

EL DORADO

K A N S A S

PLANNING COMMISSION AGENDA

November 16, 2023

5:30 PM

1. CALL TO ORDER & ROLL CALL

Steve Fellers
Lawrence Fischetti
Scott Hackler
Debbra Laforge
Scott Leason
Brad Long
Austin Letts
Gerald Watson

2. APPROVAL OF MINUTES

1 - APPROVAL OF 10/26/23 MINUTES

3. NEW BUSINESS

ITEM NO. 1 - SPECIAL USE PERMIT-424 W CENTRAL AVE.

- A. Presentation of Request
- B. Public Hearing
- C. Discussion by Planning Commission
- D. Motion

4. OLD BUSINESS

5. STAFF ITEMS

1 - NEXT MEETING 12-21-23

REZONE 1358-1360 SW HWY 77 FROM AR TO RS

6. ADJOURNMENT

EL DORADO

K A N S A S

PLANNING COMMISSION MINUTES - **DRAFT**

October 26, 2023

5:30p.m.

1. CALL TO ORDER & ROLL CALL

Vice Chairman Leason called the meeting to order at 5:30pm.

Members Present

Steve Fellers
Scott Hackler
Scott Leason
Austin Letts
Brad Long
Gerald Watson

Others Present

Roxann Cool
Jennifer Zimmerman
Mary Mays
Mike Dorrell
Brad Meyer

2. APPROVAL OF MINUTES

Commissioner Letts moved to approve the minutes of the September 28, 2023, Planning Commission meeting, seconded by Commissioner Leason. The motion passed (6-0).

3. NEW BUSINESS

ITEM NO. 1 - PRESENTATION OF TRANSPORTATION MASTER PLAN BY JEO

The consulting firm JEO gave a presentation to the Planning Commission regarding the Transportation Master Plan.

ITEM NO. 2 – CASE NO. 23-07-SUP: PUBLIC HEARING FOR THE CONSIDERATION OF A REQUEST FOR A SPECIAL USE PERMIT TO ALLOW A DIGITAL VIDEO SIGN AT 210 E 2ND AVENUE.

A. Presentation of Request

Scott Rickard provided an overview of the special use permit request by the El Dorado Senior Center to allow a digital video sign in an O-I Business-Office Institutional District located at 210 E. 2nd Avenue. The proposed sign will utilize the existing brick base by replacing the current sign with a new LED digital video sign.

B. Public Hearing

Chairman Hackler opened the public hearing. Jennifer Zimmerman, Director of the Senior Center gave a presentation and answered questions from the commission.

C. Discussion by Planning Commission

Commissioner Fellers inquired if a right-hand turn was made at the corner of 2nd Avenue and Vine Street if the light from the sign would impede traffic. Mr. Rickard stated that any issues would be resolved during the permitting process.

D. Motion

Commissioner Leason moved to recommend approval of Case No. 23-07-SUP, an application by the El Dorado Senior Center for a special use permit to allow a digital video sign at 210 E. 2nd Avenue, seconded by Commissioner Long.

Roll Call Vote:

Steve Fellers	Y
Scott Hackler	Y
Scott Leason	Y
Austin Letts	Y
Brad Long	Y
Gerald Watson	Y

The motion passed (6-0). Mr. Rickard stated the application would go to the November 20th City Commission meeting.

ITEM NO. 3 – CASE NO. 23-05-REZ: PUBLIC HEARING FOR THE CONSIDERATION OF A REQUEST TO REZONE 1126, 1128, AND 1204 W 6TH AVENUE FROM R-3 MULTIPLE-FAMILY DWELLING DISTRICT TO C-1 GENERAL BUSINESS DISTRICT.

A. Presentation of Request

Scott Rickard provided an overview of the request by Mike Dorrell to rezone the lots located at 1126, 1128, and 1204 W. 6th Ave. from R-3 Multiple Family Dwelling District to C-1 General Business District. The applicant, Michael Dorrell, requests the rezone to construct a storage building for business and personal use. Mr. Dorrell stated that he is proposing a 60x60 building that could be expanded. Commissioner Long inquired on how many drive approaches he plans to

use. Mr. Dorrell said he only plans to use one approach even though three are there now. Commissioner Letts asked about the requirements for fencing as a buffer.

B. Public Hearing

Chairman Hackler opened the public hearing. There being no one to speak, the public hearing was closed.

C. Discussion by Planning Commission

Commissioner Letts inquired if the proposed rezone follows the future land use map. Mr. Rickard stated that it does meet the future land use map.

D. Motion

Commissioner Fellers moved to recommend approval of Case No. 23-05-REZ, an application by Michael Dorrell to rezone 1126, 1128, and 1204 W. 6th Avenue to C-1 General Business District, seconded by Commissioner Letts.

Roll Call Vote:

Steve Fellers	Y
Scott Hackler	Y
Scott Leason	Y
Austin Letts	Y
Brad Long	Y
Gerald Watson	Y

The motion passed (6-0). Mr. Rickard stated the application would go to the November 20th City Commission meeting.

4. OLD BUSINESS

CONTINUE PUBLIC HEARING TO CONSIDER AMENDING THE SIGN REGULATIONS IN ARTICLE 8 OF THE ZONING REGULATIONS

A. Presentation of Request

Scott Rickard presented the revisions on the temporary sign regulations for the commission to consider. The Planning Commissioners discussed the revisions to the regulations.

B. Public Hearing

Chairman Hackler opened the public hearing. Mike Dorrell with Superior Automotive believes the new regulations are a positive change. Brad Meyer with On the Edge detail shop thanked staff for compiling regulations to benefit businesses.

C. Discussion by Planning Commission

Chairman Hackler and Commissioner Fellers commended staff on the time spent to create the new regulations.

D. Motion

Commissioner Letts moved to recommend approval to amend the temporary sign regulations as written for Article 8 of the Zoning Regulations, seconded by Commissioner Leason.

Roll Call Vote:

Steve Fellers	Y
Scott Hackler	Y
Scott Leason	Y
Austin Letts	Y
Brad Long	Y
Gerald Watson	Y

The motion passed (6-0)

5. STAFF ITEMS

Mr. Rickard stated the next meeting will be held on November 16th and they will discuss a request for a Special Use Permit for Transitional Housing at 424 W. Central Ave.

6. ADJOURNMENT

The meeting was adjourned at 6:53pm.

PLANNING COMMISSION MEMORANDUM

TO: Planning Commission
CC:
FROM: Scott Rickard
RE: Special Use Permit

Butler Homeless Initiative, Inc. is requesting a Special Use Permit to allow Transitional Housing at the property located at 424 W Central Ave. The property is currently zoned C-1 General Business District.

The zoning ordinance defines Transitional Housing as “a facility, occupied by not more than 30 residents, with staff members as needed, which provides transitional housing for the purpose of facilitating the movement of homeless individuals and families to permanent housing, and which may also include providing ancillary services such as employment counseling, vocational training, dining and food preparation, and individual or group behavioral health interventions and to allow that use by Special Use Permit in the following Zoning Districts R-3, C-1, and O-I with Supplementary Regulations to the Special Use to include: allowing only one transitional home in each Zoning District, no transitional home in the El Dorado Business Park, and a Management Plan for operation must be provided.”

The standards that must be met are as follows:

- A. ***The location and size of the proposed use in relation to the site and to adjacent sites and uses of the property, and the nature and intensity of operations proposed thereon.*** The subject property abuts First Presbyterian Church to the east, a vacant dentist office to the south, the Performing Arts Center across Taylor Street to the west, and the First United Methodist Church along with single-family residential homes to the south. This transition from commercial to residential may be an ideal location for a transitional home along a major arterial.
- B. ***Accessibility of the property to police, fire, refuse collection and other municipal services; adequacy of ingress and egress to and within the site; traffic flow and control; and the adequacy of off-street parking and loading areas.*** The site is accessible to all municipal services.
- C. ***Utilities and services, including water, sewer, drainage, gas, and electricity, with particular reference to location, availability, capacity and compatibility.*** All utilities serve the site.
- D. ***The location, nature, and height of structures, walls, fences, and other improvements; their relation to adjacent property and uses; and the need for buffering or screening.*** The structure is currently unoccupied, Staff will work with BHI on any necessary remodeling that may be needed for the change of uses on the building.
- E. ***The adequacy of required yard and open space requirements and sign provisions.*** Yard and open space requirements are sufficient.

F. The general compatibility with adjacent properties, other properties in the district, and the general safety, health, comfort and general welfare of the community. It is important to note that Transitional Housing is not permitted as of right in C-1 zoning districts. The Special Use Permit process allows for a case-by-case review to determine if the proposed use is compatible with the area. Your responsibility as the Planning Commission is to evaluate the general compatibility with adjacent properties, other properties in the district, and the welfare of the community. This ensures that the proposed use is in harmony with the neighborhood and promotes the safety, health, and comfort of the community.

The applicant has submitted a Management Plan with the Special Use Permit application. Staff has reviewed and determined that the plan meets zoning ordinance requirements. Butler Homeless Initiative, Inc. will be present at the meeting to make a presentation.

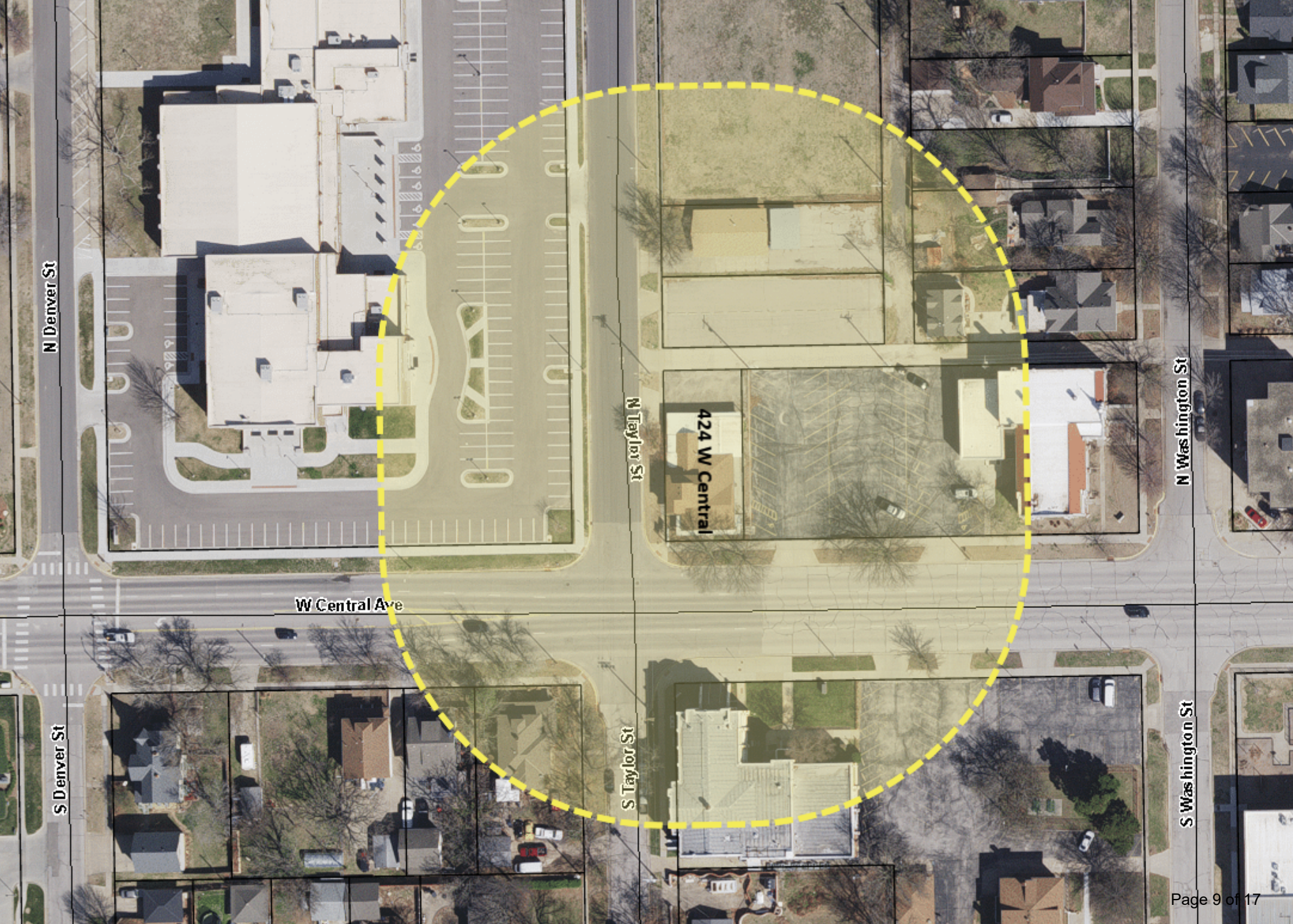
The Planning Commission shall determine if the proposed land use is appropriate at this location and recommend approval or denial to the City Commission. Approval/Denial of this Special Use Permit requires a majority vote of the Planning Commission members present and voting.

Suggested Motion:

To Recommend Approval: I move to recommend approval of Case No. 23-008-SUP, a request by Butler Homeless Initiative, Inc., for a Special Use Permit to allow Transitional Housing on the property located at 424 W Central Avenue for the reasons set forth in the staff recommendation and heard at this public hearing.

OR

To Recommend Denial: I move to recommend denial of Case No. 23-008-SUP, a request by Butler Homeless Initiative, Inc., for a Special Use Permit to allow Transitional Housing on the property located at 424 W Central Avenue, for the reasons set forth in the staff recommendation and heard at this public hearing.



W Central Ave

424 W Central



Mission: Provide refuge to those in need.
Vision: End homelessness in Butler County.

Request

Butler Homeless Initiative (BHI) is requesting a Special Use Permit (SUP) for the building located at 424 West Central. This building is currently owned by the First Presbyterian Church (FPC) of El Dorado. Upon the approval of the SUP, BHI intends to purchase the building from FPC to operate the only dedicated service agency for all homeless people in El Dorado and Butler County.

Background

BHI was incorporated as a faith-based 501(c)3 not-for-profit tax entity in 2008. The vision is to end homelessness in Butler County. BHI's Board of Directors consists of community members from several professions all of whom are actively involved.

In 2016, BHI was invited by the First Church of the Nazarene, located at 202 North Taylor, to office and provide services from their church building. This location was approved by El Dorado's fire marshal, engineering department and city manager to provide overnight shelter during the cold weather months, in addition to food, toiletries and replacement clothing. These operations were successful in providing basic services as well as assisting people with employment and housing applications; encouraging addiction treatment; recommending mental health care; and finding referrals to agencies or organizations that can meet individual's specific needs.

Results of Covid19

Due to the Covid19 pandemic, the District Superintendent of the First Church of the Nazarene chose to suspend gatherings inside the building, therefore, BHI closed overnight sheltering. Kansas Housing Resources Corporation (KHRC) provided HUD funding for motel rooms from July 2020 until June 30, 2023 in order to protect homeless people from disease.

In July 2020, the BHI staff opened day services, a one-stop shop for anyone experiencing homelessness. BHI staff then developed the Personal Success Plan (PSP) to assist, encourage and compel guests to move past their homelessness. BHI does not re-create programs that are already available through other agencies or organizations, but refers guests to those existing programs, most of which, are located in El Dorado. This demonstrated that overnight sleeping accommodations, coupled with day services, are by far the most effective combination in helping people off of the streets. When combined with PSP services, the temporary accommodations BHI seeks to provide are transitional in nature and a bridge between homelessness and permanent housing.

Service Structure Utilizing the (PSP)

A staff member helps each guest analyze their situation. It is jointly determined what course of action the guest needs to take. Sometimes it is realizing that they need to find a second job. Other times, the action involves attending an addiction treatment program. The lack of mental health care may have resulted in their homelessness. Each PSP requires the guest to actively participate and follow a strict timeline which is designed based on the issues to be faced. This timeline will vary from guest to guest. Each guest's progress is reported weekly to the staff. Listed below are examples of tasks on a PSP:

- Apply for lost Birth Certificates, SS Card or State Identification
- Construct a list of previous work history and experience with dates
- Build a resume with help from Kansas Workforce Center or Shelter Staff
- Apply for SNAP (food assistance)
- Apply for employment
- Complete application for housing assistance
- Schedule and appear at appointments
- Seek addiction treatment
- Seek mental health care

In addition to the above, BHI provides the following for homeless people in this community:

- Toiletries, grocery items, and replacement clothing
- Space and electricity to charge cellphones
- Laundry facility and detergent for use once per week
- Shower vouchers twice weekly courtesy of the local YMCA
- Monthly haircuts by local stylist
- Information on local assistance programs available at churches and other organizations offering free food and clothing
- Assistance with resumes & job applications including referrals to employment agencies
- Assistance with housing applications and referrals to Mid-KS CAP
- Referrals to Mid-KS CAP for vision and dental care and scheduling appointments with providers
- Public transportation information and free bus tickets when necessary
- Applications for SNAP (food assistance)
- Bus tickets out of town for those who are stranded and wish to travel on

Those Served

The public often assumes that homeless people are all chronic alcoholics or drug addicts. The reality is very much more complicated. In addition to intact and single parent families, BHI has served people with following conditions and situations:

- Blind
- Transgender
- Severe hearing impairment
- Developmental disability
- Neurological disability
- Severe mental illness
- Autism
- Cancer
- Veteran status
- Pets (often not accepted in motels or apartments)

The following are the numbers of unduplicated individuals served by BHI since the pandemic ended:

Year	Total Served	Men	Women	Children
2020	100	71	29	
2021	195	91	73	31
2022	228	101	98	29
2023	309	141	112	56

(2023 figures are through 11/1/23)

Future Plans

BHI operations at 424 West Central will be year-round, 7 days a week. Hours may vary, but essentially, doors will open at 6 pm every night for guests to enter, enjoy a hot meal provided by community members, charge their cellphones, perform a chore to maintain the facility, share their accomplishments toward their PSP with staff, and sleep overnight. Two volunteers and/or staff will always be in house when occupied by guests. Guests will awaken around 7, have breakfast and leave the facility at 8:00 to attend appointments or work.

Staff will have daytime office hours at least three days per week to assist guests in contacting organizations and agencies during business hours.

The number of guests allowed to sleep overnight will depend on the recommendation of the local fire marshal. However, it will not exceed 30, which is mandated by Ordinance No. G-1151.

Policies & Procedures

The BHI Policy and Procedure Manual sets forth the organizational structure of services BHI provides.

- No one is discriminated against for any reason.
- Registered sex offenders are not allowed on property.
- Anyone with a recent history of violent offenses is not allowed on property.
- Everyone is screened with a metal detector upon entry to building.
- Weapons, alcohol and drugs are prohibited.
- Those suffering a mental health crisis are not allowed into the building.
- Anyone under the influence of drugs or alcohol is not permitted entry.
- All guests sign in with first and last name and birthdate.
- Prescribed medications are given to staff, labeled, and locked up. Staff will unlock for use, log use, and lock the medication up again.
- Guests are assigned a locker for storage of their personal items while in the Shelter.
- Tobacco products, lighters, extra clothing, backpacks, etc. are stored in locker.
- Sexual activity and public displays of affection are not allowed in the Shelter.
- Each guest is assigned a chore before bedtime.
- Clothing is changed only in the bathroom. One person in each bathroom at a time.
- All personal items are removed from assigned lockers when a guest exits.
- No loitering is permitted on property.
- Smoking is not permitted on property.
- Disruptive behavior is not tolerated and will result in suspension, or ban of overnight stay.

Volunteer Training

All volunteers are trained by staff. Any new volunteer will shadow a seasoned volunteer before working independently.

Volunteer training includes:

- How to thoroughly search guests for weapons and drugs.
- Types of personal items to be locked up for guests.
- CPR training.
- AED training.
- When and how to use Narcan.
- How to determine if a person is drunk or high.
- Importance of maintaining a guest's confidentiality.
- Requirement to disclose to law enforcement, upon their request, who is present in the facility.

Staff Duties

The Shelter Manager has years of experience and knowledge assisting homeless people in this community. The Assistant Shelter Manager is trained by the Shelter Manager to carry out duties directed by the Shelter Manager. The following are some of the Shelter Manager's duties:

- Makes management decisions including closure of Shelter.
- Collects and compiles data.
- Recruits and trains volunteers.
- Supervises the Shelter operations, volunteers and assistant shelter manager
- Guest intakes.
- Interviews guests and assists them in drafting their PSP.
- Oversees guests PSP timeline and accomplishments.
- Oversees operation of Shelter, meals and volunteers.
- Resolves conflict.
- Communicates with Shelter staff, board and volunteers as needed.
- Makes sure guests are following rules.
- Directs corrective action when needed.
- Makes decisions on removal of guests due to their behavior (i.e.: disrespect of staff; threatening or non-cooperative behavior).

The Shelter Manager works as a team member with the Assistant Shelter Manager and Executive Director. These staff members conference situations in the Shelter and with guests multiple times daily.

The President of the BHI Board oversees all Shelter operations and is the final decision maker, when necessary. The staff members meet with the President weekly to discuss problems, review plans for guests, and to do future planning. A Trustee of the Board also attends these

staff meetings. The Board is kept informed of Shelter activities by e-mail or phone calls between scheduled Board meetings.

Funding

BHI is funded with Emergency Solutions Grants from HUD. The HUD Funds are distributed by Kansas Housing Resources Corporation. Financial support also comes from local grants such as United Way of El Dorado, El Dorado Charities Auxiliary, and El Dorado Community Foundation. BHI relies heavily on fundraising events supported by the community and donations by generous community members.

Respectfully submitted,

Debbie Hill
Executive Director
November 7, 2023

202 North Taylor P.O. Box 447 El Dorado, KS 67042 316-323-4122
admin@butlerhi.org





FIRST PRESBYTERIAN CHURCH

400 W Central, El Dorado, KS 67042 | 316-321-3790 | officefpceld@gmail.com | Rev Stan Martin

October 31, 2023

To Whom It May Concern:

The Session of First Presbyterian Church of El Dorado, Kansas approved selling our Youth Center building at 424 W Central to Butler Homeless Initiative at its meeting on September 28, 2023. This approval included BHI applying for and obtaining a Special Use Permit from the City of El Dorado. We believe in BHI's mission to serve the homeless in our community and we support BHI wholeheartedly.

Please do not hesitate to contact the church if you need more information.

Blessings,

Carla J Chrispens, Clerk of Session