

**PLANNING COMMISSION MINUTES
NOVEMBER 14, 2023**

ROLL CALL

The Planning Commission of the City of Prairie Village met in regular session on Tuesday, November 14 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: Jonathan Birkel, James Breneman, Patrick Lenahan, Melissa Brown, Nancy Wallerstein, and Jeffrey Valentino.

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

APPROVAL OF MINUTES

Mr. Breneman moved for the approval of the minutes of the October 3, 2023, regular Planning Commission meeting. Mr. Lenahan seconded the motion, which passed unanimously.

PUBLIC HEARINGS

PC2023-113 Site plan approval for relocation of drive-through facilities and new signs
6920 Mission Road
Zoning: C-2
Applicant: Scott Hueschen, Infinity Sign Systems

Mr. Brewster stated that the applicant was requesting site plan approval for new signs associated with an existing drive-through service facility at Starbucks Coffee. The current signs would be removed and replaced with the following:

- One directional sign at the entry to the service area, and an approximately one square foot sign on a 6 square feet monument (1.66' width x 3.66' height). The sign has an aluminum skin with push-through graphics and vinyl secondary surfaces.
- One directional vinyl sign hanging from a clearance bar prior to a new steel-tubed canopy structure of approximately 2.5 square feet.
- One digital order screen at the order point, approximately 12.95 square feet in size and an associated canopy structure that is approximately 10' in height and approximately 4.5' wide and 6.7' deep. The order screen is just under 6' high. This sign is steel framed with a digital screen surface.

- One five-panel menu board that is approximately 28.05 square feet. The menu board is just over 5' high, and the sign area is 7' - 10" wide by 3' - 6" high. This sign is steel framed with a digital screen surface.
- The signs are all internally light, except for the canopy clearance, which is not illuminated.

Mr. Brewster stated that staff recommended approval of the site plan subject to the following conditions:

1. Digital displays on the order and menu board shall only be permitted static displays; no animated, moving, or other changes in display that have the appearance of animation is permitted.
2. Internally illuminated signs shall be designed to eliminate negative impacts on surrounding property; any issues with this performance criteria - particularly along the Mission Road frontages, may require dimming devices, turning off during non-business hours, screening, or any combination of these techniques to ensure the signs do not produce distracting glare along Mission Road.
3. All existing landscape shall be retained; any landscape damaged or removed during construction shall be replaced and shall require approval of a landscape plan by City staff.

Mr. Birkel shared concern about the location of the new signs and how they might affect traffic flow in and out of the parking lot.

Applicant Jo Hall with Hilton Displays, Greenville, South Carolina, was present to discuss the application. She stated that the new sign arrangement would improve the ordering process and speed up customer movement through the drive-through.

Mr. Birkel suggested that ensuring the new sign locations did not impact traffic flow, particularly on Mission Road, be included as part of the application approval. Mr. Brewster said that a fourth condition could be added stating that a traffic study would need to be performed in conjunction with Public Works to ensure the new sign locations do not negatively impact traffic flow.

Mr. Wolf opened the public hearing at 7:22 p.m. With no one present to speak, Mr. Wolf closed the hearing at 7:23 p.m.

Mr. Lenehan made a motion to approve the relocation of drive-through facilities and new signs at 6920 Mission Road with staff recommendations and the addition of the fourth condition. The motion was seconded by Mr. Breneman and passed unanimously.

PC2023-114 Amendment to special use permit for private school to install turf field
 4801 W. 79th Street
 Zoning: R-1A
 Applicant: Todd Zylstra, Kansas City Christian School

Mr. Brewster said that the special use permit for Kansas City Christian School (KCCS) was initially approved by the City Council in January 1999 for the reuse of a school building originally built in 1954. It was amended in December 2017 to support an expansion plan for the school and construction of new classrooms and facilities, and again in 2020 for reallocation of approved capacity.

The initial special use permit did not have an expiration date but was subject to four conditions relative to the design, construction, and operation of the school, as presented on an approved site plan. One of the conditions was that expansion of the school or amending the approved site plan would require an amendment to the special use permit.

Growth of the school and the acquisition of other school properties further south led to reconfiguration of the campus and its operations. In 2008, the school applied for an amended special use permit and site plan. At that time, several issues related to parking utilization, drop-off procedures, and school transportation were raised by neighbors, and the amended permit and site plan dealt primarily with reconciling those issues.

Mr. Brewster said that the special use permit was again amended in 2017 in association with an expansion and capital campaign that renovated 12,466 square feet of the existing school, added 17,455 square feet of additional space, and reconfiguration of other spaces including the lobby, gymnasium and other common use or multi-purpose areas. The amendment was approved and addressed several issues related to the operations, management, and capacity of the school. The allocation was for up to 525 Kindergarten through 12th grade students, and a requirement for annual reporting to ensure that potential impacts on the surrounding neighborhood were appropriately addressed and mitigated.

In 2020, the permit was again amended to include daycare and pre-school operations within the same capacity, in conjunction with a more complete enrollment strategy. From 1999 to present the enrollment has fluctuated between 543 students in 1999 to 274 students in 2008, with the high school and elementary school ratio changing.

Mr. Brewster said the current application requested the conversion of the existing grass field on the west side of the property to a turf field, and to include accessory bleachers and a press box. The request is considered an amendment of the previously approved site plan and therefore requires an amendment to the special use permit.

Mr. Brewster stated that staff recommended approval of the amended special use permit, with the following conditions related to the specific site plan:

1. The applicant submit an engineered drainage study to be approved by Public Works that demonstrates that the site will perform at or below existing conditions with respect to any off-site runoff.
2. All vegetation and fencing related to the perimeter of the field along the streetscape and adjacent property be retained, or any that is removed to facilitate construction is replaced in the same manner as exists.

3. Any tree removal, or any trees that are intended to be retained but are lost due to construction are replaced according to the city's tree preservation ordinance.

The special use permit should also be subject to the following conditions, several of which are part of the original special use permit, and all are carried over from the most recent 2020 special use permit amendment. In addition, condition #4, which was part of the original special use permit in 1999, is supplemented with specific provisions addressing potential increased use of the turf field (items #4-a, #4-b and #4-c):

1. The applicant shall meet all conditions and requirements of the Planning Commission for the approval of a site plan.
2. The special use permit does not have a termination or expiration time established for it.
3. If the applicant violates any conditions of the zoning regulations and requirements as part of the special use permit, the permit may be revoked by the City Council.
4. The applicant cannot further expand or amend the site plan without an amendment to the special use permit requiring a public hearing before being approved. In particular:
 - a. The turf field will only be used for school co-curricular activities during daylight hours, and no lighting of the field shall occur. Activities shall be subject to the same parking, transportation, and bus operation and management policies as other school activities.
 - b. The field shall be secured and monitored so that non-sanctioned use or activities on the field are limited, controlled by the school, and are not a disturbance to the surrounding property owners.
 - c. Non-school organized activities or special events using the field shall be considered an expansion of activities and require an amendment to the special use permit.
5. KCCS adopt a policy that all students will park on site and develop a procedure for implementation and enforcement of the policy.
6. The number of designated high school classrooms shall be limited to 12.
7. No more than four buses shall be parked in the rear of the school when not picking-up or dropping-off and shall not idle more than five minutes during pick-up and drop-off.
8. KCCS provide to the city at the beginning of each school year an updated student count reflecting the number of students in each grade and the number of classrooms use for each grade level.
9. The permit anticipates a projected enrollment capacity of 525 students, and any enrollment significantly beyond this capacity or reconfiguring of classrooms that creates impacts beyond those anticipated by this baseline may require a revised site plan or may result in revocation of the permit at the discretion of the City.
10. Daycare classrooms are permitted within the previously approved number of classrooms (17) and capacity limits (525), provided hours and operational procedures remain comparable and similar to early elementary students, and that all necessary Kansas Department of Health and Education licenses and approvals are acquired prior to operating a daycare.

Mr. Brenneman noted that there was no information in the staff report regarding the proposed bleachers, scoreboard and press box referenced in the application. Mr. Brewster said that no plans had been received for those items, and that once they were received, it would be determined whether they met existing standards or would need to come before the Planning Commission again for additional amendments to the special use permit.

Applicant Todd Zylstra, 4801 W. 79th Street was present to discuss the application. He noted that the current soccer field was in poor condition and that it was hard to maintain grass due to its frequent use. He added that bleachers and fencing were already present, and that a storage box was currently located behind the bleachers. He noted that the upgrades would significantly improve the appearance of the property.

Mr. Wolf said that based on the staff report, the Planning Commission would only be considering the turf field at the meeting, not the other items in the application.

Mrs. Wallerstein noted that recommendation #4-a stated that “the turf field will only be used for school co-curricular activities during daylight hours”, but that the minutes from the neighborhood meeting referenced the potential for field rentals. Mr. Zylstra said the field would mostly be used for school-based events, but there could be situations in which it would be rented out. Mr. Brewster said that the recommendation was meant to refer to larger events that could impact the neighborhood, such as a soccer tournament, that would generate significant traffic. Mr. Valentino added that recommendation #4-c also spoke to use of the field for non-school organized activities or special events requiring an amendment to the special use permit.

Erik Monhollon, project manager for Mammoth Built, the designer and installer of the proposed turf field, was also present. He noted the selected turf had a six-inch aggregate layer that would act as a retention pond as well as a drainage system to ensure drainage does not impact surrounding properties.

Mr. Wolf opened the public hearing at 8:00 p.m.

- Michele Hanlon, 7920 Roe Avenue stated her opposition to turf fields. She also noted that she had not received a letter informing her of the neighborhood meeting that was held on November 6.
- Randy Lierz, 4818 W. 80th Street, shared concerns about the proposed new fencing, new playground, and drainage issues that might arise from the installation of the turf field.

With no one else present to speak, Mr. Wolf closed the hearing at 8:07 p.m.

Mr. Birkel said that he did not feel the field as designed could handle the drainage, and that a review by Public Works would be needed. Mr. Brewster said that Public Works had done a preliminary review of the plan, which generated condition #1, which stated “the applicant submit an engineered drainage study to be approved by Public Works that

demonstrates that the site will perform at or below existing conditions with respect to any off-site runoff.”

Mr. Wolf recommended that the application be continued until additional information about all project items is provided to the Planning Commission.

Mr. Breneman made a motion to continue the application and the public hearing to the December 5 Planning Commission meeting. The motion was seconded by Mr. Birkel and passed unanimously.

NON-PUBLIC HEARINGS

PC2023-115 Site plan for monument sign
 4600 W. 89th Street
 Zoning: C-2
 Applicant: Brooke Braun, Infinity Sign Systems

Mr. Brewster stated that the applicant was requesting approval of a new monument sign in the front lawn area of an office building on 89th Street. The sign is accompanied by a coordinated projecting pedestrian sign at the building entrance (however, that sign meets the generally permitted sign standards, and only the monument sign requires Planning Commission approval). The property is zoned C-2, General Business District, and includes an approximately 3,000 square feet office building. Mr. Brewster noted that all new monument signs require approval by the Planning Commission.

The proposed monument sign includes a primary panel that is approximately 18.65 square feet (6' - 7" x 2' - 10") and sits on a 4.65 square feet base that extends slightly beyond the panel on all sides. The side of the primary sign panel includes the address of the building, and the base includes the phone number of the business. Mr. Brewster said that address identification signs were exempt from the sign standards, within certain specifications, but that the phone number on the base panel does count toward the sign area. The phone number will either need to be removed from the base panel and placed on the primary sign panel, or the Planning Commission may grant an exception to the size for this sign. The sign area including the exception is 23.3' (greater than the 20.0' permitted), because the entire panel with the phone number on it is included in the sign area calculation.

The total height of the sign is 4'. It is located in a 3' wide landscape area, and the applicant has submitted a sketch plan indicating the sign will be located more than 12' from the street and more than 3' from the front property line, meeting all location and sight distance requirements. A landscape plan for the landscape area shall be provided for review by the city planning consultant's landscape architect prior to any sign permits. The sign is constructed of routed aluminum panels that are grey with white acrylic backing of the punched-out letters and is internally illuminated.

The sign meets all other applicable standards; and staff recommends that the Planning Commission approve the monument sign subject to the following:

1. The phone number be removed; moved to the primary sign panel and the text organized and sized accordingly; or alternatively the Planning Commission grant an exception for the phone number to be located on the base plate and not count to the overall monument sign size.
2. A landscape plan shall be submitted to the City and approved by the City's landscape architect prior to the issuing of sign permits.

Applicants Michael Schmidt with Infinity Sign Systems, 4900 Lister Avenue, Kansas City, Missouri, and Dr. Mark Woody, 440 W. 58th Street, Kansas City, Missouri, were present.

Mrs. Wallerstein suggested that the phone number be raised, and the overall height of the sign be slightly reduced to meet the size requirement. Mr. Valentino noted the length of the sign could also be reduced. Mr. Schmidt and Mr. Woody agreed with the proposed changes.

Mrs. Wallerstein made a motion to approve the application with the condition that the sign be adjusted to comply with City standards. The motion was seconded by Mr. Birkel and passed unanimously.

OTHER BUSINESS

None.

ADJOURNMENT

With no further business to come before the Commission, Mr. Wolf adjourned the meeting at 8:32 p.m.

Adam Geffert
City Clerk/Planning Commission Secretary