

**REGULAR PLANNING COMMISSION MEETING
CITY OF MERRIAM, KANSAS
9001 W. 62nd St.
COUNCIL CHAMBERS
MINUTES**

**March 1, 2017
7:00 P.M.**

The Regular Planning Commission meeting for the City of Merriam, Kansas was called to order at 7:00 p.m. by Chairman Carol Whitlock on Wednesday, March 1, 2017 in the Council Chambers with the Chairman inviting everyone present to participate in the Pledge of Allegiance to the Flag.

I. ROLL CALL

Members Present: Bill Bailey
Reuben Cozmyer
Brian Dailey
Judy Devereay
Mitchell Fowler
Secretary Russ Harmon
Vice Chairman Leah Ann McCormick-arrived at 7:05 p.m.
Chairman Carol Whitlock

Members Absent: Bill Carter

Also Present: Bryan Dyer, Community Development Director; Nancy Yoakum, Recording Secretary.

II. APPROVAL OF MINUTES OF FEBRUARY 1, 2017.

Chairman Carol Whitlock stated that the Planning Commission members had received a copy of the February 1, 2017 meeting minutes and asked if there were any corrections or additions.

Hearing no comments, Chairman Carol Whitlock entertained a motion.

BILL BAILEY MOVED THAT THE MINUTES OF THE PLANNING COMMISSION MEETING OF FEBRUARY 1, 2017 BE APPROVED. MITCHELL FOWLER SECONDED THE MOTION. THE MOTION WAS UNANIMOUSLY APPROVED.

III. ITEMS OF BUSINESS

- 1. SDP17-000001 Site Development Plan for 6445 Carter Ave. in an I-1 (Light Industrial) District.**

Chairman Carol Whitlock presented to the Planning Commission application SDP17-000001 a Site Development Plan for property located at 6445 Carter Ave. in an I-1 (Light Industrial) District.

Community Development Director Bryan Dyer stated the applicant is requesting approval of a site development plan for an office/warehouse building and an exterior contractor storage yard. Mr. Dyer reviewed the general location to orient the Planning Commissioners to the site proposed for the site development plan. Mr. Dyer also showed the site the School District has purchased and mentioned they are negotiating purchase of property to north.

Mr. Dyer stated that the property is zoned I-1 (Light Industrial) District, and that the adjacent properties to the north are also zoned I-1. The properties to the west across the train tracks are also zoned I-1 and developed with automotive uses. To the east, the zoning is PUD-G (Planned United Development-General) District also developed with automotive sales and repairs. To the south is PUD-G with a parking lot and an office building.

Mr. Dyer stated the subject property is approximately 8 (eight) acres in size. The school district is requesting approval for a site development plan for an approximately 55,000 sq. ft. office/warehouse building with exterior contractor storage yard. The purpose of the building is to consolidate existing maintenance facilities into one location. The building will house approximately 76 employee. The majority of employees will be transitory, coming to the site and then going on to other school facilities throughout the district area.

Mr. Dyer stated that the storage facility will be for supplies and materials related to the operation of the school district. There will also be exterior storage around the building. The exterior storage will include storage for trucks, building materials, and sand/salt. This site does not have any adjoining residential districts so there are no requirements for screening.

Mr. Dyer stated that the proposed building would be a metal frame building with a split-face block exterior that faces Carter Ave. The required parking will be on the front and west side of the building. The remainder of the area will remain gravel for the purpose of storage equipment.

Mr. Dyer stated that the last time this project came forward to the Planning Commission there was some question about this site being related to the 19th Century Merriam Park. This site is at the very southwest corner of the park. The site is not listed on the Kansas or National Historic Register, so there is no requirement for historic review.

Mr. Dyer reviewed the site plan in further detail and stated that the school district is going to maintain the existing entry point.

Mr. Dyer stated that staff recommends approval of the site development plan. There are a couple of conditions with the approval. This property is zoned I-1(Light-Industrial) District and this is the final approval process, so this will be the final action on the plans. Mr. Dyer stated he would answer any question of the Planning Commission, and stated the applicant was present as well.

Chairman Carol Whitlock inquired if the Planning Commissions had any questions for Mr. Dyer.

Commissioner Brian Daily inquired about the dock pit if it was for full semi-trucks.

Mr. Dyer stated that it was.

Commissioner Bill Bailey inquired if there was a requirement for fuel tank storage.

Mr. Dyer stated that fuel tank storage is regulated through the Fire Department and Kansas Department of Health & Environment. Mr. Dyer pointed out the area of the storage location and stated they would be getting permits though the State.

Commissioner Reuben Cozmyer inquired if there was a traffic analysis done and if there will be any work done at the railroad crossing.

Mr. Dyer stated that there would not be any work done at the railroad crossing. The City Engineer is concerned about the queuing for southbound Carter Ave. for people turning eastbound on 67th St. If the traffic study shows excessive cuing then there might be modifications to traffic light timing. Mr. Dyer stated there is a condition listed in the staff report regarding the timing of the traffic study.

Chairman Whitlock inquired if there were any additional questions for Mr. Dyer, hearing none she asked the applicant to speak.

Marty Arling from Kaw Valley Engineering, Tyler Clubb from Shawnee Mission School District, and Larry Lisbon-Architect introduced themselves to the Planning Commission.

Marty Arling stated that they had a meeting with Community Development a couple of months ago and there were representatives from the Overland Park Fire Department. There will be 2 (two) five hundred gallon tanks that are above ground and are 52" in diameter and are double walled to contain spills and they will have a remote pump right on the tanks. One tank with be for diesel and the other one for regular gasoline.

Chairman Carol Whitlock inquired if they met the requirements for a containment wall.

Mr. Arling stated they did.

Commissioner Bill Bailey inquired who would be filing the application with the state.

Mr. Arling stated the Architect and Civil Engineer would file the application and that they intend to meet all the regulations to have everything up to code.

Commissioner Bill Bailey inquired about the sand and salt enclosure.

Mr. Arling stated that it is not open to rainwater; it has a cover on it so it will not be leaching sand out into the environment.

Chairman Carol Whitlock inquired what type of materials the enclosure would be made.

Mr. Lisbon stated that the school district is thinking about replicating the one they have at their current facility in Overland Park, which is concrete. The maximum height would be about the same height of the facility. The size shown is 60' x 40' but it may not be that large. The roof will be metal to match the building and will have barn sliding doors out of metal to match. The building will be divided into half to house the sand and salt.

Commissioner Bill Bailey inquired if the walls will be made out of concrete or CMU.

Mr. Lisbon stated it would be concrete.

Commissioner Bill Bailey inquired if it would be painted the same color as the building.

Mr. Lisbon stated it could be and the metal doors will match the building and be facing the street.

Commissioner Bill Bailey inquired why there was not a sign package included with the submission.

Mr. Dyer responded that this application is a straight zoning permit and the signage would be submitted separately.

Commissioner Bill Bailey inquired if there would be a dust collector.

Mr. Clubb stated that the dust would be collected out of the woodshop.

Commissioner Mitchell Fowler inquired what type of security would be in place for the above ground fuel storage.

Mr. Arling stated that the whole area will be gated off from the north side of the building and the whole yard will be secure. There is also a perimeter fence.

Mr. Clubb stated that there is 110v that go to each of the pumps. Mr. Clubb stated there is a power disconnect that will be shut off inside of the building each night. Commissioner Bill Bailey inquired if there will be security cameras on the premises.

Mr. Clubb stated as the budget allows but there will be some.

Mr. Arling asked to review some of the stipulations. Mr. Arling stated that he spoke with Mr. Dyer prior to the meeting. Mr. Arling stated they will talk to the City Engineer and do not anticipate any problems with the traffic signal.

Mr. Arling wanted to discuss condition number 5 (five) on the staff report. Their calculations shows that the run does work and they have done turning movements and request that the stipulation be changed to work with staff on that item. Mr. Arling stated that the isle width is now 30 feet so there is plenty of room to maneuver into those two spaces.

Mr. Dyer inquired if they having turning templates.

Mr. Arling stated that they do.

Mr. Dyer stated that staff will accept the change, if it is okay with the Planning Commission, to revise the condition to say "provide turning templates for the two parking spaces on the west side of the south parking lot at the main entry to the building and truck loading dock".

Chairman Carol Whitlock inquired about the ramp on the south side of the building, and stated it looks like tight maneuvering for a full size truck.

Mr. Lisbon stated that have done turning movements for the loading docks. They will be placing a thickened asphalt pavement to handle the trucks. The trucks will be coming into that area, back in and pull out and there is plenty of room for that maneuver. They have turning movement templates that can be shown.

Commissioner Bill Bailey inquired about the sizes of the trucks that would be delivering supplies.

Mr. Lisbon responded they would be tractor-trailers.

Commissioner Bill Bailey inquired if the trucks would be backing in.

Mr. Lisbon responded the trucks would pull in front facing southeast, and then pull back.

Chairman Carol Whitlock inquired if there were any other questions, hearing none she entertained a discussion or motion.

MITCHELL FOWLER MOVED THAT THE PLANNING COMMISSION APPROVE APPLICATION SDP17-000001, FOR A SITE DEVELOPMENT PLAN AT 6445 CARTER AVE. WITH REVISED CONDITION NUMBER 5 (FIVE) STATING TO PROVIDE TURNING TEMPLATES FOR THE TWO PARKING SPACES ON THE WEST SIDE OF THE SOUTH PARKING LOT AT THE MAIN ENTRY TO THE BUILDING AND TRUCK LOADING DOCK AND THE CONDITIONS LISTED IN THE STAFF REPORT. REUBEN COZMYER SECONDED THE MOTION. THE MOTION WAS UNANIMOUSLY APPROVED.

2. Comprehensive Plan discussion.

Chairman Carol Whitlock stated there would be a discussion on the City of Merriam Comprehensive Plan.

Community Development Director Bryan Dyer stated that the Comprehensive Plan has served the City of Merriam well, however it was drafted in 2001 and expires in 2020. Mr. Dyer stated many of the items in the Comprehensive Plan have been removed because they have been accomplished.

Mr. Dyer stated that staff is anticipating working on updating the plan and wanted to have a conversation also with the City Council. Mr. Dyer stated there is no need for a motion this evening, but perhaps a consensus and direction on how Planning Commission would like to proceed with the options available.

Mr. Dyer stated that what staff sees as three (3) possibilities of addressing the comprehensive plan are first of all to re-do our existing plan, updating the statistics and information. The existing goals and objectives would remain the same. The second option would be a more extensive overhaul still keeping the existing goals and objectives in the plan. The third option would be creating a new Comprehensive Plan and starting from scratch. The public would be engaged similarly, to how the public interaction was with the Shawnee Mission Parkway Corridor plan.

Mr. Dyer stated that he would answer any questions of the Planning Commission, and is open for discussion.

Chairman Carol Whitlock stated that she is inclined to go with option two (2) where the goals and objectives are updated to show what has been done, project what is available, and bring ideas to areas that do not already have a plan. Chairman Carol Whitlock stated she is very disinclined to try to start from scratch and working with a consultant, which can be expensive. Chairman Carol Whitlock stated the plan that is in existence has worked fantastically and most of the proposed items have been accomplished as proposed. Chairman Carol Whitlock stated that would be her suggestion but she is open for discussion.

Commissioner Leah Ann McCormick stated that she agreed with Chairman Carol Whitlock.

Commissioner Judy Deverej stated that she did research on five (5) neighboring cities. Commissioner Deverej feels our city needs some aggressive updating, whether it is option two

(2) or option three (3). Commissioner Devereey also noticed our Comprehensive Plan is extremely long.

Chairman Carol Whitlock stated the length is something that the Planning Commission could address.

Commissioner Reuben Cozmyer stated that he inclined to go with option two (2).

Chairman Carol Whitlock stated that she wanted to compliment the city, because the goals that were set forward, the people came together. Through the hard work of the Planning Commission, City Council, Businesses and public all working together, look back and see that those goals were accomplished, is a tremendous compliment to everybody.

Mr. Dyer stated that this would be a conversation with City Council and he will pass the information along and will summarize option two (2) that the Planning Commission likes the goals and objectives and thinks that they have served us well and will continue to serve us for the next twenty years. Mr. Dyer stated that there sounds like there is a desire to make the Comprehensive Plan more readable and more concise.

Mr. Dyer asked for a show of hands from the Planning Commissioners of those that are in agreement with moving forward with the summary provided. The show of hands was unanimous.

IV. UNFINISHED BUSINESS

None

V. OLD BUSINESS

Community Development Director Bryan Dyer stated that a memorandum was placed on the Planning Commissioner's dias. The memorandum is a clarification regarding detached garage size. Mr. Dyer stated that City Council had a specific question regarding detached garages and that the language in the code presented a question as to what the intent was.

Mr. Dyer stated that the changes present are in the color blue on the memorandum. The question City Council had was if 800 sq. ft. was meant to be the building footprint or total square footing of the building. Mr. Dyer stated that staff's intent was building footprint.

Mr. Dyer stated that if it is the intention and understanding of the Planning Commissioners that the ordinance was referring to building footprint, then the Planning Commission need not take any further action. If the Planning Commission feels that the proposed changes in blue are a significant change, then the item will be re-noticed for a public hearing, at a Planning Commission meeting.

Commissioner Bill Bailey inquired if the term "building footprint" is in definition within the city code.

Mr. Dyer stated that the term building footprint is a well-known definition, and is not aware if it is in the building code that the zoning code does not refer back to the building code.

Commissioner Bill Bailey inquired if staff had to go back to provide a definition how would that be addressed.

Mr. Dyer stated that if it could not be explained then they would refer back to the building code to clarify that definition.

Chairman Carol Whitlock inquired if there were any additional questions of Mr. Dyer. Hearing none. Seeing no questions, Chairman Whitlock asked if there was consensus that the proposed changes in blue were simply clarifications and not significant changes. The Planning Commission unanimously agreed that the changes were simple clarifications.

VI. BUSINESS FROM THE FLOOR

Community Development Director Bryan Dyer provided the following updates:

- Implementation of the new software Citizenserve is 99% complete.
- Crestview Elementary School has their final inspection scheduled for Friday.
- House of Hope Special Use Permit was approved by the City Council.
- There will be some code revisions that will be occurring outside of the zoning code that will be discussed at the next City Council meeting in March.
- There has been no update on the K-Mart property other than roping/chaining some areas off, as there has been a problem with illegal dumping on the property. The owner will also be enforcing towing of vehicles left of the property overnight.
- There have been no development on the vacant Bob Evans restaurant.

VII. ADJOURNMENT

With no further business for discussion, Chairman Carol Whitlock asked for a motion for adjournment.

BILL BAILEY MOVED FOR ADJOURNMENT. The meeting was adjourned at 7:50p.m.

Respectfully Submitted,

**Nancy Yoakum
Recording Secretary**

Approved: June 7, 2017