



Unified Government Clerk's Office

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NOTICE OF BUSINESS DEVELOPMENT TASK FORCE MEETING

A meeting of the Business Development Task Force of the Unified Government of Wyandotte County/Kansas City, Kansas, will be conducted **in person only** on Monday, January 13, 2025, at 3:00 pm. in the Fifth-floor conference room of the Municipal Office Building, 701 N. 7th Street, Kansas City, Kansas 66101.

We invite you to view the meeting in person in the 5th-floor conference room, Suite 515, 701 N. 7th Street, Kansas City, Kansas,

Business Development Taskforce
January 13, 2025, 3:00 pm
City Hall
5th Floor Conference Room
701 N 7th Street
Kansas City, Kansas 66101

AGENDA

Commissioner Tom	Burroughs	Chair
Commissioner Chuck	Stites	Co-Chair
Nate	Brungardt	
Stephanie	Cashion	
Edgar	Galicia	
John	Handley	
Lynn	Holcomb	
Greg	Kindle	
Gabe	Munoz	
Richard	Napper	
Mindy	Rocha	
Jim	Schraeder	
Renee	Hadley	

1. Call to Order/Roll Call of members
2. Review of December 16, 2024, Meeting Minutes and additional items for Meeting Topic Workflow
3. New Business

Presentation by Gunner Hand:

- Plan KCK, Dotte Mobility and Area Plans

4. Old Business
5. Public Comment
6. Adjourn

Mayor's Business Development Taskforce

Monday, December 16, 2024

City Hall

701 N 7th Street KCK

5th Floor Conference Room

Meeting Minutes

1. **Introductions: Chairs:** Commissioner Tom Burroughs and Commissioner Chuck Stites opened the meeting at 3:00 pm **Members Present:** Nate Brungardt, Edgar Galicia, John Handley, Lynn Holcomb, Grege Kindle, Mindy Rocha Jim Schraeder. **Members Excused:** Stephanie Cashion, Richard Napper, Gabe Munoz, Renee Hadley.

UG staff and advisors present: Chelsea Chism, Gunner Hand, Alan Howze, Judd Knapp, Jeff Conway, and Jim Neath.
1. **Presentation by Mike Farley:** Currently in the UG legal department, Mike used to be an urban planner in the UG planning department
 - I. Mike explained how zoning in the UG works
 - II. Zoning is a facet of land-use planning,
 - III. Zoning districts divide land into categories: for example, if it is zoned commercial that is all that can be done there. Strict division of used with some exceptions.
 - IV. Chapter 27 codified in the zoning code of the UG code of ordinances.
 - V. Zoning districts dictates use, building dimensions, setbacks, parking and landscaping.
 - VI. Zoning IS NOT appraiser's office classification, comprehensive plan category, what the land "looks like" or existing non-conforming uses.
 - VII. Zoning Districts:
 - Agricultural- one base zoning district (Sect.27-452)
 - Residential- eight base zoning Districts in the zoning code
 - i. R Rural
 - ii. R-M Mobile Home Park
 - iii. R-1 Single Family
 - iv. R-2 Two Family
 - v. R-3 Townhouse
 - vi. R-4 Garden Apartment
 - vii. R-5 apartment
 - viii. R-6 High-Rise Apartment
 - VIII. Commercial- Five base zoning districts in the UG Zoning Code
 - i. C-0 Non-Retail Business
 - ii. C-1 Limited Business
 - iii. C-2 General Business
 - iv. C-3 Commercial
 - v. C-D Central Business
 - IX. Industrial- Three base zoning districts in the UG Zoning Code
 - i. M-1 Light Industrial & Industrial Park
 - ii. M-2 General Industrial
 - iii. M-3 Heavy Industrial
 - X. Zoning Districts: Miscellaneous- two "hybrid" base zoning districts in the UG Zoning Code
 - i. TND Traditional Neighborhood Design
 - ii. BP Planned Business Park

- XI. Reviewed Zoning map examples (refer to attached presentation)
- XII. City Planning Commission
 - Both cities and counties have planning and zoning powers under K.S.A. 12-741 et. seq.
 - The UG's City Planning Commission only has jurisdiction over KCK. Bonner Springs, Edwardsville, and Lake Quivira all have their own planning process.
 - The City Planning Commission acts as a recommending body and serves as the official public hearing for special use permits, change of zone applications, master plan amendments, preliminary plans, plats and other items.
- XIII. Planning Entitlement Application Process (~100 days) This is a target with built in days for tweaks and state law requirements and this it is not for special use permits
 - o Pre-Application Meeting (at least 10 days before application deadline)
 - Review proposal with a staff planner
 - Understand the application process
 - o Apply (4th Friday of the month)
 - Completed application must be submitted
 - o Neighborhood Meeting (at least 14 days before CPC meeting)
 - Present proposal to neighbors within 200' of property
 - o Staff Report (Draft – 3 weeks before CPC meeting; Final – 3 days before meeting)
 - Staff reviews application and writes a recommending report to present to CPC & BOC
 - o City Planning Commission Meeting (2nd Monday of the month)
 - Makes recommendation to Board of Commissioners
 - o Board of Commissioners (17 days after CPC meeting)
 - Votes to approve, deny, or remand application
 - o Ordinance Approved by Board of Commissioners (1 month after BOC approval)
 - Ordinance drafted and formally approved by BOC
 - Ordinance published in The Wyandotte Echo
 - o Meet conditions of approval and Code requirements
- XIV. Board of Zoning Appeals-
 - This group has same appointed members as the City Planning Commission
 - In contrast to the Planning Commission, the Board of Zoning Appeals reviews requests not for things allowed by Code, but for variances (i.e., empirical changes) to the Code.
 - Examples of setbacks and parking variances presented (see attached presentation)
 - Landmark Commission appointed separately for the city and is a single body, most of those discussed by Landmark will not go before Board of Zoning Appeals.
- XV. Board of Appeals
 - o Planning Entitlement Application Process (~55 days)
 - o Pre-Application Meeting (at least 10 days before application deadline)
 - Review variances with a staff planner
 - Understand the application process
 - o Apply (4th Friday of the month)
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 - Present requested variances to neighbors within 200' of property
 - o Staff Report (Draft – 3 weeks before BOZA meeting; Final – 3 days before meeting)
 - Staff reviews application and writes a recommending report to present to BOZA
 - o Board of Zoning Appeals Meeting (2nd Monday of the month)

- Votes to approve or deny
- o Meet conditions of approval and Code requirements
- XVI. Landmarks Commission
 - Appointed separately from the City Planning Commission/Board of Zoning Appeals.
 - Reviews qualifying exterior work (e.g., building permit) to be conducted on historic landmarks or historic districts, or in the environs of historic districts.
 - Grants approval of the proposed work (certificate or appropriateness) or denies the proposed work.
 - Planning Entitlement Application Process (~55 days)
 - Pre-Application Meeting (at least 10 days before application deadline)
 - Review variances with a staff planner
 - Understand the application process
 - Apply (~6 weeks before LMC meeting)
 - Completed application must be submitted
 - Staff Report (Draft – 3 weeks before BOZA meeting; Final – 3 days before meeting)
 - Staff reviews application and writes a recommending report to present to LMC
 - Landmarks Commission Meeting (1st Monday of the month)
 - Votes to approve or deny
 - Meet conditions of approval and obtain required permits
- XVII. To schedule a pre-application meeting with a member of Planning + Urban Design Staff, please email planninginfo@wycokck.org or call (913) 573-5750. Please include your name, phone number, email address, and contact information for any representative or other interested parties, as well as a brief description of your proposed project.
- XVIII. Discussion from Members
 - If approved for R-1 and want to move to R-5 is that allowable? Can do less intense in district but not more intense. Not perfect but defines the code. No cannot build townhomes in an R-5 zone.
 - To Developers time is money, how can you expedite this process or have more meetings with the committees? Michael will check how written in the codes
 - For example, written protest, state law requires 14 days to submit so this is a time restraint
 - How can Planning Commission meetings not last so long these can be challenging for the volunteers
 - Review the rules of how long speakers can speak these last hours. We appreciate transparency for our community, but this is challenging
 - Sometime the issue is quorums for these committees, but must clarify who is at fault when things like this happen and resolve cost for developers
 - We want to be timely, follow ordinances and respectful resolution so process met in timely manner.
 - Asking a lot for Planning Commissioners and provide a \$100 stipend.
 - Must look into, why Planning Commission agendas on a different part of the website than public agenda website. Why not on public facing one location website. Civic Clerk move is happening now to improve that. Tell CAO this is a priority.
 - Sometime citizens not as engaged at Planning and zoning stage and issue blows up at board of commissioners and Commissioners think it was taken care of at Planning Commission stage.
- XIX. What do members want to see in coming meetings?

- Communicate throughout the month and create agenda for full year of topics to have conversations and investigate and research. Topics to work throughout the year. Forecast throughout the year.
- Dive into zoning a bit more, plans that describe how we do things and much more zoning laws. Must complete and change laws and look at plans
- When last time zoning laws and ordinance changed was in 1984
- Noticed if public meeting and serial communications are passed to others and looks like they are discussing business
- Procurement – Go back to business license but also small business support ie KC BizCare did not go anywhere. Not business friendly for small business
- WMB or tracking and resources. Not a state requirement but goal to meet those
- CFO and Sharon Reed in Procurement should be included
- Zoning idea discussed before, use based vs form-based zoning. Idea if looks the way want it to look and not smell or look bad why interested in what it looks like outside building. Use vs zoning based
- Incentives analysis that was done on behalf of the county and present the findings of that study. Chairs and Greg will discuss this to determine opportunity for study to be shared.
- Signing, Screening and Parking are often discussed, but we may not be there yet. These pop up for Commissioners and staff
- Years ago, the Commission decided to deal with inappropriate alcohol consumption was to tie to parking and prohibited in downtown due to parking spaces. That prohibits downtown development.
- Water main break at a facility in Fairfax, called to pull a permit because not know if on private property or city street. Staff member indicated need to get in early because leaving soon and off the next day and no one will do her job. It is a problem so need to look at employee needs and alternate people to take on responsibilities of those not on any day. Called BPU and fire
- Developers do not want to work in KCK is due to time it takes to get feedback, approvals. Goes on and on and can do two projects elsewhere. Common heard complaint. How do we approve the timelines? 100 days was that goal or in ordinance. The 100 days is start to finish right now from time contact planning to get arrange a meeting to decision of the Board of Commissioners and month after approval. Determined by set of meetings taking place so could be shorter.
- There are timing issues on feedback. Process on time of project turn in for a developer to get feedback. What is timing goal from planning?
- Parking and landscaping under comprehensive plan? If this is from 1984, the standards are different.
- Gunner Hand will be presenting the plans in the coming meetings
- Parking and Landscaping, color schemes have stopped occupancy licenses, even TCO's. Staff make these decisions and want to address concerns.
- Standard for all reviewed agencies to return feedback in two weeks is the goal
- Landscape requirements are a part of code ordinance.
- County Administrator gave NRC the ability to issue TCO if all life, health, and safety issues are addressed. No TCO held up for grass, trees, any landscaping, screening. TCO issued for time to finish project.
- Thanks to all the volunteers on the Commissions and this Committee.

Meeting Adjourned at 4:03 pm. **Next meeting January 13, 2025, at 3:00 pm.**



Zoning 101

December 16, 2024

Business Development Taskforce

Michael Farley, JD, AICP
UG Assistant Counsel

What is zoning?

- ▶ A facet of land-use planning
- ▶ Divides land into categories (“zoning districts”)
 - ▶ Exclusive use districts known as “Euclidean zoning”
- ▶ Codified in the Zoning Code of the Unified Government Code of Ordinances ([Chapter 27](#))
- ▶ Zoning district dictates:
 - ▶ Uses (allowed by right and special)
 - ▶ Building dimensions and materiality
 - ▶ Setbacks
 - ▶ Parking
 - ▶ Landscaping

What zoning is not...

- ▶ Appraiser's Office classifications
- ▶ Comprehensive plan category
- ▶ What the land “looks like”
- ▶ Existing non-conforming uses

Zoning Districts: Agricultural

- One (1) base zoning district the UG Zoning Code
 - AG Agriculture ([Sect. 27-452](#))



Zoning Districts: Residential

- Eight (8) base zoning districts the UG Zoning Code
 - R Rural ([Sect. 27-453](#))
 - R-M Mobile Home Park ([Sect. 27-462](#))
 - R-1 Single-Family ([Sect. 27-454](#))
 - R-2 Two-Family ([Sect. 27-456](#))
 - R-3 Townhouse ([Sect. 27-458](#))
 - R-4 Garden Apartment ([Sect. 27-459](#))
 - R-5 Apartment ([Sect. 27-460](#))
 - R-6 High-Rise Apartment ([Sect. 27-461](#))



Zoning Districts: Commercial

- Five (5) base zoning districts the UG Zoning Code
 - C-0 Non-Retail Business ([Sect. 27-463](#))
 - C-1 Limited Business ([Sect. 27-464](#))
 - C-2 General Business ([Sect. 27-466](#))
 - C-3 Commercial ([Sect. 27-467](#))
 - C-D Central Business ([Sect. 27-465](#))



Zoning Districts: Industrial

- Three (3) base zoning districts the UG Zoning Code
 - M-1 Light Industrial & Industrial Park ([Sect. 27-468](#))
 - M-2 General Industrial ([Sect. 27-469](#))
 - M-3 Heavy Industrial ([Sect. 27-470](#))

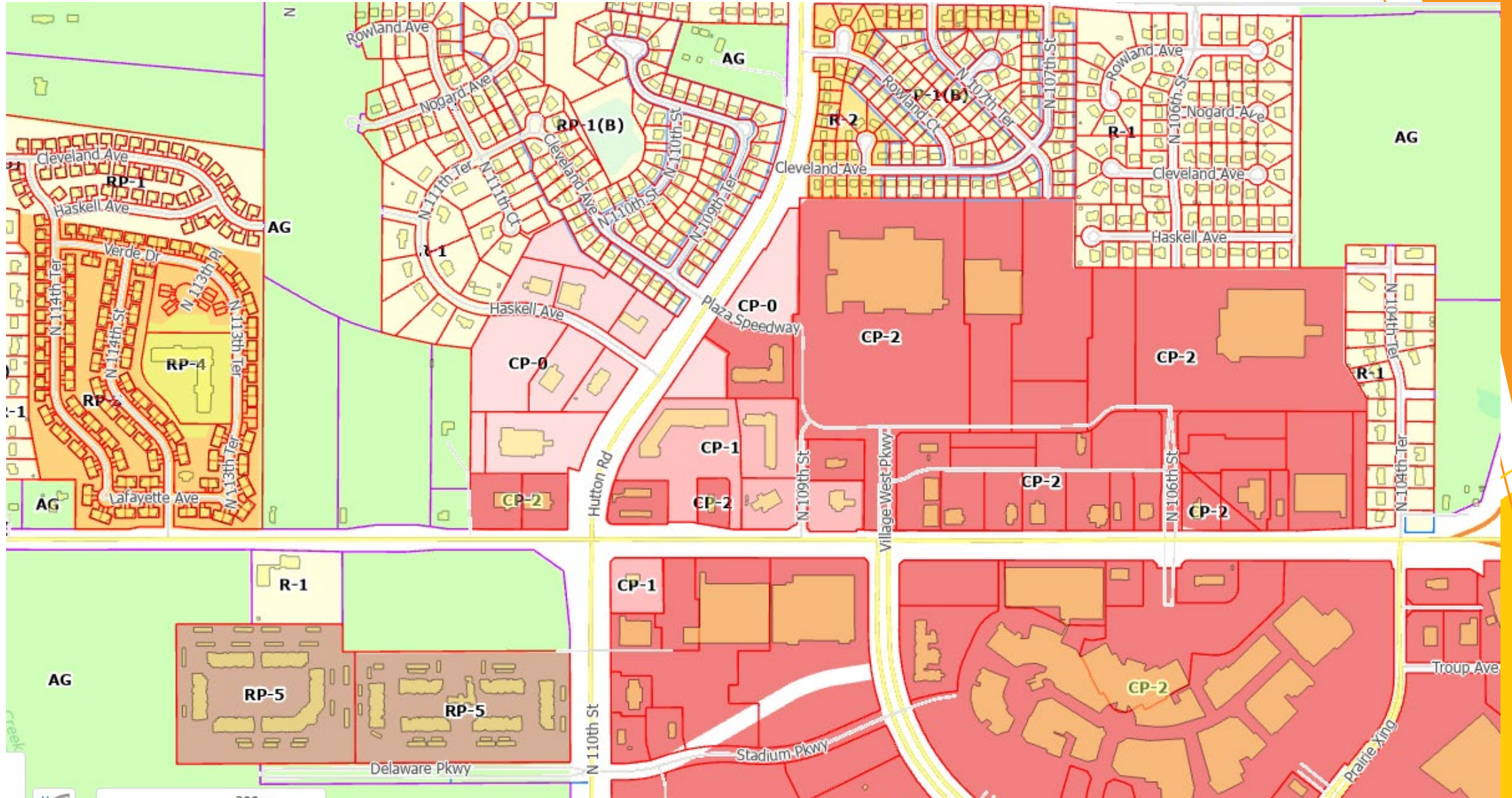


Zoning Districts: Miscellaneous

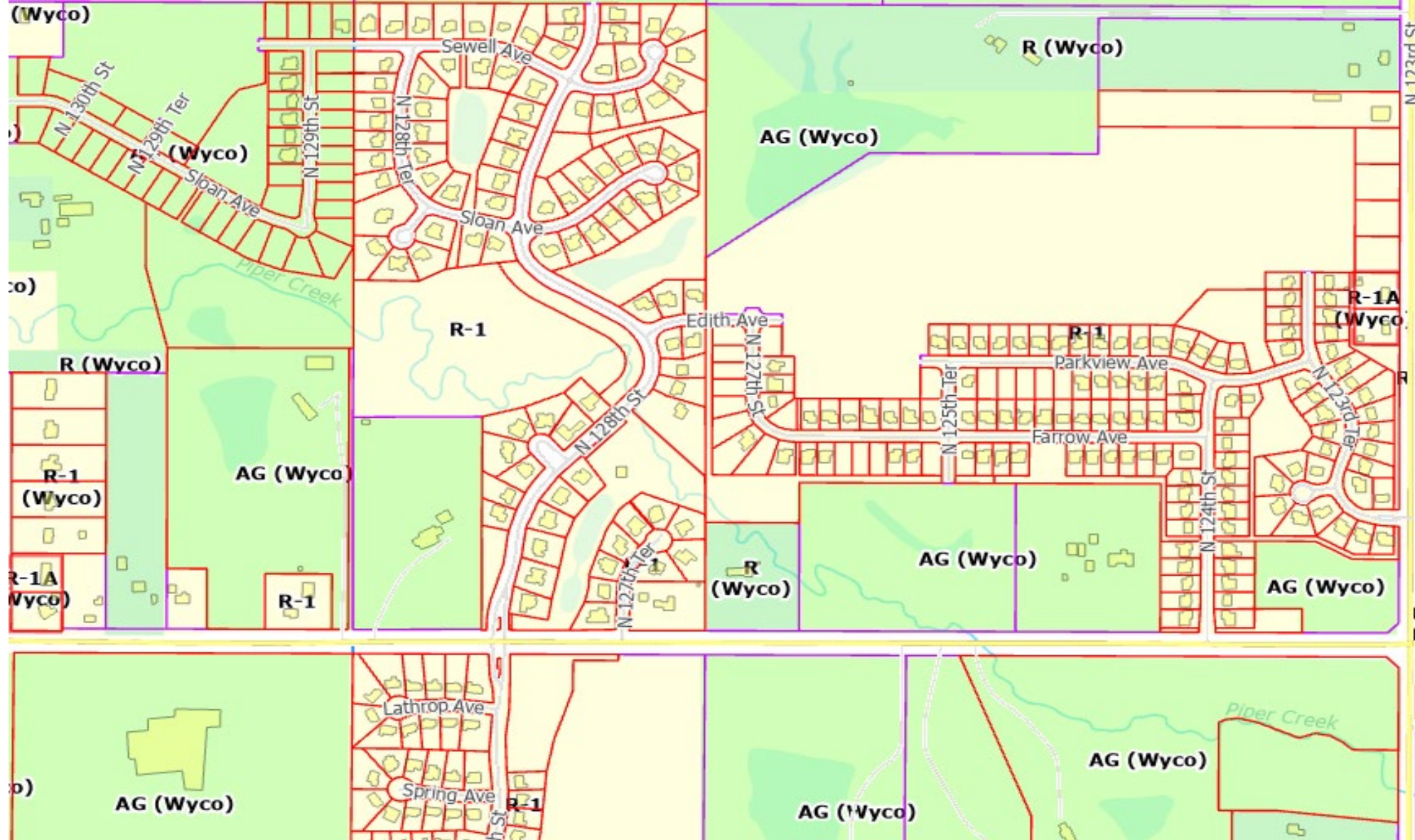
- Two “hybrid” base zoning districts the UG Zoning Code
 - TND Traditional Neighborhood Design ([Sect. 27-471](#))
 - BP Planned Business Park ([Sect. 27-472](#))



Zoning Map Example ([UGMaps](#))



Zoning Map Example ([UGMaps](#))



City Planning Commission

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In contrast to the Planning Commission, the Board of Zoning Appeals reviews requests not for things allowed by Code, but for variances (i.e., empirical changes) to the Code.

Example #1: The Code says that houses must have a 20-foot setback from the property line. Applicant says that because of a creek on the property the only way to build the house is such that it will be within 15 feet of the property line. Applicant must request a variance for those 5 feet.

Example #2: Based on the size of a commercial business the Code says they need 30 parking spaces. Applicant only has space for 27 parking spaces. Applicant must request a variance for those 3 spaces.

Board Of Zoning Appeals

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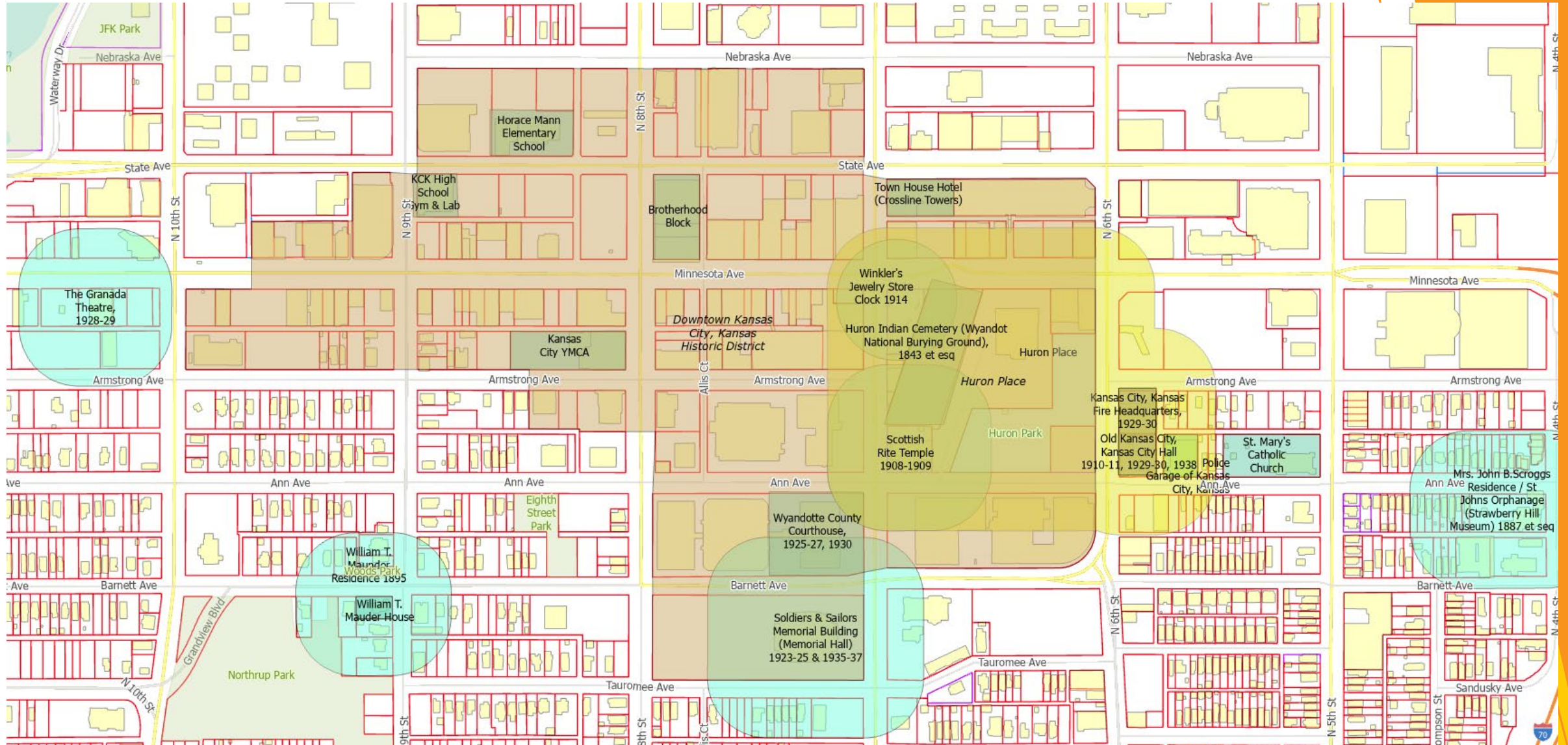
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Landmarks Commission

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Historic District, Landmarks, and Environs Example Map (UGMaps)



**To schedule a pre-application meeting with a member of
Planning + Urban Design Staff, please email
planninginfo@wycokck.org or call (913) 573-5750.**

**Please include your name, phone number, email address, and
contact information for any representative or other interested
parties, as well as a brief description of your proposed project.**

END

BUSINESS DEVELOPMENT TASK FORCE
DRAFT - Meeting Topic Workflow
(updated 12/16/24)

Meeting Date	Meeting Topic	Department / Presenter
Completed	Fire Code Overview	Fire Dept / Rubin
Completed - 10/28/2024	Accela Presentation	Performance & Innovation / Crystal S.
Completed - 11/18/2024	Cities Works Report	Virtual Presentation by Cities Work
12/16/2024	Planning 101 • Zoning Ordinance • State Law • City Planning Commission & Board of Zoning Appeals • Landmarks Commission <i>*Discuss and define "business friendly"</i> <i>**Request feedback from Task Force on future topics to be covered (please submit to Chelsea Chism by 1/2/25 – cchism@wycokck.org)</i>	Law / Michael Farley
1/13/2025	Plan KCK, Dotte Mobility & Area Plans	Planning / Gunnar Hand
1/27/2025	Zoning Ordinance • Sign Code • Screening & Buffering Standards	Planning / Gunnar Hand
2/10/2025	Zoning Ordinance • Landscaping / Tree Requirements • Floodplain Requirements • Parking Requirements • Special Use Permits & Variances	Planning / Gunnar Hand
2/24/2025	Design Guidelines • Commercial Design Guidelines • Multi-Family Design Guidelines • Narrow Lot Design Guidelines • Various Area Plan Design Guidelines	Planning / Gunnar Hand
3/10/2025	BPU & Public Works	Troy Shaw, PW BPU (TBD)
3/24/2025		