

# CITY OF PRAIRIE VILLAGE

**April 1, 2013**

Council Committee Meeting 6:00 pm

City Council Meeting 7:30 pm



**COUNCIL COMMITTEE OF THE WHOLE  
Council Chambers  
April 01, 2013  
6:00 PM**

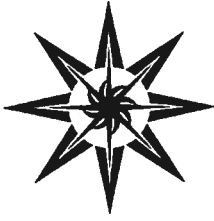
**AGENDA**

**CHARLES CLARK, COUNCIL PRESIDENT**

**AGENDA ITEMS FOR DISCUSSION**

- \*COU2013-11 Consider 2013-2014 Insurance Renewals  
Bob Frankovic
  
- COU2013-12 Consider Significant Budget Items/Priorities  
Lisa Santa Maria & Quinn Bennion

**\*Council Action Requested the same night**



## INSURANCE COMMITTEE

Council Meeting Date: April 1, 2013  
Committee Meeting Date: April 1, 2013

### \*COU2013-11: Consider 2013-2014 Insurance Renewals

---

#### RECOMMENDATION

Insurance Committee Recommends the City Council renew the City's property coverage with Trident, inland marine with RLI, and the City's liability/worker's compensation coverage with Argonaut for the coverage year May 2013 to May 2014.

#### SUGGESTED MOTION

Recommend the City Council approve the insurance renewal policy and rates with Trident, RLI and Argonaut at a renewal rate not to exceed \$297,701 for the upcoming coverage year.

#### BACKGROUND

Bob Frankovic and Steve Sopinski, the city's Insurance Consultants with Cretcher-Heartland, solicited bids for 2013-2014 Property/Casualty Renewal. Bob Frankovic will be at tonight's committee meeting to present the 2013-2014 renewal options. Quotes for coverage were received from the incumbent carriers Trident, RLI and Argonaut. The coverage year begins May 1, 2013.

The Insurance Committee discussed the renewal options at the March 5<sup>th</sup> meeting. The committee reviewed the vehicle coverage's and claim history and approved modified coverage to reduce the premium rate. Overall, the renewal bids represented an increase of \$11,066 or 3.9%. The proposed policies are very similar to the current plan.

The coverage will be placed with the following entities:

- Property - Trident
- Inland marine - RLI
- GL/Auto/Public Official/employment practices - Argonaut
- Law Enforcement liability - Argonaut
- Workers Compensation - Argonaut

The most significant change in premium is the property coverage rate with an increase of \$5,539. The law enforcement liability rate also increased \$4,037. All other rates are similar or reduced from expiring year.

## **FUNDING SOURCE**

The premiums are budgeted in the general fund in 2013 and the renewal amount will be budgeted as part of the 2014 budget process. With coverage starting in May, both budget years will be affected by the renewal amount. The deductible amounts will be taken from insurance reserve fund.

## **ATTACHMENTS**

- Summary of quote

---

### **PREPARED BY:**

Lisa Santa Maria

Finance Director

Date: March 14, 2013

*City Of Prairie Village, Kansas*

<b><i>Premium Comparison</i></b>
----------------------------------

<i>COVERAGE</i>	<i>TRIDENT EXPIRING PREMIUM (2012)</i>	<i>TRIDENT RENEWAL PREMIUM (2013)</i>
Property	\$29,475.00	\$35,014.00
Inland Marine	\$3,750.00	\$3,789.00
General Liability	\$28,012.00	\$29,715.00
Public Officials Liability	\$4,276.00	\$4,536.00
Employment Practices Liability	\$11,513.00	\$11,858.00
Law Enforcement Liability	\$26,911.00	\$30,948.00
Automobile Liability	\$16,409.00	\$17,244.00
Automobile Physical Damage	\$13,614.00	\$16,004.00
Crime/KR&E	\$2,755.00	\$3,072.00
Fiduciary Liability	\$5,438.00	\$2,719.00
Workers' Compensation	\$124,080.00	\$120,662.00
Umbrella	\$20,222.00	\$21,945.00
Treasurer Bond – Fielding Norton Jr.	\$180.00	\$195.00
<b>Total</b>	<b>\$286,635.00</b>	<b>\$297,701.00</b>

**City of Prairie Village  
Insurance Committee  
Minutes**

March 05, 2013 meeting  
3:00PM, Multipurpose Room

Committee members present: Steve Noll (Chair), Charles Clark, Tom Cannon, Brett Lane, and Quinn Bennion. Also present: Bob Frankovic of Cretcher Heartland, insurance consultant and broker, Steve Sopinski of Cretcher Heartland. City staff members attending: Lisa Santa Maria.

Steve Noll chaired the meeting and called the meeting to order at 3:00pm. Chairman Noll referred to the meeting agenda:

Agenda

1. 2013 insurance Proposal

**2013 Insurance Proposal**

Bob Frankovic distributed a binder to the committee members that served as a guide for discussion. Steve Sopinski provided an overview of the Premium Comparison on page 5. The 2012 premium was \$286,635 and the 2013 renewal premium is \$302,220. The difference is \$15,585 or 5.4%. The majority of the increase is due to an increase in property and automobile physical damage insurance premiums. A full market review was conducted (city is on a 3 year cycle). Quotes were received from Trident (with RLI and Argonaut) and Traveler.

The Premium & Loss Summary Recap Excel worksheet is missing the header row. Steve will send out a new Excel sheet that doesn't cut the column descriptions off.

The automobile schedule was reviewed and Quinn commented that we were insuring 69 vehicles and 3 trailers. He didn't recall adding 4 vehicles to the City fleet within the last year.

**Note:** Quinn followed up with Joyce and the vehicle list has been reduced by 2. There are 4 vehicles out for sale right now and they will drop off of the list within the next month or so. Quinn talked to Cretcher Heartland about the 3 trailers on the list and was told that Trident requires the trailers be included on the list. This brings the new total to 70.

Tom Cannon pointed out that based on claim history we shouldn't be carrying full coverage on the older vehicles. The plan from the meeting is to identify the vehicles that have values less than \$5,000 and remove the physical damage coverage and to look at going from a \$1,000 deductible to \$2,500.

There was a question about the Mission Hills patrol cars and insurance coverage at the meeting. Mission Hills pays for the vehicles; equipment and maintenance as part of their contract, but both are owned and maintained by Prairie Village.

**Note:** Quinn followed up on patrol vehicles and the City owns 18 patrol vehicles (including Mission Hills 4).

Tom Cannon also inquired about the Patrol Car Floater Schedule. It was suggested that any items that are \$999 or less be dropped from the list. Currently, the list includes all equipment permanently attached to the vehicle regardless of the items value. The current rate is approximately \$0.40 per \$100.

**Note:** Quinn worked with the Police Department to revise the car floater list with several major corrections. The list includes items of cash value greater than \$1,000.

Charles Clark moved that the committee approve the 2013 Insurance Proposal, Tom Cannon seconded the motion. The motion was approved.

The 2013 Insurance Proposal will be on the April 1, 2013 Committee agenda. The Committee meets at 6:00pm. Bob Frankovic will be present to answer any questions.

### **Claims Review**

Steve Sopinski reviewed the claims information. The city's Experience Modifier rating increased from 0.77 to 0.80. Experience Mod compares our worker's compensation claims experience to other employers of similar size operating in the same type of business.

### **Items for Follow-up**

The following items need to be followed up on:

1. The Premium and Loss Summary Recap sheet. Need a revised sheet without the column headers cut off.
2. Automobile Schedule – verify the number of vehicles being insured on the list.
3. Coverage on older vehicles – can we remove physical damage coverage on vehicles with values less than \$5,000.
4. Patrol cars / Mission Hills – what is the total number of patrol cars and who owns the Mission Hills patrol cars? Review of the agreement by Cretcher Heartland.
5. Patrol Car Floater Schedule – can we drop items from the schedule that have a value of \$999 or less?
6. Compare 2013 budget with new premiums.

Meeting adjourned 5:00PM

---

Minutes submitted by  
Quinn Bennion, City Administrator  
Lisa Santa Maria, Finance Director

**Significant Budget Proposals  
Proposed 2014 Budget**

The Significant Budget Proposals list has been updated to reflect Council action (votes) taken at the March 18, 2013 Council Committee of the Whole meeting. The following Significant Budget Proposals have been identified for discussion during the 2014 Budget process by Council and staff.

Item	Description	Background / Description of Project	Estimated Budget Amount	Council Meeting Discussion
			2014	
A 2	Develop a plan for parks funding and more park/green space (Parks Master Plan)	Discussed by Finance, Council and Parks and Rec Committee. Sales tax initiative not pursued in 2012. Staff and Parks and Rec Committee are recommending adding projects. Staff anticipates parks funding to be between \$200,000 - \$300,000 annually in the CIP budget for several years. More information and a presentation will occur in May from the Parks and Rec Committee.	\$ (250,000)	20-May-13
A 3	Address Emerald Ash Borer infestation	Currently being researched. The Tree Board discussed this item in January and will provide a recommendation in the coming months.. There needs to be a decision to treat and / or remove street trees.  Contract to remove trees depends on the dbh (thickness) of the tree. Prices vary from \$140-\$1215. The average of the cost of arterial avenues and minor streets is \$575. For 737, trees that is \$423,775 total. This is also assuming our 2013 contract agreement rate.  The cost for a single treatment on average is \$87.02 (using city labor). Because the treatment works for two years the true annual cost is \$43.51 per tree or \$33,540.87 a year excluding admin and training costs.  The estimate represents spreading the cost over 5 years.	\$ (50,000)	1-Apr-13
A 4	Rental licensing program enhancement and home ownerships initiatives	Estimated cost includes a staff position for inspection and program administration. There is also a one-time cost for a vehicle and other equipment. Cost could be offset with a fee increase. There are currently 800 rental properties license.	\$ (65,000)	20-May-13
A 7	Comprehensive Compensation Study	Recommended if Council desires to review employee salary and benefits structure. Full study includes pay, insurance and retirement plans.	\$ (30,000)	15-Apr-13



**Significant Budget Proposals  
 Proposed 2014 Budget**

A 8	Pool closing on weekdays after start of school	<p>Closing the pool Mon-Thurs after the start of schools, would save wages of concession and life guards less lost revenue. Council Committee reviewed recently and did not pursue.</p> <table border="1" data-bbox="823 272 1623 690"> <thead> <tr> <th></th> <th>Members</th> <th>Drop-in</th> <th>Total Attendance</th> <th>Gate Revenue</th> </tr> </thead> <tbody> <tr> <td>Week 1 M-Th 2012</td> <td>295</td> <td>121</td> <td>416</td> <td>\$ 624.00</td> </tr> <tr> <td>Week 2 M-Th 2012</td> <td>428</td> <td>99</td> <td>527</td> <td>\$ 494.00</td> </tr> <tr> <td>Week 3 M-Th 2012</td> <td>534</td> <td>142</td> <td>676</td> <td>\$ 696.00</td> </tr> <tr> <td><b>Total 2012</b></td> <td><b>1257</b></td> <td><b>362</b></td> <td><b>1619</b></td> <td><b>\$ 1,814.00</b></td> </tr> <tr> <td>Week 1 M-Th 2011</td> <td>442</td> <td>119</td> <td>561</td> <td>\$ 610.00</td> </tr> <tr> <td>Week 2 M-Th 2011</td> <td>503</td> <td>138</td> <td>641</td> <td>\$ 658.00</td> </tr> <tr> <td>Week 3 M-Th 2011**</td> <td>0</td> <td>0</td> <td>0</td> <td>\$ -</td> </tr> <tr> <td><b>Total 2011</b></td> <td><b>945</b></td> <td><b>257</b></td> <td><b>1202</b></td> <td><b>\$ 1,268.00</b></td> </tr> <tr> <td>Week 1 M-Th 2010</td> <td>435</td> <td>169</td> <td>604</td> <td>\$ 880.00</td> </tr> <tr> <td>Week 2 M-Th 2010</td> <td>189</td> <td>111</td> <td>300</td> <td>\$ 552.00</td> </tr> <tr> <td>Week 3 M-Th 2010*</td> <td>204</td> <td>47</td> <td>251</td> <td>\$ 224.00</td> </tr> <tr> <td><b>Total 2010</b></td> <td><b>828</b></td> <td><b>327</b></td> <td><b>1155</b></td> <td><b>\$ 1,656.00</b></td> </tr> <tr> <td colspan="5">*Closed one day</td> </tr> <tr> <td colspan="5">** Pool Closed 8 days early at the advice of the Johnson County Health Department</td> </tr> </tbody> </table>		Members	Drop-in	Total Attendance	Gate Revenue	Week 1 M-Th 2012	295	121	416	\$ 624.00	Week 2 M-Th 2012	428	99	527	\$ 494.00	Week 3 M-Th 2012	534	142	676	\$ 696.00	<b>Total 2012</b>	<b>1257</b>	<b>362</b>	<b>1619</b>	<b>\$ 1,814.00</b>	Week 1 M-Th 2011	442	119	561	\$ 610.00	Week 2 M-Th 2011	503	138	641	\$ 658.00	Week 3 M-Th 2011**	0	0	0	\$ -	<b>Total 2011</b>	<b>945</b>	<b>257</b>	<b>1202</b>	<b>\$ 1,268.00</b>	Week 1 M-Th 2010	435	169	604	\$ 880.00	Week 2 M-Th 2010	189	111	300	\$ 552.00	Week 3 M-Th 2010*	204	47	251	\$ 224.00	<b>Total 2010</b>	<b>828</b>	<b>327</b>	<b>1155</b>	<b>\$ 1,656.00</b>	*Closed one day					** Pool Closed 8 days early at the advice of the Johnson County Health Department					\$ 8,000	
	Members	Drop-in	Total Attendance	Gate Revenue																																																																											
Week 1 M-Th 2012	295	121	416	\$ 624.00																																																																											
Week 2 M-Th 2012	428	99	527	\$ 494.00																																																																											
Week 3 M-Th 2012	534	142	676	\$ 696.00																																																																											
<b>Total 2012</b>	<b>1257</b>	<b>362</b>	<b>1619</b>	<b>\$ 1,814.00</b>																																																																											
Week 1 M-Th 2011	442	119	561	\$ 610.00																																																																											
Week 2 M-Th 2011	503	138	641	\$ 658.00																																																																											
Week 3 M-Th 2011**	0	0	0	\$ -																																																																											
<b>Total 2011</b>	<b>945</b>	<b>257</b>	<b>1202</b>	<b>\$ 1,268.00</b>																																																																											
Week 1 M-Th 2010	435	169	604	\$ 880.00																																																																											
Week 2 M-Th 2010	189	111	300	\$ 552.00																																																																											
Week 3 M-Th 2010*	204	47	251	\$ 224.00																																																																											
<b>Total 2010</b>	<b>828</b>	<b>327</b>	<b>1155</b>	<b>\$ 1,656.00</b>																																																																											
*Closed one day																																																																															
** Pool Closed 8 days early at the advice of the Johnson County Health Department																																																																															
A 10	Accelerate Street Maintenance	Accelerate street maintenance with a bond issue or a mill levy increase. With the current assessed valuation estimate for 2012, 1 mill would raise \$282,170.	\$ -	1-Apr-13																																																																											
A 11	Video System - Police Department	<p>Replacement units for in-car video/audio systems.</p> <p>13 units - \$78,000                  13 installations - \$5,200</p> <p>Total = \$83,200</p>	\$ (83,200)	17-Jun-13																																																																											
A 12	Mill levy increase	This is an option even though the preference is not to. With the current assessed valuation estimate for 2012, 1 mill would raise \$282,170.	\$ 282,170	3-Jun-13																																																																											
				ongoing																																																																											

**Significant Budget Proposals  
 Proposed 2014 Budget**

B 2	Evaluate Community Program budgets	Village Fest - \$16k, Environmental Committee - \$8k, Arts Council - \$13.5k and Sister City - \$4k	\$ -	6-May-13
B 24	Employee Merit Pool for 2014	The 2014 Budget will include a merit increase for employees. A smaller or elimination of the increase results in lower increases in FICA, retirement, etc., \$80,000 per 1% of salary. Eliminating the employee merit pool will have negative impact on morale and recruitment.	\$ -	3-Jun-13
B 25	Employee Appreciation Events	<p>The City holds an Annual Employee Appreciation Event to recognize employees for their hard work and dedication. The following are invited: full-time employees, crossing guards, bailiff, mayor and council members. Each person is allowed to bring one guest. The cost also includes the purchase of gift certificates for police officers who are required to work the night of the event and cannot attend.</p> <p>Employee Appreciation Events                  2012 Sporting KC \$10,452, 146 attendance                  2011 Royals \$6,665, 108 attendance                  2010 New Theatre \$8,599, 109 attendance</p> <p>2013 budget = \$15,000                  2012 actual = \$15,399 – the expenditures include the appreciation event, holiday lunch and milestone anniversary recognition.</p> <p>Other options discussed previously: New Dinner Theatre, bowling, Worlds of Fun, Starlight Theater, Country Club Dinner</p>	\$ -	1-Apr-13
B 28	Discuss lump sum merit awards	<p>No "one-time" payment for employees at max of range for performance review.</p> <p>At the end of 2012, only one employee received a lump-sum payment for their employee performance evaluation. The payment was a result of their base salary + performance increase being higher than the top of the range. Budget impact in 2012 of \$140.00. There are five employees currently within 2% of their range maximum.</p>	\$ -	1-Apr-13
B 29	Health Insurance Premiums	Employees pay a greater portion of health insurance premiums	\$ -	15-Apr-13
B 50	Treasurer Position	The Treasurer position is a standing appointment and the Mayor desires to continue that appointment. This position provides additional review of City financial activity. This item has been removed from budget consideration.	\$ <del>5,040</del>	

Significant Budget Proposals  
 Proposed 2014 Budget

**Removed from A List - not a part of 2014 budget process**

A 1	Community Center Feasibility Study	Determine what additional action is needed. If Council wants to proceed, additional project funds will be needed in the CIP budget. At the 03/4/13 meeting, Council voted to not pursue further action at this time.	\$ -
A 5	Review necessity of pet licenses / enumeration	Explore revenue and cost of administering animal licensing program and enumeration. Also discuss the benefits and drawbacks of licensing pets. Savings would be nominal, but would enable staff to focus on other priorities. Will be explored in 2013, but will not affect 2014 budget preparation. This item has been added to the Council's priority initiative list.	\$ -
A 6	Explore the purchase of the city's street light and /or traffic signal system	Currently KCPL owns the street lights and signal systems. The city pays an annual tariff for the use. Several neighboring cities have found it cost effective (long term) to purchase these systems through the issue of bonds. This item will be explored in 2013, but will not affect the 2014 budget preparation. This item is already included on the Council's budget priority list.  <b>2013 Budget:</b> Street lights - \$690k Traffic signals - \$680k	\$ -
A 9	WC Insurance Coverage	Explore joining KERIT instead of traditional Worker's Compensation coverage. Kerit is first dollar coverage with no deductibles. Savings amount reflects transferring to KERIT and cancellation penalty. The Insurance Committee explored the possibility of joining the KERIT insurance pool for workers comp insurance on three occasions and has not recommended a change. This item has been added to the Council's priority initiative list.	\$ 30,000

# Memorandum

**To:** Mayor, City Council, & Department Managers  
**Fr:** Quinn Bennion, City Administrator  
**Da:** March 29, 2013  
**RE:** **Updated priority list** (reflects budget discussions)

---

## BACKGROUND

City Council and city staff are currently involved with a number of significant initiatives. Several of the projects are identified as part of the Village Vision planning process.

The priorities were originally refined during a Council retreat / worksession in February and April 2010 and further discussed each year at the Council retreat or Council committee. A significant number of the items have been accomplished as a result of efforts by Council and staff during 2010, 2011, and 2012.

The attached summary provides an update of each project's status. The priorities were reviewed and modified during the Council's retreat in early February 2013. A set of priorities/initiatives were added after the budget work sessions in March. Changes from the last version are noted with ~~striketrough~~ and **bold**.

The projects and initiatives attached are beyond the day to day operations of the City. The items listed are in addition to the daily city operations and department initiatives. These initiatives require Council input and involvement or budget allocation.

The list is split into three sections:

- 1) projects currently being addressed
  - 2) projects that are not currently receiving attention
  - 3) projects that were not pursued
  - 4) projects completed in 2010, 2011 & 2012
- 

Prepared By:  
Quinn Bennion  
City Administrator

Prairie Village – Mar. 2013

	Current projects / initiatives	Status Mar. 2013	Council Action Schedule
1	<del>Community Center Feasibility study – RFP and process</del>	<del>360 Design completed the report in late 2012. Council determined to not pursue at this time at Mar. 4<sup>th</sup> mtg.</del>	<del>Council – Mar. 4<sup>th</sup></del>
2	75 <sup>th</sup> St. project (maintenance and/or streetscape)	Design firm selected, \$1.6M grant received, design started in 2012. Committee formed.	
3	<del>Implementation of PV notify non-emergency communications</del>	<del>Joined with NotifyJoCo in late 2012. Implementation in 2013.</del>	<del>No further CC action</del>
4	<del>Selection of document imaging software and conversion</del>	<del>Vendor selected &amp; installation in 2012. Online search nearly complete.</del>	<del>No further CC action</del>
5	Develop a plan for parks plan funding and more park/green space (Parks Master Plan)	Discussed by Finance, Council and Parks & Rec Committees. Sales tax initiative not pursued in 2012.	PRC – March, April Committee – May 20 <sup>th</sup> Council – June 17 <sup>th</sup> CIP
6	Determine and develop economic development strategies and incentives	CID approved in Sept. 2010. Ongoing	
7	Upgrade involvement with the Homes Association Committee	Completed website integration option. Ongoing.	
8	More effective use of social networking to communicate with residents	Ongoing	
9	Reestablish / strengthen the Island Committee & develop plan for island statuary maintenance	Parks and Rec Committee	
10	Selection of a Public Works Director	City to use search firm. <b>Selection committee formed. RFP responses being reviewed.</b>	Committee – April 15 <sup>th</sup> Approve search firm
11	Develop CID annual report	Staff is developing the 2012 report.	No further CC action
12	Address potential Emerald Ash Borer infestation	Currently in research, Tree Board discussed in January.	Committee – April 1 <sup>st</sup>
13	<del>Review of city employee retirement plans</del>	<del>Added at Feb. 2 work session</del>	<del>Committee – Feb. 19<sup>th</sup></del>
14	Promote homeownership, review rental licensing program and property maintenance ordinance	Added at Feb. 2 work session	Committee - May 20 <sup>th</sup>

15	Pool assessment study	Added at Feb. 2 work session. Included in CIP plan for 2013.	
16	Comprehensive review of committees, role and structure	Added at Feb. 2 work session	
17	Review of necessity of pet licenses / enumeration	Added at Feb. 2 work session. <b>To be researched/discussed after 2014 budget process.</b>	<del>Committee – May ?</del>
<del>18</del>	<del>List of possible budget strategies</del>	<del>Requested after 2013 budget process.</del>	<del>Committee – Mar. 4<sup>th</sup></del>
19	Explore the purchase of the city's street light and/or traffic signal system	Added at Feb. 2 work session. <b>To be researched/discussed after 2014 budget process.</b>	
20	Develop comprehensive plan amendments (Meadowbrook property)	Added at Feb. 2 work session	Committee – Feb. 19 <sup>th</sup>
21	<b>Discussion about sidewalk snow removal – ordinance and fee schedule</b>	<b>Added at Feb. 19<sup>th</sup> committee meeting</b>	
22	<b>Research and review KP&amp;F plan</b>	<b>Added at the Mar. 18<sup>th</sup> budget work session</b>	
23	<b>Review of workers comp insurance coverage. Explore municipal pools.</b>	<b>Added at the Mar. 18th budget work session. Insurance Comm. previously reviewed and did not recommend changes.</b>	
24	<b>Explore the use of alternative fuel vehicles</b>	<b>Added at the Mar. 18th budget work session</b>	
25	<b>Explore the advantages of leasing vehicles vs. purchase</b>	<b>Added at the Mar. 18th budget work session</b>	
26	<b>Explore other alternatives to the City owned fuel tanks</b>	<b>Added at the Mar. 18th budget work session</b>	
27	<b>Convert construction inspections to city staff</b>	<b>Added at the Mar. 18th budget work session</b>	
28	<b>Explore contracted street maintenance services to in-house using part-time labor</b>	<b>Added at the Mar. 18th budget work session</b>	

Prairie Village - Mar. 2013

**Projects and initiatives that are not currently being addressed or with limited resources:**

1. Organize Ward meetings
2. Establish or reenergize dormant homes associations where they do not currently exist
3. Develop form based codes and comprehensive plan amendments
4. Research the possibility of initiating a transportation program for seniors and special needs residents
5. Program to encourage neighborhood block parties
6. Review and update the City Code book
7. Review and update City policies
8. Proactively pursue plans and funding for alternative modes of travel: trails, bike lanes and transit. Encourage bike friendly environment.
9. Proactive approach for regional transit related topics
10. Consider developing small business program: business incubator. Look into JCCC programs
11. Cultivate an environment that celebrates diversity

**Projects and initiatives that were removed from the list and not pursued:**

1. Review of workers comp insurance coverage (2011 budget initiative)  
Completed Sept. 2010, Insurance Comm. reviewed and does not recommend changes
2. Develop a plan/process for former school site - Mission Valley Middle School  
RFP rec'd, vendor selected, process halted in early 2012
3. Multipurpose Room major enhancements (furniture only in 2012)
4. City Hall /PD entry and patio design project - Removed from 2012 budget
5. Explore a more proactive approach to the location of wireless tower facilities in PV and on city property
6. Organize the Tour de Prairie Village bike race / fundraiser
7. Explore the reestablishment of the Prairie Village Development Council
8. Community Center Feasibility study - 360 Design completed the report in late 2012. Council determined to not pursue design or partnership at this time.

Prairie Village – Mar. 2013

	<b>Completed projects / initiatives</b>	<b>Status Mar. 2013</b>
1c	Springbrook software implementation and training	Completed Dec. 2010
2c	Intergraph software implementation (PD) and training	Completed March 2010
3c	CID discussions with Lane4 for Village and Corinth shops and establishment of a developer agreement	Completed Sept. 2010
4c	Website renovation and launch	Completed Jan. 2011
5c	More effective use of social networking to communicate with residents	Completed Jan. 2011 as part of website upgrade, ongoing
6c	\$9M of accelerated capital projects (5 years of projects in 2 years)	Completed 2010 & 2011
7c	Substantial park improvement – Franklin Park	Completed Spring 2011
8c	JazzFest support	Completed Sept. 2010, 2011, 2012
9c	Implementation of the County’s new radio system (PD & PW)	Completed Oct. 2010
10c	Additional staff involvement in planning services	Completed with review of residential permits, ongoing
11c	Selection process for a Public Works Director	Completed Nov. 2010
12c	Selection process for a Finance Director	Completed March 2011
13c	Nall Ave. project and public outreach (joint project w/ Mission)	Completed Summer 2011
14c	Solid waste contract changes	Completed early 2010
15c	Upcoming wireless communication facility application(s)	Completed June 2010
16c	Substantial park improvement – Weltner Park	Completed 2011
17c	Selection of city’s banking services – RFP process	Completed in Spring 2011
18c	Selection of new phone system & voicemail and conversion	Completed Dec. 2011
19c	Develop a plan/process for former school site - Somerset School	Completed. Special Use Permit approved Fall 2011. Benton House opened in 2012.
20c	Completion of the Smartlights for Smart cities project – LED conversion of 250 residential street lights	Completed 2011
21c	Energy audit of city facilities and upgrades – applied for two Kansas energy grants	Grants rec’d, audit complete, work completed in 2011
22c	Develop a plan/process for former school site – Mission Valley Middle School	RFP rec’d, vendor selected, process halted in early 2012. Not pursued.
23c	Court software selection, implementation and training	RFP rec’d, vendor selected, implemented in 2012. Completed.
24c	E-ticketing software, implementation and training	Vendor selected, implemented in 2012. Completed. Minor adjustments still ongoing.



25c	Create neighborhood design style guidelines and architectural review process	Completed authorizing ordinance and Countryside East initiated.
26c	Upgrade / renovation of the Council Chamber's technology (AV)	Completed in 2012. Minor adjustments ongoing.
27c	Review and update the Employee Personnel handbook	Completed and approved in Nov. 2012
28c	Neighborhood Special Events Committee	Committee formed, Neighborhood Special event permit approved and initiated in 2012.
29c	Review of broader investing policies	Partial completion in 2012. Approved new policy and started working with consultant for investments. Pursuing State Legislation to broaden investment authority.
30c	Online e-checkbook with city expenditures open to the public	Completed in 2012
<b>31c</b>	<b>Implementation of PVnotify non-emergency communications Joined with NotifyJoCo in late 2012. Implementation in 2013.</b>	<b>Will be completed in 2013</b>
<b>32c</b>	<b>Selection of document imaging software and conversion Vendor selected &amp; installation in 2012. Online search nearly complete.</b>	<b>Will be completed in 2013</b>
<b>33c</b>	<b>Review of city employee retirement plans. Added at Feb. 2 work session. Information provided and discussed at the Council Committee on Feb. 19<sup>th</sup>. KP&amp;F will be further explored.</b>	<b>Committee discussed on Feb. 19<sup>th</sup></b>
<b>34c</b>	<b>List of possible budget strategies provided and discussed at the March budget work sessions. The idea list contained 12 items on the A list, 60 items on the B list &amp; 27 items on the completed list.</b>	<b>Committee discussion on Mar. 4<sup>th</sup> and Mar. 18<sup>th</sup></b>
<b>35c</b>	<b>Community Center Feasibility study – RFP and process. 360 Design completed the report in late 2012. Council determined to not pursue at this time.</b>	<b>Council discussed Mar. 4<sup>th</sup></b>

**COUNCIL MEETING AGENDA  
CITY OF PRAIRIE VILLAGE  
Council Chambers  
April 01, 2013  
7:30 PM**

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **PUBLIC PARTICIPATION**
- V. **CONSENT AGENDA**

All items listed below are considered to be routine by the Governing Body and will be enacted by one motion (Roll Call Vote). There will be no separate discussion of these items unless a Council member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the regular agenda.

**By Staff**

- 1. Approve Regular Council Meeting Minutes - March 18, 2013
- 2. Authorize the Mayor to execute proclamations recognizing April as "Fair Housing Month", April 21-27 as "National Crime Victim's Rights Week", April 22 as "Earth Day" and April 26 as "Arbor Day"

**By Committee**

- 3. Approve an agreement as recommended between the City of Prairie Village and Securitas Security Services, USA to provide crossing guard services for the City of Prairie Village

- VI. **MAYOR'S REPORT**
- VII. **COMMITTEE REPORTS**

**Council Committee of the Whole**

COU2013-11 Consider 2013-2014 Insurance Renewals

**Planning Commission**

- PC2013-02 Consider Revisions to Section 19.25 "Overlay Zoning District" to adopt the "Design Guidelines for Countryside East Homes Association, 2012 Edition"
- PC2013-03 Consider Approval of a Special Use Permit for the operation of a Private School at 7235 Mission Road (St. Ann's School)

- VIII. STAFF REPORTS
- IX. OLD BUSINESS
- X. NEW BUSINESS
- XI. ANNOUNCEMENTS
- XII. ADJOURNMENT

If any individual requires special accommodations - for example, qualified interpreter, large print, reader, hearing assistance - in order to attend the meeting, please notify the City Clerk at 385-4616, no later than 48 hours prior to the beginning of the meeting.  
If you are unable to attend this meeting, comments may be received by e-mail at [cityclerk@pvkansas.com](mailto:cityclerk@pvkansas.com)

**CONSENT AGENDA**

**CITY OF PRAIRIE VILLAGE, KS**

**April 1, 2013**

**CITY COUNCIL  
CITY OF PRAIRIE VILLAGE  
March 18, 2013**

The City Council of Prairie Village, Kansas, met in regular session on Monday, March 18, 2013, at 7:30 p.m. in the Council Chambers of the Municipal Building.

**ROLL CALL**

Mayor Ron Shaffer called the meeting to order and roll call was taken with the following Council members present: Ashley Weaver, Dale Warman, Ruth Hopkins, Steve Noll, Michael Kelly, Andrew Wang, Brooke Morehead, Charles Clark, David Morrison, Ted Odell and David Belz.

Also present were: Wes Jordan, Chief of Police; Keith Bredehoeft, Interim Public Works Director; Katie Logan, City Attorney; Quinn Bennion, City Administrator; Dennis Enslinger, Assistant City Administrator; Lisa Santa Maria, Finance Director and Joyce Hagen Mundy, City Clerk.

Mayor Shaffer led all those present in the Pledge of Allegiance.

**PUBLIC PARTICIPATION**

No one was present to address the Council.

**CONSENT AGENDA**

Charles Clark moved the approval of the Consent Agenda for March 18, 2013:

1. Approve the Regular Council Meeting Minutes - March 4, 2013
2. Ratify the Mayor's appointment of Aaron Noll to the Sister City Committee with his term expiring in April, 2015.

A roll call vote was taken with the following members voting "aye": Weaver, Warman, Hopkins, Noll, Kelly, Wang, Morehead, Morrison, Clark, Odell and Belz.

## **MAYOR'S REPORT**

Mayor Shaffer reported he attended the following events on behalf of the City: Ribbon Cutting for new PV business, Nannies & Tutors, Mayors' Prayer Breakfast, Council of Mayors meeting, Chamber Legislative Breakfast, Senator Wolf and Representative Clayton Town Hall meeting, Kansas City Advisory Development Council meeting and Kansas City Chamber Board meeting.

### **Update from Northeast Johnson County Chamber**

Mayor Shaffer welcomed Deb Settle, President and CEO of the Northeast Johnson County Chamber of Commerce. Ms. Settle thanked the Mayor, Council and city staff for their active participation in the Chamber and provided an update on chamber activities. She noted the chamber's participation in the Kansas City Area Development Council. The first quarter advisory board meeting was held earlier in the day with 5 of the 6 cities participating. This year's Leadership Northeast Program has 21 participants, one of the largest classes in recent years. She encouraged attendance at the Legislative Breakfasts and the Chamber Lunch series, noting an upcoming lunch will feature a representative from "Google" as the speaker.

Ms. Settle also noted a new program "Edge KC" with 14 members between the ages of 21 and 40 who are mentoring under current community leaders with the goal of building future leaders through volunteerism, education and networking. She encouraged the Council to participate in chamber ribbon cuttings and other activities as their schedules allowed.

## **COMMITTEE REPORT**

### **Park & Recreation Committee**

Ashley Weaver reported the Park & Recreation Committee met last week and developed a detailed priority listing for park improvements and enhancements. Their recommendation will be to the Council in May in preparation for CIP budget discussions.

## **STAFF REPORTS**

### **Public Safety**

- Chief Jordan reported a relatively calm weekend even with the BB tournament and St. Patrick's Day parties, but shared some of the memorable incidents.

### **Public Works**

- Keith Bredehoeft reported crews have emptied the Porter Park limb drop-off three times. They will post signs that it is closed and complete a final clearing of the limbs this week.
- Kansas and Johnson County Emergency Management is looking into getting FEMA reimbursements for the first statewide snow event in March. The city's expenses on the first snow storm were approximately \$40,000. Mayor Shaffer received a thank you letter received from a resident for the City's response to the snow storms.

Ted Odell noted that after the last meeting's discussion on snow removal from sidewalks, he paid particular attention to snow on sidewalks and agrees that the city need to take a strong stance on requiring the removal of snow from sidewalks for the safety of residents and children.

### **Administration**

- Dennis Enslinger reported the next Legislative Breakfast will be held on Saturday, March 23<sup>rd</sup> from 7:30 to 9:00 a.m. with Melissa Rooker speaking.
- The Chamber will host the "State of the County" luncheon on Tuesday, March 26<sup>th</sup>. Council members interested in attending should contact him.
- Normandy Square and Deffenbaugh have begun a pilot program for the separate collection of food waste.
- Mission Valley Development Team is expected to make official submittal of their project on March 22<sup>nd</sup> for a work session with the Planning Commission on April 1<sup>st</sup> and a Public Hearing on May 7<sup>th</sup>.
- Mr. Enslinger noted that the PV Shopping Center CID requires work to begin by May 2<sup>nd</sup>. They are proposing to begin the project with the burying of the current overhead utility line from the east side of Mission Road to behind Hen House underground. He sought direction from the Council whether this was acceptable, noting there would be no visible improvement to the property. City Attorney Katie Logan advised the Council to approve this as action as their beginning of the project. It was the consensus of the Governing Body to accept the proposed work as fulfilling the start requirement for the CID.
- Lisa Santa Maria noted that she was still waiting on one piece of information to complete the 4<sup>th</sup> Quarter report for 2012. When completed, she will e-mail the report to Council.
- The auditors for the 2012 audit will be on site next week.

- Quinn Bennion announced the deadline for RFP's for the selection firm for Public Works Director is this week. The following council members have agreed to serve on the selection committee: Dale Warman, Laura Wassmer, and Ted Odell.
- The position of Assistant to the City Administrator will be filled by the end of March.
- The League of Kansas Municipalities will be having regional meetings regarding strategic planning for the league. Council members were encouraged to participate. The Kansas City area meeting will be held on April 4<sup>th</sup> at the Hollywood Casino from 6:00 to 7:30 p.m.

**OLD BUSINESS**

**Consider Final Plat for Prairie Village Shopping Center**

Dennis Enslinger advised the City Council the Final Plat for the Prairie Village Shopping Center has been withdrawn by the applicant and no further action is required by the Governing Body. A new plat will be submitted to the Planning Commission which will contain only the two lots owned by Lane4. The plat will come before the Governing Body in April with an agreement regarding the maintenance of Mission and Prairie Lanes.

Mr. Enslinger asked the Council if they had any direction for the Commission relative to the construction of an 8' trail. He noted the applicant plans to submit a plan without an 8' trail. Staff will be recommending the inclusion of the trail.

**NEW BUSINESS**

Dale Warman announced the Shawnee Mission East Dance Team placed 1<sup>st</sup> at their national competition in Florida last week.

Brook Morehead encouraged Council to mark Saturday, September 7<sup>th</sup> on their calendars for the 4<sup>th</sup> Annual Prairie Village Jazz Festival.

**ANNOUNCEMENTS**

Prairie Village Arts Council	03/20/2013	7:00 p.m.
Environment/Recycle Committee	03/27/2013	7:00 p.m.
Villagefest Committee	03/28/2013	7:00 p.m.
Council Committee of the Whole	04/01/2013	6:00 p.m.



=====

The Prairie Village Arts Council is pleased to announce a mixed media exhibit by Jere Hanney in the R. G. Endres Gallery for the month of March.

Recreation sales begin April 1<sup>st</sup>.

The City, in conjunction with Deffenbaugh Industries, will be holding a free compost pick-up on April 6<sup>th</sup> for Prairie Village residents. Compost will be available starting at 8:00 a.m. in the parking lot next to the water tower. Staff will also be presenting a brief workshop on composting at 9 a.m. in the Santa Fe pavilion.

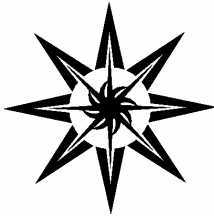
The annual large item pick-up has been scheduled. Homes on 75<sup>th</sup> Street and north of 75<sup>th</sup> Street will be collected on Saturday, April 13<sup>th</sup>. Homes south of 75<sup>th</sup> Street will be collected on Saturday, April 20<sup>th</sup>.

**ADJOURNMENT**

With no further business to come before the City Council, the meeting was adjourned at

8:04 p.m.

Joyce Hagen Mundy  
City Clerk



## ADMINISTRATION

Council Meeting Date: April 1, 2013

**Consent Agenda:** Consider Proclamations recognizing Fair Housing Month, National Crime Victims' Rights Week , Earth Day and Arbor Day

---

### RECOMMENDATION

Recommend the City Council authorize the Mayor to execute proclamations recognizing April as "Fair Housing Month", April 21-27 as "National Crime Victim's Rights Week", April 22 as "Earth Day" and April 26 as "Arbor Day"

### BACKGROUND

The City has historically demonstrated its support of Arbor Day, Fair Housing, Earth Day and Crime Victims' rights through the issuance of proclamations.

### RELATION TO VILLAGE VISION

*CFS2.a Preserve and protect natural areas*

*HO1a Allow for a greater variety of housing types throughout Prairie Village*

### ATTACHMENTS

Arbor Day Proclamation - April 26, 2013

Fair Housing Month Proclamation- April 2013

Crime Victims' Rights Week Proclamation - April 21-17, 2013

Earth Day Proclamation - April 22, 2013

### PREPARED BY

Jeanne Koontz, Deputy City Clerk

March 20, 2013

# CITY OF PRAIRIE VILLAGE

**WHEREAS**, the Congress of the United States passed the Civil Rights Act of 1968, of which Title VIII declared that the law of the land would now guarantee the rights of equal housing opportunity; and

**WHEREAS**, the City of Prairie Village is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all, and today, many realty companies and associations support fair housing laws; and

**WHEREAS**, the Fair Housing groups and the U. S. Department of Housing & Urban Development have, over the years, received thousands of complaints of alleged illegal housing discrimination and found too many that have proved upon investigation to be violations of the fair housing laws; and

**WHEREAS**, equal housing opportunity is a condition of life in our City that can and should be achieved,

On this 1<sup>st</sup> day of April, 2013, I, Ronald L. Shaffer, Mayor of the City of Prairie Village on behalf of its citizens, do hereby proclaim the month of APRIL as

## **'FAIR HOUSING MONTH'**

and express the hope that this year's observance will promote fair housing practices throughout our City.

---

**Mayor Ronald L. Shaffer**

---

**City Clerk**

---

**Date**

# CITY OF PRAIRIE VILLAGE

**WHEREAS**, 18.7 million Americans are directly harmed by crime each year, and each crime affects many more family members, friends neighbors, and co-workers;

**WHEREAS**, crime can leave a lasting physical, emotional, or financial impact on people of all ages and abilities, and of all economic, racial, and social backgrounds;

**WHEREAS**, in addition to these challenges, crime victims face a criminal justice system that, at times, ignores their rights and treats them with disrespect;

**WHEREAS**, in 1982, the President's Task Force on Victims of Crime envisioned a national commitment to a more equitable and supportive response to victims;

**WHEREAS**, the nation heeded this call to action and promoted victims' rights initiatives, effective and compassionate victim services, and just compensation and financial support;

**WHEREAS**, today thousands of victim assistance programs provide help and support to child victims of violence and sexual abuse; stalking victims; survivors of homicide victims; victims of drunk-driving crashes; and victims of domestic, dating, and sexual violence and other crimes;

**WHEREAS**, the victim assistance community faces new challenges to reach and serve all victims, including victims of new crimes like cybercrime and terrorism and victims who have not always trusted the criminal justice system, including immigrant victims, urban youth, and victims who are lesbian, gay, bisexual, transgender or questioning;

**WHEREAS**, now is the time to embrace new solutions that involve new partnerships with underserved communities and a greater emphasis on learning what works in meeting victims' needs;

**WHEREAS**, the U.S. Department of Justice, through the *Vision 21* initiative, calls for a renewed commitment to serving all victims of crime in the 21<sup>st</sup> century;

**WHEREAS**, National Crime Victims' Rights Week, April 21-27, 2013, provides an opportunity to celebrate the energy, creativity, and commitment that launched the victim's rights movement, inspired its progress, and continues to advance the cause of justice for crime victims;

**WHEREAS**, The City of Prairie Village is joining forces with victim service programs, criminal justice officials and concerned citizens throughout Prairie Village and America to raise awareness of victims' rights and observe National Crime Victims' Rights Week;

**THEREFORE, be it resolved that I, Ronald L. Shaffer**, Mayor of Prairie Village, Kansas proclaim the week of April 21 - 27, 2013 to be;

## **'National Crime Victims' Rights Week'**

And reaffirm this City's commitment to respect and enforce victims' rights and address their needs during *National Crime Victims' Rights Week* and throughout the year; and express our appreciation for those victims and crime survivors who have turned personal tragedy into a motivating force to improve our response to victims of crime and build a more just community.

---

Mayor Ronald L. Shaffer

---

City Clerk

---

Date

# CITY OF PRAIRIE VILLAGE PROCLAMATION

**EARTH DAY  
April 22, 2013**

**WHEREAS**, Earth Day was first designated by San Francisco on March 21, 1970; and was later proclaimed by the United Nations to be an annual observance; and

**WHEREAS**, as inhabitants of this Earth, we need to celebrate our global unity and destiny; recognizing each person's right to the use of this global home and at the same time his equal responsibility to preserve and improve the Earth and quality of life thereon; and

**WHEREAS**, Earth Day calls upon all persons to take action to protect our earth and its resources.

**WHEREAS**, participating in Earth Day activities is one way citizens can help raise awareness about the need to reduce waste, protect our air and waterways and replenish our depleted natural resources; and

**WHEREAS**, the Prairie Village Environment/Recycle Committee in conjunction with the Shawnee Mission East Environment Club have joined forces to sponsor an "Earth Fair" on Saturday, April 13<sup>th</sup> to educate, inform and provide opportunities for citizens to take action to preserve our earth and its resources.

**NOW, THEREFORE, I, Ronald L. Shaffer**, Mayor of the City of Prairie Village, in special recognition of our commitment to this earth, do hereby proclaim

**April 22, 2013 as Earth Day in Prairie Village**

And strongly urge all citizens to take action to preserve and protect our earth.

---

**Mayor Ronald L. Shaffer**

---

**City Clerk**

---

**Date**

# CITY OF PRAIRIE VILLAGE

## Arbor Day 2013

WHEREAS, in 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, trees can reduce the erosion of our precious topsoil by the wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW THEREFORE, I, Ronald L. Shaffer, Mayor of Prairie Village, Kansas, do hereby proclaim **April 26, 2013** as

## Arbor Day

In the City of Prairie Village, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

---

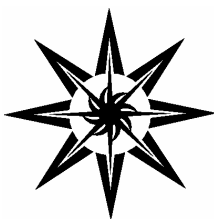
**Mayor Ronald L. Shaffer**

---

**City Clerk**

---

**Date**



## POLICE DEPARTMENT

Council Committee Meeting Date: March 18, 2013

Council Meeting Date: April 1, 2013

**COU 2013-10: Consider approval of a contract with Securitas Security Services USA, Inc. for the purpose of providing school crossing guards at designated public school locations throughout the City of Prairie Village**

---

### RECOMMENDATION

Staff recommends the City Council approve contracting with Securitas Security Services USA, Inc. to provide crossing guard services at seven (7) designated locations that are currently being performed by employees of the Police Department effective Fall Semester, 2013. The per session cost would be \$17.50 as previously approved by the City Council as part of the 2013 Public Safety Budget. [It should be noted that Securitas Security Services plans to hire all current employees.]

**COUNCIL ACTION REQUESTED ON: April 1, 2013**

### SUGGESTED MOTION

I move for approval of an agreement as recommended between the City of Prairie Village and Securitas Security Services USA to provide crossing guard services for 2013.

### BACKGROUND

The majority of police departments in Johnson County, Kansas, and Kansas City, Missouri, contract crossing guard services with Securitas Security Services. Securitas Security Services is currently the only company in the metro area that provides this service. Contracting these services would reduce the Department's exposure/risk to workman's compensation insurance costs; eliminate the need to cover absences or backfill with an officer(s) or community services officer, and minimize supervisory oversight and hiring/training responsibilities of (7) seven employees.

### ATTACHMENTS

Copy of the proposed Agreement between Securitas Security Services and the City of Prairie Village as approved by the City Attorney.

### PREPARED BY

Wes Jordan  
Chief of Police

**AGREEMENT FOR SCHOOL CROSSING  
GUARD SERVICES  
2013-2014 SCHOOL YEAR**

THIS AGREEMENT is entered into by and between the City of Prairie Village, Kansas, ("City") and Securitas Security Services USA, Inc. ("Company")

For and in consideration of the promises and agreements herein set forth, the City and the Company agree as follows:

1. Purpose

The purpose of this agreement is to provide school crossing guards at certain designated public school locations throughout the City of Prairie Village, Kansas.

2. Term

This agreement shall commence on the 1<sup>st</sup> day of August, 2013, and terminate on or about May 31, 2014.

In the event the Company fails to adequately meet the requirements of the contract, the City reserves the right to cancel the contract at any time.

3. Scope and Description of Services

- A. The Company will provide trained individuals to work at designated locations throughout the City of Prairie Village.
- B. The City requires the furnishing of school crossing guards at times and locations designated in "APPENDIX B - CROSSING GUARD LOCATIONS" attached hereto and incorporated herein by reference. (number of locations may be modified at any time at the sole discretion of the City).
- C. All personnel of the Company assigned as school crossing guards shall be appropriately trained and shall meet the following criteria:
  - Minimum age of eighteen (18) years
  - No criminal convictions
  - Good physical and mental health
  - Ability to read and write English
  - Ability to understand and follow directions
- D. All personnel of the Company assigned as school crossing guards shall be provided with proper equipment and uniforms, and shall, when working, be in uniform and identifiable as a school crossing guard.
- E. Supervisors shall be selected by the Company to supervise all guards. Supervisors shall be responsible for scheduling the crossing guards, visiting and inspecting the guards while they are on duty, and filling in as necessary for open shifts, illness, etc. Supervisors shall ensure that each crossing is covered as required by a trained guard, and that the guards are performing the duties required of them.
- F. A Company staff person shall be assigned to be the project manager. This person shall work with the above-described supervisor(s) and City staff to



Agreement for Crossing Guard  
Services 2013-14 School Year

ensure that the overall goals of the program are met, to make unannounced periodic visits to the crosswalks to observe the crossing guards' performance while on duty, and to hold regularly scheduled meetings with City staff to review the program and administer any adjustments necessary to maintain an effective, efficient, and well-managed program.

4. Payment for Services

Unless otherwise authorized by the City In writing, the City shall pay to the Company, as full payment for all services to be performed by the Company pursuant to this agreement,

2013-14 School Year

Crossing Officers                      \$17.50 per crossing

Service added, service not actually provided, or service not complying with this agreement, will be added/deducted to/from this amount on an appropriate, prorated basis, reflecting the number of service days in each month. The increase/reduction in cost is a matter of contract and shall not be construed as a liquidation of the City's right to collect damages that result from the Company's failure to complete the requested work.

The Company shall submit invoices for payment on a bi-weekly basis to include all services performed in the previous bi-weekly period. Terms are Net 30 days.

The Company shall not be held responsible for delays caused by the City or regulatory agencies.

5. Independent Contractor

The Company shall at all times operate as an Independent contractor and shall not at any time be considered an agent or employee of the City.

6. Taxes and Overhead

The Company shall assume full responsibility for workers' compensation, state and federal unemployment taxes, social security, withholding tax deductions, uniforms, training programs, liability insurance, legal liability Insurance, and all necessary licenses, administration, Inspection, and supervision costs.

7. Compliance with All Laws

The Company shall comply with all applicable statutes, ordinances, and regulations of the United States, the state of Kansas, and the City of Prairie Village.

8. Insurance and Indemnification

- A. The Company shall carry and keep in force insurance as required in the attached "APPENDIX A".
- B. The Company shall indemnify the City from any liability, including legal fees that the City may incur as a consequence of any negligent act or omission or other actionable fault by the Company or its employees, in the performance of the obligations under this agreement.
- C. The Company shall not be liable to the City for any alleged negligence attributable to the City.

Agreement for Crossing Guard  
Services 2013-14 School Year

- D. Nothing in this agreement is intended to be interpreted to expand any liability that the Company may have to any third party.
- E. City agrees to limit the liability of Company to any action filed by the City to no more than \$5,000,000. This limit applies only to the Company's direct liability to the City and not to any third party action.

9. Termination

The City may cancel this agreement for any or no reason by issuing thirty (30) days written notice to the Company.

10. Successors and Assigns

This agreement shall be binding upon, and inure to the benefit of, the respective successors and assigns of the parties hereto. Any successor to the Company's rights under this agreement must be approved by the City in writing. Any successor will be required to accede to all of the terms, conditions, and requirements of this agreement as a condition precedent to such succession. Assignment of any portion of the work must be approved in advance, in writing, by the parties thereto.

11. Noncollusion

The Company warrants and represents that it has not paid and agrees not to pay any bonus, commission, fee, or gratuity to any employee or official of the City for the purpose of obtaining this agreement.

12. Prohibited Interests

No officer or employee of the City during their tenure shall have any interest, direct or indirect, in this agreement or the proceeds thereof.

13. Nondiscrimination in Employment

In accordance with K.S.A. 44-1030, Company agrees that:

- (1) Company shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present Agreement because of race, religion, color, sex, disability, national origin or ancestry;
- (2) In all solicitations or advertisements for employees, Company shall include the phrase "equal opportunity employer," or a similar phrase to be approved by the Kansas Human Rights Commission ("Commission");
- (3) If Company fails to comply with the manner in which it reports to the Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, Company shall be deemed to have breached the present Agreement and it may be cancelled, terminated or suspended, in whole or in part, by the City;
- (4) If Company is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, Company shall be deemed to have breached the present Agreement and it may be cancelled, terminated or suspended, in whole or in part, by the City; and

Agreement for Crossing Guard  
Services 2013-14 School Year

(5) Company shall include the provisions of subsections (1) through (4) (immediately above) in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.

The provisions of this Section shall not apply to Company if:

(1) It employs fewer than four employees during the term of this Agreement; or

(2) This Agreement cumulatively totals \$5,000 or less during the fiscal year of City.

14. Notices

All notices shall be sent to:

CITY:  
Prairie Village Police Department  
Attn: Capt. Lovett  
7710 Mission Road  
Prairie Village, KS 66208  
E-mail: wlovett@pv.kansas.com

COMPANY:  
Christie McClelland  
Securitas Security Services USA, Inc.  
2345 Grand Ave Suite 1700  
Kansas City, MO 64108  
E-mail: Christie.mcclelland@securitasinc.com

15. Governing Law

This agreement shall be interpreted under and governed solely by the laws of the state of Kansas.

16. Headings

The section headings of this agreement are for convenience and reference only and in no way define, limit, or describe the scope or intent of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as recited above.

“City” – City of Prairie Village

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

Approved as to form:

\_\_\_\_\_

“COMPANY” – Securitas Security Services USA, Inc.

\_\_\_\_\_  
Christie McClelland, Branch Manager

\_\_\_\_\_  
Date

### APPENDIX A INSURANCE REQUIREMENTS

- A. Company shall procure, and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the project. The cost of such Insurance shall be the sole responsibility of Company.
- B. Company shall maintain the following coverage's and minimum limits.
1. Commercial General Liability: [ISO "occurrence" form or its equivalent} \$1,000,000 per occurrence limit and products - completed operations aggregate limit. Any general aggregate limit should be at least \$2 million with a per site/project endorsement. ISO form endorsements or other policy provisions which limit contractual liability are not acceptable.
  2. Business Auto Coverage: (*Owned and non-owned autos*) \$1,000,000 per occurrence limit.
  3. Workers' Compensation and Employers Liability: Workers' compensation limits as required by the statutes of the state of Kansas and employers liability limits of \$100,000/\$500,000. When workers' compensation insurance policy is applicable, waiver of subrogation and "other states" coverage is required.
  4. Coverage Limits. Coverage limits for General and Auto liability exposures may be met by a combination of primary and umbrella policy limits.
  5. Exposure Limits: The above are minimum acceptable coverage limits and do not infer or place a limit on the liability of the Company. Any Insurance or self-insurance maintained by the City of Prairie Village shall be excess and not contribute with the coverage provided by the Company.
- C. Additional Insured. The City of Prairie Village its officials, officers, employees and agents shall be listed as additional insureds with respect to this Agreement.
- D. Verification of Coverage.
1. Company shall furnish the City certificates of Insurance accompanied by additional insured endorsements (ISO Form CG 20 10 or its equivalent) effecting the coverage required by the City. The endorsements and certificate for each insurance policy are to be executed by a person authorized by the insurer to bind coverage on its behalf.
  2. The certificate of insurance must contain a statement that the insurance coverages are or are not provided by Kansas admitted insurance companies. Those that are not licensed in Kansas must specifically be approved by City.
  3. Any self-Insurance or self-Insured retentions must be specified on the certificate of Insurance. In addition, the name, address, and telephone number of the claims office must be indicated on the certificate or separate attached document. Any and all deductibles or self-Insurance in the above described coverages shall be assumed by and be for the account of, and at the sole risk of the Company.
  4. If any of the foregoing insurance coverages are required to remain in force after final payment, a current certificate with appropriate endorsements evidencing continuation of such coverage shall be submitted along with the application for final payment.
- E. Cancellation. Each Insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits; except, after thirty (30) days' written notice by certified mail, return receipt requested, has been given to the City.
- F. Subcontractors. The Company shall include all subcontractors as additional insureds under its policies or shall furnish to the City separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

Agreement for Crossing Guard  
Services 2013-14 School Year

**APPENDIX B**  
**CROSSING GUARD LOCATIONS**

School	Intersection	Shifts
Cure of Ars	94 <sup>th</sup> & Mission	7:40-8:10; 3:20-3:50
St. Ann's	72 <sup>nd</sup> & Mission	7:30-8:00; 3:00-3:30
Belinder	73 <sup>rd</sup> & Belinder	7:50-8:20; 3:00-3:30
Briarwood	86 <sup>th</sup> & Briar	7:50-8:20; 3:00-3:30
Corinth	83 <sup>rd</sup> & Mission	7:50-8:20; 3:00-3:30
Prairie	67 <sup>th</sup> & Mission	7:50-8:20; 3:00-3:30
Tomahawk	79 <sup>th</sup> & Lamar	7:50-8:20; 3:00-3:30

**COUNCIL COMMITTEE OF THE WHOLE**  
**March 18, 2013**

The Council Committee of the Whole met on Monday, March 18, 2013 at 6:00 p.m. in the Council Chambers. The meeting was called to order by Council President Charles Clark with the following members present: Mayor Ron Shaffer, Ashley Weaver, Dale Warman, Steve Noll, Ruth Hopkins, Michael Kelly, Andrew Wang (late), Brooke Morehead, David Morrison, Charles Clark, Ted Odell and David Belz. Staff Members present: Wes Jordan, Chief of Police; Captain Wes Lovett; Keith Bredehoeft, Interim Public Works Director; Katie Logan, City Attorney; Quinn Bennion, City Administrator; Dennis Enslinger, Assistant City Administrator; Lisa Santa Maria, Finance Director; Nic Sanders, Human Resources Specialist and Joyce Hagen Mundy, City Clerk.

**EXECUTIVE SESSION**

Michael Kelly moved pursuant to KSA 75-4319 (b) (1) that the Governing Body, recess into Executive Session in the Multi-Purpose Room for a period not to exceed 15 minutes for the purpose of consulting with the City Attorney on a matters which are privileged in the attorney-client relationship. Present will be the Mayor, City Council, City Administrator, Chief of Police, City Attorney and outside counsel. The motion was seconded by Steve Noll and passed unanimously.

Council President Charles Clark reconvened the Council Committee of the Whole at 6:18 p.m.

**COU2013-10 Consider approval of a contract with Securitas Security Services USA, Inc. to provide school crossing guard services**

Captain Wes Lovett noted this agreement has been discussed earlier with the Council. The majority of police departments in Johnson County, Kansas, and Kansas City, Missouri, contract crossing guard services with Securitas Security Services. Securitas Security Services is currently the only company in the metro area that provides this service. Contracting these services would reduce the Department's exposure/risk to workman's compensation insurance costs; eliminate the need to cover absences or backfill with an officer(s) or community services officer, and minimize supervisory oversight and hiring/training responsibilities of (7) seven employees. Captain Lovett noted that Securitas Services plans to hire all the city's current crossing guards.

Staff recommends the City Council approve contracting with Securitas Security Services USA, Inc. to provide crossing guard services at seven (7) designated locations that are currently being performed by employees of the Police Department effective Fall Semester, 2013. The per session cost would be \$17.50 as previously approved by the City Council as part of the 2013 Public Safety Budget.

Ted Odell confirmed the daily fee for the crossing guards would be \$35.

Ruth Hopkins made the following motion, which was seconded by Brooke Morehead and passed unanimously:

**MOVED THE GOVERNING BODY APPROVE AN AGREEMENT AS  
RECOMMENDED BETWEEN THE CITY OF PRAIRIE VILLAGE AND  
SECURITAS SECURITY SERVICES, USA TO PROVIDE CROSSING  
GUARD SERVICES FOR THE CITY OF PRAIRIE VILLAGE.  
COUNCIL ACTION REQUIRED  
CONSENT AGENDA**

**Discussion regarding 2014 Budget - Overview of significant Items**

Quinn Bennion noted City staff is seeking direction on significant budget items prior to their preparation of budget requests for 2014. Staff has updated the lists and provided the additional information requested from the March 3<sup>rd</sup> committee meeting. Mr. Bennion reminded the Council the items on the B list are not recommended by staff.

Charles Clark stated the committee would continue through the remainder of the B list identifying those items councilmember's feel should be addressed. There would be no further discussion of the A list. He noted, all items will not be able to discussed in detail prior to the budget and at the conclusion of the discussion, he will take a vote on each item identified to determine if there were a majority of Council members wanting Council discussion for the 2014 budget.

David Belz asked if employees were being asked to cover a greater portion of insurance costs. He sees this as a common practice among employers and feels it is a good way to reduce city costs. Quinn Bennion noted during the last three years insurance premiums have remained at the same level through changes to plan coverage and low claim history. He added one of the concerns for the city is to maintain a minimum level of 100 participants in the plan as plan renewal becomes more difficult below this level. At one time employees were required to participate in the city's health plan, they are now allowed to opt out and receive no benefit.

A quick review of the remaining items added the following items:

- B35 Explore the use of alternative fuel vehicles
- Michael Kelly would also like to explore the cost of leasing vehicles vs. purchase
- B 37 City owned fuel tanks versus purchase from others, including the leasing of our tanks to another entity to operate and maintain.
- B47 Convert construction inspections to city staff
- B50 Convert treasurer position to an existing staff person
- B53 Charging for false alarms
- B55 Review broader investing policies. .
- B56 Increase pool fees for non-residents

Council President Charles Clark led the Council in discussion of the following identified items. A majority of Council members needed to support an item for consideration as part of the 2014 budget process.

**B2 Evaluate Community Program Budgets**

This was broadened to a review of all committees, structure, funding distribution and staffing. After much discussion it was determined that this could be set for discussion after the budget was completed.

**B5 Chamber related functions and memberships**

This will not be discussed as a budget item.

**B7 Island Maintenance - Contract out**

It was noted this item would require staff research and analysis and determined that this will not be discussed as a 2014 budget item.

**B15 Convert contracted street maintenance services to in-house using part-time labor during the summer months**

Keith Bredehoeft noted that this would require the purchase or renting of equipment and would need to be considered in conjunction with the 2014 budget.

**B21 Reduce Mayor and Council Training and Conferences**

This item will not be discussed as a 2014 budget item.

**B24 Employee Merit Pool for 2014**

The Council wants a more active part in determining the merit pool. Staff will present data for analysis and a recommendation. This item will be discussed as a 2014 budget item.

**B25 Employee Appreciation events**

The Council wants information regarding cost, attendance, event options, etc. This item will be discussed as a 2014 budget item.

**B26 Employee Sick Leave Incentive**

The program was explained by Quinn Bennion and its benefits in reducing absenteeism. This item will not be discussed as a 2014 budget item.

**B27 Revise Retirement Plans**

It was determined this could not be completed in 2014. It will not be considered as a 2014 budget discussion item, but would be added to the Council priority listing and scheduled for consideration by the Council Committee of the Whole at a later date.

**B28 Discuss lump sum merit increases**

The Council wants more information and will discuss as a 2014 budget item.



**B29 Health Insurance Premiums**

The Council wants to discuss as a 2014 budget item the amount of premium paid by the City and that paid by the employee.

**B31 Overtime Benefit Time**

This item will not be discussed as a 2014 budget item.

**B35 Use of Alternative fuel vehicles**

This item will not be discussed as a 2014 budget item, added to the Council priority listing, researched by staff and scheduled for consideration by the Council Committee of the Whole at a later date.

**B35.5 Purchase vs. Leasing of Vehicles**

This item will not be discussed as a 2014 budget item, added to the Council priority listing, researched by staff and scheduled for consideration by the Council Committee of the Whole at a later date.

**B37 City owned fuel tanks versus purchase from others**

This item will require significant research and will not be discussed as a 2014 budget item, but added to the Council priority listing, researched by staff and scheduled for consideration by the Council Committee of the Whole at a later date.

**B47 Convert construction inspections to City Staff**

Keith Bredehoeft noted the cost effectiveness of this is directly related to the size of the construction program. It would not be cost effective for the level of construction planned in 2014, but future years show reduced funding. He would be glad to research and present information for analysis.

**B50 Convert Treasurer Position to an existing staff person**

This item will be discussed as a 2014 budget item.

**B53 Begin charging an alarm license fee and false alarm fees**

Chief Jordan states this is done in Mission Hills and it has not reduced the number of alarms. It will require additional personnel for the administrative work connected with such a program. He would not recommend going forward. This item will not be discussed as a 2014 budget item.

**B55 Review of broader investing policies**

Mayor Shaffer noted the Council has already given staff that direction and this is being done. This item will not be discussed as a 2014 budget item.

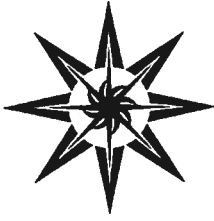
**B56 Increase pool fees for non residents**

This item will not be discussed as a 2014 budget item.

**Adjournment**

Council President Charles Clark adjourned the meeting at 7:30 p.m.

Charles Clark  
Council President



## INSURANCE COMMITTEE

Council Meeting Date: April 1, 2013  
Committee Meeting Date: April 1, 2013

### \*COU2013-11: Consider 2013-2014 Insurance Renewals

---

#### RECOMMENDATION

Insurance Committee Recommends the City Council renew the City's property coverage with Trident, inland marine with RLI, and the City's liability/worker's compensation coverage with Argonaut for the coverage year May 2013 to May 2014.

#### SUGGESTED MOTION

Recommend the City Council approve the insurance renewal policy and rates with Trident, RLI and Argonaut at a renewal rate not to exceed \$297,701 for the upcoming coverage year.

#### BACKGROUND

Bob Frankovic and Steve Sopinski, the city's Insurance Consultants with Cretcher-Heartland, solicited bids for 2013-2014 Property/Casualty Renewal. Bob Frankovic will be at tonight's committee meeting to present the 2013-2014 renewal options. Quotes for coverage were received from the incumbent carriers Trident, RLI and Argonaut. The coverage year begins May 1, 2013.

The Insurance Committee discussed the renewal options at the March 5<sup>th</sup> meeting. The committee reviewed the vehicle coverage's and claim history and approved modified coverage to reduce the premium rate. Overall, the renewal bids represented an increase of \$11,066 or 3.9%. The proposed policies are very similar to the current plan.

The coverage will be placed with the following entities:

- Property - Trident
- Inland marine - RLI
- GL/Auto/Public Official/employment practices - Argonaut
- Law Enforcement liability - Argonaut
- Workers Compensation - Argonaut

The most significant change in premium is the property coverage rate with an increase of \$5,539. The law enforcement liability rate also increased \$4,037. All other rates are similar or reduced from expiring year.

## **FUNDING SOURCE**

The premiums are budgeted in the general fund in 2013 and the renewal amount will be budgeted as part of the 2014 budget process. With coverage starting in May, both budget years will be affected by the renewal amount. The deductible amounts will be taken from insurance reserve fund.

## **ATTACHMENTS**

- Summary of quote

---

### **PREPARED BY:**

Lisa Santa Maria

Finance Director

Date: March 14, 2013

*City Of Prairie Village, Kansas*

***Premium Comparison***

<i>COVERAGE</i>	<i>TRIDENT EXPIRING PREMIUM (2012)</i>	<i>TRIDENT RENEWAL PREMIUM (2013)</i>
Property	\$29,475.00	\$35,014.00
Inland Marine	\$3,750.00	\$3,789.00
General Liability	\$28,012.00	\$29,715.00
Public Officials Liability	\$4,276.00	\$4,536.00
Employment Practices Liability	\$11,513.00	\$11,858.00
Law Enforcement Liability	\$26,911.00	\$30,948.00
Automobile Liability	\$16,409.00	\$17,244.00
Automobile Physical Damage	\$13,614.00	\$16,004.00
Crime/KR&E	\$2,755.00	\$3,072.00
Fiduciary Liability	\$5,438.00	\$2,719.00
Workers' Compensation	\$124,080.00	\$120,662.00
Umbrella	\$20,222.00	\$21,945.00
Treasurer Bond – Fielding Norton Jr.	\$180.00	\$195.00
<b>Total</b>	<b>\$286,635.00</b>	<b>\$297,701.00</b>

**City of Prairie Village  
Insurance Committee  
Minutes**

March 05, 2013 meeting  
3:00PM, Multipurpose Room

Committee members present: Steve Noll (Chair), Charles Clark, Tom Cannon, Brett Lane, and Quinn Bennion. Also present: Bob Frankovic of Cretcher Heartland, insurance consultant and broker, Steve Sopinski of Cretcher Heartland. City staff members attending: Lisa Santa Maria.

Steve Noll chaired the meeting and called the meeting to order at 3:00pm. Chairman Noll referred to the meeting agenda:

Agenda

1. 2013 insurance Proposal

**2013 Insurance Proposal**

Bob Frankovic distributed a binder to the committee members that served as a guide for discussion. Steve Sopinski provided an overview of the Premium Comparison on page 5. The 2012 premium was \$286,635 and the 2013 renewal premium is \$302,220. The difference is \$15,585 or 5.4%. The majority of the increase is due to an increase in property and automobile physical damage insurance premiums. A full market review was conducted (city is on a 3 year cycle). Quotes were received from Trident (with RLI and Argonaut) and Traveler.

The Premium & Loss Summary Recap Excel worksheet is missing the header row. Steve will send out a new Excel sheet that doesn't cut the column descriptions off.

The automobile schedule was reviewed and Quinn commented that we were insuring 69 vehicles and 3 trailers. He didn't recall adding 4 vehicles to the City fleet within the last year.

**Note:** Quinn followed up with Joyce and the vehicle list has been reduced by 2. There are 4 vehicles out for sale right now and they will drop off of the list within the next month or so. Quinn talked to Cretcher Heartland about the 3 trailers on the list and was told that Trident requires the trailers be included on the list. This brings the new total to 70.

Tom Cannon pointed out that based on claim history we shouldn't be carrying full coverage on the older vehicles. The plan from the meeting is to identify the vehicles that have values less than \$5,000 and remove the physical damage coverage and to look at going from a \$1,000 deductible to \$2,500.

There was a question about the Mission Hills patrol cars and insurance coverage at the meeting. Mission Hills pays for the vehicles; equipment and maintenance as part of their contract, but both are owned and maintained by Prairie Village.

**Note:** Quinn followed up on patrol vehicles and the City owns 18 patrol vehicles (including Mission Hills 4).

Tom Cannon also inquired about the Patrol Car Floater Schedule. It was suggested that any items that are \$999 or less be dropped from the list. Currently, the list includes all equipment permanently attached to the vehicle regardless of the items value. The current rate is approximately \$0.40 per \$100.

**Note:** Quinn worked with the Police Department to revise the car floater list with several major corrections. The list includes items of cash value greater than \$1,000.

Charles Clark moved that the committee approve the 2013 Insurance Proposal, Tom Cannon seconded the motion. The motion was approved.

The 2013 Insurance Proposal will be on the April 1, 2013 Committee agenda. The Committee meets at 6:00pm. Bob Frankovic will be present to answer any questions.

### **Claims Review**

Steve Sopinski reviewed the claims information. The city's Experience Modifier rating increased from 0.77 to 0.80. Experience Mod compares our worker's compensation claims experience to other employers of similar size operating in the same type of business.

### **Items for Follow-up**

The following items need to be followed up on:

1. The Premium and Loss Summary Recap sheet. Need a revised sheet without the column headers cut off.
2. Automobile Schedule – verify the number of vehicles being insured on the list.
3. Coverage on older vehicles – can we remove physical damage coverage on vehicles with values less than \$5,000.
4. Patrol cars / Mission Hills – what is the total number of patrol cars and who owns the Mission Hills patrol cars? Review of the agreement by Cretcher Heartland.
5. Patrol Car Floater Schedule – can we drop items from the schedule that have a value of \$999 or less?
6. Compare 2013 budget with new premiums.

Meeting adjourned 5:00PM

---

Minutes submitted by  
Quinn Bennion, City Administrator  
Lisa Santa Maria, Finance Director



## PLANNING COMMISSION

Council Meeting Date: April 1, 2013

**Consider Revisions to Section 19.25 "Overlay Zoning District" to adopt "Design Guidelines for Countryside East Homes Association 2012 Edition"**

---

### RECOMMENDATION

Recommend the City Council adopt Ordinance 2271 amending Chapter 19.25 entitled "Overlay Zoning Districts" of the Prairie Village, Kansas Zoning Ordinance, by amending Sections 19.25.150 entitled "NC Districts Established; 19.25.055 entitled "NC District Development/Design Standards Established" and Section 19.25.160 "Incorporation by Reference of "Design Guidelines Countryside East Homes Association 2012 Edition".

### BACKGROUND

In 2010, the City Council directed staff to work with the Countryside East Homes Association in the development of a neighborhood conservation overlay district and the creation of development/design standards. It was decided the Countryside East Homes Association would be the initial model for the development of this tool.

Under Chapter 19.25 Neighborhood Conservation Overlay District the Planning Commission, Governing Body, or at least 51% percent of the property owners within the proposed area can initiate the establishment of a district. The governing Body initiated the establishment of the Countryside East Neighborhood Overlay District and adoption of the associated Design Guidelines on December 12, 2012. The Governing Body also requested the Planning Commission set a public hearing date regarding this issue.

The Planning Commission set public hearing date for consideration of the Countryside East Neighborhood Overlay District and adoption of the associated Design Guidelines for February 5, 2013. The Planning Commission approved the continuation of the public hearing to March 5, 2013 because of notification issues related to the public hearing.

Section 19.25.30 establishes the process for review of proposed Neighborhood Conservation Overlay Districts and indicates that the Planning Commission shall make a recommendation that the NC district zoning be approved, approved with conditions or denied to the Governing Body. The recommendation shall be accompanied by a report containing the following information:

- (i) an explanation of how the area meets or does not meet the selection criteria contained in Section 19.25.010;*
- (ii) in the case of an area found to meet the criteria in Section 19.25.010:
  - a. a description of the general pattern of development, including Streets, Lots and Buildings in the area; and**



- b. Development/Design Standards to guide development within the District;*
- (iii) a map showing the recommended boundaries of the NC District; and*
- (iv) a record of the proceedings before the Planning Commission;*

On January 10<sup>th</sup> the Board of Directors unanimously adopted a resolution stating that the Board continues to be in favor of the creation of a neighborhood Overlay District and that they approved the design guidelines that were publicly presented at the association's annual meeting in November, 2012. Mr. Gogol noted these guidelines were passed on opinions of their residents derived from a survey, public meetings and individual discussion with homeowners.

The minutes of the March 5<sup>th</sup> Planning Commission meeting and public hearing are attached.

The Planning Commission reviewed the criteria to establish a Neighborhood Conservation Overlay District and recommends the Governing Body approve the Design Guidelines for the Countryside East Neighborhood Overlay District 2012 Edition as presented.

Since no protest petitions were filed, the Governing Body (which includes the Mayor and City Council) shall make its findings of fact based on the criteria and either:

- A. Adopt the recommendation of the Planning Commission and adopt an ordinance approving the Special Use Permit including the conditions which requires a majority of those present, or
- B. Override the recommendation of the Planning Commission by a 2/3 vote of the Governing Body (9 votes), and deny the Special Use Permit, or change the conditions, or
- C. Return the recommendation to the Planning Commission by a simple majority vote of the quorum present with a statement specifying the basis for the City Council's failure to approve or disapprove the recommendation.
- D. Continue the item to a designated meeting by a simple majority of the quorum present.

## **ATTACHMENTS**

Planning Commission minutes of March 5, 2013  
Staff Report for PC2013-02  
Proposed Design Guidelines  
Proposed Ordinance

**PREPARED BY**  
Joyce Hagen Mundy  
City Clerk  
Date: March 25, 2013

**PLANNING COMMISSION MINUTES  
MARCH 5, 2013**

**ROLL CALL**

The Planning Commission of the City of Prairie Village met in regular session on Tuesday, February 5, 2013, in the gymnasium of Indian Hills Middle School, 6400 Mission Road. Vice Chairman Bob Lindeblad called the meeting to order at 7:00 p.m. with the following members present: Randy Kronblad, Dirk Schafer, Nancy Wallerstein, Gregory Wolf and Nancy Vennard.

The following persons were present in their advisory capacity to the Planning Commission: Ron Williamson, City Planning Consultant; Dennis Enslinger, Assistant City Administrator; Jim Brown, Building Official, Keith Bredehoeft, Interim Public Works Director, Ted Odell, Council Liaison and Joyce Hagen Mundy, City Clerk/Planning Commission Secretary.

**APPROVAL OF MINUTES**

Nancy Vennard noted in the first paragraph under PC2013-105 on page 3, the second sentence should read "proposed sign is a sign band" not "sign ban". Randy Kronblad moved the minutes of the February 5, 2013 be approved as corrected. The motion was seconded by Gregory Wolf and passed by a vote of 5 to 0 with Bob Lindeblad abstaining.

**PUBLIC HEARINGS**

**PC2013-02 Ordinance Revisions to Section 19.25 "Overlay zoning District" to adopt Design Guidelines for Countryside East Homes Association**

Dennis Enslinger stated in 2010, the City Council directed staff to work with the Countryside East Homes Association in the development of a neighborhood conservation overlay district and the creation of development/design standards. It was decided the Countryside East Homes Association would be the initial model for the development of this tool.

Under Chapter 19.25 Neighborhood Conservation Overlay District the Planning Commission, Governing Body, or at least 51% percent of the property owners within the proposed area can initiate the establishment of a district. The governing Body initiated the establishment of the Countryside East Neighborhood Overlay District and adoption of the associated Design Guidelines on December 12, 2012. The Governing Body also requested the Planning Commission set a public hearing date regarding this issue.

The Planning Commission set public hearing date for consideration of the Countryside East Neighborhood Overlay District and adoption of the associated Design Guidelines for February 5, 2013. The Planning Commission approved the continuation of the public hearing to March 5, 2013 because of notification issues related to the public hearing.

Dennis Enslinger reviewed the purpose for Neighborhood Conservation Overlay Districts as set out in Chapter 19.25.

Section 19.25.30 establishes the process for review of proposed Neighborhood Conservation Overlay Districts and indicates that the Planning Commission shall make a recommendation that the NC district zoning be approved, approved with conditions or denied to the Governing Body. The recommendation shall be accompanied by a report containing the following information:

- (i) an explanation of how the area meets or does not meet the selection criteria contained in Section 19.25.010;*
- (ii) in the case of an area found to meet the criteria in Section 19.25.010:
  - a. a description of the general pattern of development, including Streets, Lots and Buildings in the area; and*
  - b. Development/Design Standards to guide development within the District;**
- (iii) a map showing the recommended boundaries of the NC District; and*
- (iv) a record of the proceedings before the Planning Commission;*

### Design Standards

The CSE Homes Association has spent the last two years working with staff to develop design standards for the CSE Overlay District. The Design Standards are attached and are focused on what could be described as the “big ticket” items such as overall height of structures, side yard setbacks, how additions relate to neighboring properties, etc. The following fifteen key points are listed in the Design Guidelines Documents:

1. A maximum 5-foot knee wall height on upper story will be allowed on front of home.
2. Minimum 66% of original eave line must be maintained on the front of home.
3. Minimum 10% of new home or renovated portion of front of home must contain windows.
4. Gabled roofs facing the street must match existing roof slopes on front of home, excluding dormers.
5. For a 3-car garage on home front, at least 1 bay must be in a different plane.
6. For a split-level home, an addition above existing upper level is not allowed.
7. In the case of a new home, predominate eave line on the front of the home must be within 2' of the highest neighboring eave line.
8. The plots in Countryside East shall be used for private dwellings only and each dwelling shall be designed only for occupancy by a single family.
9. No garage or outbuilding shall be used as a residence or living quarters.
10. No building structure shall be commenced or erected until acceptable plans are submitted for Overlay District approval with the City of Prairie Village.
11. No outbuilding shall exceed the dwelling in height or number of stories. The size of an outbuilding is limited to 50 percent of the width of the lot measured along the rear line. Any outbuilding, except a greenhouse, shall correspond in style and architecture to the dwelling and shall be of the same exterior materials.

12. No dwelling or any part thereof shall be erected nearer to the adjoining street than the building limit line shown on the recorded plat. Stoops, porches, balconies and terraces that are not enclosed, may extend no more than 6 feet beyond the limit line. Architectural appurtenances may extend no more than 4 feet beyond the limit line.
13. No part of any dwelling shall be erected nearer to the side property line than 12 ½ percent of the width of the property at the front property line.
14. No dwelling shall exceed 1½ stories. A house - new construction or remodel - that meets the restrictions numbered 1 through 7 above shall be deemed to meet the 1½ story restriction.
15. Houses must have a ground floor minimum square footage (excluding garages and porches) based on the frontage length of the property as follows:

Frontage of:	1 story	1.5 story
70 - 80 feet	900 sq. ft	700 sq. ft.
80 - 90 feet	1000 sq. ft	750 sq. ft.
90 - 100 feet	1100 sq. ft.	750 sq. ft.
100 feet or over	1200 sq. ft.	800 sq. ft.

Acting Chairman Bob Lindeblad opened the public hearing:

Peter Gogol, 5019 West 66<sup>th</sup> Terrace and current president of the Countryside East Homes Association, spoke in support of the proposed overlay district as the key to preserving their neighborhood and quality of life. He reported that on January 10<sup>th</sup> the Board of Directors unanimously adopted a resolution stated that the Board continues to be in favor of the creation of a neighborhood Overlay District and that they approved the design guidelines that were publicly presented at the association's annual meeting in November, 2012. Mr. Gogol noted these guidelines were passed on opinions of their residents derived from a survey, public meetings and individual discussion with homeowners.

Dan Blom, 6408 West 64<sup>th</sup> Terrace, reported that at the annual meeting of the homes association the overlay district guidelines were presented as well as an explanation of the process followed. Everyone was notified of that meeting and a petition of support was signed by the residents attending that meeting.

With no more comments, the public hearing was closed at 7:09 p.m.

Vice Chairman Bob Lindeblad led the Commission in review the following criteria that must be met in order to establish a Neighborhood Conservation Overly District:

- (1) the general pattern of development, including streets, lots and buildings, shall have been established at least 25 years prior to the Effective Date;**

The Countryside East (CSE) Overlay District area began developing in the late 1940s with the oldest structure built ca. 1948. The majority of structures in the CSE Overlay District were completed in the 1950s and 1960s. There were a few structures which were built in the mid-1970s. Based on this information, the CSE Overlay District meets the 25 year criteria.

**(2) the area shall possess built environmental characteristics that create an identifiable setting, character and association;**

While there are a variety of architectural form types and styles within the CSE Overlay District, the area consists of a built environment which creates an identifiable setting, character and association.

The CSE Overlay District is residential in land use and consists of only single-family dwelling units. The area is centered along the North-South collector street, Hodges Drive with the numbered streets intersecting Hodges Drive. One of the unique features of the area is Highland Cemetery. The area is also known for its tree lined streets which are planted with predominantly Ash trees.

The lots within the CSE Overlay District are predominately just under or just over a quarter of an acre. There are a few larger lots within the area which are just over one-half acre. With the exception of Hodges Drive and Ash Street, the dwellings are oriented towards the number streets.

The area also contains a very active homes association the Countryside East Homes Association. The proposed CSE Overlay District is consistent with the Countryside East Homes Association.

**(3) the designated area shall be a contiguous area of at least five (5) acres in size. Areas of less than five (5) acres may be designated as an NC Overlay District only when they abut an existing five (5) acre or greater NC Overlay District.**

The CSE Overlay District contains approximately 112 acres.

Nancy Wallerstein moved the Planning Commission forward the proposed Design Guidelines for the Countryside East Neighborhood Overlay District to the Governing with a recommendation for approval. The motion was seconded by Gregory Wolf and passed unanimously.

Bob Lindeblad thanked the neighborhood for their participation and work during the past two years in the development of these guidelines.

Nancy Wallerstein announced to those in attendance that the neighborhood meeting on the Mission Valley Site was currently being held at Shawnee Mission East and that this item would not be discussed by the Planning Commission this evening.

**PC2013-03      Request for Special Use Permit for St. Ann's School Expansion  
7235 Mission Road**

Arnie Tulloch, with Shafer, Kline & Warren, presented the application on behalf of St. Ann's School and noted their acceptance of the staff recommendation on this application. However he wanted to clarify that the existing pre-school that operates within St. Ann's School was included in the special use permit.

Ron Williamson responded that the special use permit would cover pre-school through 8<sup>th</sup> grade. If the school expanded to cover high school, the permit would need to be amended.



## CITY ADMINISTRATION

Planning Commission Meeting Date: March 5, 2013

PC2013-02 Ordinance Revisions to Section 19.25 "Overlay Zoning District" to adopt Design Guidelines for Countryside East Homes Assn  
Applicant: City of Prairie Village

---

### RECOMMENDATION:

Staff also recommends the Planning Commission recommend approval of the proposed Design Guidelines for the Countryside East Neighborhood Overlay District to the Governing Body.

### MOTION:

I move the Planning Commission recommend approval of the proposed Design Guidelines for the Countryside East Neighborhood Overlay District to the Governing Body.

### BACKGROUND:

The City of Prairie Village has been looking at ways to assist homes associations with potential issues that arise with the construction of additions and new homes within existing residential areas. The City has already implemented a process for notifying homes associations of projects which will significantly alter the exterior of the structure (porches, etc.) or add additional square footage.

Council members Michael Kelly, Laura Wassmer and Dale Warman have been also working with the City's Homes Association Committee to develop other methods to assist homes associations with these issues. An outgrowth of this work has been the idea of a conservation overlay district which would address design issues within a specific neighborhood.

In 2010, the City Council directed staff to work with the Countryside East Homes Association in the development of a neighborhood conservation overlay district and the creation of development/design standards. It was decided the Countryside East Homes Association would be the initial model for the development of this tool.

Under Chapter 19.25 Neighborhood Conservation Overlay District the Planning Commission, Governing Body, or at least 51% percent of the property owners within the proposed area can initiate the establishment of a district. The governing Body initiated the establishment of the Countryside East Neighborhood Overlay District and adoption of the associated Design Guidelines on December

12, 2012. The Governing Body also requested the Planning Commission set a public hearing date regarding this issue.

The Planning Commission set public hearing date for consideration of the Countryside East Neighborhood Overlay District and adoption of the associated Design Guidelines for February 5, 2013. The Planning Commission approved the continuation of the public hearing to March 5, 2013 because of notification issues related to the public hearing.

## DISCUSSION

Chapter 19.25 establishes the overlay districts in the City of Prairie Village. Section 19.15.025 sets forth the purpose of the Neighborhood Conservation Overlay District:

*The NC, Neighborhood Conservation Overlay District, is intended to:*

- (1) encourage development that conforms to the size, orientation and setting of existing buildings in a neighborhood or area;*
- (2) reduce the need for zoning variances for development that conforms to the size, orientation and setting of existing buildings in a neighborhood or area;*
- (3) provide building setbacks, lot dimensions and related physical characteristics;*  
*and*
- (4) foster development that is compatible with the scale and physical character of original buildings in a neighborhood or area through the use of Development/Design Standards and guidelines.*

Section 19.25.30 establishes the process for review of proposed Neighborhood Conservation Overlay Districts and indicates that the Planning Commission shall make a recommendation that the NC district zoning be approved, approved with conditions or denied to the Governing Body. The recommendation shall be accompanied by a report containing the following information:

- (i) an explanation of how the area meets or does not meet the selection criteria contained in Section 19.25.010;*
- (ii) in the case of an area found to meet the criteria in Section 19.25.010:*
  - a. a description of the general pattern of development, including Streets, Lots and Buildings in the area; and*
  - b. Development/Design Standards to guide development within the District;*
- (iii) a map showing the recommended boundaries of the NC District; and*
- (iv) a record of the proceedings before the Planning Commission;*

Section 19.25.20 sets out the three criteria that must be met in order to establish a Neighborhood Conservation Overlay District as follows:

**(1) the general pattern of development, including streets, lots and buildings, shall have been established at least 25 years prior to the Effective Date;**

The Countryside East (CSE) Overlay District area began developing in the late 1940s with the oldest structure built ca. 1948. The majority of structures in the CSE Overlay District were completed in the 1950s and 1960s. There were a few structures which were built in the mid-1970s. Based on this information, the CSE Overlay District meets the 25 year criteria.

**(2) the area shall possess built environmental characteristics that create an identifiable setting, character and association;**

While there are a variety of architectural form types and styles within the CSE Overlay District, the area consists of a built environment which creates an identifiable setting, character and association.

The CSE Overlay District is residential in land use and consists of only single-family dwelling units. The area is centered along the North-South collector street, Hodges Drive with the numbered streets intersecting Hodges Drive. One of the unique features of the area is Highland Cemetery. The area is also known for its tree lined streets which are planted with predominantly Ash trees.

The lots within the CSE Overlay District are predominately just under or just over a quarter of an acre. There are a few larger lots within the area which are just over one-half acre. With the exception of Hodges Drive and Ash Street, the dwellings are oriented towards the number streets.

The area also contains a very active homes association the Countryside East Homes Association. The proposed CSE Overlay District is consistent with the Countryside East Homes Association.

**(3) the designated area shall be a contiguous area of at least five (5) acres in size. Areas of less than five (5) acres may be designated as an NC Overlay District only when they abut an existing five (5) acre or greater NC Overlay District.**

The CSE Overlay District contains approximately 112 acres.

Based on the findings of fact listed above the proposed Countryside East Overlay District meets all of the criteria as required by ordinance.

### Design Standards

The CSE Homes Association has spent the last two years working with staff to developed design standards for the CSE Overlay District. The Design Standards are attached and are focused on what could be described as the "big ticket" items such as overall height of structures, side yard setbacks, how additions relate to



neighboring properties, etc. There are fifteen key points listed in the Design Guidelines Documents.

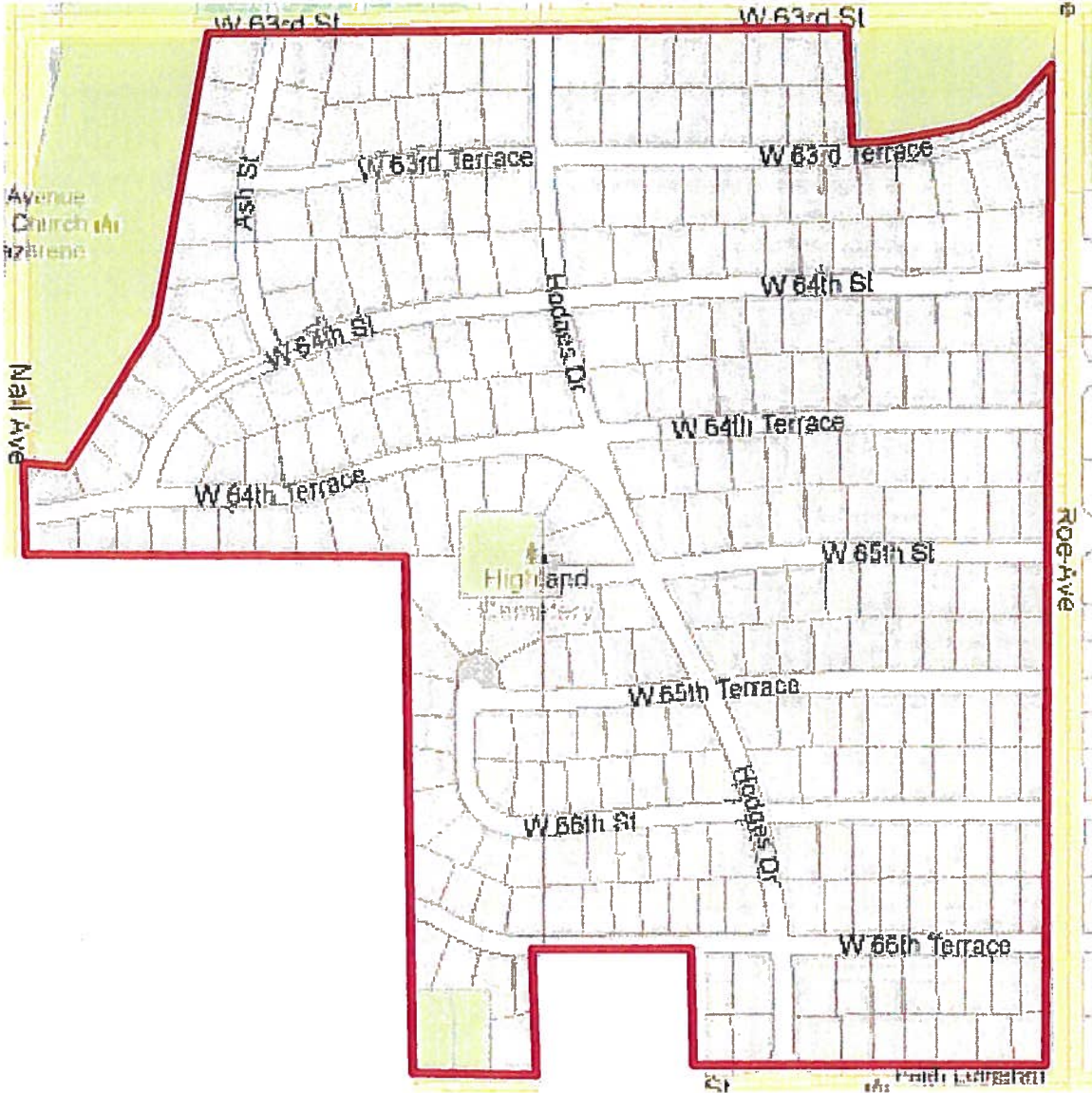
**ATTACHMENTS:**

Map of CSE Neighborhood Conservation Overlay District  
Proposed Countryside East Neighborhood Conservation Overlay District Design Guidelines - Public Hearing Draft

**PREPARED BY**

Dennis J. Enslinger  
Assistant City Administrator  
Date: February 25, 2013

Map of Countryside East Neighborhood Conservation Overlay District





**DESIGN GUIDELINES  
COUNTRYSIDE EAST HOMES ASSOCIATION  
2012**

**Table of Contents**

**INTRODUCTION FROM THE COUNTRYSIDE EAST HOMES ASSOCIATION..... 1**

**PURPOSE OF THE DESIGN GUIDELINES..... 2**

**REVIEW PROCEDURE FUNDAMENTALS..... 3 - 4**

**DESIGN GUIDELINES..... 5 - 10**

**APPENDIX A: BOUNDARY MAP AND LEGAL DESCRIPTION..... 11 - 19**

**APPENDIX B: PROPERTY ADDRESSES..... 20 - 22**

**APPENDIX C: CROSS REFERENCE BETWEEN THE CSE HOA COVENANTS AND THE  
OVERLAY DISTRICT GUIDELINES..... 23 - 24**

Public Hearing Draft

## INTRODUCTION FROM THE COUNTRYSIDE EAST HOMES ASSOCIATION

---

### INTRODUCTION FROM THE COUNTRYSIDE EAST HOMES ASSOCIATION

The Countryside East Homes Association believes that the interests of current and future residents are served by the neighborhood's partnership with the City of Prairie Village to create and apply an Overlay District that will provide guidelines for future growth.

It is the goal of the CEHA board and the neighborhood to allow and encourage investment into our residential homes so they meet the needs of families for years to come. Encouraging that investment requires a flexible approach to regulating new construction and remodeling that allows expansion of the homes to satisfy space preferences, while not dictating a particular architectural style, but maintains the character of the neighborhood and protects the investment of current residents. To this end, CEHA believes that the Overlay Criteria provide clear guidance to homeowners regarding permissible home expansion and account for professional review of plans so that the criteria are evenly enforced. The appeals process allows a reasonable appeal from administrative decisions while including neighborhood input.

The Overlay District, as it addresses the major question of scale for new construction, has several advantages over review by the board through the deeded restrictions: The review of plans will be professionally and expertly administered by a constant and consistent presence of city staff; the guidelines themselves prevent construction that overwhelms the neighborhood and is inconsistent with its 60-year character; the amendment process allows greater flexibility in adapting to future development; the overlay criteria express the spirit and intent of the deeded restrictions in clear, modern language and illustration.

Specifically, the deeded restrictions primary clause limiting construction to 1.5 story was in jeopardy by recent court actions. The overlay guidelines provide a clear, enforceable alternative that maintains the spirit of the restriction.

The neighborhood's residents have enthusiastically supported this direction at each juncture.

### PURPOSE OF THE DESIGN GUIDELINES

The purpose of the *Countryside East Homes Association Design Guidelines* is to provide guidance and information for property owners who propose to undertake renovation, rehabilitation, maintenance, new construction, or demolition projects within the boundaries of the Neighborhood Conservation Overlay District (see map, page 11).

In sum, the Countryside East Homes Association Design Guidelines were developed to satisfy three main purposes:

1. To ensure that development within the boundaries of the Countryside East Homes Association, including new construction, as well as, certain exterior alterations to existing buildings, takes place in such a way as to maintain and enhance Countryside East Neighborhood's unique character and scale.
2. To provide City staff, Neighborhood Overlay District Appeals Committee and the Board of Zoning Appeals with criteria upon which to base decisions when issuing Certificates of Appropriateness.
3. To provide design guidance to property owners, architects, or developers who plan to build, demolish, or make exterior changes to buildings within the Countryside East Homes Association area.

### REVIEW PROCEDURE FUNDAMENTALS

A property owner whose property lies within the Countryside East Neighborhood Overlay District must submit building plans for new home construction or exterior modification, when requiring a building permit, to the city codes department for review to determine compliance with Overlay District guidelines.

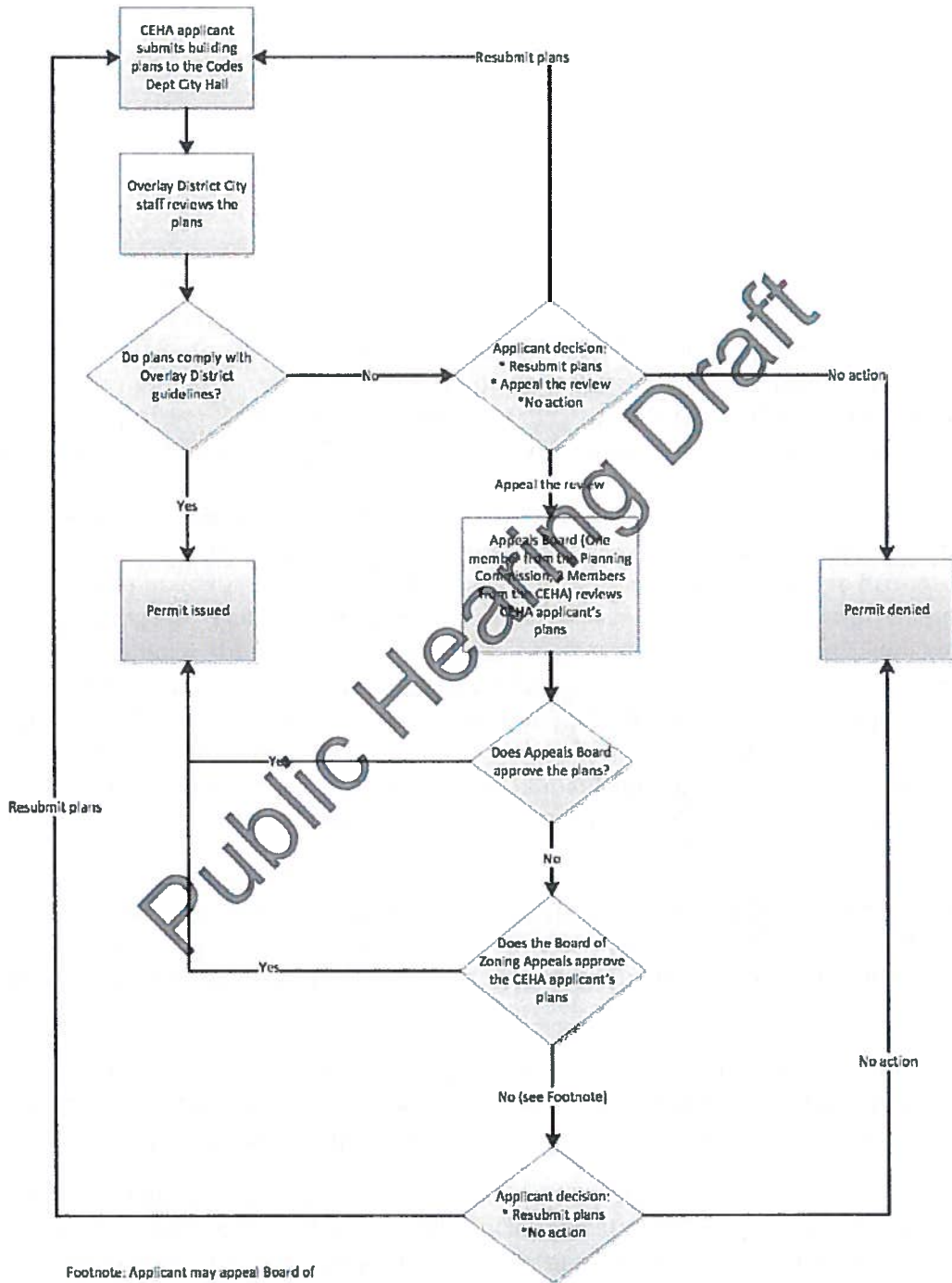
The city's Overlay District staff will review the plans to verify compliance with the Countryside East Overlay District criteria. Should the plans conform to the guidelines and other city requirements, the relevant permit will be issued, and work may begin.

In the event the proposed plans do not conform to the Countryside East Neighborhood Overlay District Guidelines, city staff will provide detailed feedback to the applicant and work constructively with them to modify plans to meet the established design guidelines

In the cases where, despite these efforts, plans are still not in compliance with the Overlay District's criteria, the applicant may appeal the city staff's determination that the proposed construction does not meet the established design guidelines. Appeals will be heard by an Overlay District appeals board, which shall consist of one member of the city's Planning Commission (appointed by the Chair) plus two members appointed by the board of directors of the Countryside East Homes Association. The appeals board may find that the proposed construction meets the established guidelines and grant the permit; determine that the proposed construction does not meet the established guidelines or request further modifications to the plans.

If the Overlay appeals board determines that the proposed construction does not meet the established guidelines, the applicant may file a further appeal to the city's Board of Zoning Appeals. If the Board of Zoning Appeals determines that the proposed construction does not meet the established guidelines the applicant may seek relief in the district court.

CEHA / OVERLAY DISTRICT BUILDING APPLICATION PROCESS FLOWCHART





**DESIGN GUIDELINES**

1. A maximum 5-foot knee wall height on upper story will be allowed on front of home. (fig 1.2 & 5.1)
2. Minimum 66% of original eave line must be maintained on front of home. (fig 1.1 & 1.2)
3. Minimum 10% of new home or renovated portion of front of home must contain windows.\* (fig 2.3)  
*\* The intent is for any new construction or renovated areas to contain an aesthetically appropriate amount of windows. It is not to force homeowners to alter the front of their home not changed by the renovation.*
4. Gabled roofs facing the street must match existing roof slopes on front of home, excluding dormers. (fig 2.3)
5. For a 3-car garage on home front, at least 1 bay must be in a different plane. (fig 3.1)
6. For a split-level home, an addition above existing upper level is not allowed. (fig 4.1)
7. In the case of a new home, predominate eave line on the front of the home must be within 2' of the highest neighboring eave line. (fig 2.2)
8. The plots in Countryside East shall be used for private dwellings only and each dwelling shall be designed only for occupancy by a single family.
9. No garage or outbuilding shall be used as a residence or living quarters.
10. No building structure shall be commenced or erected until acceptable plans are submitted for Overlay District approval with the City of Prairie Village.
11. No outbuilding shall exceed the dwelling in height or number of stories. The size of an outbuilding is limited to 50 percent of the width of the lot measured along the rear line. Any outbuilding, except a greenhouse, shall correspond in style and architecture to the dwelling and shall be of the same exterior materials.

12. No dwelling or any part thereof shall be erected nearer to the adjoining street than the building limit line shown on the recorded plat. Stoops, porches, balconies and terraces that are not enclosed, may extend no more than 6 feet beyond the limit line. Architectural appurtenances may extend no more than 4 feet beyond the limit line.

13. No part of any dwelling shall be erected nearer to the side property line than 12 ½ percent of the width of the property at the front property line.

14. No dwelling shall exceed 1½ stories. A house – new construction or remodel - that meets the restrictions numbered 1 through 7 above shall be deemed to meet the 1½ story restriction.

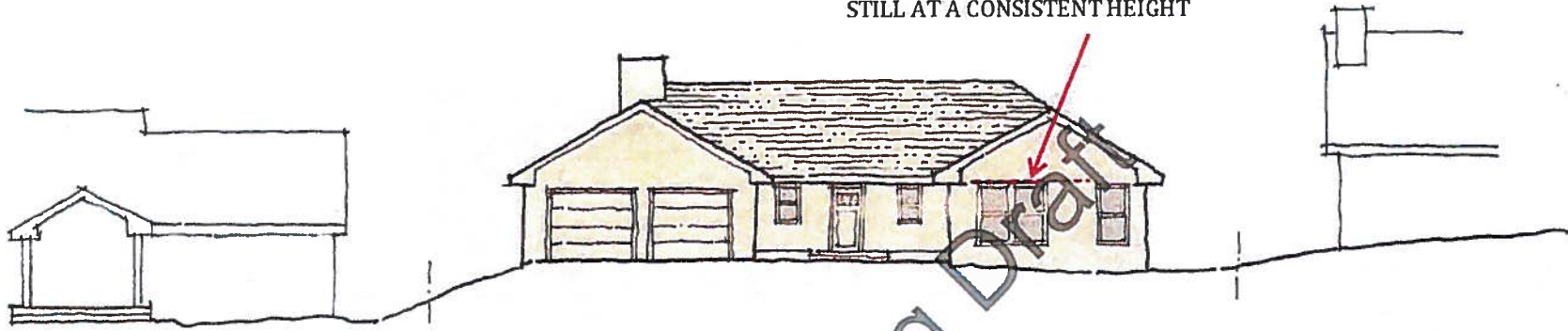
15. Houses must have a ground floor minimum square footage (excluding garages and porches) based on the frontage length of the property as follows:

<i>Frontage of:</i>	<i>1 story</i>	<i>1.5 story</i>
70-80 feet	900 sq ft	700 sq ft
80-90 feet	1000 sq ft	750 sq ft
90-100 feet	1100 sq ft	750 sq ft
100 feet or over	1200 sq ft	800 sq ft

Good neighbor considerations:

The mass and scale of the addition or new home should be respectful of neighboring eave and ridge lines and should not “tower” over the neighboring homes. Examples of both good neighbor designs and plans that do not fit well with the neighboring homes can be seen in figures 2.3, 3.1 and 4.1.

EAVE LINE - THOUGH BROKEN BY GABLE - IS STILL AT A CONSISTENT HEIGHT



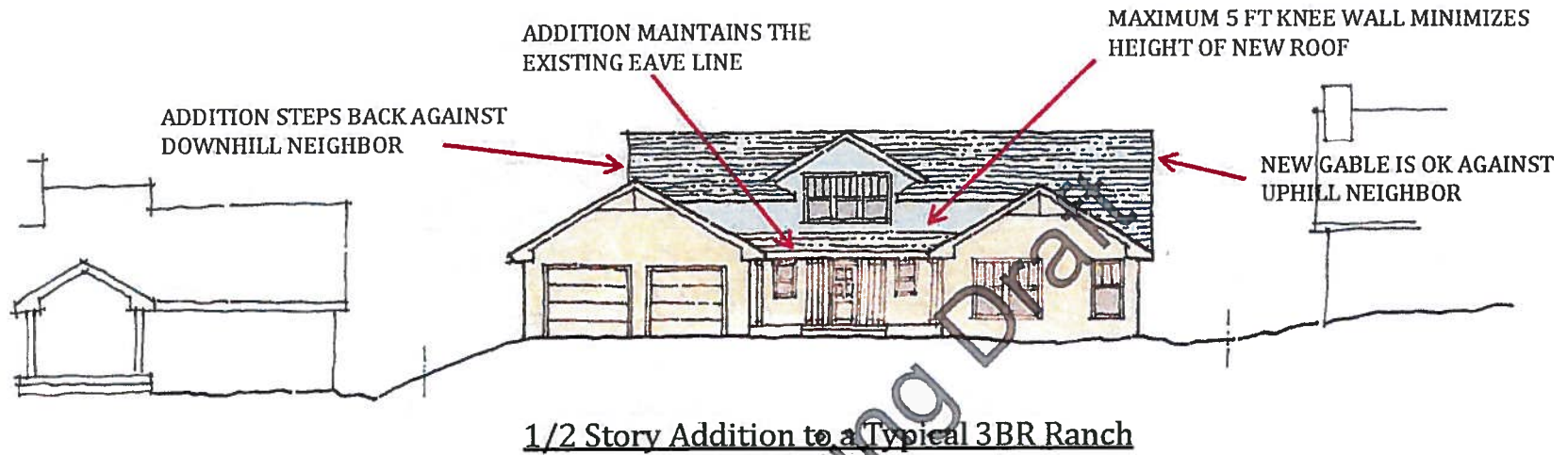
Existing Ranch with a 2 Car Garage on 85' Lot

Figure 1.1



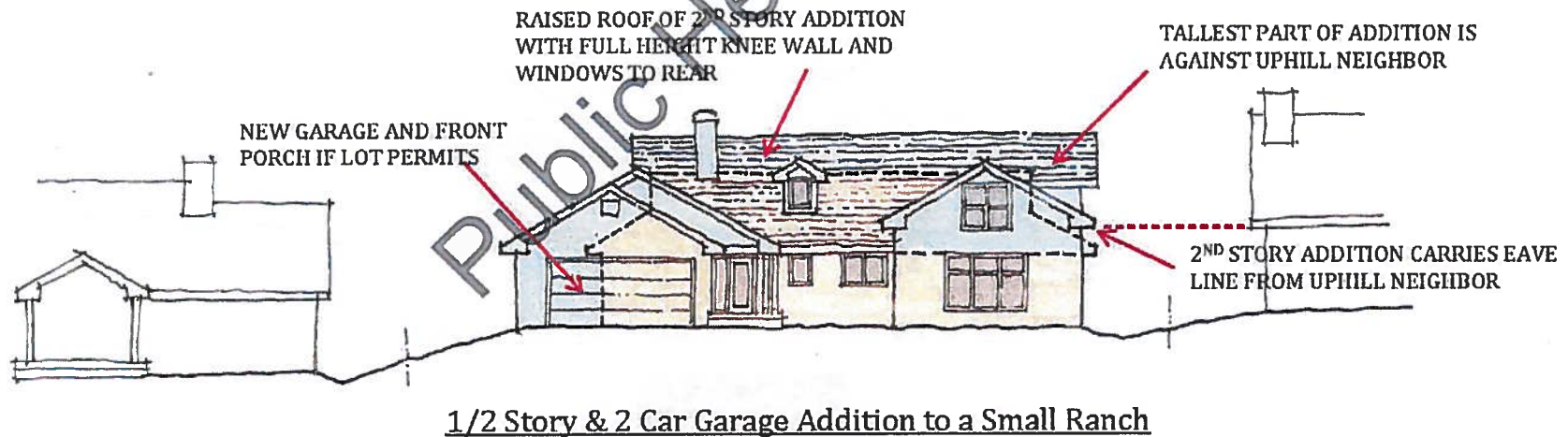
Existing Ranch with a 1 Car Garage on 85' Lot

Figure 2.1



1/2 Story Addition to a Typical 3BR Ranch

Figure 1.2



1/2 Story & 2 Car Garage Addition to a Small Ranch

Figure 2.2

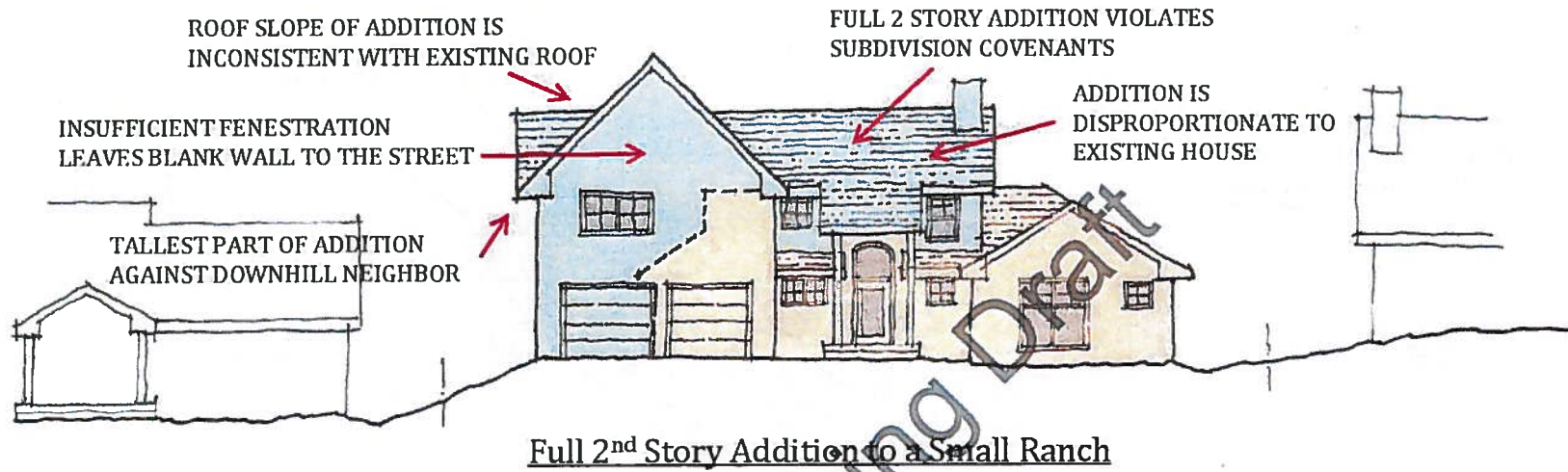


Figure 2.3

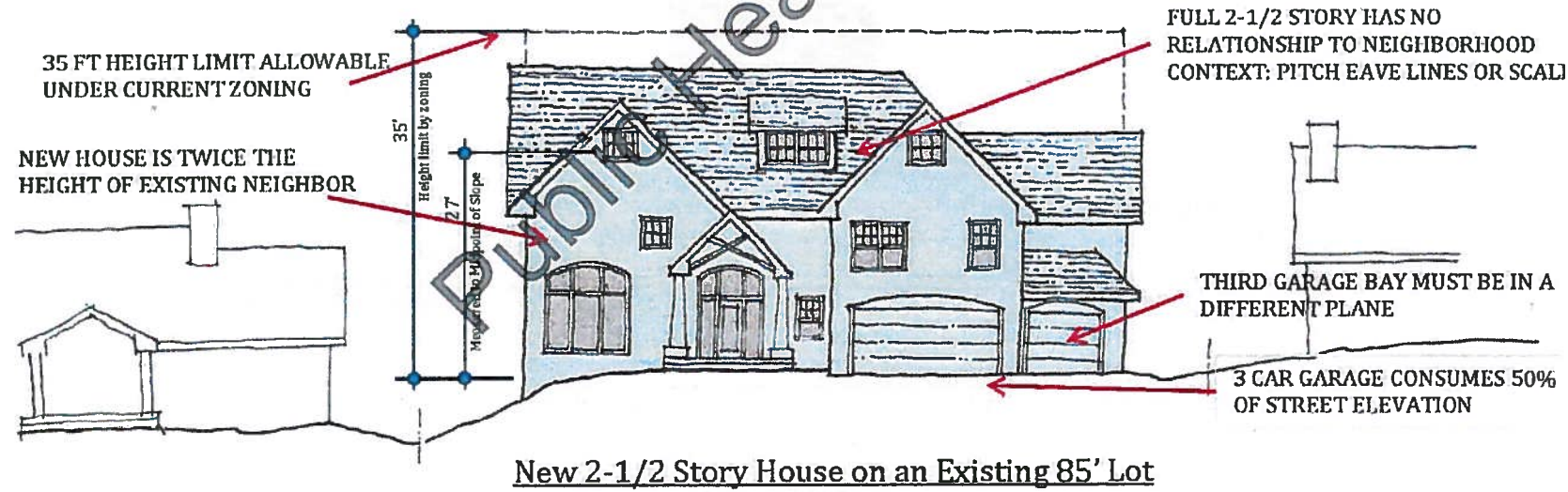


Figure 3.1

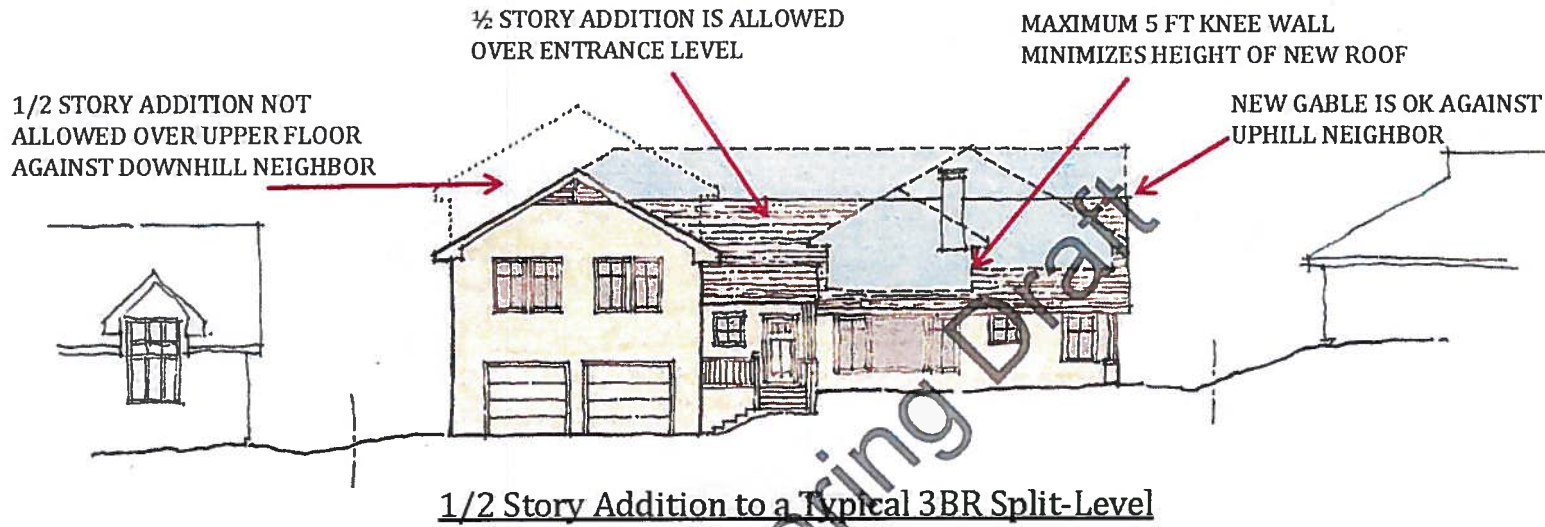
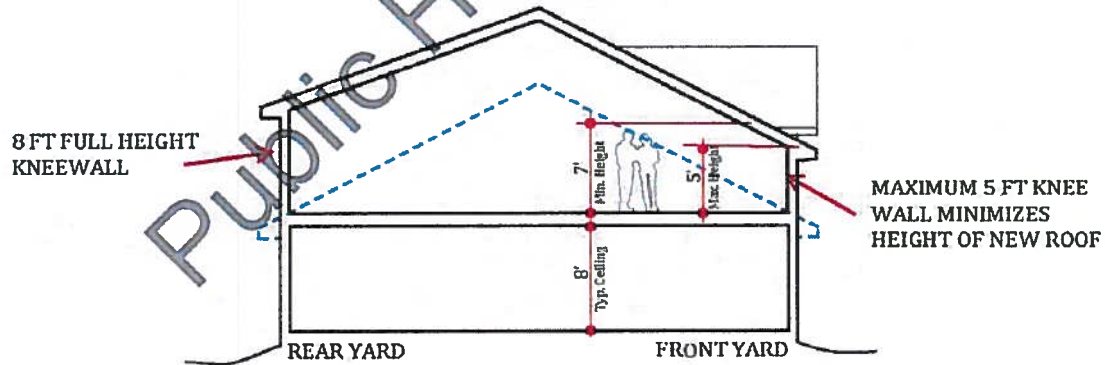


Figure 4.1



Section Through Allowable 1/2 Story Attic Addition

Figure 5.1

APPENDIX A: BOUNDARY MAP AND LEGAL DESCRIPTION

(Currently being developed)



## APPENDIX A: BOUNDARY MAP AND LEGAL DESCRIPTION

---

West Hill LOT 1 PVC-0438 0001  
West Hill LOT 9 PVC-0438 0009  
West Hill LOT 20 PVC-0438 0020  
West Hill LT 24 EX ELY 3' & EXWLY TRI TR 10.30' ON S PVC-0438 0024  
West Hill LOT 2 PVC-0438 0002  
West Hill LOT 10 PVC-0438 0010  
West Hill LOT 21 & TRACT 10 FT X 130.9 FT SE 1/4 NW 1/4 16-12-25 ADJ LOT 21 ON E PVC-0438 0021  
West Hill LOT 19 PVC-0438 0019  
West Hill LOT 11 PVC-0438 0011  
West Hill LOT 3 PVC-0438 0003  
West Hill LOT 8 PVC-0438 0008  
West Hill LOT 18 PVC-0438 0018  
West Hill LOT 23 & TRI TRACT LOT 24 BEG NW COR S 135.46 FT E 10.3 FT & N TO BEG PVC-0438 0023  
West Hill LOT 12 PVC-0438 0012  
West Hill LOT 17 PVC-0438 0017  
West Hill LOT 4 PVC-0438 0004  
West Hill LOT 13 PVC-0438 0013  
West Hill LOT 7 PVC-0438 0007  
West Hill NLY 5' LT 15 & ALL LT 16 PVC 438 15A  
West Hill LOT 22 PVC-0438 0022  
West Hill LOT 5 PVC-0438 0005  
West Hill LOT 14 PVC-0438 0014  
West Hill LOT 15 EX NLY 5 FT PVC-0438 0015  
West Hill LOT 6 PVC-0438 0006  
COUNTRYSIDE-EAST LT 1 BLK 7 PVC 422C 13  
COUNTRYSIDE-EAST LT 17 BLK 6 PVC 422C 12A  
COUNTRYSIDE-EAST LT 14 BLK 5 PVC 422 2  
COUNTRYSIDE-EAST LT 13 BLK 4 PVC 423 64  
COUNTRYSIDE-EAST LT 11 BLK 3 PVC 423 44  
COUNTRYSIDE-EAST LT 10 BLK 2 PVC 423 25  
COUNTRYSIDE-EAST LT 9 BLK 1 PVC 423 9  
COUNTRYSIDE-EAST LT 26 BLK 7 PVC 422B 13  
COUNTRYSIDE-EAST LT 12 BLK 6 PVC 422C 12  
COUNTRYSIDE-EAST LT 12 BLK 5 PVC 422C 11  
COUNTRYSIDE-EAST LT 11 BLK 4 PVC 423 63  
COUNTRYSIDE-EAST LT 10 BLK 3 PVC 423 43  
COUNTRYSIDE-EAST LT 9 BLK 2 PVC 423 24  
COUNTRYSIDE-EAST LT 8 BLK 1 PVC 423 8  
COUNTRYSIDE-EAST LT 12 BLK 3 PVC 423 45  
COUNTRYSIDE-EAST LT 18 BLK 6 PVC 422C 13  
COUNTRYSIDE-EAST LT 15 BLK 5 PVC 422 3



## APPENDIX A: BOUNDARY MAP AND LEGAL DESCRIPTION

---

COUNTRYSIDE-EAST LT 13 BLK 4 PVC 423 65  
COUNTRYSIDE-EAST LT 11 BLK 2 PVC 423 26  
COUNTRYSIDE-EAST LT 11 BLK 5 PVC 422C 10  
COUNTRYSIDE-EAST LT 10 BLK 4 PVC 423 62  
COUNTRYSIDE-EAST LT 9 BLK 3 PVC 423 42  
COUNTRYSIDE-EAST LT 8 BLK 2 PVC 423 23  
COUNTRYSIDE-EAST LT 7 BLK 1 PVC 423 7  
COUNTRYSIDE-EAST LT 2 BLK 7 PVC 422C 14  
COUNTRYSIDE-EAST LT 10 BLK 1 PVC 423 10  
COUNTRYSIDE-EAST LT 25 BLK 7 PVC 422B 12  
COUNTRYSIDE-EAST ELY 5 FT LT 10 & ALL LT 11 BLK 6 PVC 422C 10  
COUNTRYSIDE-EAST LT 10 BLK 5 PVC 422C 9  
COUNTRYSIDE-EAST LT 9 BLK 4 PVC 423 61  
COUNTRYSIDE-EAST LT 8 BLK 3 PVC 423 41  
COUNTRYSIDE-EAST LT 19 BLK 6 PVC 422C 14  
COUNTRYSIDE-EAST LT 16 BLK 5 PVC 422 4  
COUNTRYSIDE-EAST LT 14 BLK 4 PVC 423 66  
COUNTRYSIDE-EAST LT 13 BLK 3 PVC 423 46  
COUNTRYSIDE-EAST LT 12 BLK 2 PVC 423 27  
COUNTRYSIDE-EAST LT 7 BLK 2 PVC 423 22  
COUNTRYSIDE-EAST LT 6 BLK 1 PVC 423 6  
COUNTRYSIDE-EAST LT 24 BLK 7 PVC 422B 11  
COUNTRYSIDE-EAST LT 3 BLK 7 PVC 422C 15  
COUNTRYSIDE-EAST LT 13 BLK 2 PVC 423 28  
COUNTRYSIDE-EAST LT 11 BLK 1 PVC 423 11  
COUNTRYSIDE-EAST ELY 5 FT LT 9 BLK 6 LT 10 EX ELY 5 FT BLK 6 PVC 422C 9 1  
COUNTRYSIDE-EAST LT 9 BLK 5 PVC 422C 8  
COUNTRYSIDE-EAST LT 7 BLK 8 PVC 423 40  
COUNTRYSIDE-EAST LT 20 & ELY 10' LT 21 BLK 6 PVC 422C 15  
COUNTRYSIDE-EAST LT 17 BLK 5 PVC 422 5  
COUNTRYSIDE-EAST LT 15 BLK 4 PVC 423 67  
COUNTRYSIDE-EAST LT 14 BLK 3 PVC 423 47  
COUNTRYSIDE-EAST LT 8 BLK 4 PVC 423 60  
COUNTRYSIDE-EAST LT 6 BLK 2 PVC 423 21  
COUNTRYSIDE-EAST LT 5 BLK 1 PVC 423 5  
COUNTRYSIDE-EAST LT 4 BLK 7 PVC 422C 16  
COUNTRYSIDE-EAST ALL LT 21 EX ELY 10 FT BLK 6 PVC 422C 16  
COUNTRYSIDE-EAST LT 18 BLK 5 PVC 422 6  
COUNTRYSIDE-EAST LT 16 BLK 4 PVC 423 68  
COUNTRYSIDE-EAST LT 15 BLK 3 PVC 423 48  
COUNTRYSIDE-EAST LT 14 BLK 2 PVC 423 29  
COUNTRYSIDE-EAST LT 12 BLK 1 PVC 423 12

## APPENDIX A: BOUNDARY MAP AND LEGAL DESCRIPTION

---

COUNTRYSIDE-EAST LT 23 BLK 7 PVC 422B 10  
COUNTRYSIDE-EAST LT 9 BLK 6 EX ELY 5 FT PVC 422C 9  
COUNTRYSIDE-EAST LT 8 BLK 5 PVC 422C 7  
COUNTRYSIDE-EAST LT 7 BLK 4 PVC 423 59  
COUNTRYSIDE-EAST LT 6 BLK 3 PVC 423 39  
COUNTRYSIDE-EAST LT 5 BLK 2 PVC 423 20  
COUNTRYSIDE-EAST LT 4 BLK 1 PVC 423 4  
COUNTRYSIDE-EAST LT 5 BLK 3 PVC 423 38  
COUNTRYSIDE-EAST LT 4 BLK 2 PVC 423 19  
COUNTRYSIDE-EAST LT 5 EX W 5 FT BLK 7 PVC 422C 17  
COUNTRYSIDE-EAST LT 16 BLK 3 PVC 423 49  
COUNTRYSIDE-EAST LT 15 BLK 2 PVC 423 30  
COUNTRYSIDE-EAST LT 13 BLK 1 PVC 423 13  
COUNTRYSIDE-EAST LT 8 BLK 6 PVC 422C 8  
COUNTRYSIDE-EAST LT 7 EX W 10 FT BLK 5 PVC 422C 6 1  
COUNTRYSIDE-EAST LT 6 BLK 4 PVC 423 58  
COUNTRYSIDE-EAST LT 3 BLK 1 PVC 423 3  
COUNTRYSIDE-EAST LT 22 BLK 6 PVC 422C 17  
COUNTRYSIDE-EAST LT 19 BLK 5 PVC 422 7  
COUNTRYSIDE-EAST LT 17 BLK 4 PVC 423 69  
COUNTRYSIDE-EAST ELY 5' LT 21 & ALL LT 22 BLK 7 PVC 422B8 1  
COUNTRYSIDE-EAST LT 14 BLK 1 PVC 423 14  
COUNTRYSIDE-EAST LT 4 BLK 3 PVC 423 37  
COUNTRYSIDE-EAST LT 3 BLK 2 PVC 423 18  
COUNTRYSIDE-EAST W 5 FT LT 5 & ALL LT 6 BLK 7 PVC 422C 18  
COUNTRYSIDE-EAST LT 17 BLK 3 PVC 423 50  
COUNTRYSIDE-EAST LT 16 BLK 2 PVC 423 31  
COUNTRYSIDE-EAST LT 21 BLK 7 EX ELY 5 FT PVC 422B 8  
COUNTRYSIDE-EAST ELY 3.17 FT LT 6 & ALL LT 7 BLK 6 PVC 422C 7  
COUNTRYSIDE-EAST LT 5 BLK 4 PVC 423 57  
COUNTRYSIDE-EAST LT 2 BLK 1 PVC 423 2  
COUNTRYSIDE-EAST LT 23 BLK 6 PVC 422C 18  
COUNTRYSIDE-EAST ALL LT 20 & E 10 FT LT 21 BLK 5 PVC 422 8  
COUNTRYSIDE-EAST LT 18 BLK 4 PVC 423 70  
COUNTRYSIDE-EAST ALL LT 6 & W 10 FT LT 7 BLK 5 PVC 422C 5  
COUNTRYSIDE-EAST LT 3 & E 5' LT 2 BLK 3 PVC 423 35A  
COUNTRYSIDE-EAST LT 2 BLK 2 PVC 423 17  
COUNTRYSIDE-EAST LT 2 BLK 8 PVC 422B 15  
COUNTRYSIDE-EAST LT 7 EX WLY 2.33 FT BLK 7 PVC 422C 19  
COUNTRYSIDE-EAST LT 18 BLK 3 PVC 423 51  
COUNTRYSIDE-EAST LT 17 BLK 2 PVC 423 32  
COUNTRYSIDE-EAST LT 15 BLK 8 PVC 422B 28

## APPENDIX A: BOUNDARY MAP AND LEGAL DESCRIPTION

---

COUNTRYSIDE-EAST LT 20 BLK 7 PVC 422B 7  
COUNTRYSIDE-EAST ELY 8 FT LT 5 & LT 6 EX ELY 3.17 FT BLK 6 PVC 422C 6  
COUNTRYSIDE-EAST LT 4 BLK 4 PVC 423 56  
COUNTRYSIDE-EAST LT 5 BLK 5 PVC 422C 4  
COUNTRYSIDE-EAST LT 3 BLK 8 PVC 422B 16  
COUNTRYSIDE-EAST WLY 2.33 FT LT 7 & LT 8 EX WLY 5 FT BLK 7 PVC 422C 20  
COUNTRYSIDE-EAST LT 24 BLK 6 PVC 422C 19  
COUNTRYSIDE-EAST LT 19 BLK 4 PVC 423 71  
COUNTRYSIDE-EAST LT 14 BLK 8 PVC 422B 27  
COUNTRYSIDE-EAST LT 19 BLK 7 PVC 422B 6  
COUNTRYSIDE-EAST LT 5 EX E 8 FT BLK 6 PVC 422C 5  
COUNTRYSIDE-EAST LT 3 BLK 4 PVC 423 55  
COUNTRYSIDE-EAST LT 2 BLK 3 EX E 5 FT PVC 423 35  
COUNTRYSIDE-EAST LT 21 EX E 10 FT BLK 5 PVC 422 9 1  
COUNTRYSIDE-EAST LT 22 BLK 5 PVC 422 10  
COUNTRYSIDE-EAST LT 20 BLK 4 PVC 423 72  
COUNTRYSIDE-EAST LT 13 BLK 8 PVC 422B 26  
COUNTRYSIDE-EAST LT 18 BLK 7 PVC 422B 5  
COUNTRYSIDE-EAST LT 4 BLK 5 PVC 422C 3  
COUNTRYSIDE-EAST ALL OF LT 4 & ELY 5 FT OF LT 5 BLK 8 PVC 422B 17  
COUNTRYSIDE-EAST W 5 FT LT 8 ALL LT 9 & E 5 FT LT 10 BLK 7 PVC 422C 21  
COUNTRYSIDE-EAST LT 25 BLK 6 PVC 422C 20  
COUNTRYSIDE-EAST LT 8 BLK 10 PVC 423 85  
COUNTRYSIDE-EAST LT 4 BLK 9 PVC 423 77  
COUNTRYSIDE-EAST LT 1 BLK 9 PVC 423 74  
COUNTRYSIDE-EAST LT 4 BLK 6 PVC 422C 4  
COUNTRYSIDE-EAST LT 2 BLK 4 PVC 423 54  
COUNTRYSIDE-EAST LT 5 BLK 10 PVC 423 82  
COUNTRYSIDE-EAST LT 7 BLK 11 PVC 423 97  
COUNTRYSIDE-EAST LT 9 BLK 10 PVC 423 86  
COUNTRYSIDE-EAST LT 12 BLK 8 PVC 422B 25  
COUNTRYSIDE-EAST LT 17 BLK 7 EX WLY 5 FT PVC 422B 4  
COUNTRYSIDE-EAST LT 3 BLK 5 PVC 422C 2  
COUNTRYSIDE-EAST LT 5 BLK 8 EX ELY 5 FT PVC 422B 18  
COUNTRYSIDE-EAST LT 10 EX E 5 FT BLK 7 PVC 422C 22  
COUNTRYSIDE-EAST LT 26 BLK 6 PVC 422C 21  
COUNTRYSIDE-EAST LT 23 BLK 5 PVC 422 11  
COUNTRYSIDE-EAST LT 3 BLK 6 PVC 422C 3  
COUNTRYSIDE-EAST LT 2 BLK 5 PVC 422C 1  
COUNTRYSIDE-EAST ALL LT 6 & ELY 5 FT LT 7 BLK 8 PVC 422B 19 BOTA 2350-9  
COUNTRYSIDE-EAST LT 11 BLK 7 PVC 422C 23  
COUNTRYSIDE-EAST LT 27 EX W 5 FT BLK 6 PVC 422C 22

## APPENDIX A: BOUNDARY MAP AND LEGAL DESCRIPTION

COUNTRYSIDE-EAST ALL OF LT 8 & E 14 FT OF LT 9 BLK 11 PVC 423 98  
COUNTRYSIDE-EAST LT 11 BLK 8 PVC 422B 24  
COUNTRYSIDE-EAST LT 16 & WLY 5 FT LT 17 BLK 7 PVC 422B 3  
COUNTRYSIDE-EAST LT 2 BLK 6 PVC 422C 2  
COUNTRYSIDE-EAST ELY 9' LT 3 & ALL LT 4 BLK 11 PVC 423 93A  
COUNTRYSIDE-EAST LT 4 BLK 10 PVC 423 81  
COUNTRYSIDE-EAST LT 10 BLK 10 PVC 423 87  
COUNTRYSIDE-EAST LT 3 BLK 10 PVC 423 80  
COUNTRYSIDE-EAST LT 7 EX ELY 5 FT BLK 8 PVC 422B 20  
COUNTRYSIDE-EAST ALL LT 12 & ELY 5 FT LT 13 BLK 7 PVC 422C 24  
COUNTRYSIDE-EAST LT 4 & E 10 FT LT 5 BLK 12 PVC 423 105  
COUNTRYSIDE-EAST LT 9 EX E 14 FT & E 24 FT LT 10 BLK 11 PVC 423 99  
COUNTRYSIDE-EAST LT 10 EX WLY 5 FT BLK 8 PVC 422B 23  
COUNTRYSIDE-EAST LT 15 BLK 7 PVC 422B 2  
COUNTRYSIDE-EAST ELY 10' LT 2 & LT 3 EX ELY 9' BLK 11 PVC 423 93  
COUNTRYSIDE-EAST LT 11 BLK 10 PVC 423 88  
COUNTRYSIDE-EAST LT 1 & 25 FT VAC ST ON W & W 10 FT LT 2 BLK 12 PVC 423 102  
COUNTRYSIDE-EAST LT 2 BLK 10 PVC 423 79  
COUNTRYSIDE-EAST LT 5 BLK 12 EX E 10 FT & E 27 FT LT 6 PVC 423 106  
COUNTRYSIDE-EAST W 46 FT LT 10 & E 36.5 FT LT 11 BLK 11 PVC 423 100A  
COUNTRYSIDE-EAST ELY 11.27' LT 1 & LT 2 EX E 10' BLK 11 PVC 423 91A  
COUNTRYSIDE-EAST LT 12 BLK 10 PVC 423 89  
COUNTRYSIDE-EAST LT 1 BLK 10 & 25 FT VAC FOR ST ON W PVC 423 78  
COUNTRYSIDE-EAST LT 6 EX ELY 27 FT & WLY 25 FT VAC ST BLK 12 PVC 423 107A  
COUNTRYSIDE-EAST LT 11 EX E 36.5 FT BLK 11 & VAC FONTICELLO LANE ON W & E 3 FT LT 24 OF  
WEST HILL PVC 423 101  
COUNTRYSIDE-EAST LT 13 BLK 10 & 25 FT VAC FOR ST ON W PVC 432 90  
COUNTRYSIDE-EAST LT 1 BLK 11 & E 15 FT VAC FONTICELLO LN ADJ LT 1 EX ELY 11.27 FT PVC 423 91  
COUNTRYSIDE-EAST LT 10 BLK 14 PVC 422 20  
COUNTRYSIDE-EAST LT 10 BLK 13 PVC 422 16  
COUNTRYSIDE-EAST LT 15 & TRI TR IN SE COR LT 14 5' AT BASE BLK 13 PVC 422 15  
COUNTRYSIDE-EAST LT 11 BLK 14 PVC 422 21  
COUNTRYSIDE-EAST LT 7 BLK 14 PVC 422E 5  
COUNTRYSIDE-EAST LT 14 BLK 13 EX BG SE CR LT 14 W 5' NLY TO NE CR LT 14 S TO POB PVC 422 14  
COUNTRYSIDE-EAST LT 2 BLK 15 PVC 422E 8  
COUNTRYSIDE-EAST LT 2 BLK 17 PVC-  
COUNTRYSIDE-EAST LT 12 BLK 14 PVC-  
COUNTRYSIDE-EAST LT 15 BLK 15 PVC-  
COUNTRYSIDE-EAST LT 3 BLK 15 PVC 422E 9  
COUNTRYSIDE-EAST LT 12 BLK 17 PVC-  
COUNTRYSIDE-EAST LT 6 BLK 14 PVC 422E 4  
COUNTRYSIDE-EAST LT 13 BLK 13 PVC-

## APPENDIX A: BOUNDARY MAP AND LEGAL DESCRIPTION

COUNTRYSIDE-EAST LT 3 EX W 7' BLK 17 PVC-  
COUNTRYSIDE-EAST LT 11 BLK 17 PVC-  
COUNTRYSIDE-EAST LT 14 BLK 15 PVC-  
COUNTRYSIDE-EAST W 7' LT 3 & LT 4 EX W 7' BLK 17 PVC-  
COUNTRYSIDE-EAST LT 4 BLK 15 PVC 422E 10  
COUNTRYSIDE-EAST LT 13 BLK 15 PVC-  
COUNTRYSIDE-EAST LT 5 BLK 14 PVC 422E 3  
COUNTRYSIDE-EAST LT 13 EX WLY 4.66 FT BLK 14 PVC-  
COUNTRYSIDE-EAST LT 12 BLK 13 PVC-  
COUNTRYSIDE-EAST LT 10 BLK 17 PVC-  
COUNTRYSIDE-EAST WLY 4.66 FT LT 13 & LT 14 BLK 14 PVC-  
COUNTRYSIDE-EAST LT 5 BLK 15 PVC 422E 11  
COUNTRYSIDE-EAST ELY 5 FT LT 10 & ALL LT 11 BLK 13 PVC-  
COUNTRYSIDE-EAST W 7' LT 4 BLK 17 & ALL LT 5 BLK 17 PVC  
COUNTRYSIDE-EAST LT 15 BLK 14 PVC-  
COUNTRYSIDE-EAST LT 9 BLK 17 PVC-  
COUNTRYSIDE-EAST LT 12 BLK 15 PVC-  
COUNTRYSIDE-EAST ELY 4 FT LT 2 & ALL LT 3 EX ELY 3 FT BLK 14 PVC 422E 1  
COUNTRYSIDE-EAST LT 10 BLK 13 EX ELY 5 FT PVC-  
COUNTRYSIDE-EAST LT 6 BLK 15 PVC 422E 12  
COUNTRYSIDE-EAST LT 2 BLK 14 EX ELY 4 FT PVC-  
COUNTRYSIDE-EAST LT 16 BLK 14 & ELY TRI TR 3 FT ON N TO PT ON S OF LT 17 PVC-  
COUNTRYSIDE-EAST LT 1 BLK 14 PVC-  
COUNTRYSIDE-EAST LT 11 BLK 15 PVC-  
COUNTRYSIDE-EAST LT 9 BLK 13 PVC-  
COUNTRYSIDE-EAST LT 17 BLK 14 EX ELY TRI TR 3 FT ON N TO PT ON S PVC-  
COUNTRYSIDE-EAST LT 21 BLK 14 PVC-  
COUNTRYSIDE-EAST LT 8 BLK 13 PVC-  
COUNTRYSIDE-EAST LT 18 BLK 14 PVC-  
COUNTRYSIDE-EAST LT 20 BLK 14 PVC-  
COUNTRYSIDE-EAST LT 7 BLK 13 PVC-  
COUNTRYSIDE-EAST LT 6 BLK 16 PVC 422E 16  
COUNTRYSIDE-EAST LT 5 BLK 16 PVC-  
COUNTRYSIDE-EAST 5207 ELY 3 FT LT 3 & ALL LT 4 BLK 14 PVC 422E 2  
COUNTRYSIDE-EAST LT 19 BLK 14 PVC-  
COUNTRYSIDE-EAST LT 6 BLK 13 PVC-  
COUNTRYSIDE-EAST LT 4 BLK 16 PVC-  
COUNTRYSIDE-EAST LT 5 EX WLY 5 FT BLK 13 PVC-  
COUNTRYSIDE-EAST LT 3 BLK 16 PVC-  
COUNTRYSIDE-EAST LT 4 & WLY 5 FT LT 5 BLK 13 PVC-  
COUNTRYSIDE-EAST LT 2 BLK 16 PVC-  
COUNTRYSIDE-EAST LT 3 BLK 13 PVC-

## APPENDIX A: BOUNDARY MAP AND LEGAL DESCRIPTION

---

COUNTRYSIDE-EAST LT 1 BLK 16 EX NWLY TRI TR 50 FT ON N & 75 FT ON W PVC-  
COUNTRYSIDE-EAST LT 14 BLK 16 PVC-  
COUNTRYSIDE-EAST LT 13 BLK 17 PVC-  
COUNTRYSIDE-EAST LT 8 BLK 17 PVC-  
COUNTRYSIDE-EAST LT 9 & WLY 5 FT LT 10 BLK 8 PVC 422B 22  
COUNTRYSIDE-EAST LT 13 BLK 16 PVC-  
COUNTRYSIDE-EAST LT 7 BLK 17 PVC-  
COUNTRYSIDE-EAST LT 1 BLK 17 PVC-  
COUNTRYSIDE-EAST LT 8 BLK 8 PVC 422B 21  
COUNTRYSIDE-EAST LT 12 BLK 16 PVC-  
COUNTRYSIDE-EAST LT 6 BLK 17 PVC-  
COUNTRYSIDE-EAST LT 11 BLK 16 PVC-  
COUNTRYSIDE-EAST LT 16 BLK 15 PVC-  
COUNTRYSIDE-EAST LT 14 BLK 7 PVC 422B 1  
COUNTRYSIDE-EAST LT 10 BLK 16 PVC-  
COUNTRYSIDE-EAST LT 10 BLK 15 PVC-  
COUNTRYSIDE-EAST LT 9 BLK 16 PVC 422E 19  
COUNTRYSIDE-EAST NLY TR LT 8 46.32 FT ON W & 44.09 FT ON E & ALL LT 9 BLK 15 PVC 422E 15  
COUNTRYSIDE-EAST LT 8 BLK 16 PVC 422E 18  
COUNTRYSIDE-EAST LT 13 EX ELY 5 FT BLK 7 PVC 422C 25  
COUNTRYSIDE-EAST LT 7 BLK 16 PVC 422E 17  
COUNTRYSIDE-EAST LT 1 BLK 15 PVC 422E 7  
COUNTRYSIDE-EAST LT 7 & LT 8 LESS NLY TR 46.32' ON W & 44.09' ON E BLK 15 PVC 4223 13  
COUNTRYSIDE-EAST LT 8 BLK 14 PVC 422E 6  
COUNTRYSIDE-EAST LT 1 BLK 6 PVC 422C 1  
COUNTRYSIDE-EAST W 5 FT OF LT 27 ALL OF LT 28 BLK 6 PVC 422C 23  
COUNTRYSIDE-EAST LT 9 BLK 14 PVC 422 19  
COUNTRYSIDE-EAST LT 1 BLK 5 PVC 422 1  
COUNTRYSIDE-EAST LT 17 BLK 13 PVC 422 17  
COUNTRYSIDE-EAST LT 18 BLK 13 PVC 422 18  
COUNTRYSIDE-EAST LT 24 BLK 5 PVC 422 12  
COUNTRYSIDE-EAST LT 2 BLK 12 EX W 10 FT PVC 423 103  
COUNTRYSIDE-EAST LT 1 BLK 4 PVC 423 53  
COUNTRYSIDE-EAST LT 3 BLK 12 PVC 423 104  
COUNTRYSIDE-EAST LT 21 BLK 4 PVC 423 73  
COUNTRYSIDE-EAST LT 5 BLK 11 PVC 423 95  
COUNTRYSIDE-EAST LT 1 BLK 3 PVC 423 34  
COUNTRYSIDE-EAST LT 6 BLK 11 PVC 423 96  
COUNTRYSIDE-EAST LT 19 BLK 3 PVC 423 52  
COUNTRYSIDE-EAST LT 6 BLK 10 PVC 423 83  
COUNTRYSIDE-EAST LT 1 BLK 2 PVC 423 16  
COUNTRYSIDE-EAST LT 7 BLK 10 PVC 423 84

**APPENDIX A: BOUNDARY MAP AND LEGAL DESCRIPTION**

---

COUNTRYSIDE-EAST LT 18 BLK 2 PVC 423 33  
COUNTRYSIDE-EAST LT 2 BLK 9 PVC 423 75  
COUNTRYSIDE-EAST LT 1 BLK 1 PVC 423 1  
COUNTRYSIDE-EAST LT 3 BLK 9 PVC 423 76  
COUNTRYSIDE-EAST LT 15 BLK 1 PVC 423 15

Public Hearing Draft

APPENDIX B:PROPERTY ADDRESSES

4819 W	63RD ST	4921 W	64TH TER	5001 W	66TH ST
4901 W	63RD ST	5000 W	64TH TER	5005 W	66TH ST
4907 W	63RD ST	5100 W	64TH TER	5006 W	66TH ST
4915 W	63RD ST	5101 W	64TH TER	5011 W	66TH ST
5001 W	63RD ST	5107 W	64TH TER	5012 W	66TH ST
5007 W	63RD ST	5108 W	64TH TER	5017 W	66TH ST
5119 W	63RD ST	5111 W	64TH TER	5018 W	66TH ST
5131 W	63RD ST	5116 W	64TH TER	5100 W	66TH ST
5205 W	63RD ST	5119 W	64TH TER	5101 W	66TH ST
5213 W	63RD ST	5202 W	64TH TER	5105 W	66TH ST
4701 W	63RD TER	5203 W	64TH TER	5108 W	66TH ST
4709 W	63RD TER	5206 W	64TH TER	5111 W	66TH ST
4715 W	63RD TER	5211 W	64TH TER	5115 W	66TH ST
4801 W	63RD TER	5212 W	64TH TER	5119 W	66TH ST
4809 W	63RD TER	5215 W	64TH TER	5120 W	66TH ST
4815 W	63RD TER	5218 W	64TH TER	4700 W	66TH TER
4818 W	63RD TER	5301 W	64TH TER	4701 W	66TH TER
4819 W	63RD TER	5304 W	64TH TER	4706 W	66TH TER
4900 W	63RD TER	5305 W	64TH TER	4707 W	66TH TER
4901 W	63RD TER	5308 W	64TH TER	4712 W	66TH TER
4907 W	63RD TER	5311 W	64TH TER	4713 W	66TH TER
4908 W	63RD TER	5315 W	64TH TER	4716 W	66TH TER
4915 W	63RD TER	5401 W	64TH TER	4719 W	66TH TER
4916 W	63RD TER	5407 W	64TH TER	4800 W	66TH TER
5000 W	63RD TER	5408 W	64TH TER	4801 W	66TH TER
5001 W	63RD TER	5411 W	64TH TER	4806 W	66TH TER
5006 W	63RD TER	5414 W	64TH TER	4807 W	66TH TER
5007 W	63RD TER	4700 W	65TH ST	4812 W	66TH TER
5114 W	63RD TER	4701 W	65TH ST	4815 W	66TH TER
5117 W	63RD TER	4706 W	65TH ST	4818 W	66TH TER
5128 W	63RD TER	4707 W	65TH ST	4908 W	66TH TER
5131 W	63RD TER	4711 W	65TH ST	4909 W	66TH TER
5200 W	63RD TER	4712 W	65TH ST	4914 W	66TH TER
5201 W	63RD TER	4718 W	65TH ST	5002 W	66TH TER
5212 W	63RD TER	4719 W	65TH ST	5008 W	66TH TER
5215 W	63RD TER	4800 W	65TH ST	5014 W	66TH TER
5227 W	63RD TER	4801 W	65TH ST	5018 W	66TH TER
4700 W	64TH ST	4807 W	65TH ST	5100 W	66TH TER
4701 W	64TH ST	4808 W	65TH ST	5101 W	66TH TER
4708 W	64TH ST	4815 W	65TH ST	5107 W	66TH TER
4709 W	64TH ST	4816 W	65TH ST	5108 W	66TH TER



APPENDIX B:PROPERTY ADDRESSES

4716 W	64TH ST	4819 W	65TH ST	5115 W	66TH TER
4717 W	64TH ST	4901 W	65TH ST	5116 W	66TH TER
4800 W	64TH ST	4902 W	65TH ST	5119 W	66TH TER
4801 W	64TH ST	4904 W	65TH ST	5122 W	66TH TER
4806 W	64TH ST	4911 W	65TH ST	4700 W	67TH ST
4807 W	64TH ST	4916 W	65TH ST	4708 W	67TH ST
4812 W	64TH ST	5011 W	65TH ST	4716 W	67TH ST
4815 W	64TH ST	4700 W	65TH TER	4800 W	67TH ST
4818 W	64TH ST	4701 W	65TH TER	4806 W	67TH ST
4819 W	64TH ST	4706 W	65TH TER	4810 W	67TH ST
4900 W	64TH ST	4707 W	65TH TER	4908 W	67TH ST
4901 W	64TH ST	4711 W	65TH TER	5100 W	67TH ST
4908 W	64TH ST	4712 W	65TH TER	6300	ASH ST
4911 W	64TH ST	4717 W	65TH TER	6301	ASH ST
4916 W	64TH ST	4718 W	65TH TER	6308	ASH ST
4919 W	64TH ST	4800 W	65TH TER	6311	ASH ST
5000 W	64TH ST	4801 W	65TH TER	6316	ASH ST
5001 W	64TH ST	4805 W	65TH TER	6319	ASH ST
5006 W	64TH ST	4808 W	65TH TER	6324	ASH ST
5111 W	64TH ST	4811 W	65TH TER	6332	ASH ST
5112 W	64TH ST	4816 W	65TH TER	6335	ASH ST
5118 W	64TH ST	4817 W	65TH TER	6340	ASH ST
5119 W	64TH ST	4900 W	65TH TER	6341	ASH ST
5200 W	64TH ST	4901 W	65TH TER	6342	ASH ST
5201 W	64TH ST	4906 W	65TH TER	6344	ASH ST
5207 W	64TH ST	5001 W	65TH TER	6345	ASH ST
5208 W	64TH ST	5006 W	65TH TER	6300	HODGES DR
5215 W	64TH ST	5007 W	65TH TER	6301	HODGES DR
5216 W	64TH ST	5012 W	65TH TER	6312	HODGES DR
5217 W	64TH ST	5013 W	65TH TER	6315	HODGES DR
5219 W	64TH ST	5018 W	65TH TER	6328	HODGES DR
5305 W	64TH ST	5019 W	65TH TER	6331	HODGES DR
5309 W	64TH ST	5100 W	65TH TER	6343	HODGES DR
5312 W	64TH ST	5101 W	65TH TER	6344	HODGES DR
5314 W	64TH ST	5104 W	65TH TER	6400	HODGES DR
5315 W	64TH ST	5108 W	65TH TER	6401	HODGES DR
5320 W	64TH ST	5112 W	65TH TER	6415	HODGES DR
5404 W	64TH ST	5116 W	65TH TER	6420	HODGES DR
4700 W	64TH TER	5117 W	65TH TER	6433	HODGES DR
4701 W	64TH TER	4700 W	66TH ST	6434	HODGES DR
4706 W	64TH TER	4701 W	66TH ST	6436	HODGES DR
4707 W	64TH TER	4704 W	66TH ST	6437	HODGES DR

APPENDIX B:PROPERTY ADDRESSES

4711 W	64TH TER	4707 W	66TH ST	6500	HODGES DR
4712 W	64TH TER	4712 W	66TH ST	6501	HODGES DR
4717 W	64TH TER	4713 W	66TH ST	6508	HODGES DR
4718 W	64TH TER	4718 W	66TH ST	6511	HODGES DR
4800 W	64TH TER	4719 W	66TH ST	6514	HODGES DR
4801 W	64TH TER	4800 W	66TH ST	6517	HODGES DR
4807 W	64TH TER	4801 W	66TH ST	6522	HODGES DR
4808 W	64TH TER	4805 W	66TH ST	6525	HODGES DR
4816 W	64TH TER	4806 W	66TH ST	6600	HODGES DR
4817 W	64TH TER	4811 W	66TH ST	6601	HODGES DR
4821 W	64TH TER	4812 W	66TH ST	6608	HODGES DR
4900 W	64TH TER	4817 W	66TH ST	6609	HODGES DR
4907 W	64TH TER	4818 W	66TH ST	6614	HODGES DR
4908 W	64TH TER	4911 W	66TH ST	6615	HODGES DR
4915 W	64TH TER	4912 W	66TH ST	6618	HODGES DR
4916 W	64TH TER	5000 W	66TH ST	6619	HODGES DR

Public Hearing Draft

**APPENDIX C: CROSS REFERENCE BETWEEN THE CSE HOA COVENANTS AND THE  
OVERLAY DISTRICT GUIDELINES**

Cross reference between the CSE HOA Covenants and the Overlay District Guidelines

Summary Wording from CEHA booklet	Deeded Restriction Covered	Authority: Overlay or CEHA
1. The plots shall be used for private dwelling purposes only. Each dwelling shall be designed for occupancy by a single family only.	V	Overlay
2. No garage or outbuilding shall be used as a residence or living quarters.	V	Overlay
3. No building, fence, wall, hedge or structure shall be commenced, erected or maintained until acceptable professional plans and specifications are submitted to the CEHA and approved in writing by the board. In passing upon such plans, the CEHA may take into consideration the suitability of the proposed construction the materials of which it is to be built, the harmony thereof with the surroundings and the outlook from adjacent or neighboring property.	VI	Overlay for approval of plans for buildings and structures CEHA board for fences, walls and hedges
4. Every outbuilding, except a greenhouse, shall correspond in style and architecture to the dwelling and shall be of the same exterior materials. No outbuilding shall exceed the dwelling in height or number of stories.	VIII	Overlay
5. No dwelling or any part thereof shall be erected nearer to the adjoining street than the building limit line shown on the recorded plat.*	IX also includes outbuildings by amendment	Overlay
6. No part of any dwelling shall be erected nearer to the side property line than 12½ percent of the width of the plot at the front property line.*	X	Overlay
7. No outbuilding shall be erected on any plot nearer to the adjoining street than the outbuilding limit line shown on the recorded plat.*	XI	Overlay
8. Except with the written permission of the CEHA, no dwelling exceeding 1½ stories will be permitted. Certain lots are restricted to one-story dwellings.**	XIII	Overlay
9. No permanent building or structure shall be erected within easement areas. Fences, walls or hedges may be erected within the easements but are subject to the right of access by utility	XIV	Overlay for permanent structures CEHA for fences, walls and hedges

**APPENDIX C: CROSS REFERENCE BETWEEN THE CSE HOA COVENANTS AND THE  
OVERLAY DISTRICT GUIDELINES**

Summary Wording from CEHA booklet	Deeded Restriction Covered	Included in Overlay Wording
10. Only those signs used to advertise the property for sale may be posted for a prolonged period of time. Signs should not exceed 1½ feet by 2 feet.	XV	CEHA
11. No radio or television antenna shall be more than 3 feet higher than the roof line. No radio or television towers shall be constructed. Any antenna shall not be visible from a point in the center of the street directly opposite the center of the dwelling.	XV	CEHA
12. No fence, wall, hedge, pergola or detached structure for ornamental purpose shall be erected nearer a front or side street than the building line limit.	XV	CEHA
13. No cows, horses, pigs, poultry, goats or rabbits shall be maintained on any plot and no owner may maintain more than 2 dogs or 2 cats or other household pets on any plot at one time.	XV	CEHA
14. No trash, ashes or other refuse may be thrown or dumped on any plot in the addition. All trash and garbage containers shall be hidden from view.	XV	CEHA

\* The deeded restrictions allow minor modifications under certain circumstances.

\*\* A detailed listing is available in the Deeded Restrictions that are on file with the Countryside East Homes Association.

**ORDINANCE 2271**

**AN ORDINANCE AMENDING CHAPTER 19.25 ENTITLED "OVERLAY ZONING DISTRICTS" TO THE PRAIRIE VILLAGE, KANSAS ZONING ORDINANCE, BY AMENDING SECTIONS 19.25.150 ENTITLED "NC DISTRICTS ESTABLISHED"; 19.25.055 ENTITLED "NC DISTRICT DEVELOPMENT/DESIGN STANDARDS ESTABLISHED" AND 19.25.160 "INCORPORATION BY REFERENCE OF "DESIGN GUIDELINES COUNTRYSIDE EAST HOMES ASSOCIATION 2012 EDITION" BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF PRAIRIE VILLAGE, KANSAS:**

**Section I. Planning Commission Recommendation.**

After having received a recommendation from the Planning Commission and proper notice having been published and hearing held on March 5, 2013, as provided by law and under the authority of and subject to the provisions of the Prairie Village, Kansas Zoning Ordinance, the Zoning Ordinance is amended as set forth in Section II.

**Section II. Amending Chapter 19.25**

Chapter 19.25 of the Prairie Village, Kansas Zoning Ordinance, entitled "Overlay Zoning Districts" is hereby amended by adopting by reference the Neighborhood Conservation Overlay District for Countryside East Homes Association amending 19.25.050; 19.25.055 and 19.25.060 to read as follows:

**19.25.050 NC Districts Established**

As NC Districts are established by Ordinance, this section will be updated by reference to such NC Districts in the following table:

<b>Neighborhood Conservation District Name</b>	<b>General Boundaries</b>	<b>Ordinance No.</b>
Countryside East Homes Association	East of Roe Avenue, South of 63 <sup>rd</sup> Street , West of Nall and North of 67 <sup>th</sup> Street - Prairie Village, Kansas	2271

**19.25.055 NC District Development/Design Standards Established**

As NC District Development/Design Standards and Administrative Policies are established by Ordinance, this section will be updated by reference to such standards and policies in the following table:

<b>Neighborhood Conservation District Name</b>	<b>Design Standards and Administrative Policies</b>	<b>Ordinance No.</b>
--	---	----------------------

Countryside East Homes Association	Design Guidelines Countryside East Homes Association 2012	2271
---------------------------------------	--	------

**19.25.060 INCORPORATION BY REFERENCE OF "DESIGN GUIDELINES COUNTRYSIDE EAST HOMES ASSOCIATION 2012 EDITION"**

The "Design Guidelines Countryside East Homes Association 2012 Edition" including a boundary map prepared, compiled, published and promulgated by the City of Prairie Village, Kansas is hereby adopted and incorporated by reference as if fully set forth herein, and shall be known as the "Design Guidelines Countryside East Homes Association 2012 Edition". At least one copy of said text amendments and boundary map shall be marked or stamped as "Official Copy as Adopted by Ordinance No. 2171 and to which shall be attached a copy of this ordinance, and filed with the City Clerk, to be open to inspection and available to the public at all reasonable business hours.

**Section III**

This ordinance shall take effect and be in force effective upon publication.

**PASSED AND APPROVED THIS 1<sup>st</sup> DAY OF APRIL, 2013.**

/s/ Ronald L. Shaffer  
Ronald L. Shaffer, Mayor

**ATTEST:**  
/s/ Joyce Hagen Mundy  
Joyce Hagen Mundy  
City Clerk

**APPROVED AS TO FORM:**  
/s/ Catherine P. Logan  
Catherine P. Logan  
City Attorney



## PLANNING COMMISSION

Council Meeting Date: April 1, 2013

### Consider Special Use Permit for St. Ann's School

---

#### RECOMMENDATION

Recommend the City Council adopt Ordinance 2272 approving a Special Use Permit for the operation of St. Ann's School, grades pre-school through eighth grade, at 7235 Mission Road subject to the conditions recommended by the Planning Commission.

#### BACKGROUND

St. Ann's School was built in 1968 and is a legal non-conforming use. On February 5<sup>th</sup>, the Planning Commission approved the site plan for an expansion of St. Ann's School extending the north wing of the school and adding eight new classrooms, four on each floor. The addition will provide for the implementation of a full-day kindergarten program and the removal of classrooms from the basement of the church. One condition of site plan approval was that St. Ann's would apply for a Special Use Permit. However, due to the moratorium on special use permit applications, the public hearing for that application could not be held until the March 5<sup>th</sup> meeting of the Planning Commission.

The applicant held a neighborhood meeting on February 20, 2013, in accordance with the Planning Commission Citizen Participation Policy with one neighbor attending. A neighbor requested that construction vehicles not access from Windsor. The minutes of the March 5<sup>th</sup> Planning Commission meeting and public hearing are attached.

The Planning Commission reviewed the criteria for approval of the Special Use Permit and found favorably on the criteria recommending approval for pre-school through eighth grade, subject to the following conditions:

1. That access to the site for construction vehicles and material deliveries be from Mission Road.
2. That the Special Use Permit be approved for an indefinite time.
3. That future expansion or modification be handled through the Site Plan Procedure and amendment to the Special Use Permit not be required unless the school expands to high school grades.
4. That if the applicant is found to be in non-compliance with the conditions of the Special Use Permit, the permit will become null and void within 90 days of notification of non-compliance, unless the non-compliance is corrected.

Since no protest petitions were filed, the Governing Body (which includes the Mayor and City Council) shall make its findings of fact based on the criteria and either:

- A. Adopt the recommendation of the Planning Commission and adopt an ordinance approving the Special Use Permit including the conditions which requires a majority of those present, or
- B. Override the recommendation of the Planning Commission by a 2/3 vote of the Governing Body (9 votes), and deny the Special Use Permit, or change the conditions, or
- C. Return the recommendation to the Planning Commission by a simple majority vote of the quorum present with a statement specifying the basis for the City Council's failure to approve or disapprove the recommendation.
- D. Continue the item to a designated meeting by a simple majority of the quorum present.

#### **RELATED TO VILLAGE VISION**

*LRN1 Promote continued support of schools within the community.*

#### **ATTACHMENTS**

Planning Commission minutes of March 5, 2013  
Staff Report & Application for PC2013-03  
Proposed Ordinance

#### **PREPARED BY**

Joyce Hagen Mundy

City Clerk

Date: March 14, 2013



**(2) the area shall possess built environmental characteristics that create an identifiable setting, character and association;**

While there are a variety of architectural form types and styles within the CSE Overlay District, the area consists of a built environment which creates an identifiable setting, character and association.

The CSE Overlay District is residential in land use and consists of only single-family dwelling units. The area is centered along the North-South collector street, Hodges Drive with the numbered streets intersecting Hodges Drive. One of the unique features of the area is Highland Cemetery. The area is also known for its tree lined streets which are planted with predominantly Ash trees.

The lots within the CSE Overlay District are predominately just under or just over a quarter of an acre. There are a few larger lots within the area which are just over one-half acre. With the exception of Hodges Drive and Ash Street, the dwellings are oriented towards the number streets.

The area also contains a very active homes association the Countryside East Homes Association. The proposed CSE Overlay District is consistent with the Countryside East Homes Association.

**(3) the designated area shall be a contiguous area of at least five (5) acres in size.**

**Areas of less than five (5) acres may be designated as an NC Overlay District only when they abut an existing five (5) acre or greater NC Overlay District.**

The CSE Overlay District contains approximately 112 acres.

Nancy Wallerstein moved the Planning Commission forward the proposed Design Guidelines for the Countryside East Neighborhood Overlay District to the Governing with a recommendation for approval. The motion was seconded by Gregory Wolf and passed unanimously.

Bob Lindeblad thanked the neighborhood for their participation and work during the past two years in the development of these guidelines.

Nancy Wallerstein announced to those in attendance that the neighborhood meeting on the Mission Valley Site was currently being held at Shawnee Mission East and that this item would not be discussed by the Planning Commission this evening.

**PC2013-03 Request for Special Use Permit for St. Ann's School Expansion  
7235 Mission Road**

Arnie Tulloch, with Shafer, Kline & Warren, presented the application on behalf of St. Ann's School and noted their acceptance of the staff recommendation on this application. However he wanted to clarify that the existing pre-school that operates within St. Ann's School was included in the special use permit.

Ron Williamson responded that the special use permit would cover pre-school through 8<sup>th</sup> grade. If the school expanded to cover high school, the permit would need to be amended.

Mr. Williamson noted that the site plan for the school expansion was approved at the February meeting by the Commission which extends the north wing of the school building to add eight new classrooms. The expansion will have four classrooms on each floor and an elevator will be constructed to provide access between the floors. The addition will provide implementation of a full-day kindergarten program. All classrooms will be moved out of the basement of the church to the new classrooms. The science lab, which currently serves a dual purpose as a home room, will be dedicated full time to science education. Staff will be moved from lobbies and corridor spaces to the classrooms. The proposed expansion will provide a more efficient and effective organization of providing education to the students.

A neighbor has submitted a request that the construction vehicles not access from Windsor, but access the site from Mission Road. This seems to be a reasonable request and can be added as a condition of approval. Windsor is a residential street and bringing construction equipment and materials through this residential area would be disruptive.

The applicant held a neighborhood meeting on February 20, 2013, in accordance with the Planning Commission Citizen Participation Policy. One resident attended and had no issues with the proposal.

Bob Lindeblad opened the public hearing. No one was present to address the Commission, however, it was noted that a letter was received earlier and included in the commissioners' packet by a resident. The public hearing was closed at 7:15 p.m.

Vice Chairman Bob Lindeblad led the Commission in the following review of findings of fact:

- 1. The proposed special use complies with all applicable provisions of these regulations including intensity of use regulations, yard regulations and use limitations.**

The property is zoned R-1B Single Family Residential District and has been developed by St. Ann's Church and School since 1968. The site is approximately 10.6 acres and has adequate area to accommodate the proposed expansion and meet all setback, height and area regulations of the zoning ordinance.

- 2. The proposed special use at the specified location will not adversely affect the welfare or convenience of the public.**

The site is large and this is the expansion of a use that has been there since 1968. The proposed expansion is for eight classrooms internally on the site and will not adversely affect the welfare or convenience of the public.

- 3. The proposed special use will not cause substantial injury to the value of other property in the neighborhood in which it is to be located.**

The footprint of the proposed expansion is approximately 72' x 77' or 5,544 sq. ft. The total square footage added will be 11,088 sq. ft. The existing square footage of the school and church is 93,631 square feet according to the Johnson County Appraisers data. This is a 11.8% increase in the square feet of the complex.

The proposed expansion is internal to the site and will have little if any impact on the surrounding neighborhood. Therefore, the proposed expansion will not cause substantial injury to the value of other property.

4. **The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with it, and the location of the site with respect to streets giving access to it, are such that this special use will not dominate the immediate neighborhood so as to hinder development and use of neighboring property in accordance with the applicable zoning district regulations. In determining whether the special use will so dominate the immediate neighborhood, consideration shall be given to: a) the location, size and nature of the height of the building, structures, walls and fences on the site; and b) the nature and extent of landscaping and screening on the site.**

This proposal is for only eight additional classrooms and is not of a size that will dominate the neighborhood or hinder development or redevelopment. This neighborhood is completely developed.

5. **Off-street parking and loading areas will be provided in accordance with standards set forth in these regulations and said areas shall be screened from adjoining residential uses and located so as to protect such residential uses from any injurious affect.**

Currently there are 305 parking spaces on the site and the applicant has calculated that the school and church require 239 spaces. The ordinance requires two spaces for each classroom which will add 16 spaces for a total requirement of 255 spaces. The site will have an excess of 50 spaces over the requirements. The church normally does not have functions during school time so generally there is more than adequate parking available. The parking spaces are existing and are located to have minimum negative impact on the neighborhood. When major events occur, the grassed sports fields could be used as temporary parking. Also it may be possible to use parking to the south if an activity does not occur during normal office hours.

6. **Adequate utility, drainage and other necessary utilities have been or will be provided.**

Storm drainage was addressed at the time of site plan approval and the applicant is working with Public Works to resolve drainage concerns. All utilities are available on site.

7. **Adequate access roads or entrance and exit drives will be provided and shall be so designed to prevent hazards and to minimize traffic congestion in public streets and alleys.**

St. Ann's Church and School is a developed property and no change in the ingress or egress is planned. Currently the property can be entered from one location on Mission Road and one location of Windsor Street. Exiting can occur from two locations on Mission Road and one on Windsor Street. No congestion will be added to adjacent public streets.

8. **Adjoining properties will be adequately protected from any hazardous or toxic materials, hazardous manufacturing processes, obnoxious odors, or unnecessary intrusive noises.**

This particular use does not appear to have any hazardous or toxic materials, hazardous processes or obnoxious odors related to its use. There may be some noise generated from the outdoor play of the children, but it should be minimal.

9. **Architectural style and exterior materials are compatible with such style and materials used in the neighborhood in which the proposed structure is to be built or located.**

The architectural plans were approved as a part of the Site Plan Approval.

Gregory Wolf moved the Planning Commission find favorable the findings of fact for PC2013-02 and recommend the Governing Body approve the issuance of a Special Use Permit for St. Ann's School, grades pre-school through eighth grade, at 7235 Mission Road, Prairie Village, subject to the following conditions:

1. That access to the site for construction vehicles and material deliveries be from Mission Road.
2. That the Special Use Permit be approved for an indefinite time.
3. That future expansion or modification be handled through the Site Plan Procedure and amendment to the Special Use Permit not be required unless the school expands to high school grades.
4. That if the applicant is found to be in non-compliance with the conditions of the Special Use Permit, the permit will become null and void within 90 days of notification of non-compliance, unless the non-compliance is corrected.

The motion was seconded by Randy Kronblad and passed unanimously.

## **NON-PUBLIC HEARINGS**

**PC2013-101      Site Plan Approval - Roe 89 Shops  
8825 & 8839 Roe Avenue**

Kevin Harden with Gastinger, Walker & Harden and Greg Hoefler with The Tutera Group noted they are proposing to give a new facelift to the 89<sup>th</sup> and Roe Shops. The north building, 8825 Roe Avenue was built in 1965 and the south building, 8839 Roe Avenue, was built in 1988. Both buildings are owned by the same entity and the proposed facade design is to update and create some similarity in the buildings' appearance.

The proposed design for the north building essentially includes adding columns for aesthetic purposes, replacing the fluorescent light strip under the canopy with can lights and attaching a gable roof to the face of the facade. The existing canopy projects approximately eight feet from the building and the sidewalk is approximately ten feet wide. The proposed columns are not needed for structural support of the canopy. The proposed gables will only be about one foot deep and the roof material will be cedar boards.

The proposed design for the south building extends the canopy approximately four feet, adds gables, adds columns and replaces the five foot sidewalk with an eight foot sidewalk. The existing canopy is approximately three feet and it will be extended to approximately seven feet. The two existing dormers do not serve a purpose, are a maintenance problem and will be removed.

# LOCHNER

## STAFF REPORT

**TO:** Prairie Village Planning Commission  
**FROM:** Ron Williamson, Lochner, Planning Consultant  
**DATE:** March 5, 2013 Planning Commission Meeting

Project # 000005977

---

**Application:** PC 2013-03

**Request:** Special Use Permit for St. Ann's School Expansion

**Property Address:** 7231 Mission Road

**Applicant:** Shafer, Kline & Warren for St. Ann's Catholic Church

**Current Zoning and Land Use:** R-1B Single Family Residential District – Church and School

**Surrounding Zoning and Land Use:** **North:** RP-3 Planned Garden Apt. District & R-1B Single Family Residential – Apartments and Single Family Dwellings  
**East:** R1-B Single Family Residential District – Single Family Dwellings and Windsor Park  
**South:** C-0 Office Building District – Offices and R-1B Single Family Residential District – Single Family Dwellings  
**West:** R1-B Single Family Residential District – Single Family Dwellings

**Legal Description:** Metes and Bounds - Unplatted

**Property Area:** 10.6 Acres

**Related Case Files:** PC 2013-104 Preliminary and Final Plat for Church and School  
PC 2013-104 Site Plan Approval for Church & School Expansion  
PC 2011-122 Site Plan for Wireless Facility Changes  
PC 2011-113 Monument Sign Approval on Windsor Street  
PC 2007-120 Monument Sign Approval  
PC 2006-11 SUP for a Wireless Facility  
PC 1996-86 SUP for a Wireless Facility  
PC 1987-104 Site Plan Approval for Expansion

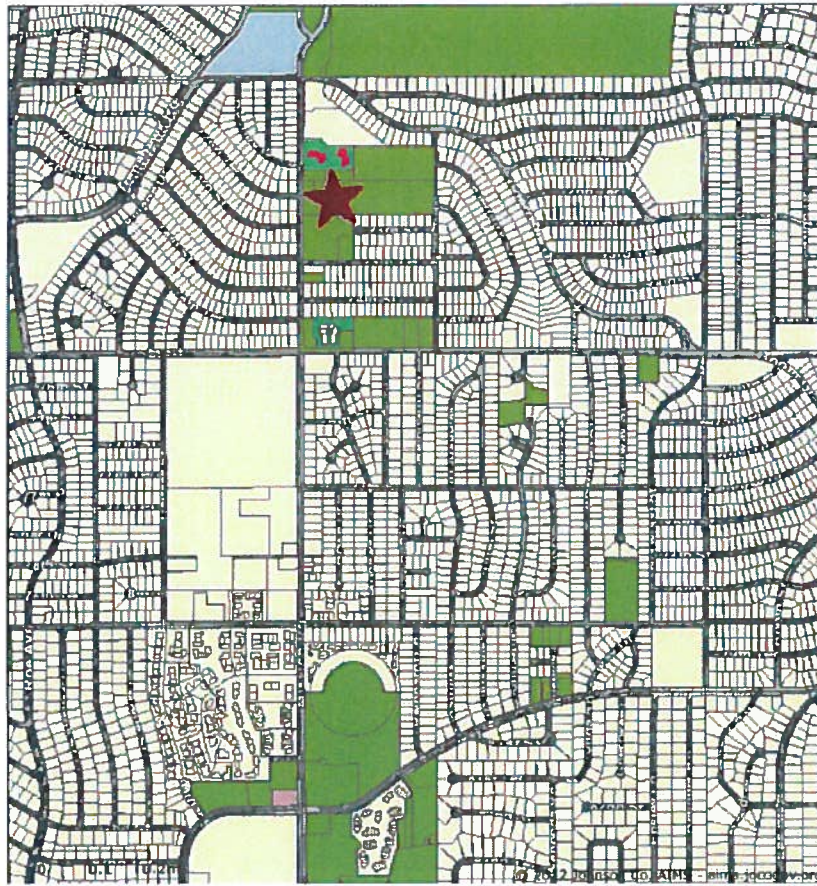
**Attachments:** Application, Plans and Photos

---

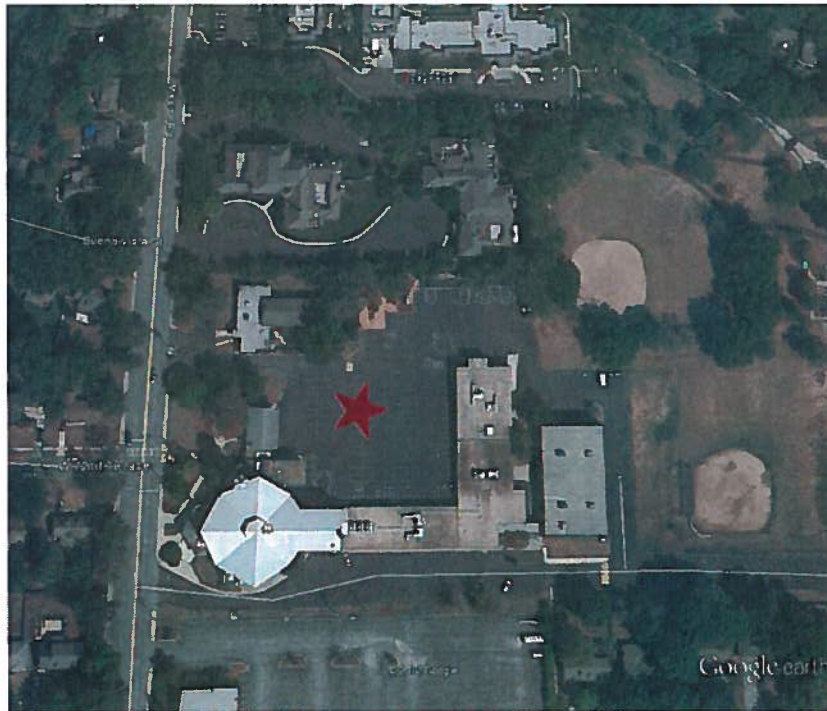
LOCHNER

903 East 104<sup>th</sup> Street | Suite 800 | Kansas City, Missouri 64131-3451 | P 816.363.2696 | F 816.363.0027  
engineering | planning | architecture

**General Location Map**



**Aerial Map**



**COMMENTS:**

St. Ann's Catholic Church submitted an application for site plan approval for expansion of the Church and School facilities. This application was considered and approved by the Planning Commission at their regular meeting on January 8, 2013. One of the conditions of site plan approval was that a Special Use Permit application be submitted and approved for the school.

Normally, the Special Use Permit and Site Plan would have been considered at the same Planning Commission Meeting, but the City Council had passed a moratorium for filing Special Use Permit applications so it could not be considered until now.

The zoning ordinance requires that private schools, colleges, and universities obtain Special Use Permit approvals. St. Ann's School was built in 1968 and is a legal non-conforming use, but it cannot be expanded or enlarged until such time as the Special Use Permit is approved. The Kansas City Christian Church and the Montessori School were both in a similar situation and have filed Special Use Permit applications which were approved.

The applicant is proposing to extend the north wing of the school building to add eight new classrooms. The expansion will have four classrooms on each floor and an elevator will be constructed to provide access between the floors. The addition will provide implementation of a full-day kindergarten program. All classrooms will be moved out of the basement of the church to the new classrooms. The science lab, which currently serves a dual purpose as a home room, will be dedicated full time to science education. Staff will be moved from lobbies and corridor spaces to the classrooms. The proposed expansion will provide a more efficient and effective organization of providing education to the students. Currently the school serves grades Kindergarten through eighth grade.

A neighbor has submitted a request that the construction vehicles not access from Windsor, but access the site from Mission Road. This seems to be a reasonable request and can be added as a condition of approval. Windsor is a residential street and bringing construction equipment and materials through this residential area would be disruptive.

The applicant held a neighborhood meeting on February 20, 2013, in accordance with the Planning Commission Citizen Participation Policy. One resident attended and had no issues with the proposal.

**FACTORS FOR CONSIDERATION:**

The Planning Commission shall make findings of fact to support its recommendation to approve, conditionally approve, or disapprove this Special Use Permit. In making its decision, consideration should be given to any of the following factors that are relevant to the request:

1. The proposed special use complies with all applicable provisions of these regulations including intensity of use regulations, yard regulations and use limitations.
-

The property is zoned R-1B Single Family Residential District and has been developed by St. Ann's Church and School since 1968. The site is approximately 10.6 acres and has adequate area to accommodate the proposed expansion and meet all setback, height and area regulations of the zoning ordinance.

**2. The proposed special use at the specified location will not adversely affect the welfare or convenience of the public.**

The site is large and this is the expansion of a use that has been there since 1968. The proposed expansion is for eight classrooms internally on the site and will not adversely affect the welfare or convenience of the public.

**3. The proposed special use will not cause substantial injury to the value of other property in the neighborhood in which it is to be located.**

The footprint of the proposed expansion is approximately 72' x 77' or 5,544 sq. ft. The total square footage added will be 11,088 sq. ft. The existing square footage of the school and church is 93,631 square feet according to the Johnson County Appraisers data. This is a 11.8% increase in the square feet of the complex.

The proposed expansion is internal to the site and will have little if any impact on the surrounding neighborhood. Therefore, the proposed expansion will not cause substantial injury to the value of other property.

**4. The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with it, and the location of the site with respect to streets giving access to it, are such that this special use will not dominate the immediate neighborhood so as to hinder development and use of neighboring property in accordance with the applicable zoning district regulations. In determining whether the special use will so dominate the immediate neighborhood, consideration shall be given to: a) the location, size and nature of the height of the building, structures, walls and fences on the site; and b) the nature and extent of landscaping and screening on the site.**

This proposal is for only eight additional classrooms and is not of a size that will dominate the neighborhood or hinder development or redevelopment. This neighborhood is completely developed.

**5. Off-street parking and loading areas will be provided in accordance with standards set forth in these regulations and said areas shall be screened from adjoining residential uses and located so as to protect such residential uses from any injurious affect.**

Currently there are 305 parking spaces on the site and the applicant has calculated that the school and church require 239 spaces. The ordinance requires two spaces for each classroom which will add 16 spaces for a total requirement of 255 spaces. The site will have an excess of 50 spaces over the requirements. The church normally does not have functions during school time so generally there is more than adequate parking available. The parking spaces are existing and are located to have minimum negative impact on the neighborhood. When major events occur, the grassed sports fields could be used as temporary parking. Also it may be possible to use parking to the south if an activity does not occur during normal office hours.



- 6. Adequate utility, drainage and other necessary utilities have been or will be provided.**

Storm drainage was addressed at the time of site plan approval and the applicant is working with Public Works to resolve drainage concerns. All utilities are available on site.

- 7. Adequate access roads or entrance and exit drives will be provided and shall be so designed to prevent hazards and to minimize traffic congestion in public streets and alleys.**

St. Ann's Church and School is a developed property and no change in the ingress or egress is planned. Currently the property can be entered from one location on Mission Road and one location of Windsor Street. Exiting can occur from two locations on Mission Road and one on Windsor Street. No congestion will be added to adjacent public streets.

- 8. Adjoining properties will be adequately protected from any hazardous or toxic materials, hazardous manufacturing processes, obnoxious odors, or unnecessary intrusive noises.**

This particular use does not appear to have any hazardous or toxic materials, hazardous processes or obnoxious odors related to its use. There may be some noise generated from the outdoor play of the children, but it should be minimal.

- 9. Architectural style and exterior materials are compatible with such style and materials used in the neighborhood in which the proposed structure is to be built or located.**

The architectural plans were approved as a part of the Site Plan Approval.

#### **RECOMMENDATION:**

After a review of the proposed application in relation to the eight factors previously outlined, the Planning Commission may either recommend approval of the Special Use Permit with or without conditions, recommend denial, or continue it to another meeting. In granting this Special Use Permit, however, the Planning Commission may impose such conditions, safeguards, and restrictions upon the premises benefited by approval of the Special Use Permit as may be necessary to reduce or minimize any potentially injurious affect on other property in the neighborhood. It is the recommendation of Staff that the Planning Commission recommend approval of the Special Use Permit for St. Ann's School to the Governing Body subject to the following conditions:

1. That access to the site for construction vehicles and material deliveries be from Mission Road.
  2. That the Special Use Permit be approved for an indefinite time.
  3. That future expansion or modification be handled through the Site Plan Procedure and amendment to the Special Use Permit not be required unless the school expands to high school grades.
  4. That if the applicant is found to be in non-compliance with the conditions of the Special Use Permit, the permit will become null and void within 90 days of notification of non-compliance, unless the non-compliance is corrected.
-



## ORDINANCE 2172

AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR ST. ANN'S SCHOOL, GRADES PRE-SCHOOL THROUGH EIGHTH GRADE, AT 7235 MISSION ROAD, PRAIRIE VILLAGE, KANSAS

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF PRAIRIE VILLAGE:

**Section I.** **Planning Commission Recommendation.** At its regular meeting on March 5, 2013, the Prairie Village Planning Commission held a public hearing, found the findings of fact to be favorable and recommended that the Governing Body approve a Special Use Permit for the operation of a private school, pre-school through eighth grade, by St. Ann's Catholic Church at 7235 Mission Road subject to the following conditions:

1. That access to the site for construction vehicles and material deliveries be from Mission Road.
2. That the Special Use Permit be approved for an indefinite time.
3. That future expansion or modification be handled through the Site Plan Procedure and amendment to the Special Use Permit not be required unless the school expands to high school grades.
4. That if the applicant is found to be in non-compliance with the conditions of the Special Use Permit, the permit will become null and void within 90 days of notification of non-compliance, unless the non-compliance is corrected..

**Section II.** **Findings of the Governing Body.** At its meeting on April 1, 2013, the Governing Body adopted by specific reference the findings as contained in the minutes of the Planning Commission meeting of March 5, 2013, and the recommendations of the Planning Commission and approved the Special Use Permit as docketed PC2013-03.

**Section III.** **Granting of the Special Use Permit.** Be it therefore ordained that the City of Prairie Village grant a Special Use Permit for St. Ann's Catholic Church to operate a private school, pre-school through eighth grade, at 7235 Mission Road, Prairie Village, Kansas subject to the four specific conditions listed above.

**Section IV.** **Take Effect.** That this ordinance shall take effect and be in force from and after its passage, approval and publication in the official City newspaper as provided by law.

PASSED AND ADOPTED BY THE GOVERNING BODY THIS 1st DAY OF  
APRIL, 2013.

CITY OF PRAIRIE VILLAGE, KANSAS

By: \_\_\_\_\_  
Ronald L. Shaffer, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Joyce Hagen Mundy, City Clerk

\_\_\_\_\_  
Catherine P. Logan, City Attorney

**MAYOR'S ANNOUNCEMENTS**  
**April 1, 2013**

**Committee meetings scheduled for the next two weeks include:**

Planning Commission	04/02/2013	7:00 p.m.
Tree Board	04/03/2013	6:00 p.m.
Jazz Fest Committee	04/04/2013	6:30 p.m.
Sister City Committee	04/08/2013	7:00 p.m.
Finance Committee	04/09/2013	3:00 p.m.
Parks & Recreation Committee	04/10/2013	7:00 p.m.
Council Committee of the Whole	04/15/2013	6:00 p.m.
City Council	04/15/2013	7:30 p.m.

=====

The Prairie Village Arts Council is pleased to announce a photography exhibit by Dale Cole and Rick Scaletty in the R.G. Endres Gallery for the month of April. The reception will be held on April 12th, from 6:30 to 7:30 p.m.

Recreation sales began today.

The City, in conjunction with Deffenbaugh Industries, will be holding a free compost pick-up on Saturday, April 6th, for Prairie Village residents. Compost will be available starting at 8:00 am in the parking lot next to the water tower. Staff will also be presenting a brief workshop on composting at 9:00 a.m. in the Santa Fe pavilion.

The annual large item pick-up has been scheduled. Homes on 75th Street and north of 75th Street will be collected on Saturday, April 13th. Homes south of 75th Street will be collected on Saturday, April 20th.

**INFORMATIONAL ITEMS**  
**April 1, 2013**

1. Planning Commission Agenda - April 2, 2013
2. Environment/Recycle Committee - February 27, 2013
3. Villagefest - February 28, 2013
4. Mark Your Calendars

PLANNING COMMISSION AGENDA  
CITY OF PRAIRIE VILLAGE  
TUESDAY, APRIL 2, 2013  
**\*\*INDIAN HILLS MIDDLE SCHOOL\*\***  
6400 MISSION ROAD  
7:00 P. M.

- I. ROLL CALL
- II. APPROVAL OF PC MINUTES - March 5, 2013
- III. PUBLIC HEARINGS
- IV. NON-PUBLIC HEARINGS
  - PC2013-109 Site Plan Approval  
7400 State Line Road  
Zoning: C:0  
Applicant: AMAI Architecture, for K.U. Eye
  - PC2013-110 Site Plan Approval - wireless antennae  
9011 Roe Avenue  
Zoning: R-1a  
Applicant: Polsinelli for Sprint
  - PC2013-111 Preliminary & Final Plat Approval  
PV Shopping Center  
Zoning: C-2  
Applicant: PV Retail Partners
- V. OTHER BUSINESS
  - PC2012-119 Sign Approval  
3935 & 3939 W. 69<sup>th</sup> Terrace  
Zoning: C-2  
Applicant: Lega C Properties
- VI. ADJOURNMENT

**Immediately following the meeting the Planning Commission will meet in work session to review and discuss the proposed development at 8500 Mission Road -  
No action will be taken.**

Plans available at City Hall if applicable

If you can not be present, comments can be made by e-mail to

[Cityclerk@Pvkansas.com](mailto:Cityclerk@Pvkansas.com)

**\*Any Commission members having a conflict of interest, shall acknowledge that conflict prior to the hearing of an application, shall not participate in the hearing or discussion, shall not vote on the issue and shall vacate their position at the table until the conclusion of the hearing.**

**PLANNING COMMISSION WORK SESSION AGENDA  
CITY OF PRAIRIE VILLAGE  
TUESDAY, APRIL 2, 2013  
\*\*INDIAN HILLS MIDDLE SCHOOL\*\*  
6400 MISSION ROAD**

**Immediately Following  
Regular Commission Meeting**

**Presentation on proposed development of 8500 Mission Road -  
"Mission Chateau Senior Center  
Representatives of Tutera Family Communities &  
Polsinelli Shughart**



# PRAIRIE VILLAGE ENVIRONMENT AND RECYCLE COMMITTEE

Minutes, February 27

Pete Jarchow, for the steering committee, called the meeting to order at 7:05 p.m. Attending were Pete, Anne-Marie Hedge, Karin McAdams, Dennis Enslinger, Thomas O'Brien, Margaret Goldstein, Deborah English, Mary English, Polly Swafford, Ben Claypool, Ruth Hopkins, Bob Pierson, and Jared Cole, manager of the Earth Fair.

The minutes from January were approved as written.

## Reports and business

- **Community Gardens:** Thomas O'Brien reported.
  - The committee is eager to expand the garden at Harmon, and expects to expand to the east and west as soon as possible.
  - The Tree Board met and decided to keep the elm tree. The gardens may take down some small trees nearby.
  - The Eagle Scout who is planning to help prepare the beds, will be ready to start work before the Parks and Recreation Committee meets next. They are trying to work this out.
- **Earth Fair:** Jared Cole reported.
  - The entertainment is lined up, and vendors are responding well.
  - The biggest challenge is publicity. It's especially important to get our message to Shawnee Mission East students.
  - We should have the posters soon. The highest priority will be to put the up in schools.
  - Jared is using Facebook and Twitter to publicize the fair.
  - We are all urged to collect small glass bottles for the children's bottle-painting activity, and books for the Book Fair. Taking our books to SME library soon is advisable, so they can be organized well in advance of the fair.
- **Community Forum:** Deb English reported.
  - **KNRC** will be participating with us again this year.
  - It was decided to survey past attendees about possible programs.
  - Some program suggestions from the group included xeriscaping, how to enlist the cooperation of homes associations when advocating landscaping with native plants, an update on green building in Greensburg, and how to eat in a way that is healthy, sustainable and cheap.
- **Other business:**
  - **Earth Hour** – We received a notice that at Earth Hour, March 23 from 8:30 – 9:30, we are urged to turn out lights and any other inessential electric devices, in solidarity with others around the world.
    - Margaret Goldstein offered to contact our membership to remind them.
    - A motion was passed to recommend to the City Council that the city participate in Earth Hour in whatever way seems appropriate and inform the public of this action.
  - 2014 budget – There were questions about how to add \$2000 to the budget because the money collected from the Community Garden can't go back to our committee. It

was agreed that each committee needs to give thought to what it might need in the coming year(s),

- Prairie Village Shops will be conducting an e-recycling event on May 18. This will include clothing and other items as well. The e-recycler is not a certified electronics recycling agency.

The meeting adjourned at 8:35

The next meeting will be held on March 27 at 7:00 p.m.

Respectfully submitted,

Karin McAdams

## VILLAGEFEST COMMITTEE

**February 28, 2013**

The VillageFest Committee met February 28, 2013 at 7:00 pm. Present and presiding, Marianne Noll. Members present: Susan Forrest, Cindy Clark, Toby Fritz, Ted Fritz, Danielle Dulin, Quinn Bennion, Keith Bredehoeft, George Stewart, Byron Roberson, and Jeanne Koontz.

### **Minutes**

Toby Fritz moved approval of the minutes of the January 24, 2013 meeting. The motion passed unanimously.

### **Staff Reports**

#### **A. Administration**

Jeanne Koontz reported that Sister Act Face Painting/Wacky Hair would like to return for 2013. The fee is the same as last year at \$2,240 for 5 face painters and 2 wacky hair stylists.

The committee reviewed the inflatable offerings of Inflatabilities and selected Animal Kingdom, the Junior Double Waterslide, the Volcano Waterslide and the Adrenaline Rush II. Staff will contact Inflatabilities for a quote.

The committee reviewed the offerings of Giggles n Jiggles and decided to obtain a quote on the Velcro Wall and the Hamster Balls.

The committee looked at the U:launcher as an alternative offering to the Video Game Van from Games 2 U. The U:launcher launches water balloons. Committee members expressed interest in using biodegradable balloons. Staff will obtain a quote on both items.

The committee would like to invite back the Petting Zoo and Pony Rides, the Photo Booth and the DJ at the main stage.

Quinn Bennion suggested having a brass band perform at the pancake breakfast. He will look into this item.

#### **B. Public Works**

Keith Bredehoeft stated they received the list of items from the last meeting and will review it. They will work on having more picnic tables and making improvements for electrical service.

Cindy Clark suggested getting the music from the main stage to the crafters. Staff will contact Mark Thies to discuss ideas.

#### **C. Police Department**

Byron Roberson reported the Bike Rodeo will be happening again. The Police Department will be displaying their new cars.

#### **D. Fire Department**

George Stewart with the Fire Department stated they are happy to provide the same set-up as last year or anything else within reason.

### **Planning Group Reports**

#### **A. Entertainment - Deke Rohrbach**

Marianne Noll reported that the Surf Tones are willing to come back. She asked what types of music the committee would like to have. The committee suggested bluegrass or big band.

B. Craft Center - Patty Jordan  
No report.

C. Crafts - Cindy Clark  
Cindy Clark stated she received two applications.

D. Patriotic Service - Marianne Noll  
Marianne Noll asked the committee to think of something new and different for the Patriotic Service and report back next month.

E. Food Vendors - Susan Forrest  
Susan Forrest reported the following vendors will be coming and providing their own electricity: Hy-Vee, the Popcorn Man, and Rex Nolen. Mely's Yogurt and Ice Cream would also like to come but cannot provide their own generator. The committee discussed whether to make an exception but ultimately decided not to make an exception to the rule. Mely's can come if they bring a generator. Quinn Bennion stated he is concerned about having too many vendors with the same product. If Mely's comes, there would be three vendors providing shaved ice. Hy-Vee is considering selling breakfast items.

F. Information Booth - Beth Cavanaugh  
No Report.

G. Volunteers - Beth Cavanaugh  
No Report.

H. Decorations -  
Marianne Noll asked committee members to think of ideas for decorations.

I. Sponsorships - Jeanne Koontz & Marianne Noll  
The following sponsors have confirmed: Lega C listed as Prairie Village Shops & Corinth Square Shops, Capitol Federal and Renewal by Andersen. The Friends of VillageFest mailing will go out in March.

J. Pie Baking Contest - Danielle Dulin  
Danielle Dulin gave an update on the pie baking contest. Danielle stated she spoke with the Kansas Department of Agriculture regarding the pie baking contest. They have no problems with the contest except we cannot serve dairy or cream pies. Danielle suggested a \$100 grand prize and \$25 first prize in the rest of the categories. She suggested three categories of fruit, nut and other with three judges per category. She asked the committee if they wanted a pre-entry form. The committee agreed this would be a good way to gauge the number of participants. Marianne Noll suggested using local merchants or local celebrities as judges. The following were suggested: Tastebuds editor, Dolce owner, Julia Senter, Bakery Manager from a grocery store, professor from Broadmoor Culinary Program or Johnson County Community College Culinary program, and/or news/radio personalities. The contest will be advertised in the May newsletter, on Facebook, Twitter, and through the homes associations.

K. Bike Rodeo - Adam Taylor  
No Report.

L. Fingerprinting - Masonic Lodge  
Byron Roberson will follow-up.

M. Community Spirit Award - Toby Fritz

Toby Fritz suggested the following judges for the Community Spirit Award: Joel Crown, Bob Pisciotta and Mary Rimann. The committee agreed.

N. History Display - Ted Fritz

Ted Fritz gave an update on the History Display which will include information on Native American tribes who came through Prairie Village. He stated he may only display a poster in the lobby. Marianne Noll said he can have a tent outside. The committee suggested inviting the Shawnee Indian Mission to set-up a booth. Ted said he is willing to make buttons again. A button maker can be purchased for \$400 or he can try to borrow one from the EPA again.

O. Wow Item -

Marianne Noll asked the committee to think about the wow item.

### **Other Business**

The next meeting is March 28, 2013 at 7:00 pm. The meeting adjourned at 8:25 pm.

Marianne Noll  
Chair

**Council Members  
Mark Your Calendars  
April 1, 2013**

<b>April 2013</b>	Dale Cole and Rick Scaletty exhibit in the R.G. Endres Gallery
April 1	City Council Meeting
April 12	Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m.
April 15	City Council Meeting
<b>May 2013</b>	Jacia Humiston exhibit in the R.G. Endres Gallery
May 6	City Council Meeting
May 10	Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m.
May 20	City Council Meeting
May 27	City offices closed in observance of Memorial Day
<b>June 2013</b>	
June 3	City Council Meeting
June 14	Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m.
June 17	City Council Meeting
<b>July 2013</b>	Senior Arts Council exhibit in the R.G. Endres Gallery
July 1	City Council Meeting
July 4	City offices closed in observance of Independence Day
July 4	VillageFest
July 12	Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m.
July 15	City Council Meeting
<b>August 2013</b>	
August 5	City Council Meeting
August 9	Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m.
August 19	City Council Meeting
<b>September 2013</b>	
September 2	City offices closed in observance of Labor Day
September 3	City Council Meeting
September 13	Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m.
September 16	City Council Meeting
September 25	Shawnee Mission Education Foundation Fall Breakfast
<b>October 2013</b>	State of the Arts Exhibit in the R. G. Endres Gallery
October 7	City Council Meeting
October 11	Artist reception in the R. G. Endres Gallery 6:00 - 8:00 p.m.
October 21	City Council Meeting
<b>November 2013</b>	Greater Kansas City Arts Association exhibit in the R. G. Endres Gallery
November 4	City Council Meeting
November 8	Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m.
November 12 - 16	National League of Cities Conference in Seattle, WA
November 18	City Council Meeting
November 28	City offices closed in observance of Thanksgiving
November 29	City offices closed in observance of Thanksgiving

**December 2013**

December 2 City Council Meeting  
December 13 Artist reception in the R. G. Endres Gallery 6:30 - 7:30 p.m.  
December 16 City Council Meeting  
December 25 City offices closed in observance of Christmas