

**PLANNING COMMISSION MINUTES
FEBRUARY 7, 2023**

ROLL CALL

The Planning Commission of the City of Prairie Village met in regular session on Tuesday, February 7, at 7:00 p.m. in the Council Chambers at 7700 Mission Road. Chair Greg Wolf called the meeting to order at 7:00 p.m. with the following members present: Jon Birkel, James Breneman, Patrick Lenahan, Melissa Brown, and Jeffrey Valentino.

The following individuals were present in their advisory capacity to the Planning Commission: Chris Brewster, Multistudio; Wes Jordan, City Administrator; Nickie Lee, Deputy City Administrator; Mitch Dringman, Building Official; Adam Geffert, City Clerk/Planning Commission Secretary.

APPROVAL OF MINUTES

Mr. Breneman moved for the approval of the minutes of the January 10, 2023, regular Planning Commission meeting. Mr. Birkel seconded the motion, which passed 4-0, with Mr. Lenahan and Mr. Wolf in abstention.

PUBLIC HEARINGS

None

NON-PUBLIC HEARINGS

PC2023-102 Site Plan for Monument Sign
 5301 W. 75th Street
 Zoning: R-1A
 Applicant: Prairie Fire Signs

Mr. Brewster stated that the applicant was requesting approval of a replacement monument sign for a 0.32-acre site and office building located on the southwest corner of 75th Street & Ash Street. The property is zoned R-1A and was originally a single-family house but has been used as an office under a special use permit for many years.

Mr. Brewster noted that all monument signs required approval by the Planning Commission and have the following specific standards for signs in residential districts:

- 1 per lot
- 20 square feet max

- 5' high max
- 3' setback from all property lines or 12' from street, whichever is greater, with associated landscape plan to integrate sign into site and soften appearance of structure elements
- Base under at least 75% of sign structure, and materials that complement the building or other site elements

The existing sign sits in a landscape area approximately 6' beyond the sidewalk, 12' from the curb on 75th Street, and 30' from the curb on Ash Street. The new sign is under the 20 square feet maximum, totaling 12.32 square feet, including the main sign and the address panel. It will be placed on a 3' wide by 4.5' high faux stone monument structure. The sign has grey stucco surfacing with brown vinyl sign panels.

Mr. Brewster said that the proposed sign met all standards, but that the applicant would need to verify three items before approval:

1. Confirm that a landscape plan will retain all existing landscape materials through construction
2. Confirm if the sign will be illuminated, and if so, how (details and specifications may be part of construction permits, provided it meets all City standards)
3. The monument sign shall require dimensioned drawings prior to permits, subject to approval by Public Works regarding sight clearance at intersections

Mr. Brewster stated that staff recommended approval subject to clarification of the above items and subject to administrative permits confirming that details meet City specifications and construction codes.

Applicant Tim Eicherl with Prairie Fire Signs, 8160 Monticello Terrace, Shawnee, KS, was present to discuss the application. He confirmed that the sign would not be illuminated, and that small shrubs and flowers would be planted around it in the landscape area. Mr. Dringman added that the sight clearances had been approved by Public Works.

Mr. Breneman made a motion to approve PC2023-102 as presented. Mr. Lenahan seconded the motion, which passed 6-0.

OTHER BUSINESS

Follow-up on Planning Commission Bylaws

Ms. Lee said that the bylaws had previously been discussed at the January meeting, and that Mrs. Wallerstein asked for staff to research the potential for meetings to be held virtually. The City Attorney reviewed the request and found that there was currently no allowance for remote meetings in the bylaws. Ms. Lee added that all other City committees met in person exclusively, except for the City Council which had its own policies on remote attendance and remote meetings.

Ms. Lee asked whether commission members would be interested in shifting the start time of meetings from 7:00 p.m. to 6:00 p.m., noting that several other committees had recently moved their meetings earlier. After discussion, commission members determined that the current start time of 7:00 p.m. should not be changed.

Mr. Wolf asked whether virtual participation was an option. Mr. Jordan stated that due to the Kansas Open Meeting Act (KOMA), a physical location was required to be made available for the public to view a meeting if it were held remotely. Likely, this would mean that staff would need to set up a room at City Hall for interested parties who did not have access to a computer to watch the meeting via livestream.

Ms. Brown asked whether applicants and presenters from outside of the area could attend meetings virtually to avoid travel time and expenses. Ms. Lee stated that would be allowed.

Discussion of Ad-Hoc Housing Committee Recommendations

Ms. Lee shared that the City Council had updated its recommendations based on the Ad-Hoc Housing Committee recommendations to the Planning Commission by keeping a review of R-1 zoning districts with the Council rather than having the commission consider them. The Council still recommended that the Planning Commission review all other items previously sent to them, including R-2, R-3, R-4, C-0, C-1, and MXD districts.

City Councilmembers Ian Graves and Ron Nelson were present to discuss the committee recommendations. Mr. Graves said that the main reason R-1 districts had been moved back to the Council was because Councilmembers felt there were policy questions that needed to be addressed, which were within the purview of the Council, rather than the Planning Commission. He noted that there were several items in the City's zoning regulations that could be cleaned-up at the same time the commission considered the recommendations.

Mr. Wolf stated that he believed the only way to provide affordable housing in the City was through the use of economic incentives for developers due to the cost of land. He asked whether the Council was considering offering incentives of any kind. Mr. Graves said they were being considered; for example, if a developer guaranteed a certain price-point, they could be allowed to build denser or taller housing and/or provide fewer parking spaces.

Mr. Wolf suggested that it would be helpful for the Council to lay out some of the specific details of what would be permitted, such as building height limits and density levels before the commission considered the recommendations. Mr. Graves agreed that Council could develop guidelines for the Planning Commission to utilize. Mr. Valentino and Mr. Birkel noted that holding public input sessions prior to the Planning Commission making any recommendations would be beneficial. Mr. Graves stated that he would bring the commission's suggestions back to Council at an upcoming meeting for further discussion.

Mr. Brewster provided a summary of what had been discussed thus far, noting that the Planning Commission had opted to focus on R-3, R-4, C-0, C-1 and MXD districts first. He also shared the main goals of the Village Vision 2.0 comprehensive plan, which included diversifying housing options and maintaining the integrity of existing neighborhoods. Further, he noted that the Ad-Hoc Housing Committee sought to provide more housing options, such as duplexes on smaller lots, smaller-scale multi-unit buildings in R-3 and R-4 zones, the development of community, project and building design standards for multi-unit buildings, and permitting the construction of residential and mixed-use buildings in C-districts.

Mr. Brewster shared the following proposed engagement plan:

1. Planning Commission introductory discussions
2. Planning Commission - public forum preview
3. Public forum #1 - R-2, R-3, R-4, C-0, C-1, MXD districts
4. Planning Commission work session - strategies and recommendations
5. Public form #2 - strategies
6. Planning Commission work session - finalize recommendations
7. Formal process for zoning code update

He noted that the timeline for each of the steps was yet to be determined, but that the April 4th Planning Commission meeting would be the earliest at which a public forum preview could be presented. Mr. Wolf stated that commissioners would be prepared to discuss next steps at the April meeting.

ADJOURNMENT

With no further business to come before the Commission, Mr. Wolf adjourned the meeting at 8:28 p.m.

Adam Geffert
City Clerk/Planning Commission Secretary

City of Prairie Village
Second Amended Council Recommendations Based on the Ad Hoc Housing Committee
Recommendations
~~October 2022~~ **February 2023**

1. Amend the City’s zoning regulations to allow quality, attainable housing, especially missing middle housing by-right in more zoning districts in the following ways:

- Promote and remove impediments to Accessory Dwelling Units in R-1A and R-1B districts.*
- Consider “neighborhood-scale” housing options in R-1A and R-1B in the form of small-lot detached, single-family houses.*
- Council recommends Planning Commission to exclude multifamily units traditionally associated with other Residential zoning districts including but not limited to duplexes, 3-and 4-plexes, row houses, and apartments from consideration in R-1A and R-1B zones.*

**Per Council direction on February 6, 2023, these are not to be sent to the Planning Commission as proposed amendments initiated by the Council under K.S.A. 12-757(a) at this time, and are instead to be considered further by the Council at a future time.*

- Improve the R-2 district for wider range of small-scale, multi-unit types, such as:
 - Smaller lot duplexes
 - 3-and 4-plex “multi-unit” houses
 - Row houses (small lot)
- Refine the R-3 district standard to focus less on “density” and more on building scale/form, to include provisions for small apartments, medium apartments, and large apartments
- Improve the R-4 district for a wider range of higher-density, multi-unit types, such as:
 - Small lot detached houses (lot scale and courtyard patterns)
 - Row houses – small/large lots
 - Apartments (small/medium)
- Promote mix of housing options and appropriate building types in C-O and C-1 districts.
- Improve expectations in the MXD district by establishing missing middle building type standards as the default district standards.
- Update the City’s zoning map to identify the most appropriate locations for missing middle housing
- Continue to monitor the status of short-term rentals in Prairie Village and research further regulations if trends show an increase within the next few years.

2. Support the rehabilitation of the existing housing stock to preserve existing attainable housing in the following ways:

- Expand existing grant programs and adopt new grant programs to incentivize the preservation and rehabilitation of the existing housing stock, such as:
 - Raise income threshold for property tax rebate program to capture more people
 - Increase percentage match for exterior grant program
 - Develop grant program to address home preservation for interior home improvements and aging in place
- Develop an “opportunity to purchase” policy, which requires owners to notify tenants of intent to sell and provide them an opportunity to purchase with the right of first refusal
- Work with MARC to adopt Communities for All Ages and promote Universal Design Standards

- 3. Ensure the City continues to participate in regional initiatives regarding housing attainability and transit connectivity.**