

To: Spring Hill Residents

Re: Public Meetings: Governing Body, Planning Commission, Cemetery Board, Parks Advisory Board

In an effort to better protect residents and city staff, it has become necessary to adopt temporary changes to the meetings of the Spring Hill Governing Body, Planning Commission and Cemetery Board, and Parks Advisory Board.

Following recommendations from the CDC and the emergency declarations from the Johnson County health official, we will be providing access to the public as noted below and we will be limiting the number of people in a meeting to 10, including staff and elected/appointed officials. We have received and are implementing the guidance from the Kansas Attorney General regarding public meetings during an emergency declaration and are implementing that guidance to maintain compliance with the Kansas Open Meetings Act.

During this time of health emergency, we will be prudent with our business agenda and deferring action when feasible. Please note the following information regarding access to public meetings and adjusted procedures during the meetings:

- Meeting agendas and supporting documents are available at www.springhillks.gov under Agendas and Minutes
- Attendance at meeting will be limited to 10 individuals including Governing Body (or Board members) and staff
- Public access to meetings is available via phone or by the link to be provided at the City of Spring Hill website <https://bit.ly/35BgYw2> You will be able to listen to the meetings utilizing either method. The phone number along with conference ID and a website link will be posted on the city website no later than 12:00 (noon) on Thursday, May 7, 2020.
- Public comments will be accepted for agenda items only. In order to ensure that comments are available to the appropriate body, we ask that comments be submitted in writing by 12:00 (noon) on the day of the meeting to planning@springhillks.gov. Comments submitted will be read at the time of consideration of the agenda item referenced in the comments.
- The meeting Chair will announce prior to start of the meeting that all materials related to the agenda are available on the city's website, www.springhillks.gov, and that no additional materials will be provided at the meeting unless absolutely necessary.
- Audio of meetings will be placed on our website as soon as possible
- Council Chambers will be arranged for maximum attendance of 10 with seating to accommodate social distancing
- The meeting Chair will recognize all speakers to ensure those listening know who is speaking
- All votes will be by roll call
- Each motion will be clearly stated
- Each vote tally will be clearly announced
- For council meetings, the mayor will identify any scheduled executive sessions at the time of agenda approval. Any executive sessions will follow required protocol

We appreciate your patience and understanding as we continue our efforts to provide the public services you expect and need.

Jim Hendershot
City Administrator



PLANNING COMMISSION MEETING AGENDA

THURSDAY, MAY 7, 2020, 7:00 P.M.

SPRING HILL CIVIC CENTER

401 N. MADISON ST.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

CITIZEN PARTICIPATION – TEMPORARY MEETING PROTOCOL

This is an opportunity for those in attendance to address the Planning Commission regarding items not on the agenda.

Guest speakers are asked to fill out a "request to speak" card located on the back table by the door and hand it to staff, although the provision of a name, address or other identifying information is optional. Speakers are limited to five (5) minutes each; the Chair may adjust the time limit in-light of the number of anticipated speakers.

FORMAL COMMISSION ACTION

- 1. Approval of Minutes: April 2, 2020 – (no meeting in April)**
- 2. Site Plan (SP-000011-2020) – Spring Hill Middle School #3**

DISCUSSION

REPORTS

- 3. The following item(s) related to Community Development were approved at the April 9, 2020 City Council meeting:**
 - No Items on Agenda
- 4. The following item(s) related to Community Development were approved at the April 23, 2020 City Council meeting:**
 - No Items on Agenda

ANNOUNCEMENTS FROM PLANNING COMMISSIONERS AND STAFF

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. *

* **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 St., Spring Hill, KS 66083 (913-592-3664).

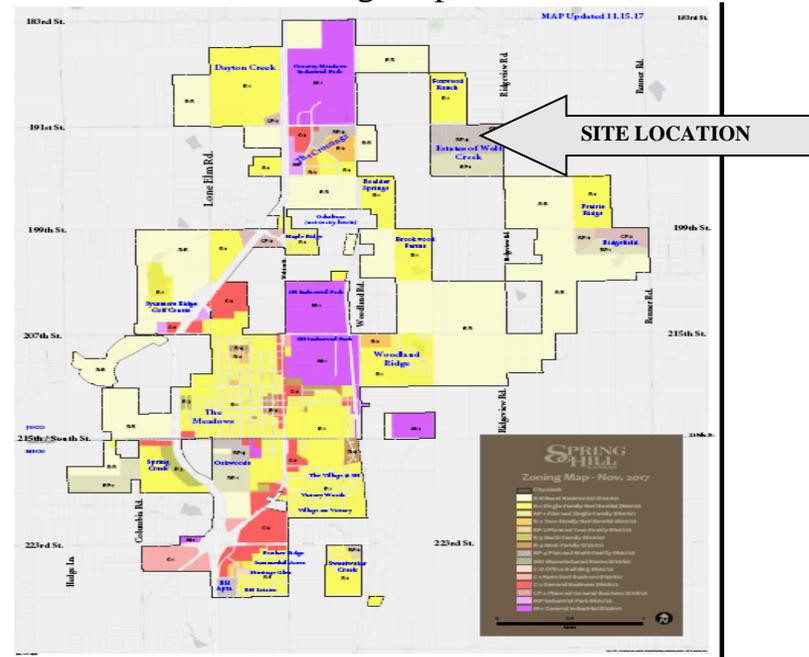
**SPRING HILL PLANNING COMMISSION
SITE PLAN STAFF REPORT**

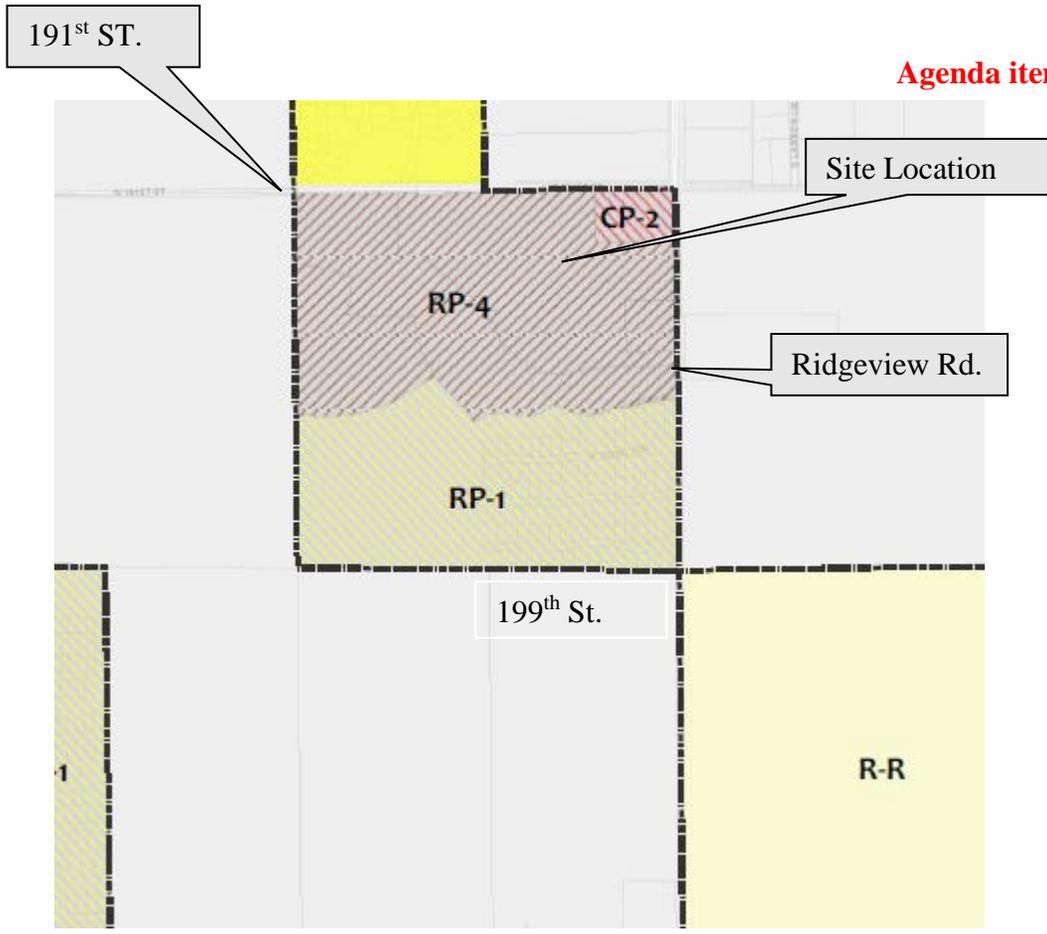
Case #: SP-000011-2020 **Meeting Date:** May 7, 2020
Description: Spring Hill Middle School #3
Location: 18685 W. 191st Street
Applicant: DLR Group – Josh Erart
Engineer: RIC Consultant – Chip Corcoran, PE
Site Area: 30.56 Acres project site size.

Minimum Lot Area: N/A **Related Case:**
Current Zoning: RP-4 **Proposed Use:** Middle School

	Current Zoning	Existing Land Use	Future Land Use Map
Site:	RP-4	Agricultural	Planned Multi-Family
North:	R-R	Agricultural	Institutional
South:	RP-1	Residential	Mixed-Use Residential
East:	CP-2	Planned General Business	Planned General Business
West:	RP-4	Agricultural	Planned Multi-Family

Zoning Map





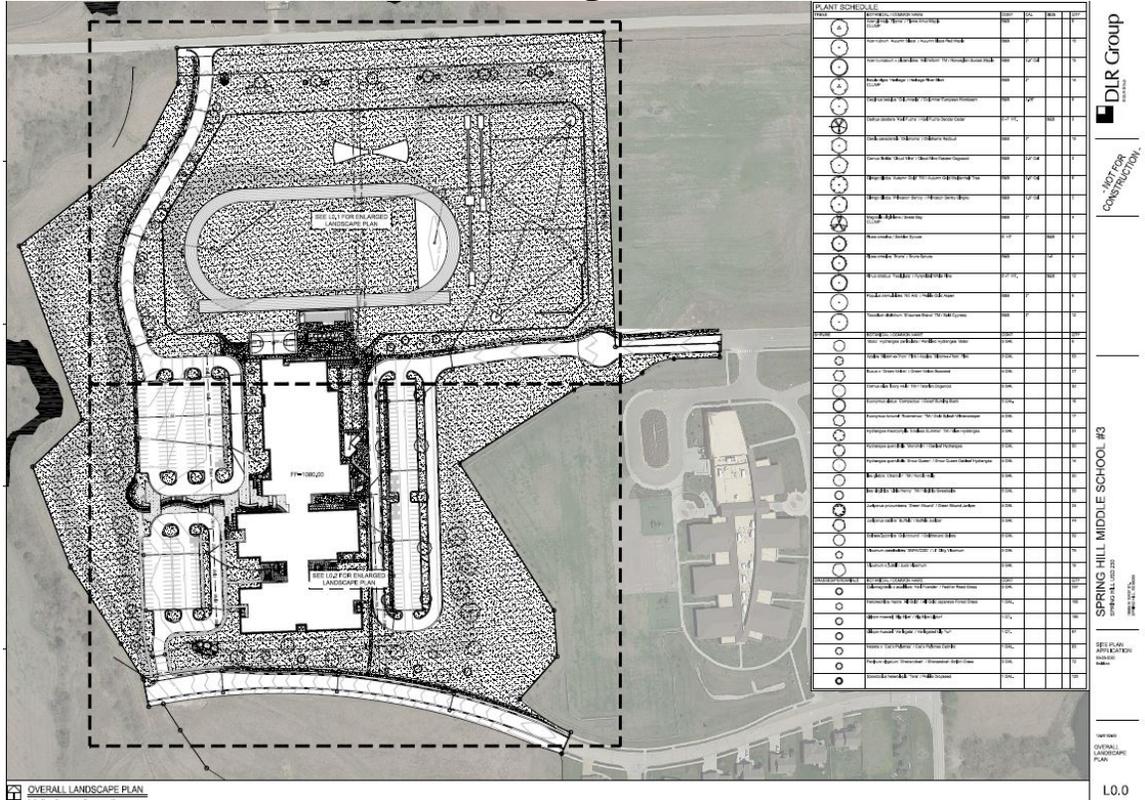
Future Land Use Map



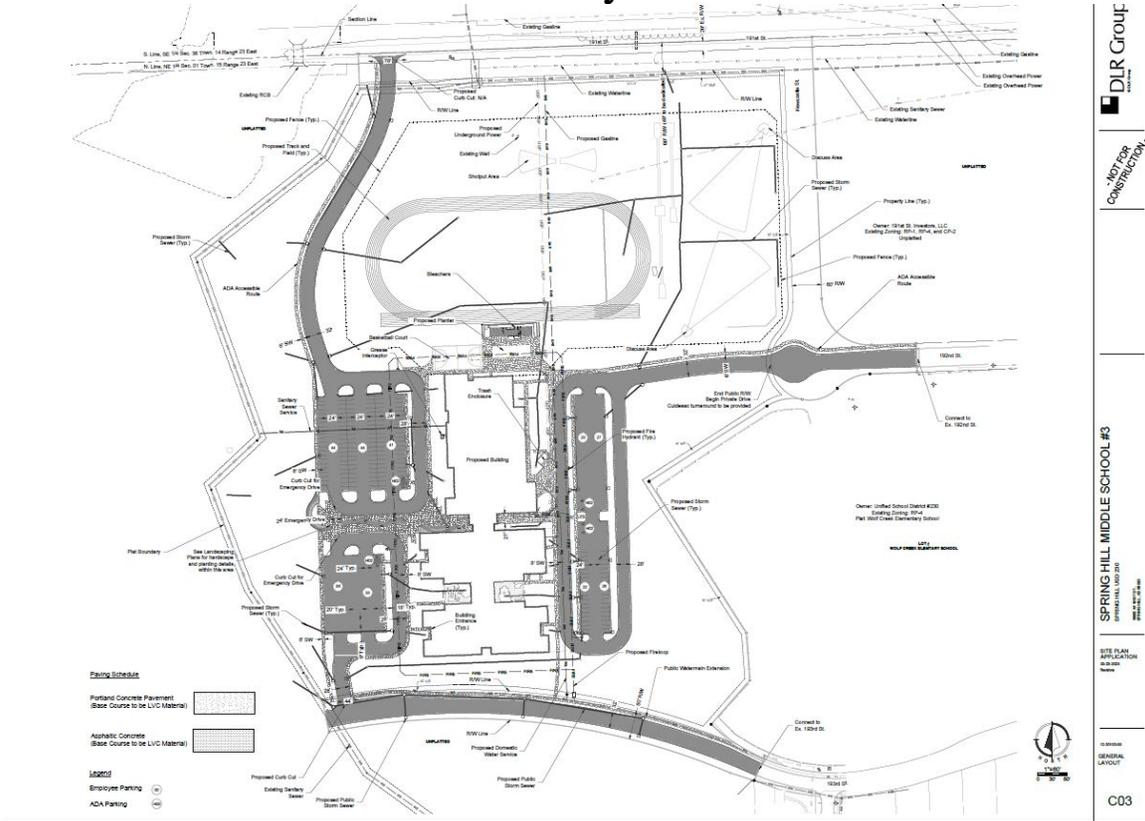
Aerial



Landscape Plan



Site Layout



BACKGROUND: The applicant, USD 230 thru their design team, the DLR Group, has submitted an application for site plan approval for a proposed building identified as the Spring Hill Middle School. The project consists of a middle school building, bus drop-off, parking, sports activity area and storm water detention.

As per Section 17.308.C.3, schools are allowed in an RP-4 (Planned Multi-Family) district with an approved Conditional Use Permit. This site is regulated under a Conditional Use Permit that will be presented at the June Planning Commission meeting.

STAFF REVIEW:

Staff has reviewed the site plan under the requirements of Section 17.340 of the Spring Hill Zoning Ordinance as follows:

1. All existing structures with applicable data are identified.
2. The pavement plan adequately identifies all paved areas including drive entrance, parking and traffic flow lanes.
3. The traffic impact study recommends minimal improvements to 191st Street by adding turn lanes and turn lanes to 193rd Street at Ridgeview.
4. Parking spaces provided are compliant with regulations including accessible spaces.
5. The plan identifies appropriate sidewalks connecting to 193rd, 192nd, and up to 191st Street.
6. There is exterior lighting shown for parking and drive areas. Staff has reviewed the photometric plans and study. The offsite light disbursement shows a minimal impact on the surrounding areas and is within acceptable limits. Shielding on the light fixtures will be utilized to reduce the glare where applicable. Photometric is also provided for the sports area to show minimal impact surrounding areas.
7. City Staff will work with the District to ensure minimal noise pollution will occur with the use of the sports broadcast system.
8. Landscaping, existing and proposed is identified on the overall landscape plan and complies with regulations. Existing trees and green space on the west property boundary will remain as identified on the plans. To enhance the visual buffer from residential properties, additional landscaping will be installed on the south side of the property as identified.
9. Utilities are identified and in compliance with regulations.
10. Adequate erosion and pollution control systems are identified.
11. The site plan was sent out to City Staff and consultants for review. The review comments from the government agencies, consultants and utility providers will be implemented as applicable on revised plan if necessary. The applicant and their engineer have agreed to address provided comments.
12. The storm water study for the improvements resulted in proposed construction of

two detention basins to be provided to the west side of the property.

13. The site layout and the building are designed to help protect the views from the adjacent residential housing district.

In addition to the above noted items the site plan has been reviewed for compliance with the following standards:

1. *The extent to which the proposal conforms to the provisions of the Code.*
The proposed improvements to the property are in compliance with the Code.
2. *The extent to which the proposal conforms to the provisions of the Spring Hill Subdivision Regulations.*
Schools are allowed in residential districts with an approved Conditional Use Permit (CUP) that will be reviewed for renewal as previously determined.
3. *The extent to which the development would be compatible with the surrounding area.*
There has been an elementary school in the surrounding area for several years. The school is compatible with the future land use map. It is staff's opinion the applicant has been very cognizant and considerate of the adjoining residential development and has designed the project to protect the property values, lines of sight and overall appearance of the project from the adjoining development.
4. *The extent to which the proposal conforms to the recommendations of the Spring Hill Comprehensive Plan including but not limited to the Vision Plan, the Community Development Recommendations, and the Planning and Principles and Design Guidelines.*
Appendix E of the Spring Hill Comprehensive Plan addresses the school district's growth potential and scenarios to adequately provide facilities to accommodate this growth. As the population grows, the facility's needs and uses are vital in the quest to provide proper education and services for the residents.
5. *The extent to which the proposal conforms to customary engineering standards used in the City.*
The proposed improvements have been designed by recognized and licensed architects and engineers.
6. *The extent to which the location of streets, paths, walkways, and driveways are located so as to enhance safety and minimize any adverse impact on parking and entering the building.*
Provisions and recommendations of the traffic impact study will be implemented into the design of the project to minimize any adverse impact on the property and adjoining properties.

PLANNING COMMISSION REVIEW AND ACTION: Upon review of the site plan application, the Planning Commission may by a majority vote of those members present:

- *Approval of application* with final action by the Governing Body on May 28, 2020, or
- *Denial of application* (application would be forwarded to Governing Body) on May 28, 2020, or

Agenda item 2

- *Continuance* of item to future meeting identifying specific issues to be reviewed by staff and/or the applicant.

RECOMMENDATION:

Staff recommends approval of site plan application SP-000011-2020, Spring Hill Middle School #3, as presented by Staff.

Suggested Motion: Move to recommend approval to the Spring Hill Governing Body for site plan SP-000011-2020 as presented by staff.

Attachments: Exterior Elevations
Utility Plan
Site Perspective Images
Landscape Plan