

STATE OF KANSAS)
WYANDOTTE COUNTY)) SS
CITY OF KANSAS CITY, KS)

SPECIAL SESSION, THURSDAY, SEPTEMBER 29, 2016

The Unified Government Commission of Wyandotte County/Kansas City, Kansas, met in Special Session, Thursday, September 29, 2016, with six members present: Johnson, Commissioner Fourth District; Kane, Commissioner Fifth District; Markley, Commissioner Sixth District; Walters, Commissioner Seventh District; Philbrook, Commissioner Eighth District; and Bynum, Commissioner At-Large First District and Mayor Pro Tem; presiding. Holland, Mayor/CEO; Walker, Commissioner At-Large Second District; Townsend, Commissioner First District; McKiernan, Commissioner Second District; and Murguia, Commissioner Third District; were absent. The following officials were also in attendance: Doug Bach, County Administrator; Gordon Criswell and Joe Connor, Asst. County Administrators; Bridgette Cobbins, Unified Government Clerk; Ken Moore, Chief Legal Counsel; Jeff Fisher, Public Works Director; Emerick Cross, Commission Liaison; Rob Richardson, Director of Planning; Kathleen VonAchen, Chief Financial Officer; Mike Tobin, Public Works Department; Diane Jimenez, Commissioner's Office; and Officer Doug Bailey, Sergeant-at-Arms.

MAYOR PRO TEM BYNUM called the meeting to order.

ROLL CALL: Johnson, Kane, Markley, Walters, Philbrook, Townsend, Bynum

NOTICE OF SPECIAL MEETING of the Unified Government of Wyandotte County/Kansas City, Kansas, to be held Thursday, September 29, 2016, at 5:00 p.m. in the 5th floor conference room of the Municipal Office Building for a presentation on Boards and Commissions followed by an Encode Demonstration.

CONSENT TO MEETING of the governing body of Wyandotte County/Kansas City, Kansas, accepting service of the foregoing notice, waiving all and any irregularities in such service and in such notice, and consent and agree that we, the governing body, shall meet at the time and place therein specified and for the purpose therein stated.

Doug Bach, County Administrator, said the first item we have tonight is a study that we've done on Boards & Commissions. This is really a direct work where we've had three commissioners that took on the assignment of looking at different Boards & Commissions that they appointed people to and that will be the focus for tonight's meeting. I will say through the course of all this action a lot of attention was given to other Boards & Commissions. Some were ones that just the Mayor gives appointments to and there were other Boards & Commissions that have been assigned to the Administrator over the years where I have appointments and allowed us to create a whole new tracking system to this.

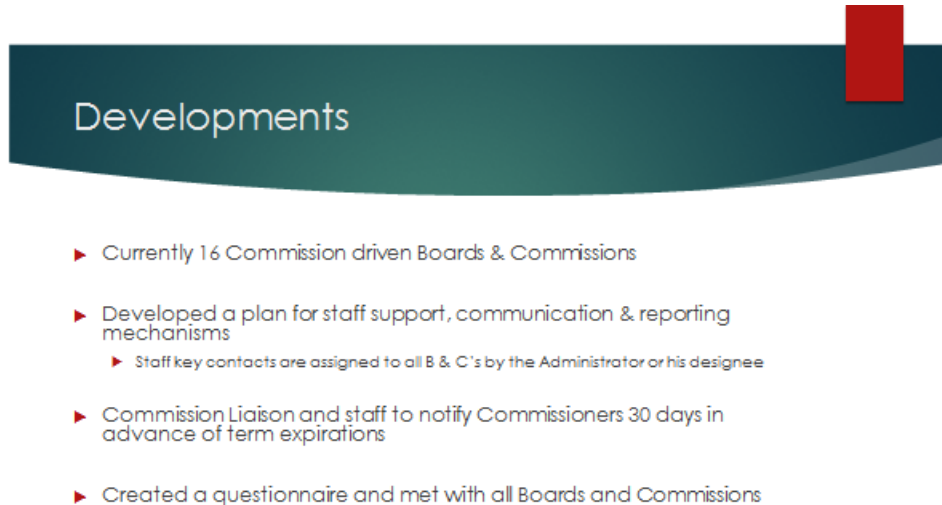
As you've gone through it, Emerick Cross and Diana Jimenez in the Commission Office were assigned to work with the commissioners and go through it and they have put together a report tonight for us to look at.



Emerick Cross, Commission Liaison, said the Boards & Commissions Committee was created about 13 or 14 months ago and on that committee sits Commissioner Walters, Commissioner Markley and Commissioner Philbrook. Just a quick reminder, the purpose is to provide advice and direction to the Commission and to help better understand budget issues and activities that are being addressed.

The purpose of the Boards & Commissions is to advise the Commission so that is the empathist for this.

The commissioners asked about the brief history of Boards & Commissions. The City and County both had Boards & Commissions before consolidation. Some of the boards on both sides go way back and by that I mean decades. They have been around for a very long time and the city had more boards because, obviously, it was higher density and; therefore, it had more urban issues than the rural county side.



Tonight's focus, like Doug spoke about a few minutes ago, currently we have 16 Commission driven Boards & Commissions so that will be our focus tonight. Through these committee meetings that we had, we have developed a plan for staff support, communication and reporting mechanisms.

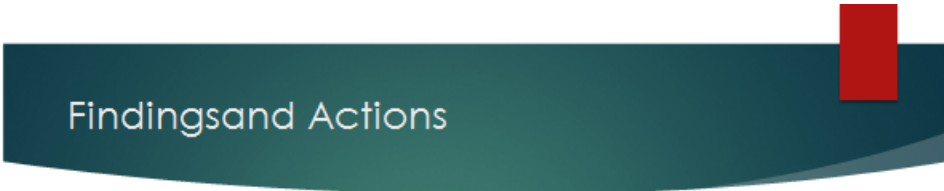
Staff key contacts are now assigned by the Administrator or his designee. That means that every Director or Department Head now is responsible for either taking that responsibility or assigning a staff as the key contact. That was kind of one of the key things that was missing from the Boards & Commissions is who's in charge, who's doing what, and it has really helped us out. It has also helped out the departments to get a better grasp on where we need to be and where we need to go.

On our side the Commission Liaison, which is me, and staff, which is Diana, will notify commissioners 30 days in advance of Board & Commission appointments, of vacancies that are coming up. I would like to elaborate a little bit more on that here in a few slides.

We are going to be giving a lot of time to get somebody to fill a vacant board or commission position and we will work with you, but like I said, I'll talk a little bit more in-depth about that here in a minute.

This committee created an eight question questionnaire for all the key contacts and the Boards & Commissions and we asked each Department Head and/or their key contact to come into the meeting and sit down with us and go over this questionnaire. You have that questionnaire from all 16 Boards & Commissions in front of you. They were all asked the same questions and it was a great opportunity to get a lot of feedback from both sides. The Commission had a lot of questions obviously to these eight plus some ancillary questions and the key contacts and the Directors of these Boards & Commissions. They learned a lot of information as well and they had some questions of us as well. It was a very good information exchange and everybody benefitted from it.

The term I would like to use tonight and keep going back to is now there is greater improved enhanced communication between all these Boards & Commissions and the commissioners. There is information being exchanged and direction being exchanged as well.



Findings and Actions

- ▶ Some Boards and Commissions were:
 - ▶ Inactive
 - ▶ Not meeting regularly
 - ▶ Not submitting meeting agendas and/or minutes
 - ▶ Had vacancies on their board
- ▶ Once a board sends in their agenda/minutes, a copy will be added to the Full Commission packet
- ▶ Agendas and Minutes will be posted on our UG website as part of our normal Commission process

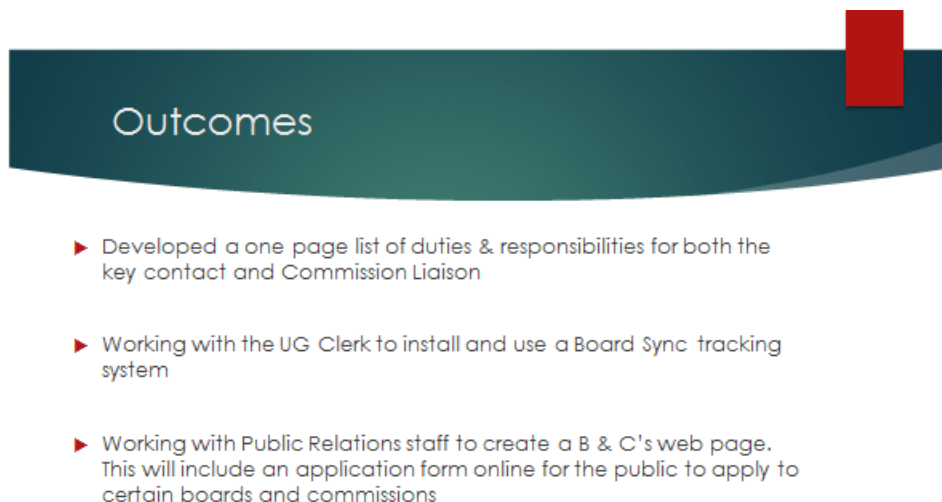
Some of the findings and the actions of the committee, we found that some of the Boards & Commissions to be, quite frank, were inactive. They weren't meeting regularly. They were not submitting agendas and minutes. I would like to take the opportunity, in all fairness, to say the reason they weren't submitting agendas and minutes is because nobody really ever solicited them

for those minutes and agendas, but that's what these meetings have changed. They have enhanced that communication and now they know what they're supposed to do and they send those agendas and minutes in and they report to Diana and she has been dispersing that information to you as it comes in.

We also found that they had vacancies on their board. That probably is not a big surprise to the Commission, but we found that we do have a lot of vacancies. They now know also that they need to be working the vacancies on their end as well so they need to be submitting to us people who are potential candidates to fill those vacancies.

Once a board sends in their agenda and minutes a copy will be added to the full commission packet now as part of the regular process. This will allow the Commission to acknowledge and receive the Boards & Commissions minutes as part of the normal Commission process.

Agendas and minutes will be posted on our UG website as part of our normal Commission process as well. That way, both the Commission and the citizenry, now have an opportunity to click on the website and see what's going on with each Board & Commission.



Some of the outcomes from our committee meetings, one of the key things we found with a lot of the staff key contacts is that they didn't know exactly what to do. They didn't know what their duties and responsibilities were. We created a one-page list of duties and responsibilities for both the Commission Liaison and the staff key contact. Now they can go into the policy,

which is about 22 to 25 pages long, and go to one page and know exactly through a check list of what they're supposed to be doing. This way they know exactly what their responsibilities are and they know if they have questions, they can contact me and we can answer them as they come in. This has really helped out a lot on both ends. Like I said, we put the Commission Liaison duties and responsibilities on a one-page sheet as well so it makes it very helpful, a lot easier.

We're working with the UG Clerk to install and use a Board Sync tracking system. We should have this up and running in 2017. Right now Diana Jimenez has created an Excel tracking system. It's a little antiquated but it is working. She has done an excellent job putting this together. There is a lot of information out there, but the new Board Sync system will track all of this electronically and so as we plug this information in let's say, for example, when you appointments that are about to expire it will pop-up there as a flag and let her know we have an upcoming vacancy here. We need to start working with the commissioner, the staff contact, and the liaison to make sure that position is filled when it comes up. That way we don't have all these holes in these Boards & Commissions.

We're also working with the Public Relations staff to create a Boards & Commissions web page. It will include an application form online for the public to apply for certain Boards & Commissions. The reason I use the word certain there is, there are some Boards & Commissions that require either a technical certificate and expertise or a degree in that certain field of expertise and that's why we have that up there. Hopefully, this web page is going to give us a reserve list where we can go to it and that way we have people who are looking to be on a certain Board or Commission and we can readily fill them as they become open.

Recommendations

- ▶ Removal of board member
 - ▶ Will be at the pleasure of the UG Commission, unless restricted by law
- ▶ Combine the Advisory Committee on Disabilities Issues with the Human Relations Commission
 - ▶ Have similar functions and an overlap of citizens served
- ▶ Combine the Board of Building & Fire Code Appeals Board with the Rental License Appeals Board
 - ▶ Making this board Ad Hoc and having only 3 members
 - ▶ 3 members would be appointed by the Mayor, At Large District 1 Commissioner, & At Large District 2 Commissioner
- ▶ Eliminate paying the UG Park Board
 - ▶ 11 Members receive \$100 a month (total annual savings of \$13,200/yr.)

Some of the recommendations, we have four recommendations that came out of the committee meetings over the last year.

Removal of a board member: Removal of a board member will now be at the pleasure of the UG Commission unless restricted by law. This will be the exact kind of reverse of a commissioner nominating somebody to a Board or Commission at the pleasure of the commissioner. If that commissioner feels like they would like to remove a board member, they will nominate that the removal take place and it will go to full commission and the full commission will vote one way or the other. Now, this is standard language throughout the nation for a lot of cities and communities. They have this as part of their Board & Commission process so we are recommending that we add that to ours.

The second recommendation is to combine the Advisory Committee on Disabilities Issues with the Human Relations Commission. These two boards have similar functions and they serve a group of similar citizens. I was talking with Commissioner Walker about this and he felt very strongly about this. He didn't want to give either board up. He thought this would strengthen our relationship with community groups and that's a good thing now in these trying times when it is very important for municipalities to build these relationships and maintain them and so that is the second recommendation by the board.

The third recommendation is to combine the Board of Building & Fire Code Appeals Board with the Rental License Appeals Board. We're going to make this board—we recommend to make it Ad Hoc and to only have three members. As you all know when we get an appeal

now from NRC, to get 11 folks, especially 11 board members with those skillsets, certifications in some cases or expertise in those appeal areas is very difficult.

What we're recommending now is we whittle it down to three and that will be a Mayoral appointment, an At-Large District 1 appointment, and an At-Large District 2 appointment and for us to get those skillsets in certain appeals, it will make it a lot easier.

The final recommendation is to eliminate paying the UG Park Board. Currently there are 11 members that get paid \$100 a month and that's about \$13,200 a year. The reason for this recommendation is this board serves very similar functions and duties of other advisory boards right now. These two boards on both the city and county side, in talking to Ken Moore and Hal Walker have been around for a long time, and I'm assuming that it was probably protocol back in the day to pay those members \$100 at that time.



Boards & Commissions

Board/Commission	Agency/ Department	Appointed by:	Active/ Inactive	Frequency	Last Meeting held	Term	Required by:
Advisory Committee on Disabilities Issues	Legal Dept.	Mayor/Commission	Active	Monthly	Nov. 2015	term to term	City Ordinance
Board of Building & Fire Code Appeals	Neighborhood Resource Center	Mayor/Commission	Active	Ad hoc	2014	term to term	City Ordinance
Board of Zoning Appeals & City Planning Commission	Planning & Zoning	Mayor/Commission	Active	Monthly	Feb. 2014	term to term	State Statute & City Ordinance
Community Corrections Adult Advisory Board	Community Corrections	Mayor/Commission	Active	Quarterly	Jan. 2014	3	State Statute
Drug & Alcohol Fund Advisory	Community Corrections	Mayor/Commission	Active	Twice a yr.	Nov. 2015	term to term	City Ordinance
Golf Advisory Board	Golf Course	Mayor/Commission	Active	City	Nov. 2015	term to term	City Ordinance
Housing Authority	Housing Authority	Mayor/Commission	Active	Monthly	Dec. 2015	term to term	CPR
Human Relations Commission	Human Services Dept.	Mayor/Commission	Inactive	Ad hoc	2013	term to term	City Ordinance
Juvenile Corrections Advisory Board	Community Corrections	Mayor/Commission	Active	every 3 months	Feb. 2016	3	State Statute
Landmarks Commission	Planning & Zoning	Mayor/Commission	Active	Monthly	Feb. 2016	term to term	City Ordinance
Law Enforcement Advisory Board	Police Dept.	Mayor/Commission	Active	Monthly	Jan. 2016	3 & 4	City Ordinance
Rental License Appeals Board	Neighborhood Resource Center	Mayor/Commission	Active	Ad hoc	Jun-15	3	City Ordinance
Self-Supported Municipal Improvement District	Finance	Mayor/Commission	Active	Quarterly	Nov. 2015	term to term	State Statute
UG Board of Park Commission	Parks & Rec.	Mayor/Commission	Active	Monthly	Feb. 2016	term to term	City Ordinance
Wy/Laavonworth Area Wide Advisory Council on Aging	Area Agency on Aging	Mayor/Commission	Active	Monthly	Jan. 2016	3	State Statute
Wyandotte County Library Board	Board of Commissioners	Mayor/Commission	Active	Quarterly	Sept. 2015	term to term	State Statute

Those are the recommendations set forth by the Boards & Commissions Committee and I would stand for any questions.

Mr. Bach said I just want to make a point of clarification. The recommendations as they're set out from your subcommittee and Mr. Cross and I are the ones if we get the go ahead from you,

then we will go forward to put these into the necessary ordinances or resolutions and then those would come before the governing body for a formal vote at a meeting to incorporate those into that.

Commissioner Kane said I don't like the idea of eliminating paying the Park Board. I do like the idea with the three members to whittle that down and still they have to be a qualified person because when you get that many other people in the group, you get that many personalities, it's very difficult to come up with a move, look at us. We're a perfect example. **Commissioner Philbrook** asked are you saying we don't work well together. **Commissioner Kane** said no, but since I'm sensitive a lot it makes it a little difficult.

Commissioner Philbrook said as an answer to you to your comment, not that you wanted one, I talked to the person that I have on the Park Board and she said she would still serve even though she didn't get the money. It was something she wanted to do and she felt very heavily about and that she didn't understand why they were getting paid anyway. She has been involved in this for so long that its hard saying, but I would tell you that I don't understand anymore why they should get paid over some of the other Boards & Commissions that we have. I wouldn't say that overall that they work any harder than some of the other Commissions. It just depends on which one and so that's the reasoning.

Commissioner Johnson said I just wanted to know on that same line, are there any other commissions or boards that are getting paid a stipend because this is news to me. **Commissioner Markley** said Planning & Zoning is the only other board that gets paid and they do a different level of work than our other boards and commissions, a larger time commitment.

Mayor Pro Tem Bynum said my question is, your recommendation is that you're going to combine four committees into two really. **Mr. Cross** said correct. **Mayor Pro Tem Bynum** said you're going to combine Advisory on Disabilities with Human Relations and then you're going to combine Fire Code Appeals with Rental Licensing. I can see the first one. I need help understanding the second one. **Mr. Cross** said we have worked closely with Greg Talkin at NRC who is over all these Appeals Board and I would also like to add this will also include

Demolition Appeals as well. So, any appeals that they have out at NRC would cover all of those. Like I said earlier, I think these happen infrequently. Sometimes up to two years they will have no appeal come in and in that time to have 11 people kind of hanging out waiting to hear an appeal is very difficult or even to have them remain on the board to be quite frank.

Commissioner Markley said I think that the idea was that the types of expertise that would be beneficial for the board members for the Building & Fire Codes Appeals Board would be similar types of expertise to what would be beneficial for the Rental Licensing in terms of their structural knowledge and understanding how a building is put together and those sorts of things. A lot of times what would come up before their Rental Licensing Appeal might have to do with whether the house is—what pieces of the house are not the way they're supposed to be.

Mayor Pro Tem Bynum said that combination of Fire Code and Rental Licensing and then adding also Demolition Appeals, is that the set of boards that require as a reason for being appointed—**Mr. Cross** said level of expertise or skillset. **Mayor Pro Tem Bynum** asked is that correct? Those are the three. **Mr. Cross** said yes.

Commissioner Markley said, Emerick, correct me if I'm wrong; we initially thought if each commissioner had like an assigned area to cover like one person was supposed to appoint an architect, one person—and as we were researching my understanding is we discovered we were really the ones who set those particular limitations on ourselves. It isn't that the law said somebody has to appoint an architect. I think a past Commission had just wanted to make sure there was a well-rounded group and so put these limitations in place, but in fact it made it in some cases pretty much impossible for somebody to find an appointment because they couldn't find the specific type of person to go on the board. That's another reason for this idea of combining them and having sort of an expert board of just a few people is that it eliminates that craziness. For instance, my appointment was supposed to be a Journeyman Carpenter which sounds easy enough, but what Journeyman Carpenter do you know who can leave his office in the middle of day or his office and leave the building he is working on in the middle of the day and come to a meeting when there is an appeal. Nobody wanted to do that and it's not typically appropriate in that working environment. I literally came back at one point and told Janet at the time I can't find anybody. I've done everything that I can and so as we were talking through this and researching we thought it would be better to have a few experts, people we know we can get instead of trying to fill these individual slots that may or may not be logically filled. **Mayor Pro**

Tem Bynum said that makes sense. For example, on the Demolition Appeals Board I know I just recently made an appointment to that board and I think a lot of other people did too so we will contract that back down maybe and relieve some of those people that we may have just recently appointed, thank them and dismiss them. **Mr. Cross** said yes. All those communications will be made, but we would like to keep them in this reserve list and that's the whole purpose of that is just for these types of issues and situations.

Mayor Pro Tem Bynum said I really like the Board Sync idea, the whole electronic piece of what you've suggested; that is great. **Mr. Cross** said I think Diana Jimenez really likes that idea too.

Commissioner Philbrook said just to enlighten the public since we did mention that Planning & Zoning does get a stipend, can you address that, how much they get? **Mr. Cross** said its \$100 a month. **Mr. Bach** said and then they get mileage, right, no. **Commissioner Philbrook** said tell us the real thing. **Rob Richardson, Director of Planning**, said the Planning & Zoning Commission receives a \$100 a month stipend for each individual and we ask them to go and view all the sites that are on the agenda the weekend before the meeting so they are prepared to make an analysis of each case. **Mr. Bach** said so there is no additional mileage they get. The \$100 assumes all of their costs. **Mr. Richardson** said correct.

Commissioner Johnson said the Human Relations/Disabilities combination, when will that get started and will we change the name of that committee to something different than it is now or will it continue to be called the Human Relations Committee? **Mr. Cross** said I think that's open for discussion Commissioner. As far as when it starts, we will have to go through a legal process and change the ordinances if the recommendations are approved or if we're getting consensus to move forward on this, then it will go through the legal process. Then we can initiate that at any date the Commission desires. **Commissioner Johnson** said I would agree with the comments that have been had I think with Commissioner Walker. I would like to see that get initiated as soon as possible.

The other question I had is I see on the terms most of them are term to term with the exception of maybe three or four. On those terms where they have either a two, three or four

year term, does that coincide with the term of the commissioner in those cases or is that the year-to-year term? **Commissioner Markley** said if you will notice, those ones that are term-to-term on your sheet often correspond with the ones that our state statute driven and so they don't necessarily correspond with a commissioners term in any way and we don't necessarily have the power to change that which is why they weren't switched over to term-to-term with the rest of them. We're kind of stuck with what the state gave us. **Commissioner Johnson** said so those are year-to-year, calendar year-to-year. **Mr. Cross** said it just depends on the board or commission. There are not a lot of Boards & Commissions that are exactly like each other. That's why you didn't see a lot of boards being combined which is one of the original goals I believe of the committee because they are so different. Then these Boards & Commissions, like you said, some have two-year terms, some have three-year terms, four-year terms; they don't go term-to-term so it's a tracking nightmare to be quite frank with you but that Board Sync will help that out. They are set-up maybe by state statute or federal law or some other directive to where we don't have control over. We would like to set everything up term-to-term but we just can't.

Mayor Pro Tem Bynum said just one more comment on that kind of along that same line, being that the Wyandotte/Leavenworth Area Wide Advisory Council on Aging appears to be driven by a state statute. **Mr. Cross** said correct. **Mayor Pro Tem Bynum** said and the state also a year or so ago changed that department to the Kansas Department of Aging and Disability Services so they took Disabilities and Aging and combined them together, but they must not have changed their state statute around the Advisory Council. **Commissioner Philbrook** said just because the state changed it doesn't mean we followed right along. We're still doing what we're supposed to as I understand with this group with disabilities involved in it. We just didn't change the name of it. **Mayor Pro Tem Bynum** asked are you saying that the Area Wide Advisory Council on Aging handles disability matters. **Commissioner Philbrook** said they are doing some as I understand. At least that's what I heard them say not too long ago at a Homeless meeting. So, maybe they are, maybe they aren't. Maybe we need to find out because that's what I was told. **Mr. Cross** said we can certainly get those answers for you, Commissioner, and we will.

One thing I would like to point out, and I think that was one of the tracking issues previously, is that we're kind of here—the Commission Liaison is kind of here to track these Board & Commissions. We're not really experts in the subject material although we've learned

a lot in the last 12 months, but we're more of a tracking mechanism. Any questions that you have we've opened up those doors of communication so we can certainly get those answered as soon as possible. **Mayor Pro Tem Bynum** said that would really be my only additional question other than what you've presented and the way that you've made suggestions on combining. I'm not necessarily advocating for a further combining, but it would be interesting to know. We're combining two, Advisory Committee on Disabilities and Human Relations and then if we also have another that's also handling similar issues that would be interesting to know. Other than that I don't have any further questions I don't think or comments.

Mr. Cross said I would like to make one more comment that this is a dynamic process and it's not over. We've got a lot more work to do. We kind of wanted to meet after a year and let you know where we're at and some of the recommendations that are being made, but we still have a lot of work to go obviously with the web page. I would also like to point out that we are going to engage the staff key contacts and set up "a miniature training opportunity" for them so they can come over and sit in a room with us and we can go over exactly what the expectations, duties and responsibilities and what the Commission is looking for with all of these key contacts and Boards and Commissions. You will probably be updated again in the future.

Commissioner Philbrook said so I guess that means that within a few months we're going to be getting inundated with all kinds of information from each one of these commissions that are meeting. **Mr. Cross** said absolutely, and in 2017 you should start seeing it on a web page so if you want to know what's going on, you go right to that web page and click under that tab for that particular Board or Commission, that should have all the agendas and minutes and also future Board & Commission meeting dates. That's one of the requirements in the duties and responsibilities as well.

Mayor Pro Tem Bynum said thank everyone who has worked on this. I know this was a herculean task to wrangle all of this information into one place. **Mr. Cross** said Diana has done a great job of tracking this. She has very good organizational skills and I really appreciate her help.

Mr. Bach said from this point we will put this together as far as the ordinances and resolutions and then there will be adoption. Then as Commissioner Johnson asked, we will come sometime after that based on publication and how that calls it out as to what would be the sequential right time for the detail of each of these.

Encode Demonstration – (website will “go live” approximately October 24, 2016)

Doug Bach, County Administrator, said the next presentation is from Planning & Zoning and this is really part of our continuing effort to move toward open data and just have more information available to the public in working with our community. I’m going to turn this over to Rob and he is going to present a new system we’re going to be introducing called Encode.

Rob Richardson, Director of Planning, said this is a tool that helps folks use our Planning & Zoning data whether it’s the map or the ordinance to investigate where they might want to open a business or build a project. At the end of the day we will have real estate information on it so you will see for sale, for lease and our Land Bank properties. If you want to start a bakery, it will show you the commercial districts available for a bakery that you could open and then you would see which properties are available within those zoning districts for sale, for lease or for acquisition from us from the Land Bank.

This website should go live approximately October 24th and we would have links on the UG Home Page, the Planning Home Page and I believe we’re also looking for WYEDC and Economic Development internally to have this link so that folks have an opportunity to get here and use the site.

The zoning text that’s on here is directly from Municode which if you search our code through the website, that’s the Municode website. There is a big advantage to that in this system in that we can do background editing. For instance, one of things in next year’s budget is rewriting the zoning code. We can do that in the background on Municode and when it’s adopted go live and this will update the site automatically which is a great feature.

I want to go through the different features of the website quickly this evening and then show you a couple of the cool features of what we have available and what we will when it goes live.

If you click the home button, you just come back to this page. There are several buttons across the top and these are the features that the software offers. Under View, this basically and this list will expand, but Chapter 27 is the Planning & Zoning Development Codes so that goes directly to the Municode for that and then we have three other code sections listed that are fairly popular: Commercial Design Guidelines, Narrow Lot Design Guidelines and the Piper Area Annex Zoning Codes. That's the old county's zoning code that still applies to many of the properties in the Piper area. I think you all are familiar with what those codes look like so I'm going to move on.

The Search is somewhat self-explanatory. If we come in here and what zoning district do you want to look at? **Mayor Pro Tem Bynum** said downtown. **Mr. Richardson** said okay, CD. **Mr. Bach** asked, Rob, how do you know that's what you want to look at that you would have to enter CD. **Mr. Richardson** said I knew that one. That's the zoning district is the CD district for downtown, but when you go from the map side you will see that on the other side. **Commissioner Philbrook** said so you pull it off the map. **Mr. Richardson** said right. It only picked up—maybe it should be C-D. There you go. So you get the Central Business District and the various sections of the Central Business District zoning that you could scroll through under the search.

The Archive button—so next year when we update the zoning code and we have the new version of the code out there, under the Archives will be the current version of the code so that we can look back and see how they relate to each other and see what code apply to the properties that were developed under this code. Every time there would be a code update, and for instance, last year we probably did six or eight or ten different code updates to the zoning code in some small form or another; all of those would be listed in the Archive here. This will be an additive process as we move to the future from the date the site goes live. **Commissioner Philbrook** said so it will show you when the new code comes on and so is there a way to reference back to see what happened like five years or so like why certain people had to comply with certain codes or whatever? **Mr. Richardson** said it will just be the code text but it will also reference the ordinance number so then you could go back and find the staff report that went along with that. **Commissioner Philbrook** said what it replaced. **Mr. Richardson** said right and so it would take a little more digging than just show up. **Commissioner Philbrook** said but it's still referenced. **Mr. Richardson** said correct.

When we get to Land Use we start to get to some of the exciting features here. The Land Use lookup tool allows you to select the Land Use category so Accessory Uses, Agriculture Uses, Commercial/Industrial, Public, Recreational or Residential; but if you're going to go through and you wanted to select a Commercial use and then within the Commercial uses these are all the allowed uses within our zoning code. If you come down and you want to say dry cleaning shops, so dry cleaning shops are permitted in all the Commercial and Industrial Districts, but not in any of the Agricultural or Residential Districts or the Office District. If you want to view these on the map, you click view on the map—we have a disclaimer here because we have public record issues that we need to acknowledge. We're not going to be selling or distributing any of this data so we can do that.

This is a citywide map. I'm going to minimize the Land Use Look Up Results and if we want to zoom in here, we have some tool buttons over here and so zoom in is the plus sign and I can also drag and then—and so at this level something else popped up. All these dark shaded lots, does anybody have any guess to what those might be? **Commissioner Philbrook** said Land Bank. **Mr. Richardson** said those are Land Bank lots. This shows you all the areas where we could open a dry cleaning shop and in fact within the Central Business District there are Land Bank lots that we could acquire to build our dry cleaning shop.

This is also—if we went back to the home page, this home page gets you to the map; this same map. There are two ways to get there. You can go through Land Use Lookup or through the map button. Since we are already here in the map button, I'm not going to go backwards, but it does allow you to select what base map you want, imagery, imagery with labels, it has topography, National Geographic; I haven't clicked on that one yet, but terrain, the US Topo Maps and USGS National Maps so there are a lot of different options we have here that we don't have under UG maps or DOT maps. If you click on the imagery, then you get the satellite.

On the Legends—if you uncheck the Land Bank, then all the Land Bank parcels disappear but it shows our parcel map and if you unclick the zoning button, then the zoning disappears but we were looking for a particular zoning district so we want to leave that zoning map checked. I had this happen today as I was going through and preparing for the presentation. I kind of tried to come in the backdoor and I found that zoning wasn't showing up anymore and I

had unclicked the zoning on the Legends and so when I went back and clicked that the zoning came back up again. If you click on the arrow, the Legends will disappear.

Land Use Lookup Results, this has the information that we've previously searched for so we searched for a Commercial use with dry cleaning shops and got all those different districts. We could clear that if we wanted to but I don't want to do that at the moment.

We could turn on individual zoning districts. We usually have people request I want to see all the Commercial zoning parcels in the city for real estate purposes. They can now go to this map, which is updated quarterly, and see all the Commercial zoning and do a higher level of analysis with that than what they could ever do with the paper map that I handed them. If you had a specific parcel, you could search by parcel or address with the box over here.

I want to go over the buttons on the side for just a moment. You have zoom in, zoom out. If you hit the home button, it goes back to the regular Encode home page. We can print, we can measure and so if you want to see how far it is on Minnesota Ave. from 5th Street to 7th Street about almost 1,500 ft. and then you can keep measuring as you go on to how far you want to go. If you have something on here that you wanted to share, you can share by Facebook or by Twitter. This is Google Street View so if you wanted to look at the building as it currently exist you could zoom in and look on Street View. We have a buffering tool. For instance, for zoning issues if you want to see who you are going to have to notify for what you want to do, what parcels, you do your 200 ft. buffer and select a parcel to create the buffer. I will select City Hall, I must have selected the parking lot track right there, but it gives you the parcels within 200 ft. of that would have to be buffered so you could do some individual research on those as well.

This says Land Bank tool but we're going to rename this because it's a tool they have and they call Land Bank for other purposes than what—it's a different name for ours. If you click on this it takes you to the file explorer from Windows and you can upload a spreadsheet of addresses or parcels numbers and then it would find those on the map for you.

We have a help button and a tour—you could take the tour to explain how Encode works and then this button would take you to Encodes page. If you had an issue with Encode itself that gets you to their website.

I'm going to go back to the home page for us. This is the map button and there are two ways to get to maps, as I said, Land Use Lookup or the mapping tool. We also have several tables and this list will expand. The first table that shows up is the development process so it

tells you whether or not you need a pre-application meeting for the zoning action, will you have to have a neighborhood meeting, and who takes the action. If you're looking at zoning, staff makes a recommendation, Planning Commission makes a recommendation and the Board of Commissioners makes the final decision. For notices we publish, we mail and we have a sign.

The Sign Code Table is here, the basic table. This is the old table and this will get updated before we move forward. This is still not live to any of the public but they will have the basic sign code table available and other tables within the zoning code. Several of these are from the TND ordinance for Traditional Neighborhood Design Zoning District and I might have him put all of those onto one page because it's a little bit confusing the way it's in here now.

We will have several tables from the Zoning Code for quick reference for landscaping, parking, and other things like that.

Under Links, this is another link to the zoning code so this is basically Chapter 27 but you can go right to the particular division that you want. If you wanted to look up district regulations for a Commercial District, you could come in through the links and get into the zoning code quickly that way.

Under the Library we have the Master Plan documents and we will add to this over time as well. If you want to go the Citywide Master Plan and see the Land Use Plan, that's a very fast way to get here. You can't really do it that fast on our website right now. Then you have the Land Use map here. That's something we have folks commonly request and this is a much faster way for them to get to it than we've had before.

We also have Community Plans, our Outdated Plans, and the Table of Contents so you can quickly navigate within the document.

One of the last buttons is a calculator. The calculators are for doing a new development project or if you're going to remodel what you might have to do in terms of landscape, buffering between land uses, parking, and we will eventually have a sign calculator. I wanted to do a parking calculation with you that shows—what district are we going to be on? Let's select an office district, select a land use, offices for administrative functions and how many square feet are in the building and let's say it's a 20,000 sq. ft. building and then we're going to have another use on that parcel and it's going to be a C-2 Use. One of the more difficult parking calculators is for food and beverage or for restaurants and then it automatically asks you for square feet in seating area. For instance, if it was going to be something like an Applebee's or a Chili's, you

might have 3,500 sq. ft. of seating area and 1,500 sq. ft. of non-seating area and when you hit calculate it tells you for the office that you need a total of 80 spaces, 76 are not ADA, three of them are for automotive for a car for ADA, one for van and then it does your accumulative total so since that's the first line the land use totals are the same. If you come down here for this restaurant you need 75 total and it breaks up by ADA, non-ADA, but the total you need now is 155 because it added 80 and the 75 so if you have different uses within that—my staff and I will use this a lot because it makes it very easy for us to go through the calculations. You can look at the whole site plan all at once and it will allow the outside architects and engineers that are doing site plans to use the tools available to them to check what they might need especially on the restaurants it's an odd calculation and we have a lot of folks that don't understand that. This makes it very easy to understand and move through the calculations.

We will have landscape requirements, buffering between land uses, parking and eventually signs as well.

The last button is EDR. EDR is Electronic Document Reviews so this takes you back into one of the Planning web pages and gets you into how to do a submission with our department and EDR Submittal Guidelines. If you want that document, you can open it up and this tells you how we do our electric document review.

We don't have our real estate information in our system yet because we're still in the test mold but we have all that ready to go, but I'm going to show you how that works in another city. This is Redmond, Washington. You have the map of the city of Redmond, Washington here and they only have for sale and for lease but we will have three buttons. We will have for sale, for lease, and Land Bank. If you want to be at 80th Avenue & 169th and you want to look at this property here, it says that's an office building, what the name of it is Redman Office Center Building 4. If you click on more info, the Commercial Broker's Association information comes up for that so you see the rents, the lease rates, listing status, who to contact; there is all kinds of information on here that would be helpful to someone looking for a business.

If you say I want to build a bakery, okay I could do that in these zoning districts and it shows you on the map and when you say I want to lease space, it gives you a map of all the commercial properties that have space for lease; that's a five minute task. I don't know if any of you have ever tried to do that through the other process before with brokers, but this gets you to

the broker that you need to get to or your broker can quickly find what they need to help you find a place to start your business.

There are a couple other cities in the Kansas City metropolitan area using Encode but we will be the first ones to have this feature available to our folks to help spur development in Kansas City, Kansas.

Commissioner Philbrook said I missed it, I didn't scan the whole thing with the information you're giving on the property. Does it also tell the tax rate or anything? **Mr. Richardson** said let's go back and look at for sale because I think on a lease it would be incorporated in the lease. There is a for sale property, Frazer Court Suites, looks pretty nice, the listing price, the cost per square foot, it gives you the Tax ID number so you could go on the county website and find that, but also if they have a sales flyer for it, the PDF here is for a sales flyer, real estate taxes of \$222 a month for that unit. It's a pretty powerful tool that I think will give people a lot of options if they don't have anywhere else in the metro area to find places to do business.

Commissioner Markley said I would just like to say I'm really excited because I'm one of those people that kept clicking on the links on the website saying why don't any of the links work and Rob kept saying it's because our website is messed up. I'm glad we're going to have links that work and will get people the information they need, people like me because I'm on there a lot. **Mr. Richardson** said we're working on the old agendas and minutes. We had a meeting with our technical services staff this week to figure out how when we launch the new website we will have all those available at that time.

Mayor Pro Tem Bynum asked is it going to be a choice on the home page of the Wycokck or how will we get there. **Mr. Richardson** said I haven't specifically talked to Edwin about how we would do that but if we go to the—I would see other key links and adding it under other key links but I need to talk to Edwin about that as well to see where we would land with this and what we would call it. I think there will be multiple places on the website where you will be able to get to it but I think having it on the front page for this Planning & Economic Development and for Mr. Kindle at WYEDC it would be a good tool for them everyone to use.

Mayor Pro Tem Bynum said this is super exciting and when did you say? **Mr. Richardson** said I believe October 24th is the date we're shooting for.

Mr. Bach said thank you, Rob. You did a very good job on this. This is one he has been working on for a while as he went through this process so we're glad to bring it to a point where it's ready to roll out.

Mr. Bach said one other thing, I have him in the audience tonight, I would like to introduce our new Public Works Director, Jeff Fisher. He started last week so we're getting him in place and working.

Commissioner Philbrook said, Rob, I know at least a couple years ago you and I started talking about all this stuff and you were just on fire looking for things so congratulations that it's finally coming to happen because I know you were just frustrated at first, but congratulations on pulling it together. **Mr. Richardson** said I think it's going to be very worthwhile and a great tool.

**MAYOR PRO TEM BYNUM ADJOURNED
THE MEETING AT 5:52 P.M.**

dt

Bridgette D. Cobbins
Unified Government Clerk

September 29, 2016