



City Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
<https://www.topeka.org>

Governing Body Agenda

November 13, 2018
6:00 PM

Mayor: Michelle De La Isla

Councilmembers

Karen A. Hiller	District No. 1	Brendan Jensen	District No. 6
Sandra Clear	District No. 2	Aaron Mays	District No. 7
Sylvia E. Ortiz	District No. 3	Jeff Coen	District No. 8
Tony Emerson	District No. 4	Michael Lesser	District No. 9
Mike Padilla	District No. 5		

City Manager: Brent Trout

Addressing the Governing Body: No person shall address the Governing Body during a Governing Body Meeting, unless they have notified the City Clerk at (785)368-3940 or by email at cclerk@topeka.org by 5:00 P.M. on the day of any Governing Body Meeting or sign up to speak at the meeting by 6:00 P.M. This limitation shall not apply to items added during the course of a meeting. The Governing Body does not take action with respect to any subject not on the agenda unless added to the agenda by a two-thirds vote of the Governing Body.

Persons addressing the Governing Body will be limited to four (4) consecutive minutes on a particular agenda item. Debate, question/answer dialogue or discussion between Governing Body members will not be counted towards the four (4) minute time limitation. The Chair may extend time with the unanimous consent of the Governing Body or by an affirmative vote of five (5) Governing Body members may extend the four (4) minute limitation. The requirement to notify the City Clerk will not apply towards public hearings required by State and Federal law.

To make arrangements for special accommodations please call 785-368-3940. A 48-hour advance notice is preferred.

The Federal Communications Commission (FCC) has adopted use of the 711 dialing code for access to Telecommunications Relay Services (TRS). TRS permits persons with a hearing or speech disability to use the telephone system via a text telephone (TTY) or other device to call persons with or without such disabilities. To reach the City Clerk's office using the TRS, please dial 711.

(Agendas are available on Thursday afternoon in the City Clerk's office, 215 SE 7th -Room 166 and on the City's web site at <https://www.topeka.org>)

CALL TO ORDER:

INVOCATION:

PLEDGE OF ALLEGIANCE:

1. MAYORAL PROCLAMATIONS:

"Global Entrepreneurship Week"
"WIBW 65th Anniversary"

2. PRESENTATIONS:

"Financial Quarterly Report"
"Planning Quarterly Report"

3. ROLL CALL:

4. APPOINTMENTS:

A. Board Appointment - Topeka Board of Zoning Appeals

BOARD APPOINTMENT recommending the appointment of Barbara Boudreaux to the Topeka Board of Zoning Appeals to fill a three-year term ending December 1, 2021. *(Council District No. 9)*

B. Board Appointment - Metropolitan Topeka Airport Authority

BOARD APPOINTMENT recommending the reappointment of Lisa Stubbs to the Metropolitan Topeka Airport Authority Board for a three-year term ending December 1, 2021. *(Council District No. 1)*

C. Board Appointment - Juvenile Corrections Advisory Board

BOARD APPOINTMENT recommending the appointment of Sharon Bedolla to the Juvenile Corrections Advisory Board for an unexpired term ending August 17, 2019. *(Council District No. 9)*

D. Board Appointment - Downtown Business Improvement District Advisory Board

BOARD APPOINTMENT recommending the appointment of Angel Zimmerman to the Downtown Business Improvement District Advisory Board for an unexpired term ending November 1, 2020. *(Council District No. 1)*

E. Board Appointment - Downtown Business Improvement District Advisory Board

BOARD APPOINTMENT recommending the appointment of Jeff Carson to the Downtown Business Improvement District Advisory Board to fill an unexpired term ending October 1, 2020. *(Council District No. 6)*

F. Board Appointment - Downtown Business Improvement District Advisory Board

BOARD APPOINTMENT recommending the appointment of Michael Wilson to the Downtown Business Improvement District Advisory Board to fill an unexpired term ending October 1, 2020. *(Council District No. 6)*

G. Board Appointment - Topeka Tourism Business Improvement District Advisory Board

BOARD APPOINTMENT recommending the reappointment of Vince Frye to the Topeka

5. CONSENT AGENDA:

A. Resolution - Designating Depositories

A RESOLUTION introduced by City Manager Brent Trout, naming banks and savings institutions that are designated as depositories for all City of Topeka accounts and authorizing signatories and rescinding City of Topeka Resolution No. 8959.

(Approval is necessary due to changes in staff and working titles to complete daily duties.)

B. Resolution - State of Kansas Municipal Investment Pool

A RESOLUTION introduced by City Manager Brent Trout, concerning the City of Topeka's participation in the State of Kansas Municipal Investment Pool and rescinding City of Topeka Resolution No. 8960.

(Approval is necessary to amend changes in staff and working titles.)

C. MINUTES of the regular meeting of October 23, 2018

D. APPLICATIONS:

6. ACTION ITEMS:

A. Set the Public Hearing Date - 2018 Budget Amendments

AUTHORIZING a public hearing for December 4, 2018, for the purpose of hearing and answering objections of taxpayers relating to the proposed amendments to the 2018 Operating Budget.

Voting Requirement: Majority vote of the Governing Body (6).

(Approval authorizes publication of the Notice of Public Hearing for December 4, 2018, in the November 19, 2018, edition of the Topeka Metro Newspaper.)

B. Ordinance - Gage Dental Group, PA (Z18/05)

ORDINANCE introduced by City Manager Brent Trout, amending the "District Map" referred to and made a part the Zoning Ordinance by Section 18.50.050 of the Topeka Municipal Code, by providing for certain changes in zoning on property located at 1329 SW Woodhull Street from "R-1" Residential District to "O&I-2" Office and Institutional District. (Z18/05) (Council District No. 9)

Voting Requirements: (1) Approve the Planning Commission's recommendation; 6 votes required (2) Amend or Reject the Planning Commission's recommendation; 7 votes required (3) Remand back to the Planning Commission; 6 votes required.

(Approval would allow the expansion of a surface parking lot for an existing dental clinic.)

C. Ordinance - TKG 125, L.L.C./JT and DV Investments, L.L.C. (Z18/06)

ORDINANCE introduced by City Manager Brent Trout, amending the "District Map" referred to and made a part of the Zoning Ordinances by Section 18.50.050 of the Topeka Municipal Code, by providing for certain changes in zoning on property located at 121 and 125 N. Kansas Avenue from I-2" Heavy Industrial District to "D-3" Downtown District. (Z18/06) (Council District No. 1)

Voting Requirements: (1) Approve the Planning Commission's recommendation; 6 votes required (2) Amend or Reject the Planning Commission's recommendation; 7 votes required (3) Remand back to the Planning Commission; 6 votes required.

(Approval would allow conversion of the buildings for residential uses.)

D. Ordinance - TERC, L.L.C. (Z18/07)

ORDINANCE introduced by City Manager Brent Trout, amending the "District Map" referred to and made a part of the Zoning Ordinance by Section 18.50.050 of the Topeka Municipal Code, by providing for certain changes in zoning on property located at 1834 SW Topeka Boulevard and 312 SW 19th Street from "I-1" Light Industrial District to "C-4" Commercial District. (Z18/07) (Council District No. 3)

Voting Requirements: (1) Approve the Planning Commission's recommendation; 6 votes required (2) Amend or Reject the Planning Commission's recommendation; 7 votes required (3) Remand back to the Planning Commission; 6 votes required.

(Approval would allow a new car wash business to utilize part of a former auto dealership property.)

E. Revised Project Budget and Resolution - 2018 Fire Station Renovation Project T-131052.00

REVISED PROJECT BUDGET in the amount of \$969,430 and **RESOLUTION** introduced by City Manager Brent Trout, amending and authorizing the project budget approved by Resolution No. 8888 for Improvement Project No. T-131052.00 which provides for the 2018 Fire Station Renovation Project.

Voting Requirement: Majority vote of the Governing Body (6)

(Approval would authorize an increase in the project budget for the 2018 Fire Station Renovation Project. The project budget increased by \$321,080 from \$648,350 to \$969,430.)

7. NON-ACTION ITEMS:

A. Discussion - City Hall Renovation Project Update

UPDATE on City Hall Renovation Project and **DISCUSSION** about future project budget amendment.

8. ANNOUNCEMENTS:

9. PUBLIC COMMENT:

10. EXECUTIVE SESSION:

11. ADJOURNMENT:



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www.topeka.org
November 13, 2018

DATE:	November 13, 2018	DOCUMENT #:
CONTACT PERSON:		PROJECT #:
SECOND PARTY/SUBJECT:		
CATEGORY/SUBCATEGORY		
CIP PROJECT:	No	
ACTION OF COUNCIL:		JOURNAL #:
		PAGE #:

DOCUMENT DESCRIPTION:

"Global Entrepreneurship Week"
"WIBW 65th Anniversary"

VOTING REQUIREMENTS:

POLICY ISSUE:

STAFF RECOMMENDATION:

BACKGROUND:

BUDGETARY IMPACT:

SOURCE OF FUNDING:

ATTACHMENTS:

Description

Global Entrepreneurship Proclamation
WIBW Anniversary Proclamation

PROCLAMATION

By the Mayor

WHEREAS; Global Entrepreneurship Week was created in 2007 to celebrate the innovators and job creators who launch startups that bring ideas to life, drive economic growth and expand human welfare, and

WHEREAS, Topeka, Kansas affirms to inspire people everywhere through local, national and global activities designed to help them explore their potential as self-starters and innovators, and

WHEREAS; numerous organizations in Topeka and Shawnee County work with constituents to bring forth the ideas of entrepreneurship, business and creativity, and

WHEREAS; the week of November 10-18, 2018 celebrates the 11th annual Global Entrepreneurship Week.

NOW, THEREFORE, I, Michele De La Isla, Mayor of the City of Topeka, Kansas, do hereby proclaim the week of November 10-18, 2018 as

Global Entrepreneurship Week Topeka

In the City of Topeka, Kansas.

IN WITNESS WHEREOF, I, Michelle De La Isla, Mayor of the City of Topeka, Kansas, do hereby affix my official signature and the Official Seal of the City of Topeka, Kansas, on this 13th day of November, 2018.

Michelle De La Isla, Mayor

PROCLAMATION

By the Mayor

WHEREAS; WIBW Television first broadcast a television signal on November 15, 1953, becoming the second television station in the State of Kansas; and

WHEREAS, WIBW Television serves a 17-County area with broadcast signal potential to reach 400,000 Kansans; and

WHEREAS; 13 News has been honored with numerous awards for reporting of important events in Topeka, Shawnee County and all of Northeast Kansas; and

WHEREAS; November 15, 2018 celebrates the 65th anniversary of WIBW Television.

NOW, THEREFORE, I, Michele De La Isla, Mayor of the City of Topeka, Kansas, do hereby proclaim November 15, 2018 as

WIBW TV Channel 13 Day

In the City of Topeka, Kansas.

IN WITNESS WHEREOF, I, Michelle De La Isla, Mayor of the City of Topeka, Kansas, do hereby affix my official signature and the Official Seal of the City of Topeka, Kansas, on this 13th day of November, 2018.

Michelle De La Isla, Mayor



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CATEGORY/SUBCATEGORY		
CIP PROJECT:	No	
ACTION OF COUNCIL:		JOURNAL #:
		PAGE #:

DOCUMENT DESCRIPTION:

"Financial Quarterly Report"
"Planning Quarterly Report"

VOTING REQUIREMENTS:

POLICY ISSUE:

STAFF RECOMMENDATION:

BACKGROUND:

BUDGETARY IMPACT:

SOURCE OF FUNDING:

ATTACHMENTS:

Description

Finance Presentation
Planning Presentation

city of topeka

2018 **ADOPTED** budget

**3rd quarter report for 9 months
ending september 30, 2018**



quality of life



neighborhoods



public safety



infrastructure



Revenues

- Total Revenues Flat
- ↑ General Fund Revenues up 2.2%
- ↑ Property Tax up 1%
- ↑ General Fund Sales Tax up 2.3%
- ↑ Water Fees up 10.49%
- ↑ Wastewater Fees up 8.9%
- ↑ Franchise Fees up 5.7%
- ↑ Stormwater Fees up 5.7%
- ↑ Special Highway up 1.8%



Expenditures

- ↑ Total Expenses up 2%
- ↑ General Fund Expenses up 3%
- ↑ Water Expenses up 9.2%
- ↑ Stormwater Expenses up 2.8%
- ↑ Wastewater Expenses up 5.6%



Additional Information

Quarterly Reports

[City of Topeka Official Website](#) > [Finance](#) > [Financial Reports](#) > [Quarterly Reports](#)

Finance
Budget
Contracts & Procurement
Capital Improvement Projects
Community Improvement & Tax Increment Financing Districts
Downtown Business Improvement District
Financial Policies
Financial Reports
 Monthly Reports
 Quarterly Reports
 Annual Reports
Contacts

2018

- [2nd Quarter](#)
- [1st Quarter](#)

2017

- [4th Quarter](#)
- [3rd Quarter](#)
- [2nd Quarter](#)
- [1st Quarter](#)

2016

- [4th Quarter](#)



Open Government

The City of Topeka works hard to keep all data open to the public. This allows you to see how money is spent, where the money comes from, and what projects the city is currently engaged in. Take some time and look through our data collections.

[View the Open Data Policy \(PDF\) for the City of Topeka.](#)



Data



Budget



Checkbook



Projects



Performance





Development and Growth Management Report



3rd Quarter 2018

2018 YTD





2018 Permits Projected = 464

- Vs. 2017 Permits = 448

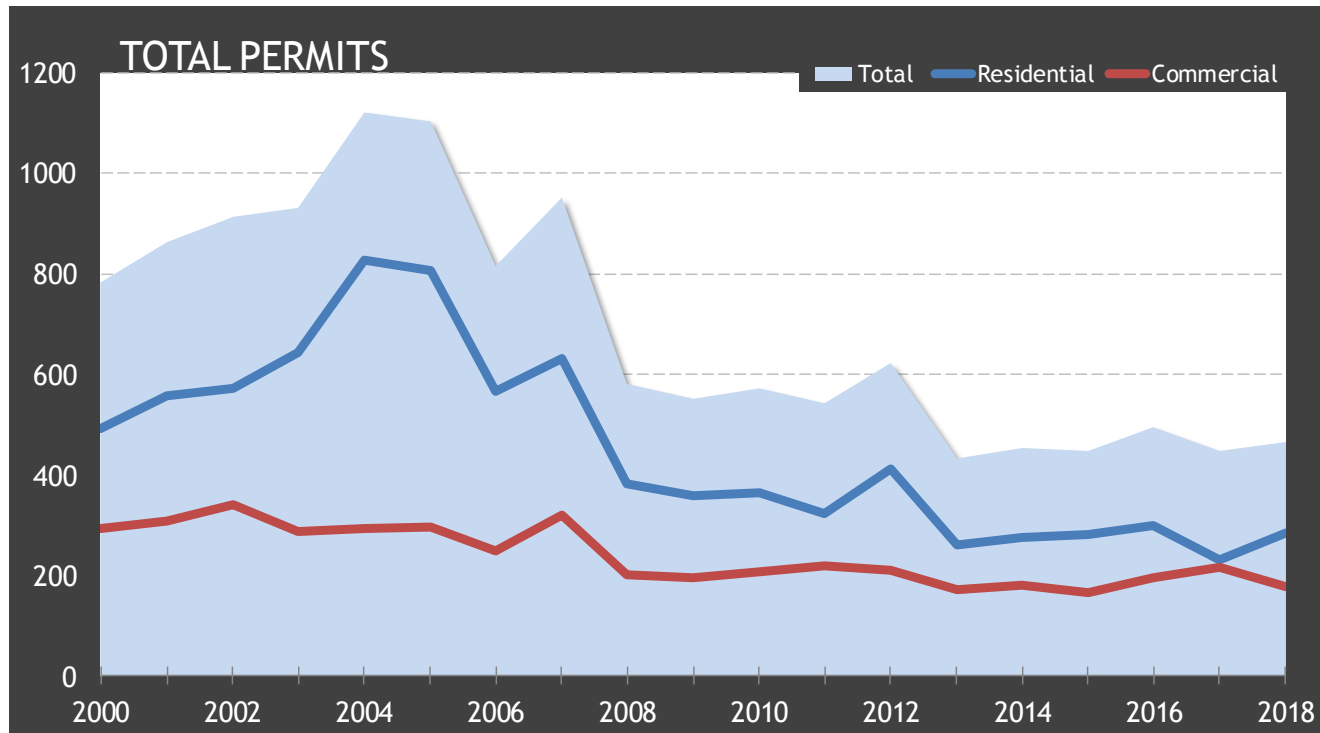


3.6%

- Vs. 5 yr. average = 455



1.9%





2018 New Units Projected = 145

- Vs. 2017 Units = 110



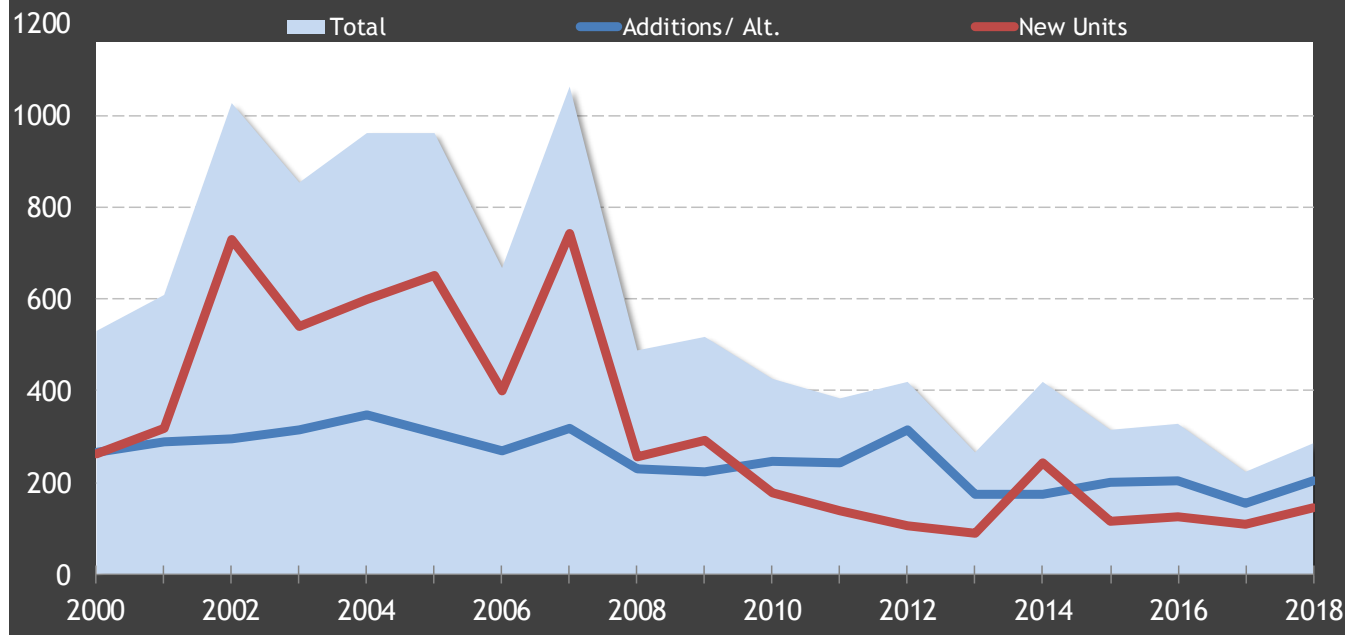
32.1%

- Vs. 5 yr. average = 137



5.8%

RESIDENTIAL BUILDING PERMITS





2018 Additions/ Alterations Projected = 203

- Vs. 2017 Units = 155



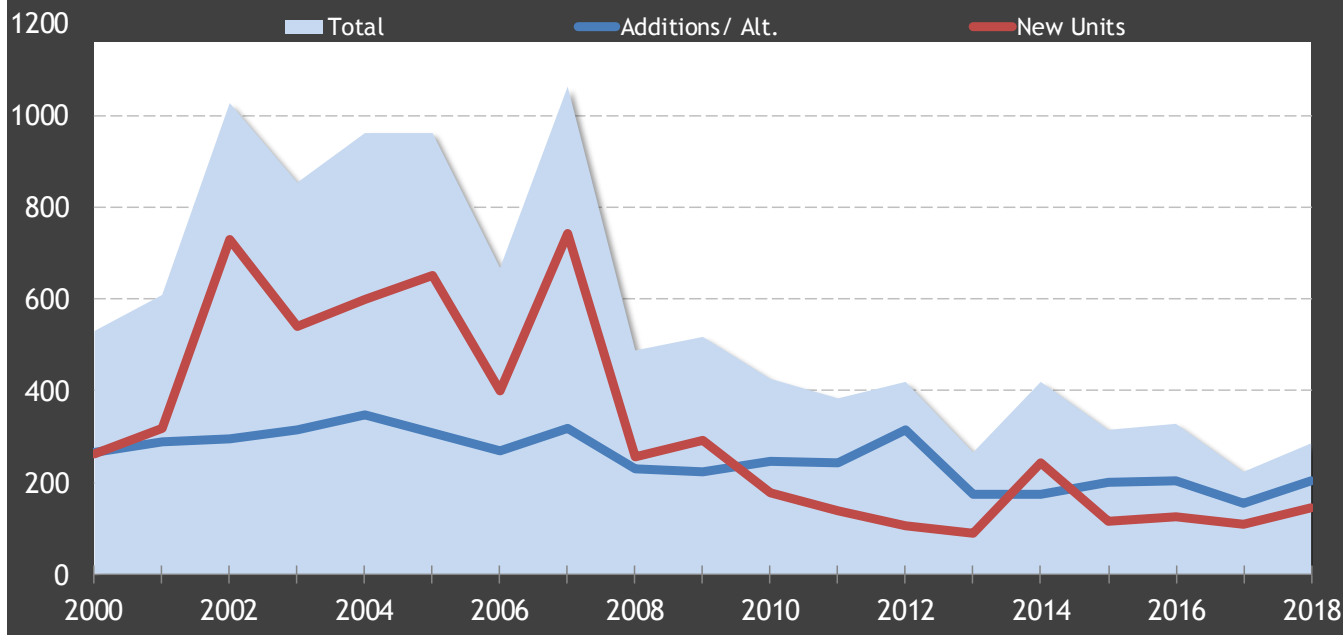
30.8%

- Vs. 5 yr. average = 182



11.5%

RESIDENTIAL BUILDING PERMITS





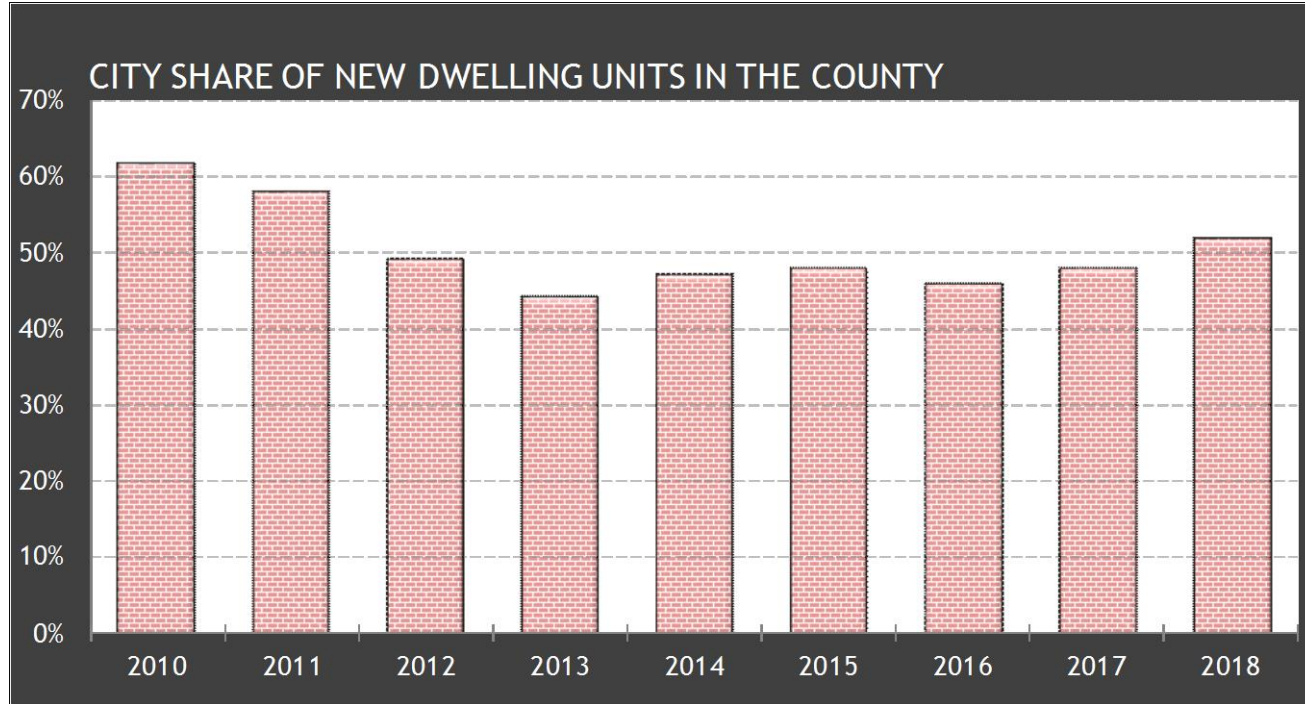
2018 New Unit Share City = 51.7%

- Vs. 2017 = 47.8%

↑
8.1%

- Vs. 5 yr. avg = 47.9%

↑
7.9%





- **Buildable Prime Vacant Lots = 918**

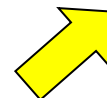
- **Single/Two-Family Lots Platted since 1970**

- **10.25 years** of housing inventory

- **Expect inventory to go down before new growth areas need developed**

Buildable, Prime Vacant Lots/Units in the City

Year	1st Qt. 2018	2nd Qt. 2018	3rd Qt. 2018
Beginning Balance	944	929	914
Net New Lots	0	0	14
Building Permits	15	15	10
Ending BPVL Balance	929	914	918
2-yr avg single/two family bldg permits	89.50/yr	89.50/yr	89.5/yr
BPVL housing growth supply	10.37 years	10.21 years	10.25 years





**2018 Commercial
Permits Projected =
179**

• Vs. 2017 = 216

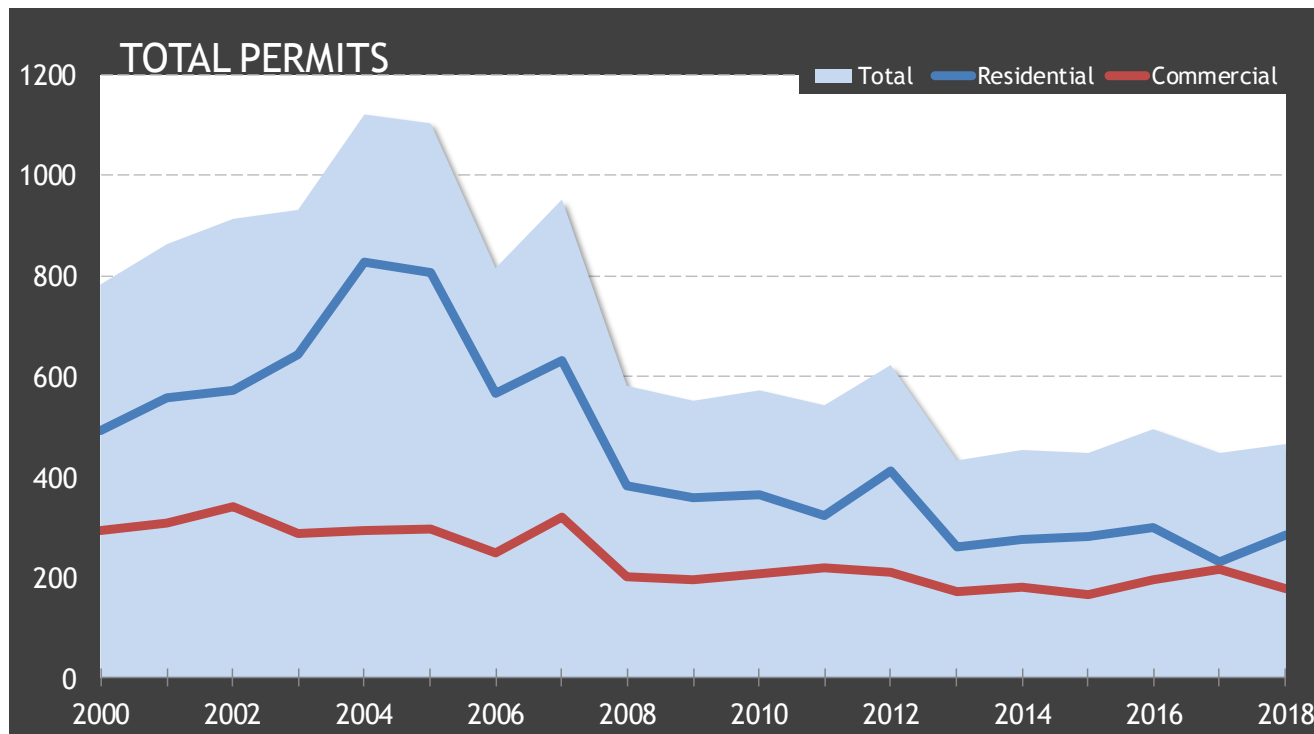


-17.3%

• Vs. 5 yr. avg = 186



-3.8%





**2018 Sq. Ft.
Projected = 1.5M**

- Vs. 2017 Sq. Ft = 4.3M

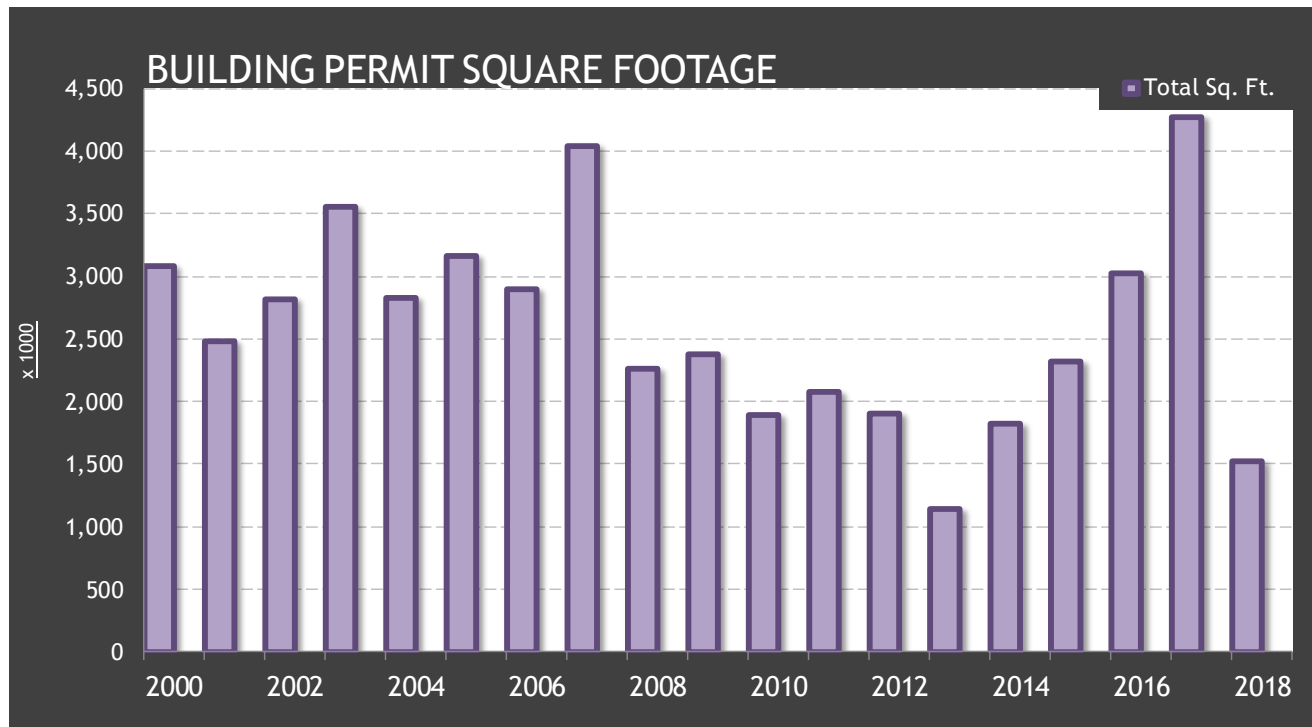


-64.4%

- Vs. 5 yr. avg = 2.5M



-40.0%





2018 Permit Value Projected= \$106.4M

- Vs. 2017 = \$154.1M

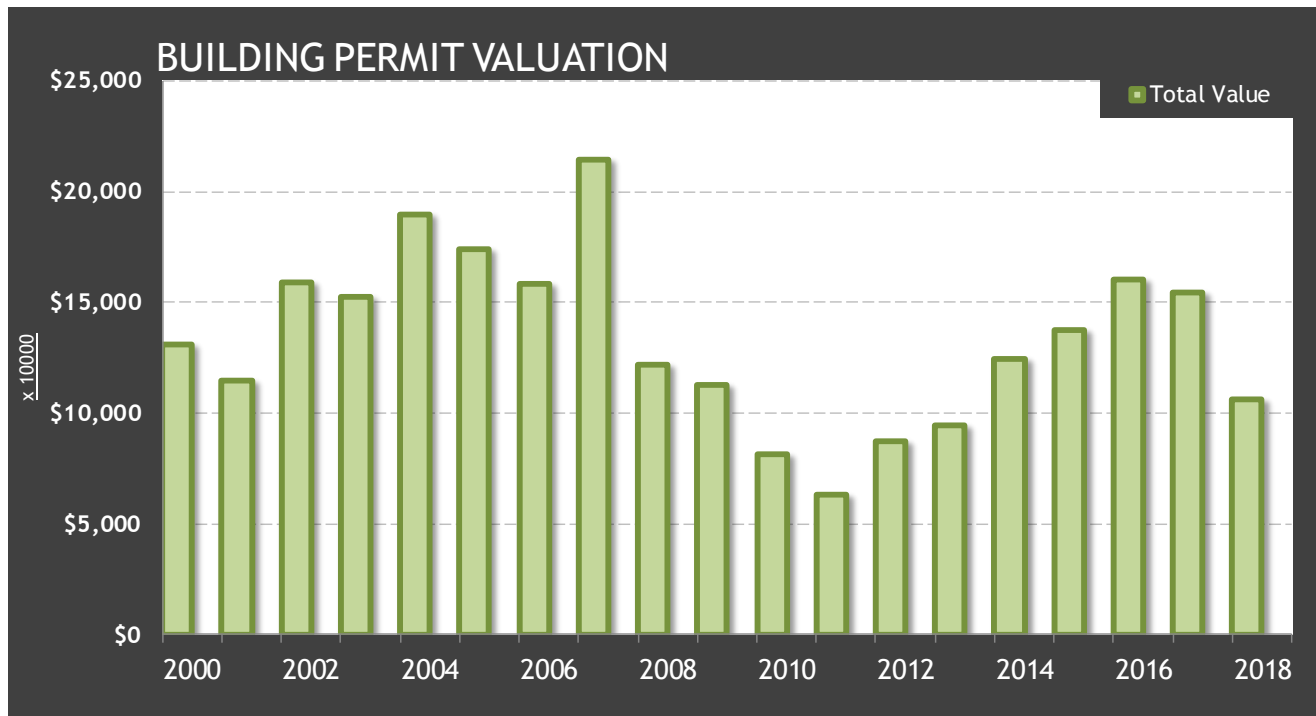


-30.9%

- Vs. 5 yr. avg = \$134.1M



-20.7%





TOP 10 PERMITS (3rd Q)

1205 SW 29 th ST	BREWSTER PLACE CULTURAL ARTS BLDG/POOL	\$10,176,956
3601 SW 31 st ST	BISHOP PROFESSIONAL DEV. CENTER – PARTIAL PERMIT	\$4,480,000
1114 SW 10 th AVE	MATER DEI CHURCH PARISH HALL	\$1,400,000
2110 NW TOPEKA BLVD	BURGER KING	\$1,400,000
320 NE CRANE ST	HILLS PET NUTRITION – SECONDARY FIRE PROTECTION SUPPLY	\$1,207,177
1042 NE BRANNER ST	BNSF BUILDING 12 RESTROOM RENOVATION	\$1,119,000
100 S KANSAS AVE	BAJILLION AGENCY	\$1,000,000
105 SW 29 th ST	ALDIS REMODEL	\$800,000
2811 SW FAIRLAWN RD	WHEATFIELD VILLAGE BLDG #3 – CORE AND SHELL PACKAGE	\$775,000
3801 NW 14 th ST	NORTH TOPEKA FABRICATION ACCESSORY BLDG	\$750,000

Brewster Place Cultural Arts Building and Pool Evergreen Building



Brewster Place Cultural Arts Building and Pool Evergreen Building



Bishop Professional Development Center



Mater Dei Church Parish Hall





Ybarra Place Duplexes



3rd Quarter 2018



topeka.org/planning

Google:
“DGM report
Topeka”



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DATE:	November 13, 2018	
CONTACT PERSON:	Mayor De La Isla	DOCUMENT #:
SECOND PARTY/SUBJECT:	Board Appointment- Board of Zoning Appeals	PROJECT #:
CATEGORY/SUBCATEGORY	006 Communication / 005 Other	
CIP PROJECT:	No	
ACTION OF COUNCIL:		JOURNAL #:
		PAGE #:

DOCUMENT DESCRIPTION:

BOARD APPOINTMENT recommending the appointment of **Barbara Boudreaux to the Topeka Board of Zoning Appeals** to fill a three-year term ending December 1, 2021. *(Council District No. 9)*

VOTING REQUIREMENTS:

Majority vote of the City Council (6). Mayor does not vote.

POLICY ISSUE:

The board of zoning appeals shall administer the details of appeals from or other matters referred to it regarding the application of the zoning regulations in accordance with the general rules set forth in the Topeka Municipal Code.

STAFF RECOMMENDATION:

Councilmember Lesser nominates and Mayor De La Isla recommends the appointment of Barbara Boudreaux for a three-year term ending December 1, 2021.

BACKGROUND:

This is a City-created board requiring the Council nominate and the Mayor appoint. If no Council nominations are received the Mayor may appoint. The Board of Zoning Appeals shall consist of seven members appointed by the Mayor. None of the members shall hold any other public office by the City except two members may be members of the Topeka Planning Commission. The appointees shall reside inside the corporate area of the city of Topeka. Members shall be appointed for terms of three years each. Ms. Boudreaux does not hold a public office for the City and she resides within the corporate area of the city as required.

BUDGETARY IMPACT:

There is no budgetary impact to the City.

SOURCE OF FUNDING:

Not Applicable.

ATTACHMENTS:

Description

B. Boudreaux Application and Resume

Profile

Barbara

First Name

Boudreaux

Last Name

bmboudreaux@gmail.com

Email Address

424 SW Westchester Rd

Street Address

Suite or Apt

Topeka

City

KS

State

66606

Postal Code

Are you a resident of the City of Topeka?☒ Yes ☐ No**What district do you live in? ***☒ District 9Check for your district here -> <https://www.topeka.org/citycouncil>

Mobile: (785) 220-5696

Primary Phone

Home:

Alternate Phone

Which Boards would you like to apply for?

Board of Zoning Appeals: Submitted

Self

Employer

Attorney

Job Title

Are you a registered voter?☒ Yes ☐ No

Please describe your education, experience and expertise including any honors or awards, civic, cultural, charitable or professional organization memberships that relate to the position you are seeking.

I am an attorney licensed to practice in Kansas and Texas. Prior to moving to Kansas in 2016, I was an in-house attorney for a large corporation, managing their real estate purchases, leases, zoning applications, and environmental matters. I gained experience managing commercial and industrial zoning applications in multiple jurisdictions as well compliance with state and federal licensing, environmental, and statutory law. My zoning experiences range from the development and reclassification of new, undeveloped land in rural settings; suburban existing zoning community impact; to industrial zoning and development in highly populated urban areas. These experiences provided me with varied perspectives on how jurisdictions across the country managed their development and growth through zoning. I believe I can serve Topeka by applying this experience through my placement on the Board of Zoning Appeals.

[Barbara Boudreaux Resume Topeka.docx](#)

Upload a Resume

Please attach any additional information you believe may be helpful in considering your application.

Voluntary Self Identification

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female

Acknowledgements and Verification

Purpose of information being submitted.

☒ I Agree

Are you currently a full or part-time employee of the City of Topeka?

☐ Yes ☒ No

If yes, please advise in which department you work:

Are you or any immediate family member related to any city governmental official or employee?

☐ Yes ☒ No

If yes, please advise who and how you are related:

Are you or have you been a party to any civil litigation involving the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Are you delinquent in payment of any taxes, fees, fines or special assessments owed to the State of Kansas, Shawnee County or the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Please state why you are interested in serving on this board or commission:

I moved to Topeka two years ago from Dallas, Texas and have been looking for ways to become involved in my new community. I was an in-house attorney in Dallas with a concentration on real estate matters. While family commitments prevent me from a full-time law practice at this time, I see placement on this board as a way to serve my community and apply my legal skills and real estate background.

Interests & Experiences

The information I am submitting is true and correct.

☒ I Agree

Electronic Signature

☒ I Agree

Notification to applicants for City Board/Commissions

Please be advised that your application and any documents that you attach are public records and, as such, are available to the public, upon request, pursuant to the Kansas Open Records Act.

If you are appointed to the position, your application and resume will be included in the governing body meeting agenda which is posted online.

<http://topeka.novusagenda.com/agendapublic/>

BARBARA MERRY BOUDREAUX
424 SW Westchester RD • Topeka, KS 66606
bmboudreaux@gmail.com • 785.22.5696 cell

OVERVIEW: A New York native and recent resident of Topeka, Kansas by way of Dallas, Texas, I seek to find opportunities to apply my legal and real estate background in service to my new hometown while balancing an active, young family.

PROFESSIONAL EXPERIENCE:

COPART, INC., Dallas, TX
Corporate Counsel, 2012 – 2016

Senior attorney providing transactional, compliance, corporate governance, dispute, employment, and general legal support to Office of the General Counsel, corporate departments, and over 160 international and domestic facility yards of a \$4 billion publicly-traded company.

- Managed domestic and international real property portfolios and the varied compliance, dispute, zoning, and environmental issues arising thereon for over 250 owned properties and 115 leased properties totaling 7,548 acres worldwide.
- Managed intellectual property portfolio of over 160 trademarks and patents filed in 62 countries. Strategized with senior management on filing initiatives for new product lines and to support international expansion.
- Negotiated land purchases, commercial leases, property sales, acquisitions, licensing relationships, sales contracts, vendor contracts, and strategic business arrangements.
- Commercial lead on integration of acquired business' real and personal property portfolios, which increased land holdings and vehicle inventory volume by ten percent.
- Analyzed impact of international, federal, and state legislation and provided advice to senior management on policies and procedures to ensure compliance;
- Advised corporate departments, vendors, and contractors on compliance, real estate, finance, employment, and general operational matters.

MUNSCH HARDT KOPF & HARR, P.C., Dallas, TX (125+ attorneys)
Corporate Finance Associate, 2008 – 2011

Represented banks, financial institutions, private equity companies, corporations, and other business entities in complex corporate finance transactions including lending and leasing matters, multiple lender syndications, loan restructurings, bankruptcy reorganization, sale of business, asset-based financing, commercial real estate refinancing, real property foreclosures, mergers and acquisitions, regulatory compliance, and general business advice.

- Negotiated loan documentation including credit agreements, term sheets, loan modifications, fixed and revolving promissory notes, forbearance agreements, guaranty agreements, security agreements, deposit account control agreements, and related corporate finance and bank lending documentation.
- Drafted and analyzed real property documentation including leases, amendments to leases, foreclosure filings, easements, surveys, mortgages, deeds of trusts, releases, and related commercial real estate documentation.
- Drafted legal opinions, legal memoranda, litigation filings, and case administration materials on finance, real estate, and corporate matters.
- Interpreted federal and state financial regulations on corporate and consumer issues, including compliance, applicability and enforceability of banking laws, usury matters, interest rate provisions, licensing, data security, and consumer protection.
- Conducted legal research and drafted memoranda addressing analyses, conclusions, and

recommendations on banking, commercial finance, consumer finance, corporate tax, corporate governance, securities, bankruptcy, real property, personal property, and litigation/federal procedure.

U.S. BANKRUPTCY COURT, EASTERN DISTRICT OF LOUISIANA, New Orleans, LA
Extern to the Honorable Chief Bankruptcy Judge Jerry A. Brown, 2007 - 2008

Drafted memoranda to support opinions of the Court. Coordinated and prepared docket materials for the Court's use at hearings and trial.

U.S. DISTRICT COURT, WESTERN DISTRICT OF LOUISIANA, Lafayette, LA
Intern to the Honorable Chief Judge Richard T. Haik, Summer 2006

Researched legal questions under Louisiana and federal law and prepared memoranda in support thereof. Provided trial and case management support.

JONES DAY, Washington, DC
Structured Finance and Derivatives Group Project Assistant, 2004 - 2005

Assisted senior partners with preparation of cross-border synthetic structured notes and CDOs. Reviewed and revised documentation for municipal bond offerings and secondary market sales.

WHITE HOUSE COUNCIL OF ECONOMIC ADVISERS, Washington, DC
Intern to the Executive Office of the President, Spring 2004

Analyzed economic trends and trade data and presented results to senior economists. Gathered facts to support executive branch speeches and press conferences. Collaborated on preparation of the *2005 Economic Report of the President*.

EDUCATION:

TULANE UNIVERSITY LAW SCHOOL, New Orleans, LA
Juris Doctor, May 2008

Honors: Editor-in-Chief, *Tulane Journal of International and Comparative Law*, Tulane Inns of Court CALI Award for Excellence in International Trade, Finance & Banking (Spring 2008)

Activities: Business Law Society, International Law Society, Law Women, Westlaw

Publications: *Benitez v. Garcia: An Extradition Arrangement Lost in Translation*, 15 Tul. J. Int'l. & Comp. L. 661 (2007); Foreword, *Tulane Journal of International and Comparative Law*, Vol. 16

UNIVERSITY AT ALBANY, STATE UNIVERSITY OF NEW YORK, Albany, NY
Bachelor of Science in Business Administration and History, cum laude, May 2004

Honors: Commencement Speaker, Honors Graduate, Presidential Honors Society Member

Activities: Student Association Supreme Court Justice, Managing Editor and writer for student newspaper

Experiences: AIP Language Institute, Valencia, Spain; Language and cultural immersion program
University of Westminster, London, England; Semester study abroad and internship program

COMMUNITY IMPACT:

Kansas Bar Association

Junior League of Topeka (JLT), member. Editor-in-Chief of JLT magazine, *Capital Impact*

First United Methodist Church of Topeka, Sunday School Teacher (grades 2-3)

Mothers of Preschoolers (MOPS), Publications Chair

INTERESTS: Military history, travel, historic preservation, theatre, and classic movies

BARBARA MERRY BOUDREAUX
424 SW Westchester Rd · Topeka, KS 66606
bmboudreaux@gmail.com · 785.220.5696 cell

REPRESENTATIVE TRANSACTIONS:

IN-HOUSE & REGULATORY COMPLIANCE:

- Negotiated and closed over sixty real property purchases and drafted, amended, or extended over fifty commercial leases.
- Oversaw real property and intellectual property integration from acquired company, which increased Copart's lease holdings by ten percent.
- Managed international trademark filings for technology design marks and new logo.
- Lead attorney for land purchases and zoning/licensing to support new business concept featuring retail in-person consumer sales of clean and salvage vehicles.
- Negotiated \$1M Asset Purchase Agreement and long term lease of dismantling business.
- Negotiated \$3M Asset Purchase Agreement and three long term leases with dismantler.
- Researched and interpreted motor vehicle, dealer licensing, and title legislation under U.S. state and Canadian provincial law; provided guidance to senior management on existing and proposed legislation impacting sales and business practices;

CORPORATE:

- Represented holder of \$22M senior tranche of tax exempt bonds financing a not-for-profit school in restructure of bond obligations.
- Represented privately-held aviation supply company in \$5.5M equity financing and merger and \$17M working capital facility to finance expansion.
- Represented franchisee in five franchise loan packages totaling \$3.7M, secured by real property and ownership interest in ten nationally-franchised restaurants.
- Represented small business partnership in wind-down of partnership and sale of business to a national corporation.

FINANCE:

- Represented international bank in its capacity as steering committee member and lender on ten-member loan syndicate in restructure of a \$300M credit facility.
- Represented international bank in its capacity as lender on thirteen-member loan syndicate in restructure of a \$475M revolving credit facility and as creditor in the bankruptcy of a publicly-traded oil and natural gas company holding Gulf Coast offshore interests.
- Represented international bank in its capacity as steering committee member and DIP lender in the SemCrude bankruptcy filed in Delaware.
- Represented international bank as special restructure counsel and agent on a construction loan and ultimate sale to strategic buyer for a gas storage facility and pipeline.
- Represented international bank on a \$16M loan to an exploration and production company with onshore gas interests located throughout the Southwest.

COMMERICAL REAL ESTATE FINANCE & LEASING:

- Represented credit union as conservator of \$140M commercial loan portfolio in mixed use real estate collateral following borrowers' bankruptcies.
- Represented private equity fund in promissory note purchase transactions, conducted real property foreclosures, and coordinated sale of properties.
- Represented private equity fund in acquisition of loan portfolio from regional bank, secured by real property and billboard signage revenue throughout Texas.
- Represented leasing subsidiary of bank in refinancing and lease of corporate jet, verifying compliance with federal aviation ownership regulations and registration of aircraft.



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
November 13, 2018

DATE: November 13, 2018
CONTACT PERSON: Mayor Michelle De La Isla **DOCUMENT #:**
SECOND PARTY/SUBJECT: Metropolitan Topeka **PROJECT #:**
Airport Authority
CATEGORY/SUBCATEGORY 006 Communication / 005 Other
CIP PROJECT: No
ACTION OF COUNCIL: **JOURNAL #:**
PAGE #:

DOCUMENT DESCRIPTION:

BOARD APPOINTMENT recommending the reappointment of Lisa Stubbs to the Metropolitan Topeka Airport Authority Board for a three-year term ending December 1, 2021. (Council District No. 1)

VOTING REQUIREMENTS:

Majority vote of the City Council (6). Mayor does not vote.

POLICY ISSUE:

The MTAA has responsibility for development, improvement, operation and maintenance of public airport facilities in the city of Topeka and Shawnee County

STAFF RECOMMENDATION:

Councilmember Karen Hiller nominates and the Mayor recommends the approval of this appointment. Ms. Stubbs will be serving her second term.

BACKGROUND:

The board of directors shall consist of five members. Three members shall be registered voters and city residents who are appointed by the Mayor with the approval of the City Council. Council nominations are required. Two members shall be Shawnee County residents residing outside the Topeka city limits and are appointed by the Shawnee County Commission.

BUDGETARY IMPACT:

There is no budgetary impact to the City.

SOURCE OF FUNDING:

Not Applicable

ATTACHMENTS:

Description

Stubbs Board Application 2018

L. Stubbs Resume MTAA

Profile

Lisa First Name	Stubbs Last Name	
lstubbs6@aol.com Email Address		
820 S Kansas Ave. #A Street Address	 Suite or Apt	
Topeka City	KS State	66612 Postal Code

Are you a resident of the City of Topeka?

☒ Yes ☐ No

What district do you live in? *

☒ District 1

Check for your district here -> <https://www.topeka.org/citycouncil>

Home: (785) 845-5012 Primary Phone	Home: Alternate Phone
--	---------------------------------

Which Boards would you like to apply for?

Metropolitan Topeka Airport Authority: Reapplying

Security Benefit Employer	Program Manager Job Title
-------------------------------------	-------------------------------------

Are you a registered voter?

☒ Yes ☐ No

Are you currently a full or part-time employee of the City of Topeka?

☐ Yes ☒ No

If yes, please advise in which department you work:

Are you or any immediate family member related to any city governmental official or employee?

☐ Yes ☒ No

If yes, please advise who and how you are related:

Are you or have you been a party to any civil litigation involving the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Are you delinquent in payment of any taxes, fees, fines or special assessments owed to the State of Kansas, Shawnee County or the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Please state why you are interested in serving on this board or commission:

I am currently on the MTAA under my first term. I received an email saying that my term was ending soon. As the current Chair of the MTAA, I would request an appointment of a second term so that I can continue with the good work that we have been and are doing at the MTAA. Thank you!

Interests & Experiences

Please describe your education, experience and expertise including any honors or awards, civic, cultural, charitable or professional organization memberships that relate to the position you are seeking.

Graduate of Purdue University with a BS in Industrial Management/Industrial Engineering. I have been a very active volunteer in Topeka. In addition to the MTAA, other Boards that I have served on include my church, school PTO, Junior Achievement, Heartland Visioning, DTI, KS Humanities Council, and Community Action. All of these organizations have helped me know how to be a public servant in volunteer organizations.

[Lisa D. Stubbs.docx](#)

Upload a Resume

Please attach any additional information you believe may be helpful in considering your application.

Voluntary Self Identification

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female

Acknowledgements and Verification

Purpose of information being submitted.

☒ I Agree

The information I am submitting is true and correct.

☒ I Agree

Electronic Signature

☒ I Agree

Notification to applicants for City Board/Commissions

Please be advised that your application and any documents that you attach are public records and, as such, are available to the public, upon request, pursuant to the Kansas Open Records Act.

If you are appointed to the position, your application and resume will be included in the governing body meeting agenda which is posted online.

<http://topeka.novusagenda.com/agendapublic/>

Career Objective

Obtain a rewarding position that will allow me to contribute to the organization with my leadership, management, organizational and communication skills. Work in an environment that promotes dedication to excellence.

Education

Purdue University; West Lafayette, IN

1983

BS Industrial Mgmt./Industrial Engineering with additional emphasis in Economics and Communications

Qualification Summary

- Strong planning, leadership & facilitation skills; able to communicate effectively with all levels of organization, build relationships of trust & enlist participation of team members.
- Skills in developing long/short-range strategies, project management, problem solving & selling corporate goals
- Thorough understanding & experience in budgeting process, cost saving initiatives and implementation of efficiency improvements.

Employment History

Security Benefit, Topeka, KS

2005 to Present

Relationship Manager/Education Market Specialist

- Responsible for the corporate relationship with the National Education Association (NEA) and the implementation of our contractual obligations.
- Develop new procedures, training, and communications surrounding the NEA Retirement Program.
- Coordinate internal resources regarding the K-12 market for 403b/457b products.
- Liaison for several professional industry organizations with upper management at Security Benefit.

City of Topeka, Topeka, KS

2001 to 2005

City Council Member, District # 7

- Provided policy and strategic issue guidance to a public government organization of 1,300 employees and an annual budget of 175M.
- Provided leadership as Chair of the Economic Development and Public Health and Safety Committees.
- Supported Joint Economic Development Organization (JEDO) and GO Topeka in job creation and retention resulting in over 6,000 positions and over \$300M in new capital investment over a three-year period.
- Crafted legislation for City Manager/Council form of government and spearheaded successful public vote.
- Initiated several infrastructure projects and quality of life improvements.
- Sponsored policy changes to improve efficiencies and streamline government decision making processes.

Kansas Association of Parks and Recreation, Topeka, KS

2004 to 2008

Leadership Development Consultant

- Developed presentation for a Leadership Training course for P&R professionals from Kansas on collaboration, consensus building, working with elected officials and building an effective committee structure.
- Guided participants in a real life budget crisis group presentation project.
- Provided individualized feedback for personal leadership development.

Parker Manufacturing Company, Northboro, MA

1987 to 1989

Sr. Industrial Buyer

- Supervised Buying staff.
- Accountable for on-time, stockless purchasing program for 20 departments.
- Developed a chemical ordering system for drastically improved quality and inventory control.
- Designed and implemented new packaging resulting in 20% cost savings.
- Responsible for vendor contract negotiations.

Smith Valve Corporation, Westboro, MA

1986 to 1987

Industrial Buyer

- Responsible for annual contract negotiations.
- Implemented value analysis and vendor performance program.
- Responsible for standardization program resulting in a 10% annual savings and improved on-time delivery.

GTE Sylvania Corporation, Danvers, MA
Production Supervisor/Engineer

1985 to 1986

- Received "Best in Division" on-time and within budget production scheduling.
- Designed inventory control system that increased efficiency by 12%.
- Directly responsible for department quality control.
- Supervised 13 employees.

Civic Leadership

Junior Achievement, Topeka, KS

2002 to Present

Board of Directors

Primary goal of directing staff and facilitating fund raising to meet the increasing classroom needs of bringing our program to NE Kansas. Responsible for recruiting and training classroom volunteers at Security Benefit.

Community Action Inc., Topeka, KS

2001 to 2015

Board of Directors/Treasurer

Responsible for the direction and oversight of federal, state and local dollars on programs for low income families and children in need. Some programs include: Head Start, Back-to-School Fair and Weatherization.

Kansas Humanities Council, Topeka, KS

2012 to Present

Board of Directors

Decision making for statewide budget and programming relating to the humanities in Kansas and preserving our rich state history.

Downtown Topeka, Inc, Topeka, KS

2014 to Present

Board of Directors

Direct DTI staff on budget, program and policy issues with overall fund raising and long-range planning for the improvement of downtown Topeka.

Heartland Visioning, Topeka, KS

Management/Executive Committee

2014 to Present

Work with staff and community volunteers to promote countywide Visioning goals and advocate for the necessary legislative measures at the local, state and federal levels.

Topeka South Rotary Club, Topeka, KS

2003 to 2012

Active Member/ Newsletter Editor

Produced weekly newsletter for the membership; attend weekly meetings for business networking, growth and programming while participating in several club community service projects.

Kansas Children's Discovery Center, Topeka, KS

2005 to 2011

Program Committee

Primary goal is to develop a Children's Museum in Topeka. Successfully initiated location of Gage Park; worked to identify program areas; fund raising needs and building requirements.

Library Foundation, Topeka, KS

2005 to 2010

Board of Trustees, Chair

Primary goal is to fund raise, budget and direct expenditures of the Foundation for projects that benefit the Topeka/Shawnee County Public Library.

Continuing Education

ASPPA Retirement Plan Fundamentals Course Certificate - 2009

NASD Series 6 License - 2006

Honors and Awards

"Driver of the Year" Award, Junior Achievement Board of Directors, 2009

Security Benefit Community Service Award, 2008

Leadership Kansas Class of 2004, Graduate

Extraordinary Effort in Professional Local Government Management Award, KS Association of City Managers, 2004

Velma Paris Humanitarian Award, Community Action Inc., 2003

Leadership Greater Topeka Class of 2002, Graduate/Class Representative



Not Applicable.

ATTACHMENTS:

Description

S Bedolla Application 2018

Profile

Sharon

First Name

Bedolla

Last Name

sbedolla@tps501.org

Email Address

1416 SW Summit Woods #5

Street Address

Suite or Apt

Topeka

City

KS

State

66615

Postal Code

Are you a resident of the City of Topeka?☒ Yes ☐ No**What district do you live in? ***☒ District 9Check for your district here -> <https://www.topeka.org/citycouncil>

Home: (785) 342-8660

Primary Phone

Home:

Alternate Phone

Which Boards would you like to apply for?

Shawnee County Juvenile Corrections Advisory Board: Submitted

Topeka 501

Employer

Administrator

Job Title

Are you a registered voter?☒ Yes ☐ No

Are you currently a full or part-time employee of the City of Topeka?

☐ Yes ☒ No

If yes, please advise in which department you work:

Are you or any immediate family member related to any city governmental official or employee?

☐ Yes ☒ No

If yes, please advise who and how you are related:

Are you or have you been a party to any civil litigation involving the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Are you delinquent in payment of any taxes, fees, fines or special assessments owed to the State of Kansas, Shawnee County or the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Please state why you are interested in serving on this board or commission:

Interests & Experiences

Please describe your education, experience and expertise including any honors or awards, civic, cultural, charitable or professional organization memberships that relate to the position you are seeking.

Please attach any additional information you believe may be helpful in considering your application.

Voluntary Self Identification

Ethnicity

☒ Hispanic

Gender

☒ Female

Acknowledgements and Verification

Purpose of information being submitted.

☒ I Agree

The information I am submitting is true and correct.

☒ I Agree

Electronic Signature

☒ I Agree

Notification to applicants for City Board/Commissions

Please be advised that your application and any documents that you attach are public records and, as such, are available to the public, upon request, pursuant to the Kansas Open Records Act.

If you are appointed to the position, your application and resume will be included in the governing body meeting agenda which is posted online.

<http://topeka.novusagenda.com/agendapublic/>

Sharon Bedolla

Cell phone:785-342-8660

Email:sbedolla1@gmail.com

Objective:

To obtain a **challenging** leadership position applying strong critical thinking skills and creative problem solving techniques that apply to curriculum, pedagogy, and relationships which serve a growing and **diverse** school district to achieve maximum utilization of its resources to educate **all** students.

Education:

Emporia State University, 1200 Commercial St. Emporia, Ks 66801

- **Masters** in Science: Curriculum and Instruction PreK-12
- **Masters** in Science: Education Administration PreK-12
- **Bachelors** of Science Degree: Elementary Education
 - **Endorsements:**
 - Teaching English to Speakers of Other Lang. (TESOL)
 - Endorsement: Spanish Pre-K-12

Skills:

- Language: Bilingual: Fluent in both English and Spanish
- Computer: Strong computer skills in Microsoft Word, PowerPoint, Excel, and Promethean Board, Google Drive.

Leadership:

- Curriculum Coordinator for Families Empowered by Additional Teaching of Students (FEATS). Plan, design, create, curriculum, assessments and lesson plans. Aug2017/Current
- MasteryConnect District Trainer: Plan, design and deliver MasteryConnect training to school staff and departments. Jan2017-current
July 2017/Current
- KAPP Curriculum and Operations Coordinator: Planned, organized, created curriculum, assessments. Coordinated and manage staff members. June2016/Current
- Building Test Coordinator: Plan, organize, create and assign KITE interim assessments for grades 3rd-5th. Schedule and monitor Kansas State Assessments. Aug2016/Current
- TPS Mentoring Program: New Teachers Aug2016/Current
- Family Engagement Liaison: Plan and facilitate family events to strengthen school and families relationships. Aug2016/Current
- School Leadership team: Collaborate in making decisions to reach school's academic and building environment goals. Aug2016/Current
- PLC Admin team: As an instructional coach, I analyze and review building academic data using Tyler Pulse. Aug2016/Current
- Washburn University Mentoring Program: Cooperating teacher for student teachers. Aug.2015/May2016
- Mountain Math K-5th initiative implementation: Trained leadership team on implementing the math program. Aug. 2015
- Leadership Team: served as a member of the school leadership team and collaborated in making decisions to reach school's academic and building environment role. Aug 2014/May 2015
- 3rd grade Team Leader: as part of as Leadership team, I facilitated and led grade level meetings.

- Walk-to Model Initiative implementations: 3rd Grade team piloted the model for our school. Aug 2014/May 2015
- GEI Intermediate grades representative: represented 3rd-5th teachers and facilitated resources for intervention. Aug 2014/May 2015
- SPMT (School Planning and Management Team) Chair: worked with teachers and parents on projects to better the school's overall environment. Aug 2014/May 2015
- TPS Mentoring Program: Mentored first year Kindergarten teacher Aug 2013/May 2014
- Dual Language Team Leader: facilitated and lead meetings for dual language teachers (k-5 one strand) Aug2012/May 2014
- Student Intervention Team (SIT) facilitator: facilitated meetings and provided data for ELL students. Aug2010/May 2011

Committees and Programs:

- Language Arts District C&A team: plan and design curriculum documents. Aug2017/current
- Reading Buddies: Organize and schedule Reading Buddies, a program facilitated by The Links, to provide reading support for struggling students. Aug2016/Current
- Positive Behavioral Intervention Support (PBIS) Committee: planned for school's implementation of PBIS building expectations and deliver information to grade level team. Aug2015/May2016
- Dual Language Committee: planned and created Instructional curriculum designed maps. Aug2011/May 2015
- District C&A Dual Language: collaborated to plan and create Spanish instructional curriculum guides Aug2011/May 2014:
- Positive Behavioral Intervention Support (PBIS) Committee: collaborated to plan for school's implementation of PBIS building expectations and deliver information to grade level team. Aug2010/May 2011
- Title 1 School committee: collaborated to plan and organize school's Reading and Math nights. Aug2010/May 2011
- Parent/Teacher Organization (PTO) Secretary: worked with the school's secretary to keep the PTO's funds and budget. Aug2010/May 2011
- NEA building representative: served as an information facilitator for the building. Aug2010/May 2011

Professional Development:

- KSDE ELA Standards Oct. 2017
- Pearson: ReadyGen Aug2017
- TylerPulse Aug. 2017
- PearDeck May 2017
- MasteryConnect- Danielle Sellenriek Jan.2017
- Character Counts!- Dr. Lloyd V. Hackley Aug.2016
- Dr. Luis Cruz: Transforming School Culture Jan. 2016
- Running Records and Guided Reading-Kay Hopkins Aug. 2015
- Project Based Learning- Adam Holden March 2015
- Gomez and Gomez Model- Dual Language May 2014
- Differentiated Instruction National Conference June 2011
- Kagan Cooperative Learning Aug 2011-on-going

- | | |
|---|------------|
| • La Cosecha Dual Language Conference | March 2011 |
| • Teaching Science to English Language Learners | June 2010 |
| • National PDS Conference at Orlando, Florida | March 2010 |

Award:

- | | |
|-----------------------|----------|
| • Crystal Apple Award | Feb.2016 |
|-----------------------|----------|

Internship:

- Block II: (USD253) William Allen White Elementary School-- supervisor Glenda Bair, 2nd grade teacher.
- Block III Student teaching and TESOL practicum: (USD 253) Logan Ave. Elementary school--supervisor Julia Giger, 3rd grade teacher.

Employment:

- | | |
|---|----------------------|
| • Topeka Public Schools (TPS 501) | |
| o Building Leader Intern | July 2018/Current |
| o Instructional Coach | Aug 2016/May 2018 |
| o 4 th grade | Aug2015/May 2016 |
| o 3 rd grade dual language | Aug 2012/ May 2015 |
| o Migrant Program 6 th grade | June 2012 |
| o 1st grade dual language | Aug 2011-/May 2012 |
| o Migrant Program 5 th grade | June 2011 |
| o ELL Teacher—Kindergarten, 2nd and 5 th | Aug 2010/May 2011 |
| • Families Empowered by Additional Teaching | July 2017-Aug 2018 |
| • Kindergarten Academic Preparation Program (KAPP) | June 2017, June 2018 |
| • Emporia School District (USD 253) | |
| o Maynard Preschool: Special Education paraeducator | Aug 2005/May 2009 |
| o Emporia Middle School: Special Education paraeducator | June 2005 |
| o Lowther North 6th grade Special Education paraeducator | Jan 2005- May 2005 |

References:

Joy Grimes
Principal- Avondale Academy
Student Services Coordinator
jgrimes@tps501.org
785-295-3011

Jennifer Gordon
Elementary Lead Principal- McClure
jgordon@tps501.org
785-438-4340

Dr. Bill Macdonald
School Improvement Specialist -Topeka Public Schools
bmacdonald@tps501.org
785-295-3072

Shawnie Hays,
Assistant Principal- Williams Magnet Elementary
shays@tps501.org
785-235-7335

Katie Hensley- Bivens
Assistant Principal- Ross Elementary
kbivens@tps501.org
785-235-7280



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
November 13, 2018

DATE:	November 13, 2018	
CONTACT PERSON:	Mayor Michelle De La Isla	DOCUMENT #:
SECOND PARTY/SUBJECT:	Downtown Business Improvement District Advisory Board	PROJECT #:
CATEGORY/SUBCATEGORY	006 Communication / 005 Other	
CIP PROJECT:	No	
ACTION OF COUNCIL:		JOURNAL #:
		PAGE #:

DOCUMENT DESCRIPTION:

BOARD APPOINTMENT recommending the appointment of Angel Zimmerman to the Downtown Business Improvement District Advisory Board for an unexpired term ending November 1, 2020. *(Council District No. 1)*

VOTING REQUIREMENTS:

Majority vote of the Council (6). Mayor does not vote.

POLICY ISSUE:

The purpose of the downtown business improvement district advisory board (BID) is to monitor and oversee services provided pursuant to the business improvement district act. The board shall conduct its business in accordance with City Code.

STAFF RECOMMENDATION:

Mayor De La Isla nominates and recommends the reappointment of Angel Zimmerman for a term that ends November 1, 2020. Angela Zimmerman will be representing Zimmerman & Zimmerman, P.A. which is in the downtown business improvement district.

BACKGROUND:

This is a statutory board wherein the Mayor nominates and the Council has final approval. The downtown business improvement district advisory board shall consist of nine members representing businesses located in the district. Members serve two-year terms and there are no term limits.

BUDGETARY IMPACT:

There is no budgetary impact to the City.

SOURCE OF FUNDING:

Not Applicable.

ATTACHMENTS:

Description

A. Zimmerman Board Application 2018

Profile

Angel

First Name

Zimmerman

Last Name

angel@z2law.com

Email Address

3600 SW Randolph

Street Address

Suite or Apt

Topeka

City

KS

State

66611

Postal Code

Are you a resident of the City of Topeka?☒ Yes ☐ No**What district do you live in? ***☒ District 5Check for your district here -> <https://www.topeka.org/citycouncil>

Home: (785) 230-1280

Primary Phone

Business: (

Alternate Phone

Which Boards would you like to apply for?

Downtown Business Improvement District Advisory Board: Appointed

Zimmerman & Zimmerman P.A.

Employer

Managing Partner

Job Title

Are you a registered voter?☒ Yes ☐ No**Are you currently a full or part-time employee of the City of Topeka?**☐ Yes ☒ No

If yes, please advise in which department you work:**Are you or any immediate family member related to any city governmental official or employee?**☐ Yes ☒ No

If yes, please advise who and how you are related:

Are you or have you been a party to any civil litigation involving the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Are you delinquent in payment of any taxes, fees, fines or special assessments owed to the State of Kansas, Shawnee County or the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Please state why you are interested in serving on this board or commission:

I currently serve and have been asked to continue serving and would be glad to do so. I love being a business owner downtown.

Interests & Experiences

Please describe your education, experience and expertise including any honors or awards, civic, cultural, charitable or professional organization memberships that relate to the position you are seeking.

I am a majority partner of Zimmerman & Zimmerman, P.A. which is a local collection law firm and hold a JD from Washburn school of law. I am also a downtown property owner. I have served as president of many organizations which currently include international chair of the J Reuben Clark Law Society women in law committee and president of The National Conference of Women's Bar Associations. I received the EMBD Women of Influence award for mentorship and also serve on the parks and rec foundation and the Washburn Law school foundation.

[Resume_sept.2018.doc](#)

Upload a Resume

Please attach any additional information you believe may be helpful in considering your application.

Voluntary Self Identification

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female

Acknowledgements and Verification

Purpose of information being submitted.

☒ I Agree

The information I am submitting is true and correct.

☒ I Agree

Electronic Signature

☒ I Agree

Notification to applicants for City Board/Commissions

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<http://topeka.novusagenda.com/agendapublic/>



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November 13, 2018

DATE: November 13, 2018
CONTACT PERSON: Mayor Michelle De La Isla **DOCUMENT #:**
SECOND PARTY/SUBJECT: Downtown Business Improvement District Advisory Board **PROJECT #:**
CATEGORY/SUBCATEGORY 006 Communication / 005 Other
CIP PROJECT: No
ACTION OF COUNCIL: **JOURNAL #:**
PAGE #:

DOCUMENT DESCRIPTION:

BOARD APPOINTMENT recommending the appointment of Jeff Carson to the Downtown Business Improvement District Advisory Board to fill an unexpired term ending October 1, 2020. *(Council District No. 6)*

VOTING REQUIREMENTS:

Majority vote of the City Council (6). Mayor does not vote.

POLICY ISSUE:

The purpose of the Downtown Business Improvement District Advisory board (BID) is to monitor and oversee services provided pursuant to the business improvement district act. The board shall conduct its business in accordance with City Code.

STAFF RECOMMENDATION:

Mayor De La Isla nominates and recommends the appointment of Jeff Carson to the Downtown Business Improvement District Advisory Board (BID) to fill an unexpired term ending October 1, 2020. Mr. Carson will be representing Gizmo in downtown Topeka.

BACKGROUND:

This is a statutory board wherein the Mayor nominates and the Council has final approval. The Downtown Business Improvement District Advisory Board shall consist of nine members representing businesses located in the district. Members serve two-year terms and there are no term limits.

BUDGETARY IMPACT:

There is no budgetary impact to the City.

SOURCE OF FUNDING:

Not Applicable.

ATTACHMENTS:

Description

J. Carson Board Application 2018

Profile

Jeff

First Name

Carson

Last Name

jeffcarson3s@gmail.com

Email Address

1276 SW Pembroke Lane

Street Address

Suite or Apt

Topeka

City

KS

State

66604

Postal Code

Are you a resident of the City of Topeka?☒ Yes ☐ No**What district do you live in? ***☒ District 6Check for your district here -> <https://www.topeka.org/citycouncil>

Mobile: (785) 221-8970

Primary Phone

Home: (785) 221-8970

Alternate Phone

Which Boards would you like to apply for?

Downtown Business Improvement District Advisory Board: Submitted

Topeka Landmarks Commission: Appointed

Gizmo Pictures

Employer

owner

Job Title

Are you a registered voter?☒ Yes ☐ No**Are you currently a full or part-time employee of the City of Topeka?**☐ Yes ☒ No

If yes, please advise in which department you work:**Are you or any immediate family member related to any city governmental official or employee?**☐ Yes ☒ No

If yes, please advise who and how you are related:

Are you or have you been a party to any civil litigation involving the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Are you delinquent in payment of any taxes, fees, fines or special assessments owed to the State of Kansas, Shawnee County or the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Please state why you are interested in serving on this board or commission:

As co-owner of the Thacher building, a historic structure in downtown Topeka, I am interested in preservation of historically significant buildings.

Interests & Experiences

Please describe your education, experience and expertise including any honors or awards, civic, cultural, charitable or professional organization memberships that relate to the position you are seeking.

Rehabbed the Thacher building to create space for three businesses along with a meeting hall. Serve as President of the board of directors of the historic Jayhawk Theatre and on the board of Downtown Topeka Inc. I am a past board member of the Shawnee County Historical Society. I also serve on the Landmarks Commission.

[Jeff_s_Resume.pdf](#)

Upload a Resume

Please attach any additional information you believe may be helpful in considering your application.

Voluntary Self Identification

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male

Acknowledgements and Verification

Purpose of information being submitted.

☒ I Agree

The information I am submitting is true and correct.

☒ I Agree

Electronic Signature

☒ I Agree

Notification to applicants for City Board/Commissions

Please be advised that your application and any documents that you attach are public records and, as such, are available to the public, upon request, pursuant to the Kansas Open Records Act.

If you are appointed to the position, your application and resume will be included in the governing body meeting agenda which is posted online.

<http://topeka.novusagenda.com/agendapublic/>

Profile

Jeff

First Name

Carson

Last Name

jeffcarson3s@gmail.com

Email Address

1276 SW Pembroke Lane

Street Address

Suite or Apt

Topeka

City

KS

State

66604

Postal Code

Are you a resident of the City of Topeka?☒ Yes ☐ No

District 6

What district do you live in?

Mobile: (785) 221-8970

Primary Phone

Home:

Alternate Phone

Which Boards would you like to apply for?

Topeka Landmarks Commission

Gizmo Pictures

Employer

owner

Job Title

Are you a registered voter?☐ Yes ☐ No**Are you currently a full or part-time employee of the City of Topeka?**☐ Yes ☒ No

If yes, please advise in which department you work:

Are you or any immediate family member related to any city governmental official or employee?

☐ Yes ☒ No

If yes, please advise who and how you are related:

Are you or have you been a party to any civil litigation involving the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Are you delinquent in payment of any taxes, fees, fines or special assessments owed to the State of Kansas, Shawnee County or the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Interests & Experiences

Please state why you are interested in serving on this board or commission:

As co-owner of the Thacher building, a historic structure in downtown Topeka, I am interested in preservation of historically significant buildings.

Please describe your education, experience and expertise including any honors or awards, civic, cultural, charitable or professional organization memberships that relate to the position you are seeking.

Rehabbed the Thatcher building to create space for three businesses along with a meeting hall. Serve on the board of directors of the historic Jayhawk Theatre and on the board of Downtown Topeka Inc. I am a past board member of the Shawnee County Historical Society.

[Jeff_s_Resume.pdf](#)

Upload a Resume

Please attach any additional information you believe may be helpful in considering your application.

Voluntary Self Identification

Caucasian/Non-Hispanic

Ethnicity

Male

Gender

Acknowledgements and Verification

Purpose of information being submitted.

☒ I Agree

The information I am submitting is true and correct.

☒ I Agree

Electronic Signature

☒ I Agree

Jeff S. Carson

1276 Pembroke LN Topeka, KS 66604
(785) 221-8970 – jeff@gizmopictures.com

Professional Goal

To be a leader in the video and communications industry.

Employment History

1/04-Present	President/Co-Owner , Gizmo Pictures, Inc., Topeka, KS. Film, video producer/director
10/98-1/04	President/Co-Owner , FryeAllen Films, Topeka, KS. Film, video producer/director
12/97-10/98	Sales/Technical Support , Designlab, KC, MO. Responsible for sales and technical support of digital video editing systems.
8/96-12/97	Producer/Director , Hammer Production Studios, Inc. Topeka. Responsible for all aspects of video production.
6/95 - 8/96	Creative Services Director , KTKA-TV Responsible for all “on air” aspects of the station.
4/92 - 6/95	Production Manager , KTKA-TV, Monterey Supervised all news and commercial production operations.
4/88 - 4/92	Production Manager , KSBW-TV, Monterey Supervised all news and commercial production operations.
4/89 - 4/92	Instructor , Monterey Peninsula College, Monterey, CA Taught video/film production courses (PT).

Achievements

2015	President, Jayhawk Theatre Board of Directors
2004	Awarded Silver Medal by Topeka Advertising Federation
1992-'09	Winner of many “Addy” awards for TV commercials.
1993	Selected Topeka Ad Federation “Volunteer of the Year”.
1984-'92	Won several Monterey Bay Ad Club Awards.
1983	President, Student Senate, Kearney State College.
1983	Jaycees “Outstanding Young Man of America”.
1982	President, Campus Activities Council, KSC.

Best Assets

Flexibility. Integrity. Steady attitude. Humorous. Hard worker.

Education

Bachelor of Arts Degree, Kearney State College, Kearney, Neb., 1983



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
November 13, 2018

DATE:	November 13, 2018	
CONTACT PERSON:	Mayor Michelle De La Isla	DOCUMENT #:
SECOND PARTY/SUBJECT:	Downtown Business Improvement District Advisory Board	PROJECT #:
CATEGORY/SUBCATEGORY	006 Communication / 005 Other	
CIP PROJECT:	No	
ACTION OF COUNCIL:		JOURNAL #:
		PAGE #:

DOCUMENT DESCRIPTION:

BOARD APPOINTMENT recommending the appointment of Michael Wilson to the Downtown Business Improvement District Advisory Board to fill an unexpired term ending October 1, 2020. *(Council District No. 6)*

VOTING REQUIREMENTS:

Majority vote of the Council (6). Mayor does not vote.

POLICY ISSUE:

The purpose of the Downtown Business Improvement District Advisory board (BID) is to monitor and oversee services provided pursuant to the business improvement district act. The board shall conduct its business in accordance with City Code.

STAFF RECOMMENDATION:

Mayor De La Isla nominates and recommends the appointment of Michael Wilson to the Downtown Business Improvement District Advisory Board (BID) to fill an unexpired term ending on Oct. 1, 2020. Mr. Wilson will be representing Architect One, Inc. in downtown Topeka.

BACKGROUND:

This is a statutory board wherein the Mayor nominates and the Council has final approval. The Downtown Business Improvement District Advisory Board shall consist of nine members representing businesses located in the district. Members serve two-year terms and there are no term limits.

BUDGETARY IMPACT:

There is no budgetary impact to the City.

SOURCE OF FUNDING:

Not Applicable.

ATTACHMENTS:

Description

MWilson DBID app.2018

Profile

Michael

First Name

Wilson

Last Name

mtw@ao.design

Email Address

906 S. Kansas Ave #200

Street Address

Suite or Apt

Topeka

City

KS

State

66603

Postal Code

Are you a resident of the City of Topeka?☒ Yes ☐ No**What district do you live in? ***☒ District 7Check for your district here -> <https://www.topeka.org/citycouncil>

Business: (785) 271-7010

Primary Phone

Mobile: (785) 224-5262

Alternate Phone

Which Boards would you like to apply for?

Downtown Business Improvement District Advisory Board: Submitted
Board of Building and Fire Appeals: Appointed

Architect One Inc.

Employer

Founding Partner

Job Title

Are you a registered voter?☒ Yes ☐ No**Are you currently a full or part-time employee of the City of Topeka?**☐ Yes ☒ No

If yes, please advise in which department you work:**Are you or any immediate family member related to any city governmental official or employee?**☐ Yes ☒ No

If yes, please advise who and how you are related:

Are you or have you been a party to any civil litigation involving the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Are you delinquent in payment of any taxes, fees, fines or special assessments owed to the State of Kansas, Shawnee County or the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Please state why you are interested in serving on this board or commission:

As a building owner and business owner located in Downtown Topeka I have a vested interest in supporting Downtown and the BID.

Interests & Experiences

Please describe your education, experience and expertise including any honors or awards, civic, cultural, charitable or professional organization memberships that relate to the position you are seeking.

Bachelor of Architecture, KSU, 1981 Founding Partner, Architect One, Inc. 1988 to present 30 year AIA member, Past President, NCARB Cert., LEED AP Cert. Numerous Civic, Design and Preservation Awards

[Mike_Bio_NEW-PN_Font_General.pdf](#)

Upload a Resume

Please attach any additional information you believe may be helpful in considering your application.

Question applies to multiple boards

List any professional licenses you hold in Kansas and advise if they are current. (We reserve the right to request a copy of your license prior to approval of your appointment.)

Kansas State Architecture License #3302

Voluntary Self Identification

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male

Acknowledgements and Verification

Purpose of information being submitted.

☒ I Agree

The information I am submitting is true and correct.

☒ I Agree

Electronic Signature

☒ I Agree

Notification to applicants for City Board/Commissions

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<http://topeka.novusagenda.com/agendapublic/>

MICHAEL T. WILSON, AIA, LEED AP

Founding Partner | Architect

After working for architectural firms in Colorado and Kansas as well as being a Code Official for the City of Topeka, Mike opened Architect One, in 1988 and serves as the Founding Partner of the firm.

Mike founded Architect One with a philosophy to work hard, that no project was too small and to always provide the best service possible. Over the years that approach, along with a great staff and quality clients—has proven to be the foundation of Architect One's success.

Mike has executed hundreds of projects of all types, sizes and complexity. Current clients include Westar Energy, Kansas Gas Service, Topeka USD 501, Valeo Behavioral Health Care and Topeka Bible Church among dozens of others.



ACCREDITATIONS

Registered Architect: KS
National Council of Architecture
Review Boards
LEED AP Accredited, Green
Building Certification Institute

SELECTED PROJECT EXPERIENCE

Topeka Center for Advanced
Learning and Careers
Topeka, KS
Westar Energy
Multiple Locations in KS
Fellowship Bible Church
Topeka, KS
Valeo Behavioral Health Care
Topeka, KS
Kansas Soybean Association /
Commission
Topeka, KS
Topeka Bible Church
Topeka, KS
Kansas Gas Service
Overland Park, KS
Genstler Eye Center
Topeka, KS
Quest Credit Union
Topeka & Lenexa, KS
Brewster Place
Topeka, KS
Topeka High School-Gymnasium
Topeka, KS

EDUCATION

Bachelor of Architecture
Kansas State University, 1981
LEED Certified, 2008

TECHNICAL SPECIALTIES

Building Design & Site Design
Project Management
Construction Administration
Historic Preservation

COMMUNITY + PROFESSIONAL LEADERSHIP

American Institute of Architects
Past President of Topeka Chapter
Board of Building and Fire
Appeals
Valeo Behavioral Health Care
Board
Topeka South Rotary Club
Chamber of Commerce
Unitarian Universalist Fellowship
Member and Past President
Habitat for Humanity Board
GO Topeka, 2005-2009
Leadership Topeka, 2006
River Front Task Force, 2005



November 13, 2018

The Topeka Lodging Association may submit a list of nominees to the Mayor. If a nominee is not appointed by the Mayor, with consent of the Council, the Association may submit additional name(s) for consideration. If the

Association fails to provide a nominee(s), the Mayor may appoint, with the consent of the Council.

BUDGETARY IMPACT:

There is no budgetary impact to the City.

SOURCE OF FUNDING:

Not Applicable.

ATTACHMENTS:

Description

V. Frye Resume

V. Frye Application

VINCE FRYE

6007 Stonybrook Court, Topeka, KS 66614 | (785) 272-3146 | vince@downtowntopekainc.com

SUMMARY

An accomplished business executive with experience in broadcasting, marketing and association management. Visionary and creative individual with a steadfast commitment to excellence. Respected by peers for contributions to industry and community.

SKILLS

- Highly respected community leader
- Excellent writing and oral communication skills
- Outstanding record of sales management
- Creative development and implementation of ideas
- Successful record of membership recruitment
- Skilled fundraiser
- Fiscal successes

CAREER ACCOMPLISHMENTS

President and CEO

Downtown Topeka, Inc.

April 2012 to Present

Topeka, KS

Responsible for the management and operation of a 240-member organization. Led Downtown Topeka, Inc. (DTI) to financial stability by building trust with the community, leading to strong support from City Council, the corporate community and other stakeholders.

- Established successful corporate sponsorship program by introducing 30 new downtown events and partnerships with local media. The program offered outstanding visibility and direct connections to targeted audiences. The sponsorship program increased revenues by 40%.
- Increased membership by 20%.
- Worked closely with 20 board of director members to achieve the goals of DTI.
- Oversaw The Downtown Topeka Foundation.
- Administered city-funded downtown grant program.
- Administered Downtown Business Improvement District.
- Helped lead \$1.8 million capital campaign for downtown redevelopment. Campaign has raised \$3 million to date.
- Worked closely with the Mayor, City Manager, City Council, City staff and County officials in addressing needs and opportunities for downtown Topeka and the community.
- Successfully connected local investors to purchase downtown Topeka properties.
- Recruited new businesses to downtown Topeka.

Partner

FryeAllen, Inc., FryeAllen Films, FryeAllen Digital

July 1997 to March 2012

Topeka, KS

Owner and partner in leading regional advertising, production and animation firms. Responsible for account management, personnel and business management.

- Managed marketing for numerous local and regional accounts.
- Coordinated numerous campaigns for candidates and issues for local, state and national elections.

- Helped create and market GO Topeka.
- Coordinated the successful campaigns that created and extended the sales tax for economic development.
- Honored with numerous local and national awards for creative work.

General Sales Manager

1973 – 1997

WIBW-TV

Topeka, KS

General Sales Manager for the Columbia Broadcasting System (CBS) Television station.

- Successfully led local and national sales efforts generating multi-million dollar revenues annually.
- Oversaw national sales efforts in New York, Chicago, Los Angeles, Dallas, St. Louis and other major cities.
- Responsible for promotion, programming and production departments.
- Served as interim General Manager on numerous occasions.

EDUCATIONAL BACKGROUND

The University of Kansas
Lawrence, KS

Bachelor of Science in Journalism

AWARDS & RECOGNITION

- Sales and Marketing Executives “Topeka Executive of the Year” (2014)
- Inducted into Topeka Advertising Hall of Fame (2007)
- Topeka Advertising Federation “Silver Medal Award” (Highest award given)
- Greater Topeka Chamber of Commerce “Member of the Year”
- Sales and Marketing Executives International “Order of the Bell”
- 9th District of the American Advertising Federation (4 states) “Governor”
- Central Region of American Advertising Federation (18 states) “Chairman”

CURRENT ACTIVITIES

- Board of Director member for the following organizations:
GO Topeka, Junior Achievement, Sunflower State Games, Visit Topeka
- Heartland Visioning Steering Committee Member
- Tourism Improvement District Advisory Board
- Topeka and Shawnee County Sports Hall of Fame Chairman
- Topeka Business Hall of Fame Selection Committee

PAST ACTIVITIES

- Former President of the following organizations:

- *Downtown Topeka, Inc., Board of Directors, Housing and Credit Counseling, Inc., Junior Achievement of Northeast Kansas, Sales and Marketing Executives, Sunflower State Games, Topeka Advertising Club, Topeka and Shawnee County Sports Council*
- Board of Directors member for the following organizations:
 - *American Advertising Federation (National), Greater Topeka Chamber of Commerce, Heartland Works, Meals on Wheels, Topeka Civic Theatre, Topeka Community Foundation*
- Topeka Active 20-30 Club
- Selected for Leadership Greater Topeka Program
- Arts Connect Board
- Topeka and Shawnee County Riverfront Authority – Recording Secretary

Profile

Vince

First Name

Frye

Last Name

vince@downtowntopekainc.com

Email Address

6007 Stonybrook Court

Street Address

Suite or Apt

Topeka

City

KS

State

66614

Postal Code

Are you a resident of the City of Topeka?☒ Yes ☐ No**What district do you live in? ***☒ District 7Check for your district here -> <https://www.topeka.org/citycouncil>

Business: (785) 234-9336

Primary Phone

Mobile: (785) 633-6185

Alternate Phone

Which Boards would you like to apply for?

Topeka Tourism Business Improvement District Advisory Board : Submitted

Downtown Topeka, Inc.

Employer

President and CEO

Job Title

Are you a registered voter?☒ Yes ☐ No**Are you currently a full or part-time employee of the City of Topeka?**☐ Yes ☒ No

If yes, please advise in which department you work:**Are you or any immediate family member related to any city governmental official or employee?**☐ Yes ☒ No

If yes, please advise who and how you are related:

Are you or have you been a party to any civil litigation involving the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Are you delinquent in payment of any taxes, fees, fines or special assessments owed to the State of Kansas, Shawnee County or the City of Topeka?

☐ Yes ☒ No

If yes, please explain:

Please state why you are interested in serving on this board or commission:

I am currently a member of this board and hope to be reappointed. The revenue from this TID will go to operate the downtown plaza for which I have a passion for its future development. In addition, I administer the downtown BID and feel that I can provide positive leadership from my experience.

Interests & Experiences

Please describe your education, experience and expertise including any honors or awards, civic, cultural, charitable or professional organization memberships that relate to the position you are seeking.

As President and CEO of Downtown Topeka, Incorporated, I am immersed in the redevelopment of the City's core. I have helped raise over \$4 million from the private sector to enhance the infrastructure funded by the City. I am a member of the Downtown Topeka Foundation that owns the property to be developed for a downtown plaza. Revenue from the TID will fund the operation of the plaza. I have been an active member of the community for over 40 years. I was selected to the first class of Leadership Topeka. I was honored to be selected the Topeka Executive of the Year by Sales and Marketing Executives. My many honors and activities are included in my resume'.

[Vince_Frye_Resume_.docx](#)

Upload a Resume

Please attach any additional information you believe may be helpful in considering your application.

Voluntary Self Identification

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male

Acknowledgements and Verification

Purpose of information being submitted.

☒ I Agree

The information I am submitting is true and correct.

☒ I Agree

Electronic Signature

☒ I Agree

Notification to applicants for City Board/Commissions

Please be advised that your application and any documents that you attach are public records and, as such, are available to the public, upon request, pursuant to the Kansas Open Records Act.

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<http://topeka.novusagenda.com/agendapublic/>



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
November 13, 2018

DATE: November 13, 2018
CONTACT PERSON: Brent Trout, City Manager
DOCUMENT #:
SECOND PARTY/SUBJECT: Bank Depositories and Signature Requirements
PROJECT #:
CATEGORY/SUBCATEGORY 020 Resolutions / 005 Miscellaneous
CIP PROJECT: No
ACTION OF COUNCIL:
JOURNAL #:
PAGE #:

DOCUMENT DESCRIPTION:

A RESOLUTION introduced by City Manager Brent Trout, naming banks and savings institutions that are designated as depositories for all City of Topeka accounts and authorizing signatories and rescinding City of Topeka Resolution No. 8959.

(Approval is necessary due to changes in staff and working titles to complete daily duties.)

VOTING REQUIREMENTS:

Majority vote of the Governing Body (6).

POLICY ISSUE:

Approval would name certain banks and saving institutions as designated depositories for all City of Topeka accounts and authorizing signatories.

STAFF RECOMMENDATION:

Staff recommends the Governing Body move to approve the resolution.

BACKGROUND:

Approval is necessary to allow staff members to complete daily duties. The following named banks and savings institutions are designated to be depositories which can accept deposits from any and all accounts of the City:

Alliance Bank	Heritage Bank
Bank of America Merrill Lynch	Intrust Bank
Capital City Bank	Kaw Valley Bank

Capitol Federal Savings
Central National Bank
Communityd Bank
CoreFirst Bank & Trust
Denison State Bank
Equity Bank
Fidelity State Bank

Landmark National Bank
Lyndon State Bank
Silver Lake Bank
Sunflower Bank
UMB Bank
US Bank
Vision Bank

BUDGETARY IMPACT:

There is no budgetary impact to the City.

SOURCE OF FUNDING:

Not Applicable

ATTACHMENTS:

Description

Depository Resolution

1 RESOLUTION NO. _____

2
3 A RESOLUTION introduced by City Manager Brent Trout naming banks and savings
4 institutions that are designated as depositories for all City of Topeka
5 accounts and authorizing signatories and rescinding City of Topeka
6 Resolution No. 8959.

7
8 BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF TOPEKA,
9 KANSAS that the following named banks and savings institutions are hereby designated to
10 be depositories which can accept deposits from any and all accounts of the City:

Alliance Bank	Heritage Bank
Bank of America Merrill Lynch	Intrust Bank
Capital City Bank	Kaw Valley Bank
Capitol Federal Savings	Landmark National Bank
Central National Bank	Lyndon State Bank
Community Bank	Silver Lake Bank
CoreFirst Bank & Trust	Sunflower Bank
Denison State Bank	UMB Bank
Equity Bank	US Bank
Fidelity State Bank	Vision Bank

11 BE IT FURTHER RESOLVED that the above-named banks and savings institutions
12 may accept all checks, drafts, bills of exchange, or other orders for the payment of money
13 when drawn on or addressed to any of the banks and savings institutions, if the *facsimile*
14 signatures of both the following persons are imprinted thereon:

15 City Manager: Brent Trout

16 Deputy City Manager: Doug Gerber

17 BE IT FURTHER RESOLVED that any of the above-named banks and savings
18 institutions may accept *manually* drafted checks, drafts, bills of exchange, or other orders
19 for payment of money, when drawn on any of the banks and savings institutions, with the
20 proper dual signatures. The dual signatures will come from the persons listed below and
21 *require at least one signature* being the Interim Finance Director or Chief Accounting
22 Officer.

23 Title City Manager Name Brent Trout
24 Title: Deputy City Manager Name: Douglas Gerber
25 Title Interim Finance Director Name Nick Hawkins
26 Title Chief Accounting Officer Name Simon Martinez
27 Title Accountant III Name Rachelle Mathews
28 Title Accountant II Name Amanda Meyer

29

30 BE IT FURTHER RESOLVED that checks, drafts or other instruments for payment of
31 money drawn to the order of the City of Topeka shall, when properly endorsed, be
32 accepted by the banks and savings institutions for deposit only to the credit of the City of
33 Topeka.

34 BE IT FURTHER RESOLVED that Resolution No. 8959 is rescinded and that the
35 foregoing powers and authority outlined herein are to be continued until written notice or
36 revocation has been given to the banks and savings institutions by the City of Topeka.

37 This Resolution shall become effective after it is adopted and approved by the
38 Governing Body.

39 ADOPTED and APPROVED by the Governing
40 Body_____.

41 CITY OF TOPEKA, KANSAS

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Michelle De La Isla, Mayor

ATTEST:

52 Brenda Younger, City Clerk



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
November 13, 2018

DATE: November 13, 2018
CONTACT PERSON: Nick Hawkins, Budget and Performance Manager
DOCUMENT #:
SECOND PARTY/SUBJECT: PROJECT #:
CATEGORY/SUBCATEGORY 020 Resolutions / 005 Miscellaneous
CIP PROJECT: No
ACTION OF COUNCIL: JOURNAL #:
PAGE #:

DOCUMENT DESCRIPTION:

A RESOLUTION introduced by City Manager Brent Trout, concerning the City of Topeka's participation in the State of Kansas Municipal Investment Pool and rescinding City of Topeka Resolution No. 8960.

(Approval is necessary to amend changes in staff and working titles.)

VOTING REQUIREMENTS:

Majority vote of the Governing Body (6).

POLICY ISSUE:

Approval would update the resolution to reflect changes in staff members.

STAFF RECOMMENDATION:

Staff recommends the Governing Body move to approve the resolution.

BACKGROUND:

The revisions are necessary due to changes in staff members and working titles.

BUDGETARY IMPACT:

No budgetary impact to the City.

SOURCE OF FUNDING:

Not applicable

ATTACHMENTS:

Description

Resolution

1 RESOLUTION NO. _____
2

3 A RESOLUTION introduced by City Manager Brent Trout concerning the City of Topeka's
4 participation in the State of Kansas Municipal Investment Pool and
5 rescinding City of Topeka Resolution No. 8960.
6

7 WHEREAS, the City of Topeka is a municipality, as defined in K.S.A. 12-1675a,
8 hereinafter referred to as "Participant," and from time to time has funds on hand in excess
9 of current needs; and

10 WHEREAS, it is in the best interests of Participant and its inhabitants to invest funds
11 in investments that yield a favorable rate of return while providing the necessary liquidity
12 and protection of the principal; and

13 WHEREAS, the Pooled Money Investment Board, hereinafter referred to as "PMIB,"
14 operates the Municipal Investment Pool, hereinafter referred to as "MIP," a public funds
15 investment pool, pursuant to K.S.A. 12-1677a, and amendments thereto; and

16 WHEREAS, the MIP is a permitted investment of the City under K.S.A. 12-1675.

17 NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
18 TOPEKA, KANSAS:

19 1. That Participant approves the establishment of an account in its name in the
20 MIP for the purpose of transmitting funds for investment, subject to the MIP Participation
21 Policy adopted by the PMIB, and Participant acknowledges it has received a current copy
22 of such Participation Policy. Participant's taxpayer identification number assigned by the
23 Internal Revenue Service is 48-6028701.

24 2. That the following individuals are officers or employees of Participant and are
25 each hereby authorized to transfer funds for investment in the MIP, to withdraw funds from
26 time to time, to issue letters of instruction, and to take all other actions deemed necessary
27 or appropriate for the investment of funds upon submission of dual signatures. The dual

signatures will come from the persons listed below and requires at least one signature by the Director of Finance, City Controller/Treasurer or Accounting Manager:

Title Interim Director of Finance Name Nick Hawkins

Title Chief Accounting Officer Name Simon Martinez

Title Accountant III Name Rachelle Mathews

Title Accountant II Name Amanda Meyer

3. That notices required by the PMIB's Municipal Investment Pool Participant Policy shall be provided to:

Finance Department
215 SE 7th, Room 358
Topeka, Kansas 66603
785-368-2544
785-368-3975 (fax)

4. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant and until the PMIB receives a copy of any such amendment or revocation, the PMIB is entitled to rely on same.

BE IT FURTHER RESOLVED that the City of Topeka Resolution No. 8960 is hereby rescinded.

ADOPTED and APPROVED by Governing Body on _____.

CITY OF TOPEKA, KANSAS

Michelle De La Isla, Mayor

ATTEST:

Brenda Younger, City Clerk



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
November 13, 2018

DATE:	November 13, 2018	
CONTACT PERSON:	Nick Hawkins, Budget and Performance Manager	DOCUMENT #:
SECOND PARTY/SUBJECT:	Budget Amendment/Establish Public Hearing Date	PROJECT #:
CATEGORY/SUBCATEGORY	004 Budgets or Appropriations / 001 Operating Budget - City	
CIP PROJECT:	No	
ACTION OF COUNCIL:		JOURNAL #:
		PAGE #:

DOCUMENT DESCRIPTION:

AUTHORIZING a public hearing for December 4, 2018, for the purpose of hearing and answering objections of taxpayers relating to the proposed amendments to the 2018 Operating Budget.

Voting Requirement: Majority vote of the Governing Body (6).

(Approval authorizes publication of the Notice of Public Hearing for December 4, 2018, in the November 19, 2018, edition of the Topeka Metro Newspaper.)

VOTING REQUIREMENTS:

Majority vote of the Governing Body (6).

POLICY ISSUE:

K.S.A. 79-2929 allows for governing bodies to amend a budget based upon a standard process outlined in statute that follows a similar process for the budget adoption. Any amended budgets for proposed increases in expenditures are required to be balanced by previous unbudgeted revenues or balances other than ad valorem property taxes. At no time after setting the maximum taxes levied can the governing body increase the ad valorem property taxes.

During budget planning, staff are planning for budgets typically eight months in advance of the beginning of the upcoming fiscal year. The governing body typically will adopt the budget four months in advance of the upcoming fiscal year. Amendments are needed due to the changing nature of the City's budget, especially if more revenues are received than estimated.

As required by State law, the governing body must hold a public hearing to consider amendments to the 2018 Operating Budget. Approval would set a public hearing date of December 4, 2018, and authorize the publication of the public hearing notice in the Topeka Metro Newspaper on November 19, 2018. Approval of the amendments would be considered on December 11th, the week following the public hearing.

STAFF RECOMMENDATION:

Staff recommends the Governing Body move to set the public hearing date on December 4, 2018, and authorize publication of the public hearing notice in the Topeka Metro Newspaper on November 19, 2018.

BACKGROUND:

The proposed amendments for the 2018 budget would increase the adopted budget for the following funds:

Tax Increment Financing Fund (220)

The 2018 adopted budget was \$190,000, and is recommended to increase to \$250,000. These funds were established to monitor the amount of property taxes received for tax increment financing districts created for redevelopment of blighted areas. The City currently has one district: College Hill. Revenues from the fund are transferred to the Debt Service fund to pay for capital projects within the College Hill district. Revenues have been higher than anticipated due to growth within the district.

Special Alcohol Fund (228)

The 2018 adopted budget was \$535,970, and is recommended to increase to \$641,970, which would come from the existing cash balance in the fund. Revenue is generated from the liquor tax and is allocated per recommendations by the Topeka-Shawnee County Alcohol-Drug Abuse Advisory Council. The amendment is needed due to a prior year encumbrance which was not anticipated to be expended in the 2018 budget.

Law Enforcement Fund (232)

The 2018 adopted budget was \$690,921 and is recommended to increase to \$713,921. The Police Department needs to replace the current response team/K9 unit rifles due to manufacture defect that impacts the operational system of the rifle. It is outside the timeframe to be covered by warranty. The Police Department is utilizing the Law Enforcement Fund for several large projects in 2018 including the LEC Fence Project. The department is including the full amount of the fence in 2018 projections but some of these expenses will not hit the fund until 2019.

SE 29th Community Improvement District Fund (297)

Due to the timing of the approval of the SE 29th Community Improvement District (CID) after budget adoption, the 2018 adopted budget did not include budget authority for this fund. These funds provide for the use of public financing to fund projects within a prescribed district to strengthen economic development and employment opportunities, enhance tourism or upgrade dated real estate. The budget amendment would allow for payment to the developer if requested before year end. The amendment will set the 2018 budget to \$85,000.

Information Technology Fund (613)

The 2018 adopted budget was \$4,270,995 and is recommended to increase to \$4,570,995. This fund provides for the information technology needs of the City and is funded by charging departments annual IT fees. A budget amendment is being needed due to potential expenses that may cause the budget to exceed adopted expenditure authority.

BUDGETARY IMPACT:

The proposed amendments total \$574,000 for the following funds:

- Tax Increment Financing Fund (220) - The 2018 adopted budget was \$190,000, and is recommended to increase to \$250,000.
- Special Alcohol (228) - The 2018 adopted budget was \$535,970, and is recommended to increase to \$641,970.
- Law Enforcement Fund (232) - The 2018 adopted budget was \$690,921 and is recommended to increase to \$713,921.
- CID SE 29th (297) - The amendment will set the 2018 budget to \$85,000.
- IT Fund (613) - The 2018 adopted budget was \$4,270,995 and is recommended to increase to

\$4,570,995.

SOURCE OF FUNDING:

Tax Increment Financing Fund (220): Revenue
Special Alcohol (228): Fund Balance
Law Enforcement Fund (232): Fund Balance
CID SE 29th (297): Revenue
IT Fund (613): Fund Balance

ATTACHMENTS:

Description

Public Hearing Notice
2018 Budget Summary Amendment
2018 State of Kansas Forms

2018

**Notice of Budget Hearing for Amending the
2018 Budget**

The governing body of

City of Topeka

will meet on the day of December 4, 2018 at 6:00 p.m. at City Council Chambers at 214 E Eighth Street for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at Office of the City Clerk at City Hall
and will be available at this hearing.

Summary of Amendments

Fund	2018 Adopted Budget			2018 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
Tax Increment Financing			690,000	750,000
Special Alcohol			535,970	641,970
Law Enforcement			690,921	713,921
SE 29th CID			560,000	645,000
Information Technology			4,270,995	4,570,995

Brenda Younger
Official Title: City Clerk

2018 Budget Amendment Summary

Below is a summary of each of the proposed amendments to the 2018 budget.

Tax Increment Financing Fund (220) – The 2018 adopted budget was \$190,000, and is recommended to increase to \$250,000. These funds were established to monitor the amount of property taxes received for tax increment financing districts created for redevelopment of blighted areas. The City currently has one district: College Hill. Revenues from the fund are transferred to the Debt Service fund to pay for capital projects within the College Hill district. Revenues have been higher than anticipated due to growth within the district.

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SE 29th Community Improvement District Fund (297) – Due to the timing of the approval of the SE 29th Community Improvement District (CID) after budget adoption, the 2018 adopted budget did not include budget authority for this fund. These funds provide for the use of public financing to fund projects within a prescribed district to strengthen economic development and employment opportunities, enhance tourism or upgrade dated real estate. The budget amendment would allow for payment to the developer if requested before year end. The amendment will set the 2018 budget to \$85,000.

Information Technology Fund (613) – The 2018 adopted budget was \$4,270,995 and is recommended to increase to \$4,570,995. This fund provides for the information technology needs of the City and is funded by charging departments annual IT fees. A budget amendment is being needed due to potential expenses that may cause the budget to exceed adopted expenditure authority.

2018

**Amended
Certificate
For Calendar Year 2018**

To the Clerk of Shawnee, State of Kansas
We, the undersigned, duly elected, qualified, and acting officers of
City of Topeka
certify that: (1) the hearing mentioned in the attached publication was
held;(2) after the Budget Hearing this Budget was duly approved and
adopted as the maximum expenditure for the various funds for the year.

			2018 Amended Budget		
			Amount of 2017 Tax that was Levied	Adopted 2018 Expenditures	Proposed Amended 2018 Expenditures
Table of Contents:		Page No.			
Fund	<u>K.S.A.</u>				
Tax Increment Financing	12-1775 (b)(2)	1		690,000	750,000
Special Alcohol	79-41A04	2		535,970	641,970
Law Enforcement	City Code 2-334	3		690,921	713,921
SE 29th CID	Administrative	4		560,000	645,000
Information Technology	City Code Sec. 2-144	5		4,270,995	4,570,995
Totals		xxxxxxx	0	6,747,886	7,321,886
Summary of Amendments		6			

Attested date: _____

County Clerk

Assisted by:

Address:

Email:

Governing Body

Tax Increment Financing	2018 Adopted Budget	2018 Proposed Budget
Unencumbered Cash Balance January 1	0	0
Receipts:		
Ad Valorem Tax		
Delinquent Tax		
Motor Vehicle Tax		
Recreational Vehicle Tax		
16/20M Vehicle Tax		
College Hill	190,000	250,000
Wheatfield	500,000	500,000
Interest on Idle Funds		
Total Receipts	690,000	750,000
Resources Available:	690,000	750,000
Expenditures:		
Contractual Services	500,000	500,000
Other	190,000	250,000
Total Expenditures	690,000	750,000
Unencumbered Cash Balance December 31	0	0

City of Topeka

2018

Adopted Budget

Law Enforcement	2018 Adopted Budget	2018 Proposed Budget
Unencumbered Cash Balance January 1	1,506,204	1,506,204
Receipts:		
Ad Valorem Tax		
Delinquent Tax		
Motor Vehicle Tax		
Recreational Vehicle Tax		
16/20M Vehicle Tax		
Revenue	282,000	282,000
Interest on Idle Funds		
Total Receipts	282,000	282,000
Resources Available:	1,788,204	1,788,204
Expenditures:		
Contractual	429,000	452,000
Commodities	121,000	121,000
Other	140,921	140,921
Total Expenditures	690,921	713,921
Unencumbered Cash Balance December 31	1,097,283	1,074,283

City of Topeka

2018

Adopted Budget

SE 29th CID	2018 Adopted Budget	2018 Proposed Budget
Unencumbered Cash Balance January 1	0	0
Receipts:		
Ad Valorem Tax		
Delinquent Tax		
Motor Vehicle Tax		
Recreational Vehicle Tax		
16/20M Vehicle Tax		
Sales Tax	560,000	645,000
Interest on Idle Funds		
Total Receipts	560,000	645,000
Resources Available:	560,000	645,000
Expenditures:		
Payment to Developer	560,000	645,000
Total Expenditures	560,000	645,000
Unencumbered Cash Balance December 31	0	0

City of Topeka

2018

Adopted Budget

Information Technology	2018 Adopted Budget	2018 Proposed Budget
Unencumbered Cash Balance January 1	1,145,189	1,145,189
Receipts:		
Ad Valorem Tax		
Delinquent Tax		
Motor Vehicle Tax		
Recreational Vehicle Tax		
16/20M Vehicle Tax		
Department Fees	3,921,044	3,921,044
Franchise Fees	10,000	10,000
Interest on Idle Funds		
Total Receipts	3,931,044	3,931,044
Resources Available:	5,076,233	5,076,233
Expenditures:		
Personnel	1,649,024	1,649,024
Contractual	2,105,221	2,405,221
Capital	340,000	340,000
Commodities	176,750	176,750
Total Expenditures	4,270,995	4,570,995
Unencumbered Cash Balance December 31	805,238	505,238

2018

**Notice of Budget Hearing for Amending the
2018 Budget**

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City of Topeka

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Detailed budget information is available at Office of the City Clerk at City Hall
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Summary of Amendments

Fund	2018 Adopted Budget			2018 Proposed Amended Expenditures
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Law Enforcement			690,921	713,921
SE 29th CID			560,000	645,000
Information Technology			4,270,995	4,570,995

Brenda Younger
Official Title: City Clerk



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
November 13, 2018

DATE: November 13, 2018
CONTACT PERSON: Bill Fiander DOCUMENT #:
SECOND PARTY/SUBJECT: Kevin Holland, P.E. PROJECT #: Z18/05
CATEGORY/SUBCATEGORY 014 Ordinances – Non-Codified / 007 Zoning
CIP PROJECT: No
ACTION OF COUNCIL: JOURNAL #:
PAGE #:

DOCUMENT DESCRIPTION:

ORDINANCE introduced by City Manager Brent Trout, amending the "District Map" referred to and made a part the Zoning Ordinance by Section 18.50.050 of the Topeka Municipal Code, by providing for certain changes in zoning on property located at 1329 SW Woodhull Street from "R-1" Residential District to "O&I-2" Office and Institutional District. (Z18/05) (Council District No. 9)

Voting Requirements: (1) Approve the Planning Commission's recommendation; 6 votes required (2) Amend or Reject the Planning Commission's recommendation; 7 votes required (3) Remand back to the Planning Commission; 6 votes required.

(Approval would allow the expansion of a surface parking lot for an existing dental clinic.)

VOTING REQUIREMENTS:

1. Approve the Planning Commission's recommendation by adopting the ordinance. A minimum of 6 votes is required.
2. Amend the Planning Commission's recommendation by amending the ordinance. A minimum of 7 votes is required.
3. Reject the Planning Commission's recommendation. A minimum of 7 votes is required.
4. Remand back to the Planning Commission for further consideration, with a statement specifying the basis for the governing body's decisions to approve or disapprove. A minimum of 6 votes is required.

POLICY ISSUE:

The primary issue of the proposed zone change is its purpose, allowing the expansion of existing parking in an area that has an apparent abundance of surface parking. The additional parking potentially detracts from the physical character of the neighborhood. However, some staff at the dental clinic are currently parking on Hillsdale Street and the resulting parking will allow the dental clinic to add staff and reduce conflicts with the parking needs of surrounding residents. Additionally, required landscaping and setbacks will mitigate the

adverse effects of expanded parking.

STAFF RECOMMENDATION:

Staff recommends the Governing Body move to adopt the ordinance.

BACKGROUND:

The proposed change in zoning to O&I-2 will provide for use of the property at 1329 SW Woodhull Street for expansion of accessory parking for the existing dental clinic located on adjacent property at 1271 SW Woodhull Street.

The increased supply of off-street parking resulting from the proposed zone change will supplement available off-street parking for the added convenience of dental clinic patients and staff. Any development pursuant to the proposed zone change will require landscaping and buffer yards in conformance with TMC 18.235 Landscape Requirements.

The Topeka Land Use and Growth Management Plan 2040 (LUGMP) designates the subject property and adjacent properties on the west side of Woodhull Street as "Urban/Suburban Low Density Residential," while properties on the east side of Woodhull Street are included on the Land Use Map as "Commercial." Although designated as residential, the uses on the west side of Woodhull are a mix of commercial, office and residential. The dental clinic has operated for many years, serving as an appropriate transitional use between the more intense commercial uses to the north and east and the residential uses to the south and west, and the proposed zone change is consistent with the LUGMP in this regard.

The applicant conducted a Neighborhood Information Meeting on September 27, 2018. No one attended the meeting other than the applicant's representative and City staff.

The Planning Commission recommended approval of the zoning change by a vote of 8-1-0 on October 15, 2018, and the Planning Department recommends approval.

BUDGETARY IMPACT:

There would be no budgetary impact to the City.

SOURCE OF FUNDING:

Not applicable

ATTACHMENTS:

Description

Ordinance

Planning Commission Meeting Minutes for October 15, 2018 (DRAFT)

Staff Report to the Planning Commission

Aerial Map

Zoning Map

Future Land Use Map (LUGMP 2040)

(Published in the Topeka Metro News _____)

ORDINANCE NO. _____

AN ORDINANCE introduced by City Manager Brent Trout amending the "District Map" referred to and made a part of the Zoning Ordinances by Section 18.50.050 of the Topeka Municipal Code, by providing for certain changes in zoning on property located at 1329 SW Woodhull Street from "R-1" Residential District to "O&I-2" Office and Institutional District. **(Z18/05) (Council District No. 9)**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TOPEKA, KANSAS:

Section 1. That the "District Map" referred to and made a part of the Zoning Ordinances by Section 18.50.050 of the Topeka Municipal Code (TMC), be, and the same is hereby amended, by reclassifying the following described property:

E A M SMITHS LENOX PLACE, Lot 1267+, WOODHULL ST LOTS 1267-1271 LENOX PLACE ADD ALSO E ½ VAC ALLEY SECTION 03 TOWNSHIP 12 RANGE 15, City of Topeka, Shawnee County, Kansas.

FROM "R-1" Single Family Dwelling District **TO** "O&I-2" Office and Institutional District.

Section 2. This Ordinance Number shall be fixed upon the "District Map."

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This Ordinance shall take effect and be in force from and after its passage, approval and publication in the official city newspaper.

PASSED AND APPROVED by the Council of the City of Topeka, _____,

2018

Michelle De La Isla, Mayor

ATTEST:

Brenda Younger, City Clerk

To Be Codified _____
Not To Be Codified X



CITY OF
TOPEKA

MINUTES

TOPEKA PLANNING COMMISSION

Monday, October 15, 2018

CASE # Z18/05

Members present: Brian Armstrong, Corey Dehn, Marc Fried, Wiley Kannarr, Corliss Lawson, Katrina Ringler (Chair), Matt Werner, Carole Jordan, Ariane Messina (9)

Members Absent:

Staff Present: Bill Fiander, Planning Director, Mike Hall, Planner III; Annie Driver, Planner II; John Neunuebel, Planner II; Kris Wagers, Administrative Officer; Mary Feighny, Legal

Z18/05 by: Gage Center Dental Group, PA requesting to amend the District Zoning Classification from “R-1” Residential District to “O&I-2” Office and Institutional District to provide for expansion of accessory parking lot for dental clinic located at 1329 SW Woodhull Street.

Mr. Neunuebel presented the staff report and staff recommendation for approval.

Ms. Messina asked if there is a need for more parking, and Mr. Neunuebel stated he’s not aware of any parking problems reported in the area.

Ms. Ringler declared the **public hearing open** and Kevin Holland of CFS came forward representing the applicant. He stated that Dr. Jeffrey Burkett of Gage Dental Group was in attendance and available for questions.

Mr. Holland explained that additional parking is needed in order for the dental group to grow and add dental staff. It would also make it possible to connect of all the current lots, and handicap parking could be extended further to the east to make the building more accessible. He said that some of the staff are currently parking on Hillsdale rather than in any of the parking lots.

Ms. Messina asked if staff is allowed to park in the parking lot on the east side, across the street on Woodhull. Mr. Holland stated that the property is not owned by Gage Dental and Gage Dental does not have permission to use the parking lot.

With nobody else coming forward, Ms. Ringler declared the **public hearing closed**.

Ms. Messina stated she has conflicts with the request based on the amount of parking currently available. She said she drove by this morning and this afternoon and didn’t see a demand for additional parking. She suggested that an agreement might be made with the owners of the parking lot across the street (Woodhull) to allow parking there, as well as a cross walk be added.

DRAFT FOR APPROVAL

Mr. Armstrong stated that from his experience, he's been there when there aren't spaces available in the north or east lots.

Ms. Messina asked what growth is anticipated and Mr. Holland explained that currently there are 7 dentists and the group would like to add 1 or 2 more. He added that it would be difficult to come to an agreement with the owners of the parking lot across the street to allow Gage Dental Group to use their property.

Ms. Messina asked how many additional spots would be required for 1-2 additional dentists and Mr. Holland stated that they are looking to add 18-25 spots, landscaped as required by the City of Topeka.

Mr. Kannarr asked if the size of the building would allow for the addition of 1-2 dentists and still more in the future and Mr. Holland explained that there likely is not room in the building to add more than the 1-2 current planned.

Ms. Ringler stated that she is not a fan of additional parking, yet she also understands the need for it. Ms. Jordan stated that it seems the group is being proactive and thinking ahead to future needs. She also believes it is a good idea to expand handicap parking.

Mr. Fried expressed concern about people having to park and walk across the street, which also causes traffic disruptions. He also pointed out that having an agreement with another owner is not a permanent solution and he'd rather the applicant rely on their own parking on their own property.

Motion by Ms. Jordan to recommend approval of Z18/05 to the Governing Body, **second** by Mr. Fried.

APPROVAL (8-1-0 with Ms. Messina voting no)

STAFF REPORT – ZONING CASE
TOPEKA PLANNING DEPARTMENT

PLANNING COMMISSION DATE: October 15, 2018

APPLICATION CASE NUMBER / NAME:	Z18/05 - Gage Center Dental Group, PA
REQUESTED ACTION / CURRENT ZONING:	Zoning reclassification FROM “R-1” Residential District TO “O&I-2” Office and Institutional District
PROPERTY OWNER:	DDS4Properties LLC
APPLICANT:	Gage Center Dental Group, PA
APPLICANT REPRESENTATIVE:	Kevin K. Holland, P.E.
PROPERTY LOCATION / PARCEL ID:	1329 SW Woodhull Street / Parcel No. 1420301002008000
PARCEL SIZE:	0.24 acre
CASE PLANNER:	J. Neunuebel, Planner II
RECOMMENDATION:	Approval
RECOMMENDED MOTION:	Based on the findings and analysis in the staff report I move to recommend APPROVAL to the Governing Body of the reclassification of the subject property from “R-1” Residential District to “O&I-2” Office and Institutional District.

PROJECT AND SITE INFORMATION

PROPOSED USE / SUMMARY:	The change in zoning to O&I-2 as requested will provide for use of a property at 1329 SW Woodhull Street for expansion of accessory parking for an existing dental clinic located on adjacent property at 1271 SW Woodhull Street. The applicant/ owner of the subject property, which is now a single-family residence, intends to demolish the residence to provide for an expanded parking area that will adjoin existing parking lot area(s) immediately to the north and west.
DEVELOPMENT / CASE HISTORY:	The existing single-family residence was constructed in 1951, and the property has been zoned R-1 Single-Family Residential or an equivalent since that time.

**ZONING AND CHARACTER OF
SURROUNDING PROPERTIES:**

Based on the zoning and land uses of surrounding properties as described below, the subject property is a remnant single-family land use amidst commercial, office, and higher density residential uses.

Adjacent and north: O&I-2 Office and Institutional including the applicant's dental clinic building and associated parking areas, and C-2 Commercial including Herman's restaurant, with Gage Bowl bowling alley on the north side of Huntoon Street.

Adjacent and west: O&I-2 including additional parking lot area for dental clinic with access onto SW Hillsdale Street, and R-1 Single-Family Residential with single-family dwellings on the west side of SW Hillsdale Street and south of dental clinic parking.

Adjacent and east across SW Woodhull Street: Planned Unit Development (with C-4 commercial use group) including Gage Center Office Suites comprised of a 2-story building along with parking lot areas within a larger commercial center primarily accessed from SW Huntoon Street and Gage Boulevard.

Adjacent and south: M-2 Multiple-Family including a residential apartment building located at 1337 SW Woodhull St. with eight residential units. (Property further south: M-3 Multiple-Family including a residential apartment building located at 1347 SW Woodhull St. with 17 units.

PHOTOS:



On SW Woodhull street facing west along *northern* property line of subject property with single-family residence on left and dental clinic with existing parking area on right.



West of subject property facing backside of existing residence and fence, with additional parking area for dental clinic located to the south of the clinic bldg. in foreground. (This parking area currently accessed from SW Hillsdale Street.)



On SW Woodhull street facing west along *southern* property line of subject property with single-family residence on right and 8-unit apartment building on left.

DEVELOPMENT STANDARDS AND POLICIES

PURPOSE, USE STANDARDS:

The purpose / intent of the proposed O&I-2 zoning district is to provide for a limited range of nonresidential and noncommercial uses such as general purpose office, professional, or administrative operations. The district shall not permit those uses and activities pertaining to retail product display, installation, service, repair, or maintenance unless specifically provided for within the chapter. Among others, an objective of this district is to provide for a transitional buffer between districts of lesser and greater intensity; and to restrict the intensity of use to a low

to moderate range and to encourage compatible design with the adjacent use and development. (TMC 18.130.010).

A very limited range of office and commercial activities are permitted in the O&I-2 district such as bank/finance institution, funeral home, health service and clinic, medical equipment, and radio and TV broadcasting.

DENSITY & DIMENSIONAL STANDARDS:

Within the O&I-2 district minimum lot area is 7,500 square feet and maximum building coverage is 50% of lot area. Principal building setbacks within the district are: front – 25 feet; side – 7 feet; and rear – 25 feet. Maximum building size is 20,000 square feet ground floor area.

OFF-STREET PARKING:

The increase in parking stalls as a result of the proposed zone change is not required to provide minimum off-street parking for the existing dental clinic as is already provided but is intended to supplement available parking for the added convenience of dental clinic users and staff.

LANDSCAPING:

Any development pursuant to the proposed O&I-2 zoning will require landscaping and buffer yards in conformance with TMC 18.235 Landscape Requirements. Landscape plans will be reviewed and approved as part of a site plan review application required for development.

OTHER DESIGN GUIDELINES AND CONSIDERATIONS:

None

SIGNS:

Pole signs are not allowed within the O&I-2 district, while monument signs are limited to a maximum of 100 square feet or 50 square feet per sign face, with a maximum height of 5 feet. Wall signs are limited to a maximum sign area of 40 square feet.

COMPREHENSIVE PLAN:

The Topeka Land Use and Growth Management Plan 2040 (LUGMP) includes the subject property and adjacent properties on the west side of Woodhull Street on the Future Land Use Map as “Urban/ Suburban Low Density Residential,” while properties on the east side of the street are designated at “Commercial.” Although the west side of Woodhull Street is designated “Urban/Suburban Low Density Residential” the uses on that side of the street are a mixture of commercial, office, and multi-family. The dental clinic has been operating for many years, serving as an appropriate transitional use between the commercial centers to the north and east and residential uses to the south and west. The proposed zone change is consistent with the LUGMP in this regard.

TRANSPORTATION/ AND ACCESS:

SW Woodhull Street is a local street, while SW Huntoon Street approximately 350 feet north of the subject site is classified as a Minor Arterial.

OTHER FACTORS

SUBDIVISION PLAT:	Lots 1267, 1269, 1271 and East ½ of the Vacated Alley, EAM Smiths Lenox Place Subdivision
FLOOD HAZARDS, STREAM BUFFERS:	None
UTILITIES:	The site is served by a full range of utilities and services.
TRANSPORTATION/TRAFFIC:	The proposed change in zoning will have no anticipated impacts upon transportation/traffic within the area.
HISTORIC PROPERTIES:	None
NEIGHBORHOOD INFORMATION MEETING / STAKEHOLDER FEEDBACK:	The applicant conducted a Neighborhood Information Meeting on September 27, 2018; however, no external attendees (besides the applicant team and city staff) were present at the meeting.

PUBLIC WORKS/ENGINEERING:	No issues identified.
WATER POLLUTION CONTROL:	No issues identified.
FIRE:	No issues identified.
DEVELOPMENT SERVICES:	No issues identified.
Other:	None

KEY DATES

APPLICATION SUBMITTAL:	August 28, 2018
NEIGHBORHOOD INFORMATION MEETING:	September 27, 2018
LEGAL NOTICE PUBLICATION:	September 24, 2018
ADJOINING PROPERTY OWNER NOTICES MAILED:	September 20, 2018

STAFF ANALYSIS

CHARACTER OF NEIGHBORHOOD: The proposed O&I-2 zoning is compatible with the existing and desired future character of the neighborhood. The subject property is on the west side of Woodhull Street at mid-block. The surrounding development on the block is characterized by office and retail with accessory surface parking, residential duplexes, and two and three-story apartment buildings. The block on the east side of Woodhull contains a two-story office and retail building. The rear of the building faces Woodhull Street. The proposed O&I-2 zoning allows for office and other similar

commercial and institutional uses. However, the property is likely too small to support anything but a small building, and the owner is requesting the O&I-2 zoning to allow for expansion of parking for the existing Gage Dental Clinic to ensure the clinic has sufficient parking. Development of the property will require an approved site and landscape plan to ensure proper parking design, setbacks and buffer yards, and landscaping.

THE ZONING AND USE OF PROPERTIES NEARBY: The proposed O&I-2 zoning is compatible with the zoning and land use of adjacent properties and in the surrounding neighborhood for multiple reasons. The subject property is comprised of a single-family residence that is not particularly compatible with surrounding commercial, office, and higher density residential uses. The zoning change will support an expansion of the existing parking lot for the Gage Dental Clinic. The additional parking will help prevent parking congestion and potential conflicts with parking for surrounding uses. The development resulting from the zoning change will be surrounded by two-story office and residential apartment buildings, residential duplexes, and parking lots.

LENGTH OF TIME PROPERTY HAS REMAINED VACANT AS ZONED OR USED FOR ITS CURRENT USE UNDER PRESENT CLASSIFICATION: The subject property includes an existing single-family residence that is owned by the applicant and utilized as a rental property although it is currently vacant.

CONFORMANCE TO COMPREHENSIVE PLAN: The Topeka Land Use and Growth Management Plan 2040 (LUGMP) designates the subject property on the Future Land Use Map as "Urban/ Suburban Low Density Residential," and although such a designation would not normally provide for an office use in the form of a dental clinic, the fact that the dental clinic has been operating for many years serving as an appropriate transitional use between the commercial centers to the north and east and residential uses to the south and west, the proposed zoning change is in conformance with LUGMP policies in part because it provides additional parking for the dental clinic.

THE SUITABILITY OF THE SUBJECT PROPERTY FOR THE USES OF WHICH IT HAS BEEN RESTRICTED: Under its current R-1 zoning the property is restricted to single-family residential and a narrow range of limited institutional uses such as churches (*religious assembly*). The small size of the property (.24 acre) also limits how the property can be used. Its R-1 zoning and current single family residential use is perhaps less compatible with the adjacent dental clinic and other surrounding zoning and land use than if it was reclassified to O&I-2 and utilized for expanded off-street parking for the existing dental clinic.

THE EXTENT TO WHICH REMOVAL OF THE RESTRICTIONS WILL DETRIMENTALLY AFFECT NEARBY PROPERTIES: The change in zoning to O&I2 will allow the owner to provide additional off-street parking for Gage Dental Clinic which has operated at its location for many years without reported problems. The additional parking likely has a positive effect on nearby property owners and residents because it helps to prevent parking congestion on Woodhull and Hillsdale streets, and averts the potential problem of clinic customers parking in other private lots. Additionally, development of parking or another use permitted under the proposed zoning will require an approved site and landscape plan with property setbacks, buffer yards, and landscaping to protect neighboring owners and residents from the potential negative effects of development.

THE RELATIVE GAIN TO THE PUBLIC HEALTH, SAFETY AND WELFARE BY THE DESTRUCTION OF THE VALUE OF THE OWNER'S PROPERTY AS COMPARED TO THE HARDSHIP IMPOSED UPON THE INDIVIDUAL LANDOWNER: The continued use of the property as a single-family residence is not particularly suitable with existing development within the area. Denial of the proposed zone change and additional off-street parking for the existing dental clinic may prove burdensome to the applicant to the point of their needing to re-locate the clinic to another area resulting in vacating of a building that has been utilized for many years.

AVAILABILITY OF PUBLIC SERVICES: All essential public utilities, services, and facilities are presently available within the area.

STAFF RECOMMENDATION:

RECOMMENDATION: Based on the above findings and analysis Planning Staff recommends approval of the zoning reclassification **FROM** “R-1” Single-Family Residential District **TO** “O&I-2” Office and Institutional District as proposed.

RECOMMENDED MOTION: Based on the findings and analysis in the staff report I move to recommend **APPROVAL** to the Governing Body of the reclassification of the subject property from “R-1” Residential District to “O&I-2” Office and Institutional District.

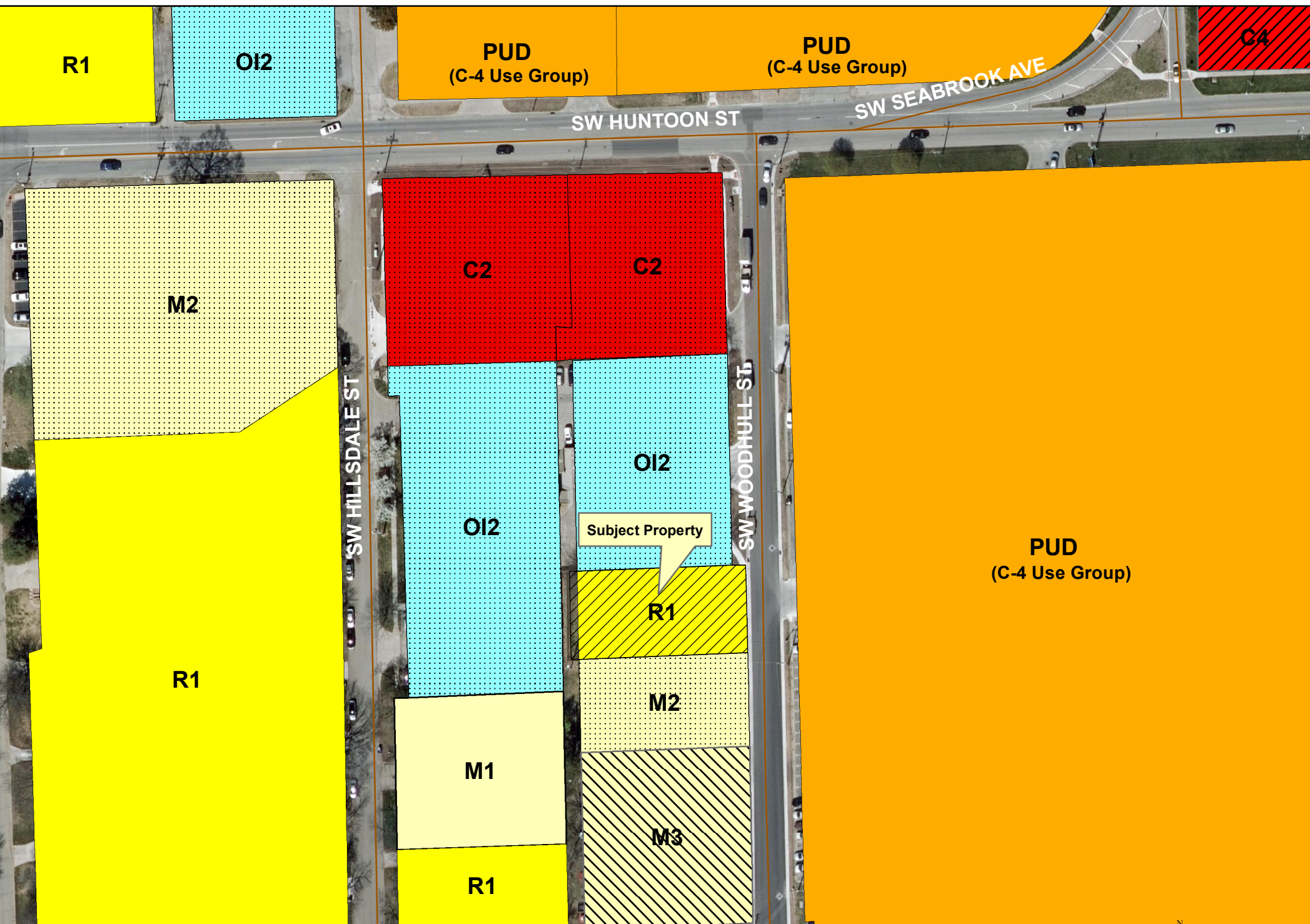
Attachments:

- Aerial Map
- Zoning Map
- Future Land Use Map (LUGMP 2040)



Z18/05 - Aerial Map
Gage Center Dental Group, PA





Z18/05 - Zoning Map
Gage Center Dental Group, PA



Residential

Commercial

Subject Property



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
November 13, 2018

DATE: November 13, 2018
CONTACT PERSON: Bill Fiander **DOCUMENT #:** Z18/6
SECOND PARTY/SUBJECT: Ted Graf, TKG 125 **PROJECT #:**
LLC
CATEGORY/SUBCATEGORY 014 Ordinances – Non-Codified / 007 Zoning
CIP PROJECT: No
ACTION OF COUNCIL: **JOURNAL #:**
PAGE #:

DOCUMENT DESCRIPTION:

ORDINANCE introduced by City Manager Brent Trout, amending the “District Map” referred to and made a part of the Zoning Ordinances by Section 18.50.050 of the Topeka Municipal Code, by providing for certain changes in zoning on property located at 121 and 125 N. Kansas Avenue from I-2” Heavy Industrial District to “D-3” Downtown District. (Z18/06) (Council District No. 1)

Voting Requirements: (1) Approve the Planning Commission's recommendation; 6 votes required (2) Amend or Reject the Planning Commission's recommendation; 7 votes required (3) Remand back to the Planning Commission; 6 votes required.

(Approval would allow conversion of the buildings for residential uses.)

VOTING REQUIREMENTS:

1. Approve the Planning Commission's recommendation by adopting the ordinance. A minimum of 6 votes is required.
2. Amend the Planning Commission's recommendation by amending the ordinance. A minimum of 7 votes is required.
3. Reject the Planning Commission's recommendation. A minimum of 7 votes is required.
4. Remand back to the Planning Commission for further consideration, with a statement specifying the basis for the governing body's decision to approve or disapprove. A minimum of 6 votes is required.

POLICY ISSUE:

The key issue of the zone change is compatibility between new residential loft conversions and existing industrial uses as the area transitions for "Downtown" mixed land uses as supported by the Land Use and Growth Management Plan - 2040.

STAFF RECOMMENDATION:

Staff recommends the Governing Body move to adopt the ordinance.

BACKGROUND:

The proposed change in zoning to D-3 Downtown District accommodates the conversion of the buildings (or portion thereof) for residential use. The 2nd floor of the building at 125 N. Kansas was converted for three residential apartments in 2018. There are no current or pending plans to convert the building at 121 N. Kansas.

The request is consistent with the land use policies and principles of the Topeka Land Use and Growth Management Plan - 2040. The proposed rezoning is consistent with recent zoning changes to D-3 within the historic mill block.

The applicant conducted a Neighborhood Information Meeting on Thursday, September 27, 2018. One business owner in the area attended the meeting. The business owner's primary concerns related to future conflicts that may arise as more residents move into the industrial area and the uncertain timing and impact of the future Polk Quincy Viaduct construction.

The Planning Commission recommended approval by a vote of 9-0-0 on October 15, 2018, and the Planning Department recommends approval. No opposing public testimony was expressed at the public hearing.

BUDGETARY IMPACT:

The proposed zoning will have no budgetary impact to the City.

SOURCE OF FUNDING:

Not applicable.

ATTACHMENTS:

Description

Ordinance

Minutes of Planning Commission Meeting October 15, 2018

Staff Report to the Planning Commission

Aerial Map

Zoning Map

Future Land Use Map

Neighborhood Information Meeting Minutes September 27, 2018

Neighborhood Information Meeting Attendance Sheet September 27, 2018

(Published in the Topeka Metro News _____)

ORDINANCE NO. _____

AN ORDINANCE introduced by City Manager Brent Trout amending the "District Map" referred to and made a part of the Zoning Ordinances by Section 18.50.050 of the Topeka Municipal Code, by providing for certain changes in zoning on property located at 121 and 125 N. Kansas Avenue from I-2" Heavy Industrial District to "D-3" Downtown District. **(Z18/6) (Council District No. 1)**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TOPEKA, KANSAS:

Section 1. That the "District Map" referred to and made a part of the Zoning Ordinances by Section 18.50.050 of the Topeka Municipal Code (TMC), be, and the same is hereby amended, by reclassifying the following described property:

Lots 21, 23, 25, 27 Mill Block Subdivision, City of Topeka, Shawnee County, Kansas

FROM "I-2" Heavy Industrial District TO "D-3" Downtown District

Section 2. This Ordinance Number shall be fixed upon the "District Map."

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This Ordinance shall take effect and be in force from and after its passage, approval and publication in the official city newspaper.

PASSED AND APPROVED by the Council of the City of Topeka, _____,

2018

Michelle De La Isla, Mayor

ATTEST:

Brenda Younger, City Clerk

To Be Codified _____
Not To Be Codified X



CITY OF
TOPEKA

MINUTES

TOPEKA PLANNING COMMISSION

CASE # Z18/06

Monday, October 15, 2018

Members present: Brian Armstrong, Corey Dehn, Marc Fried, Wiley Kannarr, Corliss Lawson, Katrina Ringler (Chair), Matt Werner, Carole Jordan, Ariane Messina (9)

Members Absent:

Staff Present: Bill Fiander, Planning Director, Mike Hall, Planner III; Annie Driver, Planner II; John Neunuebel, Planner II; Kris Wagers, Administrative Officer; Mary Feighny, Legal

Z18/06 by TKG 125, LLC and JT&DV Investments, LLC requesting to amend the District Zoning Map reclassifying the zoning of the properties located at 125 and 121 N Kansas Avenue from “I-2” Heavy Industrial District to “D-3” Downtown District.

Ms. Driver presented the staff report and staff recommendation for approval.

Mr. Armstrong asked and received confirmation that the other buildings on the block (south) had been re-zoned in recent years. He noted that that since then, substantial improvements have been made to the buildings.

Ms. Ringler declared the **public hearing open** and Ted Graf came forward as the applicant. He stated that he and his wife purchased the building as a historic building about 2 years ago and have been working on improvements since then.

Ms. Ringler asked if the apartments are currently occupied and Mr. Graf said they are. Ms. Ringler asked for confirmation that the residents are aware that they live in an urban/industrial mixed use area and Mr. Graf stated they are aware and like the fact that they live in an historic building. Industrial noise, etc. has not bothered them at all.

With nobody else coming forward, Ms. Ringler declared the **public hearing closed**.

Ms. Ringler noted that the residential use is already built, and as long as residents know what they're getting in to, she didn't see any issues. She made reference to a zoning case earlier in the year where one of the questions that came up had to do with whether people were aware of and preferred living in a more industrialized area. She noted that they answered they were aware and liked it.

Motion by Mr. Werner to recommend approval of Z18/06 to the Governing Body, **second** by Mr. Dehn.

APPROVAL (9-0-0)

DRAFT FOR APPROVAL

STAFF REPORT – ZONING CASE
TOPEKA PLANNING DEPARTMENT

PLANNING COMMISSION DATE: Monday, October 15, 2018

APPLICATION CASE: Z18/6 By: TKG 125 LLC/Ted Graf and JT & DV Investments LLC

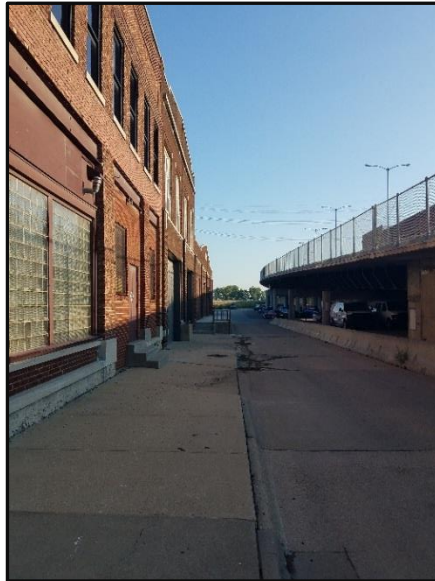
REQUESTED ACTION: Zoning change from “I-2” Heavy Industrial District **TO** “D-3” Downtown District

APPLICANT / PROPERTY OWNERS: TKG 125 LLC and JT & DV Investments LLC

PROPERTY LOCATION / PARCEL ID: 121 and 125 N. Kansas Avenue

PARCEL SIZE: 0.17 acres per parcel

PHOTOS:



CASE PLANNER: Annie Driver, AICP

RECOMMENDATION: Approval

RECOMMENDED MOTION: Based on the findings and analysis in the staff report I move to recommend to the Governing Body approval of the reclassification of the property from “I-2” Heavy Industrial District **TO** “D-3” Downtown District.

PROJECT AND SITE INFORMATION

PROPOSED USE / SUMMARY:

The change in zoning at 125 N. Kansas to “D-3” zoning accommodates the re-use of the 2nd floor for three, residential loft apartments that was completed in 2018. The applicant was under the assumption the rezoning had already been approved when adjacent properties within the block were rezoned to “D-3”. The Planning Department also inadvertently approved a building permit for the apartments without the proper residential zoning. Residential uses are not permitted under the current “I-2” zoning.

The owner of the adjacent building at 121 N. Kansas building is a co-applicant to this rezoning to allow for future conversion of the building to residential. There are no plans to convert 121 N. Kansas to residential use in the near future.

DEVELOPMENT / CASE HISTORY:

The building at 125 N Kansas (Graf) was constructed in the late nineteenth century. The building at 121 N. Kansas was constructed in the 1920s and is presently being used for storage and warehouse, but the owner may have interest to convert the building in the future.

In August 2011 the Governing Body approved the zoning change from “I-2” to “D-3” for the two parcels immediately south of the subject properties (115/109 N. Kansas). In June 2017, the Governing Body approved the zoning change from “I-2” to “D-3” for the parcel south located at 101 N. Kansas Avenue.

The subject property is one of five buildings in the Mill Block Historic District (1st and Crane, east of alleyway) established in May 2015 by the US Department of the Interior.

ZONING AND SURROUNDING PROPERTIES:

Adjacent and north: “I-2” Heavy Industrial – warehouse, storage uses

Adjacent and west: “I-2”; current use is a storage warehouse and associated parking and loading

Adjacent and east across N Kansas Avenue bridge: “I-1” (Light Industrial) used for the Kansas Lottery. The State currently leases the parking under the bridge from the City of Topeka during the business hours, but is available after business hours to tenants.

The two buildings south of the subject properties (109/115 N. Kansas) contain two residential units each and were converted from warehouse spaces near 2011. The building at 101 N. Kansas Avenue is undergoing a conversion to allow 33 residential units along with a below surface parking garage.

The surrounding properties zoned both “I-1” and “I-2” Light and Heavy Industrial District contain a variety of uses associated with plant, factory, heavy goods storage, handling activities,

warehousing, parking and loading areas as well as associated offices for these business establishments.

DEVELOPMENT STANDARDS AND POLICIES

PURPOSE, USE STANDARDS:

The purpose of the I-2 district is to provide for the most intensive land uses including the full range of both light and heavy industrial uses.

The purpose of the “D-3” Downtown District is to “. . . reestablish the linkage between downtown and the Kansas River through intensive redevelopment of the area north of Crane Street to the Kansas River. The district includes housing, commercial and office uses.” (TMC 18.200.020) Staff considers most of the area north of 3rd Street and east of Van Buren to be potentially suitable for “D-3” because of the fact Crane Street is in close proximity and potential future access to the Kansas River and because of the industrial nature of the built environment north of 3rd Street.

Residential uses are not permitted in the “I-2” District, except for caretaker residences (i.e. night watchmen). Industrial uses in the “D-3” District are limited to: *Contractor yards; Manufacturing-Processing Type I (i.e. (Businesses engaged in the manufacture of finished parts or products from previously prepared materials); Self-Storage Type I (i.e. Enclosed climate controlled, self-storage with entry from an interior hall); Micro-Alcohol Production; and Artisan Manufacturing (i.e. Production and assembly of finished products or component parts typically by hand); and Commercial Bakeries. Warehousing, Storage and Distribution* is not permitted in the “D-3” District, although existing storage in these buildings will be allowed to continue as a legal non-conforming use or as accessory uses. It is anticipated storage type uses in “D-3” will be addressed in a future code update.

DIMENSIONAL STANDARDS:

“I-2” district: Building setbacks are not required except where development is adjacent to a residential zoning district. The building coverage limit is 85% (i.e. the existing buildings being in an older industrial district are legal non-conforming). There is no height restriction.

“D-3” district: “D-3” zoning allows for 100 percent building coverage with no minimum building setbacks. There is no restriction on residential density. The maximum building height is 60 feet.

OFF-STREET PARKING:

“I-2” District: Off-street parking is required per the standards in TMC 18.240.030 by based on the use for warehousing.

“D-3” District: No off-street parking is required. Requiring off-street parking is an obstacle to the reuse and renovation of existing buildings and can hinder the density and diverse use mix that is key to revitalization. The applicant indicated the building at 125 N. Kansas has garage parking on the lower level for the apartments. The owner indicated tenants may also use parking under the Kansas Avenue bridge that is presently being leased by the Kansas Lottery from the

City when not in use by the Lottery.

OTHER DESIGN GUIDELINES AND CONSIDERATIONS:

Development in the “D-3” District is subject to the Downtown Topeka Urban Design Guidelines. (TMC 18.200.090). The standards generally only apply to new development and not adaptive re-use of buildings.

SIGNAGE:

Any potential future signage on the building exterior face will be subject to the sign standards for downtown districts and historic district guidelines reviewed both internally and externally by planning staff and the State. (TMC section 18.200.090).

COMPREHENSIVE PLANS:

Land Use and Growth Management Plan 2040 (LUGMP):

- Located in the “Downtown” area on the Future Land Use Map.
- *“This area is classified as Topeka’s Central Business District and should continue to encourage the development of Downtown as an office, regional employment, and commercial center. However, Downtown should also be redeveloped for a mix of uses that include retail, high density residential, and loft conversions . . . A residential component is critical to the redevelopment of Downtown.”* (page 52)
- *“Mixed use is a priority in Downtown, including commercial, office, and higher density residential land uses.”* (page 55)

TRANSPORTATION/MTPO PLANS:

The block is adjacent with a future realignment of Interstate 70 where it would intersect the blocks south of SW 1st Street. The Polk-Quincy Viaduct Study (KDOT) addresses this re-alignment of I-70. The project does not directly affect the subject property, although the recommended changes in exit and entrance ramps should have some positive effect on access to the riverfront area.

The Topeka Pedestrian Master Plan:

- Actions 1B and 1D require sidewalks to be part of new developments (pages 19 and 24).
- Action 4C: “Promote walking in neighborhoods through mixed use development and redevelopment along neighborhood corridors.” (page 53)

The Topeka Bikeways Master Plan:

- This segment of Kansas Avenue is on the “North Topeka Bikeway”. The roadway will incorporate sharrows with associated use of walks on southbound side of the bridge. (pages 168-169)

OTHER FACTORS

SUBDIVISION PLAT:

Lots 21, 23, 25, and 27, Mill Block Subdivision

**FLOOD HAZARDS, STREAM
BUFFERS:**

Designated FEMA Zone X “area with reduced risk due to levee protection

UTILITIES:	The site is served by the full range of utilities and services.
TRANSPORTATION:	Kansas Avenue is classified as a minor arterial. SW 1 st Avenue is classified as a major collector.
HISTORIC PROPERTIES:	101 N. Kansas Avenue is a contributing property to the Mill Block Historic District. In 2015, the Mill Block Historic District was added to the National Register of Historic Places. The owner/applicant is using state historic tax credits to help finance the building renovation. On October 11, 2018, the Topeka Landmarks Commission will consider the proposed zoning change from I-2 to D-3 to determine whether the change in zoning damages or destroys the historical integrity of the property located at 101 N. Kansas Avenue or the surrounding Mill Block Historic District.
NEIGHBORHOOD MEETING:	The owner/applicant conducted a neighborhood information meeting on Thursday, September 27, 2018 at 6 pm. There was one attendee at the meeting other than staff and the applicants. The following concerns were expressed: • Impact of future residential uses within an existing industrial area and the conflicts that may arise as more residents move into the area. • The uncertain timing of the future Polk Quincy Viaduct construction

REVIEW COMMENTS BY CITY DEPARTMENTS AND EXTERNAL AGENCIES

PUBLIC WORKS/ENGINEERING:	None
WATER POLLUTION CONTROL:	None
FIRE:	None
DEVELOPMENT SERVICES:	The applicant was issued a Certificate of Occupancy on April 24, 2018 for the building's Change of Use to residential per International Building Code.

KEY DATES

SUBMITTAL:	September 7, 2018
NEIGHBORHOOD INFORMATION MEETING:	September 27, 2018
LEGAL NOTICE PUBLICATION:	September 24, 2018
PROPERTY OWNER NOTICE:	September 24, 2018

STAFF ANALYSIS

CHARACTER OF NEIGHBORHOOD: The area is alongside the north edge of Interstate 70 (Polk-Quincy Viaduct) is characterized by a mix of light and heavy industrial uses, offices, and parking and loading areas. Much of the Mill Block (subject historic block between SW 1st and NW Crane) is transitioning to higher density residential uses from warehouses constructed in the late nineteenth/early twentieth centuries. The “D-3” zoning is compatible with the Mill Block, however, the zoning is potentially not compatible with surrounding uses on the blocks to the east and west that are zoned for heavy and light industry. The surrounding character of the existing neighborhood is “Industrial” in land use and zoning and contains a variety of industrial uses. Some of the uses within the current I-2 and I-1 zoning are generally not compatible with the future and desired use of the neighborhood for Downtown higher density residential.

LENGTH OF TIME PROPERTY HAS REMAINED VACANT AS ZONED OR USED FOR ITS CURRENT USE UNDER PRESENT CLASSIFICATION: The buildings were historically used for storage and warehousing in the late nineteenth and early twentieth century. The upper floor of the existing building at 125 N. Kansas was converted for three residential apartments in 2017 with garage parking on a portion of the lower level. The remainder of the lower level is currently vacant, but was recently used as an exercise gym. The existing building at 121 N. Kansas has historically been used for warehousing and storage. This owner is not proposing to convert the building 121 N. Kansas to residential in the near future.

CONFORMANCE TO COMPREHENSIVE PLAN: The proposed zoning change to “D-3” Downtown District conforms to Topeka’s comprehensive plan for the re-use of historic Mill Block. The Topeka Land Use and Growth Management Plan 2040 (LUGMP) designates the subject property on the Future Land Use Map for “Downtown” land uses. In accordance with the Downtown designation, the LUGMP envisions redevelopment within the area comprising a mix of uses including retail, high density residential, and residential loft conversions that are also encouraged within the City’s adopted Downtown zoning districts. Zoning changes for re-use and conversion within the designated Downtown area are important to implementation of the Comprehensive Plan. However, that being said, there is the potential for compatibility issues with existing Industrial uses as the area transitions to mixed-use/residential development.

THE SUITABILITY OF THE SUBJECT PROPERTY FOR THE USES OF WHICH IT HAS BEEN RESTRICTED: The subject property at 125 N. Kansas has already been converted for residential apartments on the second floor so “I-2” zoning is no longer appropriate on the property. The “D-3” classification at 125 N. Kansas will bring the zoning into compliance, but will also make the use of the lower floor for warehousing a legal non-conforming use. The properties and especially the buildings are not suitable for many of the uses to which it is restricted under the current “I-2” zoning. The buildings were designed for a warehouse of the type used in the early part of the last century, which is not easily converted to other industrial uses as permitted in the current I-2 district. The “D-3” classification allows the existing building (121 N. Kansas) to be adapted for a broader range of uses, including multifamily, retail, and office in the future as well as limited light industrial uses, but also makes the current warehousing and storage a legal non-conforming use.

THE EXTENT TO WHICH REMOVAL OF THE RESTRICTIONS WILL DETRIMENTALLY AFFECT NEARBY PROPERTIES: The change in zoning and the previous and planned renovations of the buildings will have a net positive effect on nearby properties. The addition of residents will help to support retail services and other downtown businesses and contribute to the vitality of the neighborhood and re-use and conversion of Downtown. There is potential for some detrimental effects to occur upon surrounding industrial land owners as the ongoing expansion of residential within this historically industrial area continues, which may lead to conflicts that can arise when a growing residential population becomes displeased with noxious industrial activity. However, those net impacts should be outweighed by achieving a mixed use Downtown as outlined by the Comprehensive Plan.

THE RELATIVE GAIN TO THE PUBLIC HEALTH, SAFETY AND WELFARE BY THE DESTRUCTION OF THE VALUE OF THE OWNER’S PROPERTY AS COMPARED TO THE HARDSHIP IMPOSED UPON THE INDIVIDUAL LANDOWNER: Approval of the proposed zoning change will allow the buildings to be used for purposes that are

economically feasible in a mixed use Downtown as well as allowing for investment in the properties and long term maintenance of buildings. Considering the surrounding uses in the historic Mill Block and the complimentary past rezoning actions on those properties, there should be no overall harm to the public health, safety and welfare by denial of the rezoning. Denial of the rezoning application imposes a significant hardship upon the landowner at 125 N. Kansas Avenue since he has already made a substantial investment to convert the upper floor of the building for residential apartments.

AVAILABILITY OF PUBLIC SERVICES: Adjacent public streets are adequate to serve the development. All essential public utilities, services and facilities are presently available to this area or will be extended at developer expense. The existing alley and underlying infrastructure (water/sewer) is currently being improved by the City.

STAFF RECOMMENDATION:

RECOMMENDATION: Based on the above findings and analysis Planning Staff recommends approval of the zoning reclassification from “I-2” Heavy Industrial District **TO** “D-3” Downtown District as proposed.

RECOMMENDED MOTION: Based on the findings and analysis in the staff report I move to recommend to the Governing Body approval of the reclassification of the property from “I-2” Heavy Industrial District **TO** “D-3” Downtown District.

Exhibits:

Aerial map

Zoning map

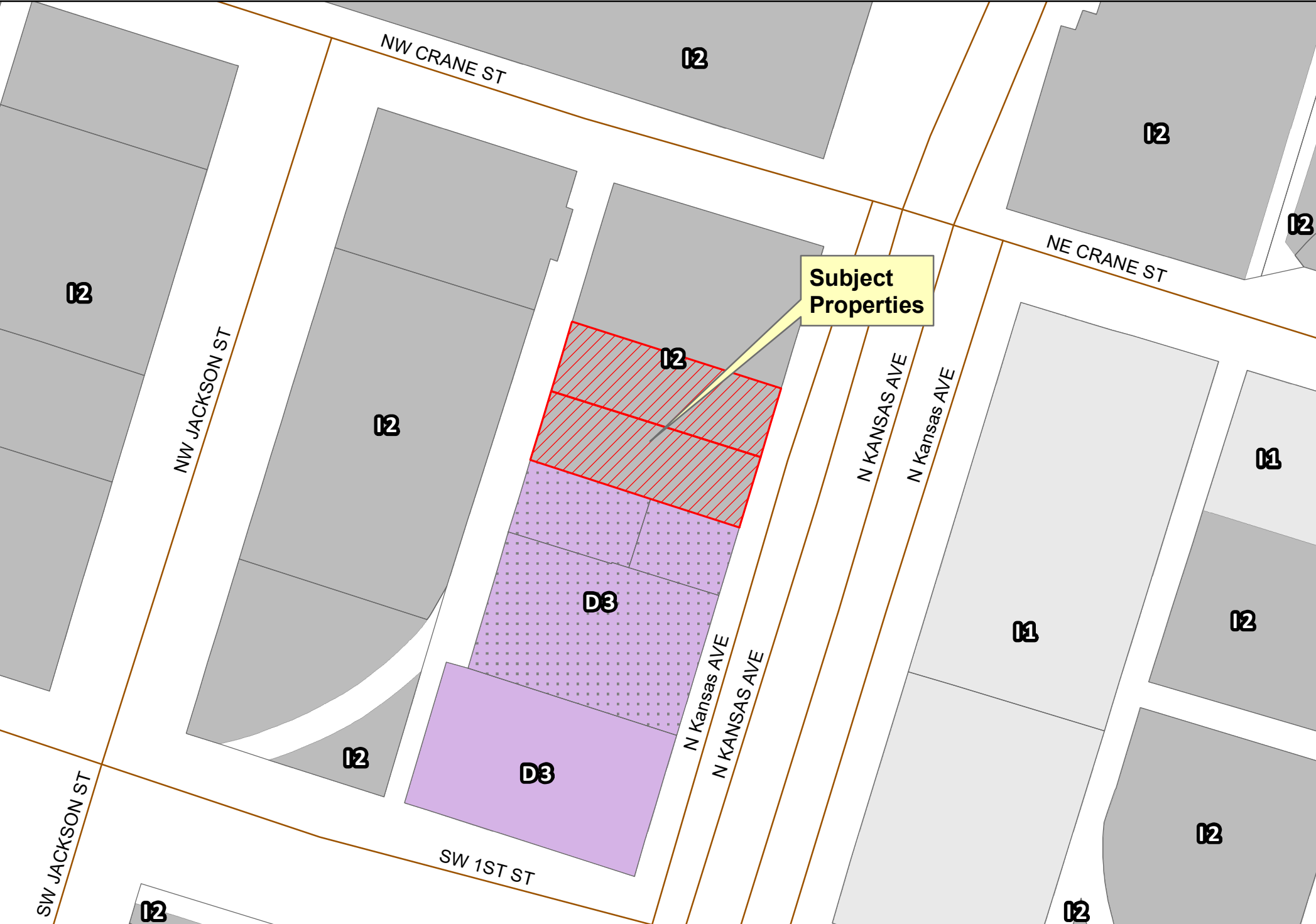
Future land use map

NIM Report and Attendance



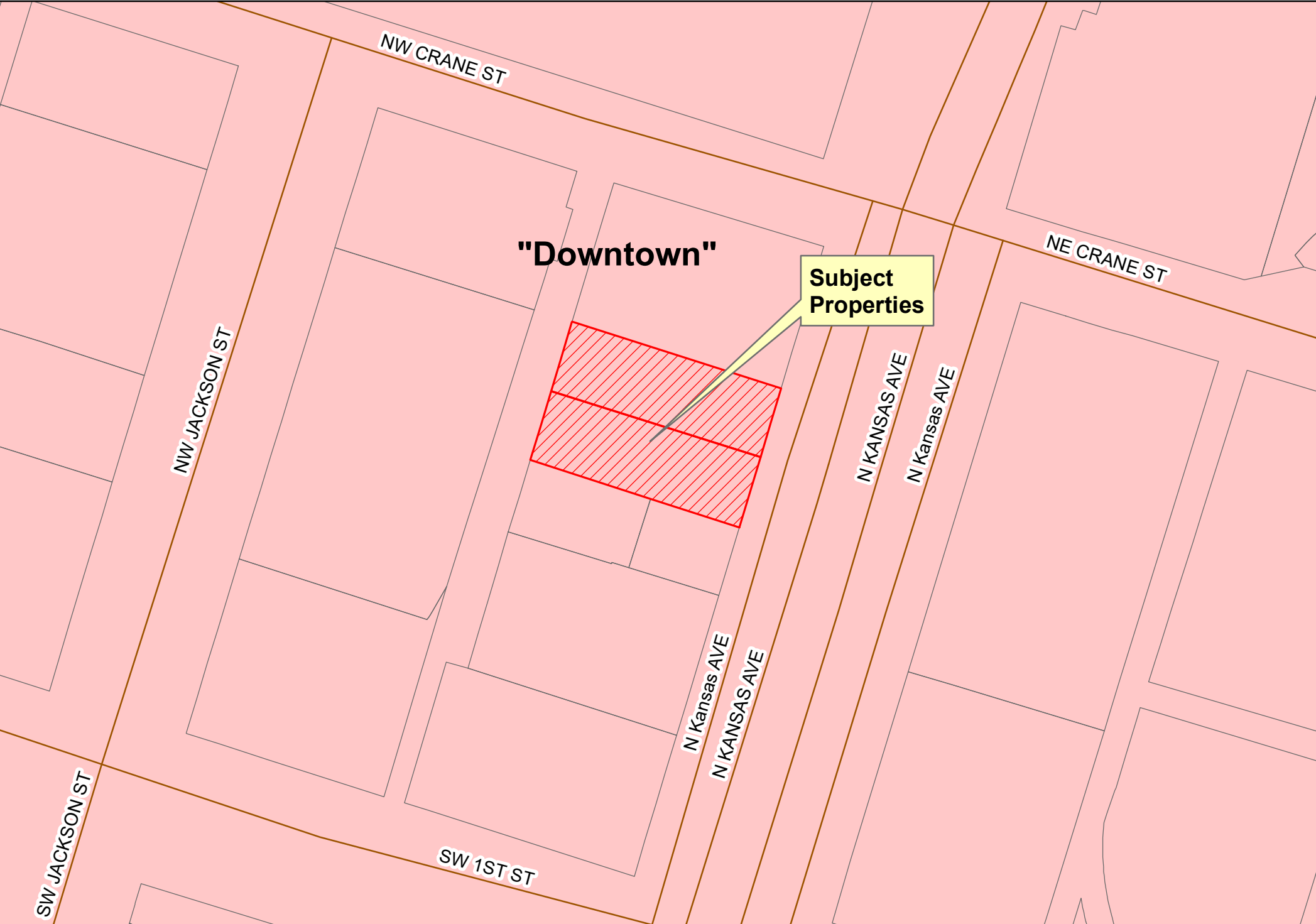
Z18/6 By: TKG 125 LLC/JT & DV Investments LLC





Z18/6 By: TKG 125 LLC/JT & DV Investments LLC





Z18/6 By: TKG 125 LLC/JT & DV Investments LLC
Future Land Use Map



121 and 125 N. Kansas Avenue

On September 27, 2018, 6:00 pm a Neighborhood Information Meeting was held to discuss the rezoning of 121 and 125 N. Kansas Avenue.

The proposed rezoning of the two properties from I-2 to D-3 was discussed with attendees; Michelle Hoferer – J.T. Lardner, Annie Driver, Mike Hall COT Planning and property owner's Ted & Kerry Graf of TKG 125 LLC.

The rezoning requirement was discussed with some concern expressed by Ms. Hoferer regarding the residential growth and increase of traffic in the area. Mrs. Graf also inquired as to why the rezoning was not required at the time of the building permit application.

The meeting concluded at approximately 6:45 pm.

Kerry Graf
TKG 125 LLC

Neighborhood Information Meeting

Sign in Sheet

Neighborhood Information Meeting

Sign in Sheet

Z18/6 Ted Graf/JT & DV Investments LLC

Date: Thursday, September 27, 6:00pm

Location:ON SITE 125 N. Kansas Ave

[illegible]



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
November 13, 2018

DATE: November 13, 2018
CONTACT PERSON: Bill Fiander **DOCUMENT #:**
SECOND PARTY/SUBJECT: Roland Bartels, **PROJECT #:** Z18/07
TERC, LLC
CATEGORY/SUBCATEGORY 014 Ordinances – Non-Codified / 007 Zoning
CIP PROJECT: No
ACTION OF COUNCIL: **JOURNAL #:**
PAGE #:

DOCUMENT DESCRIPTION:

ORDINANCE introduced by City Manager Brent Trout, amending the "District Map" referred to and made a part of the Zoning Ordinance by Section 18.50.050 of the Topeka Municipal Code, by providing for certain changes in zoning on property located at 1834 SW Topeka Boulevard and 312 SW 19th Street from "I-1" Light Industrial District to "C-4" Commercial District. (Z18/07) (Council District No. 3)

Voting Requirements: (1) Approve the Planning Commission's recommendation; 6 votes required (2) Amend or Reject the Planning Commission's recommendation; 7 votes required (3) Remand back to the Planning Commission; 6 votes required.

(Approval would allow a new car wash business to utilize part of a former auto dealership property.)

VOTING REQUIREMENTS:

1. Approve the Planning Commission's recommendation by adopting the ordinance. A minimum of 6 votes is required.
2. Amend the Planning Commission's recommendation by amending the ordinance. A minimum of 7 votes is required.
3. Reject the Planning Commission's recommendation. A minimum of 7 votes is required.
4. Remand back to the Planning Commission for further consideration, with a statement specifying the basis for the governing body's decision to approve or disapprove. A minimum of 6 votes is required.

POLICY ISSUE:

The proposed zoning change is an opportunity for a new car wash to utilize a part of an existing auto dealership (Sharp Honda) relocating to a new site. Land occupied by an auto dealership does not easily transition to a new use. The re-use of part of the auto dealership property is preferable to the entire property remaining vacant for an extended period of time.

STAFF RECOMMENDATION:

Staff recommend the Governing Body move to adopt the ordinance.

BACKGROUND:

The proposed change in zoning to C-4 will provide for removal of the existing building and construction of a car wash with vacuum stations. The property has been a part of the Sharp Honda auto dealership which is now re-locating to a new facility.

The current zoning of I-1 Light Industrial does not permit the use of the site as a car wash. The proposed C-4 zoning is compatible with surrounding I-1 zoning, the adjacent C-4 zoning to the south, and existing land uses that are primarily auto-oriented businesses.

The request is consistent with the land use policies and principles of the Topeka Land Use and Growth Management Plan 2040 which designates the subject property for "Commercial" uses within the City of Topeka Future Land Use Map.

The applicant held a Neighborhood Information meeting on September 26, 2018, and meeting attendees expressed support for the project.

The Planning Commission recommended approval of the zone change by a vote of 9-0-0 on October 15, 2018, and the Planning Department recommends approval.

BUDGETARY IMPACT:

There would be no budgetary impact to the City.

SOURCE OF FUNDING:

Not applicable.

ATTACHMENTS:**Description**

Ordinance

Minutes of Planning Commission Meeting October 15, 2018

Staff Report to the Planning Commission

Aerial Map

Zoning Map

Future Land Use Map (LUGMP 2040)

Neighborhood Information Meeting Summary and Sign-In Sheet September 26, 2018

(Published in the Topeka Metro News _____)

ORDINANCE NO. _____

AN ORDINANCE introduced by City Manager Brent Trout amending the “District Map” referred to and made a part of the Zoning Ordinances by Section 18.50.050 of the Topeka Municipal Code, by providing for certain changes in zoning on property located at 1834 SW Topeka Boulevard and 312 SW 19th Street from “I-1” Light Industrial District to “C-4” Commercial District. **(Z18/07) (Council District No. 3)**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TOPEKA, KANSAS:

Section 1. That the “District Map” referred to and made a part of the Zoning Ordinances by Section 18.50.050 of the Topeka Municipal Code (TMC), be, and the same is hereby amended, by reclassifying the following described property:

Section 06, Township 12, Range 16, LOTS 671-681 ODDS & E ½ VAC ALLEY & LOTS 672-686 & W ½ VAC ALLEY WALNUT GROVE ADD, City of Topeka, Shawnee County, Kansas.

FROM “I-1” Light Industrial District **TO** “C-4” Commercial District.

Section 2. This Ordinance Number shall be fixed upon the “District Map.”

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This Ordinance shall take effect and be in force from and after its passage, approval and publication in the official city newspaper.

PASSED AND APPROVED by the Council of the City of Topeka, _____,

2018

Michelle De La Isla, Mayor

ATTEST:

Brenda Younger, City Clerk

To Be Codified _____
Not To Be Codified X



CITY OF
TOPEKA

MINUTES

TOPEKA PLANNING COMMISSION

Monday, October 15, 2018

CASE # Z18/07

Members present: Brian Armstrong, Corey Dehn, Marc Fried, Wiley Kannarr, Corliss Lawson, Katrina Ringler (Chair), Matt Werner, Carole Jordan, Ariane Messina (9)

Members Absent:

Staff Present: Bill Fiander, Planning Director, Mike Hall, Planner III; Annie Driver, Planner II; John Neunuebel, Planner II; Kris Wagers, Administrative Officer; Mary Feighny, Legal

Z18/07 by TERC, LLC requesting to amend the Zoning District for the subject property located 1834 SW Topeka Boulevard comprised of 2 parcels currently utilized as a portion of an automobile dealership (Sharp Honda) from I-1 to C-4 to provide for the construction and operation of a car wash.

Mr. Neunuebel presented the staff report and staff recommendation for approval.

Mr. Fried asked if the requested zone change is to allow for the potential use as a car wash, or does the applicant intend to build a car wash there once the property is vacated by the current owner. Mr. Neunuebel explained that, assuming the zoning change is approved, the applicant does intend to build a car wash on the property.

Ms. Messina asked if there was any concern expressed by residents in the area and Mr. Neunuebel stated there was not.

Ms. Ringler declared the **public hearing open** and Kurt Daniels of Cochran Engineering came forward representing the applicant. He stated that this applicant does wish to build a car wash on the property; they are excited to be there, and they believe it brings a good amenity to the area. He stated he had nothing to add to Mr. Neunuebel's report and would stand for questions.

Ms. Ringler referred to the letter included in the agenda packet where people had questions about the property being in a flood plain. Mr. Daniels explained that the site would be raised and meet all requirements of the City of Topeka. He also stated that he had received an email of support from a citizen that had attended the Neighborhood Information Meeting (NIM) but he did not bring or forward it on to Planning staff.

With nobody else coming forward, Ms. Ringler declared the **public hearing closed**.

Ms. Messina stated that it looks to be a good plan, and Ms. Ringler stated that she's happy to see someone move in rather than leave a vacant lot. Mr. Armstrong stated he doesn't believe there is another car wash nearby.

Motion by Ms. Lawson to recommend approval of Z18/07 to the Governing Body, **second** by Ms. Messina. **APPROVAL** (9-0-0)

DRAFT FOR APPROVAL

**STAFF REPORT – ZONING CASE
TOPEKA PLANNING DEPARTMENT**

PLANNING COMMISSION DATE: October 15, 2018

APPLICATION CASE NUMBER / NAME:	Z18/07 - TERC, LLC
REQUESTED ACTION / CURRENT ZONING:	Zoning reclassification FROM “I-1” Light Industrial District TO “C-4” Commercial District
PROPERTY OWNER:	Nancy E Sharp Trust
APPLICANT:	TERC, LLC
APPLICANT REPRESENTATIVE:	Roland Bartels
PROPERTY LOCATION / PARCELS ID:	1834 SW Topeka Boulevard / Parcel I.D: 1330603005001010 312 SW 19 th Street / Parcel I.D: 1330603005002000
PARCEL SIZE:	1.31 acres
CASE PLANNER:	J. Neunuebel, Planner II
RECOMMENDATION:	Approval
RECOMMENDED MOTION:	Based on the findings and analysis in the staff report I move to recommend APPROVAL to the Governing Body of the reclassification of the subject property from “I-1” Light Industrial District to “C-4” Commercial District.

PROJECT AND SITE INFORMATION

PROPOSED USE / SUMMARY:	The change in zoning to C-4 as requested will provide for re-use of a property as a tunnel car wash, along with vacuum stations. (A tunnel car wash utilizes a conveyance system to move a line of vehicles forward through a sequence of wash, rinse, and dry functions.)
DEVELOPMENT / CASE HISTORY:	The subject property includes an existing building and parking lot as have been for many years a portion of Sharp Honda auto dealership currently in the process of re-locating to a new facility. The existing building on the subject site was constructed in 1981 as an auto showroom, with the addition of auto service bays on the east side of the building completed in 1991.

**ZONING AND CHARACTER OF
SURROUNDING PROPERTIES:**

Adjacent and north: "I-1" Light Industrial – remainder portion of Sharp Honda, with "C-4" Commercial on north side of SW 18th Street – Avis Car Rental.

Adjacent and east: "I-1" Light Industrial – Topeka Transmission Service on east side of SW Harrison Street.

Adjacent and south: "C-4" Commercial on south side of SW 19th Street – Doug Richert Cadillac auto dealership. (Also; "M-1" Two-Family Dwellings – residential area to the south and west along SW Van Buren Street south of 19th St., with the nearest residential dwelling located approximately 700 feet from the subject property.

Adjacent and west: "PUD" Planned Unit Development (C-2 commercial use group) on west side of SW Topeka Blvd. – The Kansas Expocentre.

PHOTOS:



From west side of SW Topeka Boulevard facing front of subject property at 1834 SW Topeka Blvd.



Facing north along east property line adjacent to SW Harrison Street with Topeka Transmission Service in beige building on right.

DEVELOPMENT STANDARDS AND POLICIES

PURPOSE, USE STANDARDS:

The purpose / intent of the proposed C-4 zoning district is to provide for commercial uses and activities which are intended to serve as community or regional service areas. Uses and activities permitted are typically characterized by outdoor display, storage and/or sale of merchandise, by repair of motor vehicles, by outdoor commercial amusement and recreational activities, or by activities or operations conducted in buildings and structures not completely enclosed. The extent and range of activities permitted are highly intensive and therefore special attention must be directed toward buffering the negative aspects of these uses upon any residential use. (TMC 18.155.010).

A very wide range of office and commercial activities are permitted in the C-4 district, although many such uses are also provided for within the I-1 district per the current zoning classification. A variety of potential light industrial uses permitted in the I-1 district will of course remain in effect for properties adjacent to the subject property to the north and east.

DENSITY & DIMENSIONAL STANDARDS:

Within the C-4 district the minimum required lot area is 10,000 square feet, while maximum building coverage is 60% of lot area. Principal building setbacks within the C-4 district are: front – 25 feet; side – 10 feet; and rear – 25 feet. Maximum building height within the C-4 district is 70 feet. (The existing building conforms to these standards and they also apply to new construction.)

OFF-STREET PARKING:

Off-street parking requirements for the anticipated car wash use will be determined during the site plan review process.

LANDSCAPING:

The proposed change in zoning will have no substantial effect on landscaping requirements pursuant to TMC 18.235 Landscape Requirements, with landscape plans to be reviewed and approved as part of the site plan review process. (Note: Proposed new landscape requirements are currently being drafted, and if adopted by the City will affect landscape requirements within C-4 districts including the subject property.)

OTHER DESIGN GUIDELINES AND CONSIDERATIONS:

Although non-residential design standards are not yet in effect, it is anticipated that new construction on the subject site will be required to adhere to such standards as may be approved by the City of Topeka Governing Body in the near future.

SIGNS:

Although revised and updated sign standards for new development are currently being drafted, at this time sign standards for the C-4 district I-1 district are the same. For both districts, for example, ground signs are permitted to a maximum height 55 feet with maximum area per sign face of 300 square feet.

COMPREHENSIVE PLANS: The Topeka Land Use and Growth Management Plan 2040 (LUGMP) includes the subject property and surrounding properties on the Future Land Use Map as “Commercial,” with adjacent property to the west including the Kansas Expocentre being “Public/ Quasi Public.”

TRANSPORTATION/ AND ACCESS: Topeka Boulevard is classified as a principal arterial and includes sidewalks on both sides of the street, while both 19th and Harrison Street(s) adjacent to the site are classified as local streets.

OTHER FACTORS

SUBDIVISION PLAT: Lots 671-686 Walnut Grove Addition.

FLOOD HAZARDS, STREAM BUFFERS: Existing flood hazards are associated with the nearby Shunganunga Creek, with the entire property being located within the 100-year (1%) floodplain and the south edge of the property being within the flood-way. Such flood hazards will affect development requirements on the site.

UTILITIES: The site is served by a full range of utilities and services.

TRANSPORTATION/TRAFFIC: The proposed change in zoning from Light Industrial to C-4 Commercial will have no anticipated impacts upon transportation/traffic within the area.

HISTORIC PROPERTIES: None

NEIGHBORHOOD INFORMATION MEETING / STAKEHOLDER FEEDBACK: The applicant conducted a Neighborhood Information Meeting on September 26, 2018. Information was presented on the project including a preliminary site plan indicating access points and other design details. Meeting attendees expressed support for the project.

PUBLIC WORKS/ENGINEERING: No issues identified.

WATER POLLUTION CONTROL: No issues identified.

FIRE: No issues identified.

DEVELOPMENT SERVICES: No issues identified.

Other: None

KEY DATES

APPLICATION SUBMITTAL:	September 5, 2018
NEIGHBORHOOD INFORMATION MEETING:	September 26, 2018
LEGAL NOTICE PUBLICATION:	September 24, 2018
ADJOINING PROPERTY OWNER NOTICES MAILED:	September 21, 2018

STAFF ANALYSIS

CHARACTER OF NEIGHBORHOOD: The proposed C-4 zoning is compatible with the existing and desired future character of the neighborhood given the largely auto-oriented commercial businesses within the area including repair shops and tow and salvage lots, as well as the institutional use to the west in the form of the Kansas Expocentre.

THE ZONING AND USE OF PROPERTIES NEARBY: The subject property is surrounded by I-1 Light Industrial District and C-4 Commercial zoning inclusive of auto-oriented businesses to the north, east, and south, as well as with the Kansas Expocentre to the west.

LENGTH OF TIME PROPERTY HAS REMAINED VACANT AS ZONED OR USED FOR ITS CURRENT USE UNDER PRESENT CLASSIFICATION: The property is a part of an existing auto dealership. Although it is not currently vacant, the dealership is in the process of relocating with the property then being vacant until such time as new uses are established. An existing auto dealership often does not easily transition to a new use. The timely re-use of at least a portion of the larger property is more desirable and supportive of other uses also being established rather than the entire property remaining vacant.

CONFORMANCE TO COMPREHENSIVE PLAN: The Topeka Land Use and Growth Management Plan 2040 (LUGMP) designates the subject property on the Future Land Use Map as "Commercial" which is fully consistent with the requested change to C-4 Commercial District.

THE SUITABILITY OF THE SUBJECT PROPERTY FOR THE USES OF WHICH IT HAS BEEN RESTRICTED: The subject property and existing building, as it is designed for an auto showroom and auto repair area, is designed and built for retail uses. Apart from the building, the land is suitable for uses permitted under its current I-1 zoning classification. Other than car washes, the commercial uses permitted in the C-4 district are also permitted in the I-1 district. However, the C-4 designation would provide for the property's more immediate and compatible use as a car wash.

THE EXTENT TO WHICH REMOVAL OF THE RESTRICTIONS WILL DETRIMENTALLY AFFECT NEARBY PROPERTIES: The change in zoning to C-4 would comprise a more restrictive use than the current I-1 zoning; thus resulting in there being no anticipated detrimental effects upon nearby properties.

THE RELATIVE GAIN TO THE PUBLIC HEALTH, SAFETY AND WELFARE BY THE DESTRUCTION OF THE VALUE OF THE OWNER'S PROPERTY AS COMPARED TO THE HARDSHIP IMPOSED UPON THE INDIVIDUAL LANDOWNER: Use and development of the property permitted within the current I-1 zoning could potentially be compatible with existing and future uses within the area. However, denial of the proposed zone change may result in the building remaining vacant for an extended period due to its size and the design of the existing building, as well as many uses permitted within the I-1 district probably being deemed inappropriate within the area given the presence of the nearby Kansas Expocentre and the functioning of Topeka Boulevard as a gateway into the downtown area from the south.

AVAILABILITY OF PUBLIC SERVICES: All essential public utilities, services, and facilities are presently available within the area.

STAFF RECOMMENDATION:

RECOMMENDATION: Based on the above findings and analysis Planning Staff recommends approval of the zoning reclassification **FROM** "I-1" Light Industrial District **TO** "C-4" Commercial District as proposed.

RECOMMENDED MOTION: Based on the findings and analysis in the staff report I move to recommend **APPROVAL** to the Governing Body of the reclassification of the subject property from "I-1" Light Industrial District to "C-4" Commercial District.

Attachments:

- Aerial Map
- Zoning Map
- Future Land Use Map (LUGMP 2040)
- Neighborhood Information Meeting Summary & Attendance
- Statement of Support – Monroe Neigh. Improvement Assoc.



**PUD
(C-2 Use Group)**

SW EXPOCENTRE DR

SW TOPEKA BLVD

C4

I1

C4

M1

I1

I1

SW 18TH ST

I1

Subject Property

SW HARRISON ST

I1

I1

I1

SW VAN BUREN ST

SW 19TH ST

C4

M1

M1

C4

C4

C4



Topeka Planning Department





October 1, 2018

Mr. John Neunuebel
City of Topeka
620 SE Madison
Topeka, KS 66607

RE: Tiger Express Wash
1834 SW Topeka Blvd.
Topeka, KS
Cochran Project No. M18-7588

Dear Mr. Neunuebel:

A neighborhood meeting was held on September 26, 2018 at 6:00 p.m. for the rezoning of 1834 SW Topeka Blvd. from I-1 Light Industrial to C-4 Commercial. The meeting was held in the lobby of the existing building located on the subject site. A total of 4 people were in attendance for the meeting. A list of the attendees is included on the attached sign-in sheet. Kurt Daniels with Cochran was in attendance to discuss the project. Mr. Daniels had a site plan for viewing purposes and used it to describe the proposed car wash, site configuration, and improvements which will occur with the project. Mr. Daniels discussed how the site was currently located in the floodplain and that the new building will be raised to be above the floodplain. The retaining walls required for raising the site and the access points for the site and adjacent property were also discussed. The individuals in attendance were receptive to the site development. Mr. Hust expressed his excitement for the development and stated it would be an improvement for the area. Mr. Hust stated he would be forwarding a letter of recommendation for the site.

If you have any questions please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'E. Kirchner', with a stylized flourish at the end.

Eric S. Kirchner, P.E.
Senior Project Manager

Neighborhood Information Meeting

Sign in Sheet

Neighborhood Information Meeting

Sign in Sheet

TERC, LLC Zone Change

Date: September 26, 2018 at 6:00 PM

Location: On-Site/ 1834 SW Topeka Blvd.

[illegible]



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
November 13, 2018

DATE: November 13, 2018
CONTACT PERSON: Nick Hawkins, Interim Finance Director DOCUMENT #:
SECOND PARTY/SUBJECT: Jason Peek, Public Works Director PROJECT #: T-131052
CATEGORY/SUBCATEGORY 004 Budgets or Appropriations / 004 Project Budget - Capital Project
CIP PROJECT: Yes
ACTION OF COUNCIL: JOURNAL #:
PAGE #:

DOCUMENT DESCRIPTION:

REVISED PROJECT BUDGET in the amount of \$969,430 and RESOLUTION introduced by City Manager Brent Trout, amending and authorizing the project budget approved by Resolution No. 8888 for Improvement Project No. T-131052.00 which provides for the 2018 Fire Station Renovation Project.

Voting Requirement: Majority vote of the Governing Body (6)

(Approval would authorize an increase in the project budget for the 2018 Fire Station Renovation Project. The project budget increased by \$321,080 from \$648,350 to \$969,430.)

VOTING REQUIREMENTS:

Majority vote of the Governing Body (6).

POLICY ISSUE:

The Governing Body must amend project budgets which require higher expenditure than originally granted in the capital improvement plan.

STAFF RECOMMENDATION:

Staff recommends the Governing Body move to approve the revised project budget and resolution.

BACKGROUND:

Beginning with the 2017 CIP, the City has allocated money each year for fire station renovations. Fire Station No. 3 was originally planned to be covered using 2017 and 2018 funds, however, the project costs are more than originally expected due to several issues, so the 2018 project will need to be amended.

BUDGETARY IMPACT:

The additional cash for this project will be reallocated using cash previously identified in the 2017 and 2019 CIPs. The project funds are available in the Debt Service Fund.

SOURCE OF FUNDING:

Debt Service Fund

ATTACHMENTS:

Description

Resolution

Project Budget

1 RESOLUTION NO. _____
2

3 A RESOLUTION introduced by City Manager Brent Trout, amending the project budget
4 distribution as approved by Resolution No. 8888 for Improvement
5 Project No. T-131052.00 which provides for Fire Station Renovations
6 and specifically approving the project budget for Fire Station No. 3.
7

8 WHEREAS, Resolution No. 8888, adopted and approved April 18, 2017, authorized
9 Improvement Project No. T-131052.00 with a project budget of three hundred twenty one
10 thousand and eighty dollars (\$321,080) allocated for 2018; and

11 WHEREAS, Resolution No. 8888 provides that project budgets cannot exceed the
12 amount identified in the capital improvement plan (CIP) without Governing Body approval;
13 and

14 WHEREAS, Improvement Project No. 131052.01, specifically for Fire Station No. 3
15 renovations, does not exceed the total amount approved in the CIP under Project No. T-
16 131052, however, the amount allocated for 2018 has increased to nine hundred sixty nine
17 thousand and four hundred thirty dollars (\$969,430).

18 NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE
19 CITY OF TOPEKA, KANSAS:

20 Section 1. The Governing Body has previously authorized the Fire Station
21 Renovation public improvement project and now approves the specific project budget for
22 Fire Station No. 3, attached hereto:

23 A. GENERAL NATURE OF IMPROVEMENT:
24

25 Station 3 renovations will include addressing code compliance and safety
26 issues; a 2-floor addition; and remodel of the sleeping areas, kitchen, living
27 areas, lockers areas, and bathrooms. Bathrooms and sleeping areas will be
28 gender-neutral.

29 B. TOTAL PROJECT BUDGET COST:

30
31 \$969,430

32
33 C. SOURCE OF FUNDS:

34
35 Cash

36 Section 2. That the cost estimate and any other part of the project budget
37 approved by Resolution No. 8888 which is in conflict with this Resolution and revised
38 project budget is hereby specifically repealed.

39 Section 3. That this Resolution shall take effect and be in force from and after its
40 adoption by the Governing Body.

41 ADOPTED and APPROVED by the Governing Body _____.

42 CITY OF TOPEKA, KANSAS

43
44
45
46
47 _____
48 Michelle De La Isla, Mayor

49 ATTEST:

50
51
52 _____
53 Brenda Younger, City Clerk



City of Topeka

Capital Improvement Project Summary

1. Project Title:	Fire Station Yearly Renovation: 2018	2. Project #:	T-131052.01
3. Dept/Div:	Public Works/Buildings and General Services	4. Project Year(s):	2018
5. Type:	Repair/Replace	6. Project Location:	318 SE Jefferson
7. Contact Name:	Vince Schuetz	8. Contact Phone:	368-3934

9. Project Description: We have many fire stations that are old and in disrepair. Maintenance costs on these stations have now become replacement costs because of the age of the equipment and the structures which house them. The decision has been made to take a holistic approach to renovate one station per year, instead of trying to maintain pieces of systems that are old and obsolete.

Station 3 will be renovated using the 2017-2019 fire station renovation funds. Renovation includes addressing code compliance and safety issues; a 2-floor addition; and remodel of the sleeping areas, kitchen, living areas, lockers areas, and bathrooms. Bathrooms and sleeping areas will be gender-neutral. Architectural design was provided with previous year's funding.

10. Previous Funding:	\$	Total Funding:	\$ 696,430	Future Funding:	\$ -
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11. Project Schedule and Estimate			12. Estimated Annual Operating Cost	
	<u>Year</u>	<u>Amount</u>	Basis for Cost Estimate and Funding Source: Professional inspection and estimate.	
a. Design/Administrative Fees	2017	\$ 44,000		
b. Right-of Way		\$ -		
c. Construction/Service Fees	2018	\$ 925,430		
d. Contingency		\$ -		
e. Technology		\$ -		
f. Financing Costs (Temp Notes)		\$ -		
g. Cost of Issuance (Rev/GO Bonds)		\$ -		
h. Debt Reserve Fund (Rev Bonds)		\$ -		
i. Capitalized Interest		\$ -		
Project Total		\$ 969,430		
Estimated Life of Item (years):	20-30 years			
Source of Estimate/Year:	2018			

13. Amount by source of financing

	1 Debt Service Fund Cash	2.	3.	4.	5.	TOTAL
2018	969,430					\$969,430
2019	0					\$0
2020	0					\$0
2021	0					\$0
2022	0					\$0
5 Year Total:	\$969,430	\$0	\$0	\$0	\$0	\$969,430



City of Topeka
Council Action Form
Council Chambers
214 SE 8th Street
Topeka, Kansas 66603
www.topeka.org
November 13, 2018

DATE:	November 13, 2018	
CONTACT PERSON:	Jason Peek	DOCUMENT #:
SECOND PARTY/SUBJECT:	City Hall Project	PROJECT #:
CATEGORY/SUBCATEGORY	006 Communication / 005 Other	
CIP PROJECT:	Yes	
ACTION OF COUNCIL:		JOURNAL #:
		PAGE #:

DOCUMENT DESCRIPTION:

UPDATE on City Hall Renovation Project and DISCUSSION about future project budget amendment.

VOTING REQUIREMENTS:

Discussion only. No action required by the Governing Body.

POLICY ISSUE:

The Governing Body must amend project budgets which require higher expenditure than original authorities granted in the capital improvement plan.

STAFF RECOMMENDATION:

Staff will develop a budget amendment recommendation based on Governing Body discussion.

BACKGROUND:

Similar to our streets and utility infrastructure, the City's facilities have significant need for repair and modernization. Many building systems are beyond normal life-cycle and prior facility repairs were reactive. This lack of systematic facility planning has resulted in costly repairs and inefficiencies in building operations. City Hall has several deferred maintenance items that require extensive repair and or replacement. . Over the last two years, staff made spot repairs to exterior masonry to address the failing exterior. The fire service line for City Hall failed in late 2017 and was replaced and upgraded to support fire suppression for future building sprinkler system. Many of these repairs were unanticipated and reflect a kneejerk process to keep City Hall in an operable condition.

The current City Hall renovation project is a result of changing from a reactive maintenance approach to a systematic facility planning approach. This approach includes timely repairs and replacements to the building along with improving efficiency of operations and utilization of space.

Staff developed estimates for City Hall Renovation capital improvement project in 2016. The original City Hall project would only address failing mechanical and plumbing systems. As the design process evolved, modifications to the repair project became necessary, because the work would require extensive demolition within the building to replace plumbing and mechanical systems. Staff used the assessment in 2016 to establish the current Municipal Renovation Project.

In 2017, the Mayor and Council approved the revised CIP project for renovation of City Hall with a total project budget of \$8.2 million. In 2018, staff hired the design-build team of KBS Constructors, Inc, TreanorHL, and Bartlett & West to develop plans and renovate City Hall. The design-build team was selected for their extensive work with renovation of occupied historic structures.

Early in the design process, the design-build team worked with City staff to develop a project mission statement to guide design development decisions. The project mission statement is:

“The Topeka Municipal Building renovation will take a respectful approach to the history of the building while developing a modern and comfortable office space where spaces are shared and utilized within the building, while creating a community connection downtown building success through community, history, and pride.”

The approach to the renovation was comprehensive. The design team evaluated current and future needs of building operations, including synergies between city divisions and space needs of building occupants. TreanorHL completed a historic assessment to ensure design maximized tax credit eligibility and respected the history of the building. The mechanical, electrical, and plumbing design reflects best practices for sustainability and reducing energy costs.

The proposed design reflects opportunities identified during the design process to improve city operations and maximize utilization of the building. These items include:

1. Consolidating departments and divisions based on synergy and workflow;
2. Creating shared spaces for reception areas and conference rooms.
3. Repurposing space on the first floor and entry to the building for a community connection space that can create synergy with downtown development initiatives;
4. Relocating municipal court to the basement of City Hall with a defined entrance and modern court facilities;
5. Renovating Council Chamber to provide additional seating and a more stately appearance and flow.

The total estimated project cost, including current commitments and expenditures, for the plans as presented is \$17,094,613.50. This amount would require a budget amendment of \$8,894,613.50 to complete the project as proposed. Several factors have contributed to the cost escalation of the project. These include:

1. Costs have increased above anticipated budget forecast at the time the project was initially developed;
2. The scope of the project expanded to address the building operations in a systematic way;
3. An assessment of the exterior stonework showed a more than 50% increase in work than anticipated;
4. Although many of the existing furniture will be reused, the original project did not anticipate furniture cost to accommodate an open office work environment;
5. Municipal Court's current location creates challenges for court operations. Renovating the basement of City Hall to accommodate court was not included in the original project estimate;
6. City Council Chamber renovation was not included in the original design scope;

Staff is seeking feedback from Mayor and Council on the proposed renovations to City Hall in order to present a project budget amendment request at a future Governing body meeting.

BUDGETARY IMPACT:

This project is included in the current Capital Improvement Plan. Debt service will be covered by the debt service fund.

SOURCE OF FUNDING:

General Obligation Bonds