

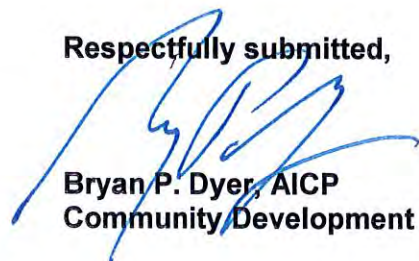


**AGENDA**

**PLANNING COMMISSION MEETING  
CITY OF MERRIAM, KANSAS  
9001 W. 62<sup>ND</sup> ST.  
COUNCIL CHAMBERS  
January 2, 2019  
7:00 P.M.**

- I. **CALL TO ORDER-PLEDGE OF ALLEGIANCE**
- II. **SWEARING IN OF NEW PLANNING COMMISSIONER COLE STEPHENS**
- III. **ROLL CALL**
- IV. **APPROVAL OF MINUTES – December 5, 2018**
- V. **BUSINESS TO BE CONDUCTED**
  1. Discussion of Comprehensive plan update process.
  2. Election of officers.
- VI. **BUSINESS FROM THE FLOOR**
- VII. **UNFINISHED BUSINESS**
- VIII. **OLD BUSINESS**
- IX. **ADJOURNMENT**

Respectfully submitted,



**Bryan P. Dyer, AICP  
Community Development Director**

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

**December 5, 2018  
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 Chair Carol Whitlock on Wednesday, December 5, 2018 in the Council Chambers with the Chair inviting everyone present to participate in the Pledge of Allegiance to the Flag.

**I. ROLL CALL**

Members Present: Bill Bailey  
Bill Carter  
Reuben Cozmyer (arrived at 7:03 p.m.)  
Brian Dailey  
Judy Devereay  
Mitchell Fowler  
Secretary Russ Harmon  
Vice Chair Leah Ann McCormick  
Chair Carol Whitlock

Members Absent:

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

**II. APPROVAL OF MINUTES OF SEPTEMBER 5, 2018**

Chair Carol Whitlock stated that the Planning Commission members had received a copy of the September 5, 2018 meeting minutes and asked if there were any corrections or additions.

Commissioner Bill Bailey inquired about a question he had on page 6.

Mr. Dyer stated he would obtain the answer and advise the Planning Commissioners.

Chair Carol Whitlock entertained a motion.

**BILL BAILEY MOVED THAT THE MINUTES OF THE PLANNING COMMISSION MEETING OF SEPTEMBER 5, 2018 BE APPROVED. MITCHELL FOWLER SECONDED THE MOTION. THE MOTION WAS UNANIMOUSLY APPROVED.**

**III. ITEMS OF BUSINESS**

**1. Adoption of the 2019 Planning and Zoning Schedule.**

Community Development Director Bryan Dyer stated that the schedule for 2019 has a few items to note. Mr. Dyer stated there would be two (2) City Council meetings that will be cancelled due to the holidays. Mr. Dyer stated May 27 due to Memorial Day and December 23 due to Christmas.

Mr. Dyer stated that those PC items for those months would be heard in June and January.

Mr. Dyer stated he would answer any questions of the Planning Commissioners.

Chair Carol Whitlock inquired if there were any questions. Hearing none, she entertained a motion.

**JUDY DEVEREY MOVED THAT THE PLANNING COMMISSION ADOPT THE 2019 PLANNING AND ZONING SCHEDULE. BILL CARTER SECONDED THE MOTION. THE MOTION WAS UNANIMOUSLY APPROVED.**

#### IV. BUSINESS FROM THE FLOOR

- City Council approved the recommendation from the Planning Commission for the new Community Center at their last meeting. Demolition is occurring and construction documents will be submitted shortly.
- Aristocrat dealership's Jaguar and Land Rover building is completed and is now occupied. The Porsche building should be completed by the end of the year.
- The B.E. Smith building at Shawnee Mission Medical Center is skinned and sheetrock is now being installed. The Medical Office Building now has the structural steel up and exterior skin is being installed. The parking garage on the north side of the facility now has peers and utility relocations have been completed.
- Audi dealership is under construction and plans to be open in 2019.
- The old Bob Evans building is being remodeling into I-Hop and they anticipate being open before the end of the year.
- Discussions continue with Freddy's Frozen Custard and Steakburgers rehabbing the old Winstead's building, and anticipate starting remodeling after the first of the year.

Commissioner Bill Carter inquired if the sidewalk projects have been completed.

Mr. Dyer stated that they have been completed and Public Works is working on the scheduled for the 2019 infill projects.

Commissioner Bill Bailey inquired if there have been any suitors for the Hen House Market.

Mr. Dyer stated that no one has come forward at this time.

Mr. Dyer stated that the city is going to be updating the Comprehensive Plan. Mr. Dyer stated that the City Council has allocated funds for a request for proposal (RFP) for professional services to assist with that update. Mr. Dyer stated there would be opportunities for the Planning Commissioners to participate in the firm selection group. Mr. Dyer stated this would be the group that reviews the RFP responses, grades it and makes a recommendation to the City Council. Mr. Dyer stated that this would be a short group in that the RFP's are expected to be returned by February 4, 2019. Mr. Dyer stated firm interview would be done on March 4, 2019, and the recommendation would be made at the end of March to the City Council.

Mr. Dyer stated the second group would be the Comprehensive Plan Steering Committee that would last approximately two (2) years to help to guide the process. Mr. Dyer stated that if any of the Planning Commissioners are interested in participating to send Mr. Dyer an email. Mr. Dyer stated there would be more discussion at the January 2019 Planning Commission meeting. Mr.

Dyer stated that the Comprehensive Plan Steering Committee members would be nominated by the Mayor.

Mr. Dyer stated that this is Chair Carol Whitlock's last meeting as she is retiring.

Chair Carol Whitlock stated that it has been an honor and a privilege to be on the Planning Commission and to be the Chair. Chair Whitlock stated looking back on the Planning Commission that with the exception of a couple people, everyone has been exceptional. The Planning Commissioners have wanted nothing but the best for the City of Merriam and have been willing to give of their time and she wanted to say thank you.

Mr. Dyer stated that Chair Carol Whitlock would be recognized by the City Council on Monday, December 10<sup>th</sup> at 6:30p.m. and the Planning Commissioners are welcome to attend. Mr. Dyer reviewed Chair Carol Whitlock's biography, and highlighted her career and the projects that Chair Whitlock participated in over the years. Mr. Dyer thanked her for her 31 years of service to the Planning Commission and honored Chair Whitlock with a plaque and gift.

**V. UNFINISHED BUSINESS**

None

**VI. OLD BUSINESS**

None

**VII. ADJOURNMENT**

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

**BILL BAILEY MOVED FOR ADJOURNMENT. The meeting was adjourned 7:20 p.m.**

**Respectfully Submitted,**


**Nancy B. Yoakum  
Recording Secretary**

Approved:

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## MEMORANDUM

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**DATE:** January 2, 2019  
**TO:** Planning Commissioners  
**FROM:** Bryan P. Dyer, Community Development Director   
**RE:** Comprehensive Plan Update process

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The Comprehensive Land Use Plan request for proposals (RFP) has been issued. Responses to the RFP are due in City Hall on February 4, 2019 at 2:00 P.M.

The process to update Merriam's Comprehensive Land Use Plan is anticipated to be completed by the end of 2020. Over the next two years there will be a number of opportunities for Planning Commissioners to participate in the update process. Two opportunities for Commissioners to participate will be the Firm Selection Group and the Comprehensive Plan Steering Committee. Both groups will require a significant commitment of time.

The Firm Selection Group will be an ad hoc group likely consisting of city staff members, a Planning Commissioner, a City Council Member, and an individual from outside the city who has experience with reviewing responses to requests for proposals (RFP). The Group will be tasked with recommending a consultant firm to the City Council. The recommendation process will involve reviewing and rating of the RFP responses and interviewing the firms with the highest rated responses. Based on the RFP ratings and the firm interviews, the Group will recommend to the Council a firm to assist with the comprehensive plan update.

The recommendation process will start February 4<sup>th</sup>. Firm interviews are scheduled for March 4<sup>th</sup> through the 8<sup>th</sup>. The Group will need to make its recommendation by March 18<sup>th</sup>. This process will occur over 1.5 months and will require a significant time commitment from Group members.

The Comprehensive Plan Steering Committee will be responsible for guiding the updating process. The Committee will likely consist of 8-10 members with representatives from neighborhoods, businesses, downtown, the Planning Commission and City Council. The committee members will be designated by the Mayor. It is anticipated that the Steering Committee will meet regularly over the next two-years to provide feedback and direction to the update process. Again, participation on this committee will be a significant time commitment.

The Commissioners may wish to discuss which members the Commission would recommend to serve on these two groups.