

CITY OF TONGANOXIE  
321 S. DELAWARE 913-845-2620  
January 8, 2018  
7:00 Regular Meeting



Honorable Jason K. Ward, Mayor  
Council Members  
Rocky Himpel                      Jamie Lawson  
Curtis Oroke                      Kara Reed                      Loralee Stevens

**Open Regular Meeting – 7:00 p.m.**

**I. Pledge of Allegiance**

**II. Swearing in of new City Council Members**

**III. Approval of Minutes – Regular Meeting dated December 18, 2017**

**IV. Consent Agenda**

- a) Review Bill Payments

**V. Open Agenda**

Members of the public are welcome to use this time to comment about any matter relating to City business. The comments that are discussed under Open Agenda may or may not be acted upon by the Council during this meeting. In order to speak during open agenda, you must sign up with your name and address with the city clerk or designee **before the meeting**. Comments will be limited to 3 minutes. Please wait to be recognized by the Mayor and **state your name and address** for the record.

**VI. Old Business**

- a) Ordinance No. 1430: Second reading of an ordinance adopting the Connectivity, Future Land Use, and Public Realm plans to serve as an update to the Comprehensive Plan – Vision 2020

**VII. New Business**

- a) Consider approval of funding for 2018 contribution to the Tonganoxie Business Association
- b) Consider approval of funding for 2018 annual dues for the Kansas League of Municipalities
- c) Consider approval to purchase alarm system for 4<sup>th</sup> Street sewage pump station
- d) City Manager Agenda
  - 1. Discuss potential City Council spring retreat
- e) City Attorney Agenda
- f) Mayor Agenda
- g) Mayor Pro Tem Agenda
- h) City Council Agenda

**VIII. Information & Communications (No Action Required)**

**IX. Adjourn**

## City Council Meeting Draft Minutes

December 18, 2017

7:00 p.m. Regular Meeting



Mayor Ward opened the meeting at 7:00 p.m. with the pledge of allegiance. Council members present were Jim Truesdell, Curtis Oroke, Andy Gilner, Kara Reed, and Chris Donnelly. Also in attendance were City Manager George Brajkovic, Assistant City Manager Dan Porter, City Attorney Shannon Marcano, and Public Works Director Kent Heskett.

### II. Approval of Minutes

- **Mr. Gilner moved to approve the minutes from the December 4, 2017 City Council meeting. Ms. Reed seconded. All ayes. Motion carried.**

### III. Approval of Consent Agenda

- **Mr. Gilner moved to approve the consent agenda. Ms. Reed seconded. All ayes. Motion carried.**

### IV. Open Agenda

- No members of the public signed up to address the City Council during open agenda.

### V. Old Business

- No items on the agenda for this section.

### VI. New Business

#### a) 12-17-04: Resolution authorizing expenses associated with construction of a new Library.

- Mr. Brajkovic presented information on this resolution. He indicated that it starts the process for issuing debt to fund the project. The reimbursement aspect of the resolution allows project costs to be eligible for reimbursement of the costs which necessarily accumulate in advance of the bond sale. He walked through the timeline of anticipated next steps leading up to the bond sale and indicated it was a tight timeframe. He also presented Council with an updated table listing the yield of various bond sales amounts and the percentage of the projected annual sales tax collections each scenario would utilize. The table now includes a bond sale of \$3.75 million for a construction and land acquisition for a new library, which encompasses approximately \$250,000 of sales tax collections, or roughly 63% of projected collections. The total cost including interest over 20 years is projected at \$5.57 million.
  - **Mr. Gilner made a motion to approve Resolution 12-17-04**
  - **Mr. Oroke seconded the motion.**

- Mr. Donnelly indicated he wished to hear input from the incoming council members present in the audience on this item.
- Rocky Himpel stated he didn't have any problem with the resolution.
- Jamie Lawson stated he was in agreement.
- Loralee Stevens stated she believed that a bulk of input was taken into account.

**Mayor Ward closed discussion and asked for a roll call vote on the motion.**

**All ayes. Motion Carried.**

- Mayor Ward mentioned that there has been a lot of discussion around how any remaining gap is going to be funded. He reminded that this is only one piece and that grants and other fundraising opportunities need to be pursued. Sales tax collections are an estimate and could vary in the long run. One possible consideration if excess revenues are collected is further improvements. He has shared this with the council and library board and wanted to start the discussion as needed.
- Mr. Truesdell stated he is opposed to that approach, as the City has too many other infrastructure needs.
- Mayor Ward indicated he believes we simply need to discuss and consider it going forward.
- Ms. Reed asked if this is something requiring a motion?
- Mayor Ward stated it was important to discuss in planning stages going forward.
- Mr. Brajkovic GB added that, as we move into building the 2019 budget, we need to determine the revenue sharing split. It will make an impact on other things going forward.
- Mayor Ward reiterated that we need to think about the gap moving forward.
- Mr. Oroke mentioned that he wasn't comfortable with any other long term commitment, as the City also has streets, repairs, and infrastructure to pay attention to.

#### b) Review of Planning Commission Resolution #12-17-3, which forwarded a recommendation for approval of the updates to the Comprehensive Plan – Vision 2020.

c) **Ordinance No. 1430: First reading of an ordinance adopting the Connectivity, Future Land Use, and Public Realm plans to serve as an update to the Comprehensive Plan – Vision 2020**

- Mr. Brajkovic presented information on this resolution and introduced Graham Smith from Gould Evans, the City's planning consultant. These two items are related and are amendments to Vision 2020, the guiding element of the community. The Planning Commission has done a lot of work on this and held a public hearing earlier this month on the amendments.
- Graham Smith introduced himself as City's planning consultant. He presented a PowerPoint slideshow with the following information to City Council.
  - Impetus was the usability of the comprehensive plan. Proactive planning.
  - Reviewed the timeline of involvement in this project. Reviewed each of the 3 plan areas in more detail.
  - Public Realm Plan – takes in growth areas to the south, but due to county input also looked with a watershed-based, county approach to planning. Public spaces are parks and open spaces, and the plan looks at the applicable standards. These are all ideas that don't prescribe exactly, but give context as to what the City should be looking for in development process. Overall, a more aesthetic focus on what is in streets and parks.
  - Connectivity Plan – Street physical designs. This added level of service assumptions to current street type designations. It also gives additional standards to apply to new streets in community and built in complete streets with PED/bike considerations.
  - Land Use Plan – Focused on relationships between land uses. Adds flexibility and discretion in creating places we are trying to create in the community. This was a significant topic in work sessions. It also looked at 14th street in sessions and asked questions to further define the area.
  - Primary and secondary uses are part of this.
- Mayor Ward asked if we should consider changing the name to a different date and thanked the Planning Commission for all their work on the project.
- Mr. Brajkovic mentioned that staff wants to make sure there is a strategic approach to development that can help identify and move forward projects in an area with some strategic backing. As talks with developer progress how can we show the vision to them up front. He was appreciative to see how much work was put in by the Planning Commission and city planners.
- Monica Gee stated that the Planning Commission tried to get higher end neighborhoods and uses in the south and other areas where it works best.
- Mr. Gilner discussed how the state came in and wanted to do an interchange at 14th street years ago. He wondered if the state will come back and do more in this area if we reached out.
- Mayor Ward identified that past discussion was targeting interchange improvements.
- Mr. Truesdell stated that the state was willing to provide \$1,000,000 to improve 14th Street if the city spent 1M to do east or 14th street. This was often been at the top of the list with CIP discussions.
- Mr. Brajkovic clarified this was only the first reading of this ordinance. It should appear as old business on the available meeting.

d) **Ordinance No. 1431: Changing the January 2018 City Council meeting schedule**

- Mr. Brajkovic presented information on this ordinance changing the meeting schedule in January 2018 from the 1st and 3rd Monday to the 2<sup>nd</sup> and 4<sup>th</sup> Monday. State statute now requires that the oath of office be taken on January 8th. This is a simple change and will allow us to swear in council members during the meeting.
  - Ms. Reed asked if we are changing dates for all election years or just this year?
  - Mr. Brajkovic stated that we are only changing this year to be careful, as state law could change again.
  - Mr. Truesdell asked if outgoing council members should come to the meeting?
  - Shannon Marcano, City Attorney, stated that the City has discretion on how to handle this issue. Outgoing members do not need to come to the meeting on January 8th for this to work.
  - Mayor Ward mentioned that this is nice and clean with the next council coming in on the 8th.
    - **Mr. Gilner made a motion to approve Ordinance No. 1431, changing the January 2018 City Council meeting schedule.**
    - **Mr. Oroke seconded the motion.**
- Mayor Ward closed discussion and asked for a roll call vote on the motion.**  
**All ayes. Motion Carried.**

e) **Consider approval of court services agreement with the City of Leavenworth**

- Dan Porter, Assistant City Manager, presented this court services agreement contract with the City of Leavenworth for calendar year 2018. He mentioned that city council was notified that this service transitioned from being performed by Leavenworth County to the City of Leavenworth in 2017. The proposed contract for 2018 did not include an increase from the prior year, thanks in part to declining overall caseloads in 2016. The cost is \$14,039 for a period of 1 year, with 60 day notice cancellation option. The basis for the fee is Tonganoxie's percentage of the total caseload for the four cities utilizing the service.

- Ms. Marcano asked that City Council adopt a resolution of agreement on this item since it is an official contract. It is her preference that we create a better record of these agreements going forward. She asked that the voice resolution include “approve the court services agreement and authorize it’s execution by the Mayor between the City of Leavenworth and City of Tonganoxie.”

- **Mr. Donnelly made a motion to approve Voice Resolution No. 12-17-05, approving the court services agreement and authorizing its execution by the Mayor between the City of Leavenworth and City of Tonganoxie.**
- **Mr. Gilner seconded the motion.**

**Mayor Ward closed discussion and asked for a roll call vote on the motion.**

**All ayes. Motion Carried.**

**f) Consider approval of CMB license for G&P Country Market**

- Mr. Porter presented the license being submitted for approval and noted it was the final such license expected in 2017. He also noted that the City Attorney had reviewed the application.

- **Mr. Donnelly made a motion to approve the CMB license for G&P Country Market to sell retail cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.**
- **Mr. Gilner seconded the motion.**

**Mayor Ward closed discussion and asked for a roll call vote on the motion.**

**All ayes. Motion Carried.**

**g) City Manager Agenda**

**1. Discuss upcoming steps in 2018 related to Stormwater Fees**

- Mr. Brajkovic informed the City Council that staff is working to prepare this item, but we need to first create the utility with a charter ordinance. Initial documents aren’t ready yet, but the City’s utility billing cycle is set up to run from the 15th to 15th. The bill for January 15<sup>th</sup> – February 15<sup>th</sup> will be due in March. By March we will need to add the new Stormwater, Sanitary Sewer, and Water utility fees. Expect to see activity on this item in the January meetings.

**2. November Financial Report**

- Mr. Porter presented the license November financial report, which was included in the City Council agenda packet. Key points were that overall budget standing is good, with strong development activity leading to an increase in related contractual services.

**h) City Attorney Agenda**

- No reports.

**i) Mayor Agenda**

**1. Port Authority Board member nomination**

- Mayor Ward stated that Bill New is stepping down after many years of service and the City has been asked for input on a nominee. Rod Sturgeon has submitted a letter of interest. We believe that Basehor will nominate Sheldon Fields for the same role.
- Ms. Reed stated she had not received and communication from others who were interested.
- Mayor Ward mentioned that he has talked with Chris Donnelly about being a nominee with his background in economics.
- Mr. Donnelly stated he would be glad to recuse himself from a discussion about a nomination.
- Mayor Ward stated that the county asked for an application by December 22 so we need to make a decision sooner than the next meeting.
- Mr. Gilner reported he didn’t have any issues with this nomination.
- Lorelee Stevens stated that Chris came to mind immediately as a logical candidate.
- Mayor Ward asked that staff recommend Chris Donnelly to Leavenworth County as the City’s nomination.

- Mayor Ward also noted that tonight is the last meeting with 3 departing members of City Council. He stated he served on Council since 2005 with Jim Truesdell, which included landmark debates over several items. Community service is why Council serves, and you can drive around and see the impact you have made on the community. Thank you from the community and the commitment you made.
- Mr. Donnelly stated that he wanted to close out by noting that he has been here for 9 years. He stated that he appreciates staff for all they do.
- Mr. Gilner thanked everyone and noted he felt like he learned more on City Council than studying and teaching over so many years. He thinks the City will continue to go up and thanked the Mayor and City Manager.

- Mr. Truesdell noted he tells friends and coworkers they need to pay attention to local government, as it drives their taxes and many aspects of their lives. Council also sometimes gets credit and other feedback. He has many good memories with all of City Council from his time of service.
- Ms. Reed thanked everyone as well. She has been serving for 5 years and thanked the outgoing group for showing how it is done and setting a good example.
- Mr. Oroke stated he believes much was accomplished recently. Council combined different strengths and shared them over time. He thanked the outgoing group for all their time and effort.
- David Frese, 1012 Pleasant St., also expressed thanks for the service of the outgoing group. These are people who have done so much. He also expressed thanks for the new library.

**j) Mayor Pro Tem Agenda**

- No report.

**k) City Council Agenda**

- No reports.

**VII. Information & Communications (No Action Required)**

**VIII. Adjourn**

- **Mr. Gilner made a motion to adjourn the meeting.**
- **Ms. Reed seconded the motion.**

**Mayor Ward closed discussion and asked for a roll call vote on the motion.**

**All ayes. Motion Carried. Meeting adjourned at 8:20 p.m.**

Respectfully submitted,



Dan Porter, Assistant City Manager



City of Tonganoxie, KS

# Check Report

By Check Number

Date Range: 12/15/2017 - 01/04/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
0001	911 CUSTOM	12/19/2017	Regular	0.00	964.00	44312
0046	BAY BRIDGE ADMINISTRATORS, LLC	12/19/2017	Regular	0.00	588.56	44313
0896	BETTY KIRBY	12/19/2017	Regular	0.00	132.27	44314
0057	BLUE TARP FINANCIAL, INC.	12/19/2017	Regular	0.00	1,248.45	44315
0059	BOARD OF PUBLIC UTIL.-WATER	12/19/2017	Regular	0.00	13,323.69	44316
0064	BOUND TREE MEDICAL, LLC	12/19/2017	Regular	0.00	270.36	44317
0070	BROTHER' S MARKET	12/19/2017	Regular	0.00	117.10	44318
0897	charlene crain	12/19/2017	Regular	0.00	134.30	44319
0099	CITY OF LEAVENWORTH	12/19/2017	Regular	0.00	1,480.00	44320
0115	CONRAD FIRE EQUIPMENT, INC.	12/19/2017	Regular	0.00	24,417.92	44321
0207	GEIGER READY-MIX	12/19/2017	Regular	0.00	191.25	44322
0596	GEOFF SONNTAG	12/19/2017	Regular	0.00	400.00	44323
0224	HAMM QUARRIES & LANDFILL	12/19/2017	Regular	0.00	2,753.49	44324
0248	HOLLIDAY SAND & GRAVEL COMPANY	12/19/2017	Regular	0.00	225.27	44325
0250	HONEYCREEK DISPOSAL SERVICE	12/19/2017	Regular	0.00	25,518.50	44326
0330	KANSAS GAS SERVICE	12/19/2017	Regular	0.00	427.83	44327
0391	LAWRENCE JOURNAL WORLD	12/19/2017	Regular	0.00	123.07	44328
0857	MIDCONTINENT COMMUNICATIONS	12/19/2017	Regular	0.00	419.15	44329
0476	NATIONAL SIGN COMPANY INC.	12/19/2017	Regular	0.00	75.90	44330
0514	PITNEY BOWES, INC.	12/19/2017	Regular	0.00	135.24	44331
0542	QUILL	12/19/2017	Regular	0.00	509.32	44332
0548	RECORDNEWS	12/19/2017	Regular	0.00	192.51	44333
0562	S & S AUTOMOTIVE	12/19/2017	Regular	0.00	1,972.25	44334
0579	SECURITY BENEFIT - 457	12/19/2017	Regular	0.00	1,919.23	44335
0617	TBS ELECTRONICS, INC.	12/19/2017	Regular	0.00	873.95	44336
0651	USA BLUE BOOK	12/19/2017	Regular	0.00	60.58	44337
0794	VICKI STARCHER	12/19/2017	Regular	0.00	652.01	44338
0671	WESTAR ENERGY	12/19/2017	Regular	0.00	12,025.02	44339
0509	PETTY CASH	12/21/2017	Regular	0.00	175.00	44340
0015	ALL SEASONS CAR WASH	12/28/2017	Regular	0.00	97.04	44341
0019	AMCHAR WHOLESALE INC.	12/28/2017	Regular	0.00	1,623.70	44342
0826	ANNA WOLF	12/28/2017	Regular	0.00	550.00	44343
0813	FREESTATE ELECTRIC COOPERATIVE	12/28/2017	Regular	0.00	1,698.00	44344
0205	GALL'S LLC	12/28/2017	Regular	0.00	673.69	44345
0216	GOULD EVANS PC	12/28/2017	Regular	0.00	375.00	44346
0246	HEATHER HOLEK	12/28/2017	Regular	0.00	28.34	44347
0319	KANSAS DEPARTMENT OF REVENUE	12/28/2017	Regular	0.00	75.00	44348
0330	KANSAS GAS SERVICE	12/28/2017	Regular	0.00	146.44	44349
0397	LEAGUE OF KANSAS MUNICIPALITIE	12/28/2017	Regular	0.00	100.00	44350
0414	LINK-LITE NETWORKING, INC.	12/28/2017	Regular	0.00	926.25	44351
0857	MIDCONTINENT COMMUNICATIONS	12/28/2017	Regular	0.00	748.99	44352
0503	PACE ANALYTICAL SERVICES INC	12/28/2017	Regular	0.00	574.00	44353
0509	PETTY CASH	12/28/2017	Regular	0.00	25.00	44354
0542	QUILL	12/28/2017	Regular	0.00	5.39	44355
0555	RICOH USA, INC.	12/28/2017	Regular	0.00	149.40	44356
0577	SECRETARY OF STATE	12/28/2017	Regular	0.00	25.00	44357
0578	SECURITY BENEFIT	12/28/2017	Regular	0.00	288.33	44358
0579	SECURITY BENEFIT - 457	12/28/2017	Regular	0.00	1,919.23	44359
0617	TBS ELECTRONICS, INC.	12/28/2017	Regular	0.00	468.00	44360
0874	TERESA BASTRON	12/28/2017	Regular	0.00	38.52	44361

Check Report

Date Range: 12/15/2017 - 01/04/2018

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Payment Date</b>	<b>Payment Type</b>	<b>Discount Amount</b>	<b>Payment Amount</b>	<b>Number</b>
0625	THE RADAR SHOP	12/28/2017	Regular	0.00	167.50	44362

Bank Code AP Bank Summary

<b>Payment Type</b>	<b>Payable Count</b>	<b>Payment Count</b>	<b>Discount</b>	<b>Payment</b>
Regular Checks	76	51	0.00	102,029.04
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>76</b>	<b>51</b>	<b>0.00</b>	<b>102,029.04</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	76	51	0.00	102,029.04
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>76</b>	<b>51</b>	<b>0.00</b>	<b>102,029.04</b>

### Fund Summary

Fund	Name	Period	Amount
998	Gen Fund-Pooled Cash	12/2017	102,029.04
			<b>102,029.04</b>



Office of the City Manager  
**AGENDA STATEMENT**

**DATE:** January 8, 2018  
**To:** Honorable Mayor Jason K. Ward and Members of the City Council  
**FROM:** Dan Porter, Assistant City Manager  
**SUBJECT:** Ordinance 1430: Second reading of an ordinance adopting the Connectivity, Future Land Use, and Public Realm plans to serve as an update to the Comprehensive Plan - Vision 2020

**DISCUSSION:**

A work session to initiate an update to Tonganoxie's Comprehensive Plan was held on January 19, 2017. The meeting was facilitated by Gould Evans and discussion items included street designs and connectivity, parks and open spaces, neighborhood development plans and future land use areas. Graham Smith provided maps and a summary of the discussion held at the workshop during the Planning Commission meeting on March 2, 2017. Another meeting was held on September 9, 2017 to discuss respective draft plans related to the Connectivity, Future Land Use, and Public Realm with the Planning Commissioners. The plans were reviewed again on October 5, 2017. An additional map was suggested for the Public Realm plan to include immediately adjacent areas surrounding city limits.

A Public Hearing notice was published in the Tonganoxie Mirror on November 15, 2017 and the Public Hearing was held on December 7, 2017. The Planning Commission accepted Resolution 12-17-3 on December 7, 2017 which forwarded a recommendation for approval of the updates to Tonganoxie's Comprehensive Plan - Vision 2020.

The City Council conducted a first reading of Ordinance 1430 on December 18, 2017 and an excerpt of the draft minutes from that meeting are provided as an attachment.

**ACTION NEEDED:**

Make a motion to adopt Ordinance 1430, adopting the Connectivity, Future Land Use, and Public Realm plans to serve as an update to the Comprehensive Plan - Vision 2020.

**ATTACHMENTS:**

Ordinance 1430  
Planning Commission Resolution 12-17-03  
Excerpt of Planning Commission Approved Minutes from December 7, 2017  
Excerpt of City Council Draft Minutes from December 18, 2017  
Connectivity Plan  
Future Land Use Plan  
Public Realm Plan

**cc:** George Brajkovic, City Manager  
Shannon Marcano, City Attorney  
Patricia Hagg, City Clerk  
File

## **ORDINANCE NO 1430**

AN ORDINANCE ADOPTING THE CONNECTIVITY, FUTURE LAND USE AND PUBLIC REALM PLANS, AS A 2017 UPDATE TO THE COMPREHENSIVE PLAN - VISION 2020 BY REFERENCE FOR THE CITY OF TONGANOXIE.

WHEREAS, K.S.A. 12-747 requires the Planning Commission of the City of Tonganoxie to annually review and reconsidered the Comprehensive Plan and any proposed amendments, extensions and additions to the same; and,

WHEREAS, the Planning Commission of the City of Tonganoxie did, after public notice, and public hearing on December 7, 2017 as required by law, review the Comprehensive Plan and proposed amendments, extensions and additions to the same, and approved Resolution #12-17-03 recommending the Governing Body adopt the proposed amendments -Connectivity, Future Land Use and The Public Realm- to Vision 2020, a Comprehensive Plan for the City of Tonganoxie; and

WHEREAS, on December 18, 2017, the Governing Body of the City of Tonganoxie considered the recommendations of the Planning Commission as contained in Resolution 12-17-03, amendments to the Vision 2020, Comprehensive Plan for the City of Tonganoxie, as a 2017 Update at its regularly scheduled meeting.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF TONGANOXIE, KANSAS:

SECTION 1: That the Governing Body of the City of Tonganoxie, Kansas hereby approves the recommendations of the Planning Commission and adopts, pursuant to K.S.A 12-747, the 2017 updated Vision 2020, a COMPREHENSIVE PLAN for the CITY OF TONGANOXIE, KANSAS together with its maps and appendices and including certain plans known as Connectivity, Future Land Use and the Public Realm plans.

SECTION 2: That the Governing Body finds that the 2017 updated Vision 2020, a COMPREHENSIVE PLAN, for the CITY OF TONGANOXIE, KANSAS, shall constitute the basis or guide for public action to ensure a coordinated and harmonious development or redevelopment which will promote the health, safety, morals, order, convenience, prosperity and general welfare as well as wise and efficient expenditure of public funds.

SECTION 3: That there shall be no less than three (3) copies of the 2010 updated Vision 2020, a COMPREHENSIVE PLAN for the City of Tonganoxie, Kansas,” marked and stamped "Official Copy" as incorporated by Ordinance 1430 with all sections of portions thereof intended to be omitted or changed clearly marked to show any such omission or changes, on file with the City Clerk, open to inspection and available to the public at all reasonable business hours.

SECTION 4: That if any provision of this Ordinance is declared unconstitutional or invalid, the constitutionality or invalidity of the remainder of the Ordinance and the applicability thereof to persons and circumstances shall not be affected thereby.

SECTION 5: That this Ordinance shall take effect from and after its publication in The Tonganoxie Mirror, the official City newspaper.

PASSED BY THE GOVERNING BODY THIS 8<sup>TH</sup> DAY OF JANUARY, 2018.

APPROVED BY THE MAYOR THIS 8<sup>TH</sup> DAY OF JANUARY, 2018.

\_\_\_\_\_  
Jason K. Ward, Mayor

(Seal)

ATTEST:

\_\_\_\_\_  
Patricia C. Hagg, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Shannon M. Marcano, City Attorney

**PLANNING COMMISSION RESOLUTION**  
**#12-17-3**

A RESOLUTION ADOPTING AN UPDATE TO VISION 2020, A COMPREHENSIVE PLAN OF THE CITY OF TONGANOXIE, KANSAS.

WHEREAS, the City of Tonganoxie has a duly constituted Planning Commission as required by law; and

WHEREAS, the Planning Commission of the City of Tonganoxie, Kansas is given the authority to prepare, adopt and amend a comprehensive plan as set forth in K.S.A. 12-747; and

WHEREAS, the Planning Commission has caused a Comprehensive Plan Update to be prepared for said City; and

WHEREAS, the Comprehensive Plan Update includes the report prepared by Gould Evans, Planning Consultants and titled Connectivity, Future Land Use and The Public Realm, as updates to Vision 2020, A Comprehensive Plan of the City of Tonganoxie, 2006 and all maps identified therein; and

WHEREAS, the Planning Commission of the City for Tonganoxie, Kansas, after fully complying with the requirements of the K.S.A. 12-747, and after proper notice being published in the Mirror, held a public hearing on the 7<sup>th</sup> day of December, 2017, and

WHEREAS, a quorum of the Planning Commission was present to constitute a meeting; and

WHEREAS, the chairman called the meeting to order and declared the public hearing open; and

WHEREAS, the Comprehensive Plan Update and maps therein were discussed; and

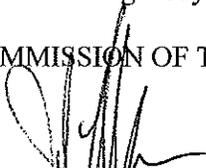
WHEREAS it was moved and seconded that the reports titled Connectivity, Future Land Use and The Public Realm be added to Vision 2020, A Comprehensive Plan of the City of Tonganoxie, 2006, and all maps included therein, be adopted as part of the Comprehensive Plan for the City of Tonganoxie, Kansas, and that a certified copy be submitted to the City Council; and

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF TONGANOXIE, KANSAS:

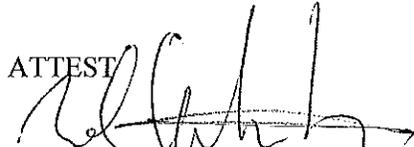
SECTION 1: The Connectivity, Future Land Use, and Public Realm plans be added to Vision 2020, A Comprehensive Plan for the City of Tonganoxie, Kansas, Updated 2006 together with its maps and appendices, is adopted and forwarded to the Governing Body for approval.

SECTION 2: A certified copy of the plan together with a written summary of the hearing thereon shall also be submitted to the Governing Body

PASSED AND APPROVED BY THE PLANNING COMMISSION OF THE CITY OF TONGANOXIE, KANSAS, THIS 7<sup>th</sup> DAY OF December 2017.

  
\_\_\_\_\_  
John Morgan, Chairperson  
Tonganoxie Planning Commission

ATTEST

  
\_\_\_\_\_  
Zach Stoltenberg, Secretary  
Tonganoxie Planning Commission

# Planning Commission Action

**Type of Application: Amendments to the Comprehensive Plan – Vision 2020**

**Date of Meeting: 12/07/2017**

**Location of Property: N/A**

**Name of Applicant: N/A**

**Name of Developer: N/A**

**Excerpt of Meeting Minutes** (Minutes officially approved on 01/04/2018)

PUBLIC HEARING - Comprehensive Plan Amendments - PC Resolution 12-17-03

Graham Smith, Planning Consultant - Gould Evans, presented an overview of the three major amendments to the Comprehensive plan and the final draft review of changes to the Public Realm plan based on the direction given by the Planning Commission in the previous meeting. The Future Land Use plan covers land use categories and appropriate land uses for each category. The Connectivity plan describes types of streets and respective design guidelines. The Public Realm plan defines parks, greenways, streets and trails along with the future growth area around city limits. Mr. Smith and Mr. Brajkovic also discussed the future growth area included in this plan aligns with the County's comprehensive plan area by using a basis of the watershed and natural boundaries found in the areas beyond city limits. This focus on watersheds represents the natural and most efficient extension of the City's utility services.

Mr. Morgan opened the meeting for public comment.

Drew Overmiller, 121 E 2<sup>nd</sup> St., Tonganoxie, asked several questions about the existing comprehensive plan, amendments proposed to the plan, the strategic plan, and development of gateways. The commissioners explained that by adding amendments to the comprehensive plan they are establishing guidelines to for use by developers in the future, which in part helps to ensure that parks and trails are extended into new developments and streets are built in accordance with city and neighborhood designs. City Attorney Shannon Marcano explained the comprehensive plan is used as a guideline to improve the physical appearance of development. She stated the strategic plan coincides more with council directive and involves spending of tax money city-wide and implementing and adopting rules and regulations by ordinance to the city code and zoning regulations.

Lindsay Blancarte-22800 Woodend Rd, Tonganoxie, asked about annexing the parcels of land that are located between the city limits and the business park. The commissioners explained those areas are identified in the land use maps as future growth areas. They explained the city limits would be extended to those areas if the property owners voluntarily asked for annexation.

Chairman Morgan closed the Public Hearing and asked for additional comments and questions from the commissioners. Steve Ashley commented on a job well done. He felt the documents covered all the topics that had been discussed in previous meetings.

City Attorney Shannon Marcano asked that any motion made by the commissioners note to include reference to all three amendments assembled by the Planning Commission.

- Mr. Dale made a motion to accept and recommend Resolution 12-17-03 to the City Council with the recommendation from City Attorney Shannon Marcano adding reference to the Connectivity and Future Land Use plans to the resolution.
- Mr. Stoltenberg seconded the motion.
- Roll Call Vote: Patti Gable-yes, Steve Ashley-yes, Monica Gee-yes, John Morgan-yes, Jacob Dale-yes, Zach Stoltenberg-yes. All ayes. Motion passed.

## **Planning Commission's Recommendation to City Council:**

After testimony from planning staff and the public, the Planning Commission accepted resolution 12/17/03 and recommends the city council approve Ordinance No. 1430 adopting the Connectivity, Future Land Use and Public Realm Plans to the Comprehensive Plan - Vision 2020.

## **Comments, Special Conditions, Explanations:**

Excerpt of City Council Meeting Draft Minutes

December 18, 2017  
7:00 p.m. Regular Meeting



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**IV. New Business**

**b) Review of Planning Commission Resolution #12-17-3, which forwarded a recommendation for approval of the updates to the Comprehensive Plan – Vision 2020.**

**c) Ordinance No. 1430: First reading of an ordinance adopting the Connectivity, Future Land Use, and Public Realm plans to serve as an update to the Comprehensive Plan – Vision 2020**

- Mr. Brajkovic presented information on this resolution and introduced Graham Smith from Gould Evans, the City's planning consultant. These two items are related and are amendments to Vision 2020, the guiding element of the community. The Planning Commission has done a lot of work on this and held a public hearing earlier this month on the amendments.
- Graham Smith introduced himself as City's planning consultant. He presented a PowerPoint slideshow with the following information to City Council.
  - Impetus was the usability of the comprehensive plan. Proactive planning.
  - Reviewed the timeline of involvement in this project. Reviewed each of the 3 plan areas in more detail.
  - Public Realm Plan – takes in growth areas to the south, but due to county input also looked with a watershed-based, county approach to planning. Public spaces are parks and open spaces, and the plan looks at the applicable standards. These are all ideas that don't prescribe exactly, but give context as to what the City should be looking for in development process. Overall, a more aesthetic focus on what is in streets and parks.
  - Connectivity Plan – Street physical designs. This added level of service assumptions to current street type designations. It also gives additional standards to apply to new streets in community and built in complete streets with PED/bike considerations.
  - Land Use Plan – Focused on relationships between land uses. Adds flexibility and discretion in creating places we are trying to create in the community. This was a significant topic in work sessions. It also looked at 14th street in sessions and asked questions to further define the area.
  - Primary and secondary uses are part of this.
- Mayor Ward asked if we should consider changing the name to a different date and thanked the Planning Commission for all their work on the project.
- Mr. Brajkovic mentioned that staff wants to make sure there is a strategic approach to development that can help identify and move forward projects in an area with some strategic backing. As talks with developer progress how can we show the vision to them up front. He was appreciative to see how much work was put in by the Planning Commission and city planners.
- Monica Gee stated that the Planning Commission tried to get higher end neighborhoods and uses in the south and other areas where it works best.
- Mr. Gilner discussed how the state came in and wanted to do an interchange at 14th street years ago. He wondered if the state will come back and do more in this area if we reached out.
- Mayor Ward identified that past discussion was targeting interchange improvements.
- Mr. Truesdell stated that the state was willing to provide \$1,000,000 to improve 14th Street if the city spent 1M to do east or 14th street. This was often been at the top of the list with CIP discussions.
- Mr. Brajkovic clarified this was only the first reading of this ordinance. It should appear as old business on the next available meeting.

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# CONNECTIVITY

The City of Tonganoxie, its residents and visitors rely on the street network to provide connections and access to and within the community. Connectivity defines the manner in which people move throughout the community to use the services and amenities offered. The current connectivity network is defined by the arterial, collector, residential and parkway roadway system and basic design standards. These roadway types and standards focus on the amount of automobile traffic that can be moved, or is anticipated to be moved, by the different roadway types. While these types and designs are adequate to move automobile traffic, they do not address the character of the roadway or the use of the roadway by other modes of transportation, specifically pedestrians and bicycles. The character of roadway design and its accommodations of automobiles, pedestrians and cyclists is an important factor to support the growth and development of Tonganoxie.

## ***Level of Service***

Level of services designations - arterial, collector, residential and parkway - defines the desired capacity of a roadway. This approach is supported by basic design standards that address the right-of-way and roadway pavement widths needed to accommodate the level of roadway. To adequately address the connectivity within in the community design details that address the components of other street and right-of-way details are necessary. Design standards for each of the roadway classifications are included in Figure C-1, for each functional classification of street - arterial, collector, residential and parkway.

	Arterial	Collector	Residential	Parkway
# of Through Traffic Lanes	3 - 5	2 - 3	2	2 - 4
Width of Lanes (excludes curb & gutter)	10' - 12'	10' - 12'	10'	10' - 12'
# of Parking Lanes	0 - 2	0 - 2	0 - 2	0
Parking Lane Width	8'	8'	7'	NA
Width of Median (includes curb & gutter)	0' - 16' (turn lane - 12' max.)	0' - 10'	0'	0' - 16' (turn lane - 12' max.)
Minimum R/W Width	80' to 100'	60'	50'	120'
Bike Facility	5' lane (min.)	5' lane (min.)	Share the Road	5' lane (min.)
Pedestrian Facility	2 (1 multi-use path + 1 sidewalk preferred)	2	1 - 2	2 (1 multi-use path + 1 sidewalk preferred)
Sidewalk Width (Min./dependent on street type)	5' - 10'	5' - 10'	4' - 8'	5' - 10'

**Figure C-1: Functional Classification of Streets Standards**

### Complete Streets

The creation and adoption of the *Conveniently Connected: Pedestrian and Bicycle Master Plan* provides a pedestrian and bicycle policy framework to make Tonganoxie more connected. Through improved design and construction of the street and trail network work the multimodal connectivity network will be improved and expanded as the city grows. The plan, Figure C-3, is based on the transportation philosophy of creating a complete street network to provide access throughout Tonganoxie using multiple modes of transportation.

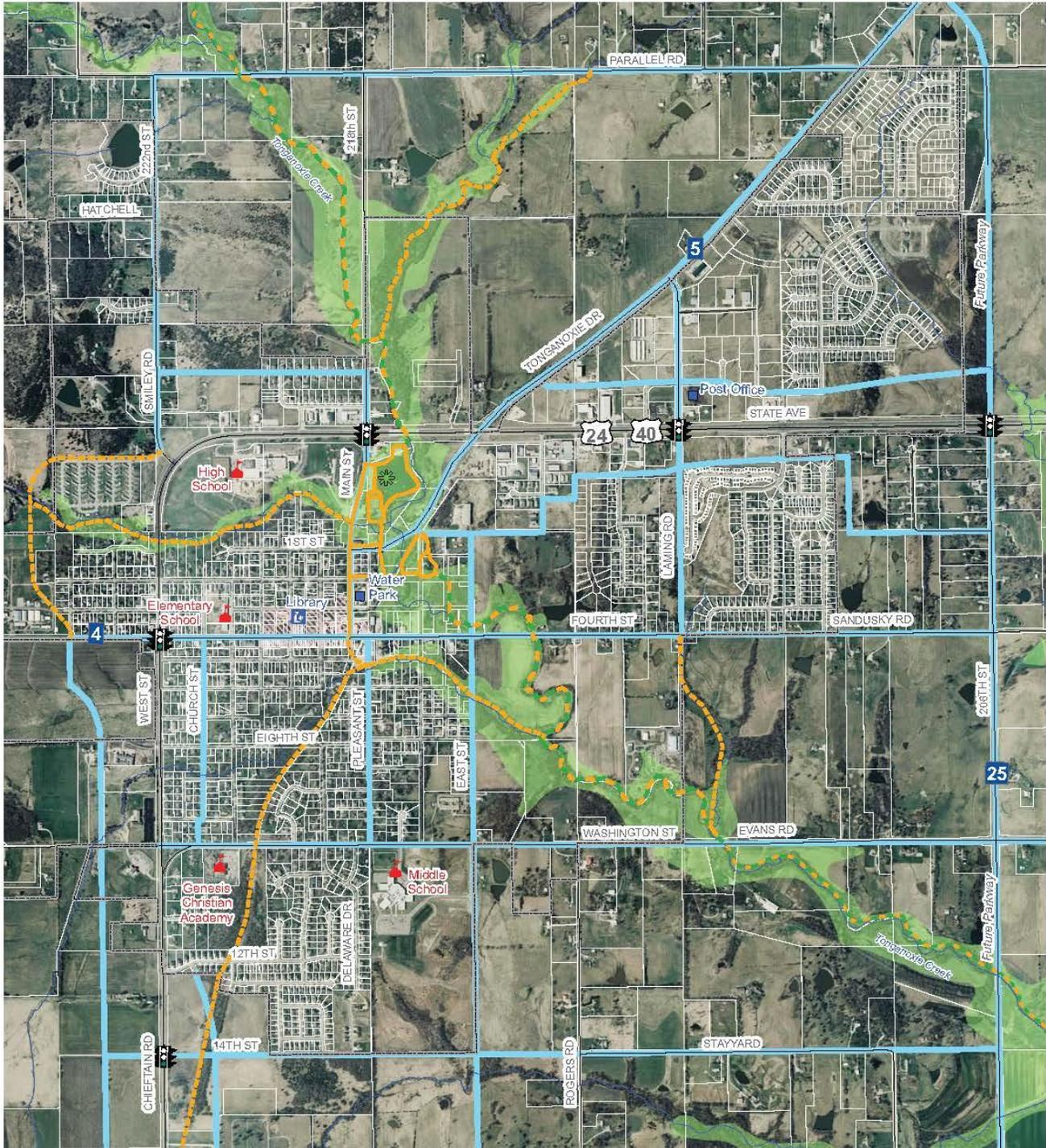
A complete street according to the plan is a street that is “designed and operated to enable safe access for all users (pedestrian, bicyclist and motorists) of all ages and abilities along and across the street.” The plan identifies the desired network and improvements to further connect the community. In locations of the community that the plan calls for multi-modal complete streets or extension of the trail system, the design of those facilities should use the design standards included in Figure C-1 as a baseline, and the Complete Street Design Guide assistance found in Figure C-2. The design of complete streets builds on the Character Street idea, as detailed in the Public Realm section of the Comprehensive Plan updates, and should be applied in conjunction with to create the context desired.

Design Type	Standard	Community	Activity	Natural
Lanes / Lane Widths	Number and width of lanes should be determined by the anticipated capacity, desired vehicle speed, AND balanced with the accommodation of other critical Complete Street elements. Each Street Design Type has a different emphasis on priority elements that best support the context and use.			
Sidewalks	Sidewalks on both sides of the street – except extremely low-density areas, extremely high – traffic/high-vehicle contexts; <b>OR</b> in cases where alternate facilities like a multi-use path are provided; 5’ min., but the wider the better; 8’ min. to support pedestrian oriented economic development; 12’ min. to support social spaces along the street.		8’ min.; 12’ min. is ideal; 16’ min. to support social spaces at key locations.	Multi-use path preferred on arterials; 4’-5’ min. on one side for collectors, or omitted as conditions warrant.
Bicycle Facilities	Multi-use path preferred on arterials. Bike lane or sharrow preferred on collectors. Sharrow is acceptable on residential streets.		Sharrows acceptable; bike facilities omitted where street design speeds are 20 mph or below or where parallel routes are within 600’	Multi-use path preferred on arterial, bike lane or sharrow acceptable on collectors.
Landscape / Amenity Area	Small or large shade trees in the tree lawn; 35% tree canopy over ROW.	Large shade trees in tree lawn; 70% - 100% tree canopy over ROW.	Small or large shade trees in tree wells; 24’ s.f. min. for tree wells’ 36’ s.f. + rec.; at least 50% tree canopy over ROW.	More dense, irregular and natural plantings of trees and shrubs; design with sidewalks, bicycle facilities & drainage; 70% to 100% tree canopy over ROW.
	Tree lawn width 4’-6’ - trees under 30’ tall; 6’-8’ - trees 30’ to 50’ tall; 8’+ - trees +50’ tall.			
Street Furniture / Amenity Area	None	None	Requires 6’ clear zone for pedestrians; 6’+ zone between curb and sidewalk; and/or along first 6’ of building frontage.	None
On-street Parking	Permitted with engineering review.	7’ parallel (including curb & gutter).	8’ parallel required; 18’ angled (including curb & gutter).	None
Drainage	2’ curb and gutter; or green infrastructure drainage with engineering review.			10’+ natural swale; or green infrastructure with engineering review.

Figure C-2: Complete Streets Design Guide

### Trails

As promoted by the *Conveniently Connected: Pedestrian and Bicycle Master Plan for Tonganoxie*, trails should be an integrated part of any future transportation system improvements. The trail network should be used to provide communitywide connectivity as well as local access to neighborhoods and destinations like parks, schools and Downtown. A trail can come in many different designs and should be appropriate for the context it is serving.



**Legend**

- Multi-modal "Complete Street" Improvements
- Existing Trails
- - - Future Greenway Trails
- - - Metro Green Corridor
- Trailhead (proposed)
- Future Greenway Park
- Existing or Planned Signalized Intersection
- Historic Business District
- School
- Streams
- City Limits



NAD 83 State Plane Kansas North  
T:\2009-0022-Tonganoxie\PA5101-PA5\Trails\2010 Trails Map Display.mxd



**Figure C-4: Conveniently Connected: Pedestrian and Bicycle Master Plan Map**



# FUTURE LAND USE

## FUTURE LAND USE

The future land use plan within the Comprehensive Plan for Tonganoxie defines the patterns of future growth and development. To create the places and neighborhoods desired by the community a more refined level of land use planning is necessary. The intent of this focused planning is to provide additional detail regarding specific uses and more flexibility in the pattern and relationship of uses to encourage the creation of desirable places. The future land use definitions are not intended to change the citywide land use pattern but rather to refine the location and mix of uses at the neighborhood scale.

The application of the future land use designations will come through the application of appropriate zoning classifications when development occurs. The appropriate zoning categories and their appropriateness should be evaluated based on the specific development proposal.

The land use categories identified include:

- Downtown Retail
- Downtown Mixed
- Neighborhood Mixed
- Residential Compact
- Residential Mixed
- Residential Large Lot
- Residential Small Lot
- Public / Semi-Public
- Park & Open Space

The color code at the top of each category description table represents the land use color on the refined future land use map.

**LAND USE CATEGORY: Downtown Retail (DR)**

*Description:*

Downtown Tonganoxie is a defining element of the community and its history. Continued redevelopment of Downtown should strive to replicate the urban development pattern and form that once defined Downtown. This area represents a concentration of development that supports the needs of the local community, and attracts visitors from the region through its offering of goods and services as well as activities. Downtown Tonganoxie contains activities including commercial retail and service uses, public and financial institutions, cultural, recreational, as well as art and entertainment uses and supporting residential development. The continued growth and mixing of all types of land uses is appropriate for downtown.

Additional housing within, and around, the downtown area will provide stability to the area and create a more active environment. Housing in the downtown area should strive for higher densities, whether single family housing or multi-family housing. Within the Downtown, the density of housing should be similar to that of the higher residential densities of 9 to 15 units / acre. Housing in the form of townhomes, lofts, row houses, walk-ups, as well as other similar residential development would be appropriate in downtown.

*Example:*



**APPROPRIATE LAND USES:**

*Primary Uses:*

- Retail / Service
- Public / quasi-public

*Development Criteria:*

- Multi-story buildings should be encouraged to maintain density of development and provide mixed-use opportunities.
- Buildings should be developed with zero building set-back, except to allow entry, plaza, small park or outdoor use spaces
- Parking should be given secondary site design consideration to the building, and placed behind the building when possible.
- Parks and open space should be included in development and expanded within downtown.
- Smaller scaled footprint buildings are encouraged to locate in downtown. Large scale development, if desired should be designed to appear as a series smaller scaled buildings.
- The street and sidewalk network should be designed to accommodate the pedestrian and bicyclists.
- On-street parking opportunities should be maximized throughout Downtown Tonganoxie.

*Secondary Uses:*

- Medium-High Density residential uses – 9 to 15 units per acre
- Office uses

*Location Criteria:*

- Primarily located on upper stories of mixed-use buildings (ground floor retail or institutional) along 4<sup>th</sup> Street; OR
- Residential - allowed as a primary use, off 4<sup>th</sup> Street.
- Office - Limited to less than 40% of the ground floor space on 4<sup>th</sup> Street within Downtown; AND
- Residential - Limited to less than 20% of the ground floor space on 4<sup>th</sup> Street within Downtown.

*Development Criteria:*

- Buildings, access points and parking areas should have similar relation to streetscapes as primary uses, but buildings with ground floor residential uses may be setback slightly from the streetscape and/or elevated slightly above street level to provide privacy for ground-floor dwelling areas.
- Buildings should reflect similar scale as primary uses.
- Transitions between secondary and primary uses that minimize the impacts of noise, light, traffic, operations and intensity of development should be incorporated in the site design of secondary uses. Acceptable buffering can include fencing (stone, wood, and masonry), solid plantings, berming or other methods that complement the development character.

**LAND USE CATEGORY: Downtown Mixed (DM)**

*Description:*

The **Downtown Mixed** land use is intended to promote the mix of commercial and residential uses within Downtown Tonganoxie, and assist in the creation of an active, vibrant Downtown. The district allows for the development of commercial and residential uses and provide a transitional development pattern to the Downtown core along 4<sup>th</sup> Street to the neighborhoods surrounding Downtown. The space between the Downtown Core and neighborhoods should be guided by the appropriate scale of development and activity to ensure the transition from the predominately commercial core of Downtown to the surrounding single-family neighborhoods.

*Example:*



**APPROPRIATE LAND USES:**

*Primary Uses:*

- Retail & Service Uses
- Office Uses
- Residential – Single-Family, minimum lot size 6,000 square feet, minimum lot width 65 feet.
- Civic Space / Institutional Uses Spaces

*Development Criteria:*

- Maximum lot size 12,500
- Front Yard Setbacks – between 0 and 20 feet, should align along the block face, with exceptions for courtyards or other open space.

*Secondary Uses:*

- Multifamily residential Uses – 9 to 15 units per acre

*Location Criteria:*

- Located on the upper stories of mixed-use buildings; OR
- The back side of the blocks that front on 4<sup>th</sup> Street, or the streets perpendicular to the 4<sup>th</sup> Street between 3<sup>rd</sup> and 5<sup>th</sup> Streets.

*Development Criteria:*

- Multifamily residential buildings should reflect a similar scale to surrounding single-family residential uses; and in no case more than double the height of those residential uses.
- Transitions between the Downtown and surrounding neighborhoods should be primarily addressed through the appropriate scale, mass and site design.
- Where additional buffering between different uses is needed, elements that minimize the impacts of noise, light, traffic, operations and intensity of development should be incorporated in the site design. Acceptable buffering can include fencing (stone, wood, and masonry) or solid plantings or other methods that complement the neighborhood and development character.

**LAND USE CATEGORY: Neighborhood Mixed (NM)**

*Description:*

The **Neighborhood Mixed** land use is a smaller mixed-use node that consists of locally focused services that can include a residential component. Convenience goods, such as smaller specialty grocery stores, personal services (dry cleaning, beauty salon, bank), restaurants, gas stations and small office uses are the primary commodities and services that are provided within neighborhood centers. Smaller, appropriately scaled institutional uses such as churches, libraries or schools are also appropriate for these centers.

Neighborhood centers typically 30,000 to 70,000 square feet of retail and complementary office. These centers many times are dependent on a single anchor (20,000 square feet maximum) such as a pharmacy for success, as many of the support retail and services rely on the anchor for drawing customers. Depending on their size, neighborhood centers need the support of 2,000 to 4,000 households or an average population of 4,700 to 9,400 people. To ensure a compact, walkable center most of that population should be accommodated within ½ mile of the center which requires urban development densities in proximity to the center

*Example:*



**APPROPRIATE LAND USES:**

<i>Primary Uses:</i>	<i>Location Criteria:</i>	<i>Development Criteria:</i>
<ul style="list-style-type: none"> <li>• Retail / service</li> <li>• Office</li> <li>• Public / Semi Public</li> </ul>	<ul style="list-style-type: none"> <li>• Located 2 to 3 miles apart from similar neighborhood of community centers. (may be closer with greater density).</li> <li>• Approximate size of centers should be 5 to 15 acres before transitions to supporting neighborhoods.</li> <li>• Preferred locations are at the intersections of two arterials, an arterial and a collector, or two collectors for all future centers.</li> <li>• Neighborhood centers may be located along one quadrant of the intersection but shall not extend more than one full block; neighborhood centers focused on multiple quadrants of an intersection may extend one block in each direction.</li> <li>• Existing commercial areas should be used as the basis for the establishment of mixed-use centers, within the existing community, as defined on the Future Land Use map</li> </ul>	<ul style="list-style-type: none"> <li>• The scale and style of development should be compatible with that of the surrounding neighborhood.</li> <li>• Include amenities such as public focal points / spaces.</li> <li>• Streetscape and site design should be pedestrian oriented both among uses and between uses and neighborhoods.</li> <li>• Public streets and/or internal circulation systems should segment the center into small, walkable blocks; typically between 250' to 400' long.</li> <li>• Pedestrian accessibility and circulation between all sites should be incorporated into all development.</li> <li>• On-street parking, internal to the development, should be a priority to minimize parking lots and improve the pedestrian circulation system.</li> <li>• Space for multiple tenants and uses in nonresidential buildings should be provided.</li> <li>• Quality design and materials should be used for all development to encourage long-term commitment to a location.</li> <li>• Transitions / buffers between centers and less intense adjacent uses and neighborhoods should minimize the impacts of noise, light, traffic, operations and intensity of the center. Acceptable buffering can include fencing (stone, wood, masonry), solid plantings, berming or other methods that complement the development character.</li> </ul>
<p><i>Secondary Uses:</i></p> <ul style="list-style-type: none"> <li>• Residential – higher density, 8 – 16 units per acre</li> </ul>	<p><i>Location Criteria:</i></p> <ul style="list-style-type: none"> <li>• Upper levels of mixed use buildings (ground floor office or retail); OR</li> <li>• Principal (ground floor) use on perimeter blocks of mixed use center.</li> </ul>	<p><i>Development Criteria:</i></p> <ul style="list-style-type: none"> <li>• Urban character buildings with small setbacks and oriented to street.</li> <li>• Pedestrian-oriented streetscapes with wide sidewalks, on-street parking, and limited curb-cuts and internal site circulation (alley access may be necessary)</li> <li>• Smaller-scale urban open spaces frequently located; plazas, courtyards or pocket-parks should be located on every block.</li> <li>• Small, well-connected blocks; typical length 400' to 600'.</li> <li>• Transitions / buffers between secondary and primary uses that minimize the impacts of noise, light, traffic, operations and intensity of development should be incorporated in the site design of secondary uses. Acceptable buffering can include fencing (stone, wood, masonry), solid plantings, berming or other methods that complement the development character.</li> </ul>
<ul style="list-style-type: none"> <li>• Civic /Institutional – parks, public safety, churches, schools, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Central locations of the mixed-use center serving as a focal point; OR</li> <li>• On edges of mixed-use center serving as transitions to neighborhoods</li> </ul>	

**LAND USE CATEGORY: Residential Mixed (RM)**

*Description:*  
 The **Residential Mixed** land use allows for a greater density of residential development, typically in the range of 8 to 20 units per acre in forms such as compact and small-lot single family homes, duplexes, townhomes and multiple family residential housing. Residential Mixed housing incorporates a mix of housing types in a neighborhood setting. Urban residential formats should also be integrated into downtown as well as commercial centers in Tonganoxie. Like other residential land uses, appropriately scaled uses such as churches, schools, parks and other civic and institutional uses should also be accommodated within the urban residential land use category.

Appropriately scaled office, retail and services are allowed in the urban residential land use category. To be effective the scale, design, and transitions between uses should enhance and protect the existing fabric of the adjacent uses and neighborhoods. These uses are allowed as secondary uses and should adhere to the location and development criteria below.

*Example:*



**APPROPRIATE LAND USES:**

*Primary Uses:*

- Single Family and Multi-family Residential – up 12 units per acre (gross neighborhood density)

<i>Secondary Uses:</i>	<i>Location Criteria:</i>	<i>Development Criteria:</i>
<ul style="list-style-type: none"> <li>• Residential - duplexes, townhouses and apartments - 8 to 20 units per acre</li> </ul>	<ul style="list-style-type: none"> <li>• At edges of defined neighborhoods along arterials and minor arterials; OR</li> <li>• As transitions to adjacent mixed-use centers or institutional uses.</li> </ul>	<ul style="list-style-type: none"> <li>• Buildings should reflect a similar scale to primary single-family uses; Where adjacent buildings are more than 150% of the height or building footprint of primary single-family uses, additional setbacks, buffers and usable open spaces should facilitate transitions.</li> <li>• Buildings, access points and parking areas should have a similar relation to neighborhood streetscapes as the primary single-family uses.</li> <li>• Open spaces should be in prominent locations along prominent streets or in front of prominent buildings).</li> </ul>
<ul style="list-style-type: none"> <li>• Civic and institutional uses such as parks, community center/club house, churches, school, or other neighborhood support uses.</li> </ul>	<ul style="list-style-type: none"> <li>• As focal point and central to a neighborhood associated with the intersection of Collector Streets or higher classification; OR</li> <li>• At edges of defined neighborhoods along arterials and minor arterials.</li> </ul>	<ul style="list-style-type: none"> <li>• No greater than 2.5 acres in area total –preferably shifted to one quadrant of 4 quadrants of intersections;</li> <li>• No more than 10,000 square feet of non-residential space total; average tenant space of 500 to 2,000 square feet.</li> <li>• Contains pedestrian amenities: plazas, wide sidewalks, on-street parking; limited and well-screened on-site parking; street-front buildings; limited vehicle access and circulation points</li> <li>• Buildings should reflect a similar scale to residential uses; where adjacent buildings are more than 125% of the height or building footprint of primary single-family uses, additional setbacks, buffers and usable open spaces should facilitate transitions.</li> <li>• The design of secondary uses should strive to complement and enhance the existing character of surrounding uses and neighborhoods.</li> <li>• Transitions between secondary and primary uses that minimize the impacts of noise, light, traffic, operations and intensity of development should be incorporated in the site design of secondary uses. Acceptable buffering can include fencing (stone, wood, and masonry), solid plantings, berming or other methods that complement the development character.</li> </ul>
<ul style="list-style-type: none"> <li>• Convenience Retail / Service, Office and Mixed-use</li> </ul>	<ul style="list-style-type: none"> <li>• Concentrated at nodes – intersections of collector street classifications or higher; in areas that are supportive of and complementary to the neighborhood scale.</li> <li>• No closer than ½ mile from similar non-residential centers; serving market area of approximately 1 mile or less</li> </ul>	<ul style="list-style-type: none"> <li>• No greater than 2.5 acres in area total –preferably shifted to one quadrant of 4 quadrants of intersections;</li> <li>• No more than 10,000 square feet of non-residential space total; average tenant space of 500 to 2,000 square feet.</li> <li>• Contains pedestrian amenities: plazas, wide sidewalks, on-street parking; limited and well-screened on-site parking; street-front buildings; limited vehicle access and circulation points</li> <li>• Buildings should reflect a similar scale to residential uses; where adjacent buildings are more than 125% of the height or building footprint of primary single-family uses, additional setbacks, buffers and usable open spaces should facilitate transitions.</li> <li>• The design of secondary uses should strive to complement and enhance the existing character of surrounding uses and neighborhoods.</li> <li>• Transitions between secondary and primary uses that minimize the impacts of noise, light, traffic, operations and intensity of development should be incorporated in the site design of secondary uses. Acceptable buffering can include fencing (stone, wood, and masonry), solid plantings, berming or other methods that complement the development character.</li> </ul>

**LAND USE CATEGORY: Residential Compact (RC)**

*Description:*  
**Residential Compact** land use provides for small-lot, single-family residential development in a compact neighborhood development pattern. These patterns are typically found near commercial centers or mixed-use areas like Downtown Tonganoxie and support the goods and service providers with additional market. Narrow lots width typifies this housing pattern with many as narrow as 65 feet. New Residential Compact neighborhoods or development should provide transition to less intense neighborhoods or development.

Attached single family, duplex and townhome housing types should also be considered in the appropriate context within Compact neighborhoods or development.

*Example:*



**APPROPRIATE LAND USES:**

*Primary Uses:*

- Residential - up to 8 units per acre

*Secondary Uses:*

- Residential - duplex, townhomes – up to 12 units per acre
- Civic and institutional uses such as parks, community center/club house, churches, school, or other neighborhood support uses.

*Location Criteria:*

- At the edges of neighborhoods along arterial or collector streets OR at the end grain of blocks along a collector street.
- Adjacent to or across the street from park or open space.
- As focal point and central to a neighborhood associated with the intersection of Collector Streets or higher classification; OR
- At edges of defined neighborhoods along arterials and minor arterials.

*Development Criteria:*

- Buildings should reflect a similar scale to primary single-family uses of the neighborhood.
- Buildings, access points and parking areas should have a similar relation to neighborhood streetscapes as the primary single-family uses.
- Buildings should reflect a similar scale to primary single-family uses; Where adjacent buildings are more than 150% of the height or building footprint of primary single-family uses, additional setbacks, buffers and usable open spaces should facilitate transitions.
- Buildings, access points and parking areas should have a similar relation to neighborhood streetscapes as the primary single-family uses.
- Open spaces should be in prominent locations along prominent streets or in front of prominent buildings).

**LAND USE CATEGORY: Residential Small-Lot (RSL)**

*Description:*

**Residential Small-Lot** land use provides for small-lot, single-family, residential development in a typical suburban development pattern. This pattern is seen throughout most metropolitan and Midwest communities. The housing type is typically single family detached and the typical lot width is near 100'. Opportunities for attached single family housing may be appropriate given the correct context and relationship to adjacent development.

*Example:*



**APPROPRIATE LAND USES:**

*Primary Uses:*

- Residential – up to 4 units per acres

<i>Secondary Uses:</i>	<i>Location Criteria:</i>	<i>Development Criteria:</i>
<ul style="list-style-type: none"> <li>• Residential – attached units such as duplex and town homes – up to 8 units per acre</li> </ul>	<ul style="list-style-type: none"> <li>• At the edges of neighborhoods along collector streets OR at the end grain of blocks along a collector street.</li> <li>• Adjacent to or across the street from park or open space.</li> </ul>	<ul style="list-style-type: none"> <li>• Buildings should reflect a similar scale to primary single-family uses of the neighborhood.</li> <li>• Buildings, access points and parking areas should have a similar relation to neighborhood streetscapes as the primary single-family uses.</li> </ul>
<ul style="list-style-type: none"> <li>• Civic and institutional uses such as parks, community center/club house, churches, school, or other neighborhood support uses.</li> </ul>	<ul style="list-style-type: none"> <li>• As focal point and central to a neighborhood associated with the intersection of Collector Streets or higher classification; OR</li> <li>• At edges of defined neighborhoods along arterials and minor arterials.</li> </ul>	<ul style="list-style-type: none"> <li>• Buildings should reflect a similar scale to primary single-family uses; Where adjacent buildings are more than 150% of the height or building footprint of primary single-family uses, additional setbacks, buffers and usable open spaces should facilitate transitions.</li> <li>• Buildings, access points and parking areas should have a similar relation to neighborhood streetscapes as the primary single-family uses.</li> <li>• Open spaces should be in prominent locations along prominent streets or in front of prominent buildings).</li> </ul>

**LAND USE CATEGORY: Residential Large-Lot (RLL)**

*Description:*

**Residential Large-Lot** land use provides for large-lot residential development in a low density suburban or semi-rural pattern. This pattern is most appropriate on the fringe of the community and in more rural areas. The minimum lot area per unit is .5 acres and urban services (city water and sanitary sewer) are not always available. The development of large-lot residential development should be planned in a manner that does not prohibit future urban growth patterns of the city. Cluster or conservation developments are also appropriate within this land use category when preservation of natural features or sensitive areas is desirable.

*Example:*



**APPROPRIATE LAND USES:**

*Primary Uses:*

- Residential – up to 2 units per acre

*Secondary Uses:*

- Cluster residential development opportunities.
- Civic and institutional uses such as parks, community center/club house, churches, school, or other neighborhood support uses.

*Location Criteria:*

- Locate in areas where City services (water and sanitary sewer) will be difficult and/or costly to provide.
- Locate in areas determined to have unique or sensitive natural areas, including stream corridors, tree stands, wetlands, and natural habitat areas. The larger lots allow for greater potential to preserve nature using conservation easements and common open space.
- Development should occur in areas out of the floodplain, away from prime agricultural lands, and otherwise less accessible to the established road network.
- As focal point and central to a neighborhood associated with the intersection of Collector Streets or higher classification; OR
- At edges of defined neighborhoods along arterials and minor arterials.

*Development Criteria:*

- Gross densities of 2 to 6 unit(s) / acre may be clustered on the site with net densities remaining less than .5 units per acre.
- Low impact design strategies should be used for design and construction to minimize building and site development impact on hydrology, topography and other natural features.
- Accessory buildings may be allowed at a scale between typical suburban development and farm buildings.
- Accessory uses should be designed to reflect the design and scale of the primary structure and surrounding development.
- Buildings should reflect a similar scale to primary single-family uses; Where adjacent buildings are more than 150% of the height or building footprint of primary single-family uses, additional setbacks, buffers and usable open spaces should facilitate transitions.
- Buildings, access points and parking areas should have a similar relation to neighborhood streetscapes as the primary single-family uses.
- Open spaces should be in prominent locations along prominent streets or in front of prominent buildings).

**LAND USE CATEGORY: Residential Rural (RR)**

*Description:*

**Residential Rural** land use provides for large-lot and very large lot residential development where a full range of municipal services may not be available. This category is intended to allow flexibility of choice for .5 units per acre to 20+ acres per unit. There should be no expectation of municipal infrastructure extended to these areas, including roads, at least until an urban development pattern is established. The residential rural development pattern is intended to retain a rural character, in areas close to urban services, and should be designed in a manner that does not hinder the future growth and development of the city at greater intensities. This category is also applicable where it is determined unique or sensitive natural areas exist including stream corridors, tree stands, wetlands, natural habitat areas or other opportunities to preserve natural amenities or areas.

*Example:*



**APPROPRIATE LAND USES:**

*Primary Uses:*

- Agriculture
- Natural Space / Recreation Area
- Residential – minimum lot size 2 acres

*Secondary Uses:*

- Cluster residential development opportunities may exist and should be evaluated on a case-by-case basis.
- Institutional uses – places of worship or schools.
- Accessory Uses – see *development criteria*.

*Location Criteria:*

- Locate in areas where City services (water and sanitary sewer) will be difficult and/or costly to provide.
- Locate in areas determined to have unique or sensitive natural areas, including stream corridors, tree stands, wetlands, and natural habitat areas. The larger lots allow for greater potential to preserve nature using conservation easements and common open space.
- Development should occur in areas out of the floodplain, away from prime agricultural lands, and otherwise less accessible to the established road network.

*Development Criteria:*

- Gross densities of 2 to 6 unit(s) / acre may be clustered on the site with net densities remaining less than .5 units per acre.
- Low impact design strategies should be used for design and construction to minimize building and site development impact on hydrology, topography and other natural features.
- Accessory buildings may be allowed at a scale between typical suburban development and farm buildings.
- Accessory uses should be designed to reflect the design and scale of the primary structure and surrounding development.

**LAND USE CATEGORY: Public / Semi-Public**

*Description:*

The **Public / Semi-Public** land use category consists of those institutional land uses including government centers and facilities, educational facilities, and other public or semi-public uses and places like "places of worship", hospitals, private schools, libraries and cemeteries. Public safety uses, including fire and police, are also allowed in this district. New development in this category should be integrated with residential neighborhoods or as part of neighborhood or community mixed-use centers at a scale appropriate to the context in which they are developed.

*Example:*



**APPROPRIATE LAND USES:**

<i>Primary Uses:</i>	<i>Location Criteria</i>	<i>Development Criteria:</i>
<ul style="list-style-type: none"> <li>• Government Uses</li> <li>• Medical Facilities</li> <li>• Schools</li> <li>• Libraries</li> <li>• Places of Worship</li> <li>• Public Safety Facilities (Fire and Police)</li> </ul>	<ul style="list-style-type: none"> <li>• Public facilities such as branch libraries, post offices, and schools that serve residential areas should be grouped together with neighborhood centers, and located near parks or linear park system when possible.</li> <li>• Public facilities including libraries, parks, and fire, police and EMS stations should be located according to population as well as distance and response time standards as established in adopted facility plans.</li> <li>• Public and semi-public facilities should have convenient access to arterials, public transportation, and major utility trunk lines.</li> <li>• Large scale facilities, including high schools, hospitals, central library, and large worship buildings should be located on arterial street and situated as to discourage traffic in surrounding neighborhoods.</li> </ul>	<ul style="list-style-type: none"> <li>• The scale of development should respond to surrounding neighborhood development or provide transitional buffering to reduce visual impact on surrounding properties.</li> <li>• Transitions between civic and institutional uses and surrounding neighborhoods should minimize the impacts of noise, light, traffic, operations and scale of the use.</li> <li>• The design of civic and institutional uses should strive to complement and enhance the existing character of surrounding uses and neighborhoods.</li> </ul>

**LAND USE CATEGORY: Parks**

*Description:*

The **Park and Open Space** category includes public park land and publicly-owned open space. These areas may be used for recreational purposes (active and passive) or may be land held for future public use. Privately held recreational land, like private golf courses, are included in this category. Recreational corridors, like the Tonganoxie Greenway are also included in this category as they relate to open space and mobility within Tonganoxie.

*Example:*



**APPROPRIATE LAND USES:**

<i>Primary Uses:</i>	<i>Location Criteria:</i>	<i>Development Criteria:</i>
<ul style="list-style-type: none"> <li>• Parks (Active and Passive)</li> <li>• Linear Parks</li> <li>• Open Space</li> </ul>	<ul style="list-style-type: none"> <li>• Should be in proximity to neighborhoods and residential population.</li> <li>• Park and recreation opportunities should be included in all levels of mixed-use centers.</li> <li>• Open space should be preserved where natural features, including floodplains and slopes, make development difficult and to protect natural resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Neighborhood Parks should be integrated in the neighborhood and provide a focal / gathering point for residents and activities.</li> <li>• Linear parks should provide connections throughout and between neighborhoods and connections to the overall park system.</li> </ul>
<i>Secondary Uses:</i>	<i>Location Criteria:</i>	<i>Development Criteria:</i>
<ul style="list-style-type: none"> <li>• Public Safety Facilities (Fire, and Police)</li> </ul>	<ul style="list-style-type: none"> <li>• Encouraged within or as part of activity areas, including parks or integrated into mixed-use centers.</li> </ul>	<ul style="list-style-type: none"> <li>• Public Safety facilities and their automobile access within parks should be buffered from the primary parks space.</li> <li>• The design of public safety facilities should strive to complement and enhance the existing character of surrounding uses and neighborhoods.</li> </ul>



# THE PUBLIC REALM

The public realm of Tonganoxie is important because it represents how most people experience the community and thus their impression of the community. The public realm defines the framework within in which development occurs, defines the character of the transportation experience and it contributes to the character of the community, neighborhoods and places within Tonganoxie. The public realm of Tonganoxie consists of the public spaces within the community, including the public rights-of-way, generally defined by the street network, civic spaces and parks and open spaces.

There are several unique components that create the public realm in Tonganoxie including the parks, civic spaces (memorials, public uses), the Tonganoxie Creek Greenway, street network, trail system and community gateways. These elements collectively enhance connectivity, support development, define character and context of the City. These elements individually provide small enhancement within specific areas of the community, but as a system can begin to improve the livability of Tonganoxie. The public realm should be a key factor in planning for the future and addressing change in Tonganoxie. A public

realm plan is proposed for Tonganoxie as an update to the Comprehensive Plan.

## **Public Spaces**

The public spaces within Tonganoxie are an important element of the public realm because they provide gathering spaces that help create community. Whether passive, like VFW Park, or active spaces like Chieftain Park and the High School, parks and public uses provide the opportunity for interaction of people within Tonganoxie. These spaces also provide important links in the connectivity network and provide access to people moving throughout the community.

Creating public spaces that are appropriate for the locations that they are serving is important. Spaces are defined by their size and activity, and getting those elements right can mean a well-used public amenity. To provide opportunities for different spaces, three public spaces have been defined – parks, green and greenway.



Figure P-1: Park Standards

*Park*

Parks come in many shapes and sizes, but in general they are gathering places for people for passive or active recreation. In Tonganoxie, the provision of Neighborhood and Community scaled parks is important to serve residents. The rules of thumb for planning parks are included in Figure P-1.

*Green*

Greens are typically smaller, passive spaces found throughout a community, both formal and informal. These spaces are most often used for leisure, being well landscaped and treed to provide comfortable areas for gathering. Figure P-2 provides a few rules of thumb for creating greens.

*Greenway*

A greenway is a linear greenspace that typically adjoins a stream or river and provides recreational opportunities. Passive and active recreation can be found in pockets of space within the greenway that allow for interaction. Often greenways include



Figure P-2: Green Standards

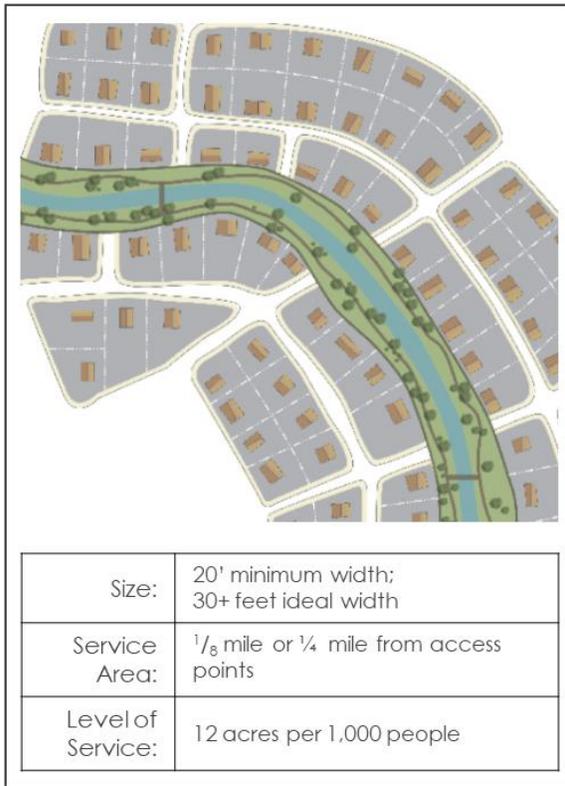


Figure P-3: Parkway Standards

a trail network that encourages their use along the extent of the greenway.

The Tonganoxie Creek Greenway, while largely unimproved, contributes to the small-town, rural character of the community. The portion of the green way that has been improved near Downtown, provides trail access to Chieftain Park, Downtown and other City amenities and destinations. Improvements to the remainder of the greenway will provide additional benefits and access to the city as it continues to grow. The framework for the Tonganoxie Greenway is in place and future improvements should follow the guidelines in Figure P-3.

**Street Character**

Mobility within Tonganoxie is largely dependent on the street network, providing connectivity and access throughout the community, allowing people to use the city. In addition to the roadway, predominately used by automobiles, the adjacent area (remaining right-of-way) can have a significant influence on how the community is connected and how people experience Tonganoxie. This area, depending on the area of town, can contain many different elements, such

as sidewalks, bike lanes, streetscape, gathering space, drainage ways, natural area, street trees and other amenities. The arrangement of these elements defines the level of connectivity of a place and contributes to the character of the place. Continued improvements to the connectivity network should also focus on the multi-modal elements, specifically pedestrian and bicycle improvements. Contextual improvements that enhance bicycle and pedestrian connections and access will encourage greater use and support adjacent development. More information regarding the connectivity of the community can be found in the Connectivity section of the plan update as well as *Conveniently Connected: Pedestrian and Bicycle Master Plan for the City of Tonganoxie*.

The visual quality of a street is important to reflect the character of the roadway and portray the character and values of the community. The character of the roadway enhances the framework for development and improves the accommodations of different modes of transportation such as walking or biking. The different environments within Tonganoxie, from

Functional Class	Standard	Natural	Activity	Community
Arterial	■	■	■	
Collector	■	■	■	■
Residential	■	■	■	■
Parkway	■	■		

Figure P-4: Character Street Application

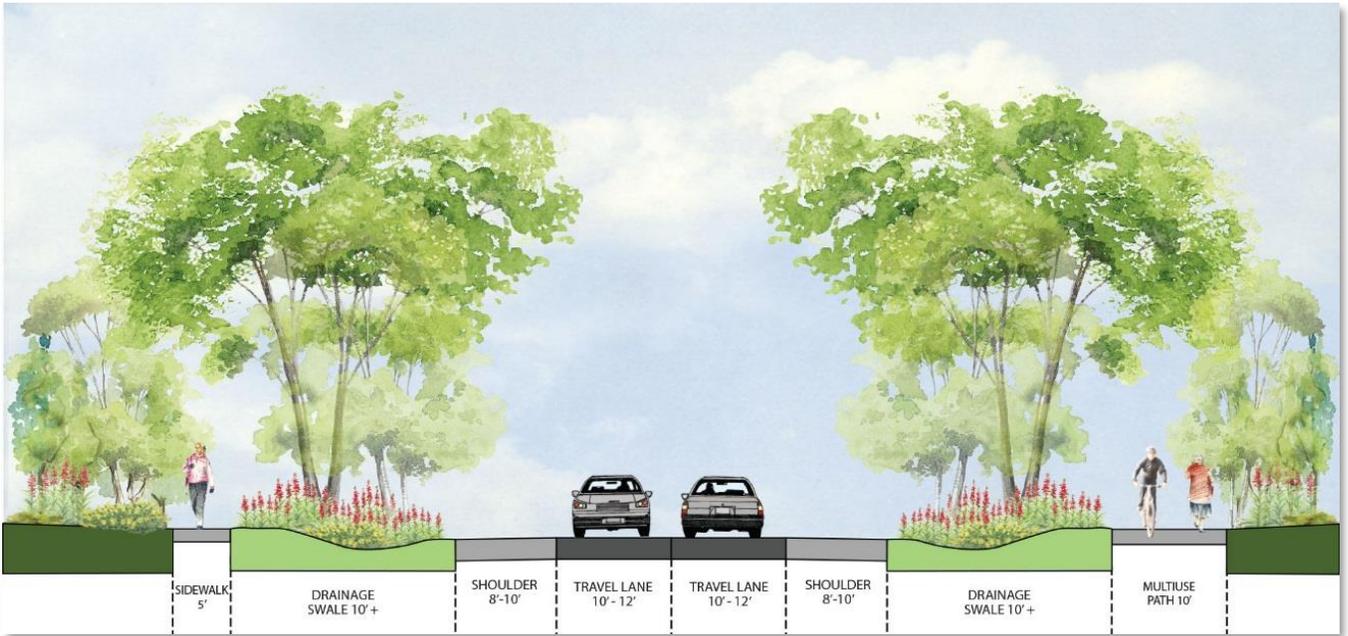
natural to neighborhoods to Downtown can be enhanced through the contextual design of roadways. For example, in the natural areas of the city a basic streetscape design and trail connection is appropriate versus a more pedestrian-oriented, streetscape design for Downtown. Additionally, contextual design can enhance the user experience in different areas in the community for drivers, cyclists and pedestrians, prioritizing users individually or balancing them collectively.

To improve the visual quality of the street network, the following character types have been created for application within Tonganoxie. These character types are applicable to the classifications of streets, arterial, collector, residential and parkway, based on the context in which the roadway is situated and the development it is serving. The application of the character types is defined in Figure P-4.

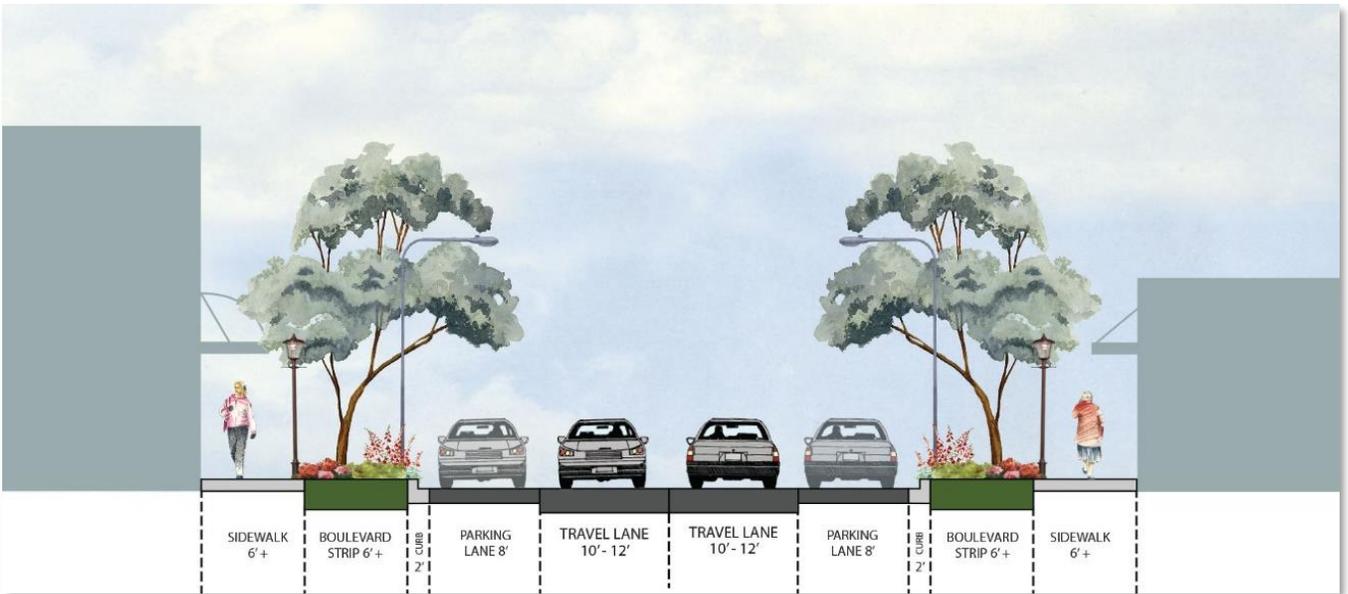
- *Natural Streets* - Natural streets are appropriate for areas that feature natural landscape or enhanced landscape design. Flexibility in cross-section design allows incorporation of natural features and promotion of environmentally sensitive design

that creates or contributes to the character of the area. The Parkway concept as identified in the Comprehensive Plan would be a candidate for Natural Street design as it connects the future growth areas of Tonganoxie. The application of the natural design also reflects the community's small-town, rural character.

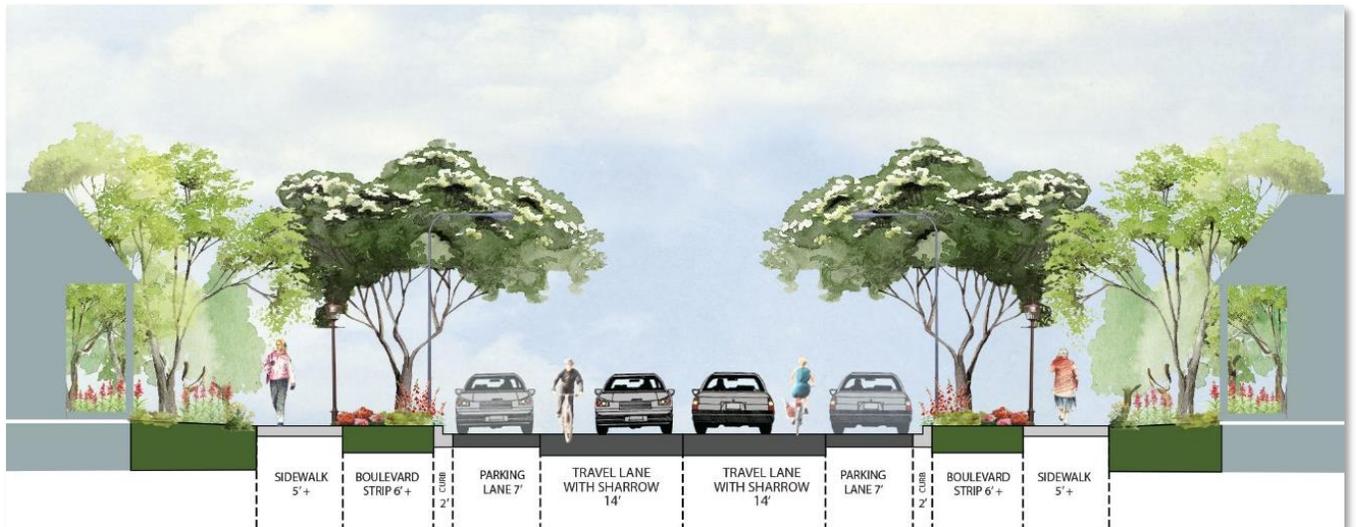
- *Activity Streets* - Activity streets are appropriate for areas where there is, or desired to be, a significant amount of pedestrian activity. Activity Streets typically prioritize on-street parking, pedestrian movement and amenities, and visibility and access for businesses. The increased connectivity within the area is a result of the interaction of pedestrians and slow-moving cars that create an active environment. Downtown Tonganoxie, specifically 4<sup>th</sup> Street, is one example of where Activity Streets should be encouraged.



*Natural - Street Character Type*



*Activity - Street Character Type*



**Community - Street Character Type**

- *Community Streets* - Community streets are appropriate to serve the residential neighborhoods throughout the city through improved street design that focuses on connectivity and access. They are typically designed for slower automobile traffic and prioritize pedestrian and bicycle mobility through sidewalks and trails with streetscapes that establish the neighborhood character and create desirable frontages for development.
- *Standard Streets* - Standard street designs are appropriate where no specific development or urban design character warrants other street design considerations. An improved standard design is proposed for basic streets within Tonganoxie.

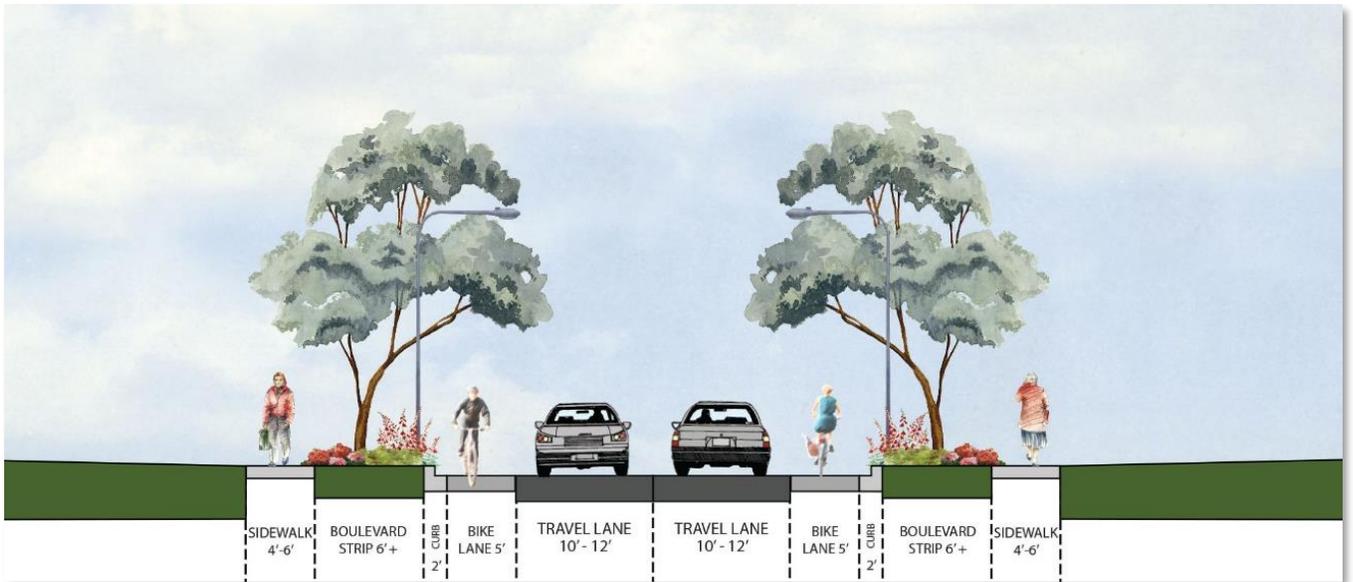
*Image Streets*

In addition to the basic street connectivity and character there are specific streets that should portray the character and quality of the community. These “image” streets are those that connect or serve primary destination within the community and should achieve a higher aesthetic

design to promote the community values. In Tonganoxie, the primary image streets include, Tonganoxie Drive, Main Street and 4<sup>th</sup> Street. Each of these streets are key routes for people using the City and when improved should be designed to convey the values of the community to users creating comfortable connections within Tonganoxie. A one size fits all design does not exist for image streets, but their design should respond to, create or enhance the character that is desired for different context within Tonganoxie. To support Tonganoxie’s growth future image streets should be implemented as proposed in Figure P-5.

***Trail and Greenway Systems***

A key component of the public realm in Tonganoxie is the trail system. The current system connects the Downtown area and the parks district northeast of Downtown. The expansion of this system provides an opportunity to better connect the community for pedestrians and cyclists. The natural features of the community could assist in the expansion of the system.



**Standard - Street Character Type**

Connections established throughout the community should focus on connecting people to key destinations including neighborhoods, schools, parks and Downtown. As development, redevelopment and improvements within Tonganoxie occur the City should be opportunistic to create trail connections that will benefit the community-wide system. A concept of this system is included in the public realm plan, Figure P-5. Tonganoxie Creek should play a significant role in the trail network and connectivity on the city.

*The trail network proposed includes those trails included in the Conveniently Connected: Pedestrian and Bicycle Master Plan for Tonganoxie with refinement for additional details in the growth areas of the City. (Figure P-5)*

#### Greenway

The floodway and floodplain of Tonganoxie Creek creates a greenway through the community. The greenway, while not ideal for development, can create a development and community amenity. The preservation and activation of the greenway space provides a natural area within the City for residents and visitors to use. The extension of the trail network through the greenway, interacting with the creek, provides a recreational amenity as

well as a connection between neighborhoods and other key destinations in Tonganoxie, including Downtown, the schools and the parks. The greenway, north and southeast of the community should be improved to provide passive and active recreation opportunities and bicycle / pedestrian connections.

#### Gateways

Gateways provide a method to advertise the community to visitors and passers-by and build pride in the community for residents. Currently, many people drive through Tonganoxie on US 24/40 on their way to someplace else. Often these motorists have not experienced the Tonganoxie community except from the highway. Gateways should serve to pull people into the community by providing a statement about the values and character of the community. This can be accomplished in a variety of ways.

Two types of gateways are proposed for Tonganoxie: Community and Downtown. Community gateways should convey the small-town, family-oriented, natural character of the community. Through development patterns and character, monumentation or other features,

Community Gateways should be first established along US 24/40 (at 14<sup>th</sup> Street, Main Street and Tonganoxie Drive) to encourage people to experience Tonganoxie. Similarly, Downtown Tonganoxie is a defining feature of the community, its history, character and charm. The exploitation of downtown as a community asset should be used to attract people to the City. The key access points to Downtown from US 24/40 (4<sup>th</sup> Street and Main Street) should be improved with Downtown Gateways designed in such a manner that encourages people to detour their route to Downtown Tonganoxie. Gateways are identified in Figure P-5.

### **Public Realm Plan**

The Public Realm Plan is focused on making those public improvements that can have a positive impact on Tonganoxie. Policies to guide the implementation of the Public Realm improvements include:

#### *Public / Civic Space*

- Expansion of the park and recreation system, both active and passive spaces, should occur in conjunction with the growth of the community.
- Small scale public spaces should be identified as gathering spaces to encourage interaction within a neighborhood.
- Civic spaces and improvements should be located at prominent places within Tonganoxie.

#### *Street Network*

- Use image streets to help define the character of a location and assist with wayfinding.
- Implement the character and image street concept with adjacent development.
- Implement the character streets concept through context appropriate application.

#### *Trails / Greenway*

- The trail network should be implemented as growth and development occurs. Larger section of the trail, like the greenway, should be coordinated to provide a consistent, continuous route through portions of the community.
- An improved greenway should encourage community by activating the space through the creation of gathering places.
- The design and development of the greenway should provide an amenity for adjacent

development and be connected to the development.

- The greenway should provide a central spine of connectivity for pedestrian and bicycles to improve community mobility and access.

#### *Gateways*

- Incorporate gateways at key locations along US 24/40 to identify the Tonganoxie community and assist with wayfinding. Appropriate locations for gateways including:
  - 14<sup>th</sup> Street – Community Gateway
  - Washington Street – Community Gateway
  - 4<sup>th</sup> Street – Downtown Gateway
  - Main Street – Downtown Gateway
  - Tonganoxie Drive – Community Gateway

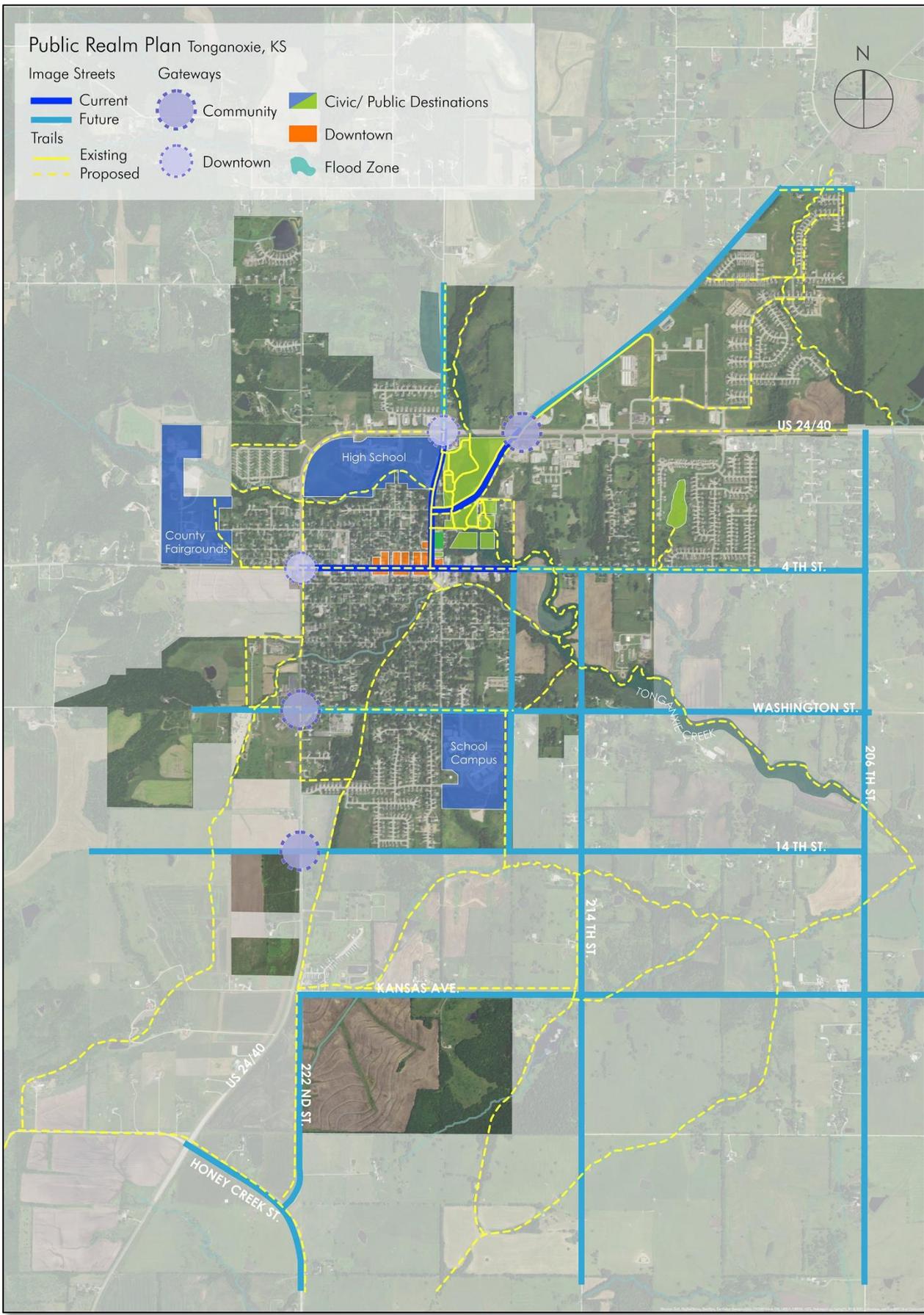
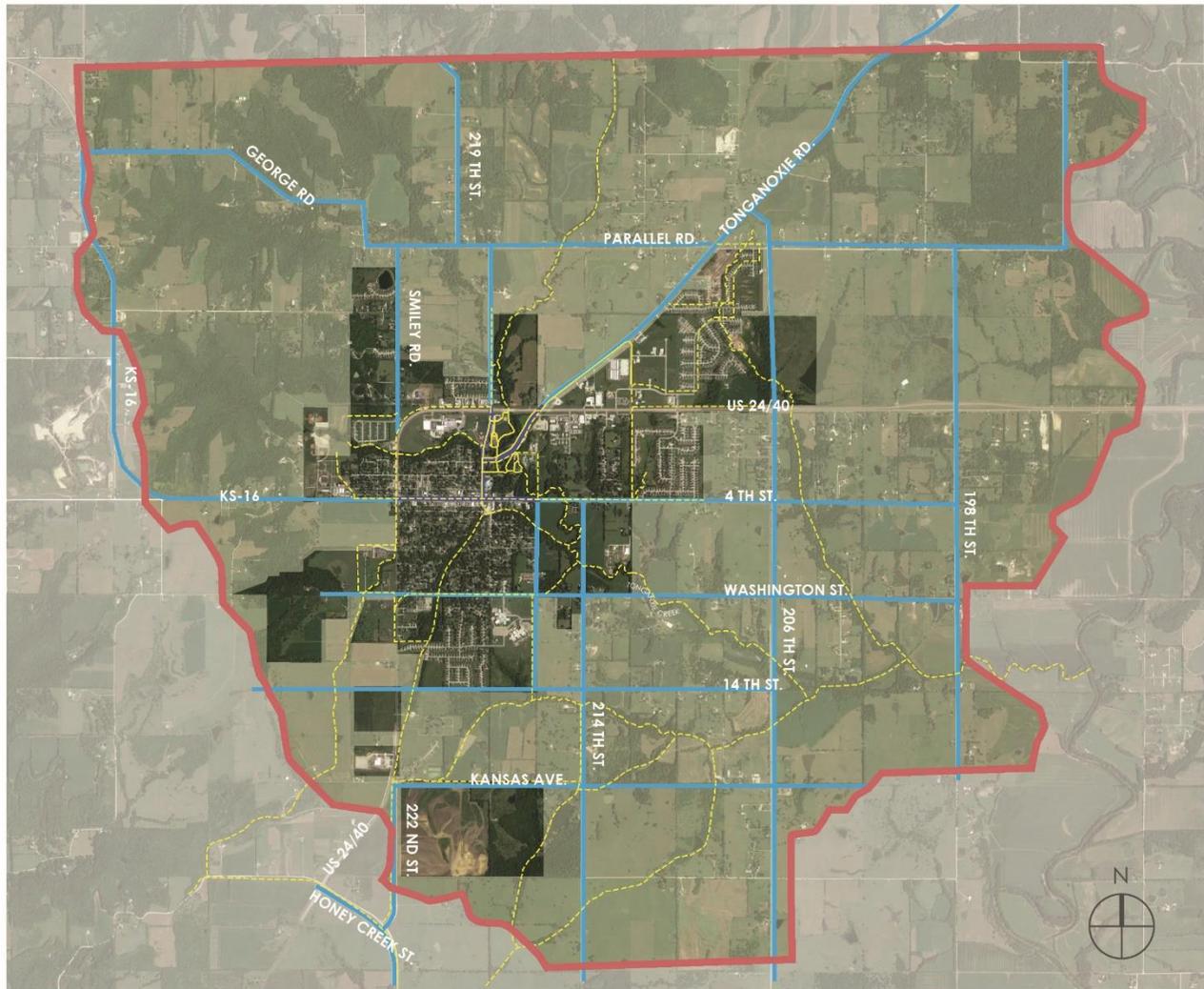


Figure P-5: Public Realm Plan



### Public Realm Plan -- Tonganoxie Future Growth Area

LEGEND

-  Tonganoxie Growth Area (County Plan)
-  Image Streets
-  Existing Trails
-  Proposed Trails

Figure P-6: Public Realm Plan - County Growth Area



Office of the City Manager  
**AGENDA STATEMENT**

**DATE:** January 8, 2018  
**To:** Honorable Mayor Jason K. Ward and Members of the City Council  
**FROM:** Dan Porter, Assistant City Manager  
**SUBJECT:** Funding for the 2018 contribution to the Tonganoxie Business Association

**DISCUSSION:**

The 2018 adopted budget includes funding allocated in the City's General Fund for supporting the Tonganoxie Business Association (TBA). This item was part of budget workshop discussions in 2017 and is being brought before City Council for consideration of expenditure authorization, per the City's Purchasing Authority & Procedures policy.

The mission statement of the TBA is "TBA exists to bring a community together by nurturing and caring for our businesses while working toward a common Goal of adding value to each other and to our community." The organization was established in 2010 and consolidated with the Tonganoxie Chamber of Commerce in 2017. Some recent events and activities conducted by the organization include St. Patrick's Day Parade, Spooktacular, hosting Bike Across Kansas, Flower Pots on Fourth Street, an Annual Celebration Dinner, and participation in the Mayors Christmas Tree Lighting. Members of the organization gather in frequent meetings, participate in various sub-committees, and connect with the community using a social media presence and the organization's website.

**BUDGET IMPACT:**

None. The required funding is budgeted in the City's General Fund in 2018.

**ACTION NEEDED:**

Make a motion to authorize a contribution to the Tonganoxie Business Association, in an amount not to exceed \$5,000.

**ATTACHMENTS:**

Letter requesting funding support from the Tonganoxie Business Association

**cc:** George Brajkovic, City Manager  
File

## Tonganoxie Business Association Budget Request 2018

The Tonganoxie Business Association's (TBA) objective is to use best practices for local businesses with the common goal of adding value to each other, the community, and the city. Tonganoxie Business Association (formerly EAST) is a grass roots organization developed to create partnerships between businesses, community, and schools while facilitating co-promotion of civic events. The recent name change reflects a more recognizable name that represents the professionals, businesses, and leaders represented in the organization. TBA operates on a lean budget with funds from donations, affordable annual dues, and a modest budget from the City. TBA meets weekly to allow business owners, city officials and community minded citizens the opportunity to attend at their convenience and remain connected to the organization.

### Events, Promotions, and Budgetary Expenses for Tonganoxie Business Association:

- **Annual recognition and benefit dinner**  
This is free to TBA members, city officials, business owners and community volunteers.
- **St. Patrick's Day Parade**  
All organization is done by TBA. This is a small parade that has a growth potential for the City of Tonganoxie.
- **Historic Downtown Beautification**  
TBA invests in our historic business district by purchasing and planting flowers in planters on 4<sup>th</sup> St to bring color and vibrancy while adding signage or flags to the planters to highlight an event or day is a continued.
- **Spooktacular**  
TBA hosts Spooktacular, this event brings over 1,200 youth and their parents to our community. These parents walk our downtown during this event becoming aware of local businesses, city officials such as police, firefighters, and city hall staff. We utilize the pocket park to highlight its availability. In addition, a week-long Skeleton Scavenger Hunt highlighting over 30 businesses, city departments, and community attractions provides a kick-off to the trick-or-treating event.
- **Mayors Christmas Tree Lighting & Festival**  
Tonganoxie Business Association is thankful to be included in the Mayors Christmas Tree Lighting and festivities. This event we do not have any outgoing expense for only our time given preparation of the event. TBA will continue in whatever aspect the Mayor and staff ask of our organization.
- **Bike Across Kansas (BAK) (2017)**  
In June 2017, TBA coordinated a major event: the last overnight stop for Bike Across Kansas. This coordination was a benefit for the City of Tonganoxie and business owners that drew over 800 cyclists and their families to the community.

Our next project is **investing in marketing Tonganoxie** through a **social media and advertising** company that will help develop and maintain a professional presence for Tonganoxie Business Association. This will allow the opportunity to highlight all of Tonganoxie Businesses, events and our city through trained marketing specialists. TBA is managed by business owners with limited time dedicated to marketing. This marketing project will bring our organization and city a great return on our investment.

Tonganoxie Business Association is a thriving business group whose members share a passion for our local businesses, entrepreneurs, and community.

We are seeking \$5,000.00 from the City of Tonganoxie to subsidize our investment in the community through the specific activities detailed here. Consider letting TBA help bring the return on you investment.

Thank you for your consideration,

Monica Gee, President Tonganoxie Business Association



Office of the City Manager  
**AGENDA STATEMENT**

**DATE:** January 8, 2018  
**To:** Honorable Mayor Jason K. Ward and Members of the City Council  
**FROM:** Dan Porter, Assistant City Manager  
**SUBJECT:** Funding for the 2018 annual dues for the Kansas League of Municipalities

**DISCUSSION:**

The 2018 adopted budget includes funding allocated in the City's General Fund for annual dues for the Kansas League of Municipalities (LKM). This item was part of 2018 budget workshop discussions in 2017 and is being brought before City Council for consideration of expenditure authorization, per the City's Purchasing Authority & Procedures policy.

The total cost of this request is based on a per capita charge, an assessed valuation charge, 9 subscriptions to Kansas Government Journal for City Council and City Management, and a base fee of \$475. The base fee is determined by the City of Tonganoxie's status as a City of the 2<sup>nd</sup> Class in the State of Kansas. The invoice is provided as an attachment.

LKM is a membership association that advocates on behalf of cities, offers training and guidance to city appointed and elected officials, and acts to strengthen Kansas communities. The League is governed by members through a governing body of elected officials and city appointed staff. Since 1910, LKM has been a resource for cities across Kansas to share ideas, facilitate communication between members, and provide information on best practices in municipal operations.

Just a few of the services available to members include legislative advocacy, legal aid, the Municipal Training Institute, discount contract services, several publications, research surveys, and annual conferences and events. LKM provides reduced member rates for annual conferences and trainings in order to provide quality instruction, education and guidance on city governance.

**BUDGET IMPACT:**

None. The required funding for this expenditure is budgeted in the City's General Fund in 2018.

**ACTION NEEDED:**

Make a motion to authorize the Assistant City Manager to pay the City of Tonganoxie's 2018 annual dues for the Kansas League of Municipalities, in an amount not to exceed \$2,771.94.

**ATTACHMENTS:**

2018 Dues and Subscriptions Invoice – League of Kansas Municipalities  
Letter from League of Kansas Municipalities Executive Director Erik Sartorius  
LKM Training Opportunity in Bonner Springs – Subject: Planning & Zoning – 01/12/2018

**cc:** George Brajkovic, City Manager  
File



300 SW 8th Avenue, Suite 100, Topeka, KS 66603

Bill To

City of Tonganoxie  
 321 S Delaware  
 PO Box 326  
 Tonganoxie, KS 66086

## 2018 Dues & Subscriptions

Date

Invoice #

12/1/2017

18-116

Due Date

1/31/2018

Qty	Description	Rate	Amount
1	2018 City Membership Dues - Assessed Valuation and Per Capita Charge	2,116.94	2,116.94
1	2018 City Membership Dues - Base Fee	475.00	475.00
9	2018 Subscription to the Kansas Government Journal	20.00	180.00

**Total**

\$2,771.94

**Payments/Credits**

\$0.00

**Balance Due**

\$2,771.94

E-mail

rplue@lkm.org

Phone #

785-354-9565

Web Site:

www.lkm.org



300 SW 8th Avenue, Ste. 100  
Topeka, KS 66603-3951  
P: (785) 354-9565  
F: (785) 354-4186  
[www.lkm.org](http://www.lkm.org)

December 1, 2017

Dear City Official,

The mission of the League of Kansas Municipalities is to strengthen and advocate for the interests of the cities of Kansas. Our long-standing association provides our member cities and counties with a unified voice in matters of local government. We are honored so many cities and counties agree there is immense value in belonging to the League.

Enclosed please find the dues billing for your League membership. This represents the dues required of your city for 2018. As in 2017, a member city's dues are built on a per capita charge, an assessed valuation charge, and a base fee.

In October 2016, the Convention of Voting Delegates adopted a bylaws change at the Annual Conference, creating a tiered base charge for cities and counties. For Cities of the First Class, the base charge will be a 15% surcharge of their combined per capita and assessed valuation charges that currently comprise a city's dues. Cities of the Second Class have a base charge of \$475, and Cities of the Third Class have a base charge of \$250.

Also enclosed you will find the *2018 League Member Services Brochure*, which outlines the key League services available to you as a League member city. These services include access to staff attorneys, trainings on important municipal issues, legislative advocacy, budget tips and publications to guide your work such as the 2018 Governing Body Handbook, which will be mailed to all member cities in May. Your city officials will also have access to our website with up to date resources for members only. We would urge you to take advantage of these services, and to always let us know how we can improve or make suggestions of services the League should be considering.

It is always a pleasure to be able to serve the cities and counties of Kansas, and to work with you to ensure the very best environment possible for the citizens we all serve. Should you have any questions or comments concerning your dues, please feel free to contact me directly at [esartorius@lkm.org](mailto:esartorius@lkm.org), or Rynae Plue, Finance and Human Resources Manager, at [rplue@lkm.org](mailto:rplue@lkm.org).

On behalf of the Governing Body and all of us at the League, thank you for your participation. We value you standing with the other cities and counties of Kansas. Should you ever have any questions, suggestions or comments, please contact me at the email above or (785) 354-9565. We look forward to many more years of this mutually beneficial partnership.

Sincerely,

Erik Sartorius  
Executive Director

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Do you have new (or existing) elected officials, P&Z board members and/or staff that would benefit from a review of Kansas planning and zoning laws? We have a course for you in January! We've brought back our popular Planning & Zoning MTI – All attendees will receive a copy of the newly revised manual, Planning and Zoning for Kansas Municipalities (revised December 2017).



**Planning & Zoning**  
(Municipal Training Institute)  
(Elective)

**Friday, January 12**  
(Bonner Springs)

City planning and zoning is a perennial issue for municipalities. It's challenging; yet essential to good governance. The League of Kansas Municipalities is offering an elective Municipal Training Institute course in January 2018. This course will focus on the authority of Kansas cities to enact planning and zoning laws and regulations. The course will focus on:

- The roles/responsibilities of a city Planning Commission;
- Comprehensive planning;
- Zoning regulations, rezoning topics and zoning appeals;
- Best practices for municipal zoning professionals and appointed officials.

We encourage the following city officials attend this course: city managers/administrators, city attorneys, planning/zoning staff or commissioners, and/or elected officials. The course will be a coordinated effort taught by Eric Smith, Deputy General Counsel, League of Kansas Municipalities and planning/zoning professionals from Kansas cities. This course will be submitted for IIMC credit.

All attendees will receive a copy of the newly revised manual, Planning and Zoning for Kansas Municipalities (revised December 2017).

The MTI will be held from 10 a.m. to 2 p.m. Cost to attend this course is \$75 for members, \$100 for nonmembers. Lunch and materials provided. Register online at [www.lkm.org/events](http://www.lkm.org/events).

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Office of the City Manager  
**AGENDA STATEMENT**

**DATE:** January 8, 2018  
**To:** Honorable Mayor Jason K. Ward and Members of the City Council  
**FROM:** Dan Porter, Assistant City Manager  
**SUBJECT:** Consider approval to purchase alarm system for 4<sup>th</sup> Street sewage pump station

**DISCUSSION:**

Alarm systems in the City's sewage pump stations allow operators to be remotely notified of power outages, high volumes of flow, or when pumps fail. This data can even increase efficiency by avoiding unnecessary operator trips to check out issues reported at stations. Using cell phones or computers there is an abundance of available data for Public Works staff to use in order to ensure pump stations are operating correctly.

This purchase of the Omni Site XR50 on the 4th St Sewage Pump Station will complete the installation of an alarm system in all of the City's 6 sewage pump stations.

**BUDGET IMPACT:**

None. This expenditure can be paid from the Sewer Capital Reserve Fund, where there is adequate budget authority for this purchase in 2018. Alarm maintenance costs in future years are anticipated to be minimal and

**ACTION NEEDED:**

Make a motion to authorize the Public Works Director to purchase an Omni Site XR50 alarm system for the 4<sup>th</sup> Street pump station, in an amount not to exceed \$3,230.

**ATTACHMENTS:**

Cost estimate for purchase of alarm system, programming, and installation.

**cc:** George Brajkovic, City Manager  
File

# Alexander Pump & Service Inc.

# Estimate

17728 NW 62nd St.  
St. Marys ,KS 66536

785 437 6305  
785 383 2435

**SOLD TO:**

City Of Tonganoxie  
321 So. Delaware  
P.O. Box 326  
Tonganoxie, Ks 66086

ESTIMATE NUMBER | 109  
ESTIMATE DATE | December 22, 2017

PO # | 549  
TERMS | Net 30  
SALES REP | Darren Alexander

SHIPPED TO:  
Same

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Install and Programing Omni Site XR50	550.00 2,659.00	\$550.00 2,659.00
		SUBTOTAL	3,209.00
		FREIGHT	21.00
			\$3,230.00
			PAY THIS AMOUNT

**DIRECT ALL INQUIRIES TO:**  
Darren Alexander  
785 383 2435  
email: dalexanderks@yahoo.com

**MAKE ALL CHECKS PAYABLE TO:**  
Alexander Pump & Service Inc.  
17728 Nw 62nd St.  
St. Marys , KS 66536

**THANK YOU FOR YOUR BUSINESS!**