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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, March 24, 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
March 24, 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	
Edgar	G Galicia	
Renee	Hadley	
Lynn	Holcomb	
Greg	Kindle	
Gabe	Munoz	
Richard	Napper	
Mindy	Rocha	
Jim	Schraeder	

- 1. Call to Order/Roll Call of members**
- 2. Review of March 10, 2025, Meeting Minutes**
- 3. Update of Parking Standards in C-D business District**
- 4. New Business**
 - Review of CitiesWork Report and Recommendations
- 5. Public Comment**
- 6. Adjourn**

Mayor's Business Development Taskforce

Monday, March 10, 2025

City Hall

701 N 7th Street KCK

5th Floor Conference Room

Meeting Minutes

Introduction: Chair: Commissioner Tom Burroughs and Commissioner Stites opened the meeting at 3:08 pm

Members Present: Edgar Galicia, Greg Kindle, Richard Napper and Renee Hadley. **Members Excused:** Nate Brungardt, Stephanie Cashion, Lynn Holcomb, Gabe Munoz, Mindy Rocha, and Jim Schraeder.

UG staff and advisors present: Chelsee Chism, Gunnar Hand, Alan Howze, Wendy Green, Greg Talkin, Jim Neath and Rodney Lucas.

Guest: Commissioner Hill and Commissioner Bynum

1. Commissioner Burroughs asked for a roll call. Commissioner Stites asked that John Handley and Stephanie Cashion be removed from the membership list (John due to employment obligations and Stephanie has not attended a meeting)
2. Commissioner Burroughs reminded us that last month we reviewed information on comprehensive plans, landscaping and a few other items. Choose this month to move forward and talk about parking. There was a request from Jim Schraeder that parking for the downtown area. Legal has put together a presentation
3. **Presentation by Wendy Green, Assistant Legal Counsel:**
 - I. Ms. Green passed out a handout of the presentation titled Parking Standards in the C-D Central Business District and a draft Ordinance. (Attached)
 - II. Trying to address Mr. Schraeder's concerns about parking requirements in the downtown area. The Central Business District does not have parking requirements other than for restaurants and bars, just because of what they are in the rest of the zoning codes. What she tried to do is address those concerns which took a few tweaks to the zoning code.
 - III. **C-D Central Business District:** Slide one is a layout of the Central Business District
 - IV. **Central Business District Parking Standards:** At bottom of page three in the draft ordinance 27-465 (f) Parking and page four the additional language in red appears. What was done was in parking standards on pages three and four, this is how it was tweaked in order to remove these parking standards for eating places, and taverns. 27-465(f). Parking Standards: (2) "The unified government may, in the planned zoning procedure, require that reasonable off-street parking be provided within a practical walking distance in order to protect public safety and convenience. For additional standards and information, see division 9 of this article." Took out here: a. *Except, eating places, restaurants, dining rooms, or snack bars, as defined in this article, and as a sole or mixed use, need not provide off-street parking.* b. *Except, taverns or private clubs serving alcoholic or cereal malt beverages, bingo parlors, discotheques, or dance halls, as defined by this article, and as a sole or mixed use, need not provide off-street parking.*
 - V. So, what is being done by changing this section is for the Central Business District 27-465 deals with is removing the requirement for these types of businesses to have dedicated parking. 27-668 special Parking Standards:
 - (a) The following uses shall require off-street parking as indicated:
 - (1) Adult nightclubs or cabarets. One space for each two occupants calculated by maximum occupancy as determined by the building code.
 - (2) Athletic fields, stadiums, miniature golf courses, gymnasiums, indoor athletic facilities. Spaces for this use shall be as determined by the planning commission.

(3) Bowling alleys. Five spaces for each alley, plus additional spaces based on accessory bars or restaurants.

(4) Churches, chapels. One space for each six-seat or nine linear feet of seating area.

(5) Eating places, restaurants, dining rooms, snack bars. One space for each 50 square feet of seating area plus one space for each remaining 300 square feet of total floor area. Such establishments with less than 500 square feet of seating area shall supply at least ten off-street parking spaces.

(6) Group dwelling. One parking space for each guest room and one parking space for each employee during the peak shifts or make specific legally binding commitments that ensure that normal daily parking needs are met on site and/or on the adjacent streets directly abutting the property.

(7) Hospitals, nursing homes. One space for each staff member plus one space for each four beds.

(8) Hotels, motels. One space for each guest room plus one space for each two employees on the largest shift, plus adequate parking for banquet rooms, meeting rooms, restaurants and lounge areas.

(9) Medical and dental clinics. One space for each 200 square feet of floor area.

(10) Mortuaries. One space for each two employees plus one space for each four seats.

(11) Places of assembly, auditoriums, theatres, and concert halls. One space for each four seats.

(12) Taverns or private clubs serving alcoholic or cereal malt beverages, bingo parlors, discotheques, dance halls. One space for each 50 square feet of seating or assembly area plus one space for each remaining 200 square feet of total floor area.

VI. The solution was to add the following statements to number 5 and 12 above (italicized): (5) Eating places, restaurants, dining rooms, snack bars. *Except for in the C-D central business district, one ~~One~~ space for each 50 square feet of seating area plus one space for each remaining 300 square feet of total floor area.* Such establishments with less than 500 square feet of seating area shall supply at least ten off-street parking spaces.

(12) Taverns or private clubs serving alcoholic or cereal malt beverages, bingo parlors, discotheques, dance halls. *Except for in the C-D central business district, one ~~One~~ space for each 50 square feet of seating or assembly area plus one space for each remaining 200 square feet of total floor area.* The Proposal is to remove the parking requirements for restaurants, bars, and taverns in the Central Business District, hopefully there by removing the impediments to have those businesses in the Central Business District.

VII. **Next Steps:** Ms. Green feels the reasonable next steps are to provide all the correct notices and send to planning commission first because it impacts chapter 27 which is the zoning code. Any changes to the zoning code must go to planning commission first. It will start there and after goes to the full commission for approval. Commissioner Burroughs indicated it is Central Business District only at this time, it will be small enough area for us to at least set precedence to see is this zoning appropriate and if it will assist some of the issues brought forward by committee members.

VIII. **Questions from the Committee**

- Edgar Galicia in Section 27-668 reference to athletic fields, does this encompass athletic clubs or gyms because they include several people coming in and out needing parking? Yes, it does but nothing has changed with those types of businesses.
- Commissioner Burroughs pointed out that at the top of page four, the new language is italicized a) and b) that provides the definition, and exemptions are covered in 27-668 at the bottom of page four number #5 and in the middle of page five number 12. Those are the two exceptions

for the Central Business District for restaurants, bars and taverns that is being requested for change.

- Greg Kindle asked if it is just for restaurants and bars? He is thinking about a project being done that is not a bar or restaurant. It is in the food industry, but if they think they must have 36-50 parking spots for something that might be far less, how does that project fit into this. Chelsee indicated she does not have all the details of the project, but if we look at 27-465 (f) on page three, it says "Uses in this district need not provide off-street parking, except that residential occupancies shall provide not less than one off-street parking space for each dwelling unit and hotels shall provide on off-street parking space for each room". In Central Business District unless hotel or house. If they were a restaurant or bar there were no parking requirements. Without knowing the details of the project and why they were saying parking is required she is not sure. Greg is hoping this helps with the project, but the project may be in C-3 not in the Central Business District. Chelsee can get with Wendy and Mike Farley in legal to look at the project in question.
- Alan Howze mentioned it might be necessary to get clarity around the boundaries and C-D in district, but others are R-5 and eliminating what meant by district. Gunnar Hand or legal should shed light on what it means to be in the Central Business District. Mr. Hand indicated you can only be a CD district within that black line; you are a CD district if designated as such- it is not an overlay, parcels must be designated. We may assume when this was first created some were left out or over time some people rezoned themselves.
- Commissioner Stites would like to delete the word discotheque as the word might be defined under dance hall. Ms. Green said the reason why that was not changed was because it is referenced in other codes and without spending more time on it and fixing this faster it was not changed. He also asked on 465 (f) speak of hotel, 1 space per room how is that different than anywhere else. Different how? Gunner Hand mentioned depending on what the category is, hotels have different standards based on the size of the rooms. About 1 per room but more somewhere else. If you rent a room, one vehicle per room must have adequate parking. It is hard to speak of the intent of the original code though updated in 2005, but he believes it is because downtown, there are walkable neighborhoods, it is transit rich and this was written before share mobility became popular. Even in KC adds to intent you need less parking in that area.
- Greg Kindle's concern is the defined Central District is super tight but majority in district is developed is art, already developed and government, and commercial mainly further from CD district. He likes the direction but is worried it does not seem to be addressing where we have development issues. We don't know how to fix or if we should fix but we could open a can of worms and create different concerns. Mr. Hand's responses: going back to Mr. Schraeder's intent, we talked about when legal was writing this what it would look like elsewhere taskforce wanted to go down that road, you could open a conversation about parking standards in every zone but must be very careful because that is a slippery slope. For instance, we would not want to talk about C-1 and C-2 in other places but C-1 and C-2 in many places like on Central Avenue, which is very different than other parts of the city. Without making each commercial corridor its own overlay with its own zoning district to further complicate the zoning code, we could discuss parking maximums, which we don't have, we have parking minimums to add to our code. A lot of cities are moving away from requiring a minimum, meaning they don't have to build any, but you can't build more than (maximums). Paradigm shifts could be addressed if you

look at all parking in all districts, but this will take more time and thought, but I can only speak to what I have seen at BOZA over the last five years – they are giving a lot of parking variances.

- Commissioner Burroughs does not want to speak for Mr. Schraeder but thinks he would like to see parking requirements eliminated in the Centrall Business District, so we do not have a business have to have a certain number of parking spots if they only need a certain number of parking spots. He believes that it encourages people and understands the multi facet transit corridor, walkable, etc. He would like to see concerns about parking as that shows activity in the community. Anything that would allow people to come in and open a storefront and not be required to have 4-5 parking spaces marked for customers only, but we are not there yet. Mr. Schraeder may have mentioned the Central Business District because he is at the forefront of the businesses downtown and bringing it forward must be an issue. This is one issue we can address and see how it works. This could be started at full commission. It can always be changed. If we are going to try something about parking this may be the opportunity to do so.
- Mr. Hand indicated before the last meeting was cancelled, he got a business license application for a Mexican restaurant across the walkway from the garage across from the Chamber office that had to be denied because they did not have 10 designated parking spaces. He would have loved to approve this restaurant in downtown. He asked them to stay tuned due to possible changes.
- Greg Kindle indicated the previous business he brought up just outside of the Central Business District -could there be a preemptive BOZA application before they go through the significant number of drawings to see if they can get private use? It creates interesting dynamics because usually when going before BOZA they must have most of their project together. Now we can possibly suggest before you spend on drawings and get told you need parking spaces that can never fit on that particular site, even though there is a lot of on street parking, if you don't have on site parking to accommodate what being told basically now telling a client that wants to invest in a building only option is to do a work around which is to go to BOZA ahead of when you get the plans done, which is unusual. That or they just walk away from the project. Commissioner Burroughs indicated we take this chance and Commission may not approve.
- Edgar Galicia asked if we could utilize this opportunity to explore no minimums on these projects being discussed. We can test how this works and move it forward to other areas. Mr. Hand indicated if using Mr. Kindle's example if paradigm shifts away from not requiring minimums but having only maximums, we will not have to have this conversation because they would not have to build any parking unless they felt like they needed to.
- Commissioner Burroughs asked what is the downside of not having any parking? Mr. Hand indicates it depends on what kind of developer you get. If we get a developer that doesn't care about having spots but cares how much parking is if they must do it, parking minimums is a minimum cost to the developer. So, parking minimums is a minimum cost to parking, if you eliminate that they can cut that cost out completely. But if developer bought or sold a local business that is different. The concern is if you eliminate parking minimums you could be stuck with a short supply of off-street parking that impacts on the public right away (worst case scenario).
- Alan Howze asked if this advances to the planning commission and other conversations happen with the commission, other data pieces that will be useful is to see where the parking currently exist. There are several parking structures and surface lots in downtown. Showing where parking exists now gets to help balance those needs between not trying to create issues and showing we have a lot of parking spaces available. Also assist projects that come through may

negotiate with an existing owner of a parking structure. Or we figure out how to meet their parking needs based on the contours of their business and help us understand all those factors. Developers know a lot better than we will ever know and certainly better than the code. (Attached)

- Chelsea Chism indicated the UG has invested in structured parking and a lot sits empty, so in order to make that be a good investment of public resources, increasing that demand so that our parking resources are utilized will help us take better care of those parking structures, but if we get so busy not requiring parking the market will drive additional parking in the community.
- Richard Napper discussed two different scenarios he has heard from the developers side, 1) using previous example, if I am owner and I am going to spend a minimum of hundreds of thousands of dollars to open a restaurant and don't care about parking because I am convinced there is enough or people will get their irrespective of parking, why does the city care? 2) if I am the developer and building a building with tenets and I have spent millions of dollars and I don't care about the parking and my capital is at risk we are going to have to be convinced as a developer the parking is sufficient for me to lease the space which creates the value and if I can't lease the space and create the value because there is a parking problem, I would have never entered into the equation in the first place. He understands all that has been said but again if you look to the people that have the money and the deal and likely have their autograph on the piece of paper that can wipe them out and wipe their family out and if they don't think they need all this parking from his perspective I don't understand what the detriment would be to the city.
- Edgar Galicia totally agrees with that statement and in the case of Central Ave Commercial Corridor what they are doing is talking to the business owners to make sure their business understands this description so they can make a educated decision whether or not they need this many or this much parking spaces before they make the investment. Now we have requirements, and we must move in that direction in their internal investment. He believes that is the case for small businesses. They need more education than big investors in financial and building their futures and believe they can help a great deal with all the structures in the community. They can help so they have a safer front. He agrees to let them determine their own needs.
- Commissioner Burroughs believes this is a trial period for the Central Downtown District and to help businesses that have issues with parking. He believes this is what Mr. Schraeder is wanting to move forward. He indicated he wanted to eliminate parking requirements and see what happens. We are not sure how long it will take to review this to see if it is effective, but if we follow example of Mr. Napper we want to make sure there is some parking for business, if leasing and something already established with minimal traffic I don't want to have to have parking space as a part of my agreement because I am not in control of that avenue corridor just in control of my business.
- Commissioner Burroughs asked the committee If there is something that needs to be added or ironed out before it goes to planning and zoning for discussion, he is open to listen. Once there, we do not hear it. If we need to work on it next month, we can do that, but he would like to take the work from this committee to full commission soon. He would like to see what we are talking about utilized to show if it is effective. He believes there is investment on Minnesota Avenue, and this might be an opportunity to see how well this works
- Alan Howze asked, is this just in context of restaurants and bars, or was there any discussion around the apartment standard as well? This is a district perhaps the planning committee can

look at apartment complexes as well. Commissioner Burroughs wants the committee to advance the work and would like to see progress and if in this controlled area we can monitor and see what progress we want to make there are other places including 39th Street, Rainbow Blvd., around KU Med Center could be other locations. Downtown Bonner Springs has their own ordinances, but we should investigate how they do it there. We should look at all geographic location for small businesses, storefront processes, apartment style processes or closed areas as examples. This can be where we can help Mr. Hand and planning and zoning guide our businesses

- Commissioner Stites commented on apartments, he does not like the idea someone would need to find a parking space somewhere and carry groceries in from 150-300 feet away while it is snowing or 5 degrees below zero. I am interested in thoughts, but apartments are different and need parking minimums.
- Commissioner Burroughs mentioned the Downtown Mainstreet Program from the state that encourages businesses below apartments, and we will start to see businesses come back from a century ago where businesses were on the lower level of apartments. That may have to be what we consider. Chelsea hit on something: We have ample parking in garages and may not have geographically utilized the information process to let people know and how close they are to their business. There may be parking spots in front of a business or apartment complexes that may be under different guidelines. He could not think of any apartments in this corridor. Brotherhood Bank was thinking about redoing its building and having parking next to it which was old EPA building and did not want to break façade of Minnesota avenue. Commissioner Stites indicates that they don't build apartments here
- Edgar Galicia believes this test area might be too small, it could be bigger, but if we want to test here so be it, but he is for no parking minimums in this specific area, and for small businesses we should agree to the fact apartment buildings and larger developments do need to provide specific to business parking or other amenities.
- Gunnar Hand would be stopping an apartment development on Minnesota Ave. if we went with no minimum. Gunnar replied to the CD district has been around for a while and has 5-R the lowest parking requirement than any subdistrict we have, and it is commercial. It is like chicken and egg, for example the 4th in Minnesota site before it fell through was going to build a huge parking garage because they were going to build a 14-story tower unit with 500 apartments and needed to put those cars somewhere. That is a lot when you talk about big projects downtown. When you think about the trends in car usage, transit unit households in WYCO, walkability these are strong indicators to support the idea of testing here. We are testing it out for very specific uses, but if you want to expand this will be the place to do it and figure out if it does work. It would inform the confidence of zoning code update that will happen later this year. His only request is to work with legal on this and make specific what Mr. Schraeder asks in his email and that is what the amendment looks like. Without changing intent of this conversation and committing to the original email by Mr. Schraeder, let planning have one quick pass because typically when you look at old code sections, we find a lot of things that are unintended consequences but more specifically typos. We can clean up a little more and second to point about definitions and how old they are the ones you describe as drinking establishments, event spaces, and live entertainment are not inclusive of these definitions. We should go through the definitions one more time and make sure everything that could be what we currently describe are mostly a catch all of these different types of old nouns, and we can maintain intent. And

then send them to planning commission. If you want this to go in April, we will need to get it soon (next week)

- Commissioner Burroughs asked if Mr. Schrader reviewed this? Considering his absence, his voice is needed to reflect his intent. He may have a perception that it may be a benefit to us as we move forward. Doing nothing is not an answer.
- Commissioner Stites appreciates Mr. Hands point and if walkability, etc. are factors and apartments which he understands not here need to be discussed but if walkability, scooters, etc. more upset I do not have a parking space in snow and cold temperatures and the only ability I have is a bicycle. Interested in continuing that conversation. Look at downtown KCMO, their parking garages fill up and host of business use them, business names are on them and people pay fees and have a spot assigned just for business. They are all over downtown and not everyone has designated parking.
- Alan Howze reported parking and car usage was reviewed a few years ago, upwards of 20-25% of the KCK population does not have a vehicle. So back to Mr. Nappers point, allow the developer based on the project they are putting together and money on the table to identify types of units whether single occupancy, studio they may have a population that does not have a car or unable to drive, so may need parking space for every two units, allowing for flexibility to adjust based on project.
- Commissioner Burroughs mentioned we have resources in built garages, and as Chelsea stated he wondered how many garages we have in this area that we may not be aware. He asks we identify ample parking downtown and how If people are going to utilize those facilities that we have invested in. May want to have areas in that parking garage that are for pay, or the developer pays or open to all area businesses who contribute monthly. This helps not put burden on developers to have parking in their plans. They could come before planning and zoning and determine parking if needed.

- IX. **Moving Forward-** Commissioner Burroughs is making an executive decision to hold this over for one more meeting and have Mr. Schraeder here to discuss. Mr. Schrader is out of the country and will not be at the next meeting. It is his request so ask that he gives this consideration. Greg gave examples of concern, and we had input around the table. Gunnar Hand will meet with legal as he stated and work on this language. We are making progress here and do not want to stall but at same time it was his request, and he should have input in this. We will hold until Mr. Schraeder gets back and in the meantime Gunnar and legal and Chelsea to come up with language that fits the concerns heard today to be reviewed at the next meeting. We can start chipping at that and see where we are so when Mr. Schraeder returns, we will have a near finished product for him to give a response. Chelsea will also submit a map of parking structures with utilization information in this district. Number of spots, parking on streets. Gunnar Hand reported there are differences in the code regarding street and off-street parking. From a parking strategy you will want to know both. From zoning ordinance on street does not count. Data will assist us in moving forward. The two Cochairs/Commissioners will speak with Bonner Springs and how they deal with their downtown area. Alan Howze mentioned Lansing, KS just went through a process of removing their parking requirements all together. We should investigate a neighbor out west on their process.
- X. **Cities Work:** We will review the Cities Work report at the next meeting and hear a report back from today. If we need more time after that we will have an additional two weeks for Mr. Schrader to review.

- XI. **Thank you:** Commissioner Burroughs thanked the committee for their patience. As we know it is complicated, and developers deal with this every day but he is in a learning process. Knowledge is power but it also allows us to find efficiencies, inefficiencies, obstacles. It allows us to streamline things we are hoping to accomplish.
- XII. Lynn Holcomb missed the last meeting but mentioned since we started these meetings the common denominator as he deal with realty and developers company on daily basis the issue is we can't get things in and out of planning department on a timely bases and that has been going on for a number of years, he is not throwing rocks at Gunnar but we have identified four people down in that department at least 2 months or more ago. Has anything been done to find funding to give him some qualified help? That is the lion in the room, and we are just shaving the mane. They need help and until we fix that we are wasting time shaving the lion but we need to get him help so he can do the job you are asking him to do. This is the elephant in the room.
- XIII. Commissioner Burroughs responded, we have two directors here, two ACA's in the room to hear all of this. This committee is not going to fund the departments but what we can do is guide and have discussion. A lot of this has been shared with leadership and the message has been received. Timeliness by the department will be listed as still an issue. Unfortunately, we cancelled the last meeting and sorry to the committee it was so last minute. Commissioner Sties replied seeing the culmination of what we intended to set out to do, and having these conversations is about development moving through quicker. Let's identify needs and how we make it easier to get development into our areas of all four corners of KCK, easier, quick and what makes most sense. We have archaic types of ordinances, and zoning. As I listened, I realize I can be convinced about parking for apartments and realize it is incumbent on apartment owners to get their apartments rented. As a renter, all I would say is I will look elsewhere because I have a car. This old dog can be open and receptive to change. Lynn you have been heard and there are people in this room that hear what is being said and are aware there is help needed to direct the staff so we can move this forward.

Meeting Adjourned at 4:03 pm. **Next meeting is March 24, 2025, at 3:00 pm.**

Removing Regulatory Barriers to Business in Wyandotte County

The Institute for Justice is a national nonprofit organization that has been advocating on behalf of entrepreneurs and small business owners for over 30 years. Our Cities Work team partners with city officials across the country to identify and rectify regulatory barriers that reduce access to entrepreneurship, particularly for those from historically disadvantaged communities.¹ In 2022, we published *Barriers to Business: How Cities Can Pave a Cheaper, Faster, and Simpler Path to Entrepreneurship*, a 20-city study that quantified the regulatory barriers facing common small business types across the country.²

Our team has expanded this research into our partnership with the Unified Government of Wyandotte County and Kansas City by mapping out the processes to start a variety of small businesses in Wyandotte County. Additionally, we have gathered local insights through conducting department stakeholder interviews across multiple departments and entrepreneurial ecosystem stakeholder interviews. As a synthesis of this research and insights gathering, we have formulated a series of reform recommendations designed to make it cheaper, faster, and simpler to start a business in Wyandotte County. This is the first of two recommendation reports, with the recommendations categorized under who will be leading the efforts, with recognition that many will require both administrative and legislative action. While the scale and timeline of these recommendations vary, the overarching goal is to make substantial progress on each recommendation before the end of 2024. This list is not comprehensive of all reform opportunities available, but rather it is an opportunity for the UG to make a significant step towards a thriving entrepreneurial community.

Lead: Administrative, in coordination with the Accela onboarding project

1. *Encourage small business growth by creating a pre-permitted plan initiative.* Develop community-reflective pre-permitted plans for a variety of small businesses, including a small restaurant, coffee shop, retail space, and small retail storefront development. The process to obtain permits for building a small commercial space can take months and cost thousands of dollars. Not only can this dissuade developers from investing in Wyandotte County, but this unaffordability can prevent emerging entrepreneurs from being able to build their business and intergenerational wealth. With pre-permitted plans, the UG can encourage the development of small commercial spaces by increasing the affordability of building and renting small commercial spaces.

1.1. See [Addendum A](#) for details on similar initiatives in South Bend, Indiana, and Kalamazoo, Michigan.

¹ For more information on IJ's work to support entrepreneurs, see <https://ij.org/citieswork>.

² Meleta, A. & Montgomery, A. (February 2022). *Barriers to business: How cities can pave a cheaper, faster, and simpler path to entrepreneurship*. Arlington, VA: Institute for Justice. <https://ij.org/report/barriers-to-business/>

The UG can make Wyandotte County a national leading innovator in pre-permitted plans for small commercial spaces.

2. *For internal use, develop an organization chart, FAQ documents, and email templates.*

- 2.1. Publish an internal contact organization chart with expertise areas. Referring the applicant to the correct contact the first time saves both employees and entrepreneurs' valuable time.
- 2.2. Create FAQ documents and email templates to address the FAQs and confusing processes. If there is a pattern of entrepreneurs asking the same questions, the team should create an email template explaining the answer to the question, clarification for the process, resources to understand the process better, and what next steps to take if still confused.

3. *Create a small business one-stop shop.* Develop an online one-stop shop that incorporates a requirement navigator. All requirements should be available in the one-stop shop in a checklist or guide format for each permit, license, and inspection. Additionally, all applications and payments should have an online submission option through the Accela portal.

3.1. The UG's one-stop shop should satisfy the following criteria:

- 3.1.1. Connecting city requirements with processes from other levels of government.
- 3.1.2. Completing forms and registrations through the portal, not through each agency's own website.
- 3.1.3. Covering all city requirements, not just requirements for getting a business license.
- 3.1.4. Providing a single log-in opportunity so entrepreneurs can organize information and track progress in one location.
- 3.1.5. Guiding entrepreneurs effectively through the process.

3.2. Establish a Permit Navigator Tool that details the required permits and licenses for an entrepreneur based on their specific business. See Philadelphia's new permit navigator for an example of a strong, comprehensive tool and [Addendum B](#) for recommended features.³

Cities Work is happy to work with the UG to pinpoint specific adjustments to strengthen the user experience such as including a data dashboard and fee estimate calculators.

4. *Increase financial transparency in the small business regulatory process by enumerating and publishing all fees and formulas.* For all fees related to the permitting and licensing processes, including plan reviews, application reviews, inspections, taxes, revisions, and re-inspections, the city should publish the fee schedule including formulas used to calculate the fees that are

³ See the City of Philadelphia's new permit navigator tool: <https://permits.phila.gov/>

dependent on project factors such as mechanical permits, BPU (Board of Public Utilities) fees, and plumbing permits.

- 4.1. See Mountain View, California and Aurora, Colorado as examples.⁴
5. *Establish metric tracking and publish a public data dashboard.* Publish a data dashboard with regularly updated metrics such as average timelines including reapplications/reinspection for the most common permits, licenses, and inspections based on data collected by the departments; real-time wait times for various services; department backlog times; and average processing times.
 - 5.1. See Dallas, Texas; Portland, Oregon; and El Paso, Texas for data dashboard capabilities.⁵
 - 5.2. See Kansas City, Missouri for a data collection resolution.⁶
6. *For both internal and external use, develop and publish guides that include process maps and checklists for all permits and licenses.* Publish guides that include process maps and checklists for all permits and licenses. These guides should include all levels of regulatory requirements in chronological order with application instructions. There should be a checklist to make sure the entrepreneur goes through each step to satisfy the necessary requirements. By having this information readily available internally, city employees can provide more accurate and efficient information to entrepreneurs navigating the steps. By providing this information externally, entrepreneurs can be better prepared for the process and decrease the amount of application revisions needed.
7. *Establish internal communication practices through Accela, including application sharing, notifications, and follow-up reminders.* One of the most prominent themes from the department stakeholder meetings is the challenging nature of efficiently processing applications due to the poor system of communication between departments. Currently, the UG relies on email to send all communications and requires that individuals remember to follow up on emails. When an

⁴ See Mountain View's Fee Formulas <https://developmentpermits.mountainview.gov/about-permits/fees/building-fees>; and Aurora, Colorado's Estimate Fee Calculator https://www.auroragov.org/business_services/building_division/permit_fee_calculator.

⁵ See the following cities' dashboards as examples of certain recommended capabilities. Dallas, Texas for the number of revisions per permit, the median issued days, and permits in queue by stage: https://dallascitydata.dallascityhall.com/views/SingleFamilyResidentialPermits_16747435220440/SingleFamilyResidentialPermits?%3AshowAppBanner=false&%3Adisplay_count=n&%3AshowVizHome=n&%3Aorigin=viz_share_link&%3Arefresh=yes&%3AisGuestRedirectFromVizportal=y&%3Aembed=y. See Portland, Oregon for nuanced processing time metrics that divide time spent between stages and caused by applicant versus city department: https://public.tableau.com/app/profile/bds.metrics/viz/PermitMetricDashboard_top_public/PortlandPermitMetricDashboard. See El Paso, Texas for current queue and ability to join the line online before arriving in-person: <https://www.elpasotexas.gov/planning-and-inspections/>.

⁶ See Kansas City's Resolution 240632 for an example of a data collection resolution: <https://kansascity.legistar.com/LegislationDetail.aspx?ID=6804139&GUID=8918D438-37A5-45CC-8B34-CFA0DACF6BF9&FullText=1>

application moves from one department to another, the new department is emailed to notify them that it is one of their team members' turns to review the application rather than only emailing the person responsible. This results in overcrowded inboxes for people who are not working on the application. Additionally, individuals are left to remember which emails and applications to follow up on because there is not a notification system to provide reminders to the assigned individual.

- 7.1. After onboarding all departments and teams involved in the processing of permits and licensing applications onto Accela, the UG should establish communication and note-taking standards that ensure all are conducted via the online platform. This will allow for clear, centralized communication to occur in the same place as the application is in review and for only those assigned to be notified and reminded of their tasks.

8. *Establish external communication practices through Accela, including feedback notifications, renewal reminders, important deadlines, and impact notices.* All permit and license applications should be available and submitted online through Accela. Not only will entrepreneurs be able to use Accela as a centralized platform to see their submissions and application feedback, but the UG can use Accela to communicate with the entrepreneurs. The Accela platform should be configured to notify applicants when they receive feedback on their applications, need to renew their permits and licenses, have an upcoming important deadline, or will be impacted by change in legislation or process on the local or state level.

9. *Increase Language Access.* Translate city webpages, documents, and other resources into more languages spoken by residents, including Spanish. Hire reputable translators to do this work so that translations are culturally appropriate and make sense to non-English speakers, rather than rely on automated services such as Google Translate.

- 9.1. Specifically, provide all application information in Spanish and other languages.
- 9.2. Include a question on applications and meeting requests for the individual to note what language they speak and whether they will require a translator so employees can be adequately prepared for the meeting.
- 9.3. Ensure employees are aware of and trained on using Propio (or any other real-time language translation service the UG uses).

10. *Streamline Sign Permits.* Streamline sign permitting processes to give clarity and reduce wait times for entrepreneurs. [See Addendum C](#) for more details.

- 10.1. Ensure all applications and materials are available online.
- 10.2. Provide drawing templates and accessible standards required for sign renderings.
- 10.3. Publish frequently asked questions or commonly missed materials on the city website.

- 10.4. Provide notary services for entrepreneurs to certify property owners' permission to construct signs.

11. *Ensure Comprehensive Transition and Instruction Materials for Employees.* High employee turnover and role changes can cause bottlenecks in service due to incomplete knowledge onboarding. To provide a better foundation for the employees and better service for entrepreneurs, comprehensive transition and instruction materials are crucial. For all processes involved in serving small business entrepreneurs, create and compile comprehensive transition and instruction materials such as documents and videos.

12. *Create a small business liaison position.* Create a small business liaison position that is dedicated solely to helping small business entrepreneurs navigate regulatory processes and resources. The individual in this position will be well versed in the comprehensive regulatory process to address communication silos between departments. Larger development projects often get priority treatment at the expense of small businesses—leaving small business entrepreneurs waiting for responses, instructions, and crucial information. By creating this position, the UG can ensure there is always someone to navigate small businesses through the UG's processes.

- 12.1. See Kansas City, Missouri's KC BizCare office for a great example of small business navigation.⁷

Lead: Legislative

13. *Simplify home-based business requirements.* Ease outdated regulatory burdens that get in the way of home-based entrepreneurs. See [Addendum D](#) for a full memo on the importance of home-based businesses and a draft model ordinance which includes initial ideas from conversations between the Cities Work team and the UG Planning Department.

- 13.1. Maintain home occupation nuisance standards under Sec. 27-609. - Districts R-1, R-1(B), R-2, R-2(B).

13.2. Remove unnecessary restrictions on how businesses can operate inside of the home. Employee and client restrictions restrict the normal operations of many businesses.

- 13.2.1. Other cities, such as Detroit and New Orleans, do not limit the number of clients permitted at one time or in one day. The UG's no-client limit prohibits home-based businesses such as group tutoring.

- 13.2.2. Many other cities permit at least one to two non-resident employees. These employees can be crucial in helping with administrative tasks or other normal business operations.⁸

⁷ For an example of strong small business navigation assistance, see KCBizCare: <https://bizcare.kcmo.gov/>

⁸ McDonald, J. (Jan. 2022). *Entrepreneur from home: How home-based businesses provide flexibility and opportunity—and how cities can get out of their way*. Arlington, VA: Institute for Justice.

- 13.3. Allow for flexibility in where activities related to home occupations take place. Home-based businesses should be permitted to operate, or at least store supplies and merchandise, in an accessory unit on the property or in a backyard out of sight of the street. For example, craftspeople such as woodworkers or potters are often harmed by these restrictions as many use sheds to store kilns or other equipment for their work.
- 13.4. Loosen restrictions on signs. Home-based business signs should not be subject to stricter regulations than those pertaining to non-commercial signs permitted to be on the property (such as campaign or political signs).
- 13.5. Eliminate the unreasonable need for special use permits. While most cities justifiably limit home-based occupations that impose negative externalities on a neighborhood, such as vehicle repair, the UG's restrictions essentially require special use permit for undetectable businesses, which is unusually restrictive. Compared to the cities we have studied, the UG has some of the strictest restrictions on home occupations.
 - 13.5.1. Home occupations that can happen either inside the home or within an enclosed accessory unit, such as a barn, should be permitted because these activities are not visible from the street and do not negatively impact neighborhoods.
 - 13.5.2. Retail sales are quite common in cities across the country, especially when it comes to the sale of homemade foods. There is no reason why a client should not be able to come to a private home to purchase a loaf of bread or custom birthday cake.⁹
- 13.6. Continue streamlining small business regulatory processes. As home-based entrepreneurs often want to expand their businesses, the city can promote this growth by reducing the regulatory barriers associated with moving into mobile (such as food trucks) or brick-and-mortar spaces.

14. *Reduce Regulatory Barriers to Affordable Childcare.* The State of Kansas has a severe shortage of affordable childcare—with the average price of an infant in center-based childcare costing

<https://ij.org/report/entrepreneur-from-home-how-home-based-businesses-provide-flexibility-and-opportunity-and-how-cities-can-get-out-of-their-way/>. See Table 1 for a comparison of home-based business laws in 20 large US cities.

⁹ Home-based food businesses are increasingly popular and incredibly important paths to entrepreneurship to lower-income women. McDonald, J. (2017). *Flour power: How cottage food entrepreneurs are using their home kitchens to become their own bosses*. Arlington, VA: Institute for Justice. <https://ij.org/report/cottage-foods-survey/>; McDonald, J. (2018). *Ready to roll: Nine lessons from ending Wisconsin's home-baking ban*. Arlington, VA: Institute for Justice. <https://ij.org/report/ready-to-roll/>. For additional information on laws regarding the sale of homemade foods, see www.ij.org/foodfreedom.

approximately \$15,000 annually—more than 20% of the median household income of \$68,925.¹⁰ According to Childcare Aware of Kansas data, Wyandotte County is potentially lacking over 7,000 childcare slots for children under the age of six.¹¹ To increase childcare capacity, the Unified Government must reduce the regulatory barriers to opening and operating childcare businesses through:

- 14.1. Permitting by-right childcare centers and facilities in all residential zones.
- 14.2. Removing the special use permit requirement for home-based childcare businesses.

15. *Reduce Compliance Costs for Emerging Businesses.* Reduce fees for emerging businesses whose owners have a self-certified personal net worth of less than \$500,000. Reduce the business license, sign permit, certificate of occupancy, and all building and trade permit related fees on a sliding scale across four years, with a waiver of 100% of the value of these fees the first year, 75% the second year, 50% the third year, 25% the fourth year, and resuming full payment amounts the fifth year and on. This will increase access to entrepreneurship for emerging entrepreneurs by making entrepreneurship more affordable. The sliding scale across the first four years of business is designed to address the large five-year failure rate of new businesses.

- 15.1. See [Addendum E](#) for a model ordinance.

16. *Establish Reciprocal Contractor Licensing.* To encourage development in Wyandotte County, offer reciprocal contractor licensing to individuals licensed in surrounding counties. The surrounding counties have more rigorous requirements to obtain a contractor license than Wyandotte County, so contractors successfully licensed in the surrounding counties are qualified to serve in Wyandotte County. Cities Work stands ready to draft legislation to make this amendment.

17. *Bring clarity and accountability into the inspection process to better prepare applicants and inspectors and reduce subjectivity in inspections.* Publish inspection checklists for all inspections that detail in plain language what the inspector will be checking for and the code reference for the requirement.

- 17.1. Inspection checklists should be created with the departments or teams responsible for issuing the inspections, published in an easily accessible online format, and required by city code rather than simply implemented by department policy.

¹⁰ For more information on childcare costs, see Childcare Aware’s Kansas state profile: https://info.childcareaware.org/hubfs/2023%20Price%20Fact%20Sheet/Kansas%202023_Price%20of%20Care.pdf; For household income data, see the Census’s Kansas state profile: <https://data.census.gov/profile/Kansas?g=040XX00US20>

¹¹ For more information on childcare in Wyandotte County, see Childcare Aware of Kansas’s Wyandotte County profile: <https://stage.worklivesystems.com/Kansas?county=Wyandotte>

- 17.2. Establish comment standards for inspections. The inspector will use a corresponding checklist to fill out the comments, clearly noting the reasons why an individual fails an inspection and what the individual needs to do to meet the respective requirement for the re-inspection. Comment standards should be established with a team of stakeholders (inspectors, team or department leads, entrepreneurs).
- 17.3. Collect data on inspections, including the identity of the inspector; rates of passing and failing inspections on the first round; the marked reason for failure; the rates of passing and failing inspections on follow-up rounds; and the general demographics of the business owner. Conduct regular internal analyses of the data to address any problematic or inefficient patterns.

18. Adopt a “spring cleaning” ordinance to establish ongoing streamlining and efficiency reviews.

Adopting the “Spring Cleaning” ordinance will encourage departments to identify and address inefficient or confusing permits, licenses, and processes. See [Addendum F](#) for a model ordinance.

- 18.1. All departments will be required to submit to the board of commissioners a report of inefficient, confusing, costly, or unnecessary processes, steps, or requirements their department teams are responsible for administering and solutions that are suggested by the responsible parties. Teams will implement a metric and feedback system to track pain points, bottlenecks, or commonly failed processes and employee-suggested solutions to these issues. The commissioners will go through each report to accept or reject these items, and the items accepted will be added to the annual “spring cleaning” efficiency bill. This can be thought of as similar to the sunset review process conducted at the state level.
- 18.2. All team employees should be encouraged to suggest items and solutions. As the experts in administering their respective processes, their suggestions should be thoughtfully considered. The feedback system should include optional anonymity for employees concerned about speaking up.

19. Eliminate Parking Minimums. The current ordinances and regulations that dictate parking minimums for new construction in Wyandotte County, including requirements on landscaping and detailing for new parking lots, increase the cost of building new businesses and housing, discourage development, and make for less walkable or public transit friendly neighborhoods. These regulations have the largest impact on low-income residents. Conventional parking minimums can increase the rent or mortgage required for an apartment or house by \$200-\$500 per month.¹²

- 19.1. Many cities like Lansing, Kansas have eliminated parking minimums to reduce costs and encourage housing and small business development. Eliminating parking

¹² For more data on parking minimum costs, see the Parking Reform Network: <https://parkingreform.org/what-is-parking-reform/>



minimums will allow for denser development and mixed-use properties creating vibrant downtown areas. See [Addendum G](#) for a parking reform table.

In Conclusion

These reforms are the first of two installments of immediate opportunities for the UG to expand access to entrepreneurship for all residents, and particularly for those who have been unable to afford the government-imposed costs to start a small business. We are prepared to assist with drafting ordinances and generating grassroots support to implement any of these reform recommendations and look forward to working with the UG, city departments, and board of commissioners to adopt these much-needed reforms.

ADDENDUM A: PRE-APPROVED AND PRE-PERMITTED HOUSING INITIATIVES

Introduction

In many cities across the country, developers face a slew of regulatory hurdles that disincentivize building new housing: layer upon layer of development delays, permit requirements, arcane zoning rules, and more. These hurdles create a time and cost burden that excludes many developers and families from potential housing.

South Bend, Indiana and Kalamazoo, Michigan are two cities that lead as examples in innovative building initiatives that drive down cost and time burdens on small developers, while simultaneously aiming to increase the city's density and affordability. These cities hope that a catalog of pre-approved plans will give infill developers a jump start. If a developer uses these plans (with minor architectural variations permitted) they will avoid the need to hire an architect and have access to speedy and simple building and development approval. The city, in return, gets a predictable form of development that is aesthetically compatible and can be replicated at scale.

SOUTH BEND, INDIANA

Program Overview

In 2022, as part of their "Build South Bend" toolkit, the city began offering a set of pre-approved building types at no cost to assist with small to middle scale housing development in South Bend neighborhoods. These high-quality architectural plans come with contingent building and site development approval. Each plan has been vetted specifically for South Bend with careful consideration given to current zoning regulations, typical lot configurations, common construction techniques, and market conditions. In exchange for significant time and cost savings, the buildings must be built to match the building design, including all architectural details, with minor variations permitted. There is no cost associated with obtaining and using these construction sets. The catalog includes templates ranging from single-family houses of varying sizes and bedroom counts to a carriage house, a duplex, and a six-unit apartment building that can fit on a typical urban lot.¹³

Program Details ¹⁴

Pre-approved buildings are permitted in any zoning district that allows the selected building type. This process offers high-quality architectural plans with contingent building and site development approval. In exchange for time and cost savings, the building must be built to match the floor plans and facade designs, including all architectural details with only minor deviations allowed.

Developer Process: Developers must follow a process outlined in the City's process map, which involves locating and approving a site, selecting a building type from the catalog of pre-approved plans, deciding on and budgeting for any desired deviations from the plans, and finally submitting a site plan,

¹³ See South Bend, Indiana's home catalog for an example of template plans: https://southbendin.gov/wp-content/uploads/2022/08/SBBT_Catalog_22-0112-lowres.pdf

¹⁴ See here for details of the pre-approved plans process: <https://southbendin.gov/bsb/preapprovedplans/>

application, and associated fees to the Building Department, which will review each application within two business days of submittal.¹⁵

Variations: Execution of pre-approved buildings shall meet the design of the provided plans to the greatest extent possible. However, these designs allow for a number of deviations that meet a range of cost considerations (e.g., construction and home value) and preferences.¹⁶ Unless otherwise noted, exterior dimensions shall not be increased or decreased. Interior finishes, fixtures, and appliances may be determined at the discretion of the applicant. The contractor must confirm that any modifications are code compliant, appropriate, and complete before construction. The following design deviations are allowed by administrative approval:

Variations to Reduce Construction Costs:

- Windows: The location, proportion, and approximate size of windows may not be changed. However, the following revisions are acceptable:
 - Windows on side and rear elevation that are not required for egress or ventilation may be removed.
 - Windows may not be removed from any front facade or corner facade facing a street.
 - Simulated divided lights (SDL) muntins may be removed or changed as desired.
 - Double-hung windows may be replaced with single-hung.
 - A transom type window may be used in any bathroom location.
- Materials & Details: All buildings shall install the prescribed trim, eave, and porch details. However, exterior details may be adjusted as followed:
 - Vinyl or cement board siding may be used in any color. Other materials may be approved by staff.
 - Porch columns may be simplified to 6" x 6" posts with no detail
 - Railing design may be change or removed in accordance with the Building Code
 - Side entry awnings or eave brackets may be removed
 - Rafter tails may be falsely applied rather than an extension of the roof rafter.
- Foundation & Walls. Any deviations to design or structure must comply with all applicable codes and regulations. Possible adjustments include:
 - Foundation walls left unfinished concrete instead of parge coat
 - Exterior walls may be constructed using 2x4 structure or other pre-engineered wall system that meets design intent
 - Basement may be replaced with a slab on grade foundation
 - Interior layouts may be adjusted if no exterior structure or window location is affected

Variations to Increase Value:

¹⁵ See the South Bend Pre-Approved Buildings Process memo for more details: https://southbendin.gov/wp-content/uploads/2022/08/SBBT_Process_22-0812.pdf

¹⁶ See the South Bend Pre-Approved Buildings Process memo for more details: https://southbendin.gov/wp-content/uploads/2022/08/SBBT_Process_22-0812.pdf

- Basement Unit. To create a lock-off basement unit, an exterior door may be added at the top of the basement stairs.
- Master Suite. A ground floor master suite may be added per the pre-approved plan layout
- Carriage House. A second residential unit, located above the garage, may be added within the rear yard of the lot.

Program Benefits ¹⁷

Neighborhood Infill: The pre-approved buildings are a tool to encourage infill development on vacant lots, calibrated especially for urban neighborhoods where social and economic factors may be unfavorable to new investment. The architecture and scale of each building is intended to fit seamlessly into existing residential neighborhoods, filling in the gaps created by vacant lots and gently increasing the density where possible. This type of development plays a critical role in supporting locally serving retail and public transportation options while also providing key solutions for housing affordability.

Variations to Increase Value & Reduce Construction Costs: This combination of flexibility and variation in style results in a wide array of buildings to meet the needs of different applicants in every neighborhood.

The Value of Design: The design of the pre-approved buildings carefully considers the context and scale of South Bend's oldest neighborhoods. These house designs prioritize simplicity, utilizing architectural styles and details that are functional, cost-effective, and stand the test of time. They are meant to be easy and straight-forward to build by both experts and novices alike. Architectural elements were used strategically, recognizing the cost constraints of new constructions. The details selected are functional and add value, for both the owner and the neighborhood, that outweighs the cost of implementation.

Providing a Starting Point: In addition to providing ready-to-go plans, these drawings are meant to be a resource that may be built upon. The pre-approved building sets can be used "as is" to get construction going quickly or they may simply provide a starting off point for projects that choose to follow the standard building permit process, providing a building envelope that can be adapted for alternative construction methods or other architectural styles.

Partners and Initiatives

- The City of South Bend (Mayor James Mueller)¹⁸
 - "Build South Bend" program (City)¹⁹

¹⁷ Herriges, D. (2022) Pre-Approved House Designs Jump-Start Infill Development in South Bend, Strong Towns. Available at: <https://www.strongtowns.org/journal/2022/10/6/pre-approved-house-designs-jump-start-infill-development-in-south-bend>.

¹⁸ See initiative partner, Mayor James Mueller: <https://southbendin.gov/official/mayor-james-mueller/>

¹⁹ See initiative, "Build South Bend" program: <https://southbendin.gov/BSB/>

- The City removed mandatory parking minimums (2021), eliminating a huge barrier to infill development.²⁰
- The Sewer Lateral Reimbursement Program (July 2022), which reimburses up to \$20,000 in sewer hookup fees for infill development, addressing another cost barrier that falls prohibitively heavily on small-scale projects versus large ones.²¹
- Near Northwest neighborhood (NNN) Housing Program²²
- South Bend Neighborhood Development Department²³
 - Kathy Schuth, Executive Director
- South Bend's Department of Engagement & Economic Empowerment²⁴
- Developers

Pre-approved Plans

The pre-approved plans are presented in a catalog which includes plans for carriage, narrow, and standard houses; stacked and side-by-side duplexes; and six-plex apartments.²⁵

KALAMAZOO, MICHIGAN

Program Overview²⁶

The City of Kalamazoo followed South Bend's lead in 2022, taking the concept of pre-approved plans a step further by adding all required permits and inspections to the process. But even after those efforts, the market wasn't conducive to private investors, so they demonstrated the proof of concept by building a duplex with a standalone ADU (Accessory Dwelling Units), in partnership with Kalamazoo Neighborhood Housing Services (KNHS). They showcased this new housing project as a model for their [portfolio](#) of pre-approved and pre-permitted plans that can be used to build housing on often-tight city property lots. Overall, KNHS says that in 2022, it helped 106 residents buy or substantially improve their

²⁰ Guevara, S. (2021) South Bend City Council votes to end parking space minimum for businesses, WSBT 22. Available at: <https://wsbt.com/news/local/south-bend-city-council-votes-to-end-parking-space-minimum-for-businesses>.

²¹ See Sewer Lateral Program for more details: https://southbendin.gov/wp-content/uploads/2022/08/Sewer_Lateral_Program_Application.pdf

²² See initiative partner, Near Northwest Neighborhood Housing Program: <https://www.nearnorthwest.org/housing/how-to-apply/>

²³ See initiative partner, South Bend Neighborhood Development Department: <https://southbendin.gov/departments/community-investment/neighborhood-development/>

²⁴ See initiative partner, South Bend's Department of Engagement & Economic Empowerment: <https://southbendin.gov/departments/community-investment/engagement-and-economic-empowerment/>

²⁵ See here for details of the pre-approved plans process: https://southbendin.gov/wp-content/uploads/2023/06/SBBT_Catalog_23-0506-lowres.pdf

²⁶ Jones, A. (2022) City of Kalamazoo has a pre-approved plan for new housing development, Second Wave Southwest Michigan. Available at: <https://www.secondwavemedia.com/southwest-michigan/features/City-of-Kalamazoo-has-a-pre-approved-plan-for-new-housing-development-102722.aspx>.

homes and is also working to train residents in the building trades to work on future projects. As of 2024, 48 homes have been built using Kalamazoo’s pre-permitted plans. “Pre-permitted” plans put small developers in a position to have most regulatory hurdles – as well as architectural designs and site plans – out of the way so their projects have less chance to flounder and fail,” said Beth McCam, executive director of KNHS.

Partners and Initiatives

- Kalamazoo City and County, Michigan state
- Housing developers, advocates, and nonprofits
 - The Incremental Development Alliance²⁷
 - Kalamazoo Neighborhood Housing Services (KNHS)²⁸
 - Kalamazoo Foundation for Excellence²⁹
 - Home Builders Association of Southwestern Michigan³⁰
 - Kalamazoo LISC³¹
 - Consumers Energy and ICF³²
 - Kalamazoo County Brownfield Redevelopment Authority³³
 - Electric Housing³⁴
 - JLS Construction³⁵
 - Griffin Design LLC³⁶

Pre-permitted Plans

The pre-permitted plans are presented in a catalog which includes plans for narrow, standard, carriage, and cottage houses; Front to Back, Side by Side, and Stacked Duplexes.³⁷

²⁷ See initiative partner, The Incremental Development Alliance: <https://www.incrementaldevelopment.org/>

²⁸ See initiative partner, Kalamazoo Neighborhood Housing Services: <https://knhs.org/>

²⁹ See initiative partner, Kalamazoo Foundation for Excellence: <https://www.kalamazooffe.org/Home>

³⁰ See initiative partner, Home Builders of Southwestern Michigan: <https://swmhba.com/>

³¹ See initiative partner, Kalamazoo LISC: <https://www.lisc.org/kalamazoo/>

³² See initiative partner, Consumers Energy and ICF: <https://www.icf.com/insights/energy/utility-fleet-electrification-advisory-services>

³³ See initiative partner, Kalamazoo County Brownfield Redevelopment Authority: <https://kalcountybrownfield.com/>

³⁴ See initiative partner, Electric Housing: <https://www.electrichousing.com/>

³⁵ See initiative partner, JLS Construction: <https://jlsconstructioninc.com/>

³⁶ See initiative partner, Griffen Design LLC: <https://www.jgriffindesignllc.com/index.html>

³⁷ See here for details of the pre-approved plans: https://issuu.com/kalamazoocity/docs/preapproved_plans_comp

ADDENDUM B: PERMIT NAVIGATOR TOOLS

Overview

Entrepreneurs face the major obstacle of figuring out how to comply with confusing and complicated local regulations. We have heard from entrepreneurs across the country that they want to comply with regulations but often struggle due to the lack of information around what the city requires. Permit navigator tools make significant progress towards rectifying this obstacle. We recommend looking at Philadelphia's permit navigator tool as a strong example, especially if the additional features recommended below are implemented.

Philadelphia – Permit Navigator Tool, Additional Features Recommendations

Link: <https://permits.phila.gov/>

Recommendations based on other tools:

- Add a tool to check zoning [See Atlanta and Austin].
- Add the option of "I don't know" to the questions, in case business owners who want to understand the permit process/fee estimations do not have all their specific information yet [see Vermont].
- Include an estimated completion time in addition to cost for each required permit [see Nevada].
- Include links to the departments or websites where requirements need to be completed and to other state boards/agencies where more specific licensing can be found [see Nevada].

Atlanta, GA – Permit Navigator

Link: <https://permits.atlantaga.gov/>

Pros of tool:

- The tool has a similar format to Philadelphia format-wise but includes a few differences in options available.
- The "Research Zoning" feature allows users to check their zoning and see if their project type is allowed in the area or if they will require a zoning change request.
- Under "Select Business Type" all restaurants are summarized as "eating and drinking establishments," making it simpler to identify as a business owner.

Output Examples:

GENERATED JULY 25, 2024

Restaurant #1549073

Developing a space that was previously a restaurant that went out of business into a new restaurant

Eating and drinking establishments  127 Centennial Olympic Park Drive Northwest



ZONING OVERVIEW

Address

 127 Centennial Olympic Park Drive Northwest, Atlanta, Georgia 30303

Zoning Clearance

Permitted

Land Use

Eating and drinking establishments

Zoning District

Downtown District-Downtown Core (SPI-1 SA1)

Zoning Overlays

Gulch Sign Overlay - Gulch Sign Overlay

Arts and Entertainment Sign - A&E Sign Overlay

REQUIRED PERMITS Follow the instructions for each requirement to proceed with your project.

1. Apply for Building Permits

Building permits must be issued before construction can begin.

TYPE	DEPARTMENT	FEES
Building Permit	Department of City Planning - Office of Buildings, Light Commercial Permits Division	\$494.56

2. Apply for Signs Permits

Obtain a sign permit before placing any signs on the property or attaching them to your structure.

TYPE	DEPARTMENT	FEES
Sign Permit	Department of City Planning - Office of Buildings	\$225.00

Total Fees: \$719.56

ANSWERS (Showing only answers that trigger the above requirements or calculate fees)

Select your building type	Will you do any trade work?
"Restaurant"	No
Commercial > Service > Eating and drinking establishments	Will you remove any trees?
Type of construction	No
Remodeling an existing interior space	Other commercial work:
Project square footage	Signs
1500	Does your buildout or remodel include any structural work?
Will you operate a new type of business at this location?	No
No	Type of construction
Will you request a zoning verification letter?	IIA - Protected Non-Combustible
No	Square footage of existing structure
Will you need new water service at this location?	1500
No	Square footage of sign
	32

The information provided in this tool is subject to final approval by staff. Permit requirements, fees, and zoning information may be altered upon subsequent staff review. If you have additional questions about your zoning determination, please contact city staff.

Vermont – Permit Navigator (Department of Environmental Conservation)

Link: <https://permitnavigator.my.vermont.gov/s/permit-navigator>

Pros of tool:

- There is an option of “I don’t know” for questions. This allows entrepreneurs to obtain permit and license estimations without having all the specific information required to formally start and can help them figure out what they are missing.
 - The output results include links and contact information for confirming the answer to the unknown questions.
- The respondent’s answers are also reviewed. If the answer does not seem to line up with the state’s records, they make note of it and suggest the department to contact for confirmation.
 - Example:

Wetlands



Your response indicates that you do not need this permit, but our information based on location or historical activities on the property indicates that you might. Please contact the permit contact for this permit to receive a definitive answer.

Does your project involve land that is in or near an area that has any of the following characteristics:

- o Water is present – ponds, streams, springs, seeps, water filled depressions, soggy ground under foot, trees with shallow roots or

Answer:

×

NO

Output Examples:

Your Permit Navigator Results

PNR-0000007992

On the following page, you will find the following results based on the information that you provided. If the information you provided changes, for example if you change the location or size of your project, you should start over as the results below are no longer valid

Disclaimer: The Permit Navigator Results Summary is based on the information provided, and is not intended as an official or binding permitting determination by the ANR or the NRB. The Agency and the NRB reserve the right to require additional permits and/or approvals depending on the specific details of the project.

☒ By checking this box I confirm that I have read and understood the disclaimer.

☐ Check here if you would like a jurisdictional opinion on whether your project requires an Act 250 permit? If you check this box you will need to provide your contact information (first name, last name, email address, and phone). Otherwise, entering your contact information here is not required, but doing so will make it easier for ANR or Act 250 staff to better assist you in the future.

Disclaimer: Although requesting an Act 250 jurisdictional opinion is not required, it is highly recommended. Commencement of construction on a project (including clearing land or demolishing structures in preparation) that requires an Act 250 permit without securing a jurisdictional opinion could result in penalties and other enforcement actions.

Permits Likely Needed

Lake Encroachment Permit

Operational Stormwater Discharge Permit

Wastewater System & Potable Water Supply

Wetlands

Permits are likely needed for your project:

Vermont Department of Environmental Conservation

Lake Encroachment Permit

PERMIT EXPLANATION

Projects encroaching on public waters (from mean water level towards the lake) such as docks, walls, boathouses, bridges, water intakes, cables, dredging, or fill requires a permit. The goals of this program are to minimize the encroachment on public waters as well as ensure that projects do not adversely affect the public good and are consistent with the Public Trust Doctrine. Lake Encroachment jurisdiction includes: • all lakes and ponds that are public waters, • the boatable tributaries Lake Champlain and Lake Memphremagog upstream to the first barrier to navigation, and • Connecticut River impoundments, and upstream to the first barrier to navigation on the boatable tributaries to those impoundments.

Vermont Department of Environmental Conservation

Operational Stormwater Discharge Permit

PERMIT EXPLANATION

An operational stormwater permit is required for new development of 1/2 or more acres of impervious surface; for the expansion of impervious surface by 5,000 square feet when the total resulting surface (new + existing) will be 1 or more acres; for the redevelopment of 1/2 or more acres of impervious surface; and sites with impervious surfaces totaling 3 or more acres, including projects that share a previously issued stormwater permit for 3 or more acres (e.g. residential/commercial subdivisions, and other types of larger campus-type development), unless the entire site was permitted under the 2002 Vermont Stormwater Management Manual. Most projects obtain permit coverage under Stormwater General Permit 3-9050. Some projects may require an Individual Permit.

Vermont Department of Environmental Conservation

Wastewater System & Potable Water Supply

PERMIT EXPLANATION

Regulates the construction or modification of potable water supplies and wastewater treatment and disposal systems in order to protect human health and the environment. Wastewater permit applications are filed by engineers and licensed designers.

💡 Your response indicates that you do not need this permit, but our information based on location or historical activities on the property indicates that you might. Please contact the permit contact for this permit to receive a definitive answer.

Vermont Department of Environmental Conservation

Wetlands

PERMIT EXPLANATION

Permits are required for most activities within a wetland or its buffer zone (50-feet for Class II wetlands, 100+feet for Class I wetlands). Activities in wetlands and buffers likely needing a permit include filling, draining, cutting or removing vegetation, removing soil, or grading. The easiest way to research whether a property has jurisdictional wetlands associated with it is to use the Wetland Screening Tool. The results

for a given property are listed for you to see, with explanations of each layer and recommended next steps. The link for the tool may be found in the Guidance Link below.

PROJECT INFORMATION REVIEW

Project Address

300 HAUPTS RD. MORETOWN, 05660

Category

Individual

Industry / Activity

Adding a Building

YOUR LOCATION SELECTION DATA

Latitude

44.2212

Longitude

-72.6972

SPAN

408-127-10350

Property Owner

BURSTYN-NATKIN FAM
300 HAUPTS RD. MORETOWN,
05660

Location

[View map of your selection](#)
This link may contain valuable
information about this parcel. We
suggest clicking on this link and
viewing it in the ANR Atlas to see
the environmental considerations
(such as wells, existing permits,
and required setbacks) present.

Nevada - New Business Checklist (Silver Flume)

Link: <https://www.nvsilverflume.gov/checklist>

Pros of tool:

- Includes estimated completion time
- Includes links to some of the requirements that need to be completed within other City departments
- Points to other state boards/agencies where more specific licensing can be done

Cons of tool:

- It does not ask for the project's location, so the results might not be tailored.

Output: See below.

New Business Checklist

Congratulations! You've successfully navigated the first steps towards starting your new business. You will be asked to create a SilverFlume Profile when you start your business or save your checklist. For more details use the help icon, and the FAQ section above. ?

* Denotes a task that may be required for your business.

	Status	Est. Cost	Est. Completion time	
☒	* Articles of Organization - LLC, List and State Business License ?	\$25.0	Instant	Start ▶
☒	Common Business Registration ?	\$0	Instant	
☒	Nevada Labor Laws eAffirmation of Compliance ?	\$0	Instant	
☒	Sales & Use Tax / eClearance Receipt ?	\$15/per NV location	3-5 days	
☒	OSHA - Safety Consultation and Training Section (SCATS) ?	\$0	1-3 days	Not Applicable
☒	DMV Permit to Non-Resident Business Vehicles ?	\$0	1-3 days	
	Estimated Total	\$540.0		
Completed: ☒ Pending: ☒ (*) is a required field				

Related Services

[Disadvantaged Business Resources \(Optional\)](#)
[NV Gender Equality in the Workplace Survey](#)
[Patriot Employer Program](#)
[Reserve a Web Domain](#)
[iChallenge 2021](#)

Other Actions

Additional Licensing/Permit Tasks

Do I require any other licensing to do business? After completing the tasks above, SilverFlume can guide you to EXTERNAL agency web sites as listed below. ?

Municipal / County Business Licensing	View ▶
Nevada Regulatory / Licensing Boards	Click here for details
Nevada Gaming Control Board	External Web Site
Nevada Environmental Permitting	Nevada Environmental Permits Checklist
Nevada Employment Security Division	External Web Site

Las Vegas – Permit Fee Estimator

Link: <https://www.lasvegasnevada.gov/Business/Permits-Licenses/Building-Permits/Permit-Fee-Estimator#/Commercial/Commercial>

Pros of tool:

- Simple process – user must “add to cart” from a series of questions about features/elements your project will include, then it adds up the estimated total

Cons of tool:

- It does not ask for the project's location, so it is hard to believe the results could be accurate.

Output:



City of Las Vegas Development Services

Fee Estimator: **Commercial / Commercial**

Permit Type	Code	Qty	Cost	Subtotal	Plan Check
CARPORT, CANOPY, PATIO COVER OR SHADE STRUCTURE (PRE-FABRICATED)	3E_009	1	\$156	\$156	\$93
MISC REPAIR/EXTERIOR UPGRADES (three-coat stucco; one-coat stucco with certified contractor & applicator card, over 32 SQ FT)	3E_087	1	\$151	\$151	\$135
CHANGE OF CONTRACTOR	3E_015	1	\$0	\$0	\$96
PRE APPLICATION MEETING	3E_074	1	\$0	\$0	\$204

Administration Fee: \$55
 Estimated Permit Cost: \$307
 Estimated Plan Check Cost: \$528
Estimated Total Cost: \$890

Please do not use this estimate for your check payment. The final permit fees will be calculated when you submit your application.

Please note that Plan Review fees may or may not apply. Additional fees (such as DCP [Desert Tortoise Conservation Program], Zoning, Sewer Connections, Transportation, Traffic Impact, Residential Construction Tax and additional plan check) may apply when applications are approved for issuance. Many proposed projects impact additional structures beyond the residence such as walls, fences, detached garages, pools, spas, etc. Each separate structure will require a separate permit and the fees for each structure are calculated individually. The separate structures may be submitted in a single submittal. For additional assistance, please visit our Development Services Center at City Hall at 495 S. Main St., Las Vegas, NV

Austin, TX – Property Profile Report (Zoning)

Link: <https://maps.austintexas.gov/GIS/PropertyProfile/>

Pros of tool:

- Gives zoning information in great detail and adds links to relevant ordinances and the neighborhood plan
- Provides political and environmental information about the surrounding area

Cons of tool - NA

Output:



Property Profile Report

Permitting and Development Center | 5310 Withersma DeLoe Drive, Austin, TX 78752 | (512) 679-4000

General Information	
Location:	4521 SPEEDWAY
Parcel ID:	0222079810
Grid:	MK26
Planning & Zoning	
*Open site footprint to open in a new window	
Future Land Use (FLUM):	No Future Land Use Map
Regulating Plan:	No Regulating Plan
Zoning:	SF-3-NCCD-NP
Zoning Cases:	C14-04-0196 C14-04-0196.03
Zoning Ordinances:	19990225-6706 20050818-084 20120112-087 940407-J
Zoning Overlays:	Neighborhood Conservation Combining District: NORTH HYDE PARK Residential Design Standards: LDC/25-2-Subchapter F Selected Sign Ordinances HYDE PARK
Neighborhood Plan:	HYDE PARK
Infill Options:	--
Neighborhood Restricted Parking Areas:	Hyde Park Neighborhood Assn.
Mobile Food Vendors:	--
Historic Landmark:	--
Urban Roadways:	Yes
Zoning Guide	
The Guide to Zoning provides a quick explanation of the above Zoning codes, however, the Land Development Information Services provides general zoning assistance and can advise you on the type of development allowed on a property. Visit Zoning for the description of each Base Zoning District. For official verification of the zoning of a property, please order a Zoning Verification Letter. General information on the Neighborhood Planning Areas is available from Neighborhood Planning.	
Environmental	
Fully Developed Floodplain:	City of Austin Fully Developed 100-Year Floodplain, City of Austin Fully Developed 25-Year Floodplain
FEMA Floodplain:	AE
Austin Watershed Regulation Areas:	URBAN
Watershed Boundaries:	Waller Creek
Creek Buffers:	CWQZ
Edwards Aquifer Recharge Zone:	No
Edwards Aquifer Recharge Verification Zone:	No
Erosion Hazard Zone Review Buffer:	No
Political Boundaries	
Jurisdiction:	AUSTIN FULL PURPOSE
Council District:	9
County:	TRAVIS
School District:	Austin ISD
Community Registry:	Austin Independent School District, Austin Lost and Found Pets, Austin Neighborhoods Council, Central Austin Community Development Corporation, Friends of Austin Neighborhoods, Friends of Hyde Park, Homeless Neighborhood Association, Hyde Park Neighborhood Assn., Hyde Park Neighborhood Plan Contact Team, Neighborhood Empowerment Foundation, North Austin Neighborhood Alliance, Preservation Austin, SELTexas, Sierra Club, Austin Regional Group



Zoning Map



Imagery Map



Vicinity Map

Boston, MA – Zoning Viewer Tool

Link: <https://maps.bostonplans.org/zoningviewer/>

Pros of tool:

- Includes links to the assessor's report, zoning overlays, and other additional information.

Cons of tool:

- Does not supply the same level of detail as Austin's - like zoning cases, ordinances, or political/environmental information about the area.

Output:

0501349000
×

⚠
REGULATIONS MAY APPLY! PLEASE CONTACT US FOR MORE DETAIL.
🗨

S
SEE STREET VIEW BY STREETSMART
🗒

🏠
ASSESSING
^

PARCEL ID 0501349000

ADDRESS 130 COMMONWEALTH AV 02116

OWNER STARR KEVIN

[ASSESSOR'S REPORT](#) 🗒

[PROPERTY VIEWER](#) 🗒

🏠
ZONING
^

ZONING DISTRICT Boston Proper

ZONING SUBDISTRICT H-3-65

SUBDISTRICT TYPE ^

Apartment Residential

ZONING OVERLAYS ^

[Groundwater Conservation Overlay District](#) 🗒

Restricted Parking District

MAP NO. 1 

ARTICLE Underlying Zoning



OTHERS



HISTORIC DISTRICT

Back Bay Architectural District

PARKING FREEZE ZONE Boston Proper Zone

PARKS DESIGN REVIEW Ordinance 7.4-11

BOSTON MHC HISTORIC INVENTORY AREAS 

SeaTac, Washington – Permit Time Estimation Sheet

Link: <https://www.seatacwa.gov/home/showpublisheddocument/33583/637989430940330000>

Pros of tool:

- Shows time estimate for first review comments and total process.

Cons of tool:

- It is a completely static table—does not have input option.

Output:

These are estimated targets for average projects and cannot be guaranteed. Overall process time will vary depending on project scope, quality of submittal documentation, review volumes, correction cycles required etc.

Type of Permit	1st Review Comments	Estimated Overall Process
Accessory Dwelling Unit(existing), Shoreline Exemption, Zoning Compliance Letters, Temporary Use Permit	2-3 weeks	3-6 weeks
Final Short Plat, Final Subdivision, Lot Line Adjustment	4-6 weeks	8-10 weeks
Binding Site Plan, Conditional Use Permit (CUP), Planned Unit Development, Preliminary Short Plat, Preliminary Subdivision, Preliminary Site Plan Review (SPR), Rezone, SEPA, Shoreline Substantial Development, Special Home Occupation, Variance, Multi-Family Tax Exemption	6-8 weeks	22-26 weeks
Wireless Communication Facility - Macro	6-8 weeks	10-12 weeks
Wireless Communication Facility - Eligible Facility	2-3 weeks	3-6 weeks
Wireless Communication Facility - Small Wireless Facility	2-3 weeks	8-12 weeks
New Single Family Dwelling Unit, New Accessory Dwelling Unit, Or Addition	6-8 weeks	10-12 weeks
Single Family Interior Remodel, Accessory Structure, Decks	3-4 weeks	5-7 weeks
Demolition (under 4,000 sf no SEPA)	2-3 weeks	4-6 weeks
New Multi-Family w/4 units or less or Multi-Family Additions	8-10 weeks	12-14 weeks
New Commercial, Commercial Additions, New Macro Wireless Facility or Multi-Family w/more than 4 units	10-12 weeks	18-20 weeks
Commercial Tenant Improvement/Change of Use	6-8 weeks	8-10 weeks
Plumbing, Mechanical or Electrical Plan Review	4-5 weeks	6-8 weeks
1 - 5 Fire Fuel Tank	3-4 weeks	6-8 weeks

More Than 5 Fire Fuel Tanks	4-6 weeks	8-10 weeks
Tenant Improvement or Other Fire Alarm	3-4 weeks	6-8 weeks
New Or Addition Fire Alarm	4-6 weeks	8-10 weeks
Site Plan Review < 0.5 acre (STE)	3-4 weeks	6-8 weeks
Site Plan Review > 0.5 acre (STE)	6-8 weeks	10-12 weeks
Single Family ROW, Class A, B or E	2-3 weeks	4-5 weeks
Commercial ROW Class C or D, Engineering Variance	4-6 weeks	8-10 weeks

ADDENDUM C: SIGN ORDINANCE

Overview: Streamline Sign Permitting Process. Streamlining sign permitting alone is not the most urgent reform needed, however, the UG should consider streamlining sign permitting as one part of a larger movement to improve processes down to the granular level. The UG should reform sign permitting processes to give clarity and reduce wait times for entrepreneurs.

1. Ensure all applications and materials are available online.
2. Provide drawing templates and accessible standards required for sign renderings.
3. Publish frequently asked questions or commonly missed materials on the city website.
4. Provide notary services for entrepreneurs to certify property owners' permission to construct signs.

Reasons Reform is Necessary:

- Simplifying the process helps small businesses establish themselves more quickly and affordably.
- A streamlined process minimizes regulatory hurdles, making it easier for businesses to navigate regulations without unnecessary delays or expenses.
- Easier sign permitting can lower the barriers to entry for new businesses, encouraging more people to start and operate their own enterprises.
- By having clear and efficient guidelines, it ensures that signs are compliant with zoning regulations, reducing the risk of non-compliance, and ensuring that signage is effective and approved on the first application.
- Reduce the number of in-person steps required of entrepreneurs, increasing accessibility of entrepreneurship for all communities.

Current Process

Sign Permit

1. Submit sign permit application to the Planning & Urban Design Department.³⁸
 - a. Cost: \$30 for attached (like a wall, projecting, or awning)
 - b. A review by the UG's Building Inspections Division may be required based on the design of your sign. The applicant is responsible for obtaining the proper electrical permit and/or other building permits and inspections if required for the sign with the Building Inspection Division.³⁹
2. With sign permit application, submit scaled drawings or renderings that show the building elevation, the location of the sign, and detailed dimensions of the facade/wall the sign will be placed.

³⁸ To view the full sign permit application, see here: <https://www.wycokck.org/files/assets/public/planning-amp-urban-design/documents/applications/2023-applications/2023-sign-permits-application.pdf>

³⁹ To view the sign permit process, see here: <https://www.wycokck.org/Departments/Planning-Urban-Design/Signs>

3. With sign permit application, submit a detailed dimensioned site plan or plot plan that shows the location of the sign in relationship to property lines, buildings, other signs on the site and the edge of the street pavement.
4. With sign permit application, submit a detailed schematic drawing that gives the dimensions, color, materials of the sign and the method of attachment.
5. With sign permit application, submit a notarized letter from the property owner or authorized agent granting permission to construct the following sign(s).

Best Practices

Charlotte, North Carolina:

- Charlotte has implemented and completely online sign permit application service through the city's Permitting webpage. The application includes the digital application, one page that includes all dimensions and zoning information for the proposed sign.
- Charlotte also provides a digital template for drawings, consolidating the scaled drawings and schematic requirements into one, easy to use, digital template for submission with the application.⁴⁰

Denver, Colorado:

- Denver has moved to a city and county integrated e-permitting system to streamline the permitting process. The site provides detailed lists of requirements and templates for all sign permitting standards.⁴¹
- Denver has made significant efforts to modernize its permitting process by offering online services and clear, concise regulations. This approach helps businesses avoid delays and reduces the administrative burden.

Institute for Justice's Model Sign Ordinance

To aid municipalities as part of its National Sign Project, the Institute for Justice has drafted a model sign code. Incorporating best practices from cities around the United States, the model's goal is to help municipalities successfully navigate the post-Reed landscape while making it easier for their citizens to advertise their businesses and speak out about the issues they care about the most. Please see here for the [model sign ordinance](#).

⁴⁰ See Charlotte, North Carolina's sign permit application for an example of a simple digital application: <https://www.charlottenc.gov/Growth-and-Development/Planning-and-Development/Zoning/Permitting>

⁴¹ See Denver, Colorado's sign permit application for an example of a detailed requirement list: https://denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Community-Planning-and-Development/Plan-Review-Permits-and-Inspections/Zoning-Permits/Signs/Apply-for-Sign-Permit?lang_update=638592251458488405



ADDENDUM D: A MEMO ON THE UG'S HOME-BASED BUSINESS REGULATIONS

Why should the UG Support home-based businesses?

Home-based businesses are not only a low-cost, low-risk way to start new ventures, but they also permit flexible work-life arrangements. Thanks to technological innovations and economic shifts that have made working from home easier than ever—and with interest in home-based work soaring following the COVID-19 pandemic—it is increasingly likely entrepreneurs will choose to build their businesses at home. The Institute for Justice (IJ) conducted a survey of home-based business owners in March 2021 using a national, random sample.⁴² Survey results point to the importance of the ability to start a business from home. Key findings from the survey include:

The home-based business sector is incredibly diverse.

- Compared to traditional small business owners, home-based business owners are more likely to be female, minorities, single and renters.
- Home-based businesses operate in every sector of the economy, from baking to cattle ranching to financial services—and everything in between.
- Home ventures range from hobbies and side gigs to households' main source of income.

While most home-based businesses are modest in size, they are also inexpensive to start—and many owners plan to expand.

- Half of home-based businesses generate less than \$15,000 in revenue each year. Revenues vary widely by business type: On average, IT businesses generate \$45,000 annually, while crafts businesses generate just \$3,000 each year.
- Owners' median start-up cost was just \$1,200.
- Nearly half of home-based entrepreneurs plan to expand their business, including by leasing or purchasing commercial space.

Owners derive important financial and personal benefits from their home ventures.

- More than two-thirds of respondents said their home-based businesses are important or very important to their households' financial security.
- Nine out of 10 respondents started their ventures to be their own boss and do something they enjoy. Eight out of 10 did so to have a better work-life balance.

⁴² McDonald, J. (Jan. 2022). *Entrepreneur from home: How home-based businesses provide flexibility and opportunity—and how cities can get out of their way*. Arlington, VA: Institute for Justice.
<https://ij.org/report/entrepreneur-from-home-how-home-based-businesses-provide-flexibility-and-opportunity-and-how-cities-can-get-out-of-their-way/>

- Other common benefits include saving money on an office or overhead, earning money as a stay-at-home parent, “testing the waters” before expanding, and working from home due to disability.

To many, operating home-based businesses was integral to staying afloat during the pandemic. Roughly 1 in 3 respondents started their home-based businesses to earn money after losing their job during the pandemic and 1 in 4 started after closing their brick-and-mortar business due to Covid-19. The pandemic highlighted the importance of being able to operate home-based businesses, and as the economy recovers, these trends are not expected to change. Home-based businesses remain a valuable avenue to entrepreneurship for all, especially individuals who have been excluded from other forms of entrepreneurship.

How are local regulations in WyCo/KCK holding home-based entrepreneurs back?

In the single-family zoning districts, home-based businesses are considered accessory uses and face stringent restrictions.⁴³ The current restrictions require a large portion of home occupations to obtain a special use permit—despite the same home occupations being permitted-by-right in many cities. These restrictions and conditions include:

- No exterior advertising or signs. Advertising cannot include any address; it can only contain a phone number.
- No outside display or activity that depicts a non-residential use of the house.
- Only immediate family members residing on the premises will participate in the home occupation.
- No machinery or equipment that interferes with radio or television reception on nearby property is allowed.
- No heavy equipment, large trucks, or other objects that are not typically residential in character are allowed to be stored on the premises.
- No sales of merchandise or services allowed on the premises.
- No service that requires customer presence is allowed—except on an irregular and incidental basis, but babysitting is excluded from this restriction.
- No inventory or storage allowed on the premises, except for samples.

If the home occupation does not meet all these criteria, the entrepreneur must navigate the onerous process to obtain a special use permit.⁴⁴ To obtain a special use permit, the applicant is required to undergo the following:

⁴³ See for full ordinance: https://library.municode.com/ks/wyandotte_county_-_unified_government/codes/code_of_ordinances?nodeId=CH27PLDE_ARTVIIIIZO_DIV7ACUS_S27-609DIBB

⁴⁴ See for full ordinance: https://library.municode.com/ks/wyandotte_county_-_unified_government/codes/code_of_ordinances?nodeId=CH27PLDE_ARTVIADREPR_S27-214SPUSPE

- *A preapplication conference.*
- *Submission of the application requirements*, including:
 - A preliminary development plan with the exception of the keeping of livestock or home occupations with no exterior or parking modifications.
 - A statement of the reasons why the special use permit is being requested.
 - All studies required by the planning department.
- *Successful application and review procedures*, determined by the following:
 - *Determination of completeness.* An application is complete when all of the items required by these regulations and on the application form are prepared and/or answered, and any required supplemental or additional applications are submitted with the appropriate fee.
 - *Neighborhood meeting.* However, a neighborhood meeting is not required for home occupations with no exterior or parking modifications.
 - *Staff review.* The review can include recommendations of appropriate conditions to be placed on the approval, construction, and continuing function of the special use. The conditions can come from local, regional, or national standards and requirements.
 - *Notice and public hearing.* After the completion of the staff review and neighborhood meetings, there will be a public hearing before the commission scheduled for the application. Based on this final hearing of the special use permit application, the planning commission will recommend the approval or denial and will submit a written summary of the proceedings for the UG Board of Commissioners. However, if the planning commission does not make a recommendation on the special use permit request within 63 days of the public hearing, it will be assumed the planning commission is denying the permit request. Once denied, the application will be forwarded to the UG Board of Commissioners within 50 days of the assumed denial.
- *Factors to be considered.* Approval or denial of the special use permit is based on multiple factors, including the following:
 - The character of the neighborhood.
 - If the proposed use will result in an increased amount of vehicular traffic to the point where it exceeds the capacity of the street network to accommodate it.
 - If applicable, the hours of operation.
 - Whether the proposed use is reasonably necessary for the convenience and welfare of the public and will not substantially or permanently injure the adjoining property—in appropriate use, visual quality, or marketability.
 - The compatibility with existing and proposed land uses in the surrounding area.
 - The relative gain to the public health, safety, morals, and welfare as compared to the hardship imposed upon the individual landowner or landowners.
 - In general, commercial and industrial special use permits should not be granted adjacent to residential districts.

- *Action by Unified Government Board of Commissioners.* When the planning commission submits a recommendation of approval, conditional approval, or disapproval of a special use permit, the UG Board of Commissioners will consider the established criteria and take action, such as:
 - Adopting the recommendations by ordinance.
 - Overriding the planning commission's recommendation by a two-thirds majority vote of the UG Board of Commissioners.
 - Returning the recommendation to the planning commission for reconsideration based on receiving new evidence.
- *Final plan review.* After the UG Board of Commissioners approves a special use permit, it is sent back to the planning commission for the final plan review approval.
- *Termination.* If an entrepreneur granted a special use permit does not make adequate progress towards initiating the use for a six-month period, the special use permit will no longer be valid, and the entrepreneur will need to redo the process to be permitted again.

How can the UG support home-based entrepreneurs?

To promote economic mobility and access to entrepreneurship, the UG can and should ease outdated regulatory burdens that get in the way of home-based entrepreneurs.

- *Remove unnecessary restrictions on how businesses can operate inside of the home.* Employee and client restrictions restrict the normal operations of many businesses.
 - Other cities, such as Detroit and New Orleans, do not limit the number of clients permitted at one time or in one day. The UG's no-client limit prohibits home-based businesses such as group tutoring.
 - Many other cities permit at least one to two non-resident employees. These employees can be crucial in helping with administrative tasks or other normal business operations.⁴⁵
 - *Allow for flexibility in where activities related to home occupations take place.* There is no reason why a home-based business should not be permitted to operate, or at least store supplies and merchandise, in an accessory unit on the property or in a backyard out of sight of the street. For example. Craftspeople such as woodworkers or potters are often harmed by these restrictions as many use sheds to store kilns or other equipment for their work.
- *Loosen restrictions on signs.* Home-based business signs should not be subject to stricter regulations than those pertaining to non-commercial signs permitted to be on the property (such as campaign or political signs).

⁴⁵ See Table 1 from McDonald (2022) for a comparison of home-based business laws in 20 large US cities.

- *Eliminate the unreasonable need for special use permits.* While most cities justifiably limit home-based occupations that impose negative externalities on a neighborhood, such as vehicle repair, the UG's restrictions essentially require special use permit for undetectable businesses, which is unusually restrictive. Compared to the cities we have studied, the UG has some of the strictest restrictions on home occupations.
 - Home occupations that can happen either inside the home or within an enclosed accessory unit, such as a barn, should be permitted because these activities are not visible from the street and do not negatively impact neighborhoods.
 - Retail sales are quite common in cities across the country, especially when it comes to the sale of homemade foods. There is no reason why a client should not be able to come to a private home to purchase a loaf of bread or custom birthday cake.⁴⁶
- *Continue streamlining small business regulatory processes.* As home-based entrepreneurs often want to expand their businesses, the city can promote this growth by reducing the regulatory barriers associated with moving into mobile (such as food trucks) or brick-and-mortar spaces.

Home-Based Business Reform Opportunity

The UG's unnecessarily high regulatory barriers stifle entrepreneurship, decrease economic mobility opportunities for historically disadvantaged entrepreneurs, and likely result in entrepreneurs operating their businesses underground. To rectify this issue, the UG should decrease these restrictions and increase the amount of home occupations that are permitted by right.

In April 2024, the UG's planning department asked Cities Work to consult with them on updating their home occupation rules. The drafted bill will:

- Allow up to two non-resident employees if they are provided with off-street parking.
- Allow food trucks and other commercial vehicles to be brought to the premises only for loading and unloading during the day; overnight parking of such vehicles is prohibited.
- Allow customers and clients to be present on premises by appointment only. If there is not adequate off-street parking available, no more than two customers or clients may be on the premises at one time.
- Allow inventory, storage, or commercial activity on the premises if not visible, heard, or otherwise detectable from the street.

⁴⁶ Home-based food businesses are increasingly popular and incredibly important paths to entrepreneurship to lower-income women. McDonald, J. (2017). *Flour power: How cottage food entrepreneurs are using their home kitchens to become their own bosses*. Arlington, VA: Institute for Justice. <https://ij.org/report/cottage-foods-survey/>; McDonald, J. (2018). *Ready to roll: Nine lessons from ending Wisconsin's home-baking ban*. Arlington, VA: Institute for Justice. <https://ij.org/report/ready-to-roll/>. For additional information on laws regarding the sale of homemade foods, see www.ij.org/foodfreedom.





ADDENDUM E: EMERGING BUSINESSES FEE REDUCTION ORDINANCE

1. There shall be a reduction in the following fees for new microenterprises:
 - a. Business license fee;
 - b. Sign permit fee;
 - c. Certificate of occupancy fees; and
 - d. Building and trade permit fees.
2. A business shall qualify as an “emerging business” if the following conditions are met:
 - a. The business is incorporated within the county limits of Wyandotte County, Kansas;
 - b. The business has been incorporated for fewer than four (4) years; and
 - c. The total personal net worth, as defined by the Department of Transportation’s [Disadvantaged Business Enterprise Certification program](#) adopted by the state of Kansas, of the business owner or owners does not exceed \$500,000.
3. Qualifying new microenterprises shall pay reduced fees listed in Section 1 for the first four (4) years of incorporation according to the following table:

Business age	Percentage of total fee business shall pay
<1 year	0%
1 year – 2 years	25%
2 years & 1 day – 3 years	50%
3 years & 1 day – 4 years	75%
4+ years	100%



ADDENDUM F: SPRING CLEANING DRAFT ORDINANCE

4. Each county department shall submit to the county administrator, by [DATE] of each year, reports to include the following:
 - a. Metrics, to be developed and implemented by each department, that quantify commonly inefficient, ineffective, confusing, or overly cumbersome regulatory processes, requirements, rules, regulations, and procedures.
 - b. Recommendations from city department employees regarding strategies to alleviate the problems identified and quantified pursuant to Subsection 1(a).
5. The county administrator shall consider each department's annual report and make a recommendation to the board of commissioners, by [DATE] of each year of draft ordinances necessary to implement changes recommended by city departments.
 - a. The county administrator shall publish this report, and copies of reports submitted pursuant to Section 1, on its website by [DATE] of each year.
6. The board of commissioners may, based upon the recommendations of the county administrator, draft an annual "spring cleaning" ordinance to implement changes designed to improve city processes, requirements, rules, regulations, and procedures.

ADDENDUM G: PARKING REFORM EXAMPLES

Location	Summary	Magnitude	Land Uses	Pop.
Lansing, KS	On May 16, 2024, Lansing removed all parking minimums citywide and replaced them with recommended parking guidelines. Parking maximums are set at 120% of the recommended minimums but may be exceeded through several mitigation strategies. Previously, there were limited exemptions downtown and reductions available for bike parking, on-street parking, or public parking.	Citywide	All Uses	11,239
Wichita, KS	There are no parking minimums for the Central Business District (downtown and some nearby neighborhoods). This is implemented in the City Center and applies to all land uses.	City Center/Business District	All Uses	38,9877
Lawrence, KS	Commercial development in downtown has no parking mandates.	City Center/Business District	Commercial	95,256
Birmingham, AL	In May 2024, Birmingham replaced parking minimums with parking maximums for all uses citywide. Previously, off-street parking was not required in the B-4 Central Business District and were reduced in the B-3 Community Business District or by 10% when within 1000 ft of transit.	Citywide	All Uses	
Richmond, VA	On April 24, 2023, the Richmond, VA city council voted unanimously to eliminate parking mandates citywide.	Citywide	All Uses	23,0436
Grandview, MO	Grandview has eliminated parking minimums, city-wide, for all commercial and industrial zones. There are now maximums in those zones. If a developer or property owner wishes to build more than allowed, they must do so using a permeable paving/paver system to capture, filter, and release the stormwater created from the additional hard surface area.	Citywide	Commercial, Industrial	25,844

Published in the *Wyandotte Echo* on _____

ORDINANCE NO. _____

AN ORDINANCE removing minimum parking requirements for restaurants and drinking establishments located in the C-D Central Business District by amending **Sections 27-465 and 27-668** to Chapter 27, Article VIII of the 2008 Code of Ordinances and Resolutions of the Unified Government of Wyandotte County/Kansas City, Kansas.

WHEREAS, the promotion of small businesses in Wyandotte County is a priority for the Unified Government;

WHEREAS, imposing a minimum number of off-site parking spaces for a business to create or secure before opening or expanding can create a significant barrier to opening or expanding said business;

WHEREAS, the PlanKCK Economic Development Strategic Plan, approved and adopted by the Board of Commissioners on December 6, 2023, identifies restaurants and bars as adding to the vibrancy and experiences of downtown cores and as being beneficial additions to Downtown Kansas City, Kansas;

WHEREAS, removing parking minimums is an identified strategic initiative in the PlanKCK Citywide Comprehensive Plan, approved and adopted by the Board of Commissioners on November 30, 2023;

WHEREAS, the PlanKCK Economic Development Strategic Plan, approved and adopted by the Board of Commissioners on December 6, 2023, recognizes that restaurants and bars add to the vibrancy and experiences of downtown cores and can be beneficial additions to Downtown KCK;

WHEREAS, the PlanKCK Economic Development Strategic Plan, seeks to identify and work to remove regulatory barriers to promote a thriving business mix in Downtown KCK;

WHEREAS, the goDotte Wyandotte County Strategic Mobility Plan, approved and adopted by the Board of Commissioners on August 25, 2022, identifies State Avenue and 7th Street as “Key Opportunity Corridors”, that is, major transportation corridors with the ability to accommodate a concentration of sustainable future growth, and advocates for the potential reduction or elimination of minimum parking requirements along such corridors;

WHEREAS, the Downtown Area Plan, approved and adopted by the Board of Commissioners on June 7, 2007, notes that “much of the land in Downtown is too valuable to use as surface parking, especially along street frontages” and endeavors to “maximize on-street parking on all streets”.

WHEREAS, Chapter 32, Article IX of the 2008 Code of Ordinances and Resolutions of the Unified Government of Wyandotte County/Kansas City, Kansas (“Complete Streets”), approved and adopted by the Board of Commissioners on November 11, 2020, intends for streets to contribute toward the safety, health, equity, economic viability, and quality of life in Wyandotte County; therefore,

**BE IT ORDAINED BY THE UNIFIED GOVERNMENT COMMISSION OF
WYANDOTTE COUNTY/KANSAS CITY, KANSAS:**

Section 1. Chapter 27, Planning and Development, Article VIII of the 2008 Code of Ordinances and Resolutions of the Unified Government of Wyandotte County/Kansas City, Kansas, is hereby amended to read as follows:

Sec. 27-465. – C-D central business district.

- (a) Generally. The purpose of the C-D central business district is to accommodate and encourage a broad range of business activities in the downtown section of the city. It is the intent of this district to allow a broad range of land uses, including retail, wholesale, services, residential, governmental, educational, religious, recreational and others which can function without adversely affecting neighboring property or the public interest in general. Intensive use of land and the continued use and renovation of existing structures is encouraged. This section applies to the C-D central business district.
- (b) Permitted uses. The sale of products and offering of services in this district are regulated both by performance standards and by enumeration of uses that are permitted. The following list is not all-inclusive, but rather establishes a descriptive and typical range of activities that are appropriate in this district. All uses must be operated in conformance with the performance standards that follow:
 - (1) Any use permitted in C-1 limited business district.
 - (2) Custom maintenance and delivery services.
 - (3) Dry cleaning and laundries.
 - (4) Exhibition and convention halls.
 - (5) Hotels and motels.
 - (6) Mixed commercial and residential structures in the CP-D district.
 - (7) Multifamily residential uses under the standards and requirements of the RP-6 planned apartment district, unless specifically reduced herein.
 - (8) Offices, financial institutions.
 - (9) Places of assembly and worship, health services.
 - (10) Printing and publishing.
 - (11) Multifamily residential uses in buildings of three stories or more originally constructed for office/commercial use.

- (c) Plan approval. Preliminary development plans and final plans shall be approved by the planning commission prior to the construction of new or expanded facilities except for single-family dwellings. Such plans shall conform to the requirements for preliminary and final plans as set out in section 27-212. Notices shall be sent to all property owners within 200 feet. Approval or disapproval by the planning commission shall be based upon the following:
- (1) The degree of harmony that will prevail between the visual quality of the proposed use and the surrounding development.
 - (2) The degree of conformance with community plans and policies.
 - (3) The ability of the site to meet its parking needs or the ability of public or other available parking to meet these needs.
- (d) Performance standards. No use of land or buildings in this district shall be allowed to exceed or violate the following standards:
- (1) All sales, services and storage shall be conducted within a fully enclosed building. No product may be handled or service rendered which cannot be accommodated within a building.
 - (2) No use, occupant, equipment or operation shall produce noise that is of higher pitch or volume than that which normally prevails in the surrounding neighborhood.
 - (3) No drive-in or drive-through service directly to persons in automobiles is permitted where food or beverages are sold.
 - (4) Sale of auto accessories shall be limited to those that do not require and do not normally involve installation on the vehicle on the premises. Tire and battery sales, transmission repair, body work and similar products and services are not allowed in this district.
 - (5) No use is permitted that involves the parking, keeping, storage or continuous presence of trucks of over 30,000 pounds GVWR rating, semitrailer rigs or portions thereof, contractors' equipment or large-scale items or materials. This does not apply to vehicles making normal deliveries or trips to serve the property.
- (e) Height and area standards. All buildings and other uses of land shall conform to the following minimum standards:
- (1) No minimum or maximum height requirement.
 - (2) No setback is required, except that where a property in this district abuts a zoning district where a setback is required, then that same setback shall be provided on that property in this district.
- (f) Parking standards.
- (1) Uses in this district need not provide off-street parking, except that residential occupancies shall provide not less than one off-street parking space for each dwelling unit, and hotels shall provide one off-street parking space for each room. Such parking spaces shall be paved and shall be on the premises or off the premises within 200 feet of the main entrance to the building served.
 - (2) The unified government may, in the planned zoning procedure, require that reasonable off-street parking be provided within a practical walking distance in order to protect the public safety and convenience. For additional standards and information, see division 9 of this article.

- a. *Except, eating places, restaurants, dining rooms, or snack bars, as defined in this article, and as a sole or mixed use, need not provide off-street parking.*
 - b. *Except, taverns or private clubs serving alcoholic or cereal malt beverages, bingo parlors, discotheques, or dance halls, as defined by this article, and as a sole or mixed use, need not provide off-street parking.*
- (g) Signs. Signs are permitted in this district but are limited in size, number, location and type of illumination. One wall sign is permitted on each of three facades of the building, and one monument sign is allowed in lieu of one wall sign. For additional standards and information, see division 11 of this article.
- (h) Landscaping and screening. Where setbacks allow, a reasonable amount of landscaping is required on all projects in this district, all to be depicted on a properly prepared plan. Six-foot high architectural screening is to be provided along all side and rear property lines common to or across an alley from residentially zoned property. For additional standards and information, see division 10 of this article.
- (i) Planned zoning. All rezoning cases are reviewed relative to likely impacts of the proposed use on neighboring property and on the community in general. It is recognized that the manner in which a building is designed and located on a site, the visual perception of the project by nearby property owners, and the way that vehicular traffic and surface water are handled are important to the public welfare, yet may vary widely within the framework of these regulations and standards. Many such critical issues can be resolved in the public interest at the time of rezoning by use of the planned zoning process. This process involves submittal and approval of development plans at the time of zoning, a practice that may enhance neighborhood relationships and minimize traffic and other impacts on the public in general. The planned zoning equivalent to this district is CP-D and the procedures are set out in section 27-212.
- (j) Building conversion. No building that was designed and constructed as a residential building shall be converted for commercial use in this district.

Sec. 27-668. - Special parking needs.

- (a) The following uses shall require off-street parking as indicated:
 - (1) Adult nightclubs or cabarets. One space for each two occupants calculated by maximum occupancy as determined by the building code.
 - (2) Athletic fields, stadiums, miniature golf courses, gymnasiums, indoor athletic facilities. Spaces for these uses shall be as determined by the planning commission.
 - (3) Bowling alleys. Five-spaces for each alley, plus additional spaces based on accessory bars or restaurants.
 - (4) Churches, chapels. One space for each six seats or nine linear feet of seating area.
 - (5) Eating places, restaurants, dining rooms, snack bars. *Except for in the C-D central business district, one* ~~One~~ space for each 50 square feet of seating area plus one space for each remaining 300 square feet of total floor area. Such establishments with less than 500 square feet of seating area shall supply at least ten off-street parking spaces.
 - (6) Group dwelling. One parking space for each guest room and one parking space for each employee during the peak shifts or make specific legally binding commitments that

assure that normal daily parking needs are met on site and/or on the adjacent streets directly abutting the property.

- (7) Hospitals, nursing homes. One space for each staff member plus one space for each four beds.
 - (8) Hotels, motels. One space for each guest room plus one space for each two employees on the largest shift, plus adequate parking for banquet rooms, meeting rooms, restaurants and lounge areas.
 - (9) Medical and dental clinics. One space for each 200 square feet of floor area.
 - (10) Mortuaries. One space for each two employees plus one space for each four seats.
 - (11) Places of assembly, auditoriums, theatres, and concert halls. One space for each four seats.
 - (12) Taverns or private clubs serving alcoholic or cereal malt beverages, bingo parlors, discotheques, dance halls. *Except for in the C-D central business district, one ~~One~~ space* for each 50 square feet of seating or assembly area plus one space for each remaining 200 square feet of total floor area.
- (b) Any use not included in the parking requirements found in this article shall be assigned a parking requirement by the planning commission.

**PASSED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT
OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS
THIS ____ DAY OF _____ 2025**

Tyrone A. Garner, Mayor/CEO

Attest:

Unified Government Clerk

Approved as to Form:

Wendy M. Green
Deputy Chief Counsel

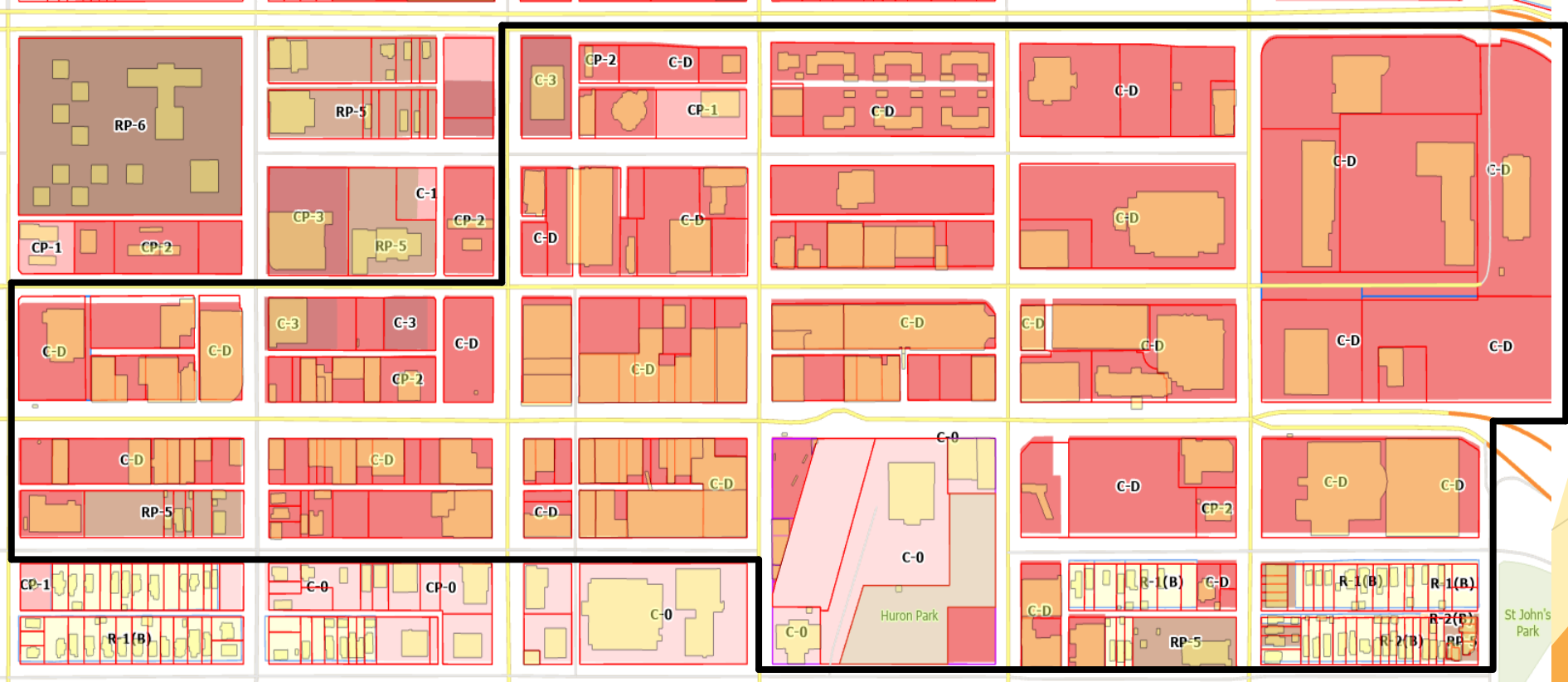


Parking Standards in the C-D Central Business District

February 24, 2025

Business Development Task Force

C-D Central Business District



C-D Central Business District Parking Standards

§27-465(f). Parking Standards.

- (1) “Uses in this district need not provide off-street parking, except that residential occupancies shall provide not less than one off-street parking space for each dwelling unit, and hotels shall provide one off-street parking space for each room. Such parking spaces shall be paved and shall be on the premises or off the premises within 200 feet of the main entrance to the building served.”
- (2) “The unified government may, in the planned zoning procedure, require that reasonable off-street parking be provided within a practical walking distance in order to protect the public safety and convenience. For additional standards and information, see division 9 of this article.”
 - a. *Except, eating places, restaurants, dining rooms, or snack bars, as defined in this article, and as a sole or mixed use, need not provide off-street parking.*
 - b. *Except, taverns or private clubs serving alcoholic or cereal malt beverages, bingo parlors, discotheques, or dance halls, as defined by this article, and as a sole or mixed use, need not provide off-street parking.*

Special Parking Requirements: Current Text

§27-668. – Special Parking standards.

(a) The following uses shall require off-street parking as indicated:

- (1) Adult nightclubs or cabarets. One space for each two occupants calculated by maximum occupancy as determined by the building code.
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- (5) **Eating places, restaurants, dining rooms, snack bars. One space for each 50 square feet of seating area plus one space for each remaining 300 square feet of total floor area. Such establishments with less than 500 square feet of seating area shall supply at least ten off-street parking spaces.**
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- (7) Hospitals, nursing homes. One space for each staff member plus one space for each four beds.
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- (11) Places of assembly, auditoriums, theatres, and concert halls. One space for each four seats.
- (12) **Taverns or private clubs serving alcoholic or cereal malt beverages, bingo parlors, discotheques, dance halls. One space for each 50 square feet of seating or assembly area plus one space for each remaining 200 square feet of total floor area.**

Special Parking Requirements: Amendments

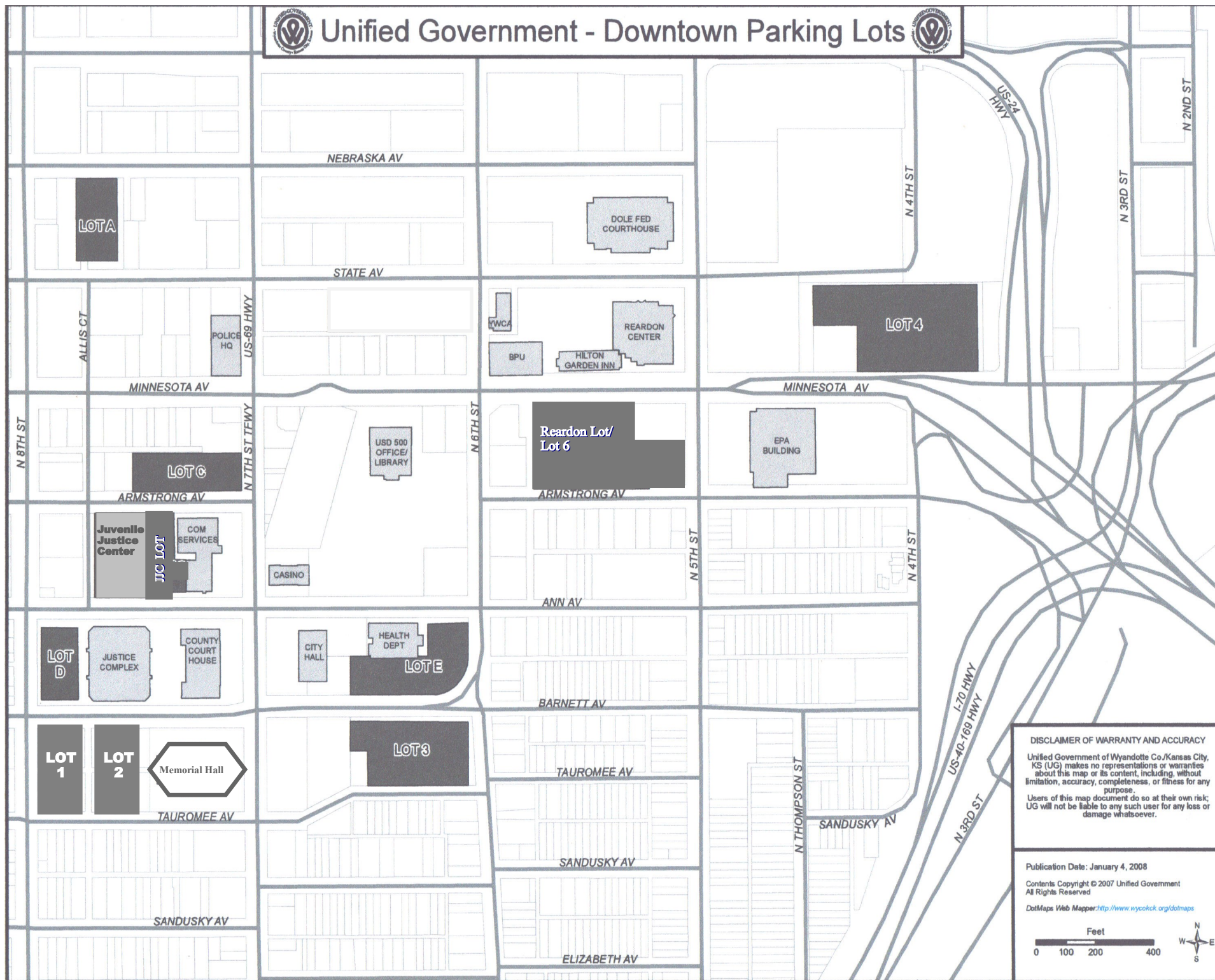
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Unified Government - Downtown Parking Lots



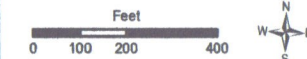
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DotMaps Web Mapper: <http://www.wyocok.org/dotmaps>



UNIFIED GOVERNMENT

Parking Garages and Lots Locations and # of Spaces

Garage Parking	LOCATION OF COVERED/RESERVED	# OF SPACES	NOTES
Lot A	732 State Ave	354	EMPLOYEES, MONTHLY, HOURLY
Lot C	720 Armstrong Ave	504	EMPLOYEES, MONTHLY, HOURLY
Lot D - Reserve	7th & Ann	343	RESERVED
Lot E - Reserve	6th & Barnett	145	RESERVED
Lot F - Reserve (VIP)	6th & Barnett	38	RESERVED
Surface Lots	LOCATION OF SURFACE		
Lot E - Upper	6th & Barnett & Ann Ave	140	HOURLY
Lot 1	743 Tauromee Ave & 8th St.	97	EMPLOYEES
Lot 2	727 Barnett Ave	100	86 - Public, Memorial Hall Events, Juror overflow 14 - Sheriff Dept & B & L
Lot 3	621 Barnett Ave	201	EMPLOYEES and MONTHLY
Lot 4	424 State Ave	427	FREE PARKING
Lot 5		154	FREE PARKING
Reardon Lot/Lot 6	5th & Minnesota Ave/530 Armstrong Ave	220	FREE PARKING
TOTAL SPACES		2526	