



MINUTES | July 26th, 2012

7:30 am • Leawood City Hall • 4800 Town Center Drive • Main Conference Room

Members Present: Debra Filla, Martha Conradt, Alicia Jennings, Gareth Matthews, Scott Pashia, Bob Pierson, Mike Schaadt, Chris Schultz

Staff Present: Chris Claxton, Brian Anderson, Marica Putman

Members Absent: Julie Cain, Paul Duffendack, Jennifer Hassler

Guests: Richard Coleman, Planning Director

MEMBERS

Debra Filla, Chair
Julie Cain, Vice-Chair
Paul Duffendack
Jennifer Hassler
Alicia Jennings
Gareth Matthews
Scott Pashia
Bob Pierson
Mike Schaadt

Scott Lambers,
City Administrator

Kevin Jeffries,
Pres. & CEO Leawood
Chamber of Commerce

Chris Claxton,
Director of Parks
& Recreation

Brian Anderson,
Parks Superintendent

Marica Putman,
Adm. Graphics Tech

✚ Welcome & Introductions

- The SAB meeting came to order at 7:42 am. Member introductions are made.

✚ Approval of today's meeting agenda.

- Scott Pashia made a motion to approve the agenda. Martha Conradt seconded the motion. Motion passed unanimously.

✚ Approval of the past meeting minutes.

- Chris Schultz made a motion to approve the June 14th minutes. Scott Pashia seconded the motion. Motion passed unanimously.

✚ Budget 2013

- During the budget process Julie Cain mentioned the issue of being over budgeted due to the trash pickup in the south where there is no large item pickup in their HOA contracts. This will now be absorbed into the general expense fund.
- The HOA dinner expense will also move into the general expense fund.
- The council felt that these two issues were more city-wide and decided that it should moved to the general fund thus allowing the SAB to maintain our \$10,000 annual budget for other purposes.
- The budget also includes dollars to do the consulting for Complete Streets and expand on the output for the cross department work session.

✚ HOA - Updates and Discussion

Contact List – Gareth Matthews

- Gareth Matthews has received some feedback. He does not have enough information to do an update to give an estimated number of HOAs in Leawood.
- He has sent out an email with updates and would like everyone's to review and send updates. Gareth Matthews asked if this list is to be shared to other departments. Members discuss the importance of sharing resources for emergency situations like a water main break and sending out information to residents. Members discuss other ways to communicate to residents.

ACTION ITEMS

- ✓ Everyone is to send HOA updates to Gareth.
- ✓ Chair Filla to follow up on volunteer sign ups.
- ✓ Chair Filla will do a Council Report to request council approval for the Complete Streets Map and to discuss the upcoming work session.
- ✓ Brian Anderson will contact Sara Shipley and receive info for the International bike to school.
- ✓ Everyone is to check their assigned schools' 'Back to School Night' event to Alicia Jennings
- ✓ Brian Anderson will draft a letter of recommendation for the 135th Street Corridor and send it to Richard Coleman.

Survey – Chris Claxton

- The survey is closed. There were no additional comments.

Volunteer Sign Ups – Chair Filla

- [Chair Filla](#) will follow up with the volunteer sign-ups.

✚ Recycling

Recirculation Day – September 15th -95th to I-435

- [Chris Claxton](#) mentioned that the recirculation day ad is in the Fall Program Guide and online. [Brian Anderson](#) will set out the signs on Monday, September 10th. [Bob Pierson](#) will contact Leawood Estates and provide them with the event details and he will contact [JR Presek](#) to confirm the date. Leawood Estates contract is in negotiations with Town & Country.
- [Martha Conradt](#) mentioned that there were definite boundaries within the pickup areas. Some areas had a lot, others did not. She felt the timing of the Leawood Estates/Leawood HOA newsletter with the flyer would result in greater participation if synchronized closer to the timing of the event. She saw large items put out even after the event for several weeks.
- [Chris Claxton](#) suggested that we get additional feedback during the HOA event. The event information was sent out in many different ways as opposed to what was done previously with less communication. Members discuss pickups and diminishing collections.

Hallmark Video – Chair Filla

- [Chair Filla](#) follow up on the Hallmark video that answered specific recycling questions. It is not ready and they are working on distribution. She hopes to have it at the next meeting to share and discuss if the SAB would like to make one for the community and/or collaborate with Johnson County.

✚ Green Mobility

Complete Streets Policy – Staff Work Session, June 20th at 11:30 am – Brian Anderson

- The work session was very positive. [Brain Anderson](#) asked members if they felt it was time to present it to council. [Alicia Jennings](#) asked that if a consultant has been approved and asked about the timeframe. [Chris Claxton](#) answered that it could happen anytime after the 1st of next year. [Richard Coleman](#) reaffirmed that the Request For Proposal (RFP) could go out in November but that the contract could not be signed until after January 1st. [Brian Anderson](#) spoke of City of Topeka's Master Plan as being a good example. He discussed the aspects of the plan and its interesting feedback. He felt that their master plan could be reviewed to assist in building our master plan.
- [Brain Anderson](#) mentions the map that Bicycle Friendly Committee has reviewed. The Public Works Department would like to have a map that has been approved by council because as we move forward, it tells them which streets they are currently doing maintenance work on so that they can plan those complete street improvements.
- [Chair Filla](#) mentions 3 things would be advisable. These points are discussed by members.
 1. If we want to make a motion for the council to approve the master plan for Complete Streets.
 2. The Bicycle Friendly Committee and staff to go ahead and start working on a scope to put forth a RFP in November.
 3. Asking for a work session so that all of it comes together in a timely fashion.

ACTION ITEMS

- ✓ Marica Putman will send out the recirculation flier from the guide.
- ✓ Chris Claxton will send suggestions to Martha Conradt and copy to Chair Filla. Website will be updated.

- It was suggested that a council report be done. Chair Filla's council report will make a recommendation to approve the map so that Public Works can continue to work on this and to also request a work session that can be schedule. Brian Anderson and staff can start working on a scope, maybe looking at the RFP that Topeka put out so that we can go to bid on it in November as it would be nice to be able to report on this at the HOA meeting in February.

Share the Road Signs – Brian Anderson

- Discussed research on 'Share the Road' signs in the Bicycle Friendly Committee meetings and with David Ley, City Engineer, Public Works. There are 'Bike Route' signs too and have debated between the two signs for use and naming routes. Chair Filla suggests coordinating consultants and contacts to be ready to talk about it on January 1st and discuss priorities. This may help designate routes for bicyclists and to encourage them to stay on a bike friendly route with signage. Members discuss the needs and the message being conveyed to the community. They also discussed behavioral and other issues for drivers and cyclists on major roadways. And ask the consultant to present an educational plan for the work session and an opportunity to pass along this information at the HOA annual meeting.
- In terms of Bicycle Friendly Community, this promotes the Five Es. To be considered a Bicycle Friendly Community, applicants are judged in five categories. A community must demonstrate achievements in each category to be considered for an award in the Bronze, Silver, Gold or Platinum level. Leawood received an honorable mention.

The Five Es:

1. Engineering
2. Education
3. Encouragement
4. Enforcement
5. Evaluation and Planning

Chris Claxton suggested a PowerPoint presentation for the work session. Keep it clean and simple and easy to resubmit with outcome or results. The work session will be in October/ November and can be used for the HOA annual meeting.

Walk/Bike to School – Alicia Jennings

- A BFC meeting is scheduled for next Wednesday night. Police Officers Erik Butler and Joe Peoples have volunteered to assist in the Back to School nights. Members discussed their assigned schools. The Kansas City metro area has fall events for the International Bike and Walk to School Day (October 3rd). Not all the schools have participated in these events. Cure, Corinth, and Brookwood schools are great participators with Brookwood being the best. Previous event participation included a video, balloons, giveaways, educational items, etc. Volunteers are needed to meet people, assist kids in the parking lot, streets, etc. An important factor is the principal. The principal has to be excited about this or it doesn't work. Members discuss check lists and event details. Chair Filla would like to create a small informational packet for the principals and possibly to churches.
- Brian Anderson will contact Sara Shipley for the International Bike and Walk to School. She organizes the events and he will try to send the info to us.
- Suggested Bike Topics for the BFC meeting next Wednesday. Everyone is welcome to attend.

- Talking Points for Ambassadors
- Back to School Nights
- Bike Officers present for Back to School Nights
- Create a Packet for the International Bike and Walk to School Day – October 3rd (verified)
- Video of 'Why I Ride' from bikesalong.org

B Stations – Brian Anderson

- Brian Anderson attended a Bicycle Pedestrian meeting and Bike/Walk KC, and tried out the B Station (Rent-a-Bike stations downtown KC). They are 3-speed bikes and you check in every 30 minutes. He rode from the Crossroads up to MARC. He discussed his adventure ride to members. Members discussed that some of the developers were considering these B Stations in Park Place and are looking into the cost factor.

Conservation - Water

Rain Barrels – Richard Coleman, Planning Director

- Richard Coleman provided a handout for everyone. There was a work session with the Planning Commission in which they discussed rain barrels. They discussed the location, size, type, weight, stability, elevations, etc. Typically used for garden watering.

Staff recommends that rain barrels be added to the list of permitted accessory uses.

- Section 16-4-1.3(B)(31) Permitted Accessory Uses in Single-Family Residential Districts (RP-A5, R-1, RP-1): Rain barrels, provided that the following criteria are satisfied:
 - A. The rain barrel shall be located in the side yard or rear yard.
 - B. The rain barrel shall be no greater than 70 gallons or greater than 5 feet in height above adjacent grade.
 - C. The rain barrel is fed by a downspout and is located within 6" of the house.
 - D. The rain barrel is decorative in its design and of a color complementary to the color of the house, however, in no case shall the color of the rain barrel be a primary color.
 - E. The rain barrel shall be permanently fitted or constructed with an insect guard which effectively prevents entry by mosquitoes or other insects.
 - F. The rain barrel shall not be elevated more than 6" above adjacent grade.
- The next step is to put it into an ordinance and take to the council.
- Parks and Recreation is providing a rain garden and barrel class on Sept 18th 7-8:30 at Ironwoods Park. They will also provide a booth at the next annual HOA dinner meeting.

Other -

135th Street – Richard Coleman, Planning Director

- Richard Coleman has applied for a grant with MARC. He has requested a letter from the SAB. The grant is for a new plan for 135th Street Corridor based on sustainable design practices. It is a similar concept to Park Place. They would be hiring a consultant. He will be sending out a new memo to council to request for a revised match amount of 25-30%. The minimum match is 20% and the likelihood of receiving the grant is greater if the match is higher because you receive more points. The max is \$150,000. This is a design grant; to engage a consultant to develop a recommendation or plan; no physical.

• Chair Filla asks for a motion to send that letter of recommendation that MARC fund the 135th Street Corridor Design Project. Mike Schaad makes the motion. Gareth Matthews seconds the motion. The motion passes unanimously. Brian Anderson will draft the letter and send it to Richard Coleman.

✚ **MARC Air Quality Action Plan & Progress Report**

- [Chair Filla](#) would like for the SAB consider a motion to the council that we as a city would support MARC's Air Quality Action Plan, that we would incorporate those into our goals and objectives. To be discussed again at our next meeting.

✚ **Eagle Scouts**

- [Mike Schaadt](#) has been speaking with [David Disney](#) with the Scouts, and shares that there is a new merit badge for Environmental Sustainability, which is available to the Scouts in 2013. The Boy Scout has to come up with the idea himself and present that to a review committee. He has been researching how the City and Scouts can increase the awareness in sustainability. He has review case studies which he will bring forth to the next meeting.

✚ **Outdated Web Items**

- Outdated items need to be pulled or be updated.
- [Brian Anderson](#) and [Dustin Branick](#) have set up a tree planting workshop for September 29th from 9 am – 11 am in the Oak Room. There will be recommendations for trees planting and more.

✚ **Mill & Overlay on 127th Street from Nall & Mission**

- They will mill and overlay, stripe it for bike lanes. They are not widening the road. The map will be updated and added to the BFC check list for bicycle friendly community application.

✚ **K-State Forest Service Interns**

- K-State Forest Service Interns have been working with Parks Maintenance this week. They have been doing a street tree inventory assessment. [Dustin Branick](#) has been working with them. They will not have time to do the whole city but they are hoping for statistically valid information that proves to be beneficial for Parks Maintenance.

✚ **Adjourn**

- Meeting adjourns at 9:08 am. Next meeting is on September 13, 2012.