

**CITY OF ROELAND PARK, KANSAS**  
**GOVERNING BODY WORKSHOP MINUTES**  
**ROELAND PARK CITY HALL**  
**4600 WEST 51<sup>st</sup> STREET, ROELAND PARK, KS 66205**  
**November 20, 2023, 6:00 P.M.**

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| <ul style="list-style-type: none"><li>• Michael Poppa, Mayor</li><li>• Trisha Brauer, Council Member</li><li>• Benjamin Dickens, Council Member</li><li>• Jan Faidley, Council Member</li><li>• Jennifer Hill, Council Member</li></ul> | <ul style="list-style-type: none"><li>• Tom Madigan, Council Member</li><li>• <i>Vacant</i>, Council Member</li><li>• Michael Rebne, Council Member</li><li>• Kate Raglow, Council Member</li></ul> | <ul style="list-style-type: none"><li>• Keith Moody, City Administrator</li><li>• Jennifer Jones-Lacy, Asst. City Admin.</li><li>• Kelley Nielsen, City Clerk</li><li>• John Morris, Police Chief</li><li>• Donnie Scharff, Public Works Director</li></ul> |
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**Admin**  
Dickens  
Rebne

**Finance**  
Hill  
*Vacant*

**Safety**  
Madigan  
Brauer

**Public Works**  
Faidley  
Raglow

(Roeland Park Council Meeting Called to Order at 6:00 p.m.)

## **I. MINUTES**

*There were no minutes for approval.*

## **II. DISCUSSION ITEMS**

### **1. Review Zoning Code Updates with Confluence and Planning Commission**

Chris Shires from Confluence was at the meeting to review his presentation on code updates.

Also present was Planning Commissioner Lisa Brunner and Planning Commissioner and Councilmember-elect Matthew Lero.

Mr. Shires said he previously worked with the Governing Body through the adoption of the Comprehensive Plan. For this presentation he identified focus areas in the code and made recommendations and suggestions for areas of modification.

He noted that the current code is very text heavy and not user-friendly and recommended simplifying it where they can make it clearer and more specific. One thing they should consider is creating a new zoning district to address townhomes and rowhouses. Mr. Shires also reviewed the suggested materials for the building standards.

CMBR Hill asked if those building materials are for single-family homes. Mr. Shires said the list is included but single-family materials tend to be a little less strict.

Mr. Shires briefly reviewed the commercial and office design standards noting that recommendations include a lot of glass in the design, which allows for light and provides added security and visibility.

Also included in the presentation were accessory structures. Mr. Shires said that currently the language is convoluted and recommended a rewrite but not a lot of changes. Also, it was recommended that detached garages should be made of materials that match the existing house.

There was also discussion on standards for fences, such as height requirements and streamlining the current language especially for the corner lot yards. A rewrite was recommended, but not a lot of changes. There are a lot of different standards for fences.

Mr. Lero asked if there would be more specifics in the code on detached structures and garages. Mr. Shires said there would be.

CMBR Hill asked about fences in front of the house. Mr. Shires said they are allowed but are super short and a lot of people are not using them. He suggested a four-foot maximum in order not to create a harsh barrier.

CMBR Madigan said the main fencing problem is for corner lot side yards and fencing. He would like to see them be able to hit a happy medium.

Mr. Shires said he will go back and take a fresh look at the side yard setbacks.

City Manager Moody said any fencing restricts the openness they are trying to accomplish with setbacks. He said that setbacks are not only for privacy but to provide green space. The visual appearance becomes profound with a row of fences in the front yard where you do not see anything.

Mr. Shires also provided some guidelines for the standalone accessory dwelling units and stated standards will need to be established and should require a special use permit. He will write up an ordinance for the Governing Body's review. He also added that every lot will not be eligible for an accessory unit.

Commissioner Brunner said she wants to see them be able to address affordable housing and the "missing middle" piece they have in the City. The accessory dwelling unit is a way for multi-generational families to have more space.

Mr. Shires briefly touched on the landscape standards and said, as written, they are vague.

Also addressed was the sign code. Mr. Shires noted they want the signs to be attractive but want the businesses to be seen and balanced. He suggested regulating the signs by zoning district and specific use.

CMBR Hill said this is something they need to talk about further as they are already discussing a City sign.

Commissioner Lero said he is not a fan of moving signs, and a moving LED graphic is not appealing.

CMBR Dickens said he prefers smaller signs and does not mind graphics but does not want animation.

There was a back-and-forth discussion on the various options available, what they would like to regulate and where.

CMBR Madigan said the manual Casey's sign would be something no one would replace. He also said they need to address the brightness of signs and not create a light pollution issue.

CMBR Hill said they need to remember there are residential homes on Roe.

Mr. Shires summarized the discussion that an electronic message sign, a digital sign with some restrictions is appropriate in the commercial districts. Along Roe, the signage should be more restrictive. In residential areas with places of worship and schools they could have their electronic bulletin board with light restrictions and maybe monochromatic only and a not fully digital animated sign. He said they could discuss the dwell time for how long an image stays lit before changing. They need to remember it's always about aesthetics.

CMBR Hill asked about the electronic St. Agnes sign. Mr. Shires said it is scrolling text and not animated graphics.

Mr. Shires will work with staff to make sure everything is good. It will come back to the Planning Commission and the Governing Body for consideration. He said that adjustments would more than likely be made along the way. His recommendation is when they do an update to use it for a year and then reassess and decide what adjustments they should make.

## **2. Presentation by McGrath on Remote Work Policy**

Malayna Maes-Halverson from McGrath Human Resources Group worked on a project for the City to identify if a remote work program would be appropriate for City employees, what the parameters would be, and what expectations would be made. All positions in the City were assessed for appropriateness. They want to finalize which positions would be eligible should a request come in from an employee. It was determined that eligible employees should not be on probation or on any kind of performance improvement program. It was determined that remote work is better for full-time employees as part-timers are there to supplement the full-time staff. It was also recommended to start conservatively offering a couple of days a week to work remotely. But due to the size of City staff, it would be required for an employee to report on-site to work within 30 minutes. Ms. Halverson also reviewed the employee decorum for working at home. An assessment would also be made to determine if the employee would have access to the necessary equipment and materials if someone is working remotely.

CMBR Dickens thanked Ms. Halverson for her work as he is a proponent for working from home when possible. He also said he appreciates the conservative approach.

CMBR Faidley said she reviewed the assessment tool and found a few typos. Ms. Halverson said for her to forward them as the document had not gone through the proofreader.

CMBR Madigan asked how many jobs had been identified as possible candidates for remote work. City Manager Moody said the assessments for the different positions have been done and the final determination needs to be made, so he does not have an exact number.

## **III. COMMITTEE MINUTES**

*There were no minutes presented.*

#### **IV. ADJOURN**

CMBR Hill thanked Planning Commissioners Brunner and Lero for joining them at the meeting and for their input. She wished everyone a Happy Thanksgiving.

(Roeland Park Workshop Adjourned at 8:22 p.m.)