COMMUNITY DEVELOPMENT COMMITTEE

WEDNESDAY, DECEMBER 2, 2026 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

1. Powell Community Center Solar RFP Update- Penn Almoney/Laura Smith

   Staff will review the next steps in competitive procurement of rooftop solar solutions at the Powell Community Center.

PLANNING COMMISSION ACTION ITEMS

ACTION ITEMS

2. Acceptance of the November 4, 2026 Community Development Committee Minutes – Robyn Fulks

   Draft minutes of the November 4, 2026 Community Development Committee meeting are included for review and acceptance.

3. Complete Streets Ordinance – Taylor Cunningham

   The Complete Streets concept is a way of planning, designing, and building streets so they are safe and accessible for all users, not just motorists. This approach is not about a single design standard or an immediate overhaul of Mission's streets. Rather, it is a framework for making long-term, thoughtful decisions about the City's transportation network that will benefit all users of all ages and abilities including pedestrians, bicyclists, transit riders, and motorists. The Council will consider adoption of a Complete Streets policy and program for the City of Mission outlining how Complete Streets principals will

be incorporated into future transportation projects throughout the City.

4. Acceptance of City-Owned Easements – Rock Creek Channel Project – Brent Morton

   The Rock Creek Improvement Project from Woodson to Maple will enhance stormwater capacity, stabilize the creek channel, and reduce flood risk while improving bridges, stormwater infrastructure, and the shared-use trail. To facilitate construction, seven unique property owners will need to donate Temporary Construction, Permanent Utility, and Permanent Trail Easements. The easements included for action on this agenda represent those on City-owned property. City Council approval is requested to accept and authorize the recording of these easements with Johnson County Recorder and authorize the City Administrator to execute the documents on behalf of the City. The remainder of the easements will be pursued with the various individual property owners.

5. Encore Garage Screening Selection – Laura Smith

   As part of the approval process for Sunflower's Encore development, they committed to presenting options for garage screening by December 31, 2026 for City Council review and approval. Three options have been provided in the packet for discussion and action.

DISCUSSION ITEMS

OTHER

6. Department Updates - Laura Smith

Cheryl Carpenter-Davis, Chairperson
Mary Ryherd, Vice-Chairperson
Mission City Hall, 6090 Woodson St
913.676.8350

City of Mission	Item Number:	1.
INFORMATIONAL ITEM	Date:	December 2, 2026
ADMINISTRATION	From:	Penn Almoney

Informational items are intended to provide updates on items where limited or no discussion is anticipated by the Committee.

RE: Powell Community Center Roof Replacement – Solar Solution RFP Update

DETAILS: Following discussions at the September 30 Work Session and November 4 Community Development Committee meeting, the Mayor and Council directed staff to move forward with pursuing a rooftop solar installation at the Powell Community Center (PCC) in conjunction with the planned roof replacement. Council also emphasized that the project must undergo a competitive procurement process consistent with the City's purchasing requirements.

Staff is preparing a Request for Proposals (RFP) for qualified solar providers, anticipated for release during the last week of November 2026. Proposals will be reviewed in December, with vendor interviews conducted as necessary. Staff anticipates returning to Council in January 2027 with a recommended solar provider, proposed project costs and supporting financial and engineering information for consideration.

Staff will initiate outreach to regional solar providers, including SunSmart Technologies, Good Energy Solutions, Kansas Solar Systems and Brightergy, to encourage competitive participation. Staff is also finalizing a task order with Olsson Engineering to independently review structural findings prepared by Stand Engineering and assist in establishing appropriate design requirements.

Given the complexity of coordinating a solar installation with replacement of an existing roof on an actively operating public facility, staff anticipates two separate competitive solicitations. The solar provider RFP will be followed by a roof replacement RFP, allowing the roofing specifications and construction schedule to account for the selected solar system.

Proposals will be evaluated based on overall value, including qualifications, system performance, anticipated energy savings, structural compatibility, long-term maintenance, warranty coverage, project coordination and cost, consistent with applicable City procurement requirements.

Staff has also initiated the process with Evergy to request transfer of the Mission’s Renewables Direct participation credits to another eligible Evergy customer, relieving the City of the $200,000+ buy-out should we elect to terminate the existing contract ahead of schedule.

CFAA CONSIDERATIONS/IMPACTS: The Powell Community Center serves as an

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

City of Mission	Item Number:	1.
INFORMATIONAL ITEM	Date:	December 2, 2026
ADMINISTRATION	From:	Penn Almoney

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important gathering place for residents of all ages and abilities, providing opportunities for recreation, physical wellness, social connection and community engagement. Coordinating the roof replacement with a potential solar installation supports the long-term viability, affordability and environmental sustainability of this essential community asset. These efforts reflect Mission's commitment to creating a Community for All Ages through responsible investment in public infrastructure that serves both current and future generations.

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

MISSION
PARKS + RECREATION

MEMORANDUM

Date: November 20, 2026
To: Mayor and City Council
From: Penn Almoney, Director of Parks + Recreation
RE: PCC Roof Replacement and Solar Install- Procurement + Project Update

Following the September 30, 2026 Work Session and November 4, 2026 Community Development Committee meeting, the Mayor and Council directed staff to proceed with pursuing a rooftop solar installation at the Powell Community Center (PCC) in conjunction with the planned roof replacement in 2027.

Council emphasized that the project should undergo a competitive procurement process consistent with the City's purchasing requirements. Staff is moving forward with developing a Request for Proposals (RFP) to identify a qualified solar provider and establish a more complete understanding of project costs, structural requirements, anticipated energy savings and long-term financial benefits.

Coordinating the solar installation with the planned roof replacement provides an opportunity to align the design and installation of both systems, address warranty and structural considerations, and minimize future disruptions to PCC operations.

Competitive Procurement
Staff anticipates releasing the solar RFP during the last week of November 2026, with an expedited proposal review and potential vendor interviews in December.

Regional solar providers identified for outreach include:

- SunSmart Technologies
- Good Energy Solutions
- Kansas Solar Systems
- Brightergy

Staff has reached out to the City of Lenexa to review language and evaluation criteria used in comparable municipal solar solicitations. This outreach will help inform an RFP that considers overall project value rather than focusing exclusively on the lowest installation cost.

Evaluation considerations will include system design and projected energy production, total project costs, financial return, contractor qualifications and experience, equipment warranties, long-term maintenance, monitoring capabilities, structural compatibility and coordination with the roof replacement.

Project Coordination
An important consideration is the unique nature of installing a solar system on an existing, actively operating public facility. Unlike new construction, the PCC project must account for existing structural conditions, ongoing community center operations, patron safety, construction access, roof warranties and coordination between multiple contractors.

Staff anticipates using two separate competitive procurement processes:

1. **Solar Provider RFP:** Identify a qualified solar vendor and establish the proposed system design, structural requirements, anticipated production, installation costs and long-term operational considerations.
2. **Roof Replacement RFP:** Solicit qualified roofing contractors with project specifications informed by the selected solar solution, ensuring appropriate coordination of installation requirements, warranties and construction schedules.

Both solicitations will be conducted in accordance with the City's established procurement standards. This sequence is intended to ensure that the new roof and solar installation are designed as compatible systems while minimizing disruptions to PCC operations and avoiding unnecessary modifications following completion of the roof replacement.

Cost and Operating Considerations
The 2027 Parks + Recreation Capital Improvement Program includes $700,000 for replacement of the PCC roof, and Council direction has been to consider the additional costs associated with the solar installation come from the Parks + Recreation Sales Tax. The competitive RFP process will provide more complete information regarding system pricing, structural and installation requirements, anticipated energy production, maintenance obligations, available incentives and projected return on investment.

Given the potential availability of federal solar incentives and the timing of the planned roof replacement, maintaining an efficient procurement and project schedule will be important. Staff will review the incentive eligibility, deadlines and financial assumptions prior to project investment recommendations.

Anticipated Project Schedule

Timeline	Proposed Activity
December 1, 2026	Release competitive Solar Solutions RFP
December 2026	Review proposals, evaluate qualifications and costs, conduct interviews as appropriate
January 2027	Present recommended solar provider and proposed costs to City Council for consideration and potential award
Following solar provider selection	Finalize coordinated roofing specifications and initiate separate roof replacement RFP

The anticipated schedule is aggressive and may require a special Council meeting in January to accommodate procurement and project timelines.

Next Steps
Staff will continue advancing the competitive solar RFP, coordinating the independent structural engineering review and engaging qualified regional providers. The goal is to return to Council in

January 2027 with a recommended solar provider, comprehensive project pricing and supporting financial and engineering information necessary to consider a vendor award.

City of Mission	Item Number:	2.
ACTION ITEM SUMMARY	Date:	December 2, 2026
Administration	From:	Robyn Fulks

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

RE: November 4, 2026 Community Development Committee minutes.

RECOMMENDATION: Review and accept the November 4, 2026 minutes of the Community Development Committee.

DETAILS: Minutes of the November 4, 2026 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: Accurate and timely City Council meeting minutes promote transparency, accountability, and public trust in local government. Maintaining a clear and reliable public record helps residents of all ages and backgrounds stay informed, engaged, and connected to community decision-making while ensuring continuity, accessibility, and institutional knowledge for future generations.

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

MINUTES OF THE MISSION COMMUNITY DEVELOPMENT COMMITTEE
November 4, 2026

The Mission Community Development Committee met at Mission City Hall and virtually via ZOOM on Wednesday, November 4, 2026. The following Committee members were present: Mayor Sollie Flora, Debbie Kring, Sam Komosa, Mary Ryherd, Brian Schmid, Cheryl Carpenter-Davis. Wanda Vaughn and Ben Chociej were absent. Josepha Haden Chomphosy appeared via Zoom. Councilmember Carpenter-Davis called the meeting to order at 6:30 p.m.

The following staff were present: City Administrator Laura Smith, City Clerk Robyn Fulks, Deputy City Administrator Justin Carroll, Deputy City Administrator Brian Scott, Police Chief Dan Madden, Public Works Director Stephanie Boyce, and Parks and Recreation Director Penn Almoney.

Public Comments

Councilmember Carpenter-Davis reminded the public they can participate via the chat feature on Zoom. All comments would be visible to the group. Public comments are limited to three minutes per person.

There were no public comments.

PUBLIC PRESENTATIONS / INFORMATIONAL ONLY

Presentation from Consolidated Fire District No. 2

Consolidated Fire District No. 2 Chief Steve Chick gave an overview of activity in Mission for 2026. View the presentation here beginning at minute 2:00.

Mission Market Season Wrap Up

Ms. Fulks gave an update on the 2026 season of the Mission Market and previewed what to expect for the 2027 season. View the presentation here beginning at minute 26:55. Highlights include the return of the market to the Johnson Drive location for the 2027 season which will be May through July to accommodate construction of the Rock Creek Channel Improvements.

Planning Commission Items

There were no items from the Planning Commission.

Action Items

Acceptance of the October 7, 2026 Community Development Committee Minutes

Minutes of the October 7, 2026 Community Development Committee were provided to the Committee.

Councilmember Haden Chomphosy asked for an adjustment to paragraph 2 of the minutes and Ms. Fulks made that correction.

Councilmember Schmid 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.

Mission HVAC Maintenance Agreement

Parks & Recreation Director Penn Almoney presented an item for consideration for the approval of preventative maintenance services for the City Hall, Public Works and Powell Community Center (PCC) HVAC systems. The City of Mission uses contracted mechanical services to provide routine inspections and preventive maintenance of HVAC systems, boilers, pumps, and related mechanical equipment throughout City facilities. Consistent preventive maintenance is essential to maintaining equipment reliability, extending the useful life of mechanical systems, reducing unexpected repairs, and minimizing disruptions to facility operations. Staff issued a competitive Request for Proposal (RFP) for HVAC Inspection, Preventive Maintenance and On-Call Services for 2027. Five responsive proposals were received and evaluated based on annual cost, equipment coverage, required maintenance frequencies, and overall value to the City. The two most competitive comparable proposals were submitted by Waldinger and Cerris, with a total difference of $863 annually. As the City's contractor since 2016, Cerris has developed an understanding of the City's existing equipment, maintenance history, and operational challenges. The transition to a new contractor at this time would require additional staff coordination, equipment familiarization, review of maintenance records, and time to establish service procedures. These transition-related costs, combined with the potential for delayed troubleshooting and service response during the

initial contract period, could reasonably offset the relatively small difference in annual pricing.

Staff is recommending approval of a contract with Cerris based on their established knowledge of Mission's mechanical systems, familiarity with the Powell Community Center's equipment and operating requirements and demonstrated responsiveness to service needs. Staff recommended approval of the Cerris proposal for $31,804, recognizing that the additional $863 annually represents a reasonable investment in service continuity, operational reliability, and reduced transition-related costs. Contracted amounts will be billed to 2027 operating budgets associated with each department facility. The proposed agreement covers January 1 through December 31, 2027, with the potential for a second-year renewal subject to satisfactory performance, available funding, and City approval.

Councilmember Komosa asked about frequency related to the less frequent maintenance work from the lowest bidder. Mr. Almoney explained that certain pieces of equipment need inspection or maintenance at certain times of the year, and that bid only showed for part of those necessary inspections and maintenance.

Councilmember Ryherd 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.

Storm Sewer, Maintenance, Pedestrian Access, and Access Easements Associated with the Final Plat of the Mission-Beverly Project (Milhaus)

Deputy City Administrator Brian Scott requested approval of the storm sewer, maintenance, pedestrian access, and access easements associated with the Final Plat of Mission-Beverly. With the approval of the Final Plat, the City requested several easements for our benefit. These easements are mostly across Lot 2 of the plat which is the lot on the south side of Martway, and include:

- A storm sewer easement for a City owned storm water sewer line that used to run down the middle of the block but was relocated to run down Beverly and through the parking area on the west side Lot 2 (in red on the drawing).
- A maintenance easement to provide access to the storm sewer if it ever

needs to be repaired (in red on the drawing).

- A pedestrian access easement for a sidewalk along the west property line of Lot 2 (in green on the drawing) and a small area on Lot 1 along Martway for the Rock Creek Trail.
- And an access easement down the parking lot on the west side of Lot 2 to allow the City and/or its contractors access to the Rock Creek storm channel

Once the easements are approved they will be recorded with the County and the book and page number will be identified on the plat.

Councilmember Haden Chomphosy asked to confirm this is an administrative change. Mr. Scott agreed, it will make it easier to find the book and page number on the plat and also defines the easements and legal description.

Councilmember Carpenter-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

Powell Community Center Roof Replacement and Solar Discussion

Ms. Smith and Mr. Almoney presented additional information related to the possibility of installing a solar roof in conjunction with necessary roof replacement at the Powell Community Center. The City is preparing for a planned replacement of the roof at the Powell Community Center. As part of that project, Staff have been evaluating the opportunity to incorporate a solar energy system as part of the project. Initial discussion was initiated in a September 30, 2026 Work Session. View the presentation here, beginning at minute 47:37. Council direction was given to pursue release of the City's participation credits in Evergy's

Department Updates

Public Works Director Stephanie Boyce gave an update on the retention of a new street sweeper.

Mr. Almoney announced that the Thanks for Seniors event is coming up on November 19, and that November 20 will be distribution day for Holiday Family Adoption for Thanksgiving baskets.

Meeting Close

There being no further business to come before the Committee, the meeting of the Community Development Committee was adjourned at 7:42 p.m.

Respectfully submitted,

_____

Robyn L. Fulks, City Clerk

City of Mission	Item Number:	3.
ACTION ITEM SUMMARY	Date:	December 2, 2026
Community Development	From:	Taylor Cunningham

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

RE: Adoption of a Complete Streets Policy

RECOMMENDATION: Approve the ordinance implementing the Complete Streets policy for the City of Mission

DETAILS: The Complete Streets concept is a way of planning, designing, and building streets so they are safe and accessible for all users, not just motorists. This approach is not about a single design standard or an immediate overhaul of City streets. Rather, it is a framework for making long-term, thoughtful decisions about the City's transportation network that will benefit all users of all ages and abilities including pedestrians, bicyclists, transit riders, and motorists. Complete Streets is a tool for ensuring our transportation network reflects our community's values.

Staff first introduced the Complete Streets concept at a work session in September 2025. Since this time, staff has worked on a draft Complete Streets policy that was presented to the City Council for review and input at a work session in August of this year. At that time, the Council directed staff to bring back a final Complete Streets policy for adoption along with a guide for assessing future transportation projects against the Complete Streets policy.

The final Complete Street policy will:

- Provide a vision and intent for the application of Complete Streets principals for the City.
- Identify those transportation network users that will most benefit from Complete Streets principals.
- Apply Complete Streets principals to all types and phases of transportation projects in the City.
- Provide criteria for when a transportation project may be exempt from application of Complete Streets principals.
- Assure that the City will work with transportation partners that may have shared responsibility for the City's transportation network in implementing Complete Streets principals.
- Set guidelines to inform the planning, design, and construction of Mission's transportation network.
- Provide metrics by which to measure our success in implementing the Complete Streets policy.

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

City of Mission	Item Number:	3.
ACTION ITEM SUMMARY	Date:	December 2, 2026
Community Development	From:	Taylor Cunningham

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

The final Complete Streets policy will be adopted by ordinance making the policy a matter of code and requiring the City to incorporate the Complete Streets principals into any future transportation projects.

CFAA CONSIDERATIONS/IMPACTS: Adoption of a Complete Streets policy directly advances the goals of Mission's Community for All Ages initiative by intentionally incorporating the needs of people of all ages, abilities, and mobility levels into transportation planning and infrastructure investments. Safe, accessible, and connected transportation networks support independence, promote physical activity, reduce social isolation, and improve access to employment, healthcare, shopping, recreation, and community services. Complete Streets principles recognize that residents' transportation needs evolve throughout their lifetimes. Formalizing these principles through adoption of an ordinance demonstrates the City's long-term commitment to removing barriers to mobility and ensuring that future infrastructure investments contribute to a more inclusive, accessible, and livable community for everyone.

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

CITY OF MISSION, KANSAS

ORDINANCE NO. _____

AN ORDINANCE ADOPTING THE MISSION COMPLETE STREETS POLICY

WHEREAS, the Governing Body of the City of Mission, Kansas ("the City") deems it to be in the best interests of its residents, businesses, and visitors to establish a connected, safe, accessible, and equitable multimodal transportation network serving users of all ages and abilities; and

WHEREAS, a Complete Streets approach directs the planning, design, construction, reconstruction, rehabilitation, maintenance, and operation of transportation facilities to safely accommodate all road users, including pedestrians, bicyclists, transit riders, motorists, micromobility users, individuals using strollers or mobility aids, emergency responders, and commercial freight vehicles; and

WHEREAS, the City of Mission recognizes that certain populations face disproportionate transportation burdens and rely more heavily on walking, rolling, cycling, and public transit, including low-income individuals, people of color, older adults, children and youth, individuals with disabilities, and households without access to a private vehicle; and

WHEREAS, implementing Complete Streets design principles improves route directness, reduces physical barriers, enhances public health and air quality, expands outdoor recreational opportunities, and reduces long-term infrastructure maintenance costs; and

WHEREAS, adopting an official Complete Streets Policy advances the community vision and goals established in the Tomorrow Together 2040 Mission Comprehensive Plan, the Mission Connection Plan, the Safe Streets for All Comprehensive Safety Action Plan, and related municipal infrastructure plans;

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

Section 1. The City Council hereby adopts the “Complete Streets Policy,” attached hereto as “Exhibit A.”

Section 2. The City Council directs the City Administrator to ensure that the Department of Public Works and the Department of Community Development follow the Complete Streets Policy in the planning and implementation of all transportation network projects according to the policy.

Passed by the City Council on this 16th day of December, 2026

Approved by the Mayor on this 16th day of December, 2026

_____

Solana Flora, Mayor

ATTEST:

_____

Robyn L. Fulks, City Clerk

APPROVED AS TO FORM:

_____

David K. Martin, City Attorney
Payne & Jones, Chartered
11000 King Street
Overland Park, Kansas 66210

Mission, Kansas Complete Streets Policy

Vision and Intent

The City of Mission's ("the City") Complete Streets policy establishes a framework for creating a connected, safe, accessible, and equitable multimodal transportation network. This policy directs the design and implementation of transportation and mobility projects with the goal of improving access for all users of all ages and abilities. It emphasizes modes that have historically received less priority in transportation planning such as walking, rolling, bicycling, and transit.

Complete Streets elements may include, but are not limited to:

- Intersection safety improvements – right turn on red prohibition, 4-way stop control, dedicated left-turn lanes/signal, raised intersections
- Traffic calming measures – advanced warning signs, curb extensions, speed feedback signs, on-street parking, vertical deflectors, chicanes
- Pedestrian safety improvements – lighting, leading pedestrian interval, raised crosswalk, RRFBs, HAWK signals, pedestrian refuge islands, high visibility crosswalks, sidewalks and shared paths
- Traffic safety improvements – driveway access control, raised median
- Bike safety improvements – sidewalks, shared paths, sharrows, painted bike lanes, bike detection, protected bike lanes
- Roadway improvements – roundabouts, high friction surface treatment, speed humps, lane reconfiguration, bus stop facilities

A connected, multimodal network improves route directness, reduces barriers, and supports efficient navigation throughout Mission. A Complete Streets approach advances the City's goals for public safety and equitable access while also delivering community benefits including improved public health and air quality, expanded opportunities for outdoor recreation, and reduced long-term maintenance costs.

Diverse Users

The City of Mission recognizes that all users of the transportation network deserve safe, accessible facilities. These users include:

- Pedestrians

- Bicyclists
- Transit riders
- Motorists
- Micromobility users
- People using strollers, wheelchairs, or mobility aids
- Emergency responders
- Freight and commercial vehicles
- People of all ages and abilities

Additionally, some users face disproportionate transportation burdens and limited access to community resources, particularly low-income individuals, people of color, older adults, children and youth, people with disabilities, and households without a private vehicle. These groups rely more heavily on walking, rolling, cycling, and transit and face higher safety risks when using these modes. This policy prioritizes these populations in transportation planning and design to reduce existing inequities and create a safer, more accessible network for all.

Full Commitment

This policy applies to all phases of transportation projects within the public right-of-way, whether publicly or privately funded. This includes:

- New construction and reconstruction
- Retrofits and rehabilitation
- Maintenance operations, such as repaving, resurfacing, and restriping
- Private development projects that require City approval

During any construction, routine maintenance, or emergency repair work that encroaches on the right-of-way, appropriate accommodation must be provided to maintain safe movement for all road users, including pedestrians and cyclists. Private streets, driveways, and parking lots must also adhere to this policy.

Clear Exceptions

A project may only be excluded from Complete Streets requirements if it meets one or more of the following criteria:

1. Accommodation is unnecessary on corridors where specific users are prohibited (e.g., interstate freeways)

2. There is not physically room to implement all or some of the complete street elements, for example, building encroachment along the right of way that would require purchasing and demolishing the building
3. The cost of accommodation is documented as excessively disproportionate to the current or future need
4. There is a documented absence of current and future use based on review of technical documents and plans adopted by the City of Mission, such as the Mission Connections Plan, the Pavement Condition Index, and the Safe Streets for All Action Plan

Exceptions to the Complete Streets policy will be reviewed and documented by the City Administrator, or their designee, and approved by the City Council. The City Administrator, or their designee, will add requested exceptions to the City Council meeting agenda for discussion in open forum. Documentation of the proposed exception will be published in the City Council meeting minutes and accessible to the public via the City website.

Jurisdiction

The City will establish and maintain an internal Complete Streets Committee composed of representatives from relevant City departments. The Committee will meet regularly to review transportation projects, evaluate them for consistency with this policy and other adopted City plans, identify opportunities to improve multimodal access and safety, and develop recommendations for implementation. Recommendations from the Committee will be presented to the City Council by the City Administrator, or their designee, to inform project prioritization and decision-making.

City staff will coordinate with regional partners, including the Mid-America Regional Council (MARC), the Kansas Department of Transportation (KDOT), Johnson County, utility providers, Johnson County Transit, emergency services, and neighboring jurisdictions, as needed to promote connectivity, consistency, and coordination across jurisdictional boundaries.

To support effective implementation of this policy, the City will encourage training and professional development opportunities for staff and decision-makers related to Complete Streets principles, best practices, and emerging design guidance, as resources allow.

Design

Complete Streets design principles shall be incorporated into all publicly and privately funded projects, as appropriate. All transportation infrastructure and mobility projects requiring funding or approval by the City of Mission as well as projects funded by the State and/or Federal government will adhere to Mission's Complete Streets ordinance.

The Mission Complete Streets ordinance will focus on developing a connected, integrated network that serves all transportation users. Complete Streets principles will be integrated into policies, planning, and design of all types of public and private projects, including new construction, reconstruction, rehabilitation, repair, and maintenance of transportation facilities in public right-of-way.

The City and private developers should utilize the following guidelines to inform the planning, design, and construction of Mission's transportation network:

- American Association of State Highway Transportation Officials (AASHTO)
    - A Policy on the Geometric Design of Highways and Streets
    - The Roadside Design Guide
    - Highway Safety Manual
    - Guide for the Planning, Design, and Operation of Pedestrian Facilities
- National Association of City Transportation Officials (NACTO) Design Guides
    - Urban Street Design Guide
    - Urban Bikeway Design Guide
    - Transit Street Design Guide
- Small Town and Rural Design Guide, Federal Highway Administration (FHWA)
- Manual on Uniform Traffic Control Devices (MUTCD)
- Americans with Disabilities Act (ADA) Standards for Accessible Design
    - Public Rights-of-Way Accessibility Guidelines (PROWAG)
    - Americans with Disability Act Accessibility Guidelines (ADAAG)
- Documents and plans created for the City of Mission including, but not limited to:
    - Comprehensive Plan (Tomorrow Together 2040 Mission Comprehensive Plan)
    - Zoning Code
    - Bicycle and Pedestrian Plan (Mission Connection Plan)
    - Comprehensive Safety Action Plan
    - Rock Creek Trail corridor studies
    - Pavement Condition Index

Land Use and Context Sensitivity

Reorienting Mission toward Complete Streets principles requires integrating transportation considerations into all land use decisions. Accordingly, all new or updated land use policies, plans, zoning ordinances, and related documents must identify how they support the City's Complete Streets vision.

The physical, economic, and social setting of Mission must be given full consideration when implementing the Complete Streets ordinance. Community context should be integrated into the decision-making process by giving significant consideration to stakeholder and community values. The goal of Complete Streets implementation is to preserve and enhance Mission's unique scenic, aesthetic, historic, and environmental resources while also improving safety, mobility, and infrastructure conditions for all users of our transportation network.

Performance Measurement

The City will collect and publicize data every two years to monitor progress. Metrics for evaluating performance will include:

Category	Metrics
Process	• Number of exemptions granted • Percentage of transportation funding allocated to projects that improve sidewalks, trails, or bike lanes • Percentage of transportation funding allocated to safety improvement projects • Number of policies updated to comply with Complete Streets
Implementation	• Linear feet of new sidewalks, bike lanes, and trails • Linear feet of repaired or replaced sidewalks, bike lanes, and trails • Number of safety projects completed • Number of projects that connect existing infrastructure
Impact	• Number of Complete Streets Projects implemented within 1/4 mile of schools, health care services, grocery stores, retail and service stores, banks, parks or recreational facilities

	• Number of crashes involving fatalities and serious injuries • Number of new development projects that include improvements for biking, walking, or transit

Project Section Criteria

Mission will establish criteria to encourage funding prioritization for Complete Streets implementation with at least the following principles in mind:

- Connectivity – connecting existing infrastructure to existing infrastructure and creating additional connections to community assets (including, but not limited to, businesses, schools, community gathering places, government facilities, medical facilities, parks, voting locations)
- Multimodality – implementing projects that expand infrastructure for modes of transportation other than the car
- Economic Development – proposed projects that support broader efforts to enhance economic development
- Equity – projects that will broaden transportation options for residents with limited connectivity to community assets

Implementation

Mission will integrate Complete Streets practices into routine operations when feasible, treat every transportation project and program as an opportunity to improve the network for all users, and coordinate with relevant departments, agencies, and jurisdictions to achieve these goals.

Mission will update all related procedures, plans, regulations, and processes to align with this ordinance within five years of its adoption. Further, Mission will also ensure this ordinance remains aligned with the latest standards established by the National Complete Streets Coalition.

Finally, the City of Mission will organize an annual Complete Streets focused community work session to update the community on its progress. This work session will include City of Mission staff, elected and appointed officials, and representatives from outside stakeholder groups to provide community input.

Through this Complete Streets Policy, the City of Mission affirms its commitment to creating a transportation network that is safe, connected, accessible, and equitable for

all users of all ages and abilities. By integrating Complete Streets principles into planning, design, construction, maintenance, and decision-making, the City will continue to enhance mobility, improve public safety, strengthen community connectivity, and support a high quality of life for current and future residents. This policy serves as a long-term commitment to building a resilient transportation system that reflects Mission's values and meets the evolving needs of the community.

Complete Streets Project Assessment Guide

The Complete Streets Project Assessment Guide establishes how City of Mission staff will evaluate transportation projects in accordance with the City of Mission Complete Streets Policy. Staff should use this procedure to identify opportunities to improve the transportation network and develop consistent project recommendations. The City's goal is to provide a connected, safe, accessible, and equitable transportation network that serves people of all ages and abilities.

This procedure applies to all publicly and privately funded transportation and mobility projects, including new construction, reconstruction, retrofits, rehabilitation, and maintenance activities such as repaving, resurfacing, and restriping. The procedure also applies to private development projects requiring City approval.

For construction, routine maintenance, or emergency repairs that affect the public right-of-way, staff should consider how safe and accessible movement will be maintained for all users, including pedestrians and bicyclists.

Staff Review Process

1. Screen the project using the checklist on page 2.
2. Review applicable City plans, available safety and infrastructure data, and community context.
3. Score the project using the four policy principles on page 3. Support each score with evidence.
4. Bring the assessment to the Complete Streets Committee for review and recommendation.
5. Keep the assessment with the project file and submit applicable closeout information for performance tracking.

Committee Review and Recommendations

The project assessment is completed in two stages. First, the Planner gathers and documents relevant project information using the Project and Evidence Screening Checklist. The completed checklist is then forwarded to the Complete Streets Committee, which reviews the information and collaboratively evaluates and scores the project using the scoring rubric.

1. Complete Project Screening. The Planner completes the Project and Evidence Screening Checklist using available project plans, exhibits, existing conditions, relevant City plans, and other supporting information. The completed checklist and supporting materials are forwarded to the Complete Streets Committee for review.

2. Review and Score the Project. The Complete Streets Committee reviews the screening information and supporting materials. Committee members work collaboratively to evaluate the project against the Complete Streets Policy principles and complete the scoring rubric together. The Committee discusses each score and documents the reasoning and supporting evidence for its assessment.

3. Document Recommendations. The Committee records its overall recommendation, any unresolved issues, additional coordination needs, responsible staff, and recommended next steps. The City Administrator or designee presents the Committee's recommendations to the City Council, as appropriate.

4. Maintain Project Records. The completed screening checklist, scoring rubric, Committee recommendations, and supporting materials are retained in the project file. The assessment is updated if significant changes are made to the project scope or design.

Policy Exceptions

A project may only be considered for an exception when one or more of the following conditions apply:

- Specific users are prohibited from using the corridor.
- There is insufficient physical space to accommodate some or all Complete Streets elements.
- The cost of accommodating the elements is documented as excessively disproportionate to current or future need.
- Adopted technical documents and City plans demonstrate an absence of current and future need for the elements.

Mission staff do not have the authority to grant policy exceptions. The City Administrator or designee reviews and documents the exception request and places it on a City Council agenda for open-forum discussion. City Council makes the final decision to approve or deny the request.

Any proposed exception must be documented in the City Council minutes and made accessible on the City's website.

Project Screening and Evidence Checklist

Complete this checklist before scoring. Check each item that applies and note when information is unavailable.

Project Information

Project Name: _____

Location: _____

Project Type: _____

Project Phase: _____

Adjacent Zoning: _____

Adjacent Land Use: _____

Received: _____

Committee Date: _____

Users and Access Needs

Consider all users who may use or be affected by the project and note them here:

- Pedestrians
- Bicyclists
- Transit riders
- Motorists
- Micromobility users (scooters, e-bikes, etc.)
- People using strollers, wheelchairs, or mobility aids
- Emergency responders
- Freight and commercial vehicles

Notes:

Community Destinations and Equity

Is the project within ¼ mile any of the following community assets?

- Schools
- Health care services
- Grocery stores
- Retail and service stores
- Banks, parks
- Parks or recreational facilities
- Medical facilities
- Gathering places
- Government
- Other relevant asset:

Notes:

Existing Conditions, Safety, and Constraints

Are there existing sidewalks, trails, bike lanes, crossings, or transit facilities within the project area?

- Yes
- No

Notes:

Are there gaps or barriers that can be identified?

- Yes
- No

Notes:

Are there known safety concerns in the project area? Include relevant crash data.

- Yes
- No

Notes:

Are there safety improvements identified by the Safe Streets For All Plan in the project area?

- Yes
- No

Notes:

Are there challenges with the physical constraints or available right-of-way?

- Yes
- No

Notes:

Are there additional considerations related to stakeholder and community values, or scenic, aesthetic, historic, and environmental resources that should be considered?

- Yes
- No

Notes:

Project Scoring Rubric

Score the project using the four selection principles in the policy: Connectivity, Multimodality, Economic Development, and Equity. Score the project as currently proposed and use evidence from the checklist and project materials. All members of the committee should discuss the project data and give a single score.

Scoring Scale

0	None	• No relevant benefit is shown
1	Limited	• Benefit is small, indirect, or uncertain
2	Moderate	• Clear benefit, but limited in location, users served, or impact
3	Strong	• Substantial, direct benefit supported by project details and available evidence
4	Major	• Closes an important gap • Creates a significant connection • Provides a strong documented benefit

Connectivity ____ / 4

Does the project connect existing infrastructure or create connections to community assets? Consider closing sidewalk, trail, or bike-lane gaps; removing barriers; improving route directness; and connecting to businesses, schools, gathering places, government, medical facilities, parks, or voting locations.

Notes:

Multimodality ____ / 4

Does the project expand transportation options beyond driving? Consider adding or improving sidewalks, trails, bike lanes, crossings, transit facilities, bus stops, or accessible routes for walking, rolling, bicycling, or transit.

Notes:

Economic Development ____ / 4

Does the project support broader economic development efforts? Consider improved access to businesses, retail and service destinations, employment or activity areas, and consistency with adopted City plans or economic development efforts.

Notes:

Equity ____ / 4

Does the project broaden transportation options for residents with limited connectivity to community assets? Consider access for populations identified in the policy, barriers and safety risks, and access to schools, health care, grocery, retail and service stores, banks, parks, or recreation.

Notes:

Total Score and Staff Recommendation

Connectivity _____

Multimodality _____

Economic Development _____

Equity _____

Total _____

Scoring Range

- High Demonstrated Benefit: 13-16 points
- Moderate Demonstrated Benefit: 9-12 points
- Low Demonstrated Benefit: 5-8 points
- Limited to no demonstrated benefit: 0-4 points

Staff Recommendation

- Advance / prioritize.
- Advance with design changes.
- Further study or information needed.
- Requires coordination with another department, agency, or jurisdiction.
- Do not advance at this time.
- Refer a potential exception for formal review.

Notes:

City of Mission	Item Number:	4.
ACTION ITEM SUMMARY	Date:	December 2, 2026
PUBLIC WORKS	From:	Brent Morton

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

RE: Acceptance of City-owned Easements – Rock Creek Channel Project

RECOMMENDATION: Authorize, accept and record easements required on City-owned property in connection with the Rock Creek Channel Improvement Project from Woodson to Maple and authorize the City Administrator to execute the easements on behalf of the City of Mission.

DETAILS: The Rock Creek Channel Improvement Project will enhance stormwater capacity, stabilize the creek channel, and reduce flood risk through channel widening and wall improvements. The project also includes replacement of two bridges, stormwater infrastructure upgrades, and improvements to the shared-use trail, including realignment and lighting. Additional water and sanitary sewer improvements will be completed as part of the project.

In order to construct the project, acquisition of a combination of 36 Temporary Construction Easements (TCE), Permanent Utility Easements (PUE), and Permanent Trail Easements (PTE) are required from seven unique property owners. Nineteen (19) of these are associated with City-owned property as shown in Table 1 below.

TABLE 1

OWNER	SITE ADDRESS/PARCEL NO	Type of Easement
CITY OF MISSION	6090 WOODSON STREET	PUE/PTE
CITY OF MISSION	5959 WOODSON STREET	PUE/PTE
CITY OF MISSION	5919 WOODSON STREET	PUE
CITY OF MISSION	5916 WOODSON STREET	PUE/PTE
CITY OF MISSION	KP27500000 0163	PUE/PTE
CITY OF MISSION	5709 JOHNSON DRIVE	PUE/PTE
CITY OF MISSION	5707 JOHNSON DRIVE	PUE/PTE
CITY OF MISSION	5705 JOHNSON DRIVE	PUE/PTE
CITY OF MISSION	5641 JOHNSON DRIVE	PUE/PTE
CITY OF MISSION	5639 JOHNSON DRIVE	PUE/PTE
CITY OF MISSION	5637 JOHNSON DRIVE	PUE/PTE
CITY OF MISSION	5635 JOHNSON DRIVE	PUE/PTE
CITY OF MISSION	5613 JOHNSON DRIVE	PUE/PTE
CITY OF MISSION	5924 OUTLOOK STREET	PUE/PTE
CITY OF MISSION	KP27500000 0162	PUE
CITY OF MISSION	5922 OUTLOOK STREET	PUE/PTE

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

City of Mission	Item Number:	4.
ACTION ITEM SUMMARY	Date:	December 2, 2026
PUBLIC WORKS	From:	Brent Morton

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

OWNER	SITE ADDRESS	Type of Easement
CITY OF MISSION	KP27500000 0083A	PUE
CITY OF MISSION	5907 OUTLOOK STREET	PUE
CITY OF MISSION	5908 OUTLOOK ST	PUE

Once the easements are accepted, they will be filed and recorded with the Johnson County Records and Tax Administration Department. A complete copy of each easement can be viewed here.

In addition to the City-owned easements, there are six other property owners who will be contacted regarding easements. After the City, At Home Apartments is the second largest property owner impacted by the project, with a total of twelve easements required on their properties. Staff has started the process of contacting the remaining property owners to secure the necessary easements for the project.

CFAA CONSIDERATIONS/IMPACTS: Improvements to the Rock Creek Trail, including trail realignment, lighting, sidewalks and ADA-compliant ramps, will enhance pedestrian safety, reduce barriers to mobility and expand opportunities for recreation, physical activity and independent travel. Additionally, reducing flood risk and improving the reliability of critical public infrastructure contributes to a more resilient community and helps protect residents, businesses and property. These investments directly support the Communities for All Ages principles of outdoor spaces and accessibility, transportation and mobility, and community health and well-being.

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

City of Mission	Item Number:	5.
ACTION ITEM SUMMARY	Date:	December 2, 2026
ADMINISTRATION	From:	Laura Smith

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

RE: Encore Garage Screening Selection

RECOMMENDATION: Select one of the three proposed decorative screening designs for the parking garage associated with Sunflower Development Group's Encore project.

DETAILS: As part of the architectural design of the Encore development, Sunflower has developed three decorative screening concepts intended to enhance the appearance of the parking garage while incorporating elements reflective of Mission's identity and character.

The three concepts presented for Council consideration include:

- **Option 1 – Mission Map:** An artistic interpretation of Mission's street network, creating a distinctive, community-specific design that celebrates Mission's geography, connectivity and sense of place.
- **Option 2 – Sunflowers:** A design celebrating the sunflower, recognizing its significance as the Kansas state flower and representative of the Developer's identity.
- **Option 3 – Green Graphic Design:** This design represents an artistic interpretation of the sunflower concept.

While all three concepts provide an opportunity to incorporate visual interest and community imagery into the development, the development team and City staff are recommending Option 1. The map concept offers a more contemporary and architecturally integrated approach while incorporating a meaningful design element that is uniquely identifiable with Mission, rather than a theme that could be replicated in other communities.

The Council is being asked to select a preferred design to allow the development team to move forward with final design and detailing of the garage screening.

CFAA CONSIDERATIONS/IMPACTS: Incorporating decorative screening into the Encore parking garage supports the Communities for All Ages (CFAA) principles of creating attractive, welcoming public spaces that foster community identity and a sense of belonging for residents of all ages and abilities.

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

OPTION 1




L10 AIRPORT – CITY CENTER


L10 AIRPORT - CITY CENTER

OPTION 2




L10 AIRPORT – CITY CENTER


L10 AIRPORT -
CITY CENTER

OPTION 3




L10 AIRPORT – CITY CENTER


L10 AIRPORT -
CITY CENTER