



Eudora Planning Commission Meeting Minutes


June 5, 2019

Grant Martin, Chair	Present
Danielle Young	Present
Johnny Stewart, Vice Chair	Present
Jason Hoover	Present, left 8:24pm
Tim Pringle	Present
Dr. Ryan Rock	Absent
Josh Harger	Present

Additional Attendees:

Curt Baumann, Codes Administrator  
Barack Matite, City Manager  
Leslie Herring, Assistant City Manager  
Branden Boyd, Public Works Director  
Dave Knopick, Planning Consultant

Quorum for Planning Commission noted and posted.



Meeting called to order at 7:00 PM by Chairman Martin.

The pledge of allegiance was recited.

General Business:

- a. Nomination and election for Planning Commission Chair and Vice Chair. – **Commissioner Hoover made a motion to appoint Grant Martin as Chairman of the Planning Commission and Johnny Stewart as Vice Chair**, Commissioner Pringle seconded, all ayes, motion carried 6-0.
- b. Consider the minutes of the last regularly scheduled meeting. (01 May 19) – **Commissioner Young made a motion to approve the May 1, 2019 meeting minutes as distributed**, Commissioner Harger seconded, all ayes, motion carried, 6-0
- c. Reports:
  - i. Codes Administrator – Codes Administrator Baumann stated that permits are down this year compared to the previous two years but added that last year we had multiple new housing starts and the previous year we had multiple reroofing permits due to storm damage.

Commissioner Stewart asked Baumann if the new senior housing facility has been keeping him busy. Baumann stated that the inspections have been turned over to an outside company, but he makes visits regularly.

Commissioner Martin thanks Public Works Director, Branden Boyd, for the assistance that city staff has provided in the township following the tornado.

- ii. City Manager – City Manager Matite updated the Commission on the upcoming election for City Commission. He stated there were 3 open seats this year and 5 individuals running.

Matite stated that the Parks and Recreation Director search is continuing. Staff is narrowing down the candidates and interviews will take place within the month. He also stated that the City Commission is reviewing reports on the water and wastewater plants, along with infrastructure. He stated the water report was available on the city website.

Other items he mentioned were new wayfinding signs would be placed in town to direct people to places like City Hall and the museum. He added that city manager intern Amie Young's last day with the city was last Friday and has moved on to KCMO as a fellow with them.

Matite asked to have item B, Urban Growth Area Map moved to item A. Chairman Martin moved the item on the agenda.

Public Comment Period: None heard

Public Hearings:

- a. Special Conditions & Zoning Districts Text Amendment – Chairman Martin opened the Public Hearing. No public was present. Public Hearing was closed by Chairman Martin.

New Business:

- a. **Urban Growth Area Map** – City Manager Matite stated that Douglas County has approached the City of Eudora about identifying a designated Urban Growth Area (UGA) for Eudora. He added that this area would encompass the immediate geographic area surrounding Eudora and is utilized by the County and the City to guide the implementation of land use and development polices and regulations in unincorporated areas near the cities in Douglas County.

Matite stated the current UGA map area is too large of an area and does not align with the County's vision. The County is wanting to identify a smaller area that fits better in the County's Horizon 2020 Plan.

Dave Knopick, Planning Consultant added that the County is offering an opportunity to the city because they want to try to bring development closer to the city instead of further out in the county. Knopick stated adopting a UGA for the City is important for several planning reasons. The reasons stated were:

- Identifying the desired growth direction / location for Eudora so that property owners and developers can make sound investment decisions related to future development expectations.
- Matching land development density / intensity with the appropriate level of infrastructure and service support.
- Encouraging logical and cost-effective public infrastructure system expansion – roads, utilities, public services, etc.
- Coordinating land use, growth and development decision making between the City of Eudora and Douglas County.

Knopick also stated the purpose of the smaller UGA area is because the county wants to promote growth closer to town.

Matite stated that the map presented to the Commissioners is a map that staff, and County came up with after discussions.

Commissioner Hoover asked if the black line was the proposed UGA line? Knopick stated that it was.

Matite stated that Eudora could do like the City of Lawrence. They are thinking of establishing tiers within the UGA which would lay out whether a property should be annexed, or indicate within which stage the City is in the UGA. Knopick added that the tiers could be determined and included in the Comprehensive Plan and do not need to be laid out right now.

Commissioner Stewart asked Branden Boyd if there were any constraints on infrastructure or whether there are plenty of sewer pipes running under K-10. He also asked what the budget plan was to add sewer infrastructure or whether it is a problem at all. Boyd stated there will be issues, but that addressing this question is one of the main goals of the infrastructure study. Boyd added that the City hasn't seen the final report yet but that it is scheduled for presentation by the consultant at the City Commission meeting on Monday.

Matite stated that the County wants people to develop closer to the towns. Commissioner Harger stated the County would want that, but the trend seems to be larger, lower density lots in the county bringing in higher income individuals.

Chairman Martin asked if there was any discussion about including Hesper Heights in the UGA. Matite stated that the UGA line can move, but the County's point was drawing the line where the City can provide service to the area.

Commissioner Pringle stated if there is a limit to how much land the City can have in the UGA, the City may want to remove the property north of N 1420 road, currently owned by him, because it will not be developed.

Commissioner Hoover would like to see an infrastructure map to go along with the UGA map when it comes back for further discussion.

No official motion was needed, but after discussion the Commission directed staff to draw the UGA line south of K-10 as follows. E 2300 Rd from K10 south to N 1100 Rd, N 1100 Rd west to E 2100 Rd, E 2100 Rd north to N 1200 Rd, then follow the natural contour of the east side of the flood plain on the west and north sides of town.

- b. **Special Conditions & Zoning Districts Text Amendment** – Assistant City Manager Leslie Herring gave a brief update to the Commission on the proposed changes. She stated this is a component of a larger conversation that staff is having, and these two proposed items would affect the zoning regulations. She stated that one of the types of business staff is proposing regulations for is massage therapy. She stated there would be certain stipulations and requirements on that type of business. Because of this staff is suggesting adding massage therapy to the list of acceptable home-based businesses. By doing this it will allow the City to make sure they are running the home-based business like a storefront business.

Commissioner Hoover asked who would be checking on the businesses. Herring stated that Codes Administrator Baumann would be. Commissioner Hoover is worried that people could print fake licenses online to get around requirements.

Herring stated that staff would not be doing license checks with credentialing schools, but if someone is found to have provided false documents it would be grounds for revocation of their city license. She added that background checks will be done on therapists and the business owners.

Herring stated the second area that staff would like to have tighter regulations on is used car sales. With these changes it would restrict the business to the commercial district and new businesses would come before the Planning Commission for a UPUR. She stated that in the proposed additions is a list of six stipulations to consider during a Use Permitted Upon Review process for this type of business. She added that the list could have items added to it if the Commission wants to.

Commissioner Stewart said the only feedback he had was on item C, no outdoor storage/display/sales of parts, accessories or service-related materials are allowed. He wanted

to know why staff was suggesting that restriction. Knopick stated that a lot of places don't move items in at night and there are piles of items around the property since the primary business is used car sales and not tires, batteries, etc. and it comes down to the aesthetics of the property.

Commissioner Stewart asked why the hours in item F were so restrictive since the business would be in a commercial zone. Knopick stated the reason the hours were so restrictive is because the commercial property is usually next to a residential area. Commissioner Harger asked if he was thinking of pushing the closing time to 9:00pm. Commissioner Stewart stated, yes.

**Commissioner Stewart made a motion to recommend to the City Commission the addition and approval of the following modifications to the City's zoning regulations in Section 3 – Zoning District Regulations and Section 7 – Special Conditions**

**Section 16-701 (5) add the following additional language and modify the section as follows:**

- (j)      Message therapy as defined and regulated by Chapter 5 of the Municipal Code.**

**Existing item (j) of Section 16-701 (5) and all subsequent items within the set are to be reset sequentially based on the addition of new item (j).**

**And add to Section 7 Special Conditions, 16-701 (8)**

**Used vehicle sales or rental. For the purposes of this Article used vehicle sales or rental shall be defined as follows – An establishment engaged in the retail or wholesale sale or rental, from the premises, of the used motorized vehicles, along with incidental service or maintenance. Such uses are only allowed in the C – Commercial District with a Use Permitted Upon Review (UPUR) Permit. Such UPUR permit when issued will enable a specific business owner at a specific location. Any change of ownership or location will necessitate a new UPUR.**

**In addition to conditions or stipulations that may be placed on the UPUR Permit through the UPUR process provided in Section 6 USES PERMITTED UPON REVIEW of this Article, used vehicle sales or rental uses are subject to the following requirements of this section.**

- a.      Used vehicle sales or rental establishments shall provide proof of appropriate State of Kansas Vehicle Sales Permit/Licensure; Certificate of Good Standing; and Sales Tax ID.**
- b.      The overall use of the property will be in compliance with allowed uses and accessory uses within the C – Commercial zoning district, as well as all other**

site design/development, signage, property maintenance, nuisance and other applicable regulations.

- c. No outdoor storage/display/sales of parts, accessories or service-related materials are allowed.
- d. No major mechanical services or auto body/paint or collision or towing services or general tire sales will be provided.
- e. Incidental service activities must occur within an enclosed structure; are to be secondary to vehicle sales; and, limited to minor/routine maintenance activities taking one hour or less to complete; and are limited to detailing, cleaning and other minor service activities related to vehicle preparation for sales and delivery to the purchaser. Such minor services may include; lubrication and oil changes, auto accessory installation, cleaning or detailing, tire repair/rotation, battery installation, glass repair and installation, and engine diagnosis and tune-up.
- f. Vehicle sales and service hours shall only be allowed between 8am and 7pm.

The following addition to Section 3 – Zoning Districts Regulations are recommended:

Section 16-306 (3) add the following language:

**(g) Used vehicle sales or rental as defined and regulated by Section 7 of the zoning regulations.**

Commissioner Hoover seconded, all ayes, motion carried 6-0.

Commissioner Hoover left the meeting at 8:24pm.

- a. **Work Session: Comprehensive Plan Update Introduction** – Dave Knopick stated that, considering time, he would provide an overview of how the project will go and that the deeper conversation can take place at a later meeting.

Knopick stated the last update to the Comprehensive Plan was done in 2003 but stated that not every item in the plan will need redone because things haven't changed to the item. He stated one goal with this update is what people see the town being in 10-20 years because that is currently missing. He added that it is the Planning Commissions responsibility to keep and maintain the plan. Knopick stated the project would take approximately 8-10 months. He went over the five phases.

**Phase 1: Project Initiation** – Knopick stated during this phase he will work closely with the City of Eudora staff to establish key foundational elements of the project. Working together they will establish the project management, logistic and communication framework for the project, as well as the organizational structure for carrying-out the project. He stated the key tasks for this phase are:

- Development and delivery of project management and public engagement / relations strategy memo. (City Staff / Consultant).
- Review assessment of current plan vision / goals / implementation strategies (City Staff / Consultant).
- Establishment of the project advisory committee - this could be a mix of Planning Commission, City Commission and key members of the community (generally 10 to 15 people maximum).
- Project kick-off meeting / workshop (City Staff / Consultant / Planning Commission / City Commission).

**Phase 2: Existing Conditions Analysis** – Knopick stated that in this phase there will not be a lot of time spent on it. He said that they will be focusing on the 5-10 things that are impacting the community over the last 15-20 years. Knopick added that he wants to look at how the town is going to be set up for the younger citizens as the aging trend changes. He added that they are planning on doing more of a visual graph of the data instead of only written text. He stated the key tasks for this phase are:

- Verify and update existing conditions information.
  - Research and develop existing conditions information.
  - Prepare base maps and graphics displaying key existing conditions and trends information for use in public engagement activities and comprehensive plan document.
  - Develop a summary of key planning implications resulting from the analysis of existing conditions and trends information.
- Deliver updated existing conditions to City Staff / Project Advisory Committee for review.

**Phase 3: Visioning/Public Engagement** – Knopick stated this phase will go throughout the whole process. He added the purpose of the stakeholder interviews is to allow individuals to set down for a confidential meeting instead of in a public setting. He added that the On-line project will help get younger citizens, high school age or older to tap into the resources. Commissioner Harger voiced concern about using social media, but Knopick stated they will work through the comments to get the key aspects out of the comments. He stated the key tasks for this phase are:

- Implementation of the public engagement / relations strategy that will maximize public engagement in this multi-stakeholder planning process. It is anticipated that there will be at least several types of engagement employed during the project potentially including:
  - Up to 2 Community Open House Meeting(s).
  - Up to 4 Specific Topic Oriented Focus Groups (each with up to 2 Community Chat / Discussion Sessions).

- Up to 8 Individual Stakeholder Interviews (informal and formal - Town Walk About; specific face-to-face discussions).
- On-line project information; non-scientific community survey(s) (utilizing the City's on-line / social media resources).
- Support work associated with the creation and development of public engagement materials and activities, as identified in the public engagement and relations strategy.

**Phase 4: Draft Plan Development –** Knopick stated once staff has the public input, they will start to draft the plan. He stated the key tasks for this phase are:

- Develop draft plan update including maps and graphics that support the plan narrative.
- Deliver initial Draft Plan update (without implementation strategy section) for review, comment and verification by the City Staff and Project Advisory Committee.

**Phase 5: Implementation Strategy & Final Plan –** Knopick stated the issue he has seen the most with this phase is cities taking all the aspects and trying to move forward instead of taking the top 5-10 items and implement them first then move forward. He added that the plan will come before the Planning Commission before it is approved by the City Commission. He stated the key tasks for this phase are:

- Complete the draft plan per review comments from Phase 4.
- Develop the plan Implementation Strategy.
- Produce draft plan document and support presentation materials.
- Conduct Planning Commission / City Commission joint workshop and Community Open
- Produce and deliver adoption draft plan for Planning Commission and City Commission consideration.
- Produce final plan documents per outcome of the adoption process.

Knopick stated that the goal is to have this project finished by late spring of 2020. He told the commissioners that he would send out a document with the following four questions to get answers from the commissioners. He stated that he is more interested in the gut response and not the analytical responses.

1. What do you believe is the biggest issue facing Eudora today?
2. What do you believe is Eudora's biggest asset?
3. When you think about Eudora 20 years in the future, what would you like to see or experience in the community?
4. If you could change one thing or do one thing to improve Eudora what would that be?



Chairman Martin urged the other commissioners to not hold back as they move through the process and provide feedback. Knopick added to ask questions anytime and he would get answers to them in between meetings.

Old Business: None heard

**Commissioner Harger made a motion to adjourn the meeting,** Commissioner Pringle seconded, all ayes, motion carried, 5-0.

Meeting adjourned 8:56 PM.



Grant Martin, Chairman



Eric Strimple, Secretary