipal code for properties located in MS-2 zones at §410.230-410.240 states that multi-family dwellings have a minimum of 35 units per acre.

Analysis: The proposal conforms with the municipal code and the comprehensive plan (2007 and draft update) for lot density.

The maximum height permitted in MS-2 is three stories and/or 45 feet. No front, side, or rear setback is required, except where the lot is adjacent to properties in R-1 or R-2 zoning districts.

Analysis: Because the lot is separated by the adjacent Rock Creek channel, this stipulation would not apply, but development is not permitted within the floodplain, so there is a significant back yard setback as determined by the floodplain area. This project is consistent with the development type, height, and density of phase one to the western adjacent lot, and the proposal conforms with the density and land use stipulated in the municipal code.

Parking requirements per municipal code at §410.250 (A) stipulate that for each 1,000 square feet of gross floor area, four spaces shall be provided. The retail space is 1,750 square feet, therefore the requirement for parking is seven spaces. These are provided in diagonal parking along Martway at the north side of the property. Americans with Disability Act (ADA) guidelines state that one ADA-accessible parking space should be provided for every 20 parking spaces on a site. There are a total of 105 parking spaces proposed, therefore six accessible spaces are required. Additionally, parking requirements for residential uses (B) stipulate that one space per bedroom for one- and two-bedroom units is required.

The project contemplates 112 bedrooms in 96 units, with 98 resident parking spaces in covered and uncovered lots.

Analysis: Staff is currently working with the applicant and the property owner to provide an agreement for shared parking to accommodate parking needs between the office use on the north side of Martway and the residential needs of this project. Staff will also work with the applicant to ensure that the ADA needs are met for the residents and customers. The shared parking agreement and equitable ADA access will be required with the final development plan.

Screening on the property is provided on the east side of the property, via a 4-foot high wall, that will be detailed in the final development plan. Trash receptacles are located behind the building in the uncovered parking lot, with access from within the building or covered parking garage. The final development plan will detail the enclosure materials.

Per municipal code at §415.030, screening for trash bins must be provided so that it is not visible from the pedestrian realm or off site, and the enclosure shall be constructed of masonry or frame. All roof-mounted equipment shall be screened from adjacent property or street level.

Analysis: The trash enclosure is located at the back of the building and will be enclosed with details to be provided in the final development plan

Landscaping requirements are provided in the municipal code at §415.090, which states that one tree is required for each 50 feet of street frontage. The frontage measures 385 feet, with a required eight trees. The proposal shows nine trees along street frontage. Additionally, one tree for each 3,000 square feet of open spaces is required. The lot has 5,390 square feet of open space, for a required two additional trees, which are provided in the plan. Landscaping within parking lots requires 6% of landscaped space and one tree for each 20 parking spaces (not to include garage). There are 50 uncovered parking spaces and three trees required. The area that is required to be landscaped is at least 486 square feet, and the proposal shows 592 square feet of landscaped parking area.

Analysis: The landscaping requirements as set forth in the municipal code are met with the preliminary plan; staff requires a landscape plan that details native and non-invasive species for the final development plan as noted.

Johnson Drive Design Guidelines

Materials in accordance with the Johnson Drive Design Guidelines (referenced in the municipal code as the City Wide Design Guidelines) shall be neutral beige, tan, and yellow tones and shall be of durable, high quality such as brick and stone. Each façade shall be addressed to provide a 360-degree design. The pedestrian realm is a priority, and should provide adequate connections for improved walkability. Park benches and bike racks are encouraged as part of design for walkable connections throughout the community as part of new developments. Ground floor transparency is encouraged to provide an enhanced pedestrian experience.

Analysis: It is staff's determination that the materials and overall architectural design is in conformance with the Johnson Drive Design Guidelines and provides a comprehensive design that is in context with surrounding properties. The extension/retention of the Rock Creek Trail connection provides improved walkability that is inviting and safe for pedestrians and the additional seating, bike racks, and exercise equipment provides enhancements that are consistent with improvements along the corridor. The breeze block detail on the ground floor facing Martway, entry doorways, and spandrels create an environment that engages passing pedestrians and bicyclists.

RECOMMENDATION

Staff recommends that the Planning Commission recommend approval to the City Council of Case #23-13, the preliminary development plan for Residence at Rock Creek Phase II with the following conditions:

1. A final development plan will be submitted to the City and approved by the Planning Commission prior to the issuance of any building permits.
2. A Final Stormwater Management Report will be required with the Final Development Plan submittal. The stormwater report will document stormwater infrastructure and detention basin design details, subject to review and approval by Public Works staff.
3. All necessary stormwater infrastructure, as determined by guidance in the adopted 2009 APWA/MARC Manual of Best Management Practices for Stormwater Quality, will be detailed in the final development plan.
4. A Cross Parking Access Agreement outlining arrangements for shared parking between the proposed development site and the office building to the north located at 5201 Johnson Drive is required for the final development plan. Said Cross Parking Access Agreement will be signed by all parties and recorded with the Johnson County Register of Deeds prior to a building permit being issued.
5. Provide adequate ADA parking; One stall for every 20 spaces is required for final development plan. At least one ADA parking stall should be available to residents on-site outside of the parking structure.
6. Provide an ADA parking stall for the retail use.
7. A study to determine the sight-line from the residential properties that are adjacent to the south to the equipment on the roof shall be completed to ensure that roof-mounted equipment is adequately screened from view; to be provided with the final development plan.
8. A detailed landscaping plan is required with the submittal of the final development plan;

landscaping that is native and non-invasive shall be provided.

9. A detailed lighting plan is required with the submittal of the final development plan; lighting specifications that adhere to International Dark Sky Standards is preferred.

10. A study to determine the need for an improved crosswalk and/or beacon for pedestrians at the mid-block crossing for access to parking on the north side of Martway shall be included in the final development plan.

11. Details of the trash enclosure shall be provided that ensure adequate screening of waste from view off the site; to be provided with the final development plan.

12. All necessary easements and dedicated rights-of-way shall be submitted in a preliminary plat prior to final development plan approval.

13. An application for a Land Disturbance Permit shall be submitted to, and issued by, the City before any clearing, grading, or digging occurs on the site beyond the demolition that has already occurred.

14. The applicant shall submit a Final Site Plan and construction documents to the City for review and approval prior to building permit issuance.

15. The applicant shall obtain all approvals from Johnson County Wastewater and Johnson County Water District #1 prior to building permit issuance.

16. The applicant shall obtain all necessary reviews, inspections, and approvals from Consolidated Fire District #2 prior to final occupancy permit being issued.

17. The applicant shall be responsible for all damage to existing City infrastructure, including roads, curbs, and sidewalks. Repairs shall be of a quality like or better than existing conditions before final Certificate of Occupancy issuance.

18. The applicant shall provide a two (2) year warranty bond on all public infrastructure installed as part of this Preliminary Development Plan; bond(s) will be placed on file with the City of Mission Community Development Department.

19. Maintenance agreement for all site improvements, including but not limited to structures, improved infrastructure, landscaping, parking, and pedestrian connections on the property shall be provided and signed by the applicant and the appropriate City officials prior to construction permitting.

20. This Preliminary Plan approval shall lapse in five (5) years from its effective date if construction on the project has not begun, or if such construction is not being diligently pursued; provided, however, that the applicant may request a hearing before the City Council to request an extension of this time period. The City Council may grant an extension for a maximum of 12 months for good cause.



PLANNING COMMISSION ACTION

The Planning Commission held a public hearing at its regular meeting on July 24, 2023 to take testimony on Case #23-13 - Preliminary Development Plan for Phase II of Residence on Rock Creek. At the conclusion of the public hearing and after due consideration the Commission voted 7-0 to recommend to the City Council approval.

CITY COUNCIL ACTION

The City Council will hear Case #23-13 at its August 16, 2023 public hearing.



Community Development Department
6090 Woodson Street
Mission, KS 66202
913-676-8360

Development Application

Permit # _____

Applicant Name: <u>Banks Floodman</u>	Company: <u>Mission Bowl Apartments LLC</u>
Address: <u>901 New Hampshire Street, Suite 201</u>	
City/State/Zip: <u>Lawrence, KS 66044</u>	
Telephone: <u>816.988.2808</u>	
Email: <u>bfloodman@sunflowzrkc.com</u>	
Property Owner Name: <u>Beain Dev 7 LLC</u>	Company: <u>Beain Dev 7 LLC</u>
Address: <u>300 E 39th St.</u>	
City/State/Zip: <u>Kansas City, MO 64111</u>	
Telephone: _____	
Email: <u>abeain@beaingroup.co</u>	
Firm Preparing Application: <u>Connor Treanor</u>	Company: <u>CT Design & Development</u>
Address: <u>800 New Hampshire</u>	
City/State/Zip: <u>Lawrence, KS 66044</u>	
Telephone: _____	
Email: <u>ctreanor@ctdesigndev.com</u>	
*All correspondence on this application should be sent to (check one) <input checked="" type="checkbox"/> Applicant _____ Owner _____ Firm _____	
Application Type	
Rezoning <input type="checkbox"/> Plat <input type="checkbox"/> Site Plan <input checked="" type="checkbox"/> SUP <input type="checkbox"/> Lot Split <input type="checkbox"/> Other (Specify): _____	
Description of Request	
Please provide a brief description of the request: <u>The applicant is requesting preliminary development plan (PDP) review in connection with its proposed redevelopment of the existing parking lot to approx 92-102 multifamily apartment units.</u>	

Project Details

General Location or Address of Property: 5201 Johnson Dr (part of Society Boulevard Parcel)

Present zoning of property: MS2

Present use of property: Vacant parking lot

Agreement to Pay Expenses

Applicant intends to file an application with the Community Development Department of the City of Mission, Kansas (City). As a result of the filing of said application, City may incur certain expenses, such as but not limited to publication costs, consulting fee, attorney fee, and court reporter fees. Applicant hereby agrees to be responsible for and to reimburse City for all cost incurred by City as a result of said application. Said costs shall be paid within ten (10) days of the receipt of any bill submitted by City to Applicant. It is understood that no requests granted by City or any of its commissions will be effective until all costs have been paid. Costs will be owed whether or not Applicant obtains the relief requested in the application.

Affidavit of Ownership and/or Authorization of Agent

I, Jason Swedds, manager of Mission Bowl Apartments LLC certify that I am the owner or contract purchaser of the subject property. I give my permission for the undersigned to act as my agent on behalf of the application hereby being submitted.

X [Signature] Date 5/16/23
Signature (Owner)

X Andrew Brain Date 5/16/23
Signature (Owner's Agent)

*****FOR OFFICE USE ONLY*****

Table with 2 columns: Fee/Receipt/Notes and Meeting/Notices/Decision. Rows include File Fee, Meeting Date, Date Notices Sent, Date Published, and Decision.

EXISTING MISSION MART SHOPPING CENTER

EXISTING MISSION MART SHOPPING CENTER

EXISTING BUS STATION

EXISTING SECURITY BANK TOWER

EXISTING PARKING FOR MISSION MART SHOPPING CENTER

EXISTING PARKING FOR MISSION MART SHOPPING CENTER

EXISTING PARKING FOR SECURITY BANK TOWER

MARTWAY STREET

RESIDENCE AT ROCK CREEK - PHASE I

RESIDENCE AT ROCK CREEK - PHASE II
FOUR LEVELS OF RESIDENTIAL OVER ONE LEVEL OF PARKING
FIVE TOTAL LEVELS

EXISTING JOHNSON COUNTY WASTEWATER FACILITY TO REMAIN

ROCK CREEK TRAIL

TRASH

100 YR. FLOODPLAIN

DRAINAGE EASEMENT

25' BUILDING SETBACK

ROCK CREEK

EXISTING DRAINAGE EASEMENT
PROPOSED DRAINAGE EASEMENT

10' SANITARY SEWER EASEMENT

4' SCREEN WALL

100 YR. FLOOD WAY

Site Data Table

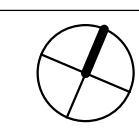
Zoning District:	MS 2
Land Area in Zoning District:	apprx. 74,117 SF
Conditioned Building Area:	90,647 SF
Parking Garage Area:	16,686 SF
Unit Count:	96 Total Units
Parking Required:	95 Spaces
Parking Provided:	98 Spaces

SINGLE FAMILY HOMES

WEST 60TH TERRACE

RESIDENCE AT ROCK CREEK - PHASE 2

SHEET A401 - PDP SITE PLAN

1/32" = 1'-0" 

07/13/23

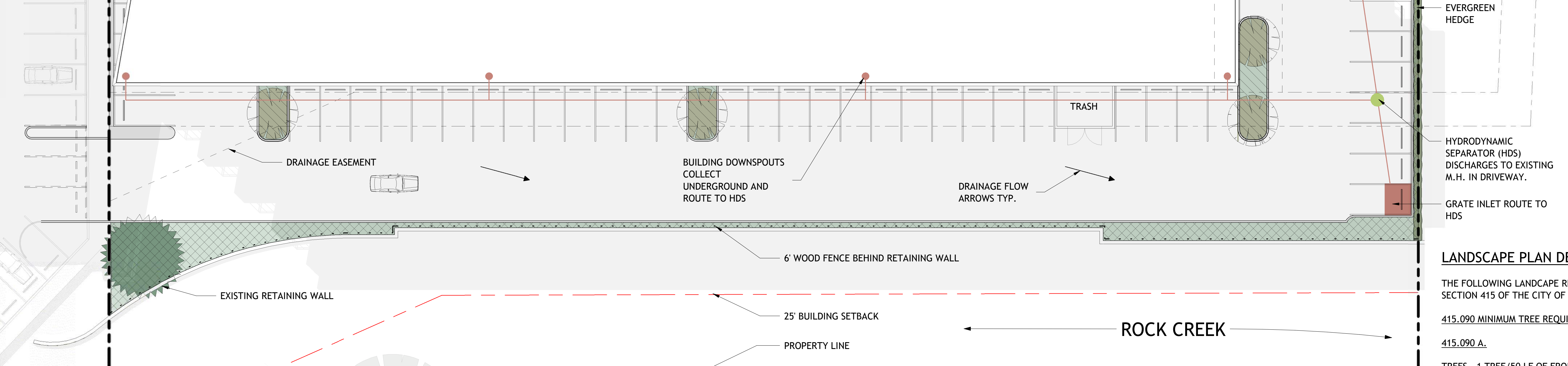


MARTWAY STREET

SAN MH 251 SAN SAN SAN SAN MH 228

ROOF BELOW
AWNING BELOW

FIVE (5) STORY MULTI-FAMILY BUILDING



EXISTING DRAINAGE EASEMENT

EXISTING STORM MANHOLE W/ 36" PIPE

10' SANITARY SEWER EASEMENT

PROPOSED DRAINAGE EASEMENT

EVERGREEN HEDGE

HYDRODYNAMIC SEPARATOR (HDS) DISCHARGES TO EXISTING M.H. IN DRIVEWAY.

GRATE INLET ROUTE TO HDS

LANDSCAPE PLAN DEVELOPMENT DATA:

THE FOLLOWING LANDSCAPE REQUIREMENTS WERE DERIVED FROM SECTION 415 OF THE CITY OF MISSION DEVELOPMENT CODE.

415.090 MINIMUM TREE REQUIREMENTS PER ZONING DISTRICT

415.090 A.

TREES - 1 TREE/50 LF OF FRONTAGE LOCATED WITHIN THE LANDSCAPE SETBACK.

REQUIRED: 385 LF FRONTAGE/50 = 7.7 TREES = 8 TREES
SHOWN: 9 TREES

TREES - 1 TREE/ EACH 3,000 SF OF LANDSCAPE OPEN SPACE.

REQUIRED: 5,390 SF LANDSCAPE OPENSOURCE/3,000 = 1.79 TREES = 2 TREES REQUIRED.
SHOWN: 2 TREES

TREES - 1 TREE/ EACH 20 PARKING SPACES. NOT INCLUDING GARAGE SPACES. TO BE LOCATED WITHIN THE PARKING AREA NOT ON THE PERIMETER.

REQUIRED: 50 PKG SPACES/20 = 2.5 = 3 TREES REQUIRED
SHOWN: 4 TREES

415.110 PLANT REQUIREMENTS WITHIN PARKING AND VEHICULAR AREAS

B.1 REQUIREMENT: 6% OF THE INTERIOR OF THE PARKING LOT SHALL BE LANDSCAPED.

REQUIRED: 50 SPACES x 162 SF x 0.06 = 486 SF REQUIRED
SHOWN: INTERIOR PARKING LOT LANDSCAPE AREA = 592 SF

PARKING LOT SCREENING FROM RESIDENTIAL ZONING SOUTH OF ROCK CREEK:

- WOOD FENCE ALONG SURFACE LOT
- NO ADDITIONAL LANDSCAPING IS SHOWN AS IT WOULD BE LOCATED WITHIN THE CREEK FLOW LIMITS

ALL VEGETATION AND TREES WILL BE NATIVE AND DISEASE RESISTANT. THE FDP WILL DETAIL SPECIFIC LANDSCAPING.

PLANTING LEGEND

- MEDIUM OR LARGE DECIDUOUS TREE (2" CAL. MIN.)
- SMALL DECIDUOUS OR ORNAMENTAL TREE (6' HT. MIN.)
- CONIFEROUS TREE (6' HT MIN.)
- PKG LOT INTERIOR PLANTING AREA
- TURF/ SHRUBS/GROUND COVER PLANTINGS
- PLANTER BED
- EVERGREEN HEDGE

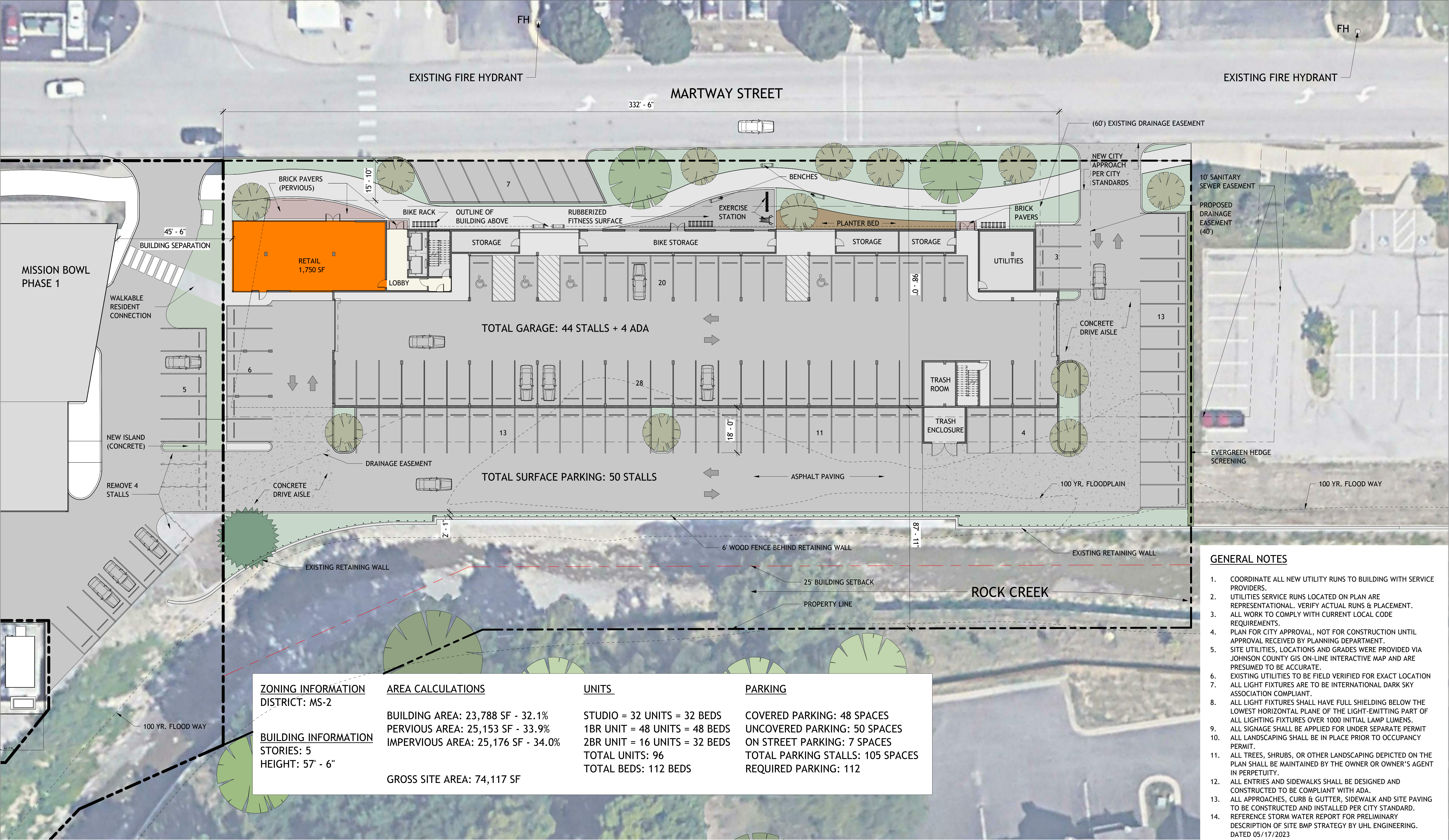
RESIDENCE AT ROCK CREEK - PHASE 2

SHEET A402 - PDP LANDSCAPE AND DRAINAGE PLAN

1/16" = 1'-0"

07/13/23





ZONING INFORMATION	AREA CALCULATIONS	UNITS	PARKING
DISTRICT: MS-2	BUILDING AREA: 23,788 SF - 32.1%	STUDIO = 32 UNITS = 32 BEDS	COVERED PARKING: 48 SPACES
	PERVIOUS AREA: 25,153 SF - 33.9%	1BR UNIT = 48 UNITS = 48 BEDS	UNCOVERED PARKING: 50 SPACES
BUILDING INFORMATION	IMPERVIOUS AREA: 25,176 SF - 34.0%	2BR UNIT = 16 UNITS = 32 BEDS	ON STREET PARKING: 7 SPACES
STORIES: 5		TOTAL UNITS: 96	TOTAL PARKING STALLS: 105 SPACES
HEIGHT: 57' - 6"		TOTAL BEDS: 112 BEDS	REQUIRED PARKING: 112
	GROSS SITE AREA: 74,117 SF		

- GENERAL NOTES**
- COORDINATE ALL NEW UTILITY RUNS TO BUILDING WITH SERVICE PROVIDERS.
 - UTILITIES SERVICE RUNS LOCATED ON PLAN ARE REPRESENTATIONAL. VERIFY ACTUAL RUNS & PLACEMENT.
 - ALL WORK TO COMPLY WITH CURRENT LOCAL CODE REQUIREMENTS.
 - PLAN FOR CITY APPROVAL, NOT FOR CONSTRUCTION UNTIL APPROVAL RECEIVED BY PLANNING DEPARTMENT.
 - SITE UTILITIES, LOCATIONS AND GRADES WERE PROVIDED VIA JOHNSON COUNTY GIS ON-LINE INTERACTIVE MAP AND ARE PRESUMED TO BE ACCURATE.
 - EXISTING UTILITIES TO BE FIELD VERIFIED FOR EXACT LOCATION
 - ALL LIGHT FIXTURES ARE TO BE INTERNATIONAL DARK SKY ASSOCIATION COMPLIANT.
 - ALL LIGHT FIXTURES SHALL HAVE FULL SHIELDING BELOW THE LOWEST HORIZONTAL PLANE OF THE LIGHT-EMITTING PART OF ALL LIGHTING FIXTURES OVER 1000 INITIAL LAMP LUMENS.
 - ALL SIGNAGE SHALL BE APPLIED FOR UNDER SEPARATE PERMIT
 - ALL LANDSCAPING SHALL BE IN PLACE PRIOR TO OCCUPANCY PERMIT.
 - ALL TREES, SHRUBS, OR OTHER LANDSCAPING DEPICTED ON THE PLAN SHALL BE MAINTAINED BY THE OWNER OR OWNER'S AGENT IN PERPETUITY.
 - ALL ENTRIES AND SIDEWALKS SHALL BE DESIGNED AND CONSTRUCTED TO BE COMPLIANT WITH ADA.
 - ALL APPROACHES, CURB & GUTTER, SIDEWALK AND SITE PAVING TO BE CONSTRUCTED AND INSTALLED PER CITY STANDARD.
 - REFERENCE STORM WATER REPORT FOR PRELIMINARY DESCRIPTION OF SITE BMP STRATEGY BY UHL ENGINEERING. DATED 05/17/2023

RESIDENCE AT ROCK CREEK - PHASE 2

SHEET A400 - PDP SITE PLAN - LEVEL 1

1/16" = 1'-0"

07/13/23





1 NORTH ELEVATION



2 EAST ELEVATION

RESIDENCE AT ROCK CREEK - PHASE 2

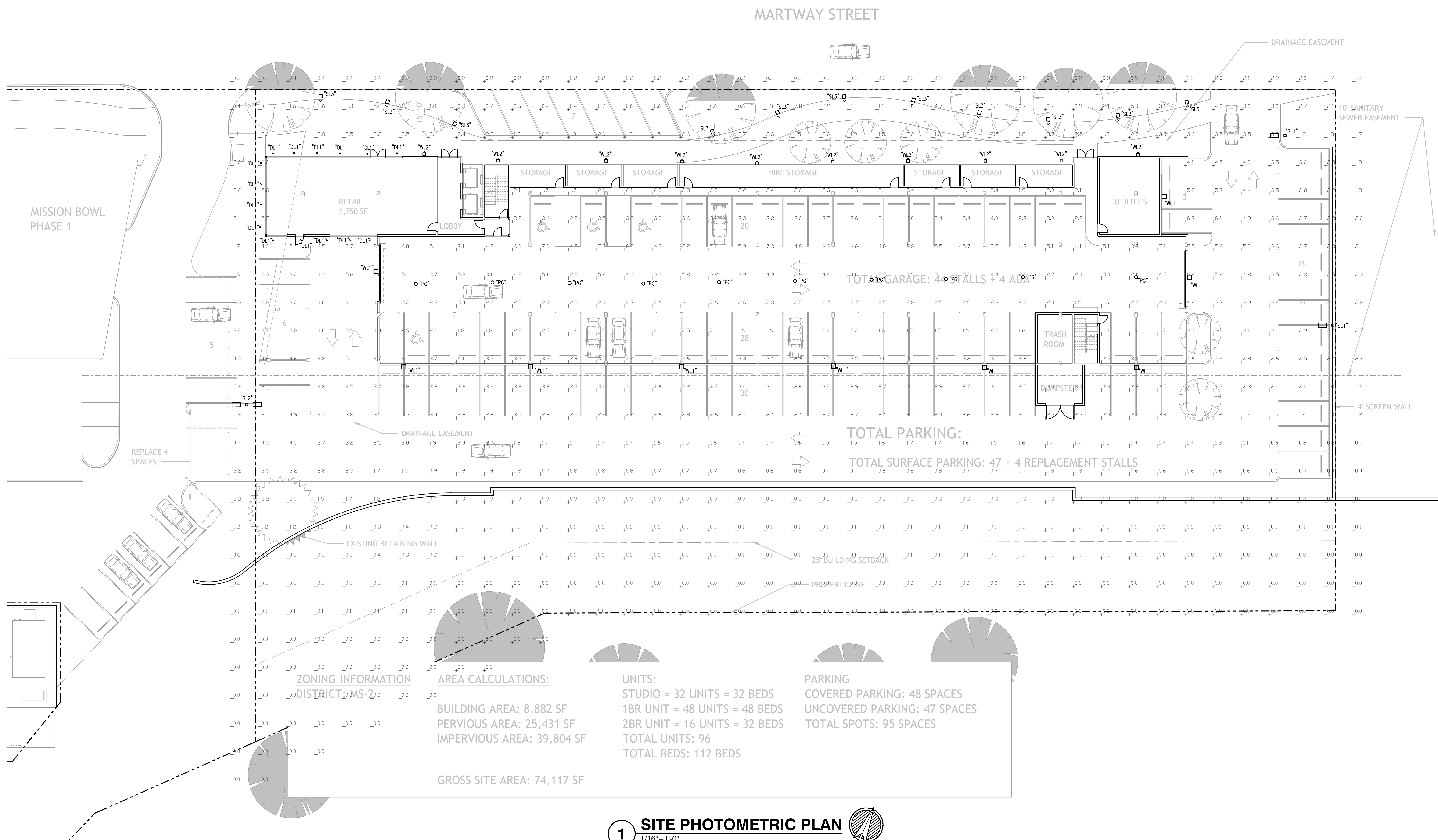


1 SOUTH ELEVATION



2 WEST ELEVATION

RESIDENCE AT ROCK CREEK - PHASE 2



ZONING INFORMATION DISTRICT: MS-2	AREA CALCULATIONS: BUILDING AREA: 8,882 SF PERVIOUS AREA: 25,431 SF IMPERVIOUS AREA: 39,804 SF GROSS SITE AREA: 74,117 SF	UNITS: STUDIO = 32 UNITS = 32 BEDS 1BR UNIT = 16 UNITS = 16 BEDS 2BR UNIT = 8 UNITS = 16 BEDS TOTAL UNITS: 56 TOTAL BEDS: 64 BEDS	PARKING COVERED PARKING: 48 SPACES UNCOVERED PARKING: 47 SPACES TOTAL SPOTS: 95 SPACES
---	--	---	--

1 SITE PHOTOMETRIC PLAN
1/16" = 1'-0"
NORTH



RESIDENCE AT ROCK CREEK - PHASE 2

SITE PLAN - LEVEL 1

1/16" = 1'-0"

WAFFER LED I SURFACE MOUNT "DL1"

57710 / 57712 / 57714 / 57780 / 57784

Job Name : _____
Job Type : _____
Quantity : _____
Comments : _____

• Die Cast Aluminum
• Size options between 5", 7" and 10"
• Ultra thin 0.5" H
• Approved for use in closets and storage spaces
• Suitable for Closets according to NEC Section 410.8 & 410.14
• Available in White (WT), Bronze (BZ), Black (BK), and Satin Nickel (SN)
• Dimmable with Trac and ELV Dimmers
• Easy to install: fits in 3.0 and 4.0 Outlet Box
• Edge-Lit LED Technology
• Suitable for Wet Location, for use on ceilings outdoor and above showers
• ETL/cETL #P65

57780WT
Empty Shell for 7" Round Wafer

57784WTWT
Wafer LED I, 85° x 4.5 Hours
Emergency Back Up

PRODUCT DESCRIPTION
Wafer was designed for the discriminating consumer who wants the low profile look of recessed without the high cost. Manufactured of die cast aluminum, Wafer brings ultimate heat dissipation to its edge lit technology. Edge lighting gives even light distribution while dispersing heat over a larger area. The result is a longer LED life and better light diffusion.

FINISHES OPTIONS:
White (WT)
Bronze (BZ)
Black (BK)
Satin Nickel (SN)

MATERIAL:
Die Cast Aluminum
PMMA Acrylic Diffuser

AVAILABLE SIZES:
5" 7" 10"

RATINGS:
ETL/cETL #P65
Wet Location
Energy Star
Title 24 JAB compliant
ADA
Dimmable
Closets Rated: 410.8 & 410.14

ADDITIONAL:
WARRANTY: 50,000 Hours
OPERATING TEMP: -20° C (-4°), 42° C (104° F)
PHOTOMETRIC: Report Found Online

MEASUREMENTS

MODEL	BULB TYPE	CRI	INT DEL	TEMP.	LUMENS	COL	DIMMABLE	INPUT
*57710	10W LED (integrated)	90+	700	400	3000K	ELV	120V	
*57712	15W LED (integrated)	90+	1050	900	3000K	ELV	120V	
*57780	None on shell							
*57784	15W LED (integrated)	90+	1100	900	3000K	ELV	120V	
*57714	20W LED (integrated)	90+	1400	1200	3000K	ELV	120V	

*120-277V input and 0-10V dimming available upon request

Always consult a qualified electrician before installing any lighting product

WESTERN DISTRIBUTION CENTER (HEADQUARTER)
253 NORTH VINELAND AVE | CITY OF INDUSTRY, CA 91746

EASTERN DISTRIBUTION CENTER
4200 SHIRLEY DR. | ATLANTA, GA 30336
P. 626.956.4200 | F. 626.956.4225 | E. maximlighting.com

McGraw-Edison TT TopTier

Parking Garage / Canopy
Low-Bay Luminaire

Typical Applications
Parking Garages • Parking Lots

Product Certifications / Features
UL LISTED, ETL, FC, GREENGUARD, IP66, 5 YEAR, IESNA, DLC, DIMMABLE, Light Advantage

Interactive Menu
• Ordering Information page 2
• Product Specifications page 2
• Optical Configurations page 2
• Mounting Details page 3
• Energy and Performance Data page 4
• Control Options page 5

Quick Facts
• Lumen packages range from 3,000 - 13,300
• Efficacies up to 146 lumens per watt
• Utilizes patented waveguide technology for maximum visual comfort
• Surface, pendant, trunnion, wall and direct conduit mount options

Connected Systems
• WaveLinX Lite
• Synapse
• Enlighted

Dimensional Details
SURFACE MOUNT

PS510010N page 1
February 19, 2021 1:05 PM

McGraw-Edison GLEON Galleon

Area / Site Luminaire

Typical Applications
Outdoor • Parking Lots • Walkways • Roadways • Building Areas

Product Certifications
UL LISTED, DLC, DIMMABLE, ETL, FC, GREENGUARD, IP66, 5 YEAR, IESNA, Light Advantage

Interactive Menu
• Ordering Information page 2
• Mounting Details page 3
• Optical Distributions page 4
• Product Specifications page 4
• Energy and Performance Data page 4
• Control Options page 5

Quick Facts
• Lumen packages range from 4,200 - 80,800 (34W - 640W)
• Efficacy up to 156 lumens per watt

Connected Systems
• WaveLinX
• Enlighted

Dimensional Details

Number of Light Sources	7" Width	10" Standard Arm Length	10" Extended Arm Length	10" Quick Mount Arm Length	10" Quick Mount Extended Arm Length
1-4	15 1/2"	7"	10"	10 5/8"	16 9/16"
5-6	21 5/8"	7"	10"	10 5/8"	16 9/16"
7-8	27 5/8"	7"	13"	10 5/8"	-
9-10	33 3/4"	7"	16"	-	-

PS508020N page 1
April 12, 2021 1:05 PM

Lumière EON 303-B1-LEDB2

Bollard

Typical Applications
Hospitality • Commercial Landscape • Outdoor Area/Site • Residential • Architectural

Product Certification
UL LISTED, ETL, FC, GREENGUARD, IP66

Product Features
Location

Interactive Menu
• Order Information page 2
• Product Specifications page 2
• Lumen Maintenance page 3
• Product Warranty

Top Product Features
• Full Cut Off Downlight, 12", 24", 36" or 42" height
• 2700K, 3000K or 3500 or 4000K Color Temperature and Amber (585-595nm)
• Type II, Type IV or Type V Optics with clear glass sealed lens
• Patented AccuLED Optics™ System
• Universal Input LED Driver Included (120 - 277V, 50/60 Hz)
• ELV or 0-10 Dimming

Dimensions

TECHNICAL DATA
50°C Maximum Temperature Rating
External Supply 90°C Minimum

PS524024EN page 1
April 13, 2021 1:01 PM

Streetworks GAW Galleon Wall

Wall Mount Luminaire

Product Features
Light Advantage, BAA

Product Certifications
DLC, ETL, TSU, FC, IP66, 5 YEAR

Interactive Menu
• Ordering Information page 2
• Product Specifications page 2
• Optical Distributions page 3
• Energy and Performance Data page 4
• Control Options page 6

Quick Facts
• Choice of thirteen high-efficiency, patented AccuLED Optics
• Downward and inverted wall mounting configurations
• Eight lumen packages from 3,215 up to 17,056
• Efficacies up to 154 lumens per watt

Connected Systems
• WaveLinX
• Enlighted

Dimensional Details

PS506045EN page 1
December 5, 2022 5:05 PM

"WL2"

Rev: 2019/05/15

OW1464 - WRAP™

Project: _____
Type: SL1
Order Code: OW1464

Fill in shaded boxes using information listed below

MODEL SOURCE VOLTAGE FINISH OPTIONS(S)

SOURCE (Select one) and VOLTAGE
MVOLT Fixture accepts 120 through 277 input voltage
LED Sources are 82CR, with 3-step MacAdam and are dimmable 0-10V to 1%.

LED Sources	CCT	Delivered Lumens	Power (Watts)	Voltage
L30K-L	3000K	1600	20	MVOLT
L35K-L	3500K	1600	20	MVOLT
L40K-L	4000K	1700	20	MVOLT
L30K-H	3000K	2400	32	MVOLT
L35K-H	3500K	2500	32	MVOLT
L40K-H	4000K	2500	32	MVOLT

FINISHES (Select one)
Powder Coat Painted Finishes (Standard) See page 2 for color chart

AG7038	AG7038	CW1001	CW1001	CR1001	CR1001	CR1001	CR1001	CR1001	CR1001	CR1001
Agate Grey	Agate Grey	Crown	Crown	Crème	Crème	Crème	Crème	Crème	Crème	Crème
Bronze Marble	Bronze Marble	Cherry	Cherry	Cherry	Cherry	Cherry	Cherry	Cherry	Cherry	Cherry
Bronze	Bronze	Cherry	Cherry	Cherry	Cherry	Cherry	Cherry	Cherry	Cherry	Cherry
Brass Silver	Brass Silver	Cherry	Cherry	Cherry	Cherry	Cherry	Cherry	Cherry	Cherry	Cherry
Brass Silver	Brass Silver	Cherry	Cherry	Cherry	Cherry	Cherry	Cherry	Cherry	Cherry	Cherry

OPTIONS (Multiple Selections Allowed)
Option availability may be interdependent with Voltage, Source or Other Options
Top and bottom lenses are standard
BC Bottom cover, matches finish (creates 90% uplight)
TC Top cover, matches finish (creates 100% downlight for full cut off)

DIMENSIONS
Depth measured from wall to front of fixture
W = Width H = Height D = Depth

W	H	D
15 1/8" (382 mm)	6" (152 mm)	6" (152 mm)
7 1/8" (184 mm)	6" (152 mm)	6" (152 mm)

800-788-VISA
Visalighting.com
Page 1

EXTERIOR LIGHTING FIXTURE SCHEDULE

MARK	MANUFACTURER	CATALOG NUMBER	DESCRIPTION	MOUNTING			FINISH	LAMP TYPE	CODE	WATTAGE	LUMENS	LIGHT LOSS FACTOR	REMARKS
				RECESS.	SURF.	WALL							
SL1	COOPER LIGHTING	GLEON-SA2C-730-U-SL3-HSS	SINGLE HEAD POLE FIXTURE		POLE		BLACK	LED	3000K	113	14,474	0.9	1
SL2	COOPER LIGHTING	GLEON-SA2C-730-U-SL3-HSS	DOUBLE HEAD POLE FIXTURE		POLE		BLACK	LED	3000K	113	14,474	0.9	2
SL3	COOPER LIGHTING	EON 303-B1-LEDB2-3000K-UNV-T2-DIM10-BK-42	BOLLARD		BOLLARD		BLACK	LED	3000K	16	1,250	0.9	
DL1	MAXIM LIGHTING	57712WWT	SURFACE DOWNLIGHT	X			BLACK	LED	3000K	15	900	0.9	
WL1	COOPER LIGHTING	GAW-SA1C-730-U-TAW-BK	WALL PACK			X	BLACK	LED	3000K	59	7,556	0.9	
WL2	VISA LIGHTING	OW1464-L35K-H	WALL SCONCE			X	BLACK	LED	3000K	32	2,500	0.9	
SL3	COOPER LIGHTING	EON 303-B1-LEDB2-3000K-UNV-T2-DIM10-BK-42	BOLLARD		BOLLARD		BLACK	LED	3000K	16	1,250	0.9	

REMARKS
1. PROVIDE WITH SQUARE STRAIGHT STEEL POLE, 20'-0" MAXIMUM HEAD HEIGHT ABOVE FINISHED GRADE.
2. MOUNT HEAD TO EXISTING POLE PROVIDED AS PART OF PHASE 1 PROJECT 180 DEGREES APART FROM EXISTING HEAD.

LS&A
Lester Sommers & Associates, P.A.
CONSULTING ENGINEERS
3639 SW Summerfield Drive, Suite A
Topeka, Kansas 66614-3974
8625 College Boulevard, Suite 102
Overland Park, Kansas 66210
Telephone: (785) 233-3252
Email: lsape@lsape.com
LSA PROJECT NO. 2307

RESIDENCE AT ROCK CREEK - PHASE 2

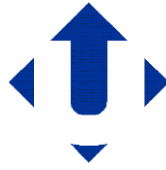
SITE PLAN - LEVEL 1

1/16" = 1'-0"

CT 06/27/23
DESIGN + DEVELOPMENT







UHL ENGINEERING, INC.

7211 west 98th Terrace, Suite 110 • Overland Park, Kansas 66212
(913) 385-2670

May 17, 2023

Celia Duran
City Engineer
Mission, Kansas

***Preliminary Stormwater Letter - Site Improvements
Rock Creek Apartments, Phase 2
Mission, Kansas***

Celia:

This report is a preliminary summary of existing and proposed stormwater conditions for planned improvements at the Rock Creek Apartments, Phase 2 site located along Martway Street, adjacent to the Mission Bowl, Phase 1 development (on its east side).

A. SCOPE

This report accompanies a preliminary submittal to the City of Mission addressing the feasibility of a second phase to the Mission Bowl Apartments project (currently under construction).

The information contained herein was gathered from Johnson County AIMs mapping, copies of previous surveys, Google imagery, and independent observation/verification of existing storm drainage systems by removing manholes covers. No site/field surveys have been conducted to date. No digital models have been created to date for this (proposed) project.

B. SUMMARY

The proposed site is currently a paved parking area, adjacent to and east of the Mission Bowl, Phase I development. This Phase 2 project includes removing the existing pavement for parking and constructing a multi-story building parking at the ground floor level, similar to the design in Phase 1.

The site runoff generally flows from west to east, and north to south with a ridge line at the east side entry that diverts a small portion of the flow toward Martway, with the majority of flow to a concrete flume at the southeast corner of the site, releasing to Rock Creek. Said concrete flume rests atop the recently installed modular wall system on the north side of Rock Creek that contains the Floodway and Floodplain along this reach.

Generally, the proposed improvements create an increase in impervious area of approximately 2,455+/- square feet (sf), or 3.3% of total area, and while the City of Mission has stipulated that stormwater detention for any added stormwater runoff and stormwater treatment may be required, the lack of any buried stormwater systems make it difficult to propose design elements that are below the finished grade.

The portion of flow that reaches Martway Street falls into the gutter and continues east to a curb inlet where it is captured. There are no enclosed storm drainage systems on-site or fronting the site.

C. IDENTIFICATION OF DOWNSTREAM DRAINAGE ISSUES

Rock Creek channel improvements have recently been completed, including concrete block walls, reduction of downstream erosion in Rock Creek, and improvement of the 100-year floodplain relative to the proposed channel. No downstream flooding problems have been reported.

D. CORPS OF ENGINEERS REQUIREMENTS

No permit from the Army Corps of Engineers is required for this project.

E. FEMA/DWR REQUIREMENTS

The recent improvements to Rock Creek (ATTACHMENT C) contain the Floodway within the walls, and remove Floodway and Floodplain from this property, except for an area of Floodplain at the southeast corner of this site, where the aforementioned concrete flume discharges to Rock Creek.

F. STREAM CORRIDORS

No City ordinances for natural streams and preservation of stream corridors were indicated.

G. PROPOSED ON-SITE DRAINAGE SYSTEM

Existing:

There are no on-site storm drainage systems.

The Rock Creek channel upgrades and improvements were finished during the summer of 2020. An existing 24" corrugated metal pipe located along the western side of this property was abandoned as part of the 2020 Rock Creek Channel Improvements.

The manhole cover on a concrete drainage structure in the existing east drive approach was opened to reveal a larger diameter (36" +/-) pipe, but there was no flow, and the City confirmed that they have no record of said system. (ATTACHMENTS D & E)

There is a curb inlet further east along the south curb line of Martway, but the limits and capacity of that system have not been evaluated. (ATTACHMENTS D & E)

Proposed On-site:

No on-site storm drainage systems are proposed. Altering the north wall of the recently improved Rock Creek (to attain vertical depth) appears to be very problematic, possibly requiring approval by FEMA, the US Army Corps of Engineers and State of Kansas agencies.

Proposed Off-site:

No off-site improvements are proposed.

H. PROPOSED STORMWATER TREATMENT

The proposed improvements, while increasing net impervious, also convert 23,838 sf from paved parking to rooftop, thereby decreasing the contamination caused by oil, salt and gasoline landing on the paved parking areas. Accordingly, the Developer requests a waiver from stormwater treatment.



I. CONCLUSIONS

- The proposed improvements will increase the impervious area on site by 2,455 sf, or 3.3%.
- Waivers for stormwater detention and stormwater treatment are requested for these reasons:
 - While there is net increase in impervious area created by the proposed improvements, approximately 23,838 sf is being converted from paved parking to roof area, significantly reducing the contamination from the oil, salt, gasoline contributed from paved parking areas.
 - The lack of buried storm drainage systems within or surrounding the site precludes the possibility of buried on-site storm drainage systems to provide the required depth for both stormwater detention and treatment.
 - The runoff from this site reaches Rock Creek along the south side of the site.

If you have any questions or comments regarding the contents of this report, please contact me directly at 913-385-2670.

Sincerely,



UHL ENGINEERING, INC.



Enclosures:

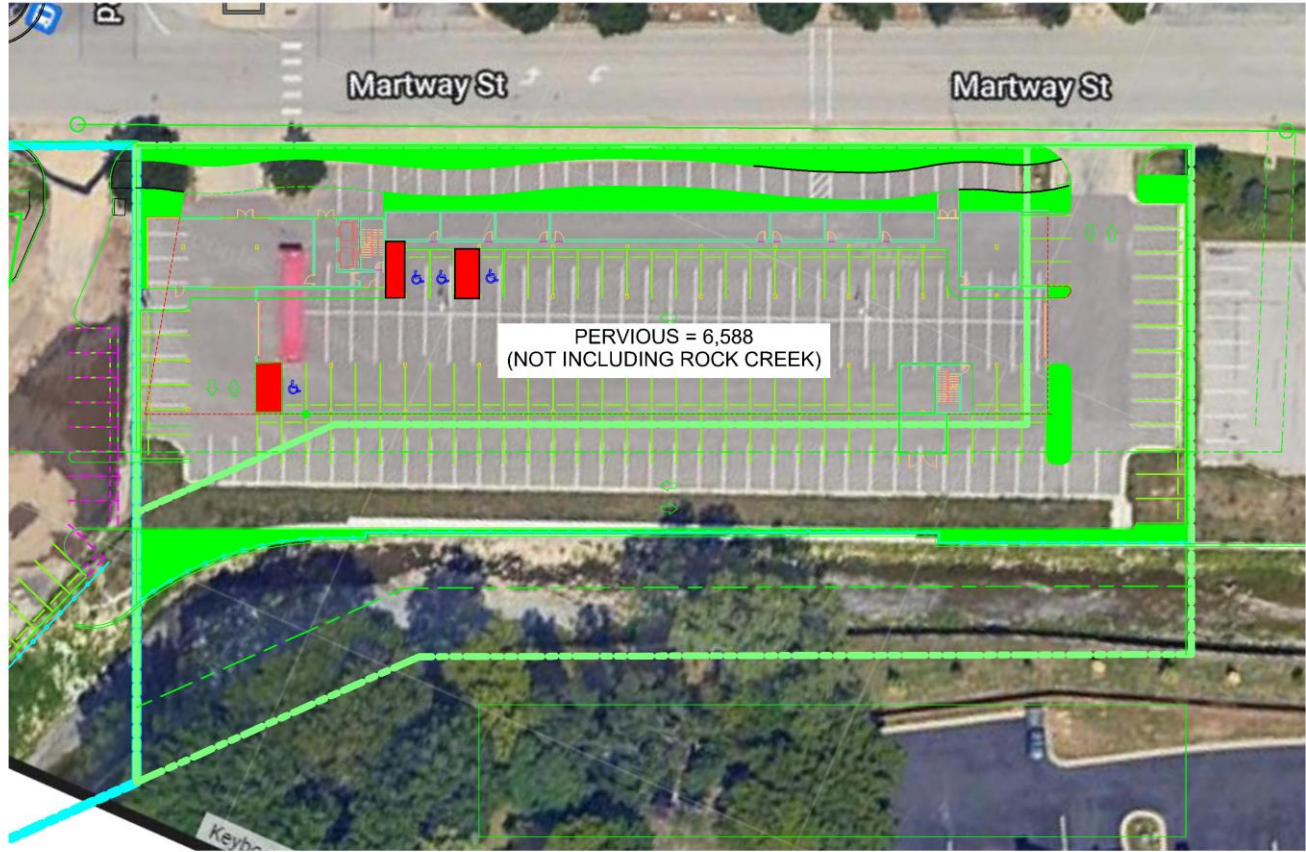
- ATTACHMENT A: Existing Site Plan
- ATTACHMENT B: Proposed Site Plan
- ATTACHMENT C: 'SNAPSHOT' FROM GBA IMPROVEMENT PLANS
- ATTACHMENT D: Photograph of Existing Manhole at East Entrance
- ATTACHMENT E: Photograph of Curb Inlet East of Site on South Side of Martway



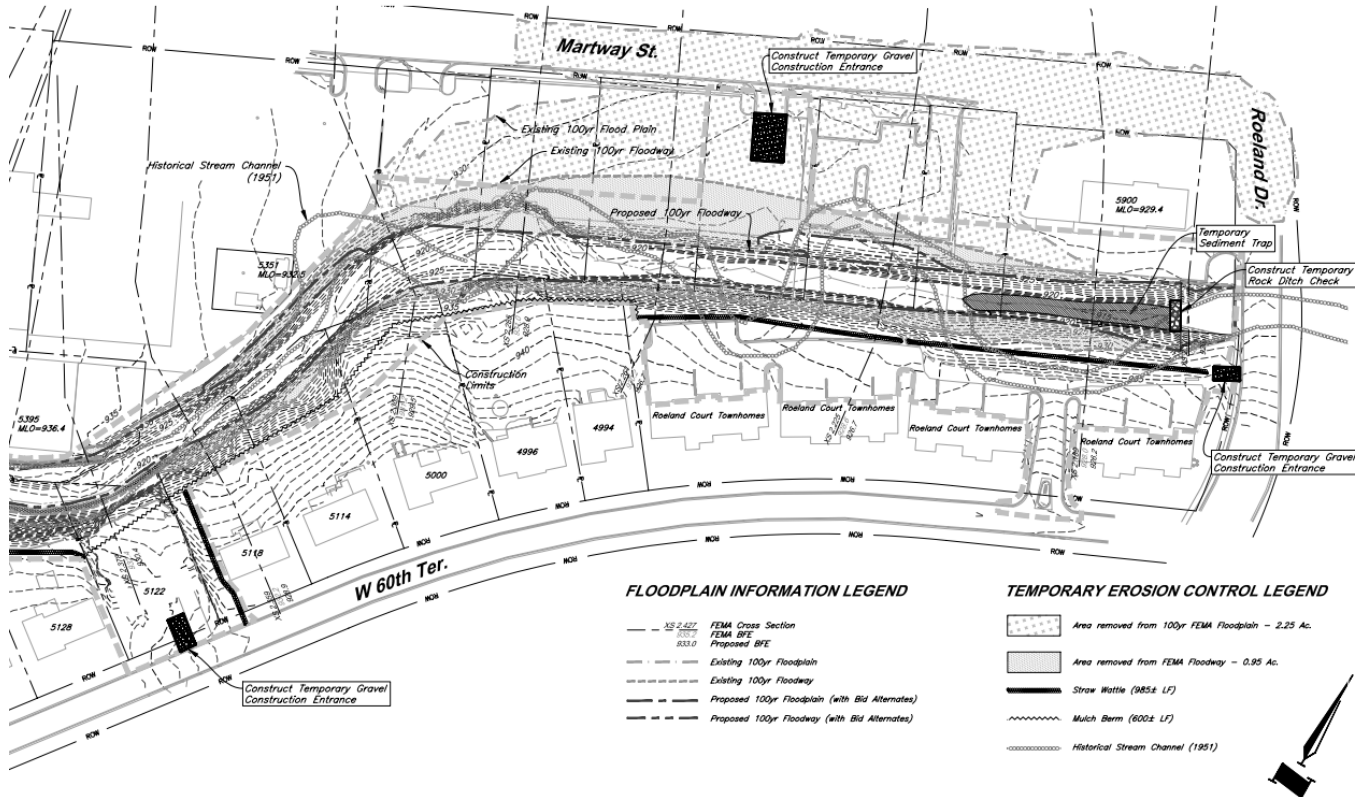
**ATTACHMENT A:
Existing Site Plan**



**ATTACHMENT B:
Proposed Site Plan**



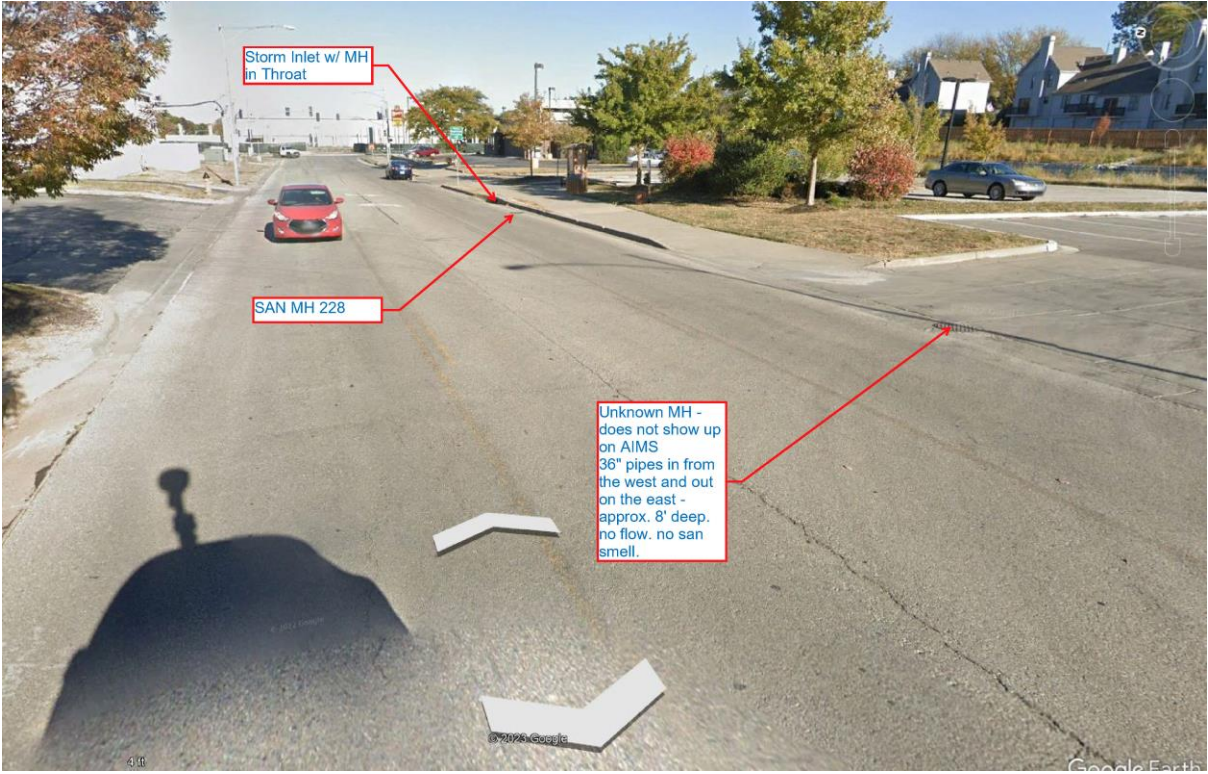
ATTACHMENT C: 'SNAPSHOT' FROM GBA IMPROVEMENT PLANS



**ATTACHMENT D:
Photograph of Existing Manhole at East Entrance**



**ATTACHMENT E:
Photograph of Curb Inlet East of Site on South Side of Martway**





Trip Generation Analysis for Residence at Rock Creek Phase II Development

Martway Street, approx. 450 ft. west of Roeland Drive
Mission, Kansas

Prepared
for
CT Design + Development

Prepared
By



Serving Communities Through Excellence
Missouri | Kansas | Michigan | California



Mehrdad Givechi, P.E., PTOE

June 2023

According to the City of Mission's Transportation Impact Study Guidelines, preparation of a traffic impact study is required for all land development and redevelopment applications. Different levels of traffic study are warranted at certain thresholds depending on the number of trips that the development generates and/or its deviation from the comprehensive plan. For developments generating under 100 trip-ends during the peak-hour of a typical weekday, the study should address the first five tasks listed in the guidelines. The information presented in this document is compiled to fulfill these requirements for the proposed *Phase II of the Residence at Rock Creek* development located on the south side of Martway Street approximately 400 ft. west of Roeland Drive in Mission, Kansas (See *Location Map, Figure 1 of Appendix I*).

1. **Proposed Development Plan** - The project site is bounded by Martway Street on the north, an approved multifamily residential development (*Phase I of the Residence at Rock Creek*) on the west, Rock Creek on the south, and a fast-food restaurant with drive through lane (*Wendy's*) on the east. The site is currently a surface parking lot with 144 marked stalls. Under the proposed development plan, the parking lot will be replaced by a 5-story building with the top 4 floors consisting of 96 dwelling units of multifamily residential development (24 units per floor comprised of studio, 1-bedroom and 2-bedroom units). The Ground Level has a small retail area of 1,600 sq. ft. that is available for lease as well as built storage rooms that will be available for use by the tenants of the building. The building is built as a podium style structure and thus covers 48 resident parking stalls on the ground level, which will be secured by fencing and garage doors. The remainder of the parking will be surface parking outside of the building's footprint with 47 more marked stalls. Overall, the number of parking spaces for the project are 197 for *Phase I* and 95 for *Phase II*. The residents of the *Phase II* building will be granted access to the *Phase I* building Amenity spaces, such as pool, workout rooms, yoga, etc. (See the Site Plan, *Figure 2 of Appendix I*.)
2. **Zoning, Land Use and Roadway Classifications** – The existing and proposed zoning is MS-2. According to the Comprehensive Plan 2007 with updates adopted March 16, 2011, the

existing land use for the project site is *commercial* and the future land use is *parks and pathways*. The *Linkage Map* of the same document indicates that Martway Street is designated as a *proposed trail* facility.

According to the *City Traffic Code, Schedule III, Table III-A, Ordinance No. 1109*, Nall Avenue, Roeland Drive and Martway Street are designated main trafficway whose primary function are the movement of through traffic between areas of concentrated activity within the city limits or between such areas within the city limits and traffic facilities outside the city limits performing the function of a main trafficway.

According to the *East Gateway Long-Range Development Plan, June 2006*, Nall Avenue is a primary north/south street, Roeland Drive is a secondary north/south street, and Martway Street is a primary east/west Street.

3. **Roadway Characteristics** - Near the project site:

- Martway Street and Roeland Drive are 3-lane roadways with one through lane in each direction, a two-way center left-turn lane and posted speed limit of 25 mph.
- Nall Avenue is a 3-lane roadway with one through lane in each direction, a two-way center left-turn lane and posted speed limit of 30 mph.
- The intersections of Martway Street with Roeland Drive and Nall Avenue are controlled by traffic signals.

4. **Proposed Site Access Characteristics** – The site is currently served by two driveways near the east and west property lines. Under the proposed development plan, the west driveway will be eliminated, and the east driveway will be modified to serve as the only access point to the site as shown on the site plan in **Appendix I**.

Field investigations indicate that the proposed access drive to the site is on a flat and tangent section of Martway Street with no sight distance restriction.

5. **Site Generated Traffic** - Trip generation of a proposed land development project is typically estimated using trip generation rates suggested by the latest edition of the Institute of Transportation Engineers, Trip Generation Manual (Currently, the 11th Edition). For this analysis, ITE land use codes 221 (*Mid-Rise Multifamily Housing*) with *number of dwelling units* as the independent variable; and 932 (*High-Turnover, Sit-Down Restaurant*) with *gross floor area* as the independent variable are selected for the residential and retail components of the project, respectively. For each use, both *weighted average rate* and *regression equation* methods were examined and the method with higher trip numbers was selected,

Results, as shown in the **Appendix II**, indicate that the proposed *Phase II of the Residence at Rock Creek* development will generate the following *unadjusted* trips during peak-hours of a typical weekday as described below:

- On average, 51 trip-ends (16 inbound – 35 outbound) during morning peak-hour of the adjacent street network.
- On average, 52 trip-ends (32 inbound – 20 outbound) during afternoon peak-hour of the adjacent street network.
- On average, 608 trips-ends during a 24-hour period.

The proposed development project consists of a mix of residential and retail components with potential for internal trip capture that is typically estimated using the information published in the ITE Trip Generation Handbook, 3rd Edition and the NCHRP 684 Internal Trip Capture Estimation Tool. The internal trip capture for this project, as shown in **Appendix II** is:

- 8% total (13% inbound – 6% outbound) during morning peak-hour
- 8% total (6% inbound – 10% outbound) during afternoon peak-hour

Furthermore, the project site is approximately 360 ft. south of Johnson Drive, which is designated as a *local transit route* according to the City's Comprehensive Plan. It is, therefore, anticipated that a portion of the external trips generated by the development project will be

utilized by the public transportation and non-motorized modes. For this analysis, a value of 5% for each mode is assumed as a reasonable mode share.

The results of the analysis indicate that the proposed *Phase II of the Residence at Rock Creek* development project generates less than 100 external trip-ends during peak-hours of adjacent street network as follows:

- On average, 45 trip-ends (14 inbound – 31 outbound) during morning peak-hour of the adjacent street network.
- On average, 44 trip-ends (28 inbound – 16 outbound) during afternoon peak-hour of the adjacent street network.

Further analysis indicates that the approved *Phase I of the Residence at Rock Creek* development consisting of 176 dwelling units generates the following trip numbers:

- On average, 66 trip-ends (15 inbound – 51 outbound) during morning peak-hour of the adjacent street network.
- On average, 69 trip-ends (42 inbound – 27 outbound) during afternoon peak-hour of the adjacent street network.
- On average, 799 trips-ends during a 24-hour period.

In summary, the entire residence at Rock Creek development, at build out, will generate the following external trips:

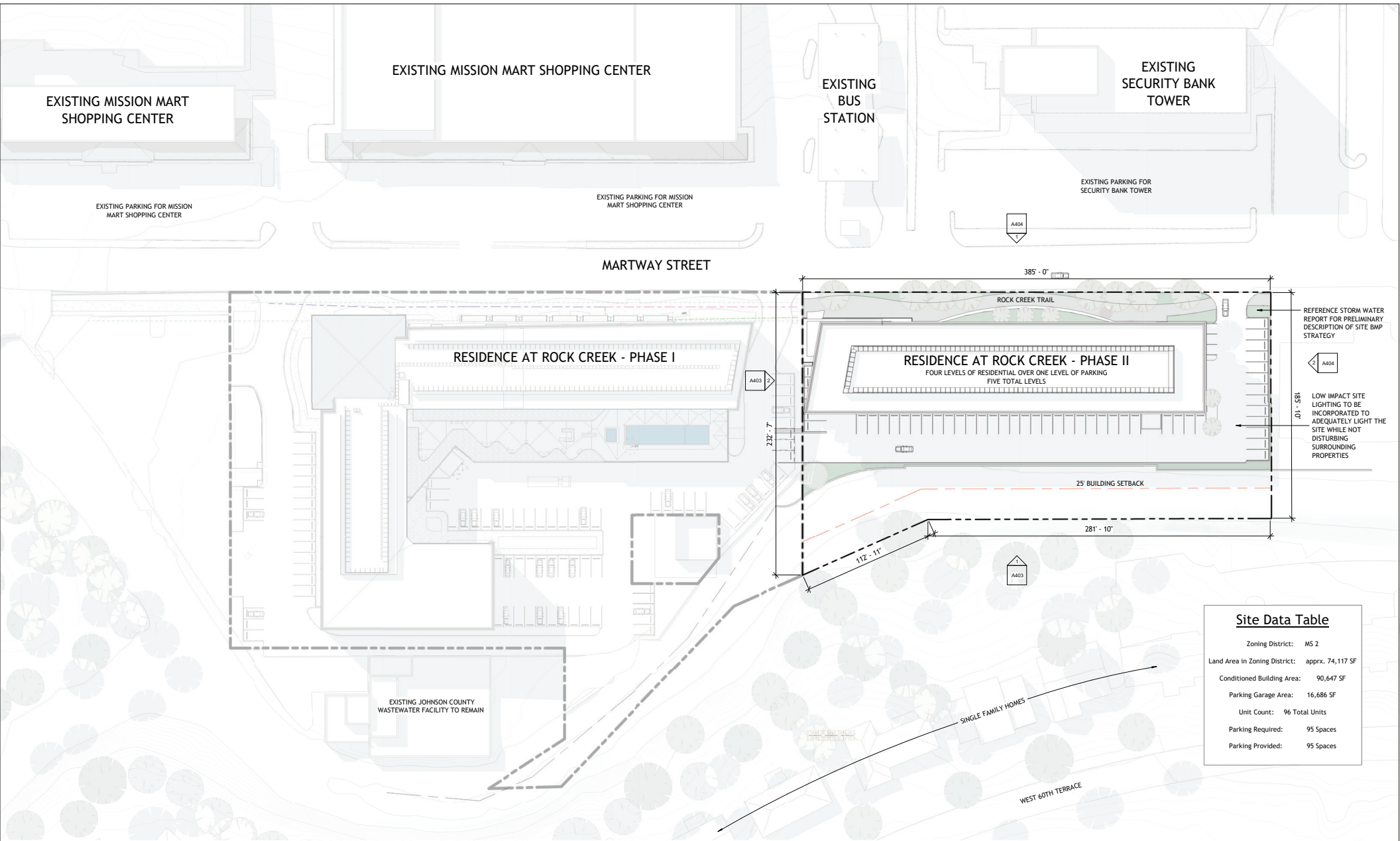
- On average, 111 trip-ends (29 inbound – 82 outbound) during morning peak-hour of the adjacent street network.
- On average, 113 trip-ends (70 inbound – 43 outbound) during afternoon peak-hour of the adjacent street network.
- On average, 1,235 trips-ends during a 24-hour period.

APPENDIX I

Figures



Figure 1 - Location Map



REFERENCE STORM WATER REPORT FOR PRELIMINARY DESCRIPTION OF SITE BMP STRATEGY

LOW IMPACT SITE LIGHTING TO BE INCORPORATED TO ADEQUATELY LIGHT THE SITE WHILE NOT DISTURBING SURROUNDING PROPERTIES

Site Data Table	
Zoning District:	MS 2
Land Area in Zoning District:	approx. 74,117 SF
Conditioned Building Area:	90,647 SF
Parking Garage Area:	16,686 SF
Unit Count:	96 Total Units
Parking Required:	95 Spaces
Parking Provided:	95 Spaces

RESIDENCE AT ROCK CREEK - PHASE 2

SHEET A401 - PDP SITE PLAN

1/32" = 1'-0"

05/17/23



APPENDIX II

Results of Trip Generation Analysis
Using
ITE Trip Generation Manual, 11th Edition

PHASE II

Multifamily Housing (Mid-Rise) Not Close to Rail Transit (221)

Vehicle Trip Ends vs: Dwelling Units
On a: Weekday,
Peak Hour of Adjacent Street Traffic,
One Hour Between 7 and 9 a.m.

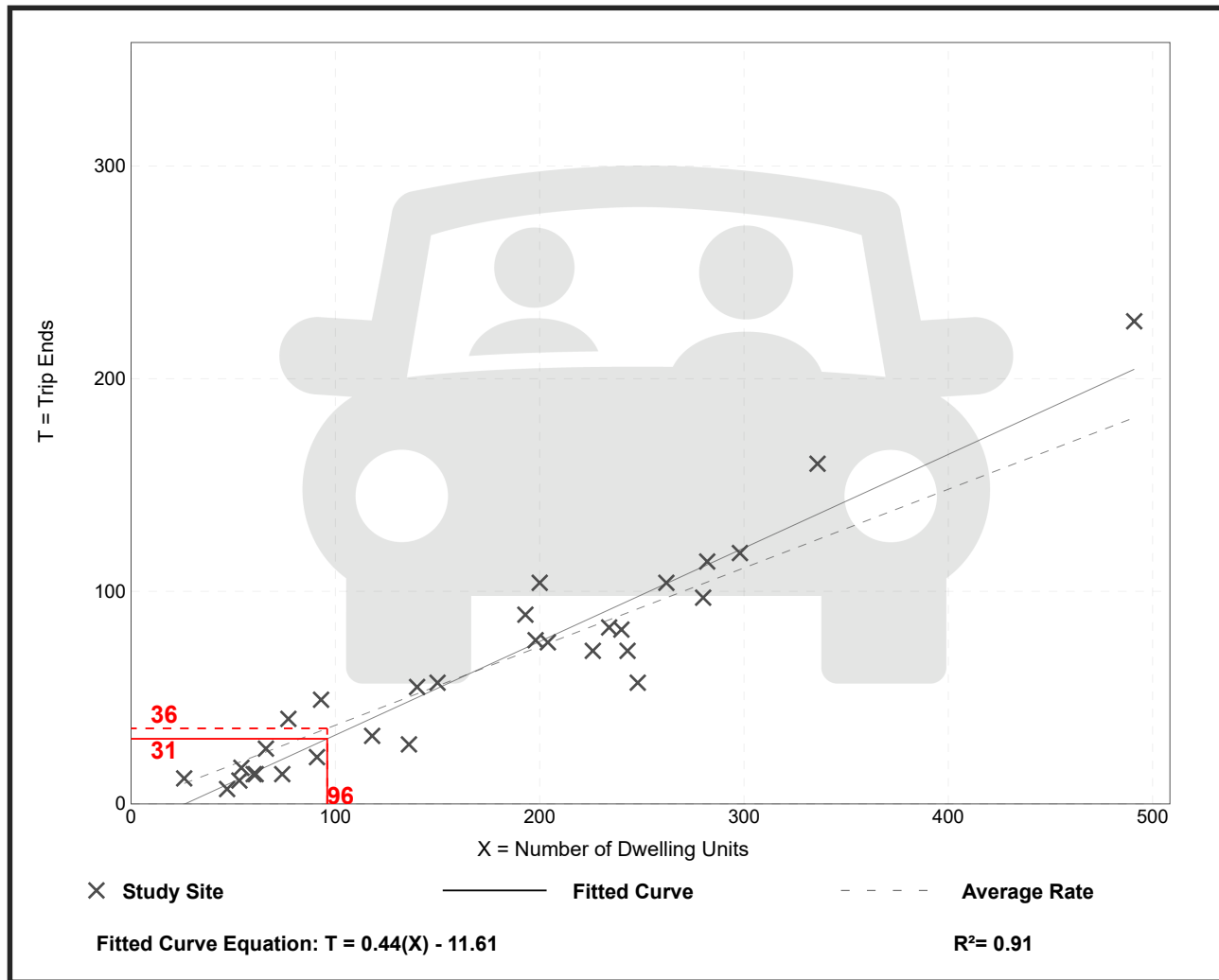
Setting/Location: General Urban/Suburban

Number of Studies: 30
 Avg. Num. of Dwelling Units: 173
 Directional Distribution: 23% entering, 77% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.37	0.15 - 0.53	0.09

Data Plot and Equation



PHASE II

Multifamily Housing (Mid-Rise) Not Close to Rail Transit (221)

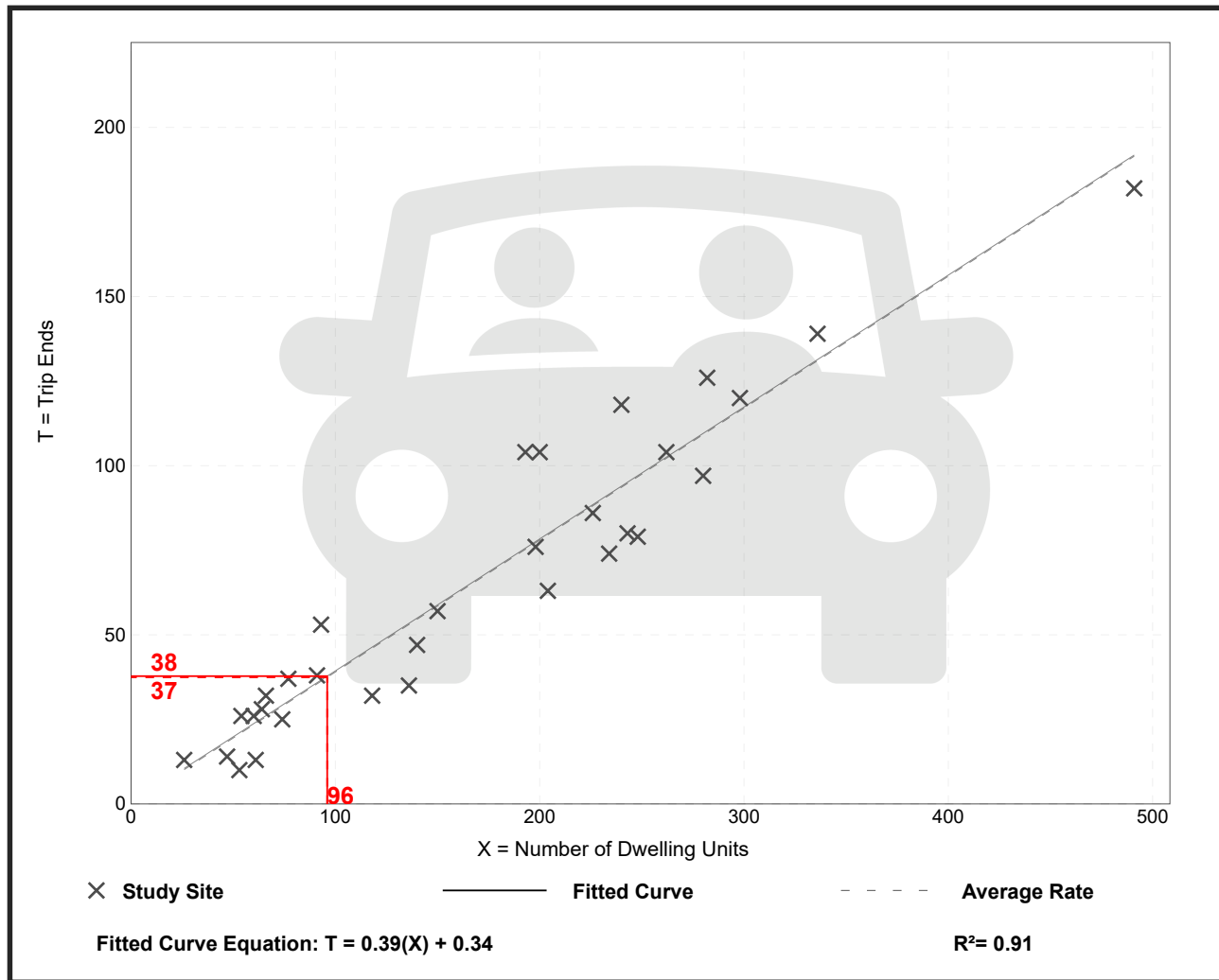
Vehicle Trip Ends vs: Dwelling Units
On a: Weekday,
Peak Hour of Adjacent Street Traffic,
One Hour Between 4 and 6 p.m.

Setting/Location: General Urban/Suburban
 Number of Studies: 31
 Avg. Num. of Dwelling Units: 169
 Directional Distribution: 61% entering, 39% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.39	0.19 - 0.57	0.08

Data Plot and Equation



PHASE II

Multifamily Housing (Mid-Rise) Not Close to Rail Transit (221)

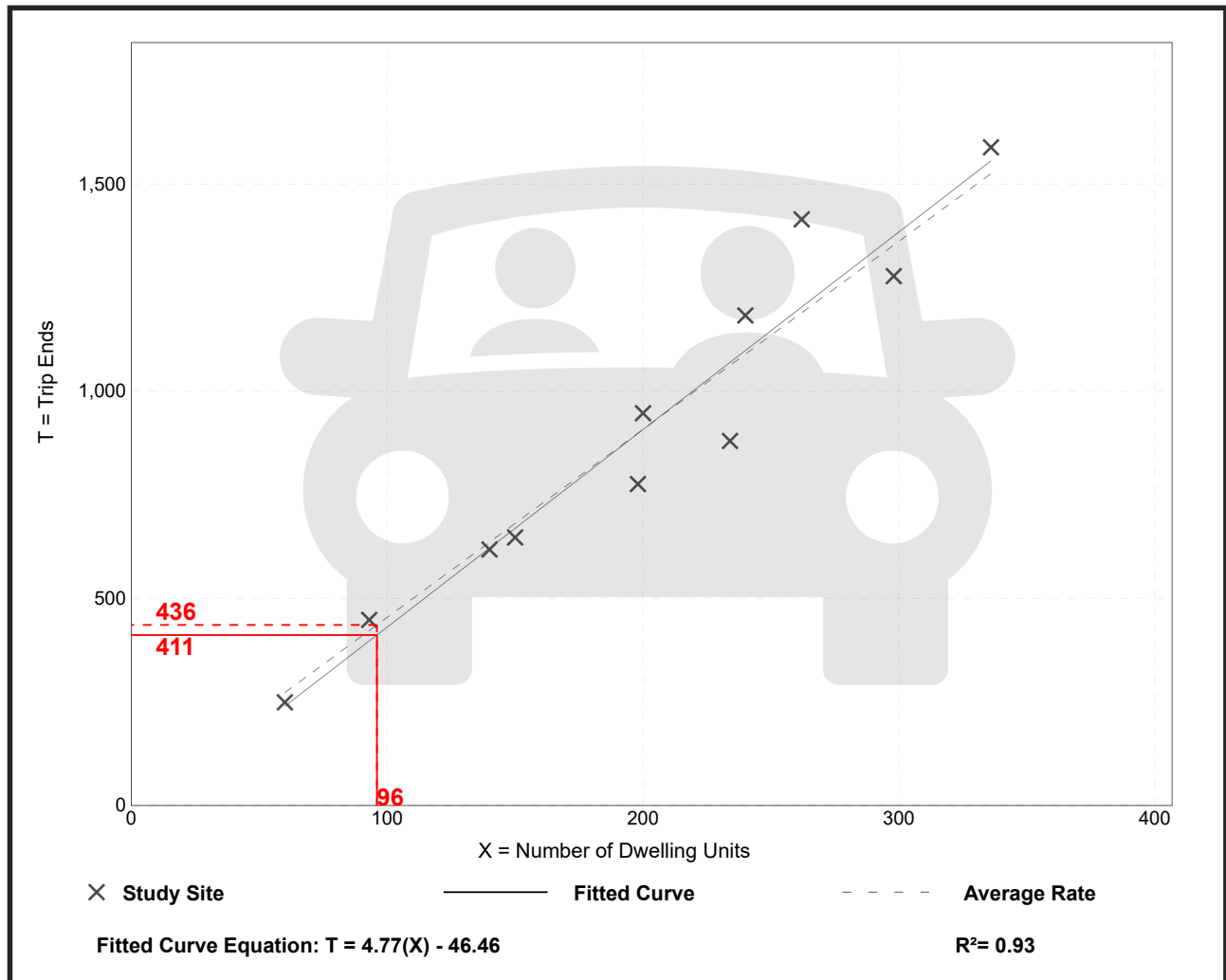
Vehicle Trip Ends vs: Dwelling Units
On a: Weekday

Setting/Location: General Urban/Suburban
Number of Studies: 11
Avg. Num. of Dwelling Units: 201
Directional Distribution: 50% entering, 50% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
4.54	3.76 - 5.40	0.51

Data Plot and Equation



PHASE II

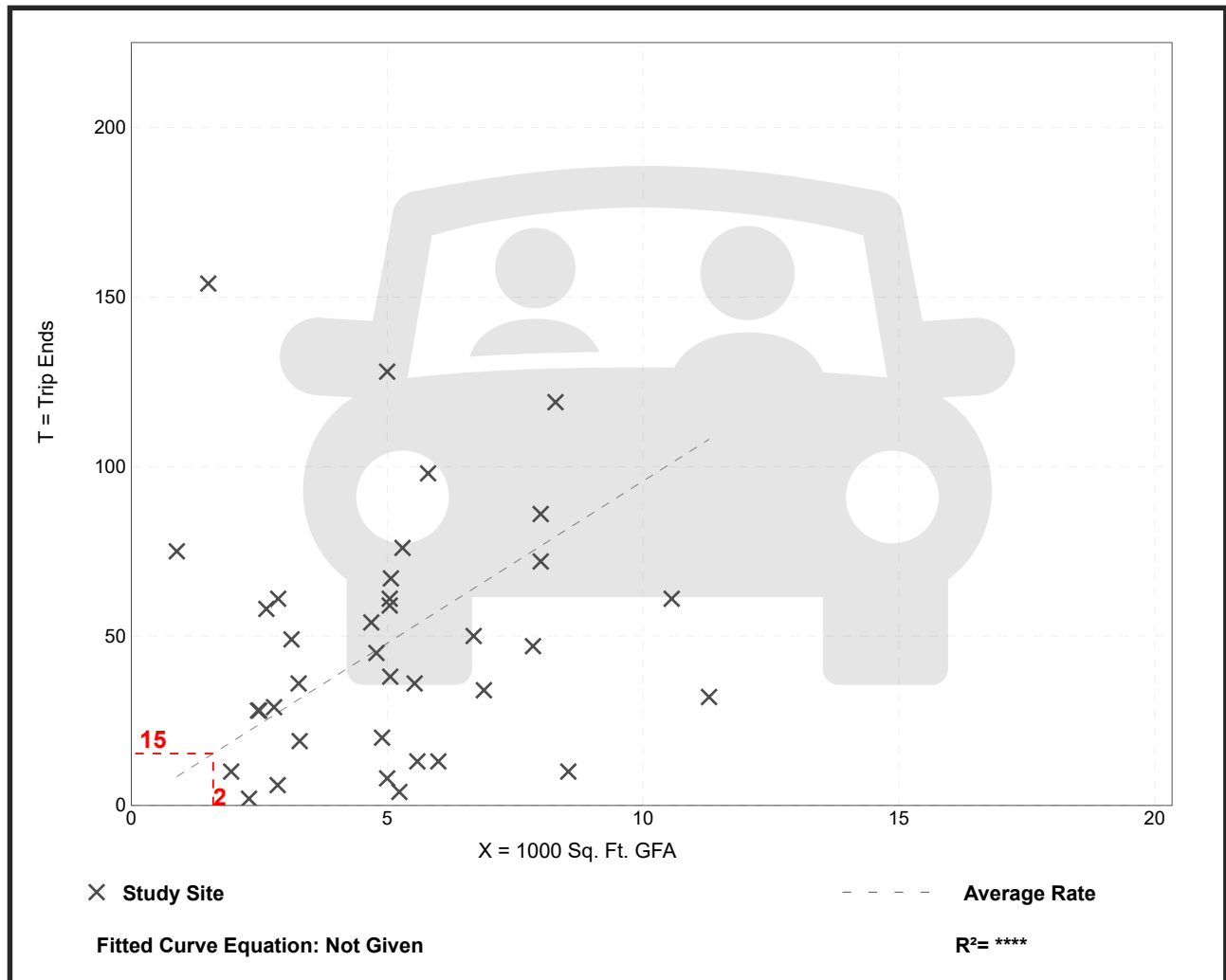
High-Turnover (Sit-Down) Restaurant (932)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA
On a: Weekday,
Peak Hour of Adjacent Street Traffic,
One Hour Between 7 and 9 a.m.
Setting/Location: General Urban/Suburban
Number of Studies: 37
Avg. 1000 Sq. Ft. GFA: 5
Directional Distribution: 55% entering, 45% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
9.57	0.76 - 102.39	11.61

Data Plot and Equation



PHASE II

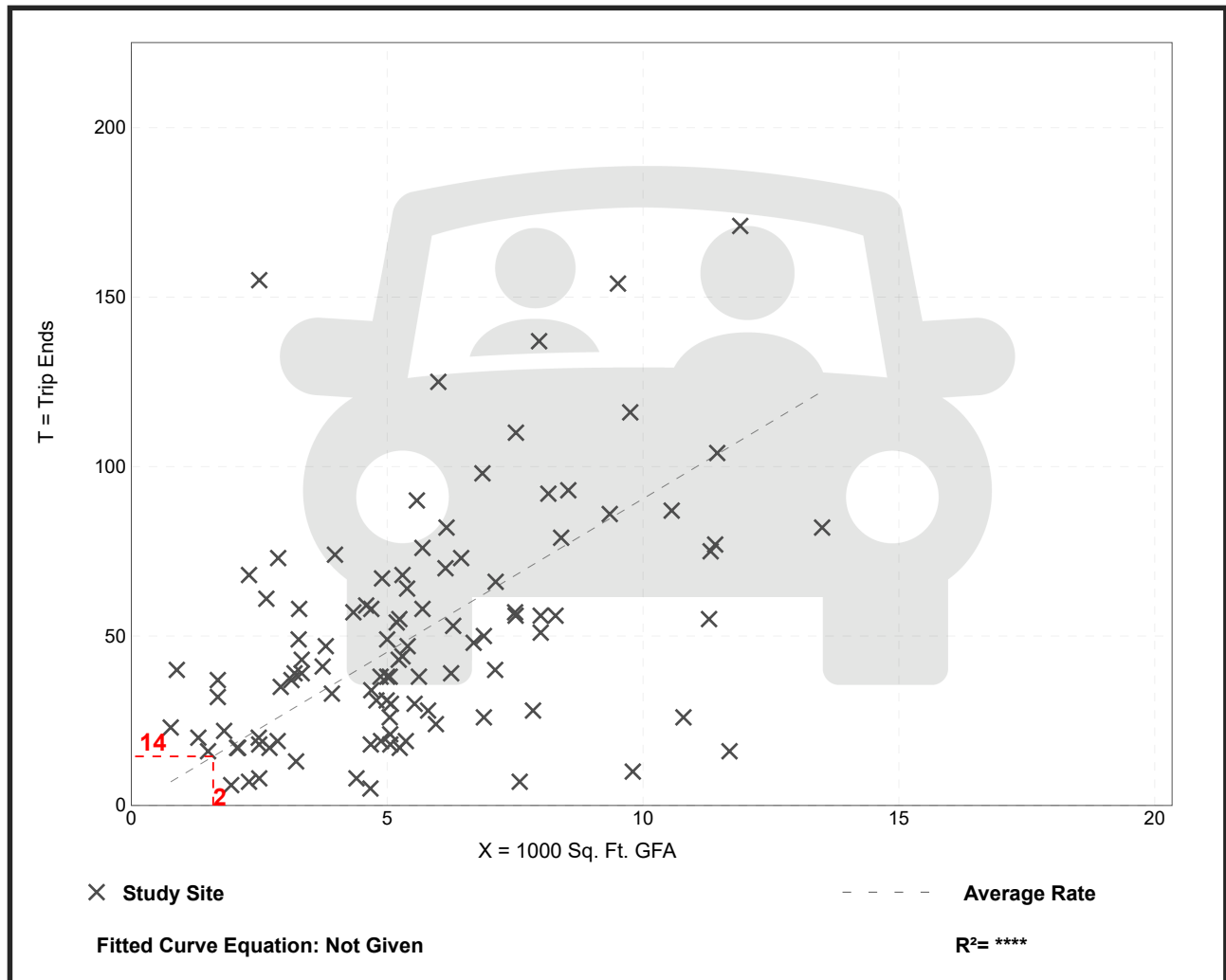
High-Turnover (Sit-Down) Restaurant (932)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA
On a: Weekday,
Peak Hour of Adjacent Street Traffic,
One Hour Between 4 and 6 p.m.
Setting/Location: General Urban/Suburban
Number of Studies: 104
Avg. 1000 Sq. Ft. GFA: 6
Directional Distribution: 61% entering, 39% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
9.05	0.92 - 62.00	6.18

Data Plot and Equation



PHASE II

High-Turnover (Sit-Down) Restaurant (932)

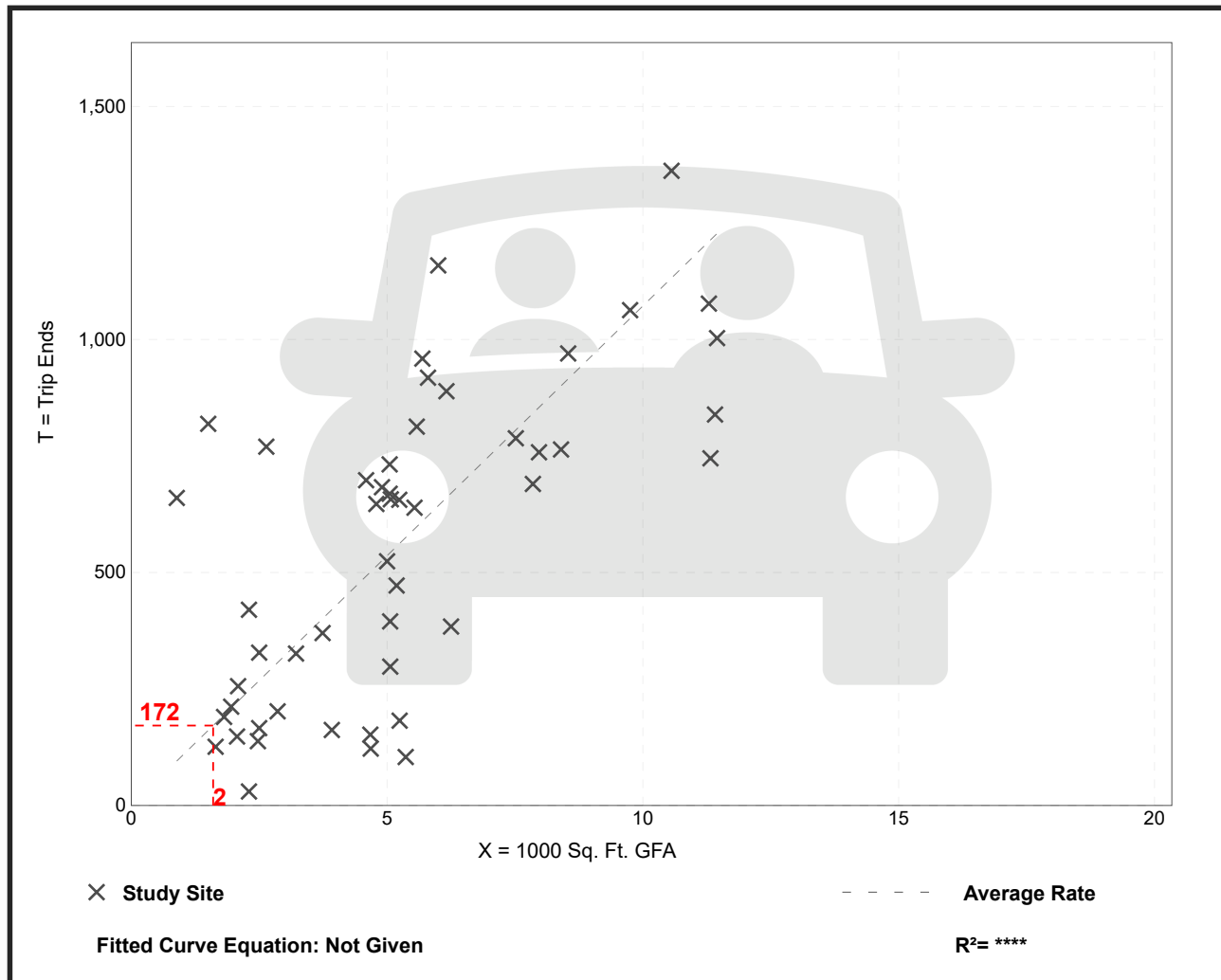
Vehicle Trip Ends vs: 1000 Sq. Ft. GFA
On a: Weekday

Setting/Location: General Urban/Suburban
Number of Studies: 50
Avg. 1000 Sq. Ft. GFA: 5
Directional Distribution: 50% entering, 50% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
107.20	13.04 - 742.41	66.72

Data Plot and Equation



NCHRP 8-51 Internal Trip Capture Estimation Tool			
Project Name:	Residence at Rock Creek, Phase II	Organization:	MGS
Project Location:	Mission, KS	Performed By:	MG
Scenario Description:	Project at Build-Out	Date:	6/26/2023
Analysis Year:	2023	Checked By:	
Analysis Period:	AM Street Peak Hour	Date:	

Table 1-A: Base Vehicle-Trip Generation Estimates (Single-Use Site Estimate)						
Land Use	Development Data (For Information Only)			Estimated Vehicle-Trips		
	ITE LUCs ¹	Quantity	Units	Total	Entering	Exiting
Office				0		
Retail				0		
Restaurant	932	1,600	sq. ft. (GFA)	15	8	7
Cinema/Entertainment				0		
Residential	221	96	dwelling units	36	8	28
Hotel				0		
All Other Land Uses ²				0		
Total				51	16	35

Table 2-A: Mode Split and Vehicle Occupancy Estimates						
Land Use	Entering Trips			Exiting Trips		
	Veh. Occ.	% Transit	% Non-Motorized	Veh. Occ.	% Transit	% Non-Motorized
Office						
Retail						
Restaurant	1.00	5%	5%	1.00	5%	5%
Cinema/Entertainment						
Residential	1.00	5%	5%	1.00	5%	5%
Hotel	1.00	0%	5%	1.00	0%	5%
All Other Land Uses ²						

Table 3-A: Average Land Use Interchange Distances (Feet Walking Distance)						
Origin (From)	Destination (To)					
	Office	Retail	Restaurant	Cinema/Entertainment	Residential	Hotel
Office						
Retail						
Restaurant						
Cinema/Entertainment						
Residential						
Hotel						

Table 4-A: Internal Person-Trip Origin-Destination Matrix*						
Origin (From)	Destination (To)					
	Office	Retail	Restaurant	Cinema/Entertainment	Residential	Hotel
Office		0	0	0	0	0
Retail	0		0	0	0	0
Restaurant	0	0		0	0	0
Cinema/Entertainment	0	0	0		0	0
Residential	0	0	2	0		0
Hotel	0	0	0	0	0	

Table 5-A: Computations Summary			
	Total	Entering	Exiting
All Person-Trips	51	16	35
Internal Capture Percentage	8%	13%	6%
External Vehicle-Trips ³	45	14	31
External Transit-Trips ⁴	1	0	1
External Non-Motorized Trips ⁴	1	0	1

Table 6-A: Internal Trip Capture Percentages by Land Use		
Land Use	Entering Trips	Exiting Trips
Office	N/A	N/A
Retail	N/A	N/A
Restaurant	25%	0%
Cinema/Entertainment	N/A	N/A
Residential	0%	7%
Hotel	N/A	N/A

¹Land Use Codes (LUCs) from *Trip Generation Informational Report*, published by the Institute of Transportation Engineers.

²Total estimate for all other land uses at mixed-use development site-not subject to internal trip capture computations in this estimator

³Vehicle-trips computed using the mode split and vehicle occupancy values provided in Table 2-A

⁴Person-Trips

*Indicates computation that has been rounded to the nearest whole number.

Estimation Tool Developed by the Texas Transportation Institute

Project Name:	Residence at Rock Creek, Phase II
Analysis Period:	AM Street Peak Hour

Table 7-A: Conversion of Vehicle-Trip Ends to Person-Trip Ends						
Land Use	Table 7-A (D): Entering Trips			Table 7-A (O): Exiting Trips		
	Veh. Occ.	Vehicle-Trips	Person-Trips*	Veh. Occ.	Vehicle-Trips	Person-Trips*
Office	1.00	0	0	1.00	0	0
Retail	1.00	0	0	1.00	0	0
Restaurant	1.00	8	8	1.00	7	7
Cinema/Entertainment	1.00	0	0	1.00	0	0
Residential	1.00	8	8	1.00	28	28
Hotel	1.00	0	0	1.00	0	0

Table 8-A (O): Internal Person-Trip Origin-Destination Matrix (Computed at Origin)						
Origin (From)	Destination (To)					
	Office	Retail	Restaurant	Cinema/Entertainment	Residential	Hotel
Office		0	0	0	0	0
Retail	0		0	0	0	0
Restaurant	2	1		0	0	0
Cinema/Entertainment	0	0	0		0	0
Residential	1	0	6	0		0
Hotel	0	0	0	0	0	

Table 8-A (D): Internal Person-Trip Origin-Destination Matrix (Computed at Destination)						
Origin (From)	Destination (To)					
	Office	Retail	Restaurant	Cinema/Entertainment	Residential	Hotel
Office		0	2	0	0	0
Retail	0		4	0	0	0
Restaurant	0	0		0	0	0
Cinema/Entertainment	0	0	0		0	0
Residential	0	0	2	0		0
Hotel	0	0	0	0	0	

Table 9-A (D): Internal and External Trips Summary (Entering Trips)						
Destination Land Use	Person-Trip Estimates			External Trips by Mode*		
	Internal	External	Total	Vehicles ¹	Transit ²	Non-Motorized ²
Office	0	0	0	0	0	0
Retail	0	0	0	0	0	0
Restaurant	2	6	8	6	0	0
Cinema/Entertainment	0	0	0	0	0	0
Residential	0	8	8	8	0	0
Hotel	0	0	0	0	0	0
All Other Land Uses ³	0	0	0	0	0	0

Table 9-A (O): Internal and External Trips Summary (Exiting Trips)						
Origin Land Use	Person-Trip Estimates			External Trips by Mode*		
	Internal	External	Total	Vehicles ¹	Transit ²	Non-Motorized ²
Office	0	0	0	0	0	0
Retail	0	0	0	0	0	0
Restaurant	0	7	7	7	0	0
Cinema/Entertainment	0	0	0	0	0	0
Residential	2	26	28	24	1	1
Hotel	0	0	0	0	0	0
All Other Land Uses ³	0	0	0	0	0	0

¹Vehicle-trips computed using the mode split and vehicle occupancy values provided in Table 2-A
²Person-Trips
³Total estimate for all other land uses at mixed-use development site-not subject to internal trip capture computations in this estimator
*Indicates computation that has been rounded to the nearest whole number.

NCHRP 8-51 Internal Trip Capture Estimation Tool			
Project Name:	Residence at Rock Creek, Phase II	Organization:	MGS
Project Location:	Mission, KS	Performed By:	MG
Scenario Description:	Project at Build-Out	Date:	6/26/2023
Analysis Year:	2023	Checked By:	
Analysis Period:	PM Street Peak Hour	Date:	

Table 1-P: Base Vehicle-Trip Generation Estimates (Single-Use Site Estimate)						
Land Use	Development Data (For Information Only)			Estimated Vehicle-Trips		
	ITE LUCs ¹	Quantity	Units	Total	Entering	Exiting
Office				0		
Retail				0		
Restaurant	932	1,600	sq. ft. (GFA)	14	9	5
Cinema/Entertainment				0		
Residential	221	96	dwelling units	38	23	15
Hotel						
All Other Land Uses ²				0		
Total				52	32	20

Table 2-P: Mode Split and Vehicle Occupancy Estimates						
Land Use	Entering Trips			Exiting Trips		
	Veh. Occ.	% Transit	% Non-Motorized	Veh. Occ.	% Transit	% Non-Motorized
Office						
Retail						
Restaurant	1.00	5%	5%	1.00	5%	5%
Cinema/Entertainment						
Residential	1.00	5%	5%	1.00	5%	5%
Hotel	1.00	0%	5%	1.00	0%	5%
All Other Land Uses ²						

Table 3-P: Average Land Use Interchange Distances (Feet Walking Distance)						
Origin (From)	Destination (To)					
	Office	Retail	Restaurant	Cinema/Entertainment	Residential	Hotel
Office						
Retail					200	
Restaurant						
Cinema/Entertainment						
Residential		200				
Hotel						

Table 4-P: Internal Person-Trip Origin-Destination Matrix*						
Origin (From)	Destination (To)					
	Office	Retail	Restaurant	Cinema/Entertainment	Residential	Hotel
Office		0	0	0	0	0
Retail	0		0	0	0	0
Restaurant	0	0		0	1	0
Cinema/Entertainment	0	0	0		0	0
Residential	0	0	1	0		0
Hotel	0	0	0	0	0	

Table 5-P: Computations Summary			
	Total	Entering	Exiting
All Person-Trips	52	32	20
Internal Capture Percentage	8%	6%	10%
External Vehicle-Trips ³	44	28	16
External Transit-Trips ⁴	2	1	1
External Non-Motorized Trips ⁴	2	1	1

Table 6-P: Internal Trip Capture Percentages by Land Use		
Land Use	Entering Trips	Exiting Trips
Office	N/A	N/A
Retail	N/A	N/A
Restaurant	11%	20%
Cinema/Entertainment	N/A	N/A
Residential	4%	7%
Hotel	N/A	N/A

¹Land Use Codes (LUCs) from *Trip Generation Informational Report*, published by the Institute of Transportation Engineers.

²Total estimate for all other land uses at mixed-use development site-not subject to internal trip capture computations in this estimator

³Vehicle-trips computed using the mode split and vehicle occupancy values provided in Table 2-P

⁴Person-Trips

*Indicates computation that has been rounded to the nearest whole number.

Estimation Tool Developed by the Texas Transportation Institute

Project Name:	Residence at Rock Creek, Phase II
Analysis Period:	PM Street Peak Hour

Table 7-P: Conversion of Vehicle-Trip Ends to Person-Trip Ends						
Land Use	Table 7-P (D): Entering Trips			Table 7-P (O): Exiting Trips		
	Veh. Occ.	Vehicle-Trips	Person-Trips*	Veh. Occ.	Vehicle-Trips	Person-Trips*
Office	1.00	0	0	1.00	0	0
Retail	1.00	0	0	1.00	0	0
Restaurant	1.00	9	9	1.00	5	5
Cinema/Entertainment	1.00	0	0	1.00	0	0
Residential	1.00	23	23	1.00	15	15
Hotel	1.00	0	0	1.00	0	0

Table 8-P (O): Internal Person-Trip Origin-Destination Matrix (Computed at Origin)						
Origin (From)	Destination (To)					
	Office	Retail	Restaurant	Cinema/Entertainment	Residential	Hotel
Office		0	0	0	0	0
Retail	0		0	0	0	0
Restaurant	0	2		0	1	0
Cinema/Entertainment	0	0	0		0	0
Residential	1	6	3	0		0
Hotel	0	0	0	0	0	

Table 8-P (D): Internal Person-Trip Origin-Destination Matrix (Computed at Destination)						
Origin (From)	Destination (To)					
	Office	Retail	Restaurant	Cinema/Entertainment	Residential	Hotel
Office		0	0	0	1	0
Retail	0		3	0	11	0
Restaurant	0	0		0	4	0
Cinema/Entertainment	0	0	0		1	0
Residential	0	0	1	0		0
Hotel	0	0	0	0	0	

Table 9-P (D): Internal and External Trips Summary (Entering Trips)						
Destination Land Use	Person-Trip Estimates			External Trips by Mode*		
	Internal	External	Total	Vehicles ¹	Transit ²	Non-Motorized ²
Office	0	0	0	0	0	0
Retail	0	0	0	0	0	0
Restaurant	1	8	9	8	0	0
Cinema/Entertainment	0	0	0	0	0	0
Residential	1	22	23	20	1	1
Hotel	0	0	0	0	0	0
All Other Land Uses ³	0	0	0	0	0	0

Table 9-P (O): Internal and External Trips Summary (Exiting Trips)						
Origin Land Use	Person-Trip Estimates			External Trips by Mode*		
	Internal	External	Total	Vehicles ¹	Transit ²	Non-Motorized ²
Office	0	0	0	0	0	0
Retail	0	0	0	0	0	0
Restaurant	1	4	5	4	0	0
Cinema/Entertainment	0	0	0	0	0	0
Residential	1	14	15	12	1	1
Hotel	0	0	0	0	0	0
All Other Land Uses ³	0	0	0	0	0	0

¹Vehicle-trips computed using the mode split and vehicle occupancy values provided in Table 2-P

²Person-Trips

³Total estimate for all other land uses at mixed-use development site-not subject to internal trip capture computations in this estimator

*Indicates computation that has been rounded to the nearest whole number.

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PHASE I

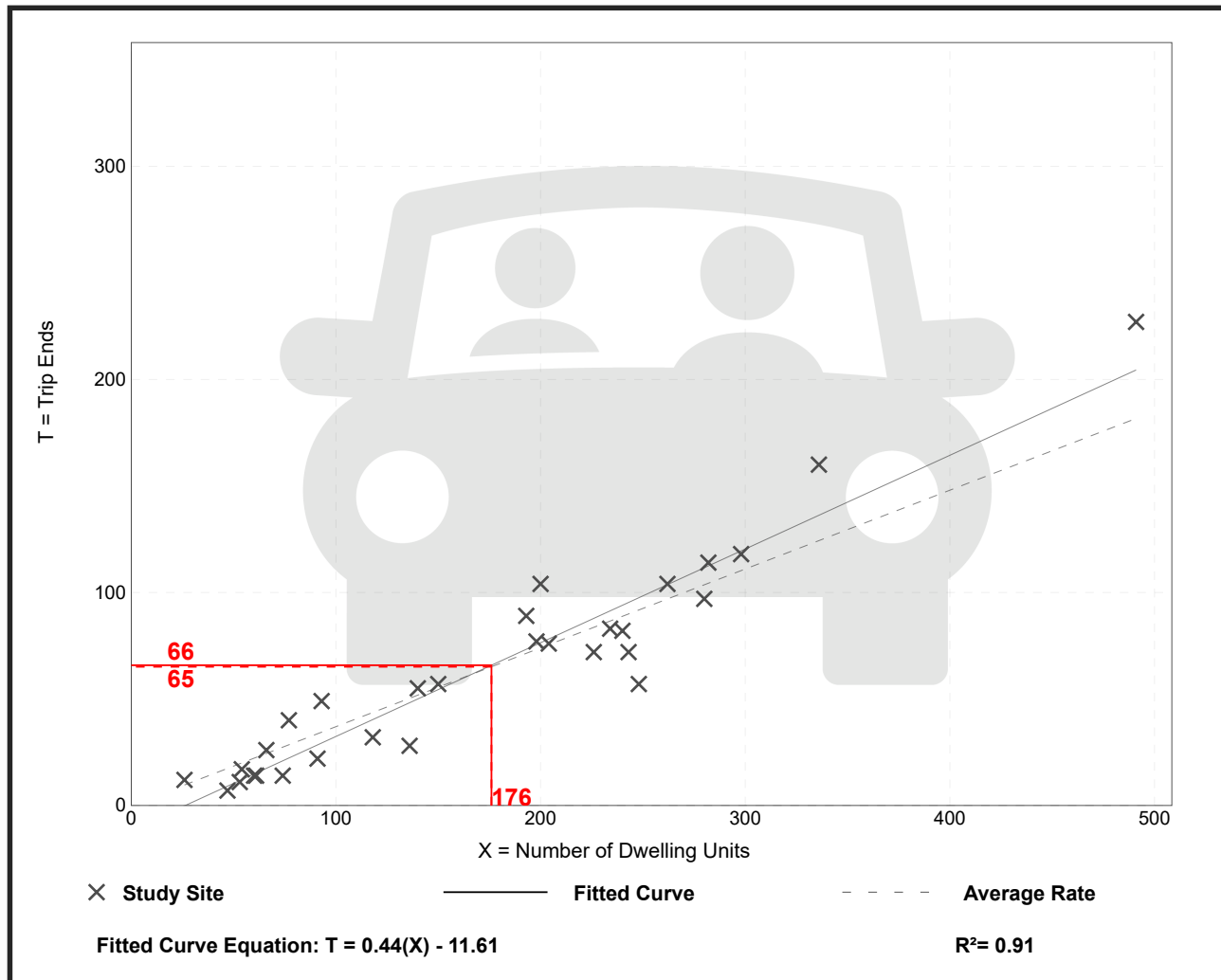
Multifamily Housing (Mid-Rise) Not Close to Rail Transit (221)

Vehicle Trip Ends vs: Dwelling Units
On a: Weekday,
Peak Hour of Adjacent Street Traffic,
One Hour Between 7 and 9 a.m.
Setting/Location: General Urban/Suburban
 Number of Studies: 30
 Avg. Num. of Dwelling Units: 173
 Directional Distribution: 23% entering, 77% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.37	0.15 - 0.53	0.09

Data Plot and Equation



PHASE I

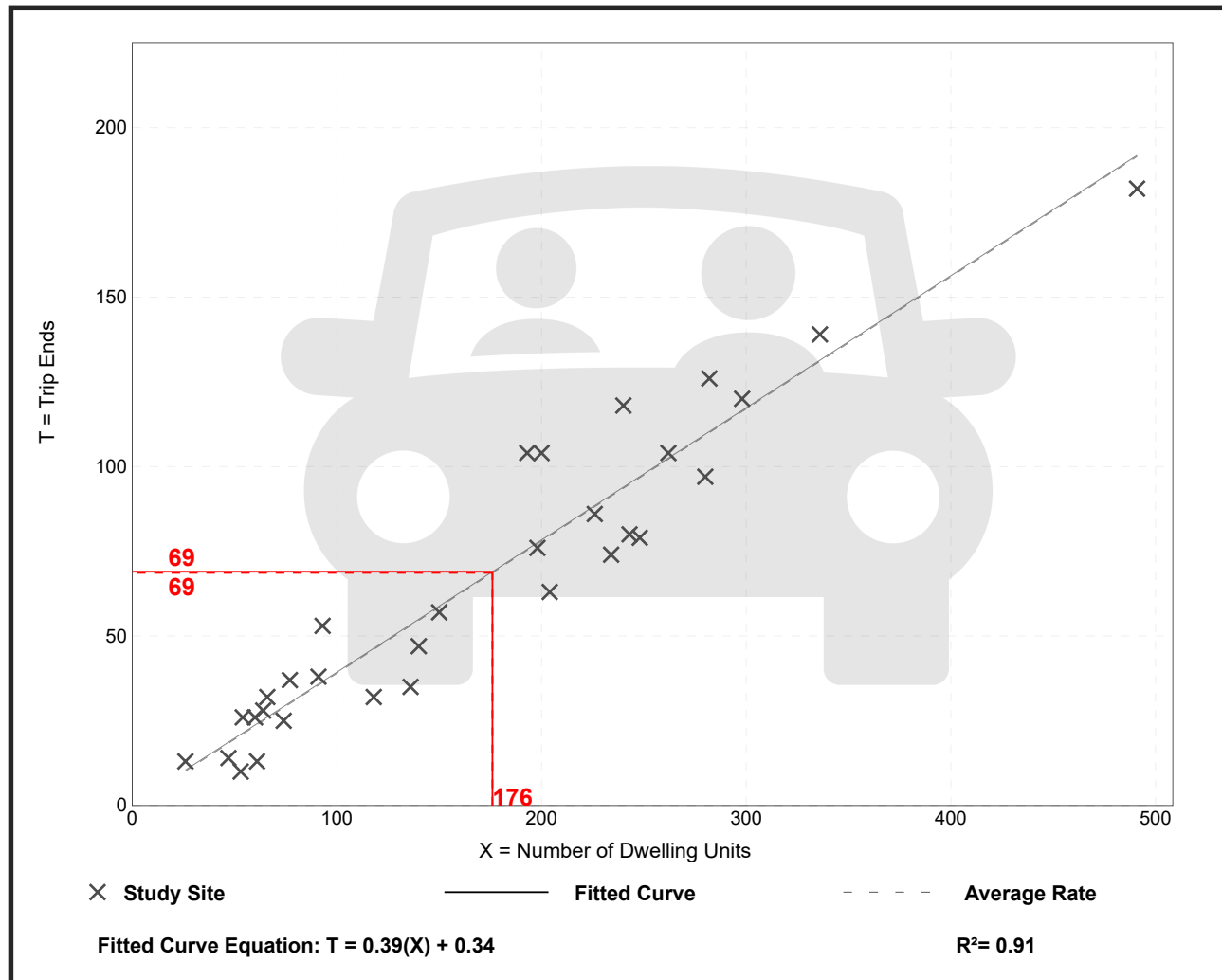
Multifamily Housing (Mid-Rise) Not Close to Rail Transit (221)

Vehicle Trip Ends vs: Dwelling Units
 On a: Weekday,
 Peak Hour of Adjacent Street Traffic,
 One Hour Between 4 and 6 p.m.
 Setting/Location: General Urban/Suburban
 Number of Studies: 31
 Avg. Num. of Dwelling Units: 169
 Directional Distribution: 61% entering, 39% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.39	0.19 - 0.57	0.08

Data Plot and Equation



PHASE I

Multifamily Housing (Mid-Rise) Not Close to Rail Transit (221)

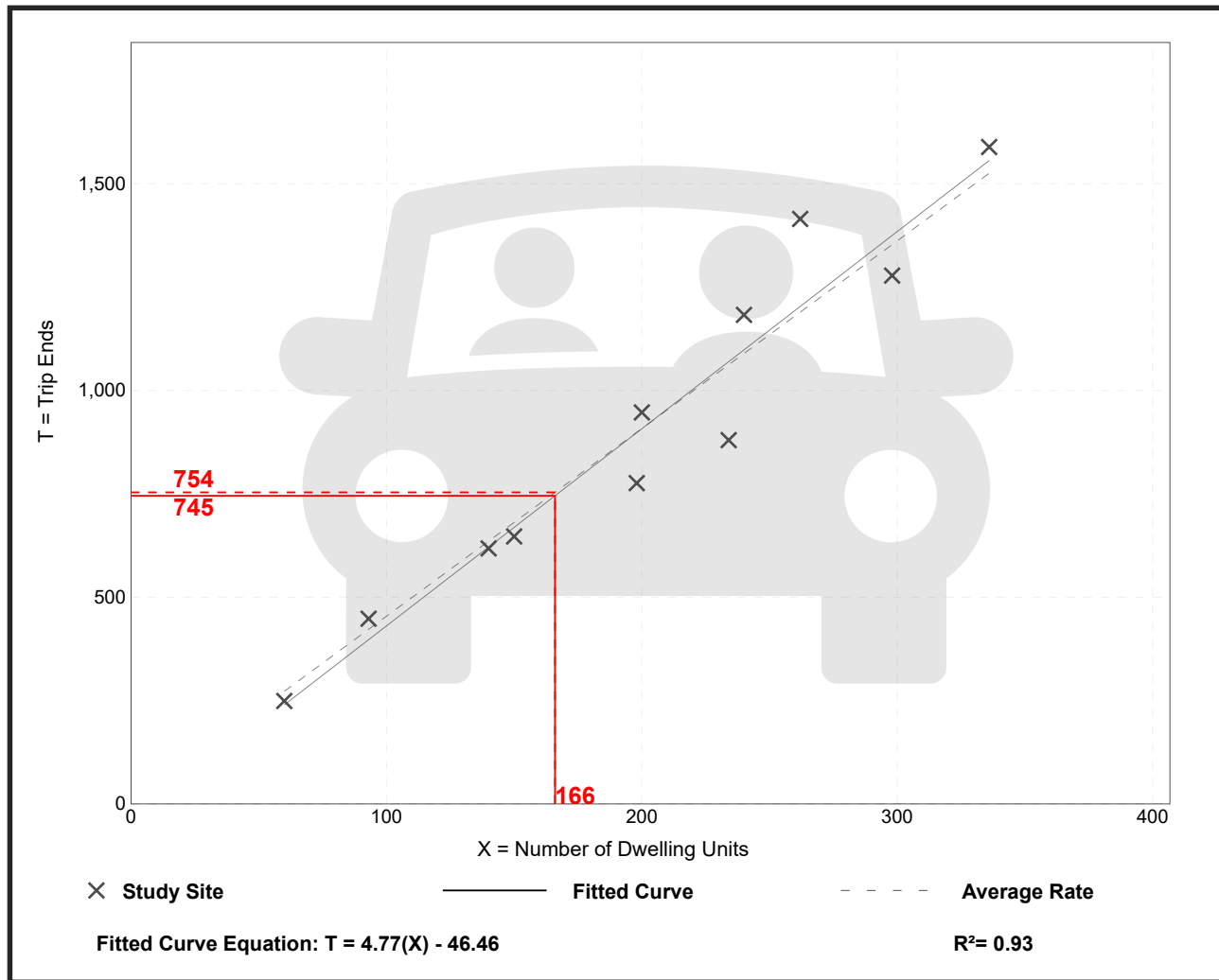
Vehicle Trip Ends vs: Dwelling Units
On a: Weekday

Setting/Location: General Urban/Suburban
Number of Studies: 11
Avg. Num. of Dwelling Units: 201
Directional Distribution: 50% entering, 50% exiting

Vehicle Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
4.54	3.76 - 5.40	0.51

Data Plot and Equation





SUSTAINABLE MISSION

Making a sustainable difference in Mission, Kansas

Thank you for your interest in the City of Mission, Kansas Sustainability Scorecard. The Sustainability Commission has developed this scorecard for prospective development projects. This is a voluntary program that seeks to reward those making sustainable choices in new construction, redevelopment, or renovations.

It is a way to capture considerations taken into account through project design and construction that go above and beyond minimum Building Code. We have used the scorecard with projects like:

- The Mission Gateway Development,
- The Cornerstone Commons development at Johnson Drive and Barkley Street,
- The EPC Mission Trails project on Johnson Drive, and
- The Martway Apartments project.

Once you go through the scorecard document and the supplemental information, we would invite you to score your project to the best of your judgement, and then come to a Sustainability Commission meeting to talk through your scoring. The priority is to have a dialogue between you and the Sustainability Commission members, with you sharing your decision making. We will benefit from hearing you explain when implementing some of these criteria makes sense, and if it doesn't, the reasons why not. To the extent that the conversation may lead you to consider enhanced sustainability measures, all the better.

Following a presentation from you or someone from your team, the Sustainability Commission will review your scoring, and then forward its comments and/or recommendation to you and to the Planning Commission. If a project scores high enough, the Sustainability Commission will award Sustainable Mission certification at one of four levels: Bronze, Silver, Gold or Platinum.

There is no binding authority in this process, just an additional opportunity for community involvement in the context of our sustainability values.

We have seen the scoring summarized in a simple letter format, in a slide presentation, and we have seen a more formal design piece that addressed each set of criteria, so the format of how you share the information with the Sustainability Commission is up to you.

The group meets the first Monday of each month, at 6:30 p.m. at City Hall. We would be happy to coordinate a date with you, based on the progress of your project and when your schedule allows.

Emily Randel, assistant to the city administrator, can assist with questions at erandel@missionks.org or 913-676-8368.

Thank you very much,

Mission Sustainability Commission
6090 Woodson Road
Mission, KS 66202

Construction

Building Scorecard (Revised December 2018)

Please complete all sections that are applicable to this project. Check any boxes for areas that apply to the work, and use the blank area to explain further. You may also assign point totals for each section; though these will be reviewed and a final score determination will be made by the Mission Sustainability Commission. Additional explanations and clarifications for each item can be found in the building scorecard supplemental document.

1. Will this project pursue any sustainable building certifications? Include rating details.

LEED Silver or equivalent

2. Site Development, Land Use, Location and Transportation Impact

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> a. Pre-design site assessment | <input checked="" type="checkbox"/> b. Preserve natural resources | <input type="checkbox"/> c. Manage storm water |
| <input checked="" type="checkbox"/> d. Landscape irrigation | <input checked="" type="checkbox"/> e. Manage plants/ vegetation | <input checked="" type="checkbox"/> f. Manage soils/ erosion control |
| <input type="checkbox"/> g. Site waste management | <input checked="" type="checkbox"/> h. Walking/ bicycle paths | <input checked="" type="checkbox"/> i. Bicycle storage |
| <input checked="" type="checkbox"/> j. Changing/ shower facilities | <input type="checkbox"/> k. Carpool/ car share | <input checked="" type="checkbox"/> l. EV charging |
| <input checked="" type="checkbox"/> m. Bus access | <input type="checkbox"/> n. Heat island mitigation | <input checked="" type="checkbox"/> o. Reduce light pollution |

Points scored - 16 out of 20

3. Materials and Resource Use

- | | |
|--|---|
| <input type="checkbox"/> a. Reuse existing building | <input checked="" type="checkbox"/> b. Construction material management |
| <input type="checkbox"/> c. Construction waste management | <input type="checkbox"/> d. Sustainable/ local materials |
| <input checked="" type="checkbox"/> e. Occupant waste management | <input checked="" type="checkbox"/> f. Occupant recycling/ composting |

We will reuse materials where possible on the site and certainly work with material management

Points scored - 10 out of 20

4. Energy Conservation, Efficiency, and CO_{2e} Emission Reduction

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> a. Energy Modeling | <input type="checkbox"/> b. CO _{2e} modeling | <input checked="" type="checkbox"/> c. Energy metering/ monitoring |
| <input type="checkbox"/> d. Automated demand response | <input checked="" type="checkbox"/> e. Building envelope/ insulation | <input type="checkbox"/> f. Mechanical systems |
| <input checked="" type="checkbox"/> g. Electrical/ lighting systems | <input checked="" type="checkbox"/> h. Appliances/ equipment | <input type="checkbox"/> i. Onsite renewable energy |
| <input type="checkbox"/> j. Refrigerant management | <input type="checkbox"/> k. Control air pollution | |

Considering solar ready design, but it's still very early in the process.

Points scored - 12 out of 20

5. Water Conservation and Efficiency

- a. Water metering
- b. Fixtures/ fittings
- c. Appliances/ equipment
- d. HVAC water use
- e. Water treatment devices
- f. Reduce irrigation
- g. Rainwater
- h. Graywater

Points scored - 13 out of 20

6. Indoor Environmental Quality and Comfort

- a. IAQ management plan
- b. Air handling filtration
- c. Increase ventilation
- d. IAQ during construction
- e. Thermal comfort
- f. Indoor pollutant control
- g. Material emissions control
- h. Acoustics
- i. Daylighting/ views
- j. Accessibility/ Community for All Ages

Very similar to these 1. Indoor pollutants are a big part of LEED score and we will work to mitigate.

Points scored - 7 out of 10

7. Commissioning, Operations, and Maintenance

- a. Inspections
- b. Mechanical commissioning
- c. Energy commissioning
- d. Building controls systems
- e. O+M documentation
- f. Maintenance staff training

Points scored - 5 out of 10

8. Additional Comments

Any additional sustainable attributes that will be incorporated in this project.

Bonus Points (if applicable, 5 maximum) - _____

Total Points Scored - 63 out of 100

Rating Achieved - _____ (Bronze 20-39, Silver 40-59, Gold 60-89, Platinum 90+)



City of Mission, Kansas Sustainability Commission Building Scorecard – Supplemental Document

This scorecard is a way to encourage projects to consider sustainability throughout the entire lifecycle of a building. It is designed with the 2015 International Green Construction Code (IgCC) in mind, and is meant to reward voluntary efforts to make projects more sustainable than currently required. It is a project of the Mission Sustainability Commission, an advisory body to the City Council that aims to be a good steward of natural resources, make Mission, Kansas a desirable community, be advisors to the City Council, and increase visibility of sustainability in our community. This supplemental document provides some definitions and further explanation related to the Mission Sustainability Commission Building Scorecard. The scorecard is intended for developers, architects, builders, building owners, tenants, or anyone wishing to be more sustainable. This scorecard can be a helpful guide for anyone pursuing new construction, renovation, or upgrading a few light bulbs.

Although this can be a helpful resource, it is not intended to be an all-inclusive guide. Please see the additional resources section at the end of this document for links to further information.

How to Complete the Scorecard

We encourage users to check all boxes applicable to the project. The goal is to reward buildings that surpass minimum building code requirements and incorporate sustainability. In the commentary section, include a description of the features/strategies, and whether they fall short, meet, or exceed code requirements. If the project includes any attributes that are not included in this scorecard, describe them in detail in the additional comments section.

1. Sustainable Building Certifications

Note if this project is pursuing any sustainable rating including IgCC, LEED, WELL, ASHRAE 189.1, Green Globes, EnergyStar Building, ICC-700, etc. Include details of which rating system and the level/score the building will achieve. See additional resources at the end of this document.

2. Site Development, Land Use, and Location, and Transportation Impact

Each building should consider how its location, natural geography, and occupant access are encouraging sustainability. Additional details on many of the items are available in the most current International Green Construction Code.

- a. Pre-design site assessment – Projects could take an inventory of the building site baseline conditions including areas to protect, native plants/ trees, invasive species, terrain/ topography, hazard areas, storm water hydrology, and site features to be preserved. Make a plan to minimize the negative effects of altering the site.
- b. Preserve natural resources – Any site near flood hazard areas, surface water bodies, wetlands, conservation areas, parklands, agricultural land, or previously undeveloped land, could limit the disturbance of these natural resources. In the comments, please explain what natural resource is present, and how this project aims to preserve that portion of the site.

- c. Manage storm water – Projects could consider how this project will address the increased/redirected runoff and water contaminants like coal tar. The project could identify a water management system for rain events, snowmelt, etc.
- d. Landscape irrigation – To reduce potable water use, projects could limit the amount of irrigation required for site landscaping. This can be accomplished by using native plants which require less watering, and designing a more efficient irrigation system. Irrigation systems could be installed to aim away from building/ pavement, create less overspray, incorporate smart controls/ sensors, group plants of similar water needs, include pressure regulators, and include efficient nozzles. Decorative fountains and water features should be designed to limit water usage by recirculating, treating, and limiting evaporation of water. Creative solutions may involve using collected rainwater for site water use.
- e. Manage plants/ vegetation – Projects should preserve existing vegetation, protect trees, eliminate invasive species, and landscape with native plants. Plants depend on good soil, therefore managing soils goes hand-in-hand with managing vegetation.
- f. Manage soils/ erosion control – Projects should protect the topsoil, limit importing soil, prepare and restore the soil nutrients, and stabilize the earth to prevent erosion. Erosion could occur during construction and throughout the lifecycle of the building. Go beyond the standard erosion control requirements.
- g. Site waste management – Projects should avoid depositing site waste, such as land clearing debris, vegetation, or previous hardscape materials from the site into the land fill. Waste could be diverted from the traditional waste stream by reusing, recycling, composting, or upcycling. In the comments, describe any site waste that will be removed for this project and where it will go.
- h. Walking/ bicycle paths – Projects could incorporate paved walkways and bicycle paths to encourage pedestrian and bicycle access to existing paths/ infrastructure. IgCC requires at least one independent path for bicycles, strollers, pedestrians and other non-motorized locomotion connected to a building entrance and a street or existing walkway/ bicycle path. Include a description or site plan showing the location of the paths.
- i. Bicycle storage – Projects could provide long-term and short-term bicycle storage with adequate accessibility, lighting, space, and location near a building entrance. Describe the location and number of spaces of bicycle storage provided for this building.
- j. Changing/ shower facilities – If building occupants have access to a changing/ shower facility, this could encourage pedestrian and bicycle commuting.
- k. Carpool/ car share – To decrease energy use of accessing a building or commuting, the site could encourage carpooling or car sharing through methods like parking spaces reserved for high occupancy vehicles. Companies such as Zipcar or CarToGo provide occupants an opportunity to borrow a car.

- l. Electric Vehicles – Projects could provide preferred parking and/or charging stations for low-emission, hybrid, and electric vehicles.
- m. Bus access – Projects could encourage building occupants to access bus transit by locating the nearest bus stops and providing convenient pathways to encourage people to use the bus and alternative transportation.
- n. Heat island mitigation – Temperatures can be significantly warmer in cities than in surrounding rural areas due to the heat island effect. To reduce the heat island effect, a building could consider hardscape materials, light reflectance, shading by structures, shading by trees, pervious pavement, solar reflective roof coverings, and vegetative roofs.
- o. Reduce light pollution – Exterior lighting could be designed or installed to limit up-light, light trespass, and glare. Solutions include proper fixture selection, efficient layout, and automated controls. Consider reducing lighting of facades and areas beyond the site boundary.

3. Material And Resource Use

Building materials should be sustainable. Conserving material resources involves material selection, recycling, reuse, renewability, limiting toxicity, and durability, including resistance to damage caused by moisture. Consider the life cycle of materials, transportation, and waste material.

- a. Reuse existing building – It is beneficial to reuse existing buildings to limit demolition waste. Buildings can be reused in total, or materials can be reused on new projects.
- b. Construction material management – Most products have specific instructions for storage and handling. Instructions generally include moisture control, temperature regulations, and stacking instructions. Care should be taken to not let products be damaged in order to prevent wasting materials and reduce the chance of mold growth.
- c. Construction waste management – Projects could develop a construction material and waste management plan to recycle or salvage construction materials and waste.
- d. Sustainable/local materials – Projects could select materials that are sustainable and local. In addition, materials should be free from harmful chemicals such as lead, cadmium, and mercury. Material selection could include used/ reclaimed materials or content that is recycled, recyclable, bio-based, sustainably sourced, rapidly renewable, or indigenous. Alternatively, projects could undertake whole building life cycle assessments or provide environmental product declarations.
- e. Occupant waste management/ recycling/ composting – Recycling areas could be provided for occupants after the building is completed. Describe the services offered, location of collection areas, and signage.

4. Energy Conservation, Efficiency and CO₂e Emission Reduction

Energy and atmosphere are perhaps the most common items considered in sustainability. There are many building attributes that work together to achieve energy efficiency. The items below should all be considered to reduce energy consumption, install efficient systems, and utilize renewable energy when possible. Consult the International Green Construction Codes for additional specific information for these items.

- a. Energy modeling – Energy modeling uses computerized calculations to predict the energy consumption of a building due to a wide variety of inputs. International Green Construction Codes require a zero energy performance index (zEPI) of 50 or less. The IgCC provides a calculation which compares the proposed performance to a baseline building.
- b. CO₂e modeling – Equivalent carbon dioxide (CO₂e) emissions can be modeled in a similar way as energy modeling, by adding the type of energy sources used for a building.
- c. Energy metering/ monitoring – To identify where energy is used in a building, it is helpful to install energy meters and sub-meters. These can be used to monitor and efficiently operate loads from many different building systems. By continuously monitoring and reporting, energy meters can identify areas or systems of the building that are operating improperly or inefficiently. By performing simple maintenance, buildings can save money on utility bills. Describe any efforts the project uses to track electric power, gas, liquid and solid fuels as well as heating and cooling as applicable.
- d. Automated demand response – Utilities can operate more efficiently if buildings offer to shed energy on peak load days. Enrolling in an automated demand response allows the utility to shift building energy usage to another time to limit additional energy production needed at peak times.
- e. Building envelope/ insulation – To conserve energy related to heating and cooling a building, the building façade and insulation should be considered. Shading combines with the insulation performance of all exterior elements (walls, roof, windows, etc.) to create a building envelope. Projects also could seal all windows and doors, and prevent air leakage for the entire building.
- f. Mechanical systems – Heating ventilation and air conditioning (HVAC) systems are often the largest consumers of energy in any building. There are many types of HVAC systems, some are more efficient than others depending on the building location and usage. There are federal standards for energy efficiency detailed in the International Energy Conservation Code (IECC).
- g. Electrical/ lighting systems - Many strategies exist to reduce the energy used by electrical and lighting systems. Daylight can be used to reduce required lighting during the day. Controls systems and occupancy sensors can turn off interior and exterior lights when they are not required. It is also important to consider all of the electrical plug loads, and what can be done to reduce energy from appliances plugged into electrical outlets.

- h. Appliances/ equipment – There are federal requirements for energy efficiency in many appliances. In addition to these federal requirements, ENERGY STAR labelled appliances can reduce overall energy use.
- i. Onsite renewable energy – Another way to reduce utility energy is to install renewable energy systems on the project site like solar or wind energy.
- j. Refrigerant management – Refrigerants can be detrimental to human health and the atmosphere if they are not used or disposed of properly. It is illegal to use CFCs and HFCs are also bad for the environment. When possible, select natural refrigerants such as water or propane to reduce atmospheric damage. Also, any existing refrigerants should be disposed of properly.
- k. Control air pollution – Buildings can pollute the air directly or indirectly by using energy from utilities burning fossil fuels. Buildings should consider reducing air pollution or planting trees to offset releasing CO₂ into the atmosphere.

5. Water Resource Conservation, and Efficiency

Water is a limited resource, and it should be conserved and protected in all buildings. Potable water (suitable for drinking) is a precious commodity that humans require. Items in this section are strategies to decrease water use and increase water quality. Check the International Green Construction Codes for specific examples.

- a. Water metering – Water meters track the water usage of a project. If alternative water sources are used (i.e. reclaimed water, well water, or other potable water) each water source could be metered individually. Metering can identify any abnormal conditions in order to correct and prevent wasting water. Water sub-meters can be helpful when there are multiple tenants or pieces of equipment that consume large quantities of water.
- b. Fixtures/ fittings – Installing water efficient fixtures can significantly reduce building water consumption. Some fixtures have a WATER SENSE label which is similar to ENERGY STAR for energy efficiency. To reduce water use, consider maximum flow rates for all water fixtures within a building (lavatory, kitchen, drinking fountains, etc.). In addition, automatic or metered fixtures can save water by preventing a fixture from remaining on when not in use.
- c. Appliances/ equipment – Many appliances in a building may require a water connection. Projects could consider maximum flow rates for clothes washers, icemakers, steam cookers, and dishwashers. Plumbing design and equipment layout could also focus on conserving water.
- d. HVAC water use – The building HVAC system can consume large amounts of water if not designed and installed properly. Any equipment that uses water including condensate drainage, humidification systems, hydronic loops, heat exchangers, and cooling towers should have protections in place to reduce water usage. In addition to reducing water, the HVAC system should maintain good water quality in all systems.

- e. Water treatment devices – Any water treatment device should limit the amount of wastewater. Check green building codes for specific requirements for water softeners, reverse-osmosis water treatment systems, and onsite reclaimed water treatment systems.
- f. Reduce irrigation – Selecting vegetation and plants that require less irrigation helps to reduce the overall water usage for the entire project. If irrigation is required, ensure that the system is operated efficiently by only watering the necessary areas, and watering at an efficient time of day to reduce evaporation.
- g. Rainwater – Collecting rainwater is a strategy to reduce municipal potable water use. Be sure to follow requirements in building codes for storing water and preventing water borne diseases.
- h. Graywater – Graywater is water that has been used once and is no longer potable (i.e. water from hand washing sinks), however it may be reclaimed and used for non-potable water requirements (such as irrigation). Reusing graywater is another strategy to reduce overall water usage.

6. Indoor Environmental Quality and Comfort

Human comfort and quality of life has a direct impact on productivity and health. It is important to remember the building occupants for a truly sustainable project. The items below can help create a better interior environment for the building occupants. International Green Construction Codes can provide specific guidance.

- a. Indoor air quality (IAQ) management plan – Managing the indoor air quality inside a building starts during construction and continues into occupancy. It is important to have a plan in place before the project begins.
- b. Air handling filtration – All air handling equipment should have sufficient filters to clean the air supplied to occupied spaces.
- c. Increase ventilation – Indoor air quality can be improved by providing more fresh air to occupied spaces. IgCC requires projects to provide either natural ventilation (operable windows) or increased mechanical ventilation in excess of building code requirements.
- d. Indoor air quality (IAQ) during construction – During construction it is important to protect the building and HVAC system from collecting dust and contaminants. It is also important to store construction materials in a responsible way to reduce mold. Check green construction codes for specific ways to do this.
- e. Thermal comfort – Human productivity and comfort are affected by humidity and temperature within a space. It is important to provide a comfortable thermal environment and controls for occupants to be comfortable. IgCC requires compliance with ASHRAE 55.

- f. **Indoor pollutant control** – Everyday products can contain many indoor pollutants. Projects should decrease the use of harmful indoor pollutants and locate pollutant sources in enclosed rooms, away from building occupants. Pollutant sources can include printers, copiers, and janitorial rooms.
- g. **Material emissions control** – Choosing materials with low emissions can improve the indoor air quality. Volatile organic compounds are common in many building materials. Check green building codes for prohibitions and limits on volatile organic compounds in composite wood, adhesives, sealants, paints, flooring, and insulation.
- h. **Acoustics** – Another factor that contributes to indoor environmental quality is sound. Productivity depends on good speech communication and limiting distracting noises. Projects could consider sound transmission, mechanical system noise, structure borne sound, and sound absorbing room surfaces.
- i. **Daylighting/ views** – Occupants benefit from natural sunlight and being able to see outdoors. Consider access to windows or glazing that allow views for as many occupants as possible.
- j. **Accessibility/ community for all ages** – Consider all people that may be occupants of your project site and building. Projects could also consider how they contribute to the Mid-America Regional Council's Communities for All Ages initiative. City of Mission participates in this program.

7. Commissioning, Operations, and Maintenance

It is important to check building systems to ensure they are working efficiently. Commissioning is a process to verify that all building systems are operating as intended. To maintain efficiency throughout the lifecycle of the building it is important to perform routine maintenance and ensure the building is operating properly.

- a. **Inspections** – An independent commissioning agent can verify that all systems were installed correctly and meet the project requirements in all of the sections above. Consider a special inspection and commissioning report by an approved agency before building occupancy.
- b. **Mechanical system commissioning** – Commissioning can be considered “fine-tuning” to ensure the building HVAC system is functioning at peak efficiency. Mechanical systems commissioning includes measuring the occupied spaces and each piece of mechanical equipment to verify proper operation. Check green construction codes for a list of mechanical items that could be commissioned.
- c. **Energy system commissioning** – Similar to mechanical system commissioning above, energy system commissioning ensures that electrical generation and distribution systems are operating properly to ensure energy efficiency.

- d. Building controls systems – Automated control systems can be a great benefit to controlling equipment and operating a building efficiently. However, they must be checked to ensure they are programmed and installed correctly, or the outcome may be negative.
- e. Operations and maintenance (O+M) documentation/ schedule – It is important for the owner or project manager to have access to important information related to operations and maintenance to keep the building functioning efficiently. Green construction codes require a user manual for each building system, and record documents be provided to the owner.
- f. Maintenance staff training – The maintenance staff can be a huge factor in whether a project achieves its sustainability goals or not. Consider maintenance documentation to help the staff keep the project operating properly.

8. Additional Comments

This section is meant to address any sustainable building elements that do not fit neatly into the categories above. Please describe any items this project incorporates that contribute to a more sustainable community. This could include description of the design team and integrative process, building orientation decisions, community gardens, access to local food/ farmers, markets, increased durability, reduced maintenance, incorporating open outdoor space, occupant sustainability training/ education, increased occupant comfort, carbon monoxide alarms in every space, community engagement, or involvement with programs such as Community for All Ages, Walk/Bike/Ride KC, or Smart Growth. But don't feel limited to those, either. Document anything that improves the economy, people of our community, and/or the natural environment.

This is your chance to highlight any sustainable attributes that this scorecard does not cover. Feel free to attach additional documentation or narratives to add further detail for any comments that do not fit in the comments section.

Green construction codes and other sustainable rating systems

- **International Green Construction Code (IgCC) 2015**
The IgCC is the first model code to include sustainability measures for the entire construction project and its site — from design through construction, certificate of occupancy and beyond. The new code is expected to make buildings more efficient, reduce waste, and have a positive impact on health, safety and community welfare.
<https://www.iccsafe.org/codes-tech-support/international-green-construction-code-igcc/international-green-construction-code/>
- **Leadership in energy and environmental design (LEED)**
LEED, or Leadership in Energy and Environmental Design, is the most widely used green building rating system in the world. Available for virtually all building, community and home project types, LEED provides a framework to create healthy, highly efficient and cost-saving green buildings. LEED certification is a globally recognized symbol of sustainability achievement. There are several different rating systems (Building Design and Construction, Interior Design and Construction, Building Operations and Maintenance, Neighborhood Development, and Homes). Projects can achieve awards of certified, silver, gold, or platinum based on meeting prerequisites and a certain number of credits in each rating system.
<https://new.usgbc.org/leed>
- **ENERGY STAR Buildings**
ENERGY STAR is the simple choice for saving energy in buildings and plants. Buildings receive a percentile score from 1 to 100 based on energy usage compared to similar buildings across the country. To be eligible for ENERGY STAR certification, a building must earn an ENERGY STAR score of 75 or higher, indicating that it performs better than at least 75 percent of similar buildings nationwide.
<https://www.energystar.gov/buildings>
- **Green Globes**
Green Globes offers a different approach: one that provides in-depth support for improvements ideally suited to each project. Building owners and facility managers know their buildings and operations better than anyone else. We respect and leverage that knowledge with personalized assistance to produce best practices in sustainable design, construction and operations. Incorporating third-party assessors available throughout the certification process, we forge a partnership that allows experienced green building project teams to shine and reduces the learning curve for those new to green building. The building gets a rating from 1 to 4 globes.
<https://www.thegbi.org/green-globes-certification/>

- **ASHRAE 189.1**
ASHRAE is the American Society for Heating Refrigeration and Air Conditioning Engineers. Standard 189.1 provides total building sustainability guidance for designing, building, and operating high-performance green buildings. From site location to energy use to recycling, this standard sets the foundation for green buildings by addressing site sustainability, water use efficiency, energy efficiency, indoor environmental quality (IEQ), and the building's impact on the atmosphere, materials and resources. Standard 189.1 is a compliance option of the International Green Construction Code™ (IgCC).
<https://www.ashrae.org/resources--publications/bookstore/standard-189-1>
- **ICC/ASHRAE 700-2015**
The ICC/ASHRAE 700-2015 National Green Building Standard™ (NGBS) is the first residential green building standard to undergo the full consensus process and receive approval from the American National Standards Institute (ANSI). A residential building can achieve bronze, silver, gold, or emerald rating.
<https://www.nahb.org/en/research/nahb-priorities/green-building-remodeling-and-development/icc-700-national-green-building-standard.aspx>

City of Mission	Item Number:	2.
ACTION ITEM SUMMARY	Date:	August 2, 2023
Community Development	From:	Brian Scott

Action items require a vote to recommend the item to the full City Council for further action.

RE: Amendment to Chapter 400 (Zoning Code) of the Mission Municipal Code Providing Certain Stipulations for the Location of Tobacco Retailers in the City of Mission (PC Case #23-14).

RECOMMENDATION: Approve the amendment to Chapter 400 (Zoning Code) of the Mission Municipal Code providing certain stipulations for the location of tobacco retailers in the City of Mission (PC Case #23-14).

DETAILS: The City of Mission has long been a leader in promoting community health. To this end the City adopted an indoor smoking ordinance in 2008 prohibiting smoking in any enclosed structure except a private residence.

For several months the City Council discussed the proliferation of electronic cigarette retailers and vape shops within cities around the metropolitan area, and what could be done to mitigate that potential situation in Mission. The Council was focused on limiting access for youth (under 21) to tobacco and/or electronic cigarettes.

In March 2023, the City Council adopted an ordinance establishing a 150-day moratorium on the issuance of any business license to a new tobacco retailer. This moratorium allowed staff and legal counsel to do further research and craft an ordinance that would stipulate distance requirements between for any new tobacco retailer in the City of Mission. The moratorium expires on August 21, 2023.

The proposed ordinance stipulates that no new tobacco retailer (including electronic cigarette retailers) may locate within 1,000 feet of any school, park, church, or an existing tobacco retailer. Existing tobacco retailers in Mission are grandfathered in under the proposed changes, however, if one is sold, a new retailer would have to comply with the zoning code distance provisions.

The Planning Commission held a public hearing at its regular meeting on July 24th. No one was present to comment on the proposed zoning amendment. At the conclusion of the public hearing, the Planning Commission voted 7-0 (2 commissioners absent) to recommend approval of PC Case #23-14 - Amendment to Chapter 400 (Zoning Code) of the Mission Municipal Code Providing Certain Stipulations for the Location of Tobacco Retailers in the City of Mission – to the City Council.

CFAA CONSIDERATIONS/IMPACTS: The proposed ordinance is intended to protect and promote a healthy community for residents of all ages.

Related Statute/City Ordinance:	Chapter 400
Line Item Code/Description:	N/A
Available Budget:	N/A

CITY OF MISSION

ORDINANCENO. _____

AN ORDINANCE PROVIDING FOR A NEW ARTICLE IV TO CHAPTER 415 OF THE MUNICIPAL CODE OF THE CITY OF MISSION, KANSAS TO REQUIRE TOBACCO RETAILERS AND ELECTRONIC CIGARETTE RETAIL ESTABLISHMENTS TO COMPLY WITH A DISTANCE REQUIREMENT IN CERTAIN ZONING DISTRICTS.

WHEREAS, the Governing Body of the City of Mission deems it to be in the best interests of the health, safety and welfare of its youth to limit the access and exposure of under-age children to retail stores that sell tobacco and electronic cigarette items and marketing by imposing a distance restriction for such establishments.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF MISSION, KANSAS:

SECTION 1. That Title IV, Chapter 415 of The Municipal Code of the City of Mission, Kansas is hereby amended to add a new Article IV, Tobacco Retailers and Electronic Cigarette Retail Establishments, to read as follows:

Article IV, Tobacco Retailers and Electronic Cigarette Retail Establishments.

Section 415.140 Application.

The provisions of this Article shall apply to all zoning districts within the City of Mission.

Section 415.150 Definitions.

A. "Electronic Cigarette" means a battery-powered device, whether or not such device is shaped like a cigarette, which can provide inhaled doses of nicotine by delivering a vaporized solution by means of cartridges or other chemical delivery systems.

B. "Electronic Cigarette Retail Establishment" means a retail establishment that derives at least 50% of such establishment's revenue from Electronic Cigarettes and Electronic Cigarette products or a retail establishment that holds itself out or advertises itself primarily as an electronic cigarette retail establishment.

C. "Tobacco" means plants of the nightshade family with high levels of nicotine.

D. "Tobacco Products" means cigarettes, cigars, cheroots, stogies, periques; granulated, plug cut, crimp cut, ready rubbed and other smoking tobacco; snuff, snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and

sweepings of tobacco, and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or smoking in a pipe or otherwise, or both for chewing and smoking.

E. "Tobacco Retailer" means any person who sells, offers for sale, or exchanges or offers to exchange for any form of consideration, tobacco products. This definition is without regard to the quantity of tobacco products sold, offered for sale, exchanged, or offered for exchange.

Section 415.160 Distance Requirements.

- A. No Tobacco Retailer or Electronic Cigarette Retail Establishment shall be located within 1,000 feet of any other Tobacco Retailer or Electronic Cigarette Retail Establishment within Mission City Limits or outside City Limits, or within 1,000 feet of any property used or zoned for parks, school, college, or church. The separation distances shall be measured from or to the outer wall of the Tobacco Retailer or Electronic Cigarette Retail Establishment to the property line of the property containing the park, school, college or church.
1. Exception: If such park, school, college or church is established within 1,000 feet of any Tobacco Retailer or Electronic Cigarette Retail Establishment after the premises has been licensed for such, the premises shall remain an eligible location for said licensing as long as the premises remains in compliance with subsection B below.
- B. In the event any Tobacco Retailer or Electronic Cigarette Retail Establishment abandons or discontinues as a Tobacco Retailer or an Electronic Cigarette Retail Establishment in operation prior to the effective date of this Ordinance, any future Tobacco Retailer or Electronic Cigarette Retail Establishment operated at the same location shall be required to comply with the distance requirements set forth in this Section. This provision shall not apply to a change in ownership which may occur by operation of law, including a court order, divorce, death, mortgage foreclosure, bankruptcy or transfer by contract, provided there is a continuous occupancy or operation of the Tobacco Retailer or Electronic Cigarette Retail Establishment at the licensed location.
- C. Each Tobacco Retailer or Electronic Cigarette Retail Establishment shall retain the records of purchases and sales for a period of one year. These records are subject to inspection by the City and shall be provided within a reasonable time upon request. The records may be in electronic or paper format. If electronic, the records must be available to print upon request by the City.

SECTION 2. Severability. If any one or more sections, subsections or other

part of this Ordinance shall be declared invalid by a court of competent jurisdiction, it is the intent of the City that the remaining portions of the Ordinance shall remain effective. The City states that it would have enacted such remaining portions irrespective of the fact that one or more sections, subsections, or other part of the Ordinance have been held invalid.

PARAGRAPH 3. This Ordinance shall be in full force and effect from and after its passage and publication as provided by law.

PASSED by the City Council this 16th day of August 2023.

APPROVED by the Mayor this 16th day of August 2023.

Solana Flora, Mayor

Robyn L. Fulks, City Clerk

APPROVED AS TO FORM ONLY:

David K. Martin, City Attorney

Payne & Jones, Chartered
11000 King Street, King 2 Building
Overland Park, KS 66210

AT A GLANCE

Applicant:
City of Mission

Case Number:
23-14

Location:
6090 Woodson Street, Mission, KS

Project Name:
Tobacco Retail Ordinance

Property ID:
N/A

Project Summary:
An ordinance providing for a new ordinance for Article IV, Chapter 415 of the Municipal Code for the City of Mission, Kansas to require tobacco retailers and electronic cigarette retail establishments to comply with a distance requirement in certain zoning districts.

Current Zoning:
N/A

Proposed Zoning:
N/A

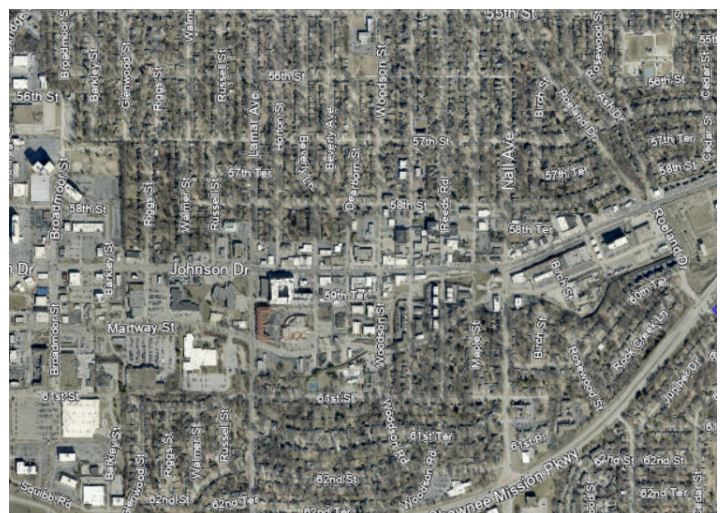
Current Land Use:
N/A

Staff Contact:
Karie Kneller, City Planner

Proposed Land Use:
N/A

Public Hearing Required

Legal Notice:
July 4, 2023



(Citywide Context)

BACKGROUND INFORMATION

The Mid-America Regional Council’s (MARC) Community for All Ages program that Mission has adopted is an integral aspect of Mission’s culture that residents have identified as a priority Community for All Ages criteria are woven throughout the final draft of the updated Comprehensive Plan. The program applies to all aspects of integrated health in planning and development policy. Policies and regulations that address these issues build a healthy and resilient community for residents of all ages.

Since October 2022, the City Council has discussed issues related to potential revisions to Mission’s zoning code as it pertains to retailers selling tobacco, electronic cigarettes, or electronic cigarette paraphernalia. To provide sufficient time for review and discussion, on March 15, 2023, the City adopted an ordinance of a 150-day moratorium on all new business licenses for establishments that sell tobacco, electronic cigarettes, and/or electronic cigarette paraphernalia in Mission. The moratorium expires on August 21, 2023.

Staff has been analyzing the impact of restrictions to permitting these type of retail establishments in certain buffer zones around parks, churches, schools, and existing tobacco retailers, as shown in the map as part of the hearing packet (Figure 1). Current zoning regulations permit tobacco retailers in the following zones: MS-1, MS-2, C-1 (CP-1), C-2 (CP-2), and MXD.

Throughout Mission, there are eight existing tobacco retailers. There are 222* parcels that are zoned to permit tobacco retailers, which are broken down by district in the following table:

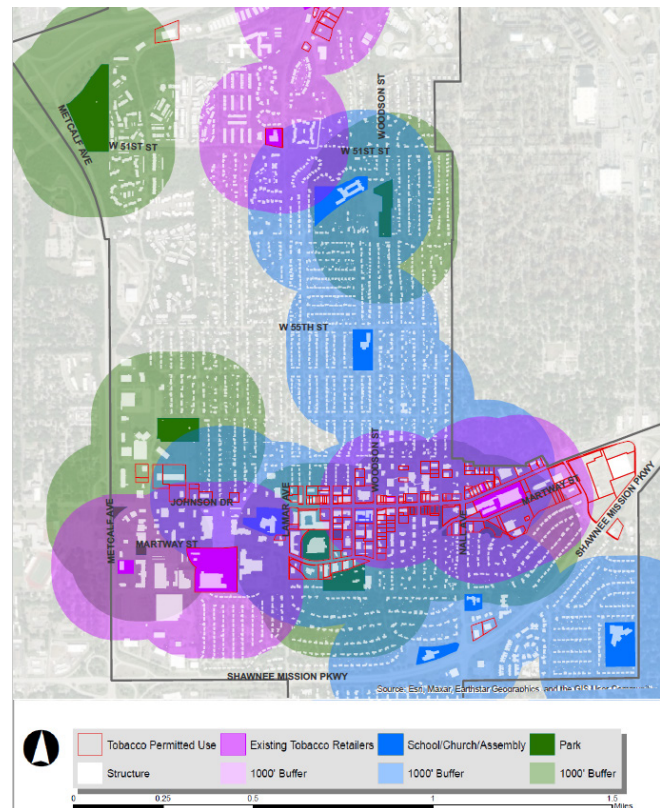


Figure 1

Zoning District	Number of Parcels
MS-2	101
MS-1	76
MXD	15
C-2	10
C-1	9
CP-2	5
CP-1	5

*34 parcels are established rights-of-way not appropriate for development.

In April 2023, the Finance & Administration Committee directed staff to explore expanded buffer zones around certain land uses, to review potential impacts new legislation might have on marijuana/marijuana paraphernalia sales if legalized in Kansas, and potentially prohibiting tobacco/e-cigarette sales in any Mixed-Use (MXD) zoning district. In May 2023, Council directed staff to move forward with an ordinance to effect changes to Mission's zoning code.

PROPOSAL

Under City Council direction, staff requests that the Planning Commission consider an ordinance to restrict tobacco retailers from acquiring a business license or operating a business which sells tobacco products within a 1000-foot buffer of a property used or zoned for a park, church, school, or an existing tobacco retail establishment. The ordinance defines the terms "electronic cigarette," "electronic cigarette retail establishment," "tobacco," "tobacco products," and "tobacco retailer." Further, the ordinance makes an exception for established tobacco retailers, with the stipulation that if the establishment abandons or discontinues operations, future tobacco retailers at that location would be held to the stipulations of the distance requirements. The mere change of ownership of a continuous occupancy and use of a property as a tobacco retailer would not be subject to the distance requirement.

Analysis:

The ordinance would establish the 1000-foot buffer to protect the health, safety, and welfare of its youth by limiting the access, exposure, and marketing of smoking to under-age children. This ordinance does not prohibit outright the establishment of new tobacco retailers in Mission. Within the existing MXD-zoned properties at the southeast corner of Roeland Drive and Johnson Drive, as well as the property at the southwest corner of Shawnee Mission Parkway and Roeland Drive that is zoned C-1, tobacco retailers would not be excluded by the 1000-foot buffer. The ordinance is exclusive at this time to tobacco retailers, and does not include prohibition of tobacco products in MXD zones or restrictions for marijuana retailers at this time.

RECOMMENDATION

Staff recommends that the Planning Commission vote to recommend to the City Council approval of Case #23-14, the proposed ordinance pertaining to retail tobacco establishments.



PLANNING COMMISSION ACTION

The Planning Commission consider Case #23-14 at a public hearing on July 24, 2023. Upon conclusion of the public hearing and after due consideration, the Planning Commission voted 7-0 to recommend approval of Case #23-14 to the City Council. (Commissioners Smith and Snyder absent)

CITY COUNCIL ACTION

The City Council will consider Case #23-14 at a public hearing on August 16, 2023.

CITY OF MISSION

ORDINANCE NO.

AN ORDINANCE PROVIDING FOR A NEW ARTICLE IV TO CHAPTER 415 OF THE MUNICIPAL CODE OF THE CITY OF MISSION, KANSAS TO REQUIRE TOBACCO RETAILERS AND ELECTRONIC CIGARETTE RETAIL ESTABLISHMENTS TO COMPLY WITH A DISTANCE REQUIREMENT IN CERTAIN ZONING DISTRICTS.

WHEREAS, the Governing Body of the City of Mission deems it to be in the best interests of the health, safety and welfare of its youth to limit the access and exposure of under-age children to retail stores that sell tobacco and electronic cigarette items and marketing by imposing a distance restriction for such establishments.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF MISSION, KANSAS:

PARAGRAPH 1. That Title IV, Chapter 415 of The Municipal Code of the City of Mission, Kansas is hereby amended to add a new Article IV, Tobacco Retailers and Electronic Cigarette Retail Establishments, to read as follows:

Article IV, Tobacco Retailers and Electronic Cigarette Retail Establishments.

Section 415.140 Application.

The provisions of this Article shall apply to all zoning districts within the City of Mission.

Section 415.150 Definitions.

- A. "Electronic Cigarette" means a battery-powered device, whether or not such device is shaped like a cigarette, which can provide inhaled doses of nicotine by delivering a vaporized solution by means of cartridges or other chemical delivery systems.
- B. "Electronic Cigarette Retail Establishment" means a retail establishment that derives at least 50% of such establishment's revenue from Electronic Cigarettes and Electronic Cigarette products or a retail establishment that holds itself out or advertises itself primarily as an electronic cigarette retail establishment.
- C. "Tobacco" means plants of the nightshade family with high levels of nicotine.
- D. "Tobacco Products" means cigarettes, cigars, cheroots, stogies,

periques; granulated, plug cut, crimp cut, ready rubbed and other smoking tobacco; snuff, snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or smoking in a pipe or otherwise, or both for chewing and smoking.

E. "Tobacco Retailer" means any person who sells, offers for sale, or exchanges or offers to exchange for any form of consideration, tobacco products. This definition is without regard to the quantity of tobacco products sold, offered for sale, exchanged, or offered for exchange.

Section 415.160 Distance Requirements.

- A. No Tobacco Retailer or Electronic Cigarette Retail Establishment shall be located within 1,000 feet of any other Tobacco Retailer or Electronic Cigarette Retail Establishment within Mission City Limits or outside City Limits, or within 1,000 feet of any property used or zoned for parks, school, college, or church. The separation distances shall be measured from or to the outer wall of the Tobacco Retailer or Electronic Cigarette Retail Establishment to the property line of the property containing the park, school, college or church.
1. Exception: If such park, school, college or church is established within 1,000 feet of any Tobacco Retailer or Electronic Cigarette Retail Establishment after the premises has been licensed for such, the premises shall remain an eligible location for said licensing as long as the premises remains in compliance with subsection B below.
- B. In the event any Tobacco Retailer or Electronic Cigarette Retail Establishment abandons or discontinues as a Tobacco Retailer or an Electronic Cigarette Retail Establishment in operation prior to the effective date of this Ordinance, any future Tobacco Retailer or Electronic Cigarette Retail Establishment operated at the same location shall be required to comply with the distance requirements set forth in this Section. This provision shall not apply to a change in ownership which may occur by operation of law, including a court order, divorce, death, mortgage foreclosure, bankruptcy or transfer by contract, provided there is a continuous occupancy or operation of the Tobacco Retailer or Electronic Cigarette Retail Establishment at the licensed location.
- C. Each Tobacco Retailer or Electronic Cigarette Retail Establishment shall retain the records of purchases and sales for a period of one year. These records are subject to inspection by the City and shall be provided within a reasonable time upon request. The records may be in electronic or paper format. If electronic, the records must be available to print upon request

by the City.

PARAGRAPH 2. Severability. If any one or more sections, subsections or other part of this Ordinance shall be declared invalid by a court of competent jurisdiction, it is the intent of the City that the remaining portions of the Ordinance shall remain effective. The City states that it would have enacted such remaining portions irrespective of the fact that one or more sections, subsections, or other part of the Ordinance have been held invalid.

PARAGRAPH 3. This Ordinance shall be in full force and effect from and after its passage and publication as provided by law.

City of Mission	Item Number:	10a.
ACTION ITEM SUMMARY	Date:	March 15, 2023
Administration	From:	Laura Smith

Action items require a vote to recommend the item to full City Council for further action.

RE: Ordinance Establishing a Temporary Moratorium on all New Business Licenses for Establishments that Sell Tobacco, Eletronic Cigarettes and/or Electronic Cigarette Paraphernalia in the City of Mission

RECOMMENDATION: Approve the Ordinance establishing a temporary moratorium on all new business licenses for establishments that sell tobacco, electronic cigarettes and/or electronic cigaretttr paraphernalia for a period of one hundred fifty (150) days.

DETAILS: Since October 2022, the Council has been discussing issues related to Mission’s zoning code regulations for retailers selling tobacco, electronic cigarettes, or electronic cigarette paraphernalia. Most recently the issue was discussed during the February 1 Finance & Administration Committee meeting where additional direction was given to staff to continue to researach options and alternatives to bring back to the Council.

Recognizing the Council’s interest in a thorough review and evaluation of Mission’s regulations for establishments selling tobacco, electronic cigarettes, or electronic cigarette paraphernalia staff is recommending Council establish a temporary moratorium on the issuance of new business licenses for establishments selling the same. In order to appropriately study the issue, and to ensure time for any contemplated changes to the zoning regulations to be heard and considered, Staff is recommending the moratorium be imposed for a period of one hundred fifty (150) days. No application for a new business license for such establishment will be considered or processed until the expiration of the Temporary Moratorium Period.

CFAA CONSIDERATIONS/IMPACTS: The Communities for All Ages program suggests that residents are interested in healthy, vibrant communities. This is often related to walkable communities, but applies to all aspects of integrating health into planning and development policy. Discussing policies and regulations such as this can signal to residents a community’s willingness to review and consider all aspects of building a healthy and resilient community for residents of all ages.

Related Statute/City Ordinance:	
Line Item Code/Description:	
Available Budget:	

City of Mission	Item Number:	11.
DISCUSSION ITEM SUMMARY	Date:	May 3, 2023
Administration	From:	Laura Smith

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

RE: Regulations for Tobacco and Electronic Cigaretter Retailers

DETAILS: Since October 2022, the Council has been discussing issues related to potential revisions to Mission’s zoning code as it relates to retailers selling tobacco, electronic cigarettes, or electronic cigarette paraphernalia. At the April 12, 2023 Finance & Administration Committee meeting staff was directed to continue to explore expanded buffer zones, to review the potential impacts any proposed legislation might have on marijuana/marijuana paraphernalia sales should it be legalized by the Kansas Legislature, and the potential for specifically prohibiting tobacco/e-cigarette sales in any Mixed-Use (MXD) zoning district.

The materials included in this action item and the packet respond to that discussion and Staff is hopeful that final direction can be secured to move to the next step in the process. While the temporary 150 day moratorium does not expire until August 21, 2023, staff would like to move forward through this multi-step process as soon as possible. The map included in the packet illustrates a 1000’ buffer surrounding the following:

- Existing tobacco retailers
- Schools/Churches/Other Assembly Places
- Parks

Council will note that a buffer of this size covers all parcels whose current zoning (MS-1, MS-2 and C-1) would allow for tobacco/electronic cigarette sales with the exception of portions of the Gateway site (zoned MXD) and the Bank of America property located at Shawnee Mission Parkway and Roeland Drive. During the April Committee meeting there was also some interest expressed about potentially revising the definition of allowable uses within a Mixed-Use zoning district to specifically prohibit the sale of tobacco/e-cigarettes. Staff would recommend the following next steps if Council is ready to advance a recommendation forward to begin the process for making amendments to Mission’s Zoning Code:

- Prepare a draft ordinance establishing the 1000’ buffers as shown on the map
- Ensure ordinance language is crafted narrowly to ensure that marijuana retailers would not be included should the sale of marijuana (medical, recreational or both)

Related Statute/City Ordinance:	Chapter 405 Mission Municipal Code
Line Item Code/Description:	NA
Available Budget:	NA

City of Mission	Item Number:	11.
DISCUSSION ITEM SUMMARY	Date:	May 3, 2023
Administration	From:	Laura Smith

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

Staff would recommend that the discussion and decisions related to the sale of tobacco or electronic cigarettes in a Mixed-Use zoning district be included as part of the more comprehensive zoning code updates which are anticipated to get underway later this year. Since there are currently no functional retail spaces located in the MXD district, this will allow for any and all modifications to allowed or prohibited uses to be considered at one time.

CFAA IMPACTS/CONSIDERATIONS: The Communities for All Ages program suggests that residents are interested in healthy, vibrant communities. This is often related to walkable communities, but applies to all aspects of integrating health into planning and development policy. Discussing policies and regulations such as this can signal to residents a community's willingness to review and consider all aspects of building a healthy and resilient community for residents of all ages.

Related Statute/City Ordinance:	Chapter 405 Mission Municipal Code
Line Item Code/Description:	NA
Available Budget:	NA



TOBACCO FREE KANSAS
COALITION

July 28, 2023

To: City of Mission
RE: Case #23-14

The Tobacco Free Kansas Coalition (TFKC) is a statewide alliance of health, medical, education, law enforcement, health coalitions, parents, youth, and individuals advocating for policies, and evidence-based programs to significantly reduce tobacco use and addiction in Kansas. Our mission is to eliminate the use of commercial, non-sacred tobacco to achieve health equity through advocacy, education, and collaboration. As Case #23-14 strongly aligns with our mission, TFKC supports Case #23-14 recently passed by the Planning Commission on July 24, 2023.

#23-14 establishes a 1000-foot buffer zone to protect the health, safety, and welfare of its youth by limiting the access, exposure, and marketing of tobacco products to youth. Data shows that proximity to tobacco retailers is associated higher smoking rates, higher rates of tobacco use initiation and the perception from young people that tobacco products are more available and accessibleⁱ. In 2021, The Kansas Department of Health and Environment (KDHE) contracted the Kansas Health Institute (KHI) to develop a report describing the landscape of tobacco retail licensing and zoning in Kansas with policies that communities could consider to curb youth access to tobacco productsⁱⁱ. Case #23-14 is a great example of just such a policy.

TFKC works tirelessly to ensure that state and local leaders understand the public health impacts of tobacco control and prevention policies; Case #23-14 is an example of deliberate, evidence-based policy. We ask the Council to support its passage.

Thank you for your time and consideration,

Sara Prem
President, Tobacco Free Kansas Coalition

^{i i} <https://countertobacco.org/policy/licensing-and-zoning/>

ⁱⁱ www.tobaccofreekansas.org

City of Mission	Item Number:	3.
ACTION ITEM SUMMARY	Date:	August 2, 2023
Administration	From:	Robyn Fulks

Action items require a vote to recommend the item to the full City Council for further action.

RE: July 5, 2023 Community Development Committee minutes.

RECOMMENDATION: Review and accept the July 5, 2023 minutes of the Community Development Committee.

DETAILS: Minutes of the July 5, 2023 Community Development Committee meeting are presented for review and acceptance. At the committee meeting, if there are no objections or recommended corrections, the minutes will be considered accepted as presented.

Draft minutes are linked to the City Council agenda packet so that the public may review the discussion from the committee meeting in advance of the Council action on any particular item.

CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	NA
Line Item Code/Description:	NA
Available Budget:	NA



MINUTES OF THE MISSION COMMUNITY DEVELOPMENT COMMITTEE

July 5, 2023

The Mission Community Development Committee met at Mission City Hall and virtually via ZOOM on Wednesday, July 5, 2023. The following Committee members were present: Sollie Flora, Trent Boultinghouse, Mary Ryherd, Hillary Thomas, Ken Davis and Kristin Inman. Councilmember Loudon and Councilmember Chociej joined the meeting via Zoom. Councilmember Kring was absent. Mayor Flora chaired the meeting since the Chair and Vice Chair were only available via Zoom. The Mayor called the meeting to order at 6:30 p.m.

The following staff were present: City Administrator Laura Smith, Deputy City Administrator Brian Scott, Deputy City Administrator Emily Randel, City Clerk Robyn Fulks, Public Works Director Celia Duran, Public Works Superintendent Brent Morton, Parks and Recreation Director Penn Almoney, Budget and Finance Director Christine Korth and Chief Dan Madden.

Public Comments

Mayor Flora reminded the public they can participate via the chat feature on Zoom. All comments would be visible to the group.

There were no public comments.

Public Presentations/Informational Items

There were two public presentations tonight.

Preliminary Development Plan for Swig Soda Shop (5959 Barkley Street - PC Case #23-06)

Deputy City Administrator Brian Scott presented to the Committee a preliminary development plan for Swig Soda Shop at 5959 Barkley Street. He explained that the business is similar to other drive through only concepts that have recently opened in the Kansas City area and that the concept seems to be the current trend for restaurants. He explained that the development is within the Form Based Code (FBC) District, however it would not conform with the Code. Staff requested that the Developer to meet as many elements of the code as they could. The biggest request was that the building not be put in the middle of the lot surrounded by the drive through, but rather it be oriented to the street,

preferably on Barkley, which they have done. The development will have a small patio area and walk-up window at the front. Parking will be contained within the site, and the south entrance to the site will be closed as it does not meet best practices in terms of access management. Closure of this entrance will help with vehicle circulation. The interior space will be used as a small park area with landscaping; and an EV charging station will be installed along with “no idling” signs at the drive thru.

Mr. Scott reported that the Planning Commission voted 6-0 at their June 26 meeting to recommend approval of the preliminary development plan to the City Council.

Councilmember Davis asked if there was any discussion about traffic flow into and out of the drive thru area, and also within the drive thru as there isn’t a space for a vehicle to turn around and exit the drive thru. Mr. Scott explained that a turnaround area is provided on the north side of the property. Councilmember Davis also asked if there was any other discussion about traffic flow and Mr. Scott said there was not. A trip generation report provided by the Developer showed the expected trips to and from the site were minimal and wouldn’t have a large impact on traffic.

Councilmember Chociey commented that he is not in favor of drive thru only developments, and especially feels that developments which don’t align with more over-arching goals shouldn’t be given high scores on the Sustainability Scorecard. This project was scored as “Gold” by the Sustainability Commission.

Mayor Flora asked about the site size, which is .7 acres. Mr. Scott explained that the Form Based Code would recommend a two-story building on the site, however that is not really workable on the site due to size and parking.

Councilmember Inman commented that she read recently that some Councils are deviating from drive thru only establishments due because they do not support or encourage pedestrian activity. She feels that drive thrus are contradictory to wanting to be a pedestrian friendly community. Mr. Scott acknowledged that, and that Staff tries to explain those wants, however there are challenges balancing between what is wanted and what kind of projects Developers are bringing forward. He has seen an increase in drive thru based projects in many communities.

Preliminary Development Plan for Waterworks Park (5814 W. 53rd Street - PC Case #23-11)

Mr. Scott's second presentation of the night was for consideration of a preliminary development plan for Waterworks Park. He explained that the Planning Commission considered the concept for the improvements at Water Works Park at their June 26 meeting. The plans presented by Parks and Recreation Director Penn Almoney were very similar to what was presented previously to the Council. Mr. Scott explained that some neighbors attended the meeting with questions about: the hours of the park, if the parking would be gated, and when construction would start. Mr. Almoney answered those questions during the meeting, including that the restrooms will be locked at night, parking will not be gated and that construction will start in the fall.

The Planning Commission voted 6-0 to recommend that the preliminary development plan be forwarded to the City Council for approval.

Councilmember Thomas asked if the Planning Commission Minutes would be provided prior to the Council Meeting. Mr. Scott confirmed they would be provided.

Mr. Scott mentioned that Mr. Almoney also spoke with residents for a while after the meeting and could address any additional questions the Council might have.

Action Items

Acceptance of the May 3, 2023 Community Development Committee Minutes

Minutes of the June 7, 2023 Community Development Committee were provided to the Committee.

Councilmember Davis recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

Design Agreement for Roe Ave. (2024 CARS Project)

Public Works Director Celia Duran explained that Roe Avenue from Johnson Drive

to 63rd Street is in the City's five year CIP and is the 2024 CARS project. The project includes a 2-inch mill and overlay, sidewalk installation on the east side of Roe Ave. between Johnson Dr. and W. 59th St., spot sidewalk and curb replacement, retaining walls, stormwater repairs, traffic signal buyout and replacement at the intersection of Roe Ave., and pavement markings. She explained the attached design agreement with Olsson includes design services (survey, roadway, stormwater, retaining walls, traffic signal), utility coordination, easement acquisition, project management, and bid and construction phase services in an amount not to exceed \$105,657.

The project will be administered by the City of Mission and is a joint project with the cities of Fairway, Roeland Park, and Prairie Village. Design and construction costs will be split based upon the amount of construction done in each respective city.

Councilmember Davis recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the regular agenda.

2023 Stormwater System Inspection Project Agreement

Ms. Duran's second and third items were for a stormwater system inspection and interlocal agreement with Johnson County. She began by explaining that the number she had in the Committee packet was incorrect and should be \$175,536.00.

She reported that the Johnson County Stormwater Management program provides up to 50% matching funds for inspection of corrugated metal pipe with estimated risk of 3.2 or higher on a 1-5 scale. In 2020, Staff received a grant from the County and used BHC roads for the inspection. The recommendation from BHC was to complete a pipe camera for shorter pipe and a crawler camera for longer pipes. This year, pipes that were higher rated be inaccurate. Staff has since decided that pipes need to be inspected with a crawler camera. TREKK Design Group is a well known consulting group who owns their own camera and will inspect all pipes. Johnson County will share 50% of the cost. The second step would be to approve an Interlocal Agreement between the City and the County.

Councilmember Davis recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the regular

agenda.

**Interlocal with Johnson County for 2023 Stormwater System
Inspection Project**

Councilmember Davis recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the regular agenda.

**Sponsor Agreement for Planning Sustainable Places Grant #2 – City-
Wide Bike/Ped Trail Connection Study**

Mr. Scott presented to the Committee a sponsor agreement for the Planning Sustainable Places Grant for a City-wide bike/ped trail connection study. In 2022 Staff made an application for a Planning Sustainable Places grant through the Mid-America Regional Council (MARC) for a study of the Rock Creek Trail from Woodson to Roeland Drive, which was awarded. After the grant process, funds were left over and a call for additional grants was put out for 2023. An application was submitted by Staff for a bike/ped study throughout the City. MARC awarded that grant as well as a top score for the application. That study was budgeted in the 2023 budget for \$20,000.00, however with the grant the City's contribution will be \$15,000.00. AMRC has solicited proposals, which Staff is scoring this week. The agreement being presented tonight allows MARC to administer the grant for the City.

Councilmember Davis recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

Mayor Flora thanked City Planner Karie Kneller for her work on the application.

Flooring for PCC Conference Space

Parks + Recreation Director Penn Almoney presented that the conference center in the Powell Community Center last had carpet installed in December of 2015, which is ending its useful life. Many rental groups and celebrations use the space, which causes wear and tear and cleaning needs. One foot by three foot replacement sections were previously installed which have served the space well as they allow for easier replacement due to staining. Staff has faced hurdles

with timeliness of proper stain removal which prompted them to consider other flooring options in connection with the project. Staff looked at both epoxy flooring and polished concrete. Both are used in large conference spaces. Staff discussed several objectives when reviewing the two options including appearance, wear and tear, safety, ease of care, does it maximize space, impact to patrons, and the standard for rental space flooring. Staff also visited other rental facilities where they received feedback that was favorable for both types of flooring. Epoxy is damaged quicker, whereas concrete can be repolished and fixed somewhat without taking away time from patron use.

Mr. Almoney reported that eight vendors were solicited for bids, four of whom responded. Hardacre Construction had the lowest bid; however, they did not include wood replace or staining and lacked some details. The next lowest bidder was Big Red Decorative Concrete, with a more responsive bid. They will reuse materials, when possible, to save costs, and have done extensive projects in the region. They provide care instructions, and they will walk through the project with Staff upon completion to answer questions and offer a care manual. Mr. Almoney provided that the work will take approximately five days. The company offers a 15-year warranty on the system and a two-year warranty on their work. The anticipated installation date is the last two weeks in August to coincide with the annual maintenance done at the Community Center.

Councilmember Davis asked if the move away from carpet would affect the acoustics of the conference space, and if thought has been given to address that.

Mr. Almoney responded that paneling options to reduce noise would be looked at when Staff are able to fully evaluate the acoustics. Those options can be evaluated better when he knows the actual impacts, but they do anticipate the need to add some type of noise dampening system after the flooring is complete.

Ms. Smith commented that the new flooring type will provide greater flexibility in how the conference space might be used. Maintaining the greatest degree of flexibility for all the spaces in the PCC is a recommendation from the feasibility study. She compared the space to other conference spaces in the region that offer polished concrete flooring and do use paneling to help with noise.

Councilmember Chociey expressed that he is in favor of the project overall. He wanted to know if the contract would provide a good degree of dust control and

separation and what the impact of the project will be on the facility, and if there is knowledge about the condition of the concrete under the carpet now.

Mr. Almoney responded that the contract will tape up plastic over each opening in the room to prevent dust from escaping into the center. That will be helpful to keep the HVAC system clear. The HVAC will be shut down in that space while the project is being completed, and the completion of the project will happen during the annual two-week closure of the center for maintenance which will reduce impacts to users. Staff has been able to evaluate the concrete in several locations and believe it to be in good condition.

Councilmember Chociej wondered if finding cracks that need to be filled can be resolved with polishing. He was happy to hear that it appears to be in good condition. Mr. Almoney assured that the polish process can smooth out cracks for safety, however cracks will be part of the concrete.

Councilmember Thomas shared that she feels the new flooring will change the feel of the space and she would like Staff to consider what other modest upgrades the space may need to go with the new flooring.

Councilmember Davis recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

Broadmoor Trail Construction

Mr. Almoney's then moved to his second item of the evening, related to improvements to the Broadmoor Park trail, which have been a high priority for the Parks, Recreation & Tree Commission. The trail will have a 10' wide path, ADA access points and necessary grading. Additional park improvements will come later. GBA completed a survey and design in May of 2023, along with a revised engineer's cost estimate, which was over the budgeted amount of \$190,000.00. GBA's estimate was \$379,571.00 which caused concern for the ability to finance the entire trail project. Staff bid the project with a base bid and bid alternate in order to have options depending on the final costs submitted. The base bid was for the northeast entrance of the park to the bridge crossing and the bid alternate was for the bridge around the rest of the path. Staff solicited bids and held a pre-bid meeting for vendors, and four bids were received. There was a large variance in the amounts of bids, and all bids were higher than the \$190,000 budget. Staff recommends the Council award a contract to Gunter Construction in the amount of \$306,935 with an anticipated

start date in September. Gunter estimates a timeline of approximately ninety days.

Councilmember Ryherd asked why there were such a large gap in the bid amounts. Mr. Almoney reported that contractors have mentioned to him before that when they don't have time to take on a new project, they might submit an inflated bid to ensure they don't underbid the project and have it awarded to them.

Councilmember Chociej commented that Gunter has done a good job on other projects in the City and he believes they will do a good job.

Councilmember Davis asked about the impact on the new trail the second phase of the project will have when the larger park improvements are done. He does not want to see damage to the new trail. Mr. Almoney replied that part of the bid is final grading which will be done once the project is complete

Ms. Smith clarified that she understood Councilmember Davis' question to be related to the future improvements and the potential impact on this trail work. She noted that the trail was designed with those future improvements in mind and there will minimal impact at whatever time the City makes additional improvements to Broadmoor Park.

Mayor Flora asked why the timeline is so long and what impact that will have on the park. Mr. Almoney answered that a longer timeline will allow for lower costs.

Councilmember Inman commented that she uses the park frequently and she is excited for the new trail and is appreciative for the work on the new trail project.

Councilmember Thomas echoed Councilmember Inman's comments of thanks for the hard work on the project, and also wanted to know when the bathroom updates at that park will happen. Mr. Almoney stated he believes that is phased in in two years.

Councilmember Davis recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the regular agenda.

North Breezeway Wood Staining

Mr. Almoney's final action item was for approval of a contract for wood staining in the north breezeway of the Powell Community Center. Weather elements have caused the woodwork to fade and become work. The work was last done ten years ago; however, recommendations are to re-stain every two to three years. He plans to have the work done every three years as part of the center's maintenance plan, and this item is one of the last few deferred maintenance projects. Staff recommends a contract with Jeremy's Trim and Remodeling. The work is guaranteed for one year, and the bid amount is \$6,000.00 under the budgeted amount of \$20,000.00.

Councilmember Davis recommended this item be forwarded to the City Council for approval. All on the committee agreed, and this item will be on the consent agenda.

Discussion Items

There were no discussion items.

OTHER

Department Updates

Mr. Almoney updated that the Mission Summer Family Picnic is being held Saturday at 6:00 p.m. at Broadmoor Park. Staff will keep an eye on the weather and will make a call on site late afternoon should the event need to be cancelled. A laser light show will replace the previous fireworks at the event. Surfin' USA will offer music, and free food plus beer and dessert for purchase.

Councilmember Davis asked for an update on the situation on Outlook Street. Public Works Superintendent Brent Morton replied that the contractor is working on the water line break currently. WaterOne will reimburse the City for the project. The concrete walls are in place and backfill will happen and the wall will be complete. Fencing will be installed after that. WaterOne will have to dig back up the road at the same spot to make additional repairs after the main break.

Ms. Smith thanked Mr. Morton for his work getting WaterOne to pay for the repairs. She also stated that some residents in the apartments near the water main break have called with questions about the project and damages the



incurred, and they have been connected with WaterOne's insurance people.

Meeting Close

There being no further business to come before the Committee, the meeting of the Community Development Committee adjourned at 7:15 p.m.

Respectfully submitted,

Robyn L. Fulks, City Clerk

City of Mission	Item Number:	4.
ACTION ITEM SUMMARY	Date:	August 2, 2023
Community Development	From:	Brent Morton

Action items require a vote to recommend the item to full City Council for further action.

RE: Interlocal with Johnson County for Stormwater System Renewal Project/2022 Mission Street Repair

RECOMMENDATION: Approve an Interlocal Agreement with Johnson County for the 2022 Stormwater System Renewal Project known as 2022 Mission Street Repair (1-MI-2022-R-473).

DETAILS: Due to the aging stormwater systems throughout Johnson County, the County has made additional funding available to municipalities for replacing stormwater infrastructure with a condition rating higher than 3.2. The funding is a 50/50 split between the County and City. This program will only fund replacement of existing infrastructure. The City has to cover any additional costs for stormwater system upgrades such as increased size or additional stormwater infrastructure. The application process is every two years, and our next application will be for 2024/2025 for stormwater projects.

Staff submitted an application in 2021 to the County to replace all eligible stormwater assets for the 2022/2023 street projects and other capital projects. Johnson County sent an intent to proceed on May 14th, 2021.

The current Interlocal Agreement under consideration specifies the County's policy and procedures, stormwater system renewal projects, the County's contribution towards renewal projects cost (50% of the \$87,768 estimated total project cost or \$43,884) and commits the City's funds to the project.

Approval of the interlocal agreement will allow staff to apply for reimbursement of 2022 stormwater infrastructure associated with the 2022 Street Program.

CFAA CONSIDERATIONS/IMPACTS: N/A

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	25-90-805-70 Street Preservation
Available Budget:	\$43,884 (City's 50% match)

City of Mission	Item Number:	4.
ACTION ITEM SUMMARY	Date:	August 2, 2023
Community Development	From:	Brent Morton

Action items require a vote to recommend the item to full City Council for further action.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	25-90-805-70 Street Preservation
Available Budget:	\$43,884 (City's 50% match)

**Agreement between
Johnson County and the City of Mission
For a Stormwater System Renewal Project
known as 2022 Mission Street Repair
1-MI-2022-R-473**

This agreement is entered into by and between the Board of County Commissioners of Johnson County, Kansas (the "County") and the City of Mission (the "City") pursuant to K.S.A. 12-2908.

Recitals

1. Pursuant to K.S.A. 19-3311, by Resolution No. 38-90, the County has established a county-wide retailer's sales tax for the purpose of providing funds for stormwater management projects, and by Resolution No 76-90, created a Stormwater Management Advisory Council to identify and recommend projects for inclusion in the Stormwater Management Program.
2. The County has established a Stormwater Management and Flood Control Fund for the purpose of funding Stormwater Management Program projects.
3. The County, by Resolution No. 66-92, as modified by Resolution No 034-94, adopted the Johnson County Stormwater Management Policy and the Administrative Procedures for the Johnson County Stormwater Management Program ("Policy and Procedures") to promote interlocal cooperation between the County and the participating municipalities in stormwater management activities.
4. In accordance with the Policy and Procedures, the City has requested that the County participate in the funding for the stormwater system renewal project ("Renewal Project") for the stormwater management project identified as 2022 Mission Street Repair (the "Project"), which meets the minimum requirements, and the County is willing to provide such funding upon the terms and conditions set forth in this agreement.

Agreement

In and for the consideration of the mutual covenants contained in this agreement and the mutual benefits to be derived from the Project, the City and the County agree as follows:

1. **Policy and Procedures.** The City acknowledges receipt of the Policy and Procedures. The City and County agree that the Renewal Project shall be undertaken in accordance with the terms and provisions of the Policy and Procedures provided, however, in the event a conflict exists between any provision of the Policy and Procedures and any provision of this agreement, the terms and conditions of this agreement shall control.

2. **Stormwater System Renewal Requirements.** The City agrees to select a responsible and qualified contractor or contractors to undertake and complete the construction of the Project ("Project Contractor"). The parties agree that it shall be the City's obligation to comply with and, to extent reasonably practical, to require the Project Contractor comply with, all applicable laws and regulations governing public contracts, including all applicable non-discrimination laws and regulations. The costs and expenses incurred by the City in connection with the Project shall be reimbursable, subject to the limitations on reimbursement contained in the Policy and Procedures and in this agreement. Reimbursement will only be made for eligible stormwater assets which have been assigned an observed risk score of 3.2 or higher by the Stormwater Management Program under the 2018 Strategic Asset Management Plan (SAMP).
The SAMP can be found at https://jocogov.org/sites/default/files/documents/PWK/SMP/FINAL%20Submittal_JOCO%20SMP%20SAMP%20Report.pdf or will be provided upon request.

3. **Estimated Cost of Renewal Project.** The City represents it has established, a good faith estimate of the total cost for the renewal of eligible stormwater assets included in the Renewal Project of Forty Three Thousand Eight Hundred Eighty Four Dollars (\$43,884). Cost estimates shall be prepared by qualified city staff or qualified independent contractor retained by the city.

4. **Administration.** It is acknowledged and agreed that the City shall enter into all contracts relating to the Renewal Project in its own name and not as the agent of the County. The City agrees to be solely responsible for the administration of all contracts for the Renewal Project. Any contract disputes shall be resolved by the City at the City's sole cost and expense.

The City shall require adequate indemnity covenants and evidence of insurance from contractors and engineering service providers for loss or damage to life or property arising out of the contractor's or engineering service provider's negligent acts or omissions. The required insurance coverage and limits shall be established by the City but shall not, in any event, be less than \$2,000,000 on a per occurrence basis for general liability coverage for the general contractor and \$1,000,000 professional liability coverage for engineering service providers. The City may, in

the exercise of its reasonable judgment, permit any insurance policy required by this agreement to contain a reasonable and customary deductible or co-insurance provision.

5. **County Contribution Toward Costs.** The County shall reimburse the City from the Stormwater Management and Flood Control Fund for expenditures made by the City for the Renewal Project as follows:

Not more than once each calendar month, the City may submit to the County a request for payment, invoice, or statement satisfactory in form and content to the County detailing total Renewal Project costs and expenses, in line-item detail, for the preceding calendar month ("Payment Request") and for year-to-date.

The City's Payment Request shall list, by category, those particular expenditures that are reimbursable according to the Policy and Procedures, The City represents and warrants that each Payment Request shall seek reimbursement for only those expenditures that the City determines, in good faith, to be reimbursable by the County. The County may require the City to supplement the Payment Request as needed to satisfy the County, that the Payment Request accurately reflects properly reimbursable costs and expenses. Additionally, the Project Reimbursement Form shall be submitted with each invoice. The project reimbursement form can be found at <https://www.jocogov.org/dept/public-works/stormwater-management/about-smp/strategic-plan>, or will be provided upon request.

The County agrees to make payment to the City within thirty days following the Stormwater Program Manager's approval and acceptance of a properly documented Payment Request in an amount equal to fifty percent (50%) of the renewal costs incurred for eligible stormwater assets.

6. **Limitation of Liability.** To the extent permitted by law and subject to the provisions of the Kansas Tort Claims Act, including but not limited to maximum liability and immunity provisions, the City agrees to indemnify and hold the County, its officials, and agents harmless from any cost, expense, or liability not expressly agreed to by the County which result from the negligent acts or omissions of the City or its employees or which result from the City's compliance with the Policy and Procedures.

This agreement to indemnify shall not run in favor of or benefit any liability insurer or third party.

7. **Notice Addresses.** Any notice required or permitted by this agreement shall be deemed properly given upon deposit in the U.S. mail, postage prepaid and addressed as follows or if sent by electronic mail and received by the addressee:

If to the County:

Mr. Lee Kellenberger
Urban Services Division Director
Johnson County Public Works
1800 W. Old 56 Highway
Olathe, KS 66061

If to the City:

Brent Morton
Public Works Superintendent
City of Mission
4775 Lamar Avenue
Mission, KS 66202

8. **Effective Date.** Regardless of the dates(s) the parties execute the agreement, the effective date of this agreement shall be _____ provided the agreement has been fully executed by both parties.

**Board of County Commissioners of
Johnson County, Kansas**

City of Mission

Mike Kelly, Chairman

Solana Flora, Mayor

Attest:

Attest:

Lynda Sader
Deputy County Clerk

City Clerk

Approved as to Form:

Approved as to Form:

Robert A. Ford
Assistant County Counselor

City Attorney

City of Mission	Item Number:	5.
ACTION ITEM SUMMARY	Date:	August 2, 2023
PARKS + RECREATION	From:	Penn Almoney

Action items require a vote to recommend the item to full City Council for further action.

RE: Powell Community Center (PCC) and Mission Square Parking Lot Repair and Sealcoat

RECOMMENDATION: Approve a contract with Prime Asphalt for repairs, crack fill and sealcoat of the PCC and Mission Square parking lots for \$21,300.

DETAILS: Parking lot maintenance and repairs at the Powell Community Center (PCC) were budgeted in the 2023 Parks + Recreation Capital Improvement Program. Additionally, as part of an ongoing contractual agreement and partnership, the City of Mission is also responsible for maintaining the parking lot at Mission Square. In 2019, Mission Square had maintenance work to correct drainage and subgrade issues and did mill/patching and sealcoating of their entire lot at their expense. The last sealcoat for the PCC lot was in 2015.

During the summer of 2021, the parking lots of the Powell Community Center (PCC) and Mission Square were crack sealed as a preventive maintenance measure. There were several depressed areas within the PCC lot that required milling and patching. Since then, both lots have had several depressed areas appear that require attention.

Crack filling and asphalt sealcoating is recommended every two to three years to extend the life cycle of parking lots. High impact areas could be seal coated every one to two years. Staff solicited bids from five firms and received two responses. The two bids received are detailed in the table below:

Bidder	Total Bid
Prime Asphalt	\$21,300.00
Mid-America Contractors, Inc.	\$27,179.01

This project was approved in the 2023 CIP Maintenance/Operations budget for \$57,000 (\$47,000 asphalt work and \$10,000 striping labor/paint). Prime Asphalt's bid is \$21,300, which is significantly below budgeted estimates but does not include striping costs. Staff will complete parking lot striping in-house and estimate that restriping the parking lot stalls and crosswalks per specifications will cost \$5,000 in labor and paint. The total cost of the project for both the PCC and Mission Square lots is anticipated to be

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	45-90-805-09
Available Budget:	\$57,000

City of Mission	Item Number:	5.
ACTION ITEM SUMMARY	Date:	August 2, 2023
PARKS + RECREATION	From:	Penn Almoney

Action items require a vote to recommend the item to full City Council for further action.

\$26,500, or \$30,700 under budget.

Staff recommends approval of a contract with Prime Asphalt who was the lowest and most responsive bidder for parking lot repairs, crack fill and sealcoat at the PCC and Mission Square for \$21,300.00 This project is anticipated to begin in late September or early October 2023 and be completed within seven days.

Staff will work with the contractor and communicate with Mission Square to ensure portions of the parking lots are usable for patrons over the course of the project. Funding is provided by Parks + Recreation sales tax revenues.

CFAA CONSIDERATIONS/IMPACTS: 1-C The city designs and builds its public buildings and gathering spaces to meet the needs of residents of all ages.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	45-90-805-09
Available Budget:	\$57,000



Mission Square
Independent Senior...

Sylvester Powell Jr.
Community Center
Not too busy

Security

PRIME ASPHALT

James Bradley
816-914-6067
312 sw Greenwich Dr.
lees summit MO 64082
primeasphalt.net



Bill To	Quote #	12542
Sylvester Powell Jr. Community Center 6200 Martway St, Mission, KS 66202	Quote Date	07/12/2023

DESCRIPTION	AMOUNT
Mill out failing areas described in the image in yellow. Milling 2inches deep sweep up haul off debris. Apply tack coat ss1h asphalt glue to the areas. Patch areas with new hotmix asphalt and compact with vibrating rollers. Clean entire lot with power blowers and brooms. Fill cracks with melted rubber parkinglot grade crackfiller. Sealcoat lot with 2 coats of heavy problend slurry squeegee applied the first coat with the second coat spray applied. All work done neatly	21,300.00
QUOTE TOTAL	\$21,300.00

Terms & Conditions

No money upfront balance due upon completion

City of Mission	Item Number:	6.
DISCUSSION ITEM SUMMARY	Date:	August 2, 2023
Parks + Recreation	From:	Penn Almoney

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

RE: Powell Community Center (PCC) Feasibility Study and Business

DETAILS: Prior to the COVID-19 pandemic, the Powell Community Center (PCC) was consistently achieving an annual cost-recovery rate (excluding capital expenses) of 75-80%. Due to the impacts of closures, gathering limitations and a general sense of caution, the cost-recovery rate was 34% in 2020 and the facility performed similarly in 2021. Cost recovery for 2022 improved to approximately 55%.

This level of cost-recovery has a ripple effect throughout the City budget and is not sustainable in the long-term. During the 2022 budget process, the City Council approved \$40,000 in funds to complete a feasibility study in an effort to prevent the unintentional use of General Fund resources to support community center operations.

PROS Consulting began data gathering and survey respondent feedback in February 2022 with a focus on facility programming and use, membership pricing and use, staffing levels and workload along with analysis of regional competition, demographics and fitness trends. This information was used to generate a final report and business plan for the PCC.

Staff and stakeholders met periodically between February 2022 and May 2023 and shared feedback on findings and conclusions during a March 29, 2023 City Council Work Session. Staff has continued to work with PROS Consulting to finalize the report, business plan and other related tools.

The process informed a number of observations, recommendations and key findings relative to the operation of the PCC in a number of areas which included:

1. Operate the PCC using a business model that tracks all elements of use, participants, revenue, and expenses to meet the operational expectations of the leadership of the City through all available funding sources to achieve a 70% cost recovery goal.
2. Maximize program options to activate spaces in the building, increase the use of recreation programs that generate more earned income to support operational costs and attract a wider variety of users.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	N/A
Available Budget:	\$40,000.00

City of Mission	Item Number:	6.
DISCUSSION ITEM SUMMARY	Date:	August 2, 2023
Parks + Recreation	From:	Penn Almoney

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

3. Update and add new recreation related programs and events that reach all age segments in Mission and the region to attract them to experience the PCC.
4. Update existing recreation amenities in the PCC when needed to support user needs for an exceptional experience.

Staff will review the report and final recommendations and will share proposed implementation steps and strategies for the remainder of 2023 and 2024. The report itself is used for informational purposes and does not require formal action or adoption. There will be a variety of Council decision/action points to be considered as implementation of specific recommendations moved forward.

CFAA IMPACTS/CONSIDERATIONS: The programs, rentals spaces and activities at the Powell Community Center provides opportunities for individuals of all ages to maintain and improve their health and overall quality of life.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	N/A
Available Budget:	\$40,000.00

POWELL COMMUNITY CENTER FEASIBILITY STUDY AND BUSINESS PLAN

2023



EXECUTIVE SUMMARY

The City of Mission Kansas operates the 80,000 sf Powell Community Center (PCC) which provides a majority of indoor recreation opportunities that contribute to the quality of life for Mission city residents. When originally opened in 1999 and expanded in 2004, the PCC was the only major community center in the region. With the addition of new community centers built in Merriam, Overland Park, and Lenexa over the last 10 years that provide similar types of facility experiences the PCC has been impacted financially and in terms of patron visits, raising concerns for City leaders about the long-term sustainability and viability of the Center.

In order for the PCC to continue to be an integral asset for the residents of Mission, it will be important to build economic confidence and viability as outlined and recommended in this Business Plan.

The Department’s mission is “to foster community and individual health through gathering events, programs, and classes that connect people and improve the quality of life.” To help achieve this mission, the Department provides a broad range of recreation and leisure programming, with programs and events for people of all ages and abilities. These 100+ program/activity offerings are supported with dedicated spaces within the facility, including amenities such as:

- Cardio Room for exercise with fitness machines
- Cycle Studio
- Gymnasiums for basketball, volleyball, pickleball, and group sports programs
- Free Weight Room
- Indoor Pool with play water, fitness water, and program water available
- Racquetball Courts
- Child Watch area
- Walking Track for walking and running
- Room Rentals for meetings, weddings, reunions, and group gatherings
- Program rooms for senior programs, arts and crafts, yoga, aerobics, and general after-school and summer camp programs.

The Business Plan provides a framework for managing a successful community center that serves the community of Mission well into the future. It also sets the revenue and program goals for the site to support the City’s overall operating budget in a positive manner. The Business Plan serves as a guide to assist staff in addressing opportunities to increase use, provide a greater level of program services and increase the yearly operating revenues to support the operating cost of the facility by using existing data as a baseline for future decision-making.

The data is intended to drive future changes to support a successful, well-managed facility and to aid staff in identifying priorities, programs and services that will ensure they are meeting the financial expectations of the City Council. The PCC’s focus over the last ten years has been to be “all things to all people” which, when coupled with a private fitness competitor opening nearby and the COVID-19 pandemic, has resulted in a decline in the center’s ability to meet established cost-recovery goals.



BUSINESS PLAN OBJECTIVES FOR THE POWELL COMMUNITY CENTER

The Powell Community Center Business Plan will help guide the staff toward enhancing the economic and operational impacts for the next five years of facility operations. The Business Plan includes strategies for staff to follow and implement when seeking to operate the facility as a ‘best practice’ community center. The business plan focuses on management strategies to maximize revenue through programming and increase the facility use levels to achieve long-term financial sustainability.

PROJECT OBJECTIVES

- **Use existing data:** The PROS consulting team, in concert with staff, will review/analyze the facility’s data to understand existing services and costs. This data will aid in related understanding of the facility to determine the feasibility of the implementation of new programs and revenue strategies for enhancing the daily, weekly, and monthly operations of the facility. The Feasibility Study will help identify the most appropriate programming and “best use” of the PCC to effectively meet the City Council’s expectations for a well-managed and financially stable community center.
- **Utilize a wide variety of data sources and best practices:** In addition to existing PCC data and information, PROS experience with managing park and recreation systems throughout the United States will be used. Additionally, other sources of knowledge that will contribute to the project will come from park and recreation industry resources (NRPA, SFIA among others), interviews with community stakeholders and focus groups of users, demographic information of Mission, as well as baseline data from the U.S. Census.
- **Determine unique Level of Service Standards:** Develop appropriate actions regarding recreation programs, and facilities that reflect the City’s strong commitment to providing high-quality recreation activities for the community and the region.
- **Identify Constraints and Parameters:** Use innovative and “next level” practices to achieve the strategic objectives, establish Operating Standards and a revised Organizational Chart , as well as a detailed financial and funding plan to be used as a budgeting and planning tool.
- **Develop a Final Business Plan Report:** A Business Plan that clearly states the programmatic and operational elements required to achieve the outcome expectations for the Feasibility Study and Business Plan to ensure long-term success and financial sustainability for the PCC.

The process used provides recommendations as to how to ensure the facility users will receive high-quality experiences consistently in the PCC. The process also identifies opportunities to achieve a higher level of self-supporting operations through cost-effective programming, strategic operational management, and desired services provided to the community.

PROJECT PROCESS

The process for developing the Business Plan included meeting with key stakeholders and focus groups, hosting an online user survey, meeting with an advisory group to share information and get feedback on the results of the data, developing benchmark data from other service providers in the area, collecting data and preparing preliminary recommendations that were presented by the consulting team in meetings with key staff, the Director of Parks and Recreation and the City Administrator over the course of a year.



Where Are We Today?

Data Review
 Demographics & Recreation Trends Analysis
 Market Analysis
 Financial Analysis
 Program Review



Where Are We Going Tomorrow?

Staff & Stakeholder Input
 Online Survey
 Recreation Program Assessment
 Operational Assessment



How Do We Get There?

Program Evaluation Tool
 Vision, Mission, And Value Statements
 Strategic Action Plan

Operational and financial assumptions were used to create an operational philosophy. This philosophy was utilized to develop the operational proforma for the PCC – keeping costs relatively low while projecting the needed revenues to meet stated benchmarks. This is demonstrated over a five-year period with the estimated operational costs for the PCC and the supporting revenues from membership sales, rentals, and program registrations. Proformas are described as a moment in time and will vary year to year based on local market conditions. The proforma information provided as a part of this Feasibility Study and Business Plan should be used as a guide and should be updated annually based on the previous years’ performance. The goal is to inform and establish revenue and expense performance benchmarks for the PCC Staff, the Parks, Recreation + Tree Commission, the City Administrator, and the City Council.

The Business Plan was developed with the goal of evaluating who the PCC is serving now and how it is being operated in all aspects of facility management. These evaluations included staffing level reviews, how programs are being delivered and how the facility is managed and used on a daily, weekly, and yearly basis. The goal was to take a fresh look at how the facility might be managed more efficiently and effectively to service the Mission community and the surrounding region for years to come.

KEY FINDINGS

1. There is a shortage of recreation programs that can generate positive revenue to aid in the recovery of operational costs.
2. The facility has a strong record of facility rentals; however, the fees assessed do not reflect the income necessary to recover the cost of those rentals.
3. Capacity studies of facility use indicate it is necessary to re-evaluate uses and allocation of space to effectively increase meaningful activities that generate revenues to recover the costs of facility operations.
4. The existing program portfolio needs to be strengthened to create and deliver programs that generate revenue and increase participation levels.

5. A review of the agreements with individuals and organizations that use the facility for recreation programming needs to take place with the intent to improve the revenue benefits to the community center.
6. A sufficient level of Key Performance Indicators (KPI's) is not being used before, during and after programming the facility to track levels of performance and ensure cost-recovery is achieving desired goals.
7. There are too many membership category options that offer too many benefits to members to the degree that potential programming revenue streams may be negatively influenced as many programs (i.e., group fitness) are free to members.
8. There needs to be a dedicated and transparent community center marketing plan to improve efforts to increase memberships and use.
9. There is evidence that staff are catching up on years of deferred maintenance in the facility and have made substantial improvements that help to keep the community center attractive and inviting to users.
10. The existing budget management and facility use reports need improvement to effectively reflect monthly activity.
11. The staff is extremely dedicated to meeting the users' needs in programs and services.
12. In-house marketing efforts have increased throughout the evaluation period with the use of digital signage, printed collateral and Activity Guide mailings.
13. The staff have high customer service standards in meeting people at the front entrance and throughout the facility.

ACTION PLAN

ACTION PLAN PRIORITIES

The Action Plan is an execution of the City of Mission PCC priorities. It was developed from the information gathered from focus groups, stakeholder interviews, citizen online survey, data collected, staff interviews and from the Steering Committee. The following action plan priorities are proposed to guide the recommendations presented.

1. Operate the PCC using a business model that tracks all elements of use, participants, revenue, and expenses to meet the operational expectations of the leadership of the City through all available funding sources to achieve a 70% cost recovery goal.
2. Maximize program options to activate spaces in the building, increase the use of recreation programs that generate more earned income to support operational costs, and attract a wider level of users.
3. Update and add new recreation related programs and events that reach all age segments in Mission and the region to attract them to experience the PCC.
4. Update existing recreation amenities in the PCC when needed to support user needs for an exceptional experience.

STRATEGIES, GOALS AND KEY RECOMMENDATIONS

STAFFING AND OPERATIONS

STRATEGIC OBJECTIVE

Staff and operate the PCC based on data-driven decision models and tools to meet identified cost recovery goals, deliver high-quality programs and patron experiences, and allocate human resources effectively and efficiently.

GOAL

Achieve 70% cost recovery for the PCC over the next three years.

RECOMMENDATIONS

- Clearly define staff roles and expectations to meet the level of responsibility they have in each assignment as it applies to revenue to be earned, expenses to be managed and the data that needs to be tracked and reported over a quarterly and annual basis.
- Complete analysis of programs conducted by contractual or in-house employees/instructors that will generate positive cash flow. Determine philosophical strategies that best suit positive economics in the facility.
- Separate the costs incurred by programs conducted by the department instructors and costs associated with contract instructors. Revenues generated in each of those two program areas can then be measured against the costs. This data will help to assess the economic productivity of each of the two program areas, contracted programs, and those instructed by department staff.
- Focus on Adding to Best Practices - The PCC staff needs to incorporate new best practices in its operations that focus on new KPIs, staff development, and solicitation of both user and non-user feedback regarding programs and services.
 - Program Cancellation Rates
 - Customer Retention Rates
 - Customer Service Training
 - Training to Calculate and Track Total Cost of Service
 - Solicit User and Non-User Feedback
- Reclassify the Administrative Supervisor position to include managing the economic responsibilities of the PCC, tracking data and cost of services, helping staff to price services correctly, as well as managing the day-to-day operations of the building.
- Hire a part-time fitness programmer that is skilled in teaching group fitness classes who can fill in for any fitness contractor when needed, so classes don't have to be canceled when an instructor is unable to work. This position would also focus on the proper staffing of classes, tracking new fitness-related trends, establishing prime time and non-prime times for classes and intensity levels to increase attendance.
- Hire full-time staff to increase athletic programs for youth, teens, and adults.

PROGRAMS

STRATEGIC OBJECTIVE

Review, evaluate and enhance programming and service delivery opportunities.

GOAL

Work to produce a vibrant and healthy portfolio of programs in the facility that have wide age segment appeal to aid in the generation of positive revenue streams anticipated from those programs.

RECOMMENDATIONS

- Work to produce a vibrant and healthy portfolio of programs in the facility that generate positive revenue streams. The development, creation, and delivery of programs should occur in the quarter term preceding the program delivery term.
- On a quarterly basis, Include senior management staff in all program design decisions.
- Use the classification model to establish a foundation in which program fees can be developed. All costs (direct and indirect) should be included in the cost-of-service calculations.
- Align the Classification of Services/Programs with Cost Recovery Philosophy and the Revenue Policy Classification will focus on Essential (free or some cost recovery), Important (full cost recovery), and Value Added (income above costs).
- Determine the costing model that best suits the programs and cost the programs that currently use the space.
- Adopt a Program Lifecycle Evaluation Approach to Programs and Services on an annual basis to ensure that the percentage distribution closely aligns with desired performance.
- Research the potential for new program opportunities.
- Adopt a Mini Business Plan for Each Core Program Area - Mini Business Plans (2-3 pages) for each core program area are to be updated every year. These plans should evaluate the core program area based on:
 - Meeting the outcomes desired for participants.
 - Cost recovery
 - Cost of service and pricing strategy for the next year
- Identify and separate the programs that are offered in the facility to understand the volume of programs offered in each core category and the potential revenues that might be generated in each after understanding the true costs to deliver the program. Separating this data also helps to determine how future pricing might be structured in each category when creating a Pricing Policy for the PCC.
- Athletics is a core program area the staff should consider providing to the community. Athletics and the use of the gymnasium spaces need to be considered core areas given the amount of square footage they occupy in the facility. Program options would include all types of sports such as basketball, volleyball, cheerleading, and pickleball for teens and adults, run-and-shoot types of programs, e-sports gaming programs, and leagues as well as clinics, and tournaments.
- Separate and independently examine all programs to determine their costs and the revenues they generate. Those programs should include:
 - Free programs.
 - programs offered to insurance members (fee and no fee)
 - programs for non-member users
 - member class programs
 - contracted programs.
 - community center employee-managed programs

- Enhance the Program Decision-Making Model. When developing program plans and strategies, it is useful to consider all the core program areas and individual program analyses. Lifecycle, age segmentation, classification, and cost recovery goals should all be tracked. This information, along with the latest demographic trends and community input should be factors that lead to program decision-making. A simple, easy-to-use tool provided in **Appendix E** will help compare programs and prioritize resources using multiple data points, rather than relying solely on cost recovery.
- Establish pricing of the program after considering the real cost to produce the program. Pricing modification may need to occur, but not until the cost of the program has been calculated.
- Overhead allocations and any additional indirect costs not calculated in the development of the recreation program assessment needs to be considered a top priority. This overall classification philosophy, cost recovery targets, and cost of service calculations should help produce key performance indicators (KPIs) such as:
 - Program Per Hour Costs
 - Per Square Footage Costs
 - Per Program User Costs
- Once opportunities are identified, complete an analysis of whether the program should be conducted by contract or in-house employees/instructors to generate positive cash flow.
- Consider inviting meeting planners to see the available spaces and offer them 10 to 15% of the gross for renting the PCC space where there is excess capacity.
- Maker Spaces are popular in many community centers. Evaluate the costs and potential return on investment to determine if a similar space in the PCC is feasible.

FACILITY

STRATEGIC OBJECTIVE

Use program capacity research and other data to influence space allocation and program planning to ensure facility spaces are assigned appropriately to meet cost recovery objectives.

GOAL

Program facility with a target of generating 40% of annual facility revenues (Achieve 60% of capacity for all spaces in the facility on a daily, weekly, and yearly basis.

RECOMMENDATIONS

- Determine the capacity of use in each of the facility spaces to determine the percentage of the space that is being used by each program area and type (Contract, rental, free and in-house programs). Use findings to determine how the space is to be used to the economic benefit of the facility.
- Use capacity research to determine the programs that can be inserted into the spaces to improve the potential for generating revenue.
- Use capacity data to determine if there is a value to allowing other city functions to occupy space at a fair rental rate or recognize this cost as a public tax investment not counted against the community center when calculating cost recovery for the building.
- Allow Program Capacity to Influence Program Planning - Understanding how programs are being delivered should help influence how programs are assigned facility spaces and how many activities are offered within a given core program area. The data indicates many programs run at a low capacity based on the number of registered users and the activity's stated minimum and a maximum number of participants.
- Establish a rental policy that reflects the entire cost of renting the space. The cost needs to include utilities, time used, set up and take down time and the type of entity engaged in the rental. Costs to the user need to

consider any additional overhead costs associated with the rental. Rental rates need to include supervisory oversight and cleanup. All rentals need to consider damage control of the facility once the activity is completed.

- Determine the cost per square foot for each room. Include supervision when desired, utilities, and the use of equipment when calculating the value. Continue to measure the capacity of use in each room in the building on an annual basis.
- Develop new programs and marketing plans to support extending hours to include Sundays to give members and daily users access to the building.
- Establish an adult lounge with free coffee and workspace as a community space for visitors or patrons.
- Ensure the video boards are up to date on a weekly basis with programs, times, the facility uses, and activities.
- Place art in the community center and consider rotating art exhibits.
- A staff break room should be established if space is available and establish the ground rules for using it.
- Have pictures of the staff and the instructors at the front desk that show their credentials and teaching experience.
- Feature key facility staff and the key core program areas offered by the PCC.

REVENUE ENHANCEMENT

STRATEGIC OBJECTIVE

Produce a vibrant and healthy portfolio of rentals and programs designed to generate revenue streams which meet identified cost recovery goals.

GOAL

Program the PCC with a target of generating 40% of annual facility revenues from program fees and facility rentals and 60% from memberships and daily passes.

RECOMMENDATIONS

- Develop a revenue policy that reflects the overall desires of the PCC when pricing programs. The revenue policy needs to parse out the program type and provide direction of the desired percentage of increase over the program costs.
- Determine the desired markup for each of the six core program areas. Each core area may have a different markup of revenue over the cost of delivering the service. The six program areas and example markups are as follows:
 - Aquatics – Depending on the function - Cost of program instruction/teaching/coaching staff, supervision, materials, and supplies.
 - Fitness Programs – Depending on the function, there need to be differences in the personnel costs for personal training and group instruction. Cost of personnel and supervision, materials, and supplies.
 - Camps – Consider differentials in camp type: Ball Sports Camps, Field Sports Camps, Arts Camps, Cheer and Pom Camps, Adventure Camps, and Robotics Camps are some examples. The cost of personnel/ supervision, materials and supplies, transportation, and special events should also be considered.
 - Special events - Cost of materials and supplies, personnel, promotions (typically recovered with event sponsors).
 - Rentals – Cost of the space being rented and supervision, set-up, and cleanup.

- Athletics (new) - Depending on the function, there need to be differences in the personnel costs and operational costs for personnel, equipment and supplies, and program longevity during a given season.
- Use income demographics to inform pricing decisions. Services should be priced for the majority of the users who can pay with considerations for scholarship or access for those who might be unable to afford access to the community center benefits and amenities.

BUDGET

STRATEGIC OBJECTIVE:

Maintain the PCC Budget to achieve identified cost recovery objectives through the consistent use of data and efficient resource management.

GOAL

Achieve 70% cost recovery in overall operation of the facility.

RECOMMENDATIONS

- Based on existing analyses, recommend initial 55% membership/45% rental and program revenue goal.
- Budget for marketing and branding in revenue-producing functions of the facility at 3-5% of total costs of the facility, including personnel costs.
- Separate outdoor parks and parks maintenance from the PCC budget
- Set up business enterprise systems for revenue-producing functions in the facility and with programs.
- Every three years bid services where costs might be higher than the private sector to keep costs competitive in the marketplace. This could include printing costs, supply costs, food costs etc.
- Separate full-time employee costs and contractual employee costs when reporting budget data monthly and annually.

CAPITAL

STRATEGIC OBJECTIVE

Maintain an attractive, inviting facility that appeals to multiple user groups and provides a safe, and comfortable patron experience.

GOAL

Maintenance and capital expense budget should reflect 3-5% of annual expenses?

RECOMMENDATIONS

- The future Capital Expense budget needs to reflect a minimum of a 3-5% allocation of revenues each year for anticipated capital expenses that might be encountered in a given fiscal year.
- Continue to maintain a multi-year Capital Improvement Program (CIP) to plan for and track capital investments in the PCC
- Replace revenue-producing equipment (i.e., fitness equipment) every three (3) years to keep the user experience relevant and competitive.
- Evaluate the highest priority amenities valued by patrons and make capital investments appropriately to support the identified needs.

MEMBERSHIPS

STRATEGIC OBJECTIVE

Develop and maintain a membership structure which is easily communicated, accurately reflects the value of the membership for patrons, and supports identified cost recovery goals.

GOAL

Achieve 60% of annual revenues through PCC memberships.

RECOMMENDATIONS

- Increase programming for three to four months to increase use/vibrancy of the building then adjust membership fees to be competitive with similar providers.
- Adopt simple membership rates, competitive with similar community centers to help potential members make informed decisions and to assist PT staff in clearly explaining options.
- Evaluate the use of discounts carefully and offer consistency in the discounted rates should they be determined appropriate in the overall pricing strategy.
- Membership benefits need to reflect the use of equipment and facility amenities. Offer access to introductory classes on a trial basis to members.
- Analyze free fitness classes against lost rental or lost program revenue. Many of the free classes are typically high-revenue generators (i.e., group fitness instruction classes). The spaces used by these free classes reduce the potential for generating revenue by non-members or 'play for a fee' programs.
- Discuss with neighboring communities that lack a community center to determine how they might be interested in subsidizing a rate that would help incentivize membership by their residents through a neighboring city partnership.
- Track user analytics to understand who and how often specific program areas are being used by patrons.
- Improve messaging to users and partners of the costs so they appreciate the value placed on the facility or service. This strategy will help to reduce entitlement. Consider trading out time for professional assistance on managing social media for the building and the programs offered for a free membership for a set period.

MARKETING AND COMMUNICATION

STRATEGIC OBJECTIVE

Develop and maintain a strong marketing plan with established standards and outcome objectives to increase participation rates, memberships, and rentals.

GOAL

Budget for marketing and branding at a minimum of 3-5% of total annual expenses.

RECOMMENDATIONS

- Create a marketing plan yearly for the promotion of services held at the community center. Include:
 - Pricing of services
 - Communication and feedback from users
 - Age segment management
 - Lifecycle management
 - Partnerships and sponsorships
 - Competition assessment
 - Facility and program positioning
 - Tracking the accessibility to gain access to the system.

- Create a strategy to capture the resident market that involves a stratified marketing plan (i.e., a marketing plan specific to location, age segment, demographic, and other criteria) with specific/targeted messages and an updated pricing structure.
- Offer open houses for people to come and experience the center free of charge to incentivize membership.
- Enhance titles and the use of positive terminology throughout the Activity Guide to increase the appeal of classes and programs. Use words like fun, fantastic, family fun, explore, celebrate, etc.
- Once programming is fully developed, offer many options to sign up for classes. List as many options as possible, especially for popular classes and new classes. Highlight “new classes in the guide”
- Highlight Features (a distinctive attribute noun or verb like a large warm water pool, e.g., we have a sauna for relaxation and to get the stress out of your life.)
- Dedicate space in program guides to core programs.
- Make people feel welcome as they enter and leave the PCC.
- Highlight the advantages of taking the program with Mission Parks and Recreation (strategies that put the organization in a favorable position)
- Highlight benefits that a person gets for taking a class at the community center.
- Use testimonials in some of the larger classes and programs to encourage people to take advantage of the programs.
- Give out an annual award to the best new program, highest rated program, largest participation, highest return for users, best new programmer, best volunteer, and highlight them at the front desk.
- Get access to sports partners’ mailing list to send out program and community center information to get them engaged.
- Conduct a customer survey (mail, email, or phone) distributed every three years to understand how well the system is meeting the needs of residents and what program areas need stronger support.
- Larger, more identifiable road signage to direct access to the PCC.
- Non-core services, which could become a core service, will have a marketing strategy created and tested annually. Example: E-sports programs and leagues.
- Demonstrate diversity of users by age, family, single adult, teens, seniors, or other individuals in pictures.

CONCLUSION

The Powell Community Center is a beautiful amenity for the City of Mission, but it has experienced challenges over the last five to ten years with new community centers opening in Merriam, Lenexa and Overland Park as well as the onset of COVID-19 which reduced the use of the PCC and the amount of revenue needed to meet the City of Mission’s operating budget goals. PROS believes this can be corrected, but it will require a higher level of data management than in the past. In addition, a more systematic and consistent approach to facility programming will be necessary to ensure programs and services are priced appropriately and that spaces are allocated only after evaluating the revenue potential so that informed decisions can be made in accordance with the revenue policy that will be developed by the City. Enhancing the use of the facility from daily fees, contract classes, seasonal programs, and continued efforts to keep the building facility and equipment in sound condition will help keep the facility inviting and attractive for both existing and new patrons.

Marketing for the PCC and its programs needs to increase so people of all ages will be reintroduced to the facility and the new programs and services provided. A combination of media sources targeted to current, former, and new users should be explored. Creating open houses and one day special events can make a big difference in how the facility is viewed and used. Offering a wider age segment of programs, adding new core programs such as sports for kids and adults will reenergize the facility. It will take time to reach the desired cost recovery objectives, but PROS believe it

can happen if the staff market and price the facility and programs appropriately. The Business Plan outlines where the programs stand today, but with an updated management strategy and targeted efforts toward enhancing programs that drive new users to the facility a return to desired cost recovery objectives is feasible within the next 2-3 years.





MEMORANDUM

Date: July 28, 2023
To: Mayor and City Council
From: Laura Smith, City Administrator
Penn Almoney, Director of Parks + Recreation
RE: Powell Community Center Feasibility Study

The City of Mission, Kansas operates the 80,000 sf Powell Community Center (PCC) which provides indoor recreation opportunities that contribute to the quality of life for Mission residents and visitors. The facility was originally opened in 1999 and expanded in 2004, and at that time was the only major community center in the region. With new community centers providing similar experiences and amenities coming on line in Merriam, Overland Park, and Lenexa over the last 10 years the PCC has been impacted financially. Those more slowly evolving impacts were accelerated by the pandemic and resulted in City leaders raising concerns about the long-term sustainability and viability of the Center.

Cost recovery rates, exclusive of capital expenses, had been trending in the 75-80% range, but revenues and membership numbers were beginning to decrease even prior to the pandemic. With the onset of the COVID-19 pandemic, cost-recovery for the Powell Community Center (PCC) fell to 34% in 2020 and the facility performed similarly in 2021. Cost-recovery for 2022 improved to approximately 55%, thanks in part to a Child Care Aware grant secured by staff for 2022 and 2023.

This reduced and/or declining level of cost-recovery has a ripple effect throughout the City budget and is not sustainable in the long-term. During the 2022 budget process, the City Council approved \$40,000 in funds to complete a feasibility study in an effort to prevent the unintentional use of General Fund resources to support community center operations. The decision to fund the feasibility study was not a reflection on staff performance or expertise, but an opportunity to provide the tools necessary to sustain the delivery of quality recreation programs and services.

PROS Consulting was selected in January 2022 following an RFP and competitive selection process and has been working with staff and various stakeholder groups to develop a final report and business plan. Based on the information collected

throughout the study timeline, PROS Consulting indicates they believe the PCC can meet the 70% cost-recovery goal within the next 2-3 years, if not sooner.

Originally, the study was anticipated to take between 6-8 months, with the goal of taking a fresh look at how the facility might be managed more efficiently and effectively to serve the Mission community and the surrounding region for years to come. Once the data analysis portion of the study got underway, it became clear that the timeframe for completion would need to be extended as the existing data required a tremendous amount of clean-up before it could be used effectively in various business plan and modeling tools.

By adopting the Business Plan approach, staff is able to provide a framework for managing a successful community center that serves Mission well into the future. It sets the revenue and program goals for the facility to support the City's overall cost-recovery goals and includes staffing level reviews, how programs are being delivered and how the facility is managed and used on a daily, weekly, and annual basis. PROS Consulting shared several Key Findings resulting from their work with staff and various stakeholder groups. Those findings are included in the Executive Summary of the report and included below:

KEY FINDINGS

1. There is a shortage of recreation programs that can generate positive revenue to aid in the recovery of operational costs.
2. The facility has a strong record of facility rentals; however, the fees assessed do not reflect the income necessary to recover the cost of those rentals.
3. Capacity studies of facility use indicate it is necessary to re-evaluate uses and allocation of space to effectively increase meaningful activities that generate revenues to recover the costs of facility operations.
4. The existing program portfolio needs to be strengthened to create and deliver programs that generate revenue and increase participation levels.
5. A review of the agreements with individuals and organizations that use the facility for recreation programming needs to take place with the intent to improve the revenue benefits to the community center.
6. A sufficient level of Key Performance Indicators (KPI's) is not being used before, during and after programming the facility to track levels of performance and ensure cost-recovery is achieving desired goals.
7. There are too many membership category options that offer too many benefits to members to the degree that potential programming revenue streams may be

negatively influenced as many programs (i.e., group fitness) are free to members.

8. There needs to be a dedicated and transparent community center marketing plan to improve efforts to increase memberships and use.
9. There is evidence that staff are catching up on years of deferred maintenance in the facility and have made substantial improvements that help to keep the community center attractive and inviting to users.
10. The existing budget management and facility use reports need improvement to effectively reflect monthly activity.
11. The staff is extremely dedicated to meeting the users' needs in programs and services.
12. In-house marketing efforts have increased throughout the evaluation period with the use of digital signage, printed collateral and Activity Guide mailings.
13. The staff have high customer service standards in meeting people at the front entrance and throughout the facility.

The Business Plan serves as a guide to assist staff in addressing opportunities to increase use, provide a greater level of program services and increase the annual operating revenues to support the operating cost of the facility by using data. The data is intended to drive future changes to support a successful, well-managed facility and to aid staff in identifying priorities, programs and services that will ensure they are meeting the financial expectations of the City Council.

The primary benefit of the Feasibility Study and Business Plan comes from the tools, models and worksheets developed to collect and analyze the data that has been demonstrated with other entities to inform effective decision making. Most of these tools are new to the decision making structure for staff, and have required the Department Director and City Administrator to work closely with the consultant team to understand how the data-driven decision making can be sustained for the long-term. This review and analysis also contributed to the extended timeline for completion of the study.

Initial implementation steps, which will be discussed in more detail during the Committee meeting, are expected to include:

1. Creation (staff) and adoption (Council) of a revenue policy for the Powell Community Center.
2. Development of a job description for the Business Manager's position and recruitment for the position. This position would replace the Administrative Supervisor's position that has been held vacant since January 2022.

3. Training for key staff on the tools, models and policies.
4. An update and refresh of the LifeCycle analysis and costing for key programs in the facility to establish appropriate pricing strategies for core program offerings.
5. Evaluation of the capacity analysis to determine the availability of primetime and non-primetime space availability to be used in conjunction with new or enhanced program considerations.
6. Review of current data sources and development of plans to address where gaps or deficiencies currently exist, along with recommendations to address.

In order for the PCC to continue to be an integral asset for the residents of Mission, it will be important to build economic confidence and viability as outlined and recommended in the study and business plan prepared by PROS Consulting. It will be incumbent on current and future staff to become comfortable and competent in using the tools developed to inform on-going decision making.

The Executive Summary has been extracted from the final report document and included with this memo. Final formatting and editing is currently underway with the PROS Consultant team and the full report will be available next week. All recommendations are included in the Executive Summary. During the Committee meeting on August 2, Staff will review the Executive Summary and will also share more detailed information about specific implementation steps and strategies to be undertaken for the remainder of 2023 and 2024.

There is no specific Council action required at this time, and the report is being presented as a discussion item. As implementation strategies are undertaken, there will be on-going opportunities for Council review, discussion and approval.

We have appreciated the opportunity to work on this important project and look forward to supporting the operations of the Powell Community Center for many years to come.



mission
PARKS + RECREATION

Powell Community Center

Feasibility Study

8.2.2023



HISTORY

New Community Centers in Merriam, OP and Lenexa over last 10 years

- Similar experiences + amenities impact member base
- Slowly evolving impacts hastened by COVID
- Long-term sustainability of PCC

COST-RECOVERY



Pre-COVID 75-80%

- ▶ Trending downward
- ▶ Memberships decreasing
- ▶ 2020- 34%
- ▶ 2021- 34%
- ▶ 2022- 55% (Child Care Aware)

70% Goal; 2-3 years (PROS)



BUSINESS PLAN

Ripple Effect in General Fund

- Opportunity to embrace necessary tools
- Sustain + deliver quality programs/services
- Intentional vs Unintentional subsidy

FRAMEWORK

- ▶ Revenue + Program Goals
- ▶ Staffing Level Review
- ▶ Program Delivery
- ▶ Facility Managed + Used
 - ▶ Daily, Weekly, Annually
- ▶ Cost Analyses

KEY FINDINGS

- ▶ Recreation program shortage that generates revenue to aid cost-recovery
- ▶ Strong rental record, but fees don't account for all costs
- ▶ Capacity use analysis indicates that meaningful activities + associated spaces need to be evaluated to aid cost-recovery
- ▶ Existing program portfolio needs strengthened
- ▶ Individual and organization use fees needs review with intent to aid cost-recovery
- ▶ Utilize Key Performance Indicators (KPI's) to measure against goals

KEY FINDINGS (cont'd)

- ▶ Membership options that offer too many benefits negatively impacting revenues
- ▶ Transparent + dedicated marketing plan
- ▶ Staff has been catching up on years of deferred maintenance
- ▶ Facility use + budget reports need to effectively reflect monthly activity
- ▶ Dedicated staff in meeting patron needs
- ▶ In-house marketing increased thru evaluation, i.e. digital sign, Adventure Guide
- ▶ Staff have high customer service standards

ASSIST STAFF

Meeting Room C						
December	Frequency	% of Time				
5:00	1	0.03				
6:00	3	0.10				
7:00	8	0.28				
8:00	4.5	0.16				
9:00	9	0.31				
10:00	13.5					
11:00	10.5					
12:00	7.75					
1:00	6					
2:00	8					
3:00	6.5					
4:00	5	0.17				
5:00	14.5	0.50				
6:00	11	0.38				
7:00	10	0.34				
8:00	9.5	0.33				
9:00	9	0.31				
			December Totals			
			Available Ho	Booked	Total Percentage	
			Total Non Pr	324	56.75	0.1751543
			Total Prime	153	79	0.5163399
			Total Hrs	477	135.75	0.2845912

Meeting Room C Totals			
	Available Hrs	Booked	Total Percentage
Total Non Pr	3745	647.5	0.1728972
Total Prime	1924	629	0.3269231
Total Hrs	5669	1274.5	0.2248192

- ▶ Opportunities to increase use/attendance
- ▶ Provide greater level of program services
- ▶ Provide tools, models + worksheets
- ▶ Make decisions using KPI data
- ▶ Increase operating revenues
- ▶ Meet Council objectives
- ▶ Long-term sustainability

IMPLEMENTATION

- ▶ Revenue Policy for PCC
- ▶ Business Manager Job Description- vacant since January 2022
- ▶ Train key staff on tools, models + policies
- ▶ Update/refresh program LifeCycle analysis and costing for key programs + establish appropriate pricing strategies for core programs
- ▶ Evaluation of prime vs non-prime space use + availability combined with new/enhanced program considerations
- ▶ Review data sources + address deficiencies/gaps with plan development + recommendations

“

The way to get started
is to quit talking and
begin doing.

”

Walt Disney



Questions?