

**SPRING HILL PLANNING COMMISSION
REGULAR MEETING AGENDA**

Thursday, September 1, 2011

7:00 p.m.

Spring Hill Civic Center

401 N. Madison St.

CALL TO ORDER

ROLL CALL

Tobi Bitner
Janet Harms
Brian Haupt
Valerie Houpt

Bill Kiesling
Troy Mitchell
Michael Newton
Stephen Sly
Cindy Squire

APPROVAL OF AGENDA

FORMAL COMMISSION ACTION

1. Approval of Minutes
August 4, 2011
2. Final Plat
Case Number: FP-02-11
Request: 3rd Plat
Address: Estates of Wolf Creek
Applicant: Robert Garver
3. Approval of Monument Sign, Estates of Wolf Creek

DISCUSSION

ADJOURN

PUBLIC HEARING PROCEDURE

1. Chairperson opens the public hearing.
2. Commission members describe what, if any, ex-party contacts they might have had regarding this case; indicating the nature of the communication and *whom* it was with.
3. Commission members describe what, if any, conflicts of interest they may have and dismiss themselves from the hearing.
4. Staff presents a report and comments regarding the case.
5. Applicant or agent of the applicant makes brief presentation of the case or request.
6. Commission members ask for any needed clarification of the applicant or agent.
7. Public comments are solicited from the audience. Each member of the audience must fill out a Citizen Participation/Comment Form.
8. Commission members ask for any further clarifications from applicant or staff.
9. Public Hearing is closed.
10. Members deliberate the request.
11. 14-day Protest Period begins after the Planning Commission Public Hearing is closed.

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* **Protest Petitions:** Any protest petition must be filed in the Office of the Spring Hill City Clerk within 14 days from the conclusion of the public hearing held by the Planning Commission. Sample copies of protest petitions may be obtained from the City Clerk Office at 401 N. Madison, Spring Hill, KS 66083 (913-592-3664).

Memo

To: Spring Hill Planning Commission
From: Jim Hendershot, Community Development Director
CC: file
Date: August 26, 2011
Re: September 1, 2011 regular meeting

The following offers a brief explanation of items on the September 1, 2011 Planning Commission agenda. Please feel free to contact the Community Development Department 913-592-3664 if you have any questions.

- 1. Approval of Minutes:** August 4, 2011 meeting
- 2. Final Plat, Estates of Wolf Creek 3rd Plat:** Staff has reviewed the application and documents for Estates of Wolf Creek 3rd Plat and finds them in compliance with the previously approved preliminary plat. The applicant, Phelps Engineering has submitted the final plat, monument plan, tree and shrub plans for review and is asking for a recommendation of approval by the Planning Commission. If approved the applicant will then provide additional documents and drawings for street profiles, storm water drainage, erosion control and street lighting along with the improvement agreement. These documents must be reviewed and approved by staff and City Engineer prior to being forwarded to the City Council for consideration. Staff recommends approval of FP-02-11 with the conditions noted in the staff report.
- 3. Approval of monument sign, Estates of Wolf Creek:** In 2009 the regulations regarding approval of subdivision monument signs were changed by placing the approval authority on the Planning Commission during the preliminary plat review process. The preliminary plat for Estates of Wolf Creek was approved in 2006 and it appears there was no review of the monument signs. The 3rd Plat contains an area dedicated for the sign and details of the sign itself. Staff will present a complete review of the sign construction and location and request approval of the design and location. Understanding this review is with a final plat and not the preliminary plat, it is staff's opinion the conducting this review with this final plat is within the spirit of the regulations and will provide the developer a formal approval of the sign.

The following minutes are subject to modification
And are not official minutes
Until approved by the Planning Commission

**SPRING HILL PLANNING COMMISSION
REGULAR MEETING
August 4, 2011**

Members Present: Janet Harms
Brian Haupt
Bill Kiesling
Troy Mitchell
Michael Newton
Steve Sly

Members absent: Tobi Bitner
Valerie Houpt
Cindy Squire

Staff Present: Jim Hendershot, Community Development Director
Mary Nolen, Community Development Assistant

CALL TO ORDER

Vice-Chairman Harms called the meeting to order at 7:00 P.M.

ROLL CALL

Roll call by Mary Nolen.

APPROVAL OF AGENDA

Motion by Bill Kiesling to approve the agenda.

Seconded by Troy Mitchell. Motion passed 6 yes 0 no 0 abstention

FORMAL COMMISSION ACTION

1. **Approval of Minutes:** July 7, 2011

Motion by Bill Kiesling to approve the minutes from July 7, 2011.

Seconded by Brian Haupt. Motion passed 4 yes 0 no 2 abstention

2. **Capital Improvement Program**

Ms. Harms introduced the item and Ms. Landis.

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Memorandum

To: Planning Commission
From: Melanie Landis, Finance Director
Cc: Jim Hendershot, Community Development Director
Date: July 29, 2011
Re: 2012 – 2016 Capital Improvement Program (CIP)

Attached is the 2012 – 2016 Capital Improvement Program. This document includes all projects proposed to be completed over the next five years. While project costs are only estimates and can change during the course of design or construction, it is important to note that available funding will also drive the actual progress of these projects. Residential development over the course of the next few years may drive the need for additional projects and updates to this CIP will occur on an annual basis during the budget process.

Once the Planning Commission has reviewed and made suggestions or approved this Capital Improvement Program, it will then be forwarded to the City Council for approval as well. The CIP will become an official City document and is viewable by citizens and will be made available on our website.

If you have specific questions about any of the projects listed within this CIP, please contact Jim Hendershot.

Thank you.

Melanie Landis, Finance Director
City of Spring Hill ~ 401 N. Madison ~ Spring Hill, KS 66083
Phone (913) 592-3664 ~ Fax (913) 592-6040
Email landism@springhillks.com

CITY OF SPRING HILL, KANSAS

FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM

Each year, the City of Spring Hill carries out capital projects to meet community needs related to infrastructure design, construction, maintenance, studies and surveys. The Capital Improvements Program (CIP) is a formal method for establishing priorities and scheduling capital improvements in line with the funding sources available for those projects.

SUMMARY

The Spring Hill Capital Improvements Program (C.I.P.) for 2012 to 2016 is conservative. It includes projects slated to begin within the next five years within the City. Like all cities, there are more capital project needs than dollars to fund them. The proposed program envisions the need for many outside sources of funding and City staff works diligently to leverage those dollars.

FINANCING

Within the list of projects is a proposed financing source for each project. It is important to note that this program is only an estimate of dollars needed for each project and the final decisions on sources used to finance each project lies with the City Council. Below is a summary of each source of funds available and includes a discussion of the uses, benefits and limitations of each source.

- **CARS (County Assisted Road System).** The Johnson County CARS program is a County/City matching grant designed to fund major street construction projects. The County's portion is funded through the County sales tax. This program varies but is typically a 70/30 matching source of funds.
- **CDBG (Community Development Block Grant).** Community Development Block Grants are federal grants which are administered by Johnson County. Johnson County qualifies as an entitlement County, due to the large population, which typically provides \$100,000 annually on the Johnson County side of Spring Hill.
- **CSHF (Consolidated Special Highway Fund).** The CSHF includes funding that all Kansas cities receive directly from the State Treasurer for certain highway aid payments distributed on a per capita basis from the State's Special City and County Highway Fund as well as revenues transferred from the General Fund and other funds. This fund is used for road construction, reconstruction, alteration, repair, and maintenance.
- **Debt Service.** The Debt Service Fund is intended for funding projects that affect the general welfare of the entire City. General Obligation bonds are used to fund projects over \$100,000. These bonds are backed by full faith and credit of the City. Once the bonds are issued, the City must levy the appropriate level of property taxes to retire the debt. Short-term financing may be used for a smaller project as a temporary note and must be paid off over a four-year period.
- **Federal and State Grants.** While federal and state grants are not as readily available as in the past, the City continues to be an active participant in the granting process and pursues funds available for

current projects. The Kansas Department of Transportation (KDOT) is an example of a state program that the City works with on a regular basis to earmark available transportation funds.

- **General Fund.** The General Fund provides revenue to fund projects through various sources of revenue including ad valorem taxes, sales tax, motor vehicle taxes, franchise fees and various user fees.
- **General Purpose Retailers Sales Tax.** Beginning April 2009, a one-half of one percent additional sales tax was implemented for the City of Spring Hill. The purpose of this sales tax is for funding projects of a parks or recreation nature. These sales tax collections are held in a separate fund for the purpose of funding specific projects.
- **Reserve Funds.**
 1. The System Development Reserve Fund collects system development fees as part of the building permit process. These fees are used to offset the cost of the expansion and upgrades to the water and sanitary sewer systems and any debt incurred as a result of those projects.
 2. The Capital Equipment Replacement Reserve is a fund used for the upgrade or replacement of large equipment. Revenues to this fund consist of transfers from operating accounts within City funds.
- **Special Parks and Recreation Fund.** One half (1/2) of the liquor tax money received by the City from the State of Kansas must, by state statute, be placed in this fund for the purpose of parks and recreation.
- **SMAC (Johnson County Stormwater Management Program).** The Johnson County Stormwater Management Program is a Johnson County sponsored grant program, which provides 75% of the funding for major improvements to serious stormwater issues within Johnson County municipalities.
- **Special Assessment General Obligation Bonds.** This source is normally used to finance specific improvement such as street, sewer, water, sidewalks, etc. A benefit district is created by petition and public hearing. The properties deemed to benefit from the project are the primary source of revenue to retire the bonds. The funding split between property owners and the city-at-large, as well as the term of the assessments, are determined by policy.
- **Water and Sewer Utility Funds.** Utility funds are enterprise operational funds which maintain the infrastructure and regular operating expenses of each utility. Revenues for these funds are generated through monthly user fees and can only be used for improvements to the water and sewer utilities.

Melanie Landis, the Finance Director the City, spoke to the Commissioners, explaining the CIP. It's a five year program that includes projects that the City has listed as necessary and can accomplish in the next five years. That timeline can change due to need and budget restrictions.

The spreadsheet gives a brief description, estimated cost, and annual budget estimations. She asked for any questions. The purpose of the Planning Commission is to determine if the CIP is in compliance with the Comprehensive Plan.

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The Commissioners discussed some of the parks mentioned and Ms. Landis talked about the park incentive plan. A question was asked about grants for sidewalks. Mr. Hendershot said the "safe routes to school" program is scheduled to announce grants in September of this year, and he's hoping we will get some sidewalk money from that source. They talked about who puts in the sidewalk and who maintains it. Mr. Hendershot said normally, installation is the function of a city, and maintenance is that of the property owner. Mr. Hendershot noted that you need curb and gutter for sidewalks and that takes money. Mr. Mitchell asked if there may be a way for the homeowner to contribute to the process. Mr. Hendershot said that can be difficult, when one person is in favor and the next person is not. He also mentioned a benefit district, which would include a tax, and that is questionable at this time.

They talked about one item that related to North and 207th St that didn't seem logical. They asked about the location of City Hall, are they still favoring the site near the fire station.

Motion by Brian Haupt to recommend to the City Council that the Capital Improvement Program for 2012-2016 is in compliance with the Comprehensive Plan.

Seconded by. Bill Kiesling. Motion passed 6 yes 0 no 0 abstention

3. Update on Grown Area Meetings

Mr. Hendershot attended the July meeting and they held a public hearing on August 2. Erik Pullom plans to recommend the new zoning map to the Miami County Commissioners.

4. KOMA/KORA Training Session 9/15/2011

Mr. Hendershot reminded the Commissioners of the training session that will be held with the City Council, Planning Commission and possibly the Recreation Commission. An agenda will be sent to all participants closer to the date.

Motion by Troy Mitchell to adjourn

Seconded by. Michael Newton. Motion passed 6 yes 0 no 0 abstention

Meeting adjourned at 7:30 PM.

Mary Nolen, Planning Secretary

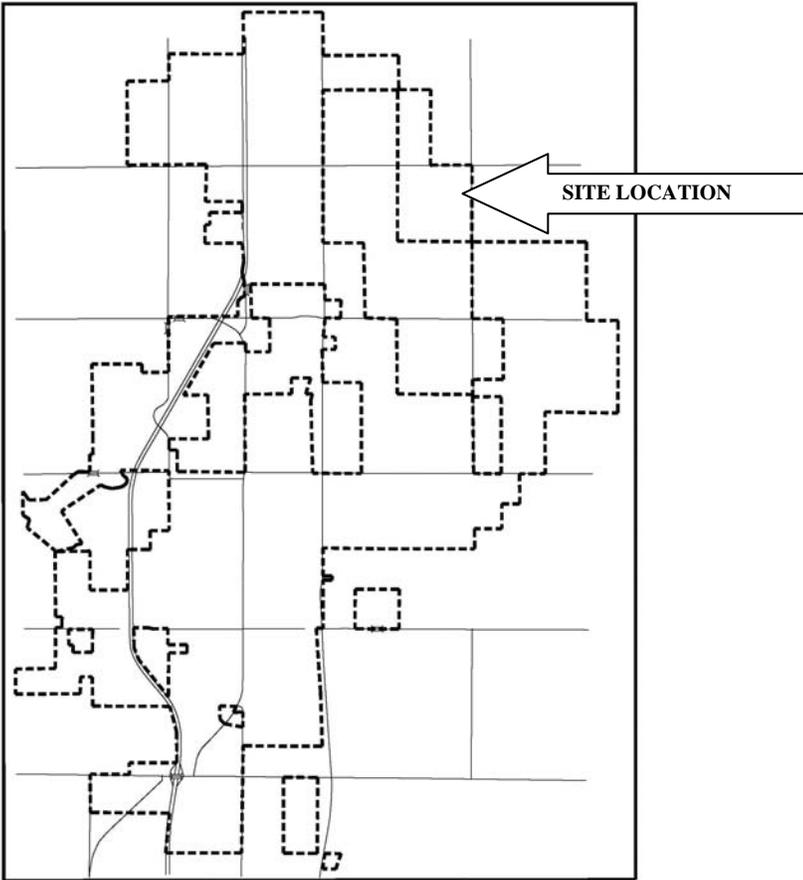
**SPRING HILL PLANNING COMMISSION
FINAL PLAT STAFF REPORT**

Case #: FP-02-11 **Meeting Date:** September 1, 2011
Description: Proposed Final Plat – Estates of Wolf Creek 3rd Plat
Location: South of 191st Street and west of Ridgeview Road
Applicant: Phelps Engineering
Engineer: Phelps Engineering
Site Area: 7.7 acres

Minimum Lot Area: Varies **Number of Lots:** 17

Current Zoning: RP-1 **Proposed Use:** Single-Family Residential

Related Applications: Not Applicable





BACKGROUND:

The applicant, Phelps Engineering, has submitted a final plat application for Estates of Wolf Creek 3rd Plat. (A copy of the proposed final plat is included with this staff report.)

STAFF COMMENT:

There are 17 single-family lots in the Estates of Wolf Creek 3rd Plat. The proposed plat meets the minimum lot requirements with regard to lot area, lot width and lot depth that was approved by the Planning Commission as planned development zoning on April 6, 2006. T

The utility easements are shown with dimensions meeting or exceeding the minimum easement requirements for the City.

The Public Works Director, City Engineer along with various consultants have reviewed the plat and their comments have been implemented into the plat as applicable.

Site Layout and Design. The site layout complies with the approved preliminary plat.

Public facilities and Services. Fire, police and school public services will be able to serve this subdivision adequately. City will provide sewer service and WaterOne will provide water service.

Transportation. The proposed plat meets the City's design standards for the proposed streets and sidewalks.

Neighborhood Character. The proposed plat is compatible with the surrounding area.

Impacts. There are no fiscal or neighborhood impacts associated with the proposed plat.

Other Staff Comments. The applicant has been informed that the following information must be submitted and reviewed prior to plat consideration by the Spring Hill City Council:

1. Street profiles and cross sections
2. Erosion control plans
3. Drainage and/or storm water plans
4. Improvement agreement
5. Street lighting plans

RECOMMENDATION:

Staff recommends approval of the final plat for Estates of Wolf Creek 3rd Plat subject to the following:

- 1) The applicant providing a copy of the Notice of Intent for storm water discharges associated with construction activity under the National Discharge Elimination System along with the Storm Water Pollution Prevention Plan.
- 2) The applicant complies with Section 17.378 regarding the improvement agreement.
- 3) The applicant provides the following for review by staff prior to consideration of the final plat by the Spring Hill City Council:
 1. Street profiles and cross sections
 2. Erosion control plans
 3. Drainage and/or storm water plans
 4. Street lighting plans

To view the larger documents, please [view](#) this page.

Estates of Wolf Creek
3rd final plat
September 1, 2011

Monument sign documents