



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 27, 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 27, 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 January 13, 2025, Meeting Minutes and additional items for Meeting Topic Workflow
3. New Business

(Continued) Presentation by Gunnar Hand, UG Director of Planning + Urban Design:

- Plan KCK, Dotte Mobility and Area Plans

4. Old Business
5. Public Comment
6. Adjourn

Mayor's Business Development Taskforce

Monday, January 13, 2025

City Hall

701 N 7th Street KCK

5th Floor Conference Room

Meeting Minutes

Introductions: Chairs: Commissioner Tom Burroughs and Commissioner Chuck Stites opened the meeting at 3:03 pm Members Present: Nate Brungardt, Renee Hadley, John Handley, Lynn Holcomb, Grege Kindle, Gabe Munoz, Richard Napper, Mindy Rocha. Members Excused: Stephanie Cashion, Edgar Galicia, Jim Schraeder.

UG staff and advisors present: Chelsee Chism, Gunner Hand, Alan Howze, Wendy Green and Jim Neath.

1. Commissioner Burroughs welcomed all
2. Roll Call of Members
3. Commissioner Burroughs reminded all to submit any topics members would like to discuss to the Chair, Co-Chair or Chelsea (Refer to Meeting Topic Workflow handout)
4. Due to time constraints the committee moved straight to the presentation

5. Presentation by Gunner Hand, UG Director of Planning + Urban Design:

- I. Gunner will explain what Planning is and is not, what it has authority to do/can't do
- II. While much blame is in planning, UG process is a bifurcated process
- III. Planning is a collaborative, often interjurisdictional and very comprehensive work. While Planning+Urban Design Department often works countywide with our incorporated cities, the best they can, on many certain projects. It is important to note the department only has land use control in the city of KCK and one last unincorporated area of Loring (referred as dog tail/tongue)
- IV. Important note: everything done in planning starts and ends with Board of Commissioner's (BOC) vision statement (believe vision is being revised on now)
- V. If look at PlanKCK document first statement is BOC vision statement
- VI. Included are other statements created by the department
- VII. Specifically, these additional statements explain the department is an advocacy planning department and they try to speak for those that cannot speak for themselves, and focus on places that need reinvestments at the direction of the BOC
- VIII. **Planning Department:** There are 13 ½ FTE budgeted for the UG Planning + Urban Design department. Currently there are 9 ½ FT employees employed that provide the following:
 - i. Long Range Planning Division- Comprehensive plan updates
 - ii. Current Planning Division- meat and potatoes of the work, case processing
 - iii. Historic Preservation Division
 - iv. Ordinance Studies Division- help with Director interpretation and update zoning code and hold comprehensively or in part
 - v. Zoning Enforcement Division
 - vi. Though not a division we focus on Implementation the best we can

- IX. Every single step and work done in the divisions is heavily embedded in community engagement
- X. **Long Range Planning:** This is PlanKCK. Diagram shared -where planning begins. It is this long-range planning where we define land use categories.
- How it works in UG-we have a comprehensive plan (PlanKCK) and because of our diverse neighborhoods and communities, there are a series of area plans underneath that, and a few more detailed smaller geographic plans than those consolidated plans i.e. NE, Armourdale, Central area, Rosedale. Few and far between and mostly generated by the neighborhoods themselves. Sometime also UG focused and generated on corridor plans and cross over to area plans.
 - UG has ONE long range planner, though all staff chipped in to assist the PlanKCK
 - PlanKCK adopted in 2023
 - Comprehensive Plan is like North Star. It takes the vision statement of the Board of Commissioners and applies a policy direction, but it also describes the velocity of that change. This plan was the most comprehensive, most engaged and most amount of outreach than any other project in the past 25 years for the UG. It touched more people in KCK than any other project.
 - How does a new proposal of large development impact that? How do we incorporate that into a Master plan that has already been devised? This will be discussed in upcoming slides.
 - PlanKCK's important point is for the first time ever, we defined a single land use table. We have 7 area plans and each one has their own land use categories. That is ridiculous, asinine and incredibly confusing.
 - For the first time we have comprehensive list of land use tables based on the diversity of all those neighborhoods
 - We do not have to use every land use category when updating area planning
 - Now have a single place where all land use categories must come from
 - Currently each one of these area plans have land use categories and all defined differently. While areas diverse and should reflect in land use categories, it is much easier to pick from a large list of categories that are appropriate for that neighborhood as opposed to differences. Also, they do not have similar names. This is where time taken to go through all plans and can cause backlog.
- XI. **Area Plans-** is where in UG that land use map is built.
- If you do not have an area plan, because there is more geographical area in KCK that does not have an area plan than those that have one. (i.e. Midtown)
 - This then is forced to revert to the large land use map in the Comprehensive plan and that is not best practice.
 - In area plans you get the direction, attention and detail of actual neighborhoods.
 - There is no way UG can go parcel for parcel when 60,000 parcels
 - For longest time, most of our land use designations were determined by our comprehensive plan, not by our area plans

- How much area is not covered in an area? Currently area plans cover 50% of the UG area. Everything covered under comprehensive plan, umbrella.
- Where do we develop first according to area plans? We have not done area plans as described. i.e. Do we do Turner or go to Prairie Delaware Piper area plan which is where the market wants to build now but it is the oldest area plan. Apartment complex buildings on Parallel not in Prairie Delaware Piper area plan because no land use categories in plan to allow them to build there when developed.
- How do we get there? The way it is done now is department muddles through, which is why most developments in Piper are also accompanied by a Master Plan amendment. What we should be working toward is what is called As a Right. Going through map defining each parcel, then update zoning code on top of that so zoning map matches with the long-range intent of that site/parcel. This then allows for someone to only have to pull a building permit. That is where we should be. (Next few slides will show why we are still not there).
- Ideally from a long-range standpoint we have a vision which is a big first step
- Next step is we should update all area plans to prepare for what BOC and/or County Administrator directs department to do- Do we start in Piper or Downtown, or Turner or Midtown. It was mentioned we should go where we see development, that should drive where we go. If you play devil's advocate, people in Argentine would say I never had one so I should have one, right? OR I heard from BOC we are focusing on in fill development, we live and die by our urban core, so maybe downtown should be first (there plan is old too).
- If we had more money we would do plans for all areas, but the budget for long range planning is \$225,000/year, that is not enough money to do a area plan. The department scrapes by because they do a lot of work internally
- This budgeted was set to do one area plan a year and approved 10 years ago and has never changed, what about inflation? What the department can't do with money barely squeezing by is what we should be doing. Planning at the area plan level. We should be updating the zoning code map at the same time as we are going through land use updates.
- How many area plans do not exist? It depends on how the area is cut geography, 4 areas that have never been done, boundaries can move, but we have Rosedale, Armourdale, Central area, Downtown, Northeast and Piper (10 total). This should be a 10-year cycle and best practice is every 10 years you update your comprehensive plan and the next 10 years updating all the area plans and a constant rotation, but the UG has never completed on full cycle of that.
- Focus plans- there are not a lot of these but there is hope and good news. When we developed first ever county wide mobility strategy, GoDotte, collaborating with Bonner Springs, Edwardsville and Lake Quivira, that was one. Also working on State Street project.

- Many of Focus plans are similar to State Ave Corridor plan. All in one plan called GoDotte. Part of effort to make it much more simple, efficient process for staff and community
- Only neighborhood plan found was that of Douglass Sumner. A few years ago LISC funded the Douglass Sumner Quality of Life plan. Never been approved by Board of Commissioners, so not official policy, but Beverly Easterwood from Douglass Sumner will hold this out when discussing development projects. Funding was secured to update this plan, but the group has not adopted it, so it is in limbo. This plan went parcel by parcel from Parallel to Washington, 7th -10th and is what we expect out of every single one of the landbank lots. It has neighborhood buy in on several landbank properties in a neighborhood with best asset in downtown- Sumner Academy
- That is why PlanKCK is written, that is why we should target some sort of landbank strategy moving forward. Landbank policy updated so now need to translate this into strategy.
- If they don't update and adopt the Douglas Sumner plan, they have asked if the Board of Commissioners (BOC) should adopt. Not sure UG Planning has an answer for them. It would make sense but it is not necessary. Not our official policy to approve but it does not mean it is not the neighborhood's vision and does not mean we should not be implementing or helping them to implement that vision. Also is this a vision of more than one person for that neighborhood. We often see one neighborhood group or some neighbors against another in areas for their own visions for an area. Not all neighborhood groups are equal, and this one got their act together to create this plan.
- Each development project is an opportunity implement PlanKCK, but complicated as described, including we may have updated land use table and land use area, but we didn't update the zoning code when we did so we still have added inconsistencies. So, most projects need a type of random entitlement and that is not necessarily bad, sometimes a project will come out of nowhere (i.e. 505 Central) after area plan completed and months later a developer comes and says projects should be this. Community then says we just updated and did not decide on that density here, why are we doing this. State law created a system of random entitlements through zoning commissions, Board of Zoning Appeals (BOZA), so we can make that kind of decision at the Commissions discretion. BOC make decisions on land entitlements and policy. Inherent risk in any land entitlement: Planning department recommendation does carry weight but plenty of times where recommendation not listened to, because up to decision makers and you can say no. Differentiation of this bifurcated system, some cities one department. UG system is bifurcated, ie Urban Design department does not or has ever issued building permits. The Planning and land use department helps land entitlement through the process, not the decision makers. Again, using the example of 505 Central, we can't foresee the future, but

that is why state has a system that you can decide through a parcel-by-parcel event process

- When area plans and those land use designations within them match zoning or if projects come into those areas, more land entitlements, more work and if consistent there would be fewer entitlements, and do a better job reviewing these, not sure quicker but can provide greater customer service. The schedule of land entitlements approval is almost 100% dictated by state law. That 90-100 days it takes you to apply for something and get to BOC for a final decision 100% relies on state laws, there is very little to change that. Most of our ordinances in support of notices and outreach adds to it. We require a neighborhood meeting, a sign in the yard, all things we do not necessarily want to change but that does not mean Planning +Urban design is part of building permit side of bifurcated process. After land entitlements there is a lot of handoffs that go to multiple departments. At building permit stage, Planning+Urban Design is just another review agency. Make sure the condition of approval of those land entitlements the BOC approve, if Planning not there to say there are conditions there, they often get lost. Often the person who applies for the land entitlement is not always the developer, owner, not always the person that built it or who closes out. Long chain of custody in the development process so we try and give all information of the land entitlements, but usually person who received the land entitlement never hands off those conditions of approval to the person who is trying to close out.
- Currently there are 2 ½ planners and one administrative staff. It is important at any given time using today as an example those 2 ½ FTEs are managing three different cycles of approvals, preparing for Planning commission (tonight), draft staff reports for February are due on Thursday, so Director can review and give back on Friday so they can be sent to applicants to give solid week to respond to Also, decide whether they make to the February agenda or not, while reviewing all the ordinances for BOC approvals from December. On average, department does 30-40 land entitlements a month, antidotally in Lenexa 4 Planners and average 4 projects a month
- How many staff do you need? Based on volume? Answer question two ways: if we had all long-range plan in place, generally can cut land entitlements required, maybe not star bond or larger projects but cut in half, getting down 20 per month, but that is 10 years out based on current funding for long range planning. Today's answer and a long-range answer feel they can get there someday where inconsistencies themselves do away and what development should be if that's where they want to build a hotel, already have land designation for it, already zoned and all we have to do is file a development plan. This should reduce by a lot and make things less complicated. We give out 4 variances tonight. Variances in cities who do have all this in place give few and far between because really do not want people to deviate from zoning code, but our zoning code has not been updated since 1984. Which is why we have so many variances. To answer question now I will take all planners I can get but 2 additional would be great

- Are you currently fully staffed? 13 ½ budgeted but 9 1/2 hired, trying to hire intern, another planner and administrative coordinator now and currently down an enforcement officer. I think we do a lot of work with the number of resources provided and I think focus on quality of the review over speed of review is prioritized. Land entitlement has some wiggle room built in for us but if we had more time that would be great- if planners doing less that would be great, but remember those 2 ½ planners are not just processing permits, that is not their core job They respond to delayed request, business licenses, planner of the day twice a week- answer phones and front door
- Why are they running the front door? No other staff to do it. All share responsibility. The Director answers door and phone. That is where we are. When we get stuck, and planners need more time to do staff reports, the Director takes planner of the day so they can do it. Not here to say need more resources but our constraints are not on policy but resources. He often hears why government can't be more like business, be more efficient like business. Most businesses take profit and reinvest in their people and processes to get more money. The Planning+Urban Design Department has had same budget and same FTEs for past 5 years. I get there is not more to give and budget restraints, but if our priority is to develop our way out of that problem, we must invest in that thing to become a more efficient, to provide the costumer service people deserve, because now we do our best but most costumers, will say is not enough.
- Gunner is only speaking for Planning, Greg in on this development process, as Jim is a part of this process. Sympathize with staffing issues
- While for longest time, since Gunner in position, until 6 months ago, a planner was in charge to be the development review coordinator the end result of development review committee process is a building permit and again planning does not issue building permits so for five years have advocated that a planner not be a DRC Coordinator, but this just happened 6 months ago. Brings us back to the core of what we should be doing, which is just a review agency of the building permit process. During planning entitlements, that side of development process, we do a bunch of coordination with a bunch of those reviewing agencies. We hand off after land entitlement portion complete. That does not mean finished, we are still there at building permit portion of process doing best to coordinate, providing Jim and staff approvals or work those through as early as possible in building process.
- What commissioners deal with under current planning planner (at bottom page 10 of slide presentation) is Recommendation: Is the project consistent with the goals of the community. If the area plans outdated by years and groups have changed, Commissioners find themselves at odds with UG Planning department in reference to plan not what want to see or not what community wanted. Outdated master plans, we must collectively as Commissioners deal with that. What else does UG Planning Department have to go on? It is the law of the land, a Board of Commissioners adopted that, that is policy by ordinance. It is policy until we update it, and that is

where the department must start. Don't take that as Department countering Commission but must take from that place because that is what the codified law is. Also, most people will not show up for projects at the planning commission but Board of Commissioners with their opposition. That's why we have all these levers, you can hold over or remand back, but if all was up to date and land use categories consistent with zoning, we would be building a lot more today

- Is there an opportunity for you to have discretion, are you bound by not having discretion? Are we able to grant or empowered you with discretion so not have to go down this path every time? Zoning code, zoning ordinance says only one person can interpret zoning code, Director of Planning. Past directors never wrote down any interpretations. They may have exhibited a lot of discretion, but if you do not write down what you think the intent of that code, there is no evidence ever left. He has done 3-4 interpretations and put them up on the website. In that sense planning director has discretion. Now plans depend on how written, some specific and one hang up is NE area. If you are in this land use category you must go through narrow lot guidelines. A lot of people don't get that. But plans confusing or too specific. Past plans were kept general, so there was wiggle room in terms of policies. Frankly people do not want the current Planning Director to have any discretion unless it is their project. In all design guidelines there is discretion, all designs can seek deviation from city planning commission except narrow lot design guidelines. Any deviation must be a variance. He would recommend putting those into zoning codes and any deviations from it would be variances. Right now, discretion lies with City Planning Commission. Typically try to work with applicants to reduce the amount of variances, deviations, but there is quite a bit of discretion when it comes to design guidelines.
- Commissioner Burroughs asked for a pause in presentation due to time constraints. The committee will use remaining minutes to ask questions, and Gunner was asked to return to next meeting to finish presentation.

XII. Members Questions and Comments

- Question about gap in staff and current hires. Is the gap because money has not been released or difficult to hire? Good deal of challenge is around customer service. Department only has 2 1/2 staff for projects, all email and calls on an issue and goes to administration and Commission which then turns into a meeting, often not a pleasant meeting. One of the recommendations should we be looking to outsource some of this work. If it is an issue of finding staff than lets look at this for a time, it is an expense, but outsourcing could help get caught back up. Would that help get planning there? Director replied, he has never had a good experience with hiring consultants to do case process, they are often not from the community and do not empathize with the community or don't care because their job is to make money and not do the work of the planning department. Also, they are often doing it for multiple communities, and we will not be their only focus. There is not a problem

with candidates, but Janet Parker as example, 1 ½ years ago, planning with “everyone in UG” that she will retire after 50 years. She is leaving next week, but 1 ½ ago said we need to get person replaced and she does two jobs so replacing her with 2 positions. Submitted justification last March. Director just did first interview for one of those two jobs. How fast to execute has not been up to him. Customer service is not just an external issue.

- Do planners or staff have to live in WYCO from day one? They have a year to move into county. He might be only one that supports residency but as a director of planning, he would never not choose to live in a place he was doing planning work. Policy decision for Board of Commissioners to debate.
- As a Commission we must deal with what we must deal with. If we have open positions, we want qualified professional personnel who value our community. If we have people move in from other communities and obtain a leadership position, they must have our community at heart.
- Chair Burroughs thanked Director Hand for the time. Asked him to come to the next meeting and wrap up the presentation in 45 minutes to manage more questions. He indicated he learned a lot and found the information valuable. He appreciated Director Hand for his patience to help the committee help the department.

Meeting Adjourned at 4:00 pm. Next meeting January 27, 2025, at 3:00 pm.



A Citizen's Guide to the Department of Planning + Urban Design

Gunnar Hand, AICP
Director



What is Planning?

- You do it every day
- Businesses do it annually
- Municipalities must take the long view
- Planning is an act of compromise that brings a myriad of interests together to reach agreement

What is Urban Design?

- The physical manifestation of planning policy
- The shaping of the built and natural environments
- The organization of civic systems



Department of Planning + Urban Design

Mission Statement

UG VISION STATEMENT: *We are a vibrant, resilient community of compassionate and diverse neighbors, united for an equitable, healthy, prosperous future that is proudly Wyandotte.*

P+UD MISSION: A Planning and Urban Design Department that advocates for the greater good with empathy, professionalism, and expertise so to create a regenerative community that is socially just, economically accessible, culturally diverse and environmentally sustainable.

P+UD PURPOSE: To enhance the long-term value and livability of Kansas City, Kansas for everyone. We foster a culture of constant improvement to better the built, natural, social and cultural environments through our strategic planning, historic preservation, urban design, development review, and zoning enforcement efforts. In collaboration with our many partners, we support elected officials and empower residents to realize their shared vision of the future.

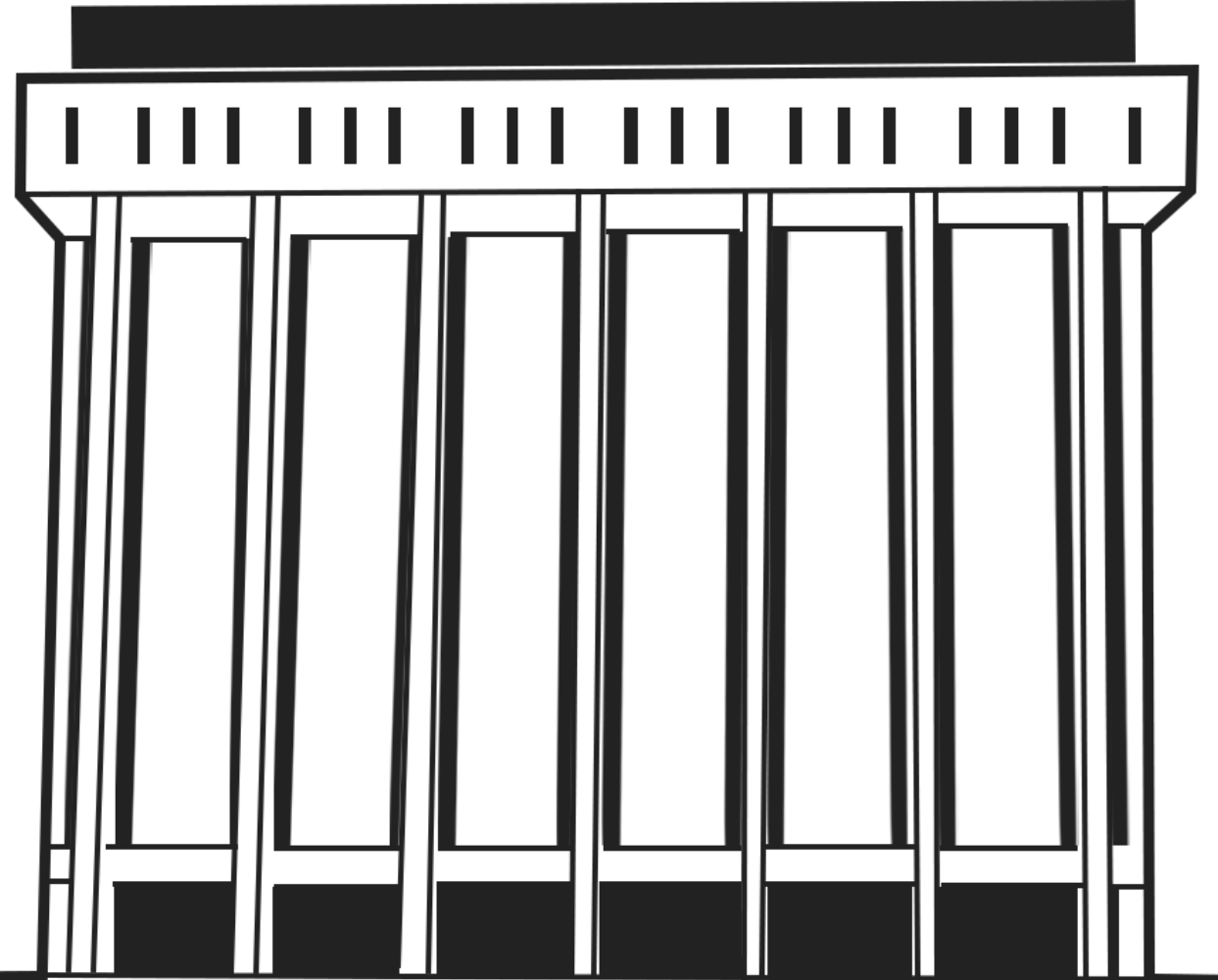


What is the Department of Planning + Urban Design?

- Long Range Planning
- Current Planning
- Historic Preservation
- Ordinance Studies
- Zoning Enforcement
- Implementation



**Community
Engagement**



Long Range Planning: Plotting a Course

City-wide/County-wide Master Plans

- Broad policy recommendations
- Big-picture objectives
- Sets the strategic framework

Area Plans

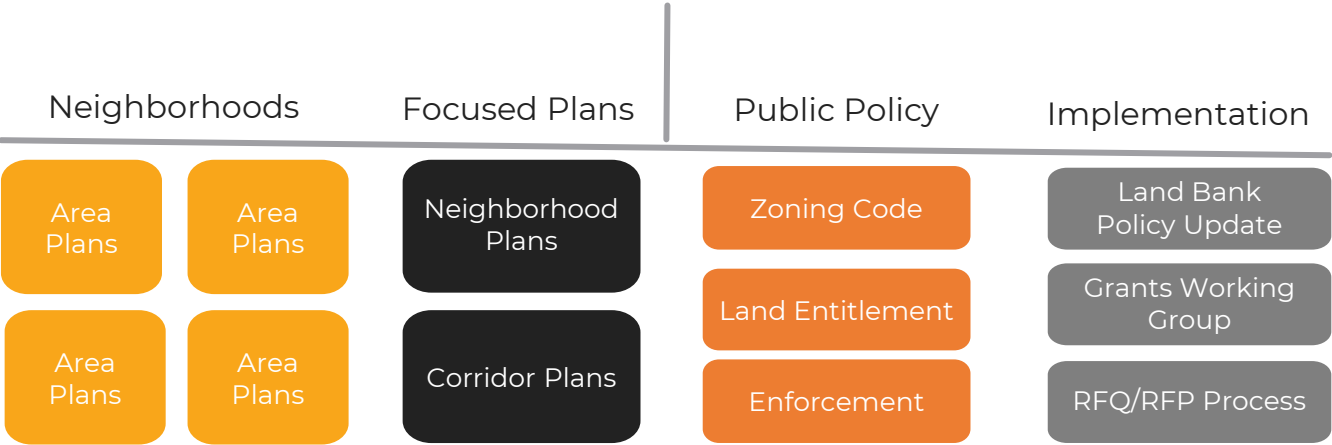
- Geographic and community-defined boundaries
- Detailed goals and objectives
- Implementation Strategy

Focused Plans

- Corridor or neighborhood specific
- Address issues that cross community boundaries or explore a specific subject in more depth



PLAN
KCK



Long Range Planning: Comprehensive Plan

Adopted: November 2023

Scope: Unified Government / KCK

Goals: Set policy direction and velocity of change

Uses:

- Illustrates the community's shared vision
- Sets priorities & guiding principles for other plans

Other Example: County-wide Strategic Mobility Plan

From the City-Wide Master Plan, on Intent

PlanKCK will shape investments to be made across the community for decades to come by setting the stage for future planning. Rather than a be-all-end-all plan in itself, PlanKCK is a high-level vision document designed to set a general trajectory and commiserate velocity necessary to reach the desired future of both the UG and KCK.



Cover of the 2023 Comprehensive Plan▲

Representative
page from Plan
KCK, conceptually
illustrating policy
recommendations ▼



Long Range Planning: Area Plans

Scope: Geographic and community-defined boundaries

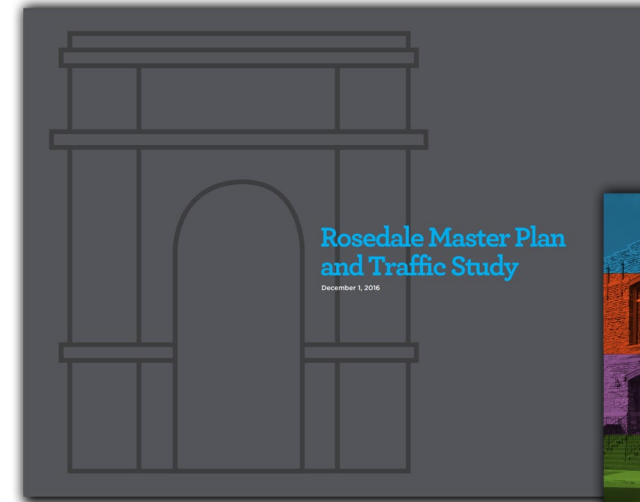
Goals: Implement the overarching goals of the Comprehensive Plan in a more detailed way to best fit specific needs of distinct communities and neighborhoods

Uses:

- Implements the community's vision
- Outline framework for implementation
- Create community buy-in

Area Plans Include

- Detailed goals and objectives
- Land use map update
- Zoning code map update (never been done before)
- Street cross-sections
- Strategic action items



◀ Rosedale Master Plan, 2016



Northeast Area Master Plan, 2019 ▶

NORTHEAST AREA MASTER PLAN
KANSAS CITY, KANSAS

UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS
ADOPTED NOVEMBER 29, 2018



◀ Central Area Master Plan, 2020



Armourdale Area Master Plan, 2021 ▶

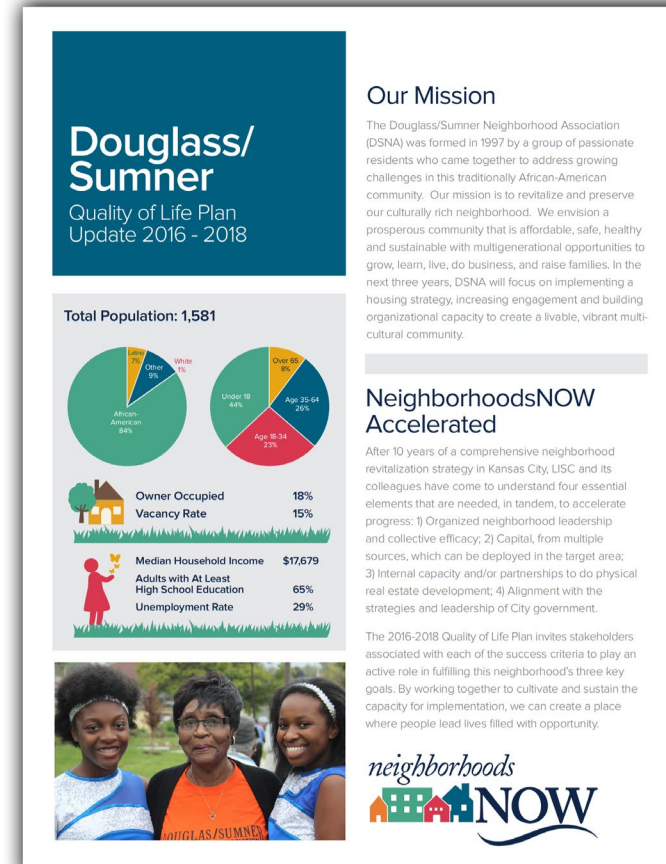


Long Range Planning: Focused Plans

- Can be comprehensive or subject specific
- Coordinates across multiple plans
- Often a subset of an Area Plan that focuses on a single district or neighborhood
- Strategic plans for community-based organizations

Upcoming Examples

- MARC Bi-State Corridor Plan
 - Examining the land use and transportation future of a major commercial corridor
- Update to Douglass/Sumner Quality of Life Plan



Douglas-Sumner ▲
Quality of Life
Plan, 2016-2018

State Avenue Corridor
Redevelopment plan,
2014 ▼



Current Planning: Steering the Ship

UG Planners and Engineers:

- Guide private development through the municipal approval process
- Ensure that changes meet community-defined vision and protect the life and safety of the public
- Provide the Planning Commission, Board of Zoning Appeals, and Board of Commissioners with context and recommendations so they can make informed decisions



Current Planning: Planners

Unified Government Planners help applicants navigate the municipal processes required to make changes to the built environment by:

- Helping applicants with necessary documents
- Reviewing development proposals
- Writing staff reports that summarize proposals
- Making recommendations based on the Ordinance, community-approved plans, and their professional expertise

Examples of the kind of analysis include:

- **Compliance**, does a development proposal fit within existing zoning requirements?
- **Guidance**, can a proposal be amended to fit within established community values, as expressed through adopted plans and design guidelines?
- **Recommendation**, is the project consistent with the goals of the community?



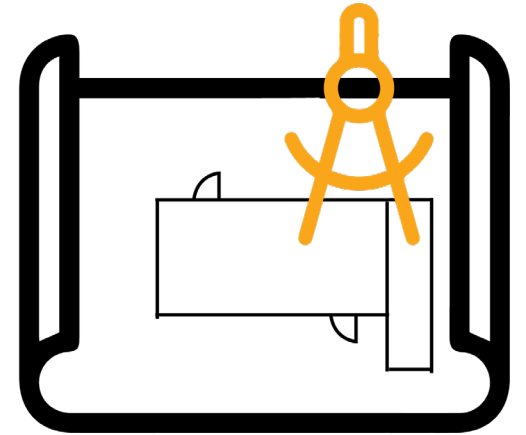
Current Planning: Review Coordination

Our many Review Agencies provide technical review of plans and proposals by:

- Ensuring that a project will not adversely affect public infrastructure or adjacent properties
- Evaluating the extent to which new development will impact existing communities and future growth

Examples of the kind of analysis that they review include:

- **Hydrology**, or how water flows through or over surfaces
- **Sewer capacity**, ensuring that existing capacity can handle the added stress of new development
- **Traffic impacts**, estimating the level of traffic generated by a new development or use and whether existing roads can handle the change



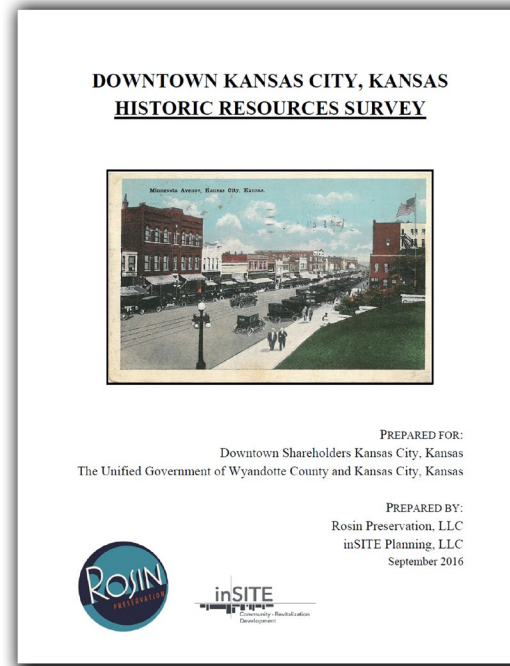
Historic Preservation:

Identification, Documentation, & Designation

- Work with the community to **identify** sites of cultural or architectural importance
- Gather evidence and records that help **document** the importance of historic sites
- Propose official **designations** of identified and documented historic landmarks and districts

Preservation of Historic Landmarks and Districts

- Review proposals that might change the character of historic assets
- Encourage changes to be respectful of historic environs
- Coordinate efforts with the City Landmarks Commission



Ordinance Studies

Does existing municipal policy serve the community?

- Study precedents in other communities to learn the pros and cons of various policies
- Write draft ordinances that reform existing laws or improve on relevant precedents
- Propose new ordinances and advocate for their adoption by the Board of Commissioners

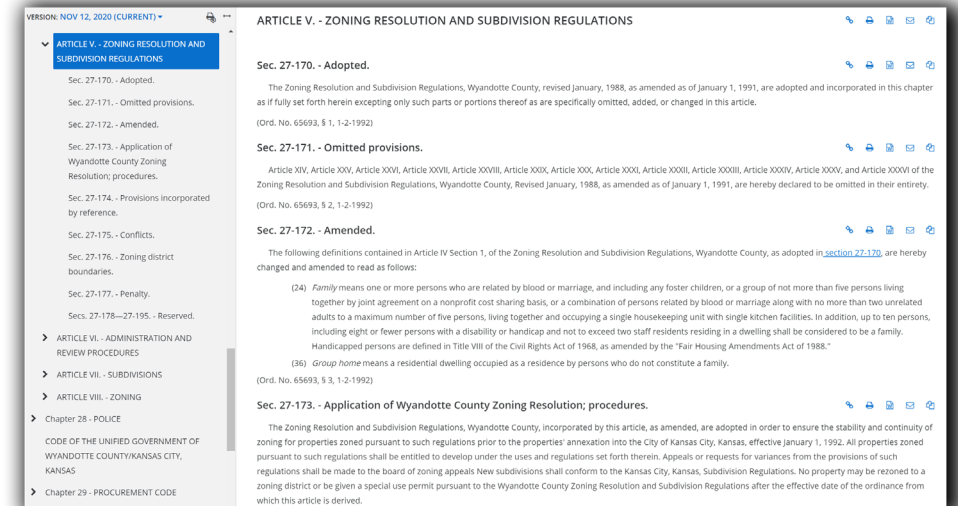
Recent Examples

- Streets for People – June 2022
 - This ordinance codified all the COVID-19 Emergency Ordinance & Resolutions to expand sales and service in the public realm
- Complete Streets Ordinance – October 2020
 - This ordinance codified existing practices and re-affirmed the U.G.'s commitment to equitable, multi-modal transportation
- Short-Term Rental Ordinance – May 2023



Complete Streets Ordinance
Presentation Cover Page, 2020

Sample Page from the Unified
Government's Municipal Code



Zoning Enforcement

UG **Zoning Enforcement Specialist(s)** help ensure that properties in the UG are maintained in accordance with established laws and regulations

Their responsibilities include:

- Visiting project sites to ensure approved plans are followed
- Responding to citizen concerns regarding zoning violations
- Report violations and track remediation

Zoning enforcement specialists spend much of their day in the field investigating projects, documenting conditions, and noting violations of municipal ordinances



Implementation

Another important role of the Department of Planning + Urban Design is to assist with the realization of the community's vision.

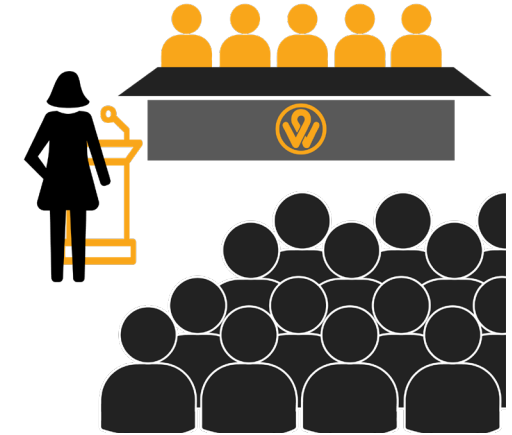
- **Strategic planning with community and neighborhood groups**
 - Build local capacity to realize meaningful, positive change
- **Coordination across UG Departments**
 - Bring relevant departments together to collaborate and execute projects
- **Advocacy**
 - Lift up the voices of those in need
- **Grant Writing and Support**
 - In some cases, a Planner can help your community apply for grants or provide letters of support



The Citizen Planner

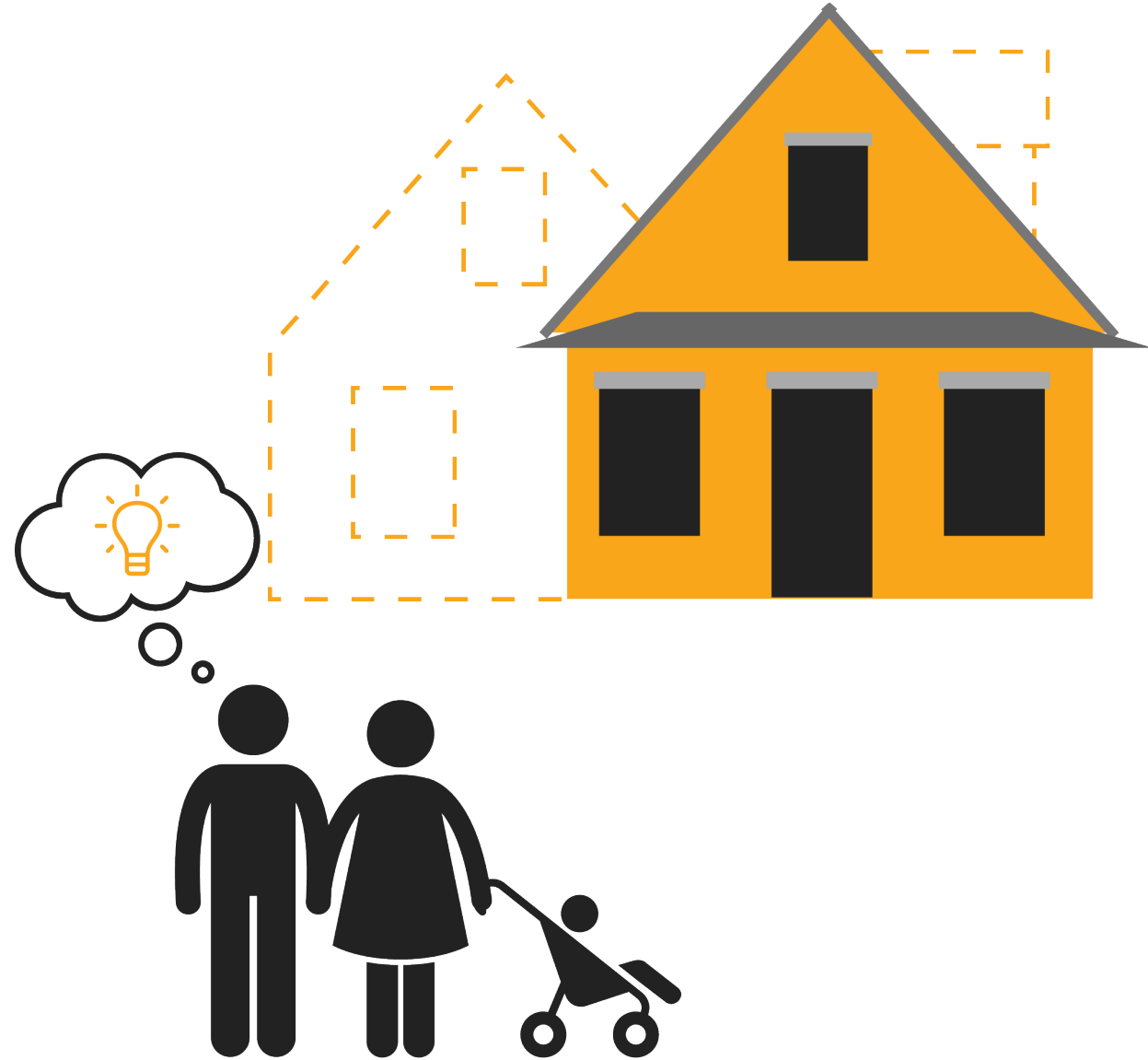
There are four primary reasons you may encounter Planning + Urban Design staff

1. If you plan on making changes to your property
2. If a neighbor is planning on making changes to their property
3. You live in an area subject to a long-range planning process
4. Your property is in violation of a zoning regulation



The Citizen Planner

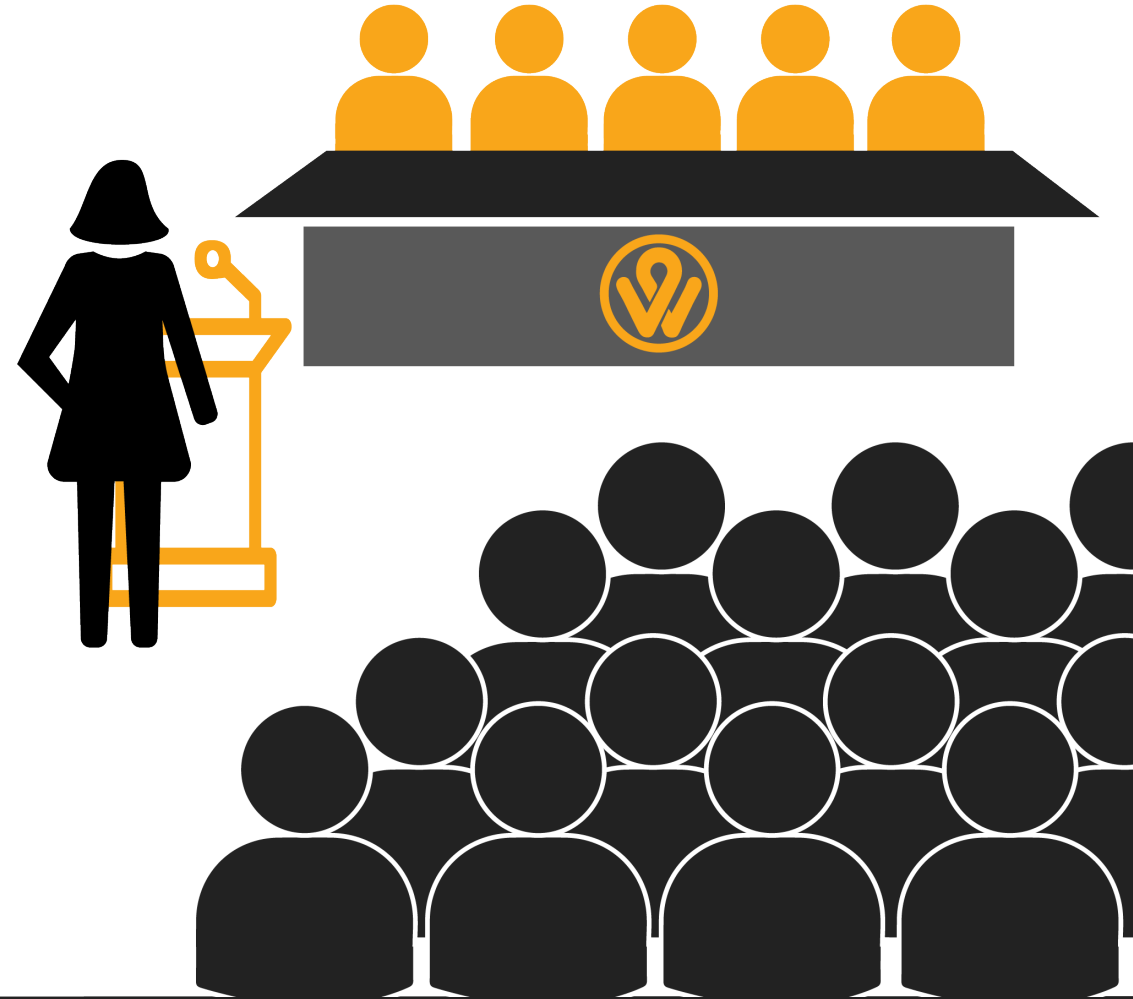
1. **If you plan on making changes to your property**
 - Contact the Department of Planning + Urban Design
 - A staff planner will work with you to **navigate the land entitlement process**
 - The staff planner will inform you of your rights and responsibilities
 - The staff planner is **not an advocate for your project**, but for the greater good, which is embedded in the master plan, zoning code, and other policies



The Citizen Planner

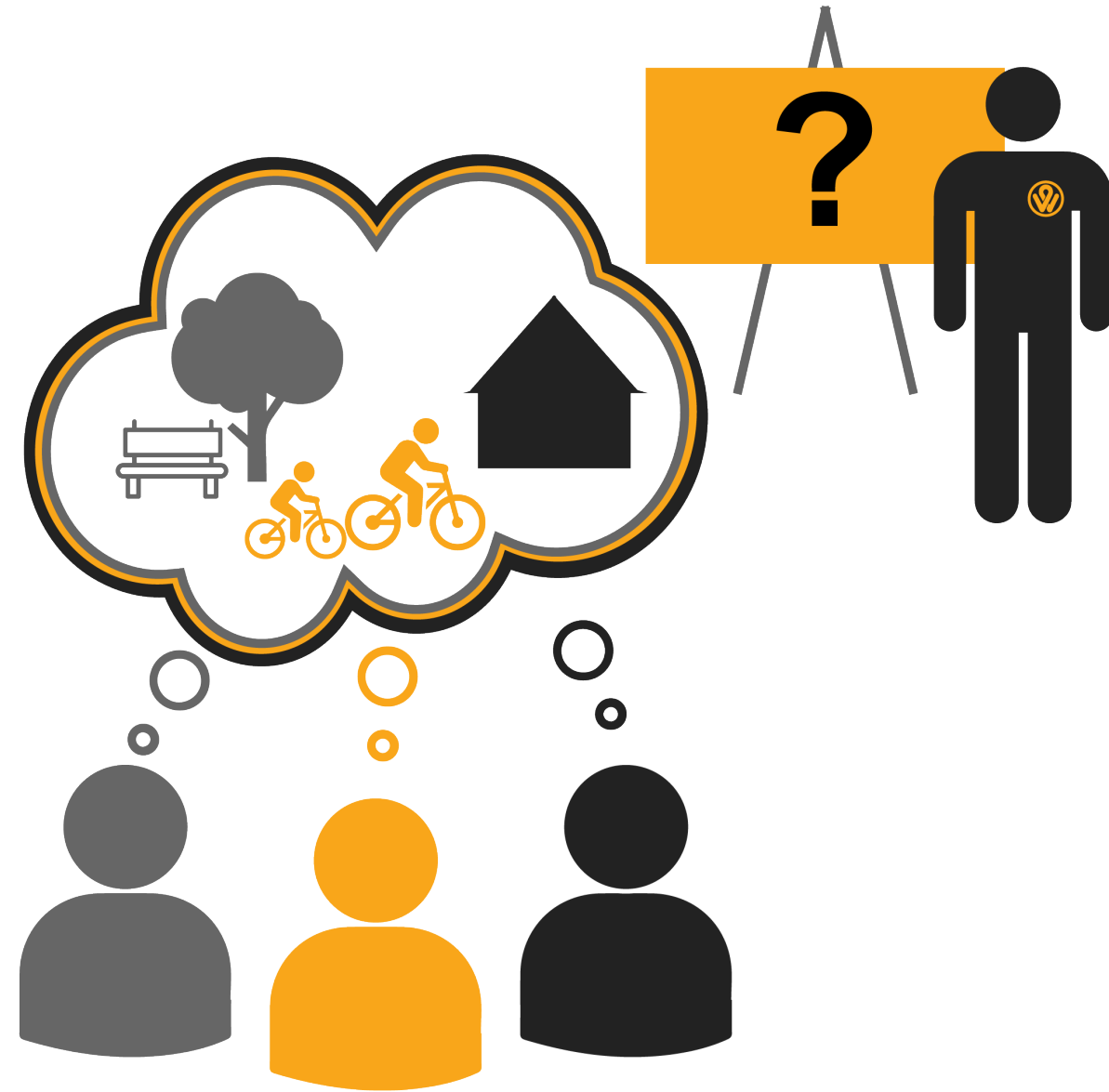
2. If a neighbor is planning on making changes to their property

- You will be notified by mail if you own property within 200 ft of a proposed project that requires action by the Board of Zoning Appeals or City Planning Commission and ultimately the Board of Commissioners
- You **are not required** to take any action
- You **are invited** to share your thoughts, whether for or against the project, at a meeting that is open to the public
- The notice will have details about when, how, and where the meeting will take place
- Written comments may also be sent to the Planning+ Urban Design Department and will be submitted on your behalf



The Citizen Planner

3. **You live in an area that is subject to a long-range planning process**
 - You will be invited and encouraged to provide input
 - This is your best opportunity to guide the future of your community
 - **Community leaders** may act as representative stakeholders throughout the long range planning process at:
 - Regular steering committee meetings
 - In-depth community conversations
 - Assist or lead the implementation efforts
 - **Your input may include:**
 - Responding to surveys
 - Participating in open-house events
 - Submitting your own thoughts and testimonials
 - Share your vision for your community



The Citizen Planner

4. If you are in violation of zoning regulations

- You will receive a **Notice of Violation**
- This Notice of Violation must be addressed, or you **risk an administrative citation (fine)**
- A Notice of Violation can be addressed in 2 ways
 - **By obtaining official approvals**
 - **Through the remediation or removal of the issue**
- Any enforcement officer can issue a Notice of Violation
 - **Zoning Enforcement Officers, Codes Enforcement Officers, Public Health Officers, Police Officers**



Become a Citizen-Planner Today!

Planning is not just a role for your municipal staff.

Anyone who is passionate about their community can help plan for its future.

Participate in citizen-led planning today:

- Engage with your neighborhood organization
- Keep an eye out for on-going planning efforts and make your voice heard by participating in them

Further Resources:

Unified Government Resources

[Department of Planning + Urban Design](#)

[Livable Neighborhoods](#)

[UG DOT Maps](#)

[311 Call Center](#)

Regional Planning Resources

[Mid-America Regional Council \(MARC\)](#)

[Kansas City Area Transportation Authority \(KCATA\)](#)

[BikeWalk KC](#)

Planning + Urban Design Resources

[American Planning Association](#) Org for professional planners

[Next City](#) Planning-focused media outlet

[CityLab](#) Planning-focused media outlet

[City Beautiful](#) Planning-focused YouTube channel

[Planetizen](#) Planning-focused media outlet

[The Urban Activist](#) Urban advocacy-focused media outlet