



AGENDA

Community Development Advisory Board Meeting

4:30 PM - Wednesday, February 3, 2021
Council Room

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1. CALL MEETING TO ORDER	
2. ROLL CALL	
3. CONSIDERATION OF MINUTES	
3.1. Adoption of Minutes	3 - 7
Recommended Motion: Approve the regular meeting minutes of November 4, 2020, as presented.	
November 4, 2020 Meeting Minutes	
4. NEW BUSINESS	
4.1. Development Manager Report	9
Recommended Motion: Receive and file the report.	
Agenda Item Report - AIR-21-015 - Pdf	
4.2. Economic Development Plan Review	11 - 12
Recommended Motion: Direct staff to draft a plan based on input from members and feedback from stakeholders, and present to the board at the May 5, 2021 meeting.	
Agenda Item Report - AIR-21-014 - Pdf	
5. ANNOUNCEMENTS	
6. ADJOURNMENT	



MINUTES

Community Development Advisory Board Meeting

4:30 PM - Wednesday, November 4, 2020
Council Room

The Community Development Advisory Board of the City of Derby was called to order on Wednesday, November 4, 2020, at 4:30 PM, in the Council Room, with the following members present:

PRESENT: Greg Anderson
Jennifer Brown
Lindsay Dearduff
KJ Jeffery
Jason Weber

ABSENT: Christopher Mosley

1 CALL MEETING TO ORDER

2 ROLL CALL

3 CONSIDERATION OF MINUTES

3.1 Adoption of Minutes

Jennifer Brown moved, seconded by Greg Anderson, Approve the regular meeting minutes of November 4, 2020, as presented.

RESULT:	Carried
MOVER:	Jennifer Brown
SECONDER:	Greg Anderson
AYES:	Greg Anderson, Jennifer Brown, Lindsay Dearduff, and Jason Weber
ABSENT:	KJ Jeffery and Christopher Mosley

4 NEW BUSINESS

4.1 Review of Kansas Open Meetings Act

BACKGROUND:

- Transparency in government promotes public trust.
- As a board of the City, CDAB meetings are open meetings under Kansas law.
- Kansas laws governing open meetings are designed to promote transparency in government by making decisions and records accessible to the public. The KOMA statutes state that "a representative government is dependent upon an informed electorate."
 - The general rules found in KOMA are not absolute; practical exceptions are incorporated into the laws.
- Compliance with these laws is necessary to avoid legal challenges to official

actions.

- The City Attorney will attend the meeting to introduce and review open meetings laws with CDAB members.

RECOMMENDED MOTION

Receive and file the presentation.

Jacque Butler, City Attorney presented the Kansas Open Meetings Act (KOMA) presentation.

Marcia Hartman, Development Manager asked about a scenario where a CDAB member could be a financial institution employee who's client may be a developer applying for incentives from the City, how would the board member handle discussion of the application?

Butler responded by saying that staff recognizes that board members are volunteers and nobody expects anyone compromise their job and livelihood for the member's service for the City. If the member is not comfortable with discussing an application, they can choose not to participate or can recuse themselves.

Hartman asked the board if they had any questions.

Board members did not have additional questions.

Butler reiterated that she and staff are always available to answer questions and address concerns board members may have.

KJ Jeffery moved, seconded by Jason Weber, to receive and file the presentation.

RESULT:	Carried
MOVER:	KJ Jeffery
SECONDER:	Jason Weber
AYES:	Greg Anderson, Jennifer Brown, Lindsay Dearduff, KJ Jeffery, and Jason Weber
ABSENT:	Christopher Mosley

4.2 Development Manager Report

BACKGROUND:

	Period May - Oct	Year to Date	Previous YTD
Derby Business Requests for Assistance	72	139	118
New Business and other Requests for Assistance	42	78	76

Development Highlights:

- 579 businesses are currently registered for 2020.
- Discussed business development plans and expansion ideas with 12 prospects.
- Mailed 2021 Cereal Malt Beverage renewal notices to 19 local businesses.
- Worked with the permitting software vendor (Energov) and began testing

- an online business registration renewal and payment program.
- Provided assistance to businesses applying for the city administered Community Development Block Grant-CV funding.
- Met with Planning staff to discuss the West End Development Plan for vacating right-of-way for undeveloped streets and alleys.

RECOMMENDED MOTION

- Receive and file the report.

Marcia Hartman, Development Manager presented the Development Manager report.

Board members did not have any questions regarding the report.

Jason Weber moved, seconded by KJ Jeffery, to receive and file the report.

RESULT:	Carried
MOVER:	Jason Weber
SECONDER:	KJ Jeffery
AYES:	Greg Anderson, Jennifer Brown, Lindsay Dearduff, KJ Jeffery, and Jason Weber
ABSENT:	Christopher Mosley

4.3 Economic Development Plan Review

BACKGROUND:

- Every three years, the City Council adopts an Economic Development Plan, which is used to guide and accomplish economic development efforts.
- Part of the Community Development Advisory Board's (CDAB) mission is to monitor and maintain the plan.
- The current plan was developed for use from 2019 to 2021.
- Throughout 2021, staff will begin to draft a new plan and present updates to CDAB at meetings, with a final draft anticipated to be presented at the November meeting.
- CDAB's recommendation for the 2022-2024 Economic Development plan will be scheduled for Council consideration in December 2021.

POLICY IMPLICATIONS:

- CDAB members should review the plan and provide staff with feedback for use in updating the plan.

RECOMMENDED MOTION

- Direct staff to begin work to update the City's Economic Development Plan and present recommendations and a draft plan to the CDAB for consideration.

Marcia Hartman, Development Manager presented the background for reviewing, updating and adopting the City's Economic Development Plan. Hartman explained that a new plan is drafted every 3 years and is monitored and maintained by the Community Development Advisory Board. CDAB members are asked to review the plan and provide staff with feedback for use in updating

the plan. Hartman indicated that she will meet with city staff to initiate getting feedback for making updates to the plan and will reach out to area economic development partners to take a look at their economic priorities and plans for their communities. Ideas from staff discussions and findings from area partners will be presented at each CDAB meeting in 2021 to assist board members to make recommendations for updating the plan.

Hartman reviewed each of the economic development strategies outlined in the current plan. She identified the strategies that have and continue to be a vital part of the plan, and which reinforce the development initiatives emphasized in the City Comprehensive Plan. Important strategies have and continue to include retaining and developing talent by connecting with businesses, and supporting and promoting Derby; creating an attractive environment by maximizing place making development through planning, design and management of community spaces; and marketing a quality of place by partnering with community stakeholders and encouraging residents and visitors to support local businesses.

Hartman asked board members if they had any questions.

Board member KJ Jeffery asked if the previously approved K-15 Area Plan continued to be a part of the city's comprehensive plan to improve and the develop the west end.

Hartman answered yes, the K-15 Area Plan and the West End Development Plan were both incorporated into the new Vision Derby 2040 Comprehensive Plan and are expected to continue to play an important role in Derby's economic development plans.

Board member Greg Anderson asked if the deteriorated buildings on north Nelson Drive would be torn down as part of the K-15 area plan.

Hartman indicated that the City had recently purchased property on north Nelson and that the buildings located on the property would be demolished as part of the plan to improve and redevelop the K-15 area. Hartman indicated that she thought the demolition bid item is scheduled to be approved at an upcoming city council meeting.

KJ Jeffery moved, seconded by Jennifer Brown, to direct staff to begin work to update the City's Economic Development Plan and present recommendations and a draft plan to the CDAB for consideration.

RESULT:	Carried
MOVER:	KJ Jeffery
SECONDER:	Jennifer Brown
AYES:	Greg Anderson, Jennifer Brown, Lindsay Dearduff, KJ Jeffery, and Jason Weber
ABSENT:	Christopher Mosley

5 ANNOUNCEMENTS

Lindsay Dearduff, CDAB Vice-Chair, asked if there were any announcements.

Marcia Hartman, Development Manager stated that she did not have any announcements.

6 ADJOURNMENT

Jason Weber moved, seconded by Jennifer Brown, to adjourn at 5:36 p.m.

RESULT:	Carried
MOVER:	Jason Weber
SECONDER:	Jennifer Brown
AYES:	Greg Anderson, Jennifer Brown, Lindsay Dearduff, KJ Jeffery, and Jason Weber
ABSENT:	Christopher Mosley

Recording Secretary

Chair

New Business Item



Subject: Development Manager Report
Meeting: Community Development Advisory Board - 03 Feb 2021
Presented by: Marcia Hartman, Development Manager

BACKGROUND:

	Period Nov - Jan	Year 2020 to Date	Previous YTD
Derby Business Requests for Assistance	53	194	176
New Business and other Requests for Assistance	14	99	95

Development Highlights:

- 460 businesses are currently registered for 2021.
- Assisted businesses with utilizing the new online Citizen Self Service (CSS) portal program; 78 business utilized the new customer self-service portal to renew their registration online.
- Discussed business development plans and expansion ideas with 4 prospects.
- Began work to update the Economic Development Plan in 2021.
 - The current plan was reviewed with the Community Development Advisory Board (CDAB) on November 4th, 2020. Stakeholder input will be solicited throughout 2021 with a final plan provided for CDAB consideration in November 2021 and City Council consideration in December 2021.
- Began work to facilitate vacation of undeveloped alleys in the West End. Staff has identified locations for potential vacation and are working to develop maps and correspondence to educate adjacent property owners.

RECOMMENDED MOTION:

- Receive and file the report.

New Business Item



Subject: Economic Development Plan Review
Meeting: Community Development Advisory Board - 03 Feb 2021
Presented by: Marcia Hartman, Development Manager

BACKGROUND:

- Every three years, the City Council adopts an Economic Development Plan, which is used to guide and accomplish economic development efforts.
- Part of the Community Development Advisory Board's (CDAB) mission is to monitor and maintain the plan.
- The current plan was developed for use from 2019 thru 2021.
- Throughout 2021, staff will begin to draft a new plan and present updates to CDAB at meetings.
 - At the Nov 4, 2020 meeting, staff reviewed the current plan with board members and identified strategies that continue to be essential and effective.
 - At the Feb 3, 2021 meeting, CDAB will have an open discussion to consider thoughts and comments from board members and staff.
 - At the May 5, 2021 meeting, staff will present feedback received from other stakeholders.
 - A draft plan will be presented for review at the August 2021 CDAB meeting.
 - A final plan will be presented at the November 2021 CDAB meeting.
- CDAB's recommendation for the 2022-2024 Economic Development plan will be scheduled for Council consideration on Nov. 23 or Dec. 14, 2021.

POLICY IMPLICATIONS:

- Open discussion by board members for use in updating the plan:
 - Members will be asked to provide their thoughts on what they like or do not like about the current plan.
 - Staff will share information that the board may want to consider and request feedback.
 - Staff is in process of comparing current City incentives policies to other communities. Should this information be included in the plan and if so how/what type of information?
 - The City has recently taken steps to remove barriers and promote infill development. What additional steps should be taken, and how should this be reflected in the plan?
 - What methods would be effective to support community reinvestment such as neighborhood revitalization or business improvement incentive programs?
 - How should development initiatives identified in the Vision Derby 2040 Comprehensive Plan be incorporated into the City's Economic Development Plan?

- What other ideas does the board have regarding economic development and the plan?

RECOMMENDED MOTION:

- Direct staff to draft a plan based on input from members and feedback from stakeholders, and present to the board at the May 5, 2021 meeting.