



**CITY OF WESTWOOD
City Council Meeting
4700 Rainbow Blvd.
Westwood, Kansas 66205**

September 9, 2021 - 5:30 PM

Note: In an effort to mitigate the spread of COVID-19, this meeting may be attended remotely via Zoom.

Access Online

<https://us02web.zoom.us/j/89908289796>

Access By Phone

(346) 248-7799

Webinar ID: 899 0828 9796

Agenda

- I. Call to Order – Mayor David E. Waters
- II. Discussion Items
 - A. Strategic land use planning for City-owned property and facilities
- III. Adjournment

STAFF REPORT

Meeting Date: September 9, 2021

Staff Contact: Leslie Herring, Chief Administrative Officer/City Clerk

Discussion Item: Strategic land use planning for City-owned property and facilities

Background/Description of Item

The next five (5) years are a critical time for strategically planning the future land use for the southwest corner of 47th & Rainbow Blvd. and the southwest corner of 50th & Rainbow Blvd. With the rebuild of Westwood View on the former Entercom site beginning in 2021, the fate of two of the community's historically biggest question marks have been answered: that Westwood View will remain in Westwood and that the former Entercom site's future land use is decided. Although the school district has not communicated its intentions for the current/old Westwood View building/site following Rushton Elementary's departure back to its new school building in 2025, the City is in a position to work with the school district to understand what disposition of the property could look like. Disposition of the current/old Westwood View site has/will set in motion a conversation about the disposition of other City-owned property and about how the community will embark on its plans and desires as communicated through the 2015 ULI TAP and the 2017 Comprehensive Plan.

Over the past several years, City staff and officials have been approached by members of the private development community who have interest in working with the City to redevelop both project sites. This interest has only intensified and grown to a broader range of private developers since the announcement of the demolition of the former Westwood Christian Church in 2020 and the announcement of the rebuild of Westwood View Elementary in 2021.

The City's 2015 ULI TAP and 2017 Comprehensive Plan both contemplate possible uses for the southwest corner of 47th & Rainbow Blvd. and the southwest corner of 50th & Rainbow, as summarized below:

Southwest Corner of 47th & Rainbow Blvd. ([2017 Comprehensive Plan](#); [2015 ULI TAP](#))

- New City Hall mixed-use development. City Hall would act as an anchor to the new development.
- Mixed-use development. Development could include housing and retail businesses and services that complement other businesses in the community further diversifying the community's tax base. City Hall would be relocated in this scenario.
 - 2015 ULI study states that "the City's most valuable asset is the land upon which the aging City Hall sits. Built in 1993, it would require substantial capital outlay to modernize and fix the deferred maintenance."
 - 2015 ULI study finds that this site is most appropriate for commercial development.
- A Farmer's Market (or other type/style of public gathering space) to complement adjacent development with or without the current City Hall building remaining in place.

Southwest Corner of 50th & Rainbow ([2017 Comprehensive Plan](#); [2015 ULI TAP](#))

- Single family homes

- The 2015 ULI study recommends that the original school site combined with Dennis Park and the 5050 property all be converted to high quality efficient housing that will attract young families, which is largely absent in Westwood. (As of the timeframe of the 2015 study.)
- Park and open green space
 - 2015 ULI study recommends increased and improved park space, which will attract young families.
- Civic uses (Conduct feasibility analysis or request for proposals to determine the need and location of community buildings.)
 - The ULI study identified an opportunity to design a new City Hall building and Police headquarters at this site, freeing up the current City Hall site for mixed-use development.
- A low-intensity development could include some retail services to nearby residents and businesses along with residential uses.

Staff Comments/Recommendation

City staff is tracking key dates and overlapping timelines for the disposition of these sites over the next several years. Those dates include:

- June 2021 – Westwood View ground breaking at 4935 Belinder Ave.
- January 2023 or August 2023 – Westwood View students move into the new building; Rushton Elementary students and staff move into the former/existing Westwood View building
- February 2023 – 5050 Rainbow lease term ends; last principal payment is due
- February 2024 – Right of First Refusal with SMSD expires, with an option to renew at the end of term
- June 2025 – Rushton students vacate former/existing Westwood View building

In anticipation of this active timeline related to the southwest corner of 50th & Rainbow Blvd., staff has compiled the following possible scenario to serve as an overlapping timeline of recommended action steps to aid the Governing Body in making decisions about the future use of land both at the southwest corner of 50th & Rainbow and the southwest corner of 47th & Rainbow:

1. Engage the Urban Land Institute to conduct another Technical Assistance Panel (TAP) to evaluate the following three questions:
 - A. The City of Westwood, Kansas, has two primary corridors with properties that may be utilized for non-single-family residential uses, 47th Street (east/west) and Rainbow Boulevard. Key properties either controlled by the City or its affiliated Foundation along such corridors are identified in the attached application. To what purposes (commercial, mixed-use, governmental/institutional, open space, multi-family, or alternative housing option, etc.) would be most appropriate for the City in order to maximize investment or redevelopment, meet market demands, or provide needed uses or amenities for the City of Westwood?
 - B. Given the properties either owned by the City (or its related Foundation) or on which the City has a right of first refusal/offer, in what locations, what amenities, and in what recommended layouts or formats should City facilities be located and developed (including

but not limited to city hall, police, public works, parks/green spaces, or other existing or recommended future municipal offerings)?

- C. The City of Westwood is interested in exploring options and best practices arising from the "Housing for All Toolkit" recently prepared by United Community Services of Johnson County (copy or link attached to the application). A summary of existing zoning applicable to the identified parcels, and other zoning categories that may be available for such parcels, is included among the application materials. Which properties (or portions thereof) might be best suited for housing other than single-family-residential, what types of housing would work best on such properties (given needs, market, and property locations), and should other zoning categories be considered by the City for these properties?

City staff has drafted an application to submit to ULI, which is included in this meeting packet. Also included is a summary from ULI of the process.

ULI is ready and excited to conduct a TAP in the Fall of 2021 should the City Council be interested in reengaging with them.

2. Engage an owner's/community representative to work with and on behalf of the City to engage with private developers interested in City-owned property. This relationship would likely result in the City developing Requests for Proposals (RFPs) for the project sites the Governing Body is interested in making available for redevelopment following the results of a ULI TAP and the results of a City facilities analysis.

City staff has begun the process of identifying potential owner's/community representatives for the Mayor's and City Council's approval should the City Council be interested in pursuing this partnership.

3. Conduct a City facilities analysis of existing buildings, including an assessment and cost estimate of deferred maintenance and optimal site selection, if different from the current location of City facilities.

This expense has already been budgeted in the City's Capital Improvement Plan (CIP) for 2022.

4. Reconvene at the conclusion of the City facilities analysis in the Fall of 2022 to determine strategic direction for the southwest corner of 50th & Rainbow and the southwest corner of 47th & Rainbow.

This would be anticipated to occur in Fall of 2022 should the City Council be interested in pursuing this option.

5. Execute the plan of action, possibly including issuing RFP's for private development opportunities.

This would be anticipated to occur in Winter of 2023 should the City Council be interested in pursuing this option.

This worksession is intended to be a time for the City Councilmembers to share with one another and staff thoughts and questions about this recommended course of action and to provide feedback or alternative direction to staff.



Urban Land
Institute

Kansas City

Technical Assistance Panel

OVERVIEW

Objective

ULI's Technical Assistance Panel (TAP) Program is designed to provide objective, expert advice to municipal and community-based organizations on the feasibility, design, or implementation of development initiatives. This program is specifically intended for non-profit organizations and municipalities that have limited staff or financial resources or that operate in economically disadvantaged areas.

Program Description

ULI Kansas City's TAP program brings expertise in real estate, design, and finance to bear on local land use planning and development projects. Once a project has been designated as a TAP, ULI Kansas City will assemble an interdisciplinary team of senior professionals for a two-day technical assistance study. The TAP program concentrates a team of local experts in a comprehensive look at all angles of the development process to formulate realistic options to move a project forward.

A typical TAP begins with a site tour and briefing book meeting where the Client reviews the project and orients the panel to the briefing materials. The following week the panel gathers for the two-day study which begins with stakeholder interviews and moves into the panel closed-door charrette. The study concludes with a private briefing with the client, followed by a public presentation of their findings and recommendations. A written report of the TAP is produced and delivered within six weeks.

The client organization/municipality is responsible for gathering and presenting background information needed to fully understand the project. (See briefing materials outline.) The client is also identifying the stakeholders and scheduling the interviews. ULI members will volunteer their time to develop an understanding of the problem, compile recommendations, and debrief the client on conclusions and recommendations.

Client also must commit to a one-year follow-up meeting with ULI.

ULI Core Competencies

Members of ULI Kansas City can provide expertise and advice in the following areas:

- Land use design and planning
- Market feasibility analysis
- Financial analysis and structuring
- Structuring private/public partnerships
- Adaptive reuse of buildings, development process, permitting and community relations

Technical Assistance Panel

CLIENT OBLIGATIONS

Panel Preparation

- **Briefing Materials.** The Client is responsible for gathering and assembling all relevant background information related to the issues being addressed. The Client will compile background information, along with any other relevant information, into bound briefing books (a three-ring binder is acceptable) which will be distributed to each panelist at a pre-TAP meeting where the Client will explain the project and review the briefing materials. Briefing materials should be ready for delivery to the panel chair, panelists and ULI Kansas City staff at least two weeks before the scheduled panel. The ULI-assigned project manager will determine what is needed for the Panel's review and will assist the Client in reviewing materials and identifying additional materials and information needed for the Panel.
- **List of Resource Individuals.** The Client must prepare a list of resource individuals available on the day of the TAP. The list should be restricted to no more than 5 people and should include key members of the private and public sectors that can provide valuable insight and information to the Panel.
- **Interview Schedules.** The Client is responsible for scheduling and gathering key stakeholders for the first day of the study and, if necessary, during the one-hour follow-up afternoon session.
- **Project/Site Tour.** If the issues deal with a specific project or project area, the Client is responsible for arranging a tour of the project/site and surrounding area if applicable. The Client must arrange for transportation and an accompanying staff person to answer panel members' questions.
- **Other Resource Materials.** Additional resource material that is not appropriate or too bulky for inclusion in the panel briefing books should be made available at the panel meeting place. Such information might include zoning and general plan materials, market data, economic studies and projections, maps and other similar materials as needed. The ULI project manager and the Client will determine prior to the panel session what materials might be helpful to the panel deliberations.

Logistics

- **Panel Meeting Room(s).** The Client is responsible for providing a conference room for the panel meeting, group interviews and the panel presentation. The presentation room should be set up in a manner consistent with the type of final presentation desired and the amount of audience participation desired.
- **Transportation.** It is helpful, but not essential, that transportation for group activities such as the project/site tour and surrounding area be provided in one vehicle so that panel members may converse and collaborate. In order to reduce the time required for local transportation, it is recommended that as many interviews as possible be conducted at the main location where the panel is meeting.
- **Meals.** The Client is asked to provide meals for the TAP panel and ULI staff during the study. All meals are casual working sessions on site with the exception of Day 1 dinner, which is a working session at a nearby restaurant in a private space. This could include the following:
 - **Day 1, lunch for TAP members and Client, working dinner for TAP members.**
 - **Day 2, breakfast, lunch, afternoon snack for TAP members.**

Technical Assistance Panel SAMPLE PANEL SCHEDULE

Site Tour: One Week Prior

- 3:00 Meet on site with Client and TAP Panel, driving tour
- 4:00 Panel meeting to review team division and briefing book assignments
- 5:00 Adjourn

Study Day 1

Client and Panel meet at study location for working lunch.

- 12:00 Lunch – Panel and Client, Introductions and Charge to the Panel
- 1:00 Client exits, Stakeholder interviews begin (stakeholder interview over Zoom)
- 6:30 Adjourn
- 6:30 – 8:30 Working Dinner, Panel and ULI staff

Draft key points and issues and convert to flipchart/report handout for presentation.

Study Day 2

8:00 am	Breakfast – Divide into working groups
9:00	Break
9:10	Working groups
11:00	Break
11:10	Working groups
12:00	Working lunch
1:00	Develop and refine presentation
2:30	Break
2:40	Finalize presentation
4:00	Private briefing of recommendations for Client
5:30	Public presentation
6:30	Adjourn

Technical Assistance Panel APPLICATION FORM

Please provide the following information and submit to ULI Kansas City.

Applicant Organization _____

Contact Person _____ Job Title _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-Mail _____

Please attach the following:

1. Statement of the problem/issue

Provide a brief description of the major problems or issues that you wish the Panel to address. Include a brief history and current status of the project/study area/issue.

2. Client information

Please describe:

- (1) The type of and major business activity of the Client organization.
- (2) What role the Client plays in the particular issue(s) suggested for the Panel; and
- (3) Include a brief history of important projects/activities that recently have taken place or are planned or under consideration.

3. Questions to be addressed by the Panel

List **three** essential questions/issues to be evaluated by the Panel. Be as specific as possible. Please organize questions/issues by major topic, such as market issues; planning and design issues; feasibility and financing issues; management and implementation issues; and so on.

4. Client responsibilities – planning and logistics

Please identify the individuals who will be responsible for working with ULI Kansas City staff to prepare for the TAP. Client responsibilities include providing background and briefing documents; organizing and scheduling interviews; conducting a project/site tour; transportation for site tour, food during the TAP, providing physical facilities for panel work sessions and presentation; and providing general logistical support. Also identify the key people whom you believe can contribute to the panel's understanding of issues. Please provide name, organization and title, and contact information for all individuals listed.

5. Fees

ULI Kansas City charges a fee of \$15,000 for the study. ULI Kansas City is responsible for the overall organization and execution of the study, including contracting with a technical writer who works through the study to produce the public presentation and final report. These fees will be fully explained and agreed upon as part of the TAP agreement.

Sample Briefing Binder Outline

- I. General City Information
 - a. Copy of the Original Application
 - b. Maps, site plans, photographs
 - c. Demographic Information
 - d. Economic Statistical Reports
 - e. Financial Information
 - f. Community Brochures and Directories
 - g. Mayor and City Council Information
 - h. Key Staff Information
 - i. School District
- II. Information Specific to Land Type
 - a. Residential
 - b. Commercial/Retail
 - c. Education
 - d. Municipal
 - e. Parks/Recreation
 - f. Other, if needed
- III. Stakeholders
 - a. List of Stakeholders to be Interviewed (including name, title, company or affiliation.)
 - b. Agenda for Interviews of Stakeholders (from 9:30-noon)
- IV. Issues of Local Concern
- V. Past Studies, Drawings, Analysis
- VI. Associated & Related Zoning and Policy Issues
- VII. Any Available Financing Mechanisms or Options Discussed
- VIII. Public Opinion (newspaper articles, blogs, emails, etc.)
- IX. Problem Areas/Current Initiatives
- X. Copies of Site Evaluation Forms
- XI. Miscellaneous Supporting Research



Supplement to ULI Kansas City Technical Assistance Panel Application Form

1. Statement of the problem/issue

The City of Westwood owns or has certain rights to several properties, the future development and uses of which will impact City growth and management for many years. As an example, the City has a first right of refusal to purchase the current home of Westwood View Elementary School located at 2511 W. 50th St., which school is being replaced at 4935 Belinder Ave., and which property may become available to the City. The City also owns a park and vacant property adjacent to the older school property. Additionally, the City owns or controls other properties along significant commercial corridors, property which may either be vacant, under-utilized, or better-utilized for growth.

The City desires to explore what uses for these properties are the highest and best given current market conditions, the community's stated desires for land use and redevelopment opportunities (including parks, commercial, and residential) within the city limits, and whether the City is in a position to help leverage its land resources to improve the housing challenges currently experienced within Westwood's city limits.

2. Client Information

a. The type of and major activity of the Client organization

The City of Westwood is a municipal government in northeast Johnson County, Kansas. The City provides street and stormwater infrastructure and maintenance, police and municipal court services, building official and property maintenance services, occupational and other licensing and regulation, planning and zoning regulation and administration, public parks and green space amenities, and indoor and outdoor facility rentals.

b. What role the Client plays in the particular issue(s) suggested for the Panel

The City of Westwood directly or indirectly owns, or has an option to own, the subject property parcels.

c. Brief history of important projects/activities that recently have taken place or are planned or under consideration

Since the completion of the first ULI TAP in May 2015, the following key projects/activities have occurred:

- i. Beginning in 2015, the City has experienced the demolition and rebuilding of single family homes each and every year. These "tear-downs" and rebuilds, together with increasing property values and limited available space within a land-locked community, put more pressure on taking the right steps to ensure Westwood can continue to meet resident needs.

- ii. In 2016, Woodside Village North apartments and retail shops opened. The Club redevelopment and the development of Woodside Village South is anticipated to occur in the near future.
- iii. In 2020, the City of Westwood demolished the former Westwood Christian Church, which it had previously purchased. The site is now an open green space, used by the community for informal gatherings and by the City of events programming.
- iv. In the spring of 2021, SMSD broke ground on the new Westwood View Elementary School. The school will move from its current location to the former site of Entercom Communications, at 50th & Belinder.

3. Questions to be addressed by the Panel

- a. The City of Westwood, Kansas, has two primary corridors with properties that may be utilized for non-single-family residential uses, 47th Street (east/west) and Rainbow Boulevard. Key properties either controlled by the City or its affiliated Foundation along such corridors are identified in the attached application. To what purposes (commercial, mixed-use, governmental/institutional, open space, multi-family, or alternative housing option, etc.) would be most appropriate for the City in order to maximize investment or redevelopment, meet market demands, or provide needed uses or amenities for the City of Westwood?
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4. Client responsibilities – planning and logistics

Logistics

- a. Leslie Herring, Chief Administrative Officer/City Clerk

Stakeholder Interviews – TBD