The public may attend the meeting in person or view it online at
http://pvkansas.com/livestreaming

COUNCIL MEETING AGENDA
CITY OF PRAIRIE VILLAGE
Council Chambers
Monday, August 21, 2023
6:00 PM

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **PLEDGE OF ALLEGIANCE**

IV. **APPROVAL OF THE AGENDA**

V. **INTRODUCTION OF STUDENTS AND SCOUTS**

VI. **PRESENTATIONS**

- Sexual Harassment Awareness Day proclamation

VII. **PUBLIC PARTICIPATION**

Participants may speak for up to three minutes. To submit written comment to the Council regarding current agenda items, please email cityclerk@pvkansas.com prior to 3 p.m. on August 21. Comments will be shared with Councilmembers prior to the meeting.

VIII. **CONSENT AGENDA**

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

By Staff:
1. Consider approval of regular City Council meeting minutes – August 7, 2023

IX. **COMMITTEE REPORTS**

Planning Commission
- PC2023-108 Consider Ordinance #2488 to approve the renewal of a special use permit for Queen of Paws at 8827 Roe Avenue
  Nickie Lee

X. **MAYOR'S REPORT**

XI. **STAFF REPORTS**

XII. **OLD BUSINESS**

XIII. **NEW BUSINESS**

COU2023-49 Consider professional services supplemental No.1 with Clark & Enersen for the City Hall improvements project
Melissa Prenger

COU2023-50 Consider design addendum with Affinis Corporation for the design of the 2023 CARS project – Nall Avenue from 67th Street to 75th Street (NAAV0005)
Melissa Prenger

XIV. **COUNCIL COMMITTEE OF THE WHOLE** (Council President presiding)

COU2023-51 Consider approval of a council policy to establish a public arts fund
Nickie Lee / Bonnie Limbird

XV. **EXECUTIVE SESSION**

XVI. **ANNOUNCEMENTS**

XVII. **ADJOURNMENT**

If any individual requires special accommodations – for example, qualified interpreter, large print, reader, hearing assistance – in order to attend the meeting, please notify the City Clerk at 913-385-4616, no later than 48 hours prior to the beginning of the meeting.
If you are unable to attend this meeting, comments may be received by e-mail at cityclerk@pvkansas.com.

CITY OF PRAIRIE VILLAGE

Sexual Harassment Awareness Day

WHEREAS, in 2017, an international movement referred to as the #MeTooMovement became symbolic as numerous women and men of varying ages and backgrounds declared and shared their experiences of sexual harassment; and

WHEREAS, in the #MeToo era, there are still organizations that have no sexual harassment policies, no reporting procedures, and/or no ongoing sexual harassment training; and

WHEREAS, victims of sexual harassment sometimes suffer in secrecy and silence, fearful of the possible consequences of coming forward and speaking up; and

WHEREAS, there is no gender, no race, and no socioeconomic level that cannot be impacted. In other words, sexual harassment does not discriminate; and

WHEREAS, by proclaiming August 31, 2023, as Sexual Harassment Awareness Day, it is the sincere hope that awareness, effective dialogue, policies, reporting procedures, and training become an important priority to significantly minimize not only sexual harassment but the secrecy and silence that often encompasses it.

NOW THEREFORE, I, Eric Mikkelson, Mayor of Prairie Village, Kansas, do hereby proclaim August 31, 2023, as Sexual Harassment Awareness Day in the City of Prairie Village.

Mayor Eric Mikkelson

Adam Geffert, City Clerk

CITY COUNCIL
CITY OF PRAIRIE VILLAGE
AUGUST 7, 2023

The City Council of Prairie Village, Kansas, met in regular session on Monday, August 7, at 6:00 p.m. Mayor Mikkelson presided.

ROLL CALL

Roll was called by the City Clerk with the following Councilmembers in attendance: Chad Herring, Cole Robinson, Inga Selders, Ron Nelson, Lauren Wolf (via Zoom), Bonnie Limbird, Dave Robinson, Piper Reimer, Greg Shelton, Courtney McFadden, Ian Graves, and Terrence Gallagher. Staff present: Byron Roberson, Chief of Police; Keith Bredehoeft, Director of Public Works; Melissa Prenger, Public Works; City Attorney David Waters, attorney with Spencer Fane LLP; Wes Jordan, City Administrator; Nickie Lee, Deputy City Administrator; Tim Schwartzkopf, Assistant City Administrator; Jason Hannaman, Finance Director; Adam Geffert, City Clerk.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Ms. Reimer made a motion to approve the agenda as presented. Mr. Shelton seconded the motion, which passed unanimously.

INTRODUCTION OF STUDENTS AND SCOUTS

No students or scouts were present at the meeting.

PRESENTATIONS

- **Discussion of petitions – David Waters**

  Prior to the beginning of the presentation, Mayor Mikkelson shared his thoughts on the petitions that had been submitted.

  Mr. Waters stated that on August 1, the City had received an administrative petition with a proposed ordinance related to the City's existing zoning processes, including changing the definition of rezoning, with the goal of limiting the City's ability to add allowable housing types to existing residential zones. Two additional petitions were submitted to the Johnson County Election Office since they were considered legislative, as required by state statute. One petition called for an election of the City to vote on the abandonment of the mayor-council form of government, which had been Prairie Village's form of government since receiving its charter in 1951.

The third and final petition called for an election of the City to vote on the adoption of the mayor-council-manager form of government.

Mr. Waters summarized each petition individually:

- Rezoning petition: this petition would establish limitations to the City's ability to rezone or to adopt amendments to existing zoning regulations for R-1 and R-2 districts. It also would establish a new definition of the term "rezoning" and add new notice and protest requirements.

- Mayor-council abandonment petition: this petition would require the City to abandon its current form of government.

- Mayor-council-manager adoption petition: this petition would require the City to adopt the mayor-council-manager form of government and reduce the number of Councilmembers in each ward by half, from two to one. Additionally, only the six Councilmembers elected in the November 2023 election would continue to serve on the Council with the at-large Mayor, while the six Councilmembers elected in the 2021 election would be removed. Lastly, Councilmembers in wards 1, 2, and 3 elected in November 2023 would serve four-year terms, while those elected in wards 4, 5, and 6, as well as the Mayor, would serve two-year terms. Thereafter, all wards would elect just one Councilmember to serve four-year terms.

The three petitions were initially submitted to the county counselor on April 25, 2023, and the counselor responded on May 1, 2023. Mr. Waters noted that neither he nor staff had seen any subsequent drafts of the petitions between May 1 and August 1, but that the language of the petitions appeared to be the same as those submitted in April. All three petitions were currently under review by the Johnson County Election Office.

Mr. Waters next provided a summary of the letter he sent to the election commissioner the previous week. He said that he believed the rezoning petition had a significant flaw, in that Kansas law required each person that solicits petition signatures to sign a certification using language spelled out by statute, which was not done adequately. He added that for all three petitions, Kansas statute required a recital for each signer of the petition stating that they are registered voters and residents of the City. Many of the signature pages did not include the recital. Lastly, Kansas law did not allow administrative ordinances, such as the rezoning petition, to be adopted through the petition process.

Mr. Waters continued, stating that the rezoning petition as written would introduce several inconsistencies and ambiguities to the City's zoning code. He also said that because the two form-of-government petitions were separate, it could be possible for one to pass and one to fail, which would leave the City either without a functional government or two forms of government at the same time. Mr. Waters noted that the county counselor had determined that the forms of the two form-of-government petitions did not comply with statutory requirements, but the petitions were still circulated for signature. Lastly, the petitions did not follow statutory requirements of waiting until the next general election (in this case 2025) after their passage before making the proposed membership changes.

Mr. Cole Robinson asked if the petitions would need to be approved by the county counselor for them to be valid. Mr. Waters said that it was unclear, but that statutes stated the election official would make the final determination. Mr. Shelton asked if it was possible to amend the petitions without having to restart the signature process, and Mr. Waters stated that he did not believe that could be done.

Mr. Dave Robinson asked what the Council's responsibility would be if the election office determined the petitions were valid. Mr. Waters said the Council could determine whether the rezoning petition would be placed on the ballot, or approve it unchanged within 20 days, unless it was determined to be administrative, in which case the time limit did not apply. He added that the language of the other two petitions were unclear, and that Council action would depend on how the election office defined them. Mr. Waters also stated that if an ordinance through petition is successfully passed on the ballot, it could not be changed or removed for a period of ten years per statute, assuming the petition was not determined to be administrative.

PUBLIC PARTICIPATION

- The following residents voiced concerns about certain proposals recommended by the Ad Hoc Housing Committee:
  - Leon Patton, Ward 5
  - Tom Clough, Ward 5
  - Chris Kaberline, 8152 Reeds Lane
  - Pam Justus, Ward 6
  - Karen Gibbons, 71st Street
  - Mary-Michael Sterchi, 8401 Linden Lane
  - Chet Hanson, 4620 W. 72nd Street
  - Anne Ireland, 4905 W. 70th Street
  - Scott McKenzie, 5009 W. 70th Street
  - Cooper Weeks, Ward 1

- The following resident indicated his support of the proposals recommended by the Ad Hoc Housing Committee:
  - Paul Gorelick, Ward 6

After public participation concluded, Ms. Selders, Mr. Shelton, Mr. Cole Robinson, Mr. Graves, Mr. Dave Robinson, Mr. Gallagher, Ms. Limbird, Mr. Nelson, and Mr. Herring shared comments on the submitted petitions and housing recommendations.

CONSENT AGENDA

Mayor Mikkelson asked if there were any items to remove from the consent agenda for discussion:

1. Consider approval of regular City Council meeting minutes – July 17, 2023
2. Consider approval of expenditure ordinance #3028
3. Consider approval of 2024 Mission Hills contract and 2024 Mission Hills budget
4. Consider agreement with Evergy Metro, Inc., for MIRD0008: Mission Road, 83rd Street to 95th Street mill and overlay project

Mr. Shelton made a motion to approve the consent agenda as presented. A roll call vote was taken with the following votes cast: "aye": Herring, C. Robinson, Selders, Nelson, Wolf, Limbird, D. Robinson, Reimer, Shelton, McFadden, Graves, Gallagher. The motion passed unanimously.

COMMITTEE REPORTS

- Ms. Reimer shared the following:
    - The Environmental Committee voted to sponsor the Climate Action KC summit on September 9 at a $500 level, which would allow two committee members to attend the meeting as representatives.
    - Applications for the Teen Council would begin being accepted soon, with a submission deadline of September 15.
    - The United Community Services' Substance Continuum of Care Fund (formerly the Drug and Alcoholism Council) would begin reviewing grant applications in September.
    - The Shawnee Mission School District had started a podcast entitled "Mic'd Up".

- Ms. Selders noted that the annual Back to School with a Firefighter event held in conjunction with Consolidated Fire District #2 took place on August 1.

- Mr. Gallagher said that the Parks and Recreation Committee had received a letter from two children asking when a swing set damaged by recent storms would be repaired, and that they loved the parks in the City.

- Mr. Graves stated that the Tree Board met on August 2 to discuss trees damaged by recent weather events. In total, an estimated 35,000 cubic yards of tree debris needed to be collected in the City. The board also discussed canopy revitalization methods to address aging trees. Upcoming events included the annual Arbor Day poster contest and a native tree sale.

- Mr. Dave Robinson shared that the annual JazzFest event was only four weeks away and would be held September 9.

MAYOR'S REPORT

- The Mayor stated the following events had taken place since the prior Council meeting:
    - A ribbon-cutting event at the remodeled Meadowbrook shopping center on July 19
    - The Police Department's "National Night Out" on August 1
    - A ribbon-cutting for a new Johnson County Transit bus route through Prairie Village on August 4
- The Mayor shared that the City had received two national budget awards: the Distinguished Budget Presentation award and the Outstanding Achievement in Popular Annual Financial Reporting award
- The Mayor noted the following upcoming events:
    - A Mid-America Regional Council training session for government officials
    - A Kansas City Rotary Association meeting on August 17 at which he would give a presentation about the City
    - The Northeast Johnson County Chamber of Commerce's Shawnee Mission School District kickoff lunch on August 17
    - A ribbon-cutting event for the remodeled Kansas City Ballet facility at the Meadowbrook Shops on August 18

STAFF REPORTS

- Mr. Jordan stated that the August plan of action was included in the meeting packet. He also noted that staff would be meeting with Republic Services later in the week to discuss improvements to solid waste service.

- Mr. Bredehoeft provided an update on the tree debris pickup, noting that the first round would likely be completed later in the week, and that discussions were being held regarding the need for a second pass. He also said that the intersection of Tomahawk Road and Mission Road would be closed for three weeks beginning August 8 to allow Johnson County Wastewater to complete work prior to road reconstruction later in the fall.

- Chief Roberson shared information about the National Night Out event and said that the Police Department was seeking additional participants for the next citizens' academy.

OLD BUSINESS

None

NEW BUSINESS

COU2023-47 Consider approval of agreement with Pro Electric to perform electrical service repairs at Windsor Park

Ms. Prenger said that the Windsor Park pickleball courts and pavilion were currently without power because cables in the court's electrical box had been damaged by small animals and were no longer functional. The cables running north from the courts, through the conduit under the creek and up to the box on the north side of the park were fused together, which prevented the electrical contractor from pulling new cables through the old conduit. Additionally, new electrical service needed to be added for the proposed restroom construction at Windsor Park.

Staff received the following three bids for the project:

- Pro Electric $32,684.00
- Black and McDonald $39,600.00
- Pro Circuit $46,310.47

Ms. Prenger stated that the cost of the work would be shared between Public Works maintenance funds and the Windsor Park restroom CIP project BG900004.

Mrs. McFadden made a motion to approve the agreement with Pro Electric for electrical service repairs at Windsor Park. The motion was seconded by Mr. Graves and passed unanimously.

COU2023-48 Consider approval of construction contract for Windsor Park restroom improvements

Ms. Prenger said that proposed contract included the construction of a permanent restroom at Windsor Park, which would be in the same style as the restrooms at Porter Park and Wassmer Park. The restroom would also include a small shelter attached for drop off/pick up at the park and consolidate pedestrian entrances.

Two bids were received for the project:

- Combes $416,127.01
- Infinity Group $429,948.00
- Consultant's Estimate $458,631.50

Ms. Prenger noted that the awarded amount of $416,127.01 would push the cost approximately $60,000 over budget. To control costs and overages, the design team and contractor were able to "value engineer" the project to a new award amount of $401,047.60 with a fund deficit of roughly $45,000. Costs would include design, construction, utility connections and electrical repair. Ms. Prenger stated that funding was available in CIP project BG90004 for the shelter and restroom improvements supplemented with a $45,000 transfer from the park reserve fund.

Ms. Wolf made a motion to approve the agreement with Combes Construction, LLC, for Windsor Park restroom improvements. The motion was seconded by Mr. Gallagher and passed unanimously.

COUNCIL COMMITTEE OF THE WHOLE

There were no items to come before the Council Committee of the Whole.

EXECUTIVE SESSION

At 9:15 p.m., Mr. Nelson made the following motion:

"I move that the Governing Body recess into Executive Session for 30 minutes for consultation with an attorney regarding petitions which would be deemed privileged in the attorney-client relationship pursuant to KSA 75-4319(b)(2). Present will be the members of the Governing Body, the City Administrator, Deputy City Administrator, Assistant City Administrator, City Attorney, and the City Attorney's Co-Counsel. The regular meeting will resume at 9:45 p.m."

The regular meeting reconvened at 9:45 p.m.

ANNOUNCEMENTS

Announcements were included in the Council meeting packet.

ADJOURNMENT

Mayor Mikkelson declared the meeting adjourned at 9:46 p.m.

Adam Geffert
City Clerk

PLANNING COMMISSION

Council Meeting Date: August 21, 2023

PC2023-108: Consider Ordinance #2488 to approve the renewal of a special use permit for Queen of Paws at 8827 Roe Avenue

RECOMMENDATION

Make a motion to accept the Planning Commission's recommendation and approve PC2023-108.

BACKGROUND

The applicant is requesting a renewal to their Special Use Permit at 8827 Roe Avenue. This application is to renew the Special Use Permit due to the set expiration date (5 years) from the 2018 Site Plan and Special Use Permit renewal. No additions or changes to the current site or operations are proposed with this application.

Queen of Paws first opened at this location in 2015 as a pet grooming business that relocated from its previous location in Prairie Village. In 2016 the Planning Commission approved a special use permit to expand the operation to include animal daycare services. The application was renewed in 2018 for a 5 year period, which is now expiring.

The Planning Commission held a public hearing on July 11. No comments were made during the meeting. The Planning Commission amended the period to 10 years instead of the recommended 5 years. The Planning Commission voted to recommend approval of the renewal of the Special Use Permit, subject to the following conditions:

1. The renewal be for a period of 10-years, but any expansion or change in operations related to animal care beyond this permit shall require amendment of the special use permit.
2. The use is limited to the scale and intensity. Specifically:
    a. No more than 20 dogs total at any time, including dog grooming and day care services.
    b. No more than 10 dogs over 20 pounds at any time, including dog grooming and daycare services.
    c. In the event that complaints are revived at this level of activity, Staff is authorized to assess the situation, and work with the applicant to reduce activity so that complaints are minimized and activities and impact remain similar to current levels of activity at this location.
    d. Indoor activities only – behavioral and socialization; and outdoor activity shall be limited as follows:
        i. Only to the 12' x 130' grass strip behind the building, and specifically excluding any property along the north edge, whether it is owned by the subject lot or the adjacent owner.
        ii. Only for short periods of time sufficient for the animal to relieve themselves;
        iii. No more than 4 animals at any one time;
        iv. Clean-up and maintenance of this area shall occur on at least a weekly basis.
3. No commercial overnight boarding is permitted with this business, unless the special use permit is amended. Any coordination with the adjacent veterinary official shall occur within the allowed parameters of each business, and not be used to expand the permitted operations of either business.

The applicant held a neighborhood meeting on June 29, 2023, in accordance with the City's Resident Participation Policy, and has provided background on the meeting to supplement the application.

An excerpt of the meeting minutes pertaining to the application are attached for the Council's review.

A special use permit application requires the City Council to act in its quasi-judicial role. When acting in this capacity, rather than a legislative capacity, the governing body must set aside personal opinions and, like a judge, apply the law to facts presented in the public record, taking into consideration the following criteria, commonly referred to as the "Golden" factors:

1. The character of the neighborhood.
2. The zoning and uses of property nearby.
3. The suitability of the property for the uses to which it has been restricted under its existing zoning.
4. The extent that a change will detrimentally affect neighboring property.
5. The length of time of any vacancy of the property.
6. The relative gain to public health, safety, and welfare by destruction of value of the applicant's property as compared to the hardship on other individual landowners.
7. City staff recommendations.
8. Conformance with the Comprehensive Plan.

An analysis of all of these factors is provided in the attached Planning Commission staff report.

According to Section 19.52.040 of the Zoning Regulations, the Governing Body can take the following actions on a special use permit recommendation from the Planning Commission:

1. Adopt the Planning Commission's recommendation by a simple majority of members present.
2. Override the Planning Commission's recommendation by a 2/3 majority vote of the entire Governing Body (9 votes including the Mayor)
3. Return the recommendation to the Planning Commission with a statement specifying the basis for the Governing Body's failure to approve or disapprove by a simple majority. The Planning Commission can then submit the original recommendation or submit a new and amended recommendation. The Governing Body then can adopt or amend the recommendation by a simple majority (7 votes) or take no further action.

The applicant will be present in case there are any questions.

ATTACHMENTS
Ordinance #2488
Planning Commission Staff Report
Special Use Permit Application
Excerpt from July 11, 2023 Planning Commission Minutes

PREPARED BY
Nickie Lee
Deputy City Administrator
Date: July 12, 2023

ORDINANCE NO. 2488

AN ORDINANCE APPROVING A RENEWAL OF A SPECIAL USE PERMIT FOR QUEEN OF PAWS LOCATED AT 8827 ROE AVENUE

WHEREAS, the City of Prairie Village, Kansas, previously approved a certain Special Use Permit for property commonly known and numbered as 8827 Roe Avenue, Prairie Village, Kansas, as such Special Use Permit may have been renewed from time-to-time;

WHEREAS, an application for renewal of such Special Use Permit (Case No. PC2023-108) has heretofore been made, and notice of said application was duly given as required by law by publication and mailing; and

WHEREAS, a public hearing on such Special Use Permit renewal was held pursuant to law before the Planning Commission of the City of Prairie Village, Kansas.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF PRAIRIE VILLAGE, KANSAS:

Section 1. Approval and Conditions. That the Governing Body, having received a recommendation from the Planning Commission, having found favorably on the findings of fact, proper notice having been given and hearing held as provided by law, and under the authority of and subject to the provisions of the Zoning Regulations of the City of Prairie Village, Kansas, hereby approves the renewal of a Special Use Permit for Queen of Paws located at 8827 Roe Avenue, subject to the following conditions:

1. The renewal be for a period of 10-years, but any expansion or change in operations related to animal care beyond this permit shall require amendment of the special use permit.
2. The use is limited to the scale and intensity. Specifically:
    a. No more than 20 dogs total at any time, including dog grooming and day care services.
    b. No more than 10 dogs over 20 pounds at any time, including dog grooming and daycare services.
    c. In the event that complaints are revived at this level of activity, Staff is authorized to assess the situation, and work with the applicant to reduce activity so that complaints are minimized and activities and impact remain similar to current levels of activity at this location.
    d. Indoor activities only – behavioral and socialization; and outdoor activity shall be limited as follows:
        i. Only to the 12’ x 130’ grass strip behind the building, and specifically excluding any property along the north edge, whether it is owned by the subject lot or the adjacent owner.
        ii. Only for short periods of time sufficient for the animal to relieve themselves;
        iii. No more than 4 animals at any one time;
        iv. Clean-up and maintenance of this area shall occur on at least a weekly basis.
3. No commercial overnight boarding is permitted with this business, unless the special use permit is amended. Any coordination with the adjacent veterinary official shall occur

within the allowed parameters of each business, and not be used to expand the permitted operations of either business.

Section 2. Findings of the Governing Body. That at its meeting on August 21, 2023, and by its adoption of this ordinance, the Governing Body adopted and does hereby adopt by specific reference the findings of fact as contained in the Minutes of the Planning Commission meeting dated July 11, 2023, and the recommendations of the Planning Commission, including the above-described conditions.

Section 3. To the extent required by law, the City is hereby directed to amend the official zoning district map of the City in accordance with the foregoing. The official zoning district map of the City is hereby amended in accordance with this ordinance, and is hereby reincorporated by reference.

Section 4. This ordinance shall take effect and be in force from and after its publication in the official city newspaper as provided by law.

PASSED by the City Council of the City of Prairie Village, Kansas on __________, 2023.

APPROVED:

____
Eric Mikkelson, Mayor

ATTEST:

____
Adam Geffert, City Clerk

APPROVED AS TO LEGAL FORM:

____
David E. Waters, City Attorney

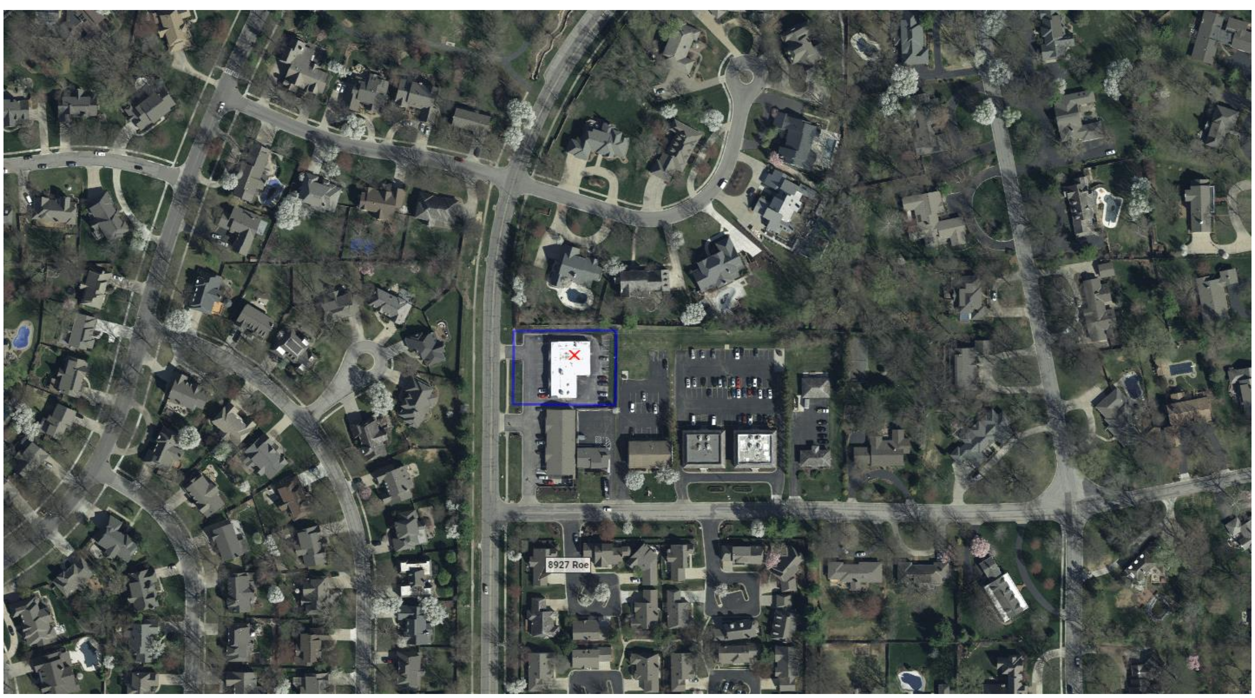
STAFF REPORT

TO: Prairie Village Planning Commission
FROM: Chris Brewster, Multistudio, Planning Consultant
DATE: July 11, 2023 Planning Commission Meeting

Application:	PC 2023-108
Request:	Special Use Permit Renewal for Veterinary Clinic / Animal Day Care
Action:	*A Special Use Permit requires the Planning Commission to evaluate facts and weigh evidence, and based on balancing the factors and criteria in the zoning ordinance, make a recommendation to the City Council.*
Property Address:	8827 Roe Avenue
Applicant:	Christine Gregory, Queen of Paws Boutique and Spa
Current Zoning and Land Use:	CP1, Planned Restricted Business District – Office, Veterinary & Service Uses.
Surrounding Zoning and Land Use:	**North:** R-1A Single-Family District – Residential / Single-family Dwellings **East:** C-2 General Business District – Commercial / Office **South:** R-P1A Planned Single-Family District – Residential / Single-family Dwellings **West:** R-1A Single-Family District - Residential
Legal Description:	Somerset Acres West BG 10’ E NW CR Tract A (Block 9) E 180’ S 132.77 W 131.9’ PVC 714615
Property Area:	0.54 acres
Related Case Files:	PC 2018-04 Special Use Permit Renewal Vet Clinic / Animal Day Care PC 2016-03 Special Use Permit – Animal Daycare PC 2013-101 Site Plan Approval 8825 & 8839 Roe PC 2008-04 Amend SUP for Veterinary Clinic SUP No. 93-6 PC 1991-05 Approval of SUP for Veterinary Clinic
Attachments:	Application, Maps and Aerials, Letters of support and opposition

General Location Map

Aerial Map



Site

Bird's eye – block scale

Bird's eye – site scale

Street View – looking north on Roe

SUMMARY:

This is a request to renew a special use permit for pet grooming, day care, and training business at the 89th and Roe Shops, at 8827 Roe Avenue. The site is currently zoned CP-1, which allows a variety of retail and service businesses. Pet day care and related non-medical pet services require a special use permit in the C-1 zone district. This is a renewal with no proposed change in operations or physical facilities on the site. The 2018 special use permit authorized care for up to 20 dogs (under 20 pounds) and up to 15 dogs (over 20 pounds) for dog daycare at a single time, with other limitations.

Queen of Paws first operated at this location in 2015 as a pet grooming business that relocated from its previous location in Prairie Village. In 2016 the Planning Commission approved a special use permit to expand the operation to include animal daycare services. This application was renewed in 2018 for a 5 year period, which is now expiring.

The applicant held a neighborhood meeting for this renewal request on June 29 at the business location, and can provide a summary of that meeting at the public hearing.

ANALYSIS:

The CP-1 Zoning district allows a variety of small-scale office, retail and service uses.[1] In addition to enabling a broad range of service and retail businesses, the C-1 district also includes several performance standards performance standards in Section 19.18.010, and specifically limits on outside activities and noise are most applicable to this site and application.

Based on testimony and the initial special use permit request in 2016, the Planning Commission recommended several conditions on the scope, number and size of animals, and coordination with other animal care activities in this shopping center to ensure that the performance standards for this district be met. The conditions also included limitations on outside activities and prohibition of overnight commercial boarding (boarding at this site is only limited to medical related boarding in the adjacent veterinary office). The City has received no complaints regarding the operations of the animal day care or for violation of these conditions at this property during the 5-year renewal period.

FACTORS FOR CONSIDERATION:

Section 18.28.035 of the zoning ordinance requires the Planning Commission to make findings of fact to support its recommendation to approve, conditionally approve, or disapprove this renewal of the special use permit. It is not necessary that a finding of fact be made for each factor. However, there should be a conclusion that the request should be approved or denied based upon consideration of as many factors as are applicable. The factors to be considered are to the following:

[1] On prior applications, this application was related to the veterinary office operated in the tenant space to the north (8527 Roe) due to cooperative arrangements of each business. The veterinary office was under a separate special use permit that predated this use and the zoning ordinance. In 2019 the city updated the zoning ordinance to address many issues related to uses in all districts, including animal care uses. The updates made small veterinary offices for medical care a permitted use in the C-1 district, animal day care remains a special use permit, and any non-medical boarding is only allowed by special use permit.

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

The site and buildings meet all standards for the C-1 district. The buildings were upgraded and improved through a site plan in 2013 and meet all standards and design criteria were met to ensure the site fits in with the character and context of the area.

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

The continuation of this use is similar in scale and intensity of uses already occurring on the site. To staff's knowledge, some similar use of this site has occurred for more than 25 years without many complaints or problems for the neighborhood. Since the 2016 special use permit and slight increase the level of activity, there have been no significant impacts on adjacent property and the City has received no complaints. Many of the concerns voiced during the initial hearing in 2016 appear to be adequately addressed by the operation and performance of the applicant, and through the conditions of the previous approval.

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

The proposed business is a neighborhood-oriented service, similar to what is intended and permitted generally in the C-1 district. However, whether the specific proposal could substantially injure the value of other property in the neighborhood is dependent on the extent of outdoor activity and number of animals cared for as indicated under B. above.

D. The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with it, and the location of the site with respect to streets giving access to it are such as the special use will not cause substantial injury to the value of the property in the immediate neighborhood so as to hinder development and use of neighboring property in accordance with the applicable zoning district regulations. In determining whether the special use will cause substantial injury to the value of property in the immediate neighborhood, consideration shall be given to:

1. **The location, size, nature and height of buildings, structures, walls, and fences on the site; and**
2. **The nature and extent of landscaping and screening on the site.**

This application is in an existing building and proposes no alterations to the site or buildings. The existing buildings are compliant with all standards and criteria dealing with the impact on surrounding areas, and similar neighborhood-scale businesses and services have been operating on this site in conformance with these criteria.

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

The site as a whole meets all City parking requirements, and the center shares all parking among several tenants. There is no indication that this proposed use will cause any parking impact substantially different from any of the other allowed uses.

F. Adequate utility, drainage, and other such necessary facilities have been or will be provided.

The site has been operating as a neighborhood retail and service center for years, and all facilities are adequate.

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

The site has been operating as a neighborhood retail and service center for years, and access is adequate. There is no indication that this proposed use will cause any traffic impact different from any other allowed uses in this zoning district.

H. Adjoining properties and the general public shall be adequately protected from any hazardous or toxic materials, hazardous manufacturing processes, obnoxious odors or unnecessarily intrusive noises.

The performance standards applicable to all service and retail uses in the C-1 district will adequately protect and limit any of these potential impacts.

I. Architectural design and building materials are compatible with such design and materials used in the neighborhood in which the proposed facility is to be built or located.

[Same as A. above.] The site and buildings meet all standards for the C-1 district. The buildings were upgraded and improved through a site plan in 2013 and all standards and design criteria were met to ensure the site fits in with the character and context of the area.

RECOMMENDATIONS:

Based on the information submitted with the application to date, and prior to hearing any other testimony associated with this application, staff recommends renewal of a special use permit for animal daycare facilities subject to the previous conditions, which include:

1. The renewal be for a period of 5-years, but any expansion or change in operations related to animal care beyond this permit shall require amendment of the special use permit.
2. The use is limited to the scale and intensity. Specifically:
   - No more than 20 dogs total at any time, including dog grooming and day care services.
   - No more than 10 dogs over 20 pounds at any time, including dog grooming and day care services.
   - In the event that complaints are revived at this level of activity, Staff is authorized to assess the situation, and work with the applicant to reduce

activity so that complaints are minimized and activities and impact remain similar to current levels of activity at this location.

- Indoor activities only – behavioral and socialization; and outdoor activity shall be limited as follows:
  - Only to the 12’ x 130’ grass strip behind the building, and specifically excluding any property along the north edge, whether it is owned by the subject lot or the adjacent owner.
  - Only for short periods of time sufficient for the animals to relieve themselves;
  - No more than 4 animals at any one time;
  - Clean-up and maintenance of this area shall occur on at least a weekly basis.

3. No commercial overnight boarding is permitted with this business, unless the special use permit is amended. Any coordination with the adjacent veterinary office shall occur within the allowed parameters of each business, and not be used to expand the permitted operations of either business.

SPECIAL USE PERMIT APPLICATION

CITY OF PRAIRIE VILLAGE, KANSAS

For Office Use Only
Case No.: PC2023-108
Filing Fees: $100.00
Deposit: $500.00

Date Advertised:
Date Notices Sent:
Public Hearing Date:

APPLICANT: Queen of Paws Boutique + Spa PHONE: 913-980-4882
ADDRESS: 8827 Roe Ave E-MAIL: Christine.queenofpaws@gmail.com
OWNER: Christine Gregory PHONE:
ADDRESS: 10334 Craner, OPKS ZIP: 66215
LOCATION OF PROPERTY: 8827 ROE AVENUE
LEGAL DESCRIPTION: SOMERSET ACRES WEST BG 10' E NW CR TRACT A (BLOCK 9) E 180' S 132.77' W 180' N 131.91' PVC 714 615

ADJACENT LAND USE AND ZONING:

	Land Use	Zoning
North	Residential	R-1a
South	Residential	RP-1a
East	Commercial	C-2
West	Residential	R-1a

Present Use of Property: Boutique, Grooming, Doggie Day play

Please complete both pages of the form and return to:
Planning Commission Secretary
City of Prairie Village
7700 Mission Road
Prairie Village, KS 66208

Does the proposed special use meet the following standards? If yes, attach a separate Sheet explaining why.

	Yes	No
1. Is deemed necessary for the public convenience at that location.	✓	
2. Is so designed, located and proposed to be operated that the public health, safety, and welfare will be protected.	✓	
3. Is found to be generally compatible with the neighborhood in which it is proposed.	✓	
4. Will comply with the height and area regulations of the district in which it is proposed.	✓	
5. Off-street parking and loading areas will be provided in accordance with the standards set forth in the zoning regulations, and such areas will be screened from adjoining residential uses and located so as to protect such residential use from any injurious effect.	✓	
6. Adequate utility, drainage, and other such necessary facilities have been or will be provided.	✓	

Should this special use be valid only for a specific time period? Yes____ No______

If Yes, what length of time? ____________________

SIGNATURE: Christine Gregory   DATE: April 16, 2023

BY: Christine Gregory

TITLE: Owner

Attachments Required:

- Site plan showing existing and proposed structures on the property in questions, and adjacent property, off-street parking, driveways, and other information.
- Certified list of property owners

Application No. PL2023-108

AFFIDAVIT

STATE OF KANSAS)
) ss.
COUNTY OF JOHNSON)

Christie Gregory, being duly sworn upon his oath, disposes and states:

That he is the (owner) (attorney for) (agent of) the tract of land for which the application was filed. That in accordance with Section 19.28.025 of the Prairie Village Zoning Regulations, the applicant placed and maintained a sign, furnished by the City, on that tract of land. Said sign was a minimum of two feet above the ground line and within five feet of the street right-of-way line in a central position of the tract of land and had no visual obstruction thereto.

(Owner/Attorney for/Agent of)

Subscribed and sworn to before me this 16 day of June, 2023

Notary Public or Planning Commission Secretary

Christine R Gregory
Queen of Paws Boutique & Spa
8827 Roe Ave, Prairie Village, KS 66207

913.980.4882
Christine.queenofpaws@gmail.com

Facebook & Instagram
@queenofpaws

June 19, 2023

NOTICE TO OWNERS OF AFFECTED PROPERTY
PLANNING COMMISSION
PRAIRIE VILLAGE, KANSAS

A renewal application for doggie dayplay at 8827 Roe Ave (Roe 89 strip center) has been filed by Christine Gregory dba Queen of Paws Boutique & Spa and would authorize up to 20 dogs (under 20 pounds) and up to 15 dogs (over 20 pounds) on a daily basis to participate in doggie daycare (indoor activities only – behavioral & socialization).

The property is located in a CP-2 Zoning District. A public hearing will be held by the Planning Commission on Tuesday, July 11, 2023, 7pm in the Council Chamber of the City Hall, 7700 Mission Road, at which time you may appear, if you so desire, in person.

There will be an open house & tour of facility held at Queen of Paws Boutique & Spa, Thursday, June 29, 2023 at 6:30pm. We look forward to seeing you and hearing your feedback.

Sincerely,

Christine R. Gregory
Owner – Queen of Paws Boutique & Spa

Christine Gregory <christine.queenofpaws@gmail.com>
To Adam Geffert <ageffert@pvkansas.com>

Hi Adam,
No, no one attended.

On Fri, Jun 30, 2023 at 10:42 AM Adam Geffert <ageffert@pvkansas.com> wrote:

Hi Christine,

Just wanted to check in to see if anyone came to your open house last night! If so, could you send me a list of who was there as well as any discussion that took place?

Thanks!

Adam

EXCERPT OF PLANNING COMMISSION MINUTES
July 11, 2023

PUBLIC HEARINGS

PC2023-108 Renewal of special use permit for the operation of an animal daycare facility
8827 Roe Avenue
Zoning: CP-1
Applicant: Christine Gregory, Queen of Paws Boutique and Spa

Mr. Smith stated that the applicant was requesting the renewal of a special use permit for a pet grooming, daycare, and training business located at the 89th and Roe Shops. The site is currently zoned CP-1, which allows a variety of retail and service businesses, though pet daycare and related non-medical pet services require a special use permit. The renewal includes no proposed change in operations or physical facilities on the site.

Queen of Paws first began operating at this location in 2015 as a pet grooming business that relocated from its previous location in Prairie Village. In 2016, the Planning Commission approved a special use permit to expand the operation to include animal daycare services. This application was renewed in 2018 for a five-year period, and authorized care for up to 20 dogs under 20 pounds and up to 15 dogs over 20 pounds for daycare at a single time, with other limitations.

Mr. Smith said that the CP-1 zoning district included several performance standards in Section 19.18.010 which specifically limit outside activities and noise. The expiring permit included several conditions on the scope, number and size of animals, and coordination with other animal care activities in the shopping center to ensure that the performance standards for the district were met. The conditions also included limitations on outside activities and prohibition of overnight commercial boarding; only medically related boarding in the adjacent veterinary office is allowed. The City has received no complaints regarding the operations of the animal daycare or for violation of these conditions at this property during the five-year renewal period.

Mr. Smith noted that staff recommended renewal of the special use permit for animal daycare facilities subject to the previously established conditions:

1. The renewal be for a period of five years, but any expansion or change in operations related to animal care beyond this permit shall require amendment of the special use permit.

2. The use is limited to the scale and intensity. Specifically:
    a. No more than 20 dogs total at any time, including dog grooming and daycare services.

b. No more than 15 dogs over 20 pounds at any time, including dog grooming and day care services.
c. In the event that complaints are received at this level of activity, staff is authorized to assess the situation, and work with the applicant to reduce activity so that complaints are minimized, and activities and impact remain similar to current levels of activity at this location.
d. Indoor activities only – behavioral and socialization; and outdoor activity shall be limited as follows:
    i. Only to the 12' x 130' grass strip behind the building, and specifically excluding any property along the north edge, whether it is owned by the subject lot or the adjacent owner.
    ii. Only for short periods of time sufficient for the animals to relieve themselves;
    iii. No more than four animals at any one time;
    iv. Clean-up and maintenance of this area shall occur on at least a weekly basis.

3. No commercial overnight boarding is permitted unless the special use permit is amended. Any coordination with the adjacent veterinary office shall occur within the allowed parameters of each business, and not be used to expand the permitted operations of either business.

Mrs. Wallerstein recommended that the renewal period of the permit be increased from five years to ten.

Applicant and business owner Christine Gregory, 10334 Caanan, Overland Park, KS, was present to discuss the application. She stated that she was supportive of extending the duration of the permit to ten years.

Mr. Wolf opened the public hearing at 7:12 p.m. With no one present to speak, Mr. Wolf closed the hearing at 7:13 p.m.

Mr. Valentino made a motion to recommend approval of the renewal of the special use permit with staff recommendations for a ten-year term. The motion was seconded by Mrs. Wallerstein and passed unanimously.

PUBLIC WORKS DEPARTMENT

Council Meeting Date: August 21, 2023

COU2023-49 CONSIDER PROFESSIONAL SERVICES SUPPLMENTAL NO. 1 WITH CLARK & ENERSEN FOR THE CITY HALL IMPROVEMENTS PROJECT

RECOMMENDATION

Move to approve the professional services supplemental number one with Clark & Enersen for the City Hall Remodel (BG510003) in the amount of $360,000.

SELECTION OF ARCHITECT

Clark and Enersen was chosen by the Selection Committee in August 2022 based on related experience with municipal structures and experience with achieving LEED accreditation for projects. Clark and Enersen was the architect of record for the LEED Platinum Public Works Facility. They have shown the ability to lead a large group through discussions and keep the project on the proposed time schedule.

The agreement was executed at the September 6, 2022 council meeting in the amount of $130,000. Supplemental No. 1, raises the maximum fee to four hundred ninety thousand dollars ($490,000) for the project and includes Concept Design and Schematic Design phases of Exhibit A.

BACKGROUND

The City Hall Improvements Project started in 2020 with a feasibility study and has progressed per the following phases:

Feasibility Study (2020)- Determine minimal renovations would improve staff security and operational flow. This study is the foundation for the basic renovation option.

Facility Assessment (2022)- Analyze current condition and viability of existing site, building and systems for future renovation/expansion. While the assessment found no structural issues that warrant a full building replacement, if renovation occurs on any of the three structures, City Hall, Community Center and Police Department, there are system improvements to mechanical, electrical and sanitary that may be required to address code compliance and aging infrastructure.

Programming (2022)- Determine space needs, adjacency requirements of staff and plan for growth needs. This phase assists in determining overall square footage required for staff, support areas and compared to existing facilities. The programming along with the facility assessment ensure that space is being utilized efficiently and to provide for appropriate adjacencies in this or future renovations.

Concept Development (Feb 2023)- Utilize programming phase to develop conceptual options. Three potential concepts have been developed to present to the Governing Body based on the programming needs and costs. Renovation concepts were presented to the Governing Body at the February 11, 2023 work session. Costs of

PREPARED BY

Melissa Prenger, City Engineer August 16, 2023 renovation helped to determine that the next step should include a concept with full reconstruction of City Hall. The design team moved forward to develop three concepts for basic renovation, heavy renovation/addition and new construction.

Concept Development (July 2023)- Three concepts were presented to the Finance Committee on June 27, 2023 with motion to present to full Council to include the recommendation that the City pursue a new construction with cost ceiling of $30 million. At the July 17, 2023 council meeting, the Governing Body concurred with the recommendation of the Finance Committee.

City Hall New Construction Concept Development (Aug 2023) - The July 17, 2023 Council Meeting gave direction for staff to pursue new construction options with at cost ceiling of $30 million. This design contract supplemental (No. 1) was developed for the phases of concept design, and schematic design. Staff anticipates Concept Design to be presented to the Governing Body in November and completion of the Schematic Phase in March 2024. Subsequent phasing schedule and funding will be addressed with a future supplemental agreement.

Further agreements for this project will be forthcoming to include Architect's Supplemental for remaining phases, Owner's Representative and Construction Manager agreements as appropriate.

FUNDING SOURCE

Funding will be transferred from the available ARPA funds into BG510003 for Supplemental #1.

BG510003 2023 CIP	$300,000
ARPA (transfer into BG510003)	$ 60,000
	$360,000

ATTACHMENTS

1. Professional Services Supplemental No. 1 with Clark & Enersen

PREPARED BY

Melissa Prenger, City Engineer

August 16, 2023

Supplemental Agreement No. 1
for
Professional Architectural Services

BG51 0003 City Hall Improvements

Prairie Village, Kansas

This Supplemental Agreement made this _____ day of, ___________ 2023, by and between the City of Prairie Village, Kansas, hereinafter called the "City", and Clark & Enersen, hereinafter called the "Consulting Engineer/Architect."

WHEREAS, the City and the Consulting Engineer/Architect have previously entered into an Agreement, dated September 22, 2022 (the “Original Agreement”) for design of BG510003 City Hall Improvements (the “Project”); and

WHEREAS, the City desires to receive and the Consulting Engineer/Architect desires to provide certain additional services related to the Project as further outlined in Exhibit A, attached hereto and incorporated by reference herein (the “Additional Services”); and

WHEREAS, the Supplemental Agreement No. 1 between the parties outlines the understanding of the parties regarding the provision of the Additional Services by the Consulting Engineer/Architect to the City; and

WHEREAS, the City is authorized and empowered to contract with the Consulting Engineer/Architect for the necessary Additional Services for the Project, and necessary funds for the payment of said Additional Services are available.

NOW THEREFORE, the parties hereby agree as follows:

PART A - BASIC CONSULTING ENGINEERING/ARCHITECT SERVICES

The Consulting Engineer/Architect will complete the Additional Services to the City’s full satisfaction and in accordance with Exhibit A of this Supplemental Agreement No. 1.

PART B - SCHEDULE

The Consulting Engineer/Architect will complete the Conceptual Design for presentation to the City Council in November 2023. Upon selection of concept, schedule will be developed for remaining phases including Schematic Design, Design Development, Construction Document, Bidding Phase and Construction Administration.

PART C - PAYMENT TO THE CONSULTING ENGINEER/ARCHITECT FOR SERVICES RENDERED

The Additional Services will be provided at an amount not to exceed three hundred sixty thousand dollars ($360,000) including reimbursables in accordance with Exhibit A Concept and Schematic Phases, attached hereto and incorporated by reference herein.

This Supplemental Agreement No. 1 raises the maximum fee to four hundred ninety thousand dollars ($490,000) for the Project. This is the total of the fee from the Original Agreement of $130,000 plus $360,000 for Supplemental Agreement No. 1.

IN ALL OTHER RESPECTS, the terms and conditions of the Original Agreement shall remain in full force and effect, except as specifically modified by this Supplemental Agreement No. 1 including all policies of insurance which shall cover the work authorized by the Supplemental Agreements.

IN WITNESS WHEREOF, the parties hereto have caused this Supplemental Agreement No. 1 to be executed as of the day and year first above written.

THE CLARK ENERSEN PARTNERS	CITY OF PRAIRIE VILLAGE, KANSAS
Rick Wise Senior Principal	Eric Mikkelson, Mayor
APPROVED AS TO FORM:	ATTEST:
David Waters, City Attorney	Adam Geffert, City Clerk

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Scope of Services

General Project Information

1. The project proposes to build a new City Hall facility to replace the existing building. The new structure will house; public space, council chambers, court space, office space, conference space, work space, and general support space. The project will also remove the existing City Hall structure and renovate limited areas of the existing police department. Sustainable design is very important to the City of Prairie Village. To that end, seeking Platinum level LEED Certification will be the project goal.

2. We understand that the project has an overall project budget of $30 million to include all construction costs, professional fees, FF&E, inspections, testing and contingency.

3. Clark & Enersen will provide the following design services on the project: architecture, interior design, landscape architecture, structural engineering, mechanical engineering and electrical engineering. Civil engineering design services will be performed by others.

4. The professional services in this agreement are for the design, documentation and construction administration services associated with the new City Hall building, parking canopies for City Hall staff, and limited renovation of existing space to remain. The services also include the complete design of all associated project sitework and landscaping.

5. The drawings for this project will be developed using Building Information Modeling (BIM) software. The software utilized for this project will be the 2023 version of Revit. Electronic copies of the BIM documentation or AutoCAD downloads will be provided to the Owner.

6. We understand that this project will be built under either a Design-Bid-Build or Construction Manager at Risk delivery method. We are prepared to work under either approach.

7. It is the intent to enter into a formal contractual agreement using AIA Document B101-2007, "Standard Form of Agreement Between Owner and Architect."

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The following is a brief description of the Basic Services to be provided within the scope of our contract.

Basic Services

Supplemental #1 Scope: Conceptual Design and Schematic Design

Conceptual Design

1. Utilizing information developed in a previous phase, we will work to develop two additional conceptual designs to include; a one-story solution and a two-story solution that eliminates the separate court room.
2. Present options to key project stakeholders to get feedback and direction.
3. Update concept design images to reflect feedback received
4. Develop project cost estimates for all design options
5. Present final options for approval.

Schematic Design

1. Utilizing the selected conceptual design option, develop schematic plans to a level of detail illustrating scale and relationship of project components. These plans and details will fix and define the total scope of work required.
2. Conduct routine design meetings with Prairie Village representatives.
3. Develop enlarged plan layouts as necessary for some of the primary building spaces.
4. Prepare preliminary code analysis in accordance with Local and National Building Codes.
5. Develop concept structural plans.
6. Develop mechanical narrative and preliminary plans showing primary equipment and distribution concepts.
7. Develop electrical narrative and preliminary plans showing equipment locations, data closets, and power and lighting plans.
8. Develop schematic site layout plan showing extent of site improvements.
9. Present schematic design to Owner representatives, City Officials and Community groups as required for approval.
10. Prepare a basic design narrative outlining all design criteria and assumptions used in the development of the schematic drawings.
11. Develop Sustainable Design options for consideration to pursue LEED Certification level. (Platinum goal)
12. Maintain and update project schedule for all phases of programming and design.
13. Present Schematic Design Package to Owner for review.

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FUTURE SCOPE:
Design Development, Construction Document, Bidding, Construction Administration

Design Development Phase

1. Incorporate all review comments from the Schematic Design Submittal.
2. Further develop and supplement the Schematic Drawings with additional plan drawings and details necessary to specifically define the total scope of work required. These plans will fix and describe the size and character of the entire project and further define the architectural, structural, mechanical and electrical materials and other elements as may be appropriate and required.
3. Conduct routine design meetings with Prairie Village representatives.
4. Prepare outline specifications for materials and systems to be utilized on the project.
5. Update design narrative outlining design criteria used in the further development of the drawings in the Design Development Phase.
6. Update and modify renderings and other graphic images as required.
7. Update project schedule for the remainder of the design phases and the anticipated period of construction.
8. Continue development of Sustainable Design options for consideration to pursue LEED Certification level. (Platinum goal)
9. Work with the Construction Manager at Risk (if selected) in the preparation of a detailed estimate of probable construction cost. Review and modify list of potential project alternates (if required).
10. Maintain and update project schedule (Work Plan) for all phases of design and the anticipated period of construction.
11. Submit Design Development Package to Owner for review.
12. Attend Design Development review meeting.

Construction Document Phase

1. Incorporate all comments from the Design Development Submittal.
2. Prepare detailed documents defining the scope of work to be used for bidding and constructing the project.
3. Conduct routine design meetings with Prairie Village representatives.
4. Prepare final project specifications.
5. Submit 50% construction documents review owner review and comments.
6. Finalize renderings and other graphic images as necessary.
7. Update and finalize project schedule (Work Plan).
8. Work with the Construction Manager at Risk in the preparation of a final estimate of probable construction cost. Finalize any project bid alternates (if required).
9. Submit Final Construction Documents to Owner for review.
10. Attend Construction Document Review meeting.
11. Receive all final review comments and modify drawings and specifications as necessary.
12. Submit final construction documents for printing and permitting.

Bidding Phase

1. Attend and lead scheduled pre-bid conference.
2. Clarify questions that arise during the bidding process.
3. Answer requests for information and product substitutions.
4. Preparation of any bid addenda for distribution.
5. Attend Bid Opening.
6. Assist the Owner in the review of all bids and advise on next steps.

Construction Administration

1. If necessary, revise the Construction Document drawings and specifications to incorporate Addenda items generated during the Bidding phase and permitting.
2. Attend bi-weekly Project Progress Meetings.
3. Review and provide comments on shop drawings.
4. Review and provide comments on product substitutions.
5. Clarify and provide written responses to questions during the entire Construction Phase.
6. Conduct Site Observation Visits during construction. (Two visits per month in basic services)
7. When necessary, we will inform the Owner in writing of any work by the Contractor and/or Subcontractors that does not conform to the Contract Documents.
8. When requested, we will provide interpretation of Contract Documents within 48 hours (excluding weekends and holidays).
9. We will provide the information necessary for the Construction Manager/Contractor to prepare change orders.
10. Prepare a complete punch-list of corrective items at the Substantial Completion Phase.
11. We will work with the Owner and Construction Manager/Contactor in determining the date of final completion.
12. Develop a record set of as-built drawings from information recorded by the Contractor during the construction phase.
13. Provide a post-occupancy walk through and evaluation at 10 months after occupancy.
14. Prepare a list of any warranty items requiring corrective measures.
15. We will provide Prairie Village with both a reproducible photographic 4 mil Mylar set of drawings and an electronic copy of all drawings and specifications within 30 days of receipt of the marked up as-built drawings from the Contractor.

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Professional Fees

Basic Services Fee Structure

For the purposes of our fee proposal, we have developed separate fees for the proposed project phases. Our proposed compensation includes all reimbursable costs and is based on an estimated construction cost of $22,000,000.

Supp #1	Conceptual Design:	$60,000
Supp #1	Schematic Design:	$300,000
Future	Design Development:	$400,000
Future	Construction Documents:	$800,000
Future	Bidding:	$60,000
Future	Construction Administration:	$430,000
	Total Basic Services Fee	**$2,050,000**

Additional Services

Beyond basic services, we offer the following additional services:

Telecommunications Design:

Design and documentation of telecommunication systems including all cabling, wiring devices, date racks, and system routing. This does not include design and selection of servers. For this effort we request a fee of **$40,000**.

Furnishing Selection and Procurement:

We propose a basic services fee of 9% of the furnishings cost for our design and documentation efforts to procure this work. This equates to a Basic Services fee of **$81,000**.

AV Systems Design:

Design and documentation of all monitors, projection screens, and support equipment for meeting rooms, Council chambers, court room and other spaces requiring technology. For this effort we request a fee of **$89,000**.

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Building Commissioning:

To comply with LEED Certification requirements, we will provide both base line and enhanced commissioning. For this effort we request a fee of **$89,000**.

Surveying, Geotechnical Investigation and Environmental Assessment:

We will contract with Kaw Valley Engineering to provide a site survey, geotechnical and an Environmental assessment. For this effort we request a fee of **$30,000**.

LEED Design:

We propose to partner with Prairie Village to develop a sustainable design to achieve LEED Platinum Certification. This effort will include all submittals to the USGBC, meetings to review sustainable concepts, energy modeling and associated submittal costs. For this effort we propose a fee of **$119,000**.

Note total fee if all additional services are accepted is $2,498,000.

For additional services beyond those noted above and directed by the Owner, compensation shall be on an hourly basis in accordance with the Schedule of Hourly Rates shown below.

Schedule of Hourly Rates

Personnel	Rate/Hour
Senior Principal – Architecture	**$315.00**
Architect	**$165.00**
Senior Architectural Staff	**$125.00**
Architectural Staff	**$100.00**
Engineering Principal	**$240.00**
Senior Engineer	**$205.00**
Engineer (PE)	**$170.00**

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Senior Engineering Staff	**$140.00**
Engineer (EI)	**$120.00**
Engineering Staff	**$90.00**
Senior Interior Designer	**$185.00**
Senior Construction Administrator	**$165.00**
Graphic Design	**$100.00**
Administrative Assistant	**$75.00**
Intern	**$65.00**

PUBLIC WORKS DEPARTMENT

Council Meeting Date: August 21, 2023

COU2023-50 CONSIDER DESIGN ADDENDUM WITH AFFINIS CORPORATION FOR THE DESIGN OF THE 2023 CARS PROJECT - NALL AVENUE FROM 67TH STREET TO 75TH STREET (NAAV0005)

RECOMMENDATION

Move to approve the design addendum with Affinis Corporation for the design of the 2023 CARS Project Nall Avenue From 67th Street To 75th Street (NAAV0005) in the amount of $39,100.

BACKGROUND

In 2022, Transystems updated a traffic study for this corridor. This study focused on the section of Nall Avenue from 67th Street to 75th Street and determined that the reduction of lanes from 4 to 3 is appropriate given the volume of cars and turning traffic. Proposed lane configuration is shown to the right.

Included in the new layout will be dedicated bike lanes per the City of Prairie Village and the City of Overland Park Bike/Ped plans. The result of the study is the foundation for the design on this corridor.

The total fee for the aforementioned additional professional services provided, pursuant to this Amendment #1, is $39,100.00, which raises the total fee for all services provided under the Agreement from $233,810.00, to a new maximum fee of $272,910.00.

Addendum #1 reflects additional survey and design needed in the corridor that were not identified during the original scope becoming evident during the first field check. These include survey and structural design of the signal footings at 75th and Nall due to their proximity to the RCB at the intersection, and integral sidewalk retaining wall reconstruction.

The Prairie Village portion of this addendum is $23,460 as the cost is shared 40/60 with the City of Overland Park. Overland Park has reviewed the addendum and agrees with the costs.

FUNDING SOURCE

Funding is available in the CIP project NAAV0005.

ATTACHMENTS

1. Addendum #1 with Affinis Corp

PREPARED BY

Melissa Prenger, City Engineer August 16, 2023

AGREEMENT FOR PROFESSIONAL SERVICES
AMENDMENT #1

This AMENDMENT ("Amendment") shall amend and become a part of the Agreement for Professional Consultant Services for design services dated December 5, 2022 between the City of Prairie Village, Kansas 66208, ("City") and Affinis Corp ("Consultant") providing design services for NAAV0005 – 2023 CARS Program, Nall Avenue - 67th Street to 75th Street ("Project").

SCOPE OF SERVICES

City and Consultant hereby agree that Consultant's Scope of Services under the Agreement is amended by adding:

1) Supplemental services related to the additional survey and structural design set forth in Exhibit A.

COMPENSATION

For the additional Scope of Services specifically set forth in this Amendment, the City shall pay the Consultant the following fee incurred, in addition to the fee(s) set forth in the Agreement:

1) Supplemental services related to the additional survey and structural design: $39,100.00

The total fee for the aforementioned additional professional services provided, pursuant to this Amendment #1, is $39,100.00, which raises the total fee for all services provided under the Agreement from $233,810.00, to a new maximum fee of $272,910.00.

TERMS AND CONDITIONS OF SERVICE

All provisions of the original Agreement not specifically amended herein shall remain unchanged.

IN WITNESS WHEREOF: the parties hereto have executed this Agreement to be effective as of the date first above written.

City:

City of Prairie Village, Kansas

By: ______________________________

Eric Mikkelson, Mayor

Address for giving notices:

City of Prairie Village
Department of Public Works
3535 Somerset Drive
Prairie Village, Kansas 66208

Telephone: 913-385-4640
Email: publicworks@pvkansas.com

Consultant:

Affinis Corp

By: Kristen Leathers-Gratton

Kristen Leathers-Gratton, President

Address for giving notices:

Affinis Corp
Attn: Kristen Leathers-Gratton
8900 Indian Creek Parkway, Suite 450
Overland Park, KS 66210

Telephone: 913-239-1100
Email: kleathers@affinis.us

ATTEST:

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Adam Geffert, City Clerk

APPROVED AS TO FORM BY:

____

David Waters, City Attorney

EXHIBIT A

Affinis corp

2023 CARS - NALL AVENUE IMPROVEMENTS, 67TH TO 75TH (NAAV0005)

Supplemental No. 1 - Add'l Design Survey, Cross Sections, & Structural Design

Prairie Village, Kansas

Date: 5/17/2023
Affinis Proj. No. 22-0001.03
By: SRS/JDD

Tasks		PRINCIPAL SR PM $250.00	PROJECT MANAGER I $195.00	ENGINEER II $155.00	SENIOR ENGINEER I $220.00	INTERN ENGINEER II $140.00	DESIGN TECH II $170.00	DESIGN TECH I $130.00	CADD TECH II $115.00	CADD TECH I $100.00	LAND SURVEY II $140.00	SURVEY CREW II $120.00	SURVEY CREW I $100.00	ADMIN. SUPPORT $95.00	LABOR COSTS	OTHER DIRECT COSTS ITEM	OTHER DIRECT COSTS COST	TOTAL FEE
1.01	**Supplemental design survey for ADA & drainage analysis**		2							16	4	48	48		$13,110	Mileage	$100.00	$13,210
1.02	**Cross sections, including driveway profiles**		4			16	16								$5,740			$5,740
1.03	**Spread footing design for signal foundation**																	
	Site visit to inspect existing box top slab condition, Memo summary				5	8									$2,220			$2,220
	Analyze existing box structural capacity, research existing RCB				4	8									$2,000			$2,000
	Obtain signal loading, footing analysis				6	16									$3,560			$3,560
	Final signal footing structural details		2	2	3	8			18						$4,550			$4,550
1.04	**ISRW Plan & Profiles (2 Add'l Locations)**		4	16			16		16						$7,820			$7,820
	Subtotal Task 1 - Hours	0	12	18	18	56	32	0	34	16	4	48	48	0				
	Subtotal Task 1 - Cost	$0	$2,340	$2,790	$3,960	$7,840	$5,440	$0	$3,910	$1,600	$560	$5,760	$4,800	$0	$39,000		$100.00	$39,100

ADMINISTRATION

Council Committee of the Whole: August 21, 2023
City Council: September 5, 2023

COU2023-51: Consider approval of a Council Policy to establish a Public Arts Fund

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SUGGESTED MOTIONS
Discuss the addition of Council Policy 063 to establish a Public Arts Fund policy.

BACKGROUND
As part of the 2023 budget process, the City Council added a contribution to a Public Arts Fund, to be funded by Transient Guest Tax and excess balance in the Arts Council budget. The 2024 budget also includes a contribution to the fund, bringing its anticipated beginning balance to $40,000. The attached new Council policy would add a Public Arts Fund section to the Council Policy.

The new policy outlines a procedure for purchase of public art including potential funding options, purchasing mechanisms, purchasing approval, and placement of the public art. It is anticipated it will be a collaborative process between the Arts Council, Parks and Recreation Committee, and City Council.

ATTACHMENTS
Council Policy 063 – draft final version

PREPARED BY
Nickie Lee
Deputy City Administrator

Date: July 3, 2023

City Council Policy: CP063 – Public Arts Fund

Effective Date: September 5, 2023 (anticipated)

Approved By: Governing Body

I. SCOPE

II. PURPOSE

A. To establish guidelines for the Governing Body and Arts Council in the purchase and placement of public art.

III. RESPONSIBILITY

A. Governing Body and Arts Council

IV. DEFINITIONS

V. POLICY

A. The following process is outlined as a guide for the purchase and placement of public art.

VI. PROCEDURES

A. Art Purchases

1. Purchase Process: The Arts Council shall make recommendation(s) to the Governing Body regarding the purchase of public art. The recommendation should focus on public art appropriate for areas identified in an approved "Priority List".

For each location on the Priority List that the Arts Council is recommending a specific piece of public art to the purchased, the Arts Council shall provide the following information:

a. A brief description of the public art;
b. Whether the art is available or would need to be located/commissioned and the recommended purchase method;
c. The list price of the public art or an estimated commission charge for artwork to be related and the recommended funding source; and
d. The Arts Council may also recommend a theme for public art at a specific location.

The final decision authorizing the purchase of either a specific piece of art or authorizing the commission of a specific artist to create a specific piece of art rests with the Governing Body.

Upon acceptance of an Arts Council recommendation, the Governing Body shall direct the City Administrator or designee to commence negotiations with the artist to agree on a price and contract terms. As needed, the City Administrator or designee shall draft the contract/commission and approve as to form. The City Administrator or designee may work collectively with one or more members of the Arts Council and Governing Body to negotiate the final purchase and/or commission terms with the artist. Public art purchases are exempt from the City's administrative purchasing policy.

B. Purchase Selection Factors

When making public art purchases the Governing Body shall consider factors such as:

1. Durability of design and material;
2. Maintenance requirements including resistance to vandalism;
3. Quality and impact of work;
4. Appropriateness of the public art to the project site, including suitability to fit, content and scale;
5. Price;
6. Lighting, labeling and installation requirements;
7. Public safety, and
8. Any other applicable factors.

C. Purchase Methods

Public art may be purchased through multiple methods. The Arts Council will recommend to the Governing Body a method of purchase based upon the public art piece the Arts Council is proposing. There are four general methods of purchase:

1. Standard Purchase: The Governing Body may recommend the purchase of a specific completed piece of art.
2. Open Competition: The City may recommend a request for proposal (RFP) that shall be sent to arts identified by the Arts Council and may be advertised on the City's website, the Arts Council website, and/or in specialized magazines or websites for the arts. The RFP should be tailored to fit the specific public art sought but will generally include a description of the art desired; a description and a photograph of the location where the public art will be placed; if appropriate the medium in which the artwork should be prepared; and an estimated time within which the public art should be completed. Artists responding to the RFP will submit slides or photographs of examples of their works as well as proposals for the project and a cost for the completed public art. The Arts Council will review all proposals and recommend a proposal for acceptance to the Governing Body.
3. Limited Competition: The Governing Body may request the Arts Council invite a select group of artists to submit materials to the Arts Council for review. The Arts Council shall then recommend final approval of an artist to the Governing Body for consideration.

4. Direct Selection: The Governing Body may directly commission a specific artist to create a piece of public art.

D. Funding: Public art may be acquired with a variety of funds upon approval of the Governing Body. Funding sources for public art include but are not limited to:

1. Funding itemized in the annual City budget by the Governing Body specific for arts purchases;
2. Arts Council funds upon the recommendation of the Arts Council;
3. Grants and other private funding;
4. Fundraising;
5. Private Donation; and
6. Public/private funding partnerships.

E. Art Locations: In determining the placement of public art, the following guidelines shall be followed:

1. Priority List: Annually, the Arts Council shall review the Priority List to determine if adjustment or changes should be recommended for consideration by the Governing Body. When the locations are in City parks, the Arts Council should discuss locations with the Parks and Recreation Committee. The Governing Body, on its own initiative, may also review the Priority List.
2. Location Selection Factors: In determining a specific site, the Arts Council and Governing Body shall consider a number of factors, including but not limited to:
    a. Durability;
    b. Maintenance requirements;
    c. Appropriateness of piece of artwork for the site;
    d. Accessibility of the site;
    e. Secure location; and
    f. Fit with the other pieces of City public art.

3. Art Displays on Loan to the City of Prairie Village: In addition to purchasing public art, the Governing Body and the Arts Council may consider securing art displays that rotate or travel throughout the City. Such public art displays would be on loan to the City. Prior to approval of such public art displays, the Governing Body shall direct the City Attorney or designee to commence negotiations with the artist(s) or agent to agree on contract terms for loan of the public art display. The City Attorney or designee shall draft the contract and approve as to form.

MAYOR'S ANNOUNCEMENTS
Monday, August 21, 2023

JazzFest Committee	08/22/2023	5:30 p.m.
Planning Commission work session	08/22/2023	6:00 p.m.
Environmental Committee	08/23/2023	5:30 p.m.
Labor Day – City offices closed	09/04/2023	
City Council	09/05/2023	6:00 p.m.

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INFORMATIONAL ITEMS
August 21, 2023

1. Arts Council meeting minutes – May 10, 2023
2. Tree Board meeting minutes – June 7, 2023
3. Diversity Committee meeting minutes – July 11, 2023

PRAIRIE VILLAGE ARTS COUNCIL | MEETING MINUTES
MPR at City Hall
Wednesday, May 10th, 2023 at 5:30 pm

BUSINESS MEETING

Bonnie Limbird called the meeting to order at 5:38 pm. Council members present were Amy Bagnall, Renee Duvall, Kellen Jenkins, Nickie Lee (city staff), Bonnie Limbird, Reese Naftel, Trinity Ready (youth member), Laurel Thomas and Trudy Williams.

Reese and Amy moved and seconded respectively to approve the Agenda. The agenda was approved unanimously.

Public Participation: none

These minutes were recorded by Laurel.

Bonnie gave the **City Council Report**, specifically reviewing neighborhood design, short term rentals, and upcoming public planning sessions in June & July. Funding for an inclusive playground was approved. The Mission Road/Evergy project is complete, and the Mission Road Flood project has begun. The pool is fully staffed for the summer. Chad was unable to attend the meeting.

Nickie gave the **Current Year Financial Update**. The display screen was working improperly at this meeting. The year started with roughly $32,000. $10,00 was transferred to the Public Art Fund. Revenue is increasing from entry fees for the Art of Photography this month. Expenses are from monthly receptions and marketing.

City Council approved the budget request for 2024: $10,000 to Arts Council and $10,000 to the Public Art Fund.

Nickie gave an update for **Public Art Process** standards:

- Who has ultimate approval?
    - When selecting art, city council usually has final approval.
- Where will public art be placed?
    - Public art will likely be placed in a park.
    - Arts Council should bring a proposal to the Parks & Recreation Committee and have a discussion with the Parks & Recreation Committee. We should also have a Parks & Recreation committee member on the art selection committee.
    - Arts Council could consider a tour of parks.
- Arts Council should have an annual presentation to City Council
    - To ensure public art is still a good priority for the city
- Consider an open-ended call for art vs. contacting specific artists and asking what we can do within a specific budget.
- After deciding on a location, we must fundraise. Excess funding is available right now from the transient guest tax.
- Next step: City Council will establish a formal policy for our Public Art Process

Nickie and Bonnie also discussed the **Parade of Hearts** as an opportunity for public art acquisition. This year, the hearts are already owned by sponsors. In 2022, hearts were auctioned off. We anticipate another auction in 2024. We could consider acquiring a heart for public art and establishing a budget for maximum bids at auction.

McKay was unable to attend the meeting for a **Municipal Foundation Update**.

Old Business: A motion to provide a $200 stipend plus mileage for the Art of Photography juror was discussed. This totaled $368.34. Amy moved, Kellen approved, and the motion carried.

New Business: A motion to approve a $1000 Silver Level Sponsorship of the Prairie Village Art Show was discussed. Kellen, Reese, then Renee approved, and the motion carried.

The Business Meeting adjourned at 6:12 pm.

PLANNING MEETING

The **March/April Exhibit** has closed at the Endres gallery but is continuing at Meadowbrook. Nothing has sold.

Amy reported on the **Shooting Stars** reception, where the arts council sponsored a strings scholarship. She recommends attending next year.

Bonnie discussed the **Art of Photography** exhibit, which featured all local/regional artists this year with the farthest from roughly three hours away, and two from Prairie Village. Previous shows were international, but we've received good feedback on a local show this year. There were roughly 120-150 submissions, which the juror narrowed down to 50 pieces from 35 artists. Artists gave great feedback on our communication and how this event was run. An artist recommended adding a fourth category: Nature & wildlife.

Kellen reported no new news on **ArtWalk**.

Bonnie reported the **July/August Exhibition** is on schedule but she's had difficulty communicating with Justin.

For **VillageFest**, Arts Council is partnering with the Environmental Committee for a monarch butterfly craft table.

Arts Council is a sponsor for the **Prairie Village Art Show** where we will share a tent with the Diversity Committee for a poster contest.

Kellen gave a **Marketing Update**: The new email strategy is to send straightforward and simple emails. Amy gave a social media update, including promotions with photos and reels. We advertised on KCUR and Bonnie will see if those advertisements affect website traffic. Winners of the Art of Photography will also be added to the website after the show.

The People's Choice Award for the Art of Photography weighted votes cast tonight during the reception three times more heavily than those cast in advance.

Bonnie brought flyers from other organizations as visual aids for future ArtWalks.

Planning Ahead:

Justin signed up for JazzFest tent & activity.

The next installation is July 8th. Sign-ups are still needed for 2023 installs and receptions: **bit.ly/2023installs**

We will need to send a 2024 Call for Artists, then current Arts Council will be jurors and decide who to show and who to group in curated shows.

The Planning Meeting adjourned at 6:36 PM.

Tree Board, City of Prairie Village, KS
Wednesday June 7, 2023—Meeting Minutes

Attendees:

Board members: Kevin Dunn, Beth Held, Karen Hogan, Mark Kauffman, Mark Morgan, Kirk Walters, Lindsay Voitik (by phone)

Other Attendees: Bridget Tolle

Kevin Dunn brought the meeting to order at 6:03PM.

Minutes:

May Minutes: The board voted to approve minutes from the May 2023 meeting

Minute Taking Assignments: Bridget Tolle drew names for taking minutes in September and November 2023. Kirk and Mark Kauffman were selected for September and November respectively.

Strategic Plan: Beth requested input on the Strategic Plan from board members and reiterated its purpose is to improve and protect the tree canopy, catalyze the tree ordinance, and leverage community engagement. The Board discussed possibility of utilizing Keramida for guidance and potential assistance with data harvesting, resident surveys and community outreach initiatives. The Board also discussed updating the tree inventory and capturing the tree canopy to establish a baseline. Various ideas were suggested to accomplish this: hiring a drone company, utilizing Aerial Imaging Mapping Service (AIMS), Prairie Village Public Works investing in software for tree mapping and The Tree Canopy Lab, funded by Google. All ideas require more information and further discussion regarding next steps and feasibility. Beth said that once the canopy baseline is determined, goals could be established at five and/or 10 year milestones to increase the canopy cover.

Native Tree Sale: Mark spoke about Native plant sales hosted by Grow Native and two vendors who could help with a Prairie Village Tree Sale: Black Root Farms and Forrest Keeling. The board discussed the options of a cash and carry sale and/or an online pre-order, and offering a discount to Prairie Village residents. Details and logistics are subject to further discussion regarding next steps and feasibility. The Grow Native sale is Saturday, Sept. 16, from 10-2PM at the Anita Gorman Discovery Center.
Motion made by Mark Kauffman for participation in pre-established event subject to approval by Director of Public Works, seconded by Beth Held. Board members discussed possibility of Public Works and/or Tree Board contributing $250 to the sale so that first 25 residents to make purchases could each get $10 off on the price of a tree.

Keramida group: Keramida, an Indianapolis-based consulting company that the city hired to take a greenhouse gas inventory of Prairie Village, invited members of the Tree Board, Environmental, and Parks & Rec committees to a meeting at City Hall for their feedback on May 16th. Mark Morgan and Kevin attended for Tree Board. By August, Keramida is supposed to give the city a feasibility plan for reducing greenhouse emissions by 50 percent in 2030 and reaching zero emissions by 2040. Kevin asked Nick from Keramida if Prairie Village could receive carbon credits for planting trees under the Inflation Reduction Act. Nick was doubtful because our scale might not be large enough. At June Tree Board meeting, Bridget said another reason that Prairie Village won't qualify for carbon credits is because the Inflation Reduction Act is intended to help poorer communities.

Follow up on Outreach Ideas: Karen will collect a reading list from the tree board members and supply it to the Johnson County library. Board members will share titles and a sentence or two on why they like the book. Beth is getting more information for the Tree Ordinance with regard to assessing and documenting damage to trees. Beth stated the two main sources of damage from new construction are compaction of roots and excavation for utilities. Ian said at the May meeting that the City Council would be receptive to making some amendments to Tree Ordinance; Kevin suggested getting more guidance from Ian on this at August meeting.

Old Business/Champion Tree: An English Oak on the property owned by Lindsay and Skip Voitik was identified as a Champion. Photos and the story of their efforts to take care of this tree will be shared via social media.

New Business/Tree Mapping: Bridget plans to do tree mapping in Taliaferro and Bennett par the last two weeks in June between the hours of 7AM-3:30PM

Beth made a motion to adjourn the meeting at 8:12PM.

Prairie Village Diversity Committee Agenda
July 11, 2023
4:00 p.m.
Prairie Village City Hall – Multi-Purpose Room

- **Call to Order** – Cole Robinson
- **Attendance** – Chi Nguyen, Cole Robinson, Courtney McFadden, David Magariel, Hazel Krebs, Karen Heath, Rachael Pegg, Tim Schwartzkopf, George Williams
- **Approval of Agenda**
  - Hazel and George with motion, all approved
- **Land Acknowledgment**
  - Cole provided presentation of acknowledgement/statement
- **Opening Remarks/Welcome** - Cole
- **Approval of Meeting Minutes** (4/11/23)
  - Karen and Hazel with motion, all approved
- **Presentations** – None
- **Public Participation** – None
- **Committee Discussion**
  - Discussion on recent events, attendance
  - Update from Hazel related to current new on legislation
  - Hazel spoke at Thompson Park event; KC Star/press came, strong number of elected officials in attendance as well as variety of people outside of trans community
- **Liaison Updates**
  - **Citizen Advisory Board**
    - No update
  - **Civil Service Board** – Tim
    - Approx 3 interviews recently
- **Project/Event Updates**
  - **Juneteenth Recap** – George
    - Well attended, organized
  - **Town Hall recap** – David, Hazel
    - Successful event, media attendance, effective panelists with strong background across the range of the topics
    - June/pride month made this a saturated timeframe for similar events
    - Needs continued attention from committee in ongoing conversations
    - Learning: We could extend to 1.5 hours from 1, and expect strong attendance still (1 hour panel, 30 minutes for questions)
    - Learning: Lean more on the city's press connections – use press release to help encourage coverage
  - **PV Seen recap / future events** – Hazel
    - Marketing/reaching more people is a challenge
    - Future: Considering holding another event in the fall confirm date by next meeting

            - ACTION: Chi to reach out to Etienne for thoughts on future event
        - Learning: Fall and Spring easier because school communications can be used to help spread the word
        - Learning: Pinpoint community groups that can help spread the word
    - **Village Voice/Social Media discussion** – Chi
        - Interviews ongoing
        - ACTION: Send suggestions for interview subjects to Chi
    - **Interpretive Panel** – David
        - Reviewed by 3 museum professionals
        - Contact confirmed she will begin the work this week
- **Old Business**
    - **Discuss Antisemitism event / announce date & time** – David
        - JCRB – Cole reached out, waiting to hear back
        - Date options are being reviewed
        - We will let JCRB run, Committee will help as needed (directed by JCRB)
        - Cole will be the point person for JCRB
            - Hazel volunteered to support communication efforts to get people signed up
        - Agreed on $500 honorarium to their organization
            - Karen and Hazel with motion, all approved
    - **Discuss indigenous people's event** – Chi
        - Planned for October 8, 2023 (2:00pm)
        - Meadowbrook is booked, balance is due September 8 – if plans change we should confirm prior to this date
        - Event will be different than the previous town halls – educational aspect, but will also include food, performance, etc.; have feeling of a celebration of indigenous people
            - Foods in side alcove, main room for speakers, performance, etc.
        - Run of show is still up in the air
        - Chi will invite the tribes that we include in our land acknowledgement, potentially others
        - Sub-Committee: Chi, Cole, Karen, Hazel
            - ACTION: Chi to see if Etienne or Dennis would like to be the 5th sub-committee member (5 is max)
        - Resources: Haskell Cultural Center & Museum in Lawrence, Shawnee Indian Mission in Fairway, the contact that looked at the land acknowledgement with Chi, Sharice Davids, Randy Moon
        - Budget: The committee has approx. $13,000 in budget remaining for the year
- **New Business**
    - Voting Rights Town Hall (2024)
- **Looking Ahead 2023**
    - August
        - Committee Meeting – August 8, 2023 at 4:00 pm
    - September

        - Committee Meeting – September 12, 2023 at 4:00 pm
- **Information Items or Announcements** – None
- **Adjournment**
    - Karen and David with motion, all approved