

**CITY PLANNING COMMISSION  
NOVEMBER 10, 2025  
MINUTES**

The City Planning Commission met in regular session on Monday, November 10, 2025, at 6:30 p.m. (14:47), (Via Zoom Webinar and Commission Chamber of the Municipal Office Building) with the following members present: Jeff Carson, Chairman Presiding (Commission Chamber), Brandie Armstrong (Zoom), Duane Beth (Commission Chamber), Beverly Easterwood (Zoom), Jim Ernst (Zoom), Jake Miller (Zoom), Mark Mohler (Zoom), and Aaron Ward (Zoom). (Absent: Schwartz, Straws, Jones).

Rodney Lucas, Interim Planning Director/Executive Assistant to the County Administrator (Commission Chamber), Rose Morris, Recording Secretary/Professional Assistant (Commission Chamber), Byron Toy, Lead Planner (Commission Chamber), Osiris Nunez Espinoza, Planner (Commission Chamber) Alyssa Marcy, Long Range Planner (Commission Chamber), Alan Howze, Assistant County Administrator (Commission Chamber), and Michael Farley, Assistant Counsel (Commission Chamber), were also present.

Secretary Morris read the Planning Commission Statement: "Welcome to the meeting of the City Planning Commission. Members are participating remotely by Zoom or in-person in the Commission Chamber. Mr. Jeff Carson is serving as Chairman this evening.

Please note the following instructions for the meeting:

1. If you are joining by Zoom, please make sure you have an appropriate background;
2. For those members of the public attending the meeting virtually this evening, please use the "raise your hand" feature if you want to speak on an application. If you are present in the Commission Chamber, please come to the microphone at the front of the room when the application is called. After the Chairman recognizes you, please state your name and address and make your comments.
3. If you are having issues getting into the Zoom meeting, please see the Planning and Urban Design website on [wycokck.org](http://wycokck.org).
4. Proper meeting decorum is expected of all participating in the meeting and anyone who fails to act properly may be removed from the meeting. The City reserves the right to discontinue a meeting if any improper behavior occurs which prevents the uninterrupted conduct of business.

The Planning Commission is a voluntary body of citizens which will review each zoning proposal. For all Change of Zones, Special Use Permits, Vacations, and Preliminary Plan Reviews on tonight's agenda, the Planning Commission makes recommendations to the Unified Government Board of Commissioners, who will then make the final decisions on Thursday, **December 4, 2025**. For Final Plats and Final Plan Reviews heard tonight, the Planning Commission's decision is final and there will not be another hearing.

The format for this evening's meeting is as follows:

1. First, the applicant will be given fifteen (15) minutes to make an opening statement explaining the proposal, which includes the applicant, consultants, and other members of the applicant's team.
2. Members of the Commission may then address questions to the applicant.
3. Then, any persons wishing to speak in favor will be recognized and allowed to do so at that time.
4. Next, those in opposition will be recognized to make their statements and ask questions. Each member of the public will be given five (5) minutes to express their opinions and time may not be shared between speakers.
5. A speaker's time may be extended in five-minute intervals by a 2/3<sup>rd</sup> majority vote of the Commission.
6. The Chairman will ask for a show of hands of people who are in support or opposition who do not wish to speak.
7. Then, the applicant will then answer questions and make a closing statement.

The public hearing portion of the meeting will be closed, and the public will only be allowed to address the Commission if a question is directed to them.

8. Finally, the Planning Commission will discuss the application and make their recommendation.

If those in opposition want to formally protest a Change of Zone or Special Use Permit, a means is available by a legal protest petition, which can be obtained by emailing the Planning + Urban Design Department at [planninginfo@wycokck.org](mailto:planninginfo@wycokck.org) tomorrow morning.

Any application receiving a unanimous vote of recommendation by the Planning Commission will appear on the consent agenda of the Unified Government Board of Commissioners. Unless there is a request to remove an item from the consent agenda by the applicant, Commission, or other interested parties, the Planning Commission's recommendation will be adopted. The consent agenda will be heard at the beginning of the meeting at 7:00 p.m.

Planning Commission will also have a consent agenda this evening. The Consent Agenda is the first part of the agenda. Items on the Consent Agenda are Final Plats, Final Plans or Special Use Permit Renewals that have received a staff recommendation to approve. Unless there is a request to **REMOVE** an item from the Consent Agenda, the staff recommendation on all the items on the Consent Agenda will be adopted by the Planning Commission at one time.

I will read a list of agenda items on the Consent Agenda, and when I have completed the list, the Chairman will ask if there are any requests to remove items.

This is your time to use the raise your hand feature, be recognized, and request that an item be removed from the Consent Agenda if you do not agree with the staff's recommendation. If you are in the Commission Chamber, please come to the microphone, state your name and address, and the item you want to remove from the Consent Agenda.

The Planning Commission is required to disclose contacts about any item on the Planning Commission Agenda. Before each item I will ask if any contacts have been made and members of the Commission will be asked to disclose those contacts.

Please note that your opinions will be forwarded to the Governing Body for their consideration in making a final decision on **Thursday, December 4, 2025, at 7:00 p.m.**

**Hearing starts at 19:53:**

I will now read the items on the **Consent Agenda:**

**CONSIDERATION OF THE OCTOBER 13, 2025 CITY PLANNING COMMISSION MINUTES.**

**SP2025-055 - CARRIE DEPEW**

**Synopsis:** Renewal of a Special Use Permit (SP-2020-23, expires October 8, 2025) for continuation of outside storage of used, damaged and undamaged, operable and inoperable vehicles at 6130 Kansas Avenue. Detailed Outline of Requested Action: The applicant, Carrie Depew, is requesting a Renewal for a Special Use Permit to continue operating an outside storage of used, damaged, and undamaged, operable and inoperable vehicles at property address 6130 Kansas Avenue.

**SP2025-066 - JOHN AND AUDREY SILL WITH CHENSATIONAL PROPERTIES LLC**

**Synopsis:** Special Use Permit Renewal for a short-term rental at 819 Southwest Boulevard. Detailed Outline of Requested Action: The applicants, John and Audrey Sill, are requesting a Special Use Permit to operate a short-term rental at 819 Southwest Boulevard. This is not the owner's primary residence. This is the first and only permitted short-term rental on the 800 block of Southwest Boulevard. While this property has had previous Special Use Permits for a short-term rental, the property ownership changed, thus necessitating a new Special Use Permit. This is the first renewal by John and Audrey Sill.

**SP2025-067 - WINGFU AARON LAU WITH ETERNAL INVESTING LLC**

**Synopsis:** Special Use Permit (Renewal of SP2024-090) for a short-term rental at 4110 South Minnie Street. Detailed Outline of Requested Action: The applicant, Wingfu Aaron Lau, is requesting a Special Use Permit to operate a short-term rental at 4110 South Minnie Street, Kansas City, Kansas 66103. This is not the owner's primary residence. This is the first and only permitted short-term rental on the 4100 block of South Minnie Street.

**SP2025-068 - DAVID DICKEY WITH DICKEY LLC**

**Synopsis:** Special Use Permit (Renewal of Sp2024-091, expires January 23, 2025) for a short-term rental at 4516 Eaton Street. Detailed Outline of Requested Action: The applicant, David Dickey, is requesting a Renewal for a Special Use Permit to operate a short-term rental at 4516 Eaton Street, Kansas City, Kansas 66103. This is not the owner's primary residence. This would be the first and only permitted short-term rental on the 4500 block of Eaton Street.

**SP2025-070 - PATRICIA SOTO**

**Synopsis:** Special Use Permit (Renewal of SP-2020-47, expired October 8, 2025) for keeping one (1) horse at 741 South 76th Street. Detailed Outline of Requested Action: The applicant, Patricia Soto, is requesting a Special Use Permit (Renewal) to continue to keep one (1) horse on 1.47 acres at 741 South 76<sup>th</sup> Street, Kansas City, Kansas 66111.

**PLAT2025-031 - JUSTIN DIXON WITH CASE VENTURES INC**

**Synopsis:** Final Plat for a 297-unit multifamily apartment development at 1498 North 98th Terrace and 1501 North 98th Street (in conjunction with PR2025-032). Detailed Outline of Requested Action: The applicant, Justin Dixon with Case Ventures, Inc., has filed a Final Development Plan and Final Plat to plat one (1) multi-family lot to build a 297-unit apartment complex on 24.43 acres. The complex consists of 14 buildings, including garages and a clubhouse, pool and dog park at 1498 North 98th Street and 1501 North 98th Street.

**PR2025-032 - JUSTIN DIXON WITH CASE VENTURES INC**

**Synopsis:** Final Plan Review for a 297-unit multifamily apartment development at 1498 North 98th Terrace and 1501 North 98th Street (in conjunction with PLAT2025-031). Detailed Outline of Requested Action: The applicant, Justin Dixon with Case Ventures, Inc., has filed a Final Development Plan and Final Plat to plat one (1) multi-family lot to build a 297-unit apartment complex on 24.43 acres. The complex consists of 14 buildings, including garages and a clubhouse, pool and dog park at 1498 North 98th Street and 1501 North 98th Street.

**PLAT2025-033 - SHELBY MILES WITH REDBUD RESERVE LLC**

**Synopsis:** Final Plat for one (1) multi-family residential lot at 6909 State Avenue. Detailed Outline of Requested Action: The applicant, Shelby Miles with Redbud Reserve, LLC, is requesting a Final Plat (Redbud Reserve) to plat one (1) multi-family residential lot at 6909 State Avenue.

**PR2025-022 - KHALID BANDAY**

**Synopsis:** Final Development Plan for a building tenant conversion to a convenience store and gas canopy addition at 2135 South 34th Street. Detailed Outline of Requested Action: The applicant, Khalid Banday with KAM Design Group LLC, has filed a Final Development Plan for a 5,400 square foot convenience store/gas station and fueling canopy at 2135 South 34th Street.

The items I have just read are on the Consent Agenda. At this time, does any member of the Commission wish to disclose any contact on any of the items? No one responded in the affirmative.

Please include the following items as part of the record for all Items on the Agenda tonight:

1. The City’s currently adopted zoning and subdivision regulations;
2. The official zoning map for the area in question;
3. The City’s currently adopted Master Plan for the area in question;
4. The staff report and attachments dated November 10, 2025;
5. The application and other documents, plans, pictures and maps submitted by the applicant in furtherance of the case and contained in the official file;
6. The Notice in the Wyandotte Echo for the Special Use Permit, Change of Zones, and Master Plan Amendments; and,
7. The Notices to property owners;

The Commission will vote to approve in one vote these items unless someone requests that an item be removed from the Consent Agenda.”

Chairman Carson asked if anyone wanted to remove an item from the Consent Agenda. No one responded in the affirmative.

**Motion starts at 23:31:**

On motion by Commissioner Ward, seconded by Commissioner Armstrong, the Planning Commission voted as follows to **APPROVE the consent agenda:**

<b>Carson</b>	<b>Chairman</b>
<b>Ward</b>	<b>Aye</b>
<b>Armstrong</b>	<b>Aye</b>
<b>Ernst</b>	<b>Aye</b>
<b>Easterwood</b>	<b>Aye</b>
<b>Mohler</b>	<b>Aye</b>
<b>Beth</b>	<b>Aye</b>
<b>Miller</b>	<b>Aye</b>
<b>Straws</b>	<b>Not Present</b>
<b>Jones</b>	<b>Not Present</b>
<b>Schwartz</b>	<b>Not Present</b>

**Motion to recommend APPROVAL passed: 7 to 0**

**Subject to:**

**SP2025-055:**

- 1. Approximately 30 – 40 cars per day are moved to and from this lot to the main lot across the street. Only loaders are on this property. Transport trucks and tow trucks are not permitted on the property;**
- 2. Hours of operation shall be from 8:00 AM to 5:00 PM, Monday through Friday;**
- 3. All lighting installed in the parking lot shall continue to have 90-degree cutoff fixtures;**
- 4. Vehicles are brought to the site by haulers, they shall be stored in an orderly manner, not stacked on one another and entirely screened from public view;**
- 5. No speaker will be used for communications for auctions;**
- 6. Per Section 27-723(a), no sign (including the structure or sign surface) shall be erected, installed, altered, relocated, rebuilt, or refaced until the Unified Government issues a sign permit. Only those signs permitted in this division shall be granted a sign permit. Contact the Department of Planning and Urban Design at (913) 573-5750 or [signpermits@wycokck.org](mailto:signpermits@wycokck.org) to begin this process;**
- 7. The applicant has filed and maintained a current business occupation tax application with the Business Licensing Division and shall renewed annually;**
- 8. All existing and future driveways must feature curb cuts that are constructed to UG standards;**
- 9. Applicant shall comply with Planning Engineering Comments for General Engineering, Erosion Control, Sanitary Sewer, Storm Drainage, Stormwater Quality, Streets, and Retaining Walls, or other requirements as applicable;**

- 10. The Special Use Permit is not valid for the approved use to be in operation until all the conditions of approval are met. The Applicant acknowledges that both the property owner and the business owner are collectively responsible to ensure that the use of the property is compliant with all ordinances, conditions, and other requirements of this approval. Failure to meet all these requirements may result in revocation of this permit. The property may also be subject to enforcement actions and administrative citations;**
- 11. Any business in Wyandotte County that is required to obtain any Special Use Permit shall be responsible to ensure that all vehicle parking or vehicle storage must occur entirely on private property of the same land parcel and be at all times be compliant with all applicable local ordinances [27-463 through 27-470; 27-592 through 27-616; 27-667 through 27-676; 35-468 through 35-492]. No such business shall use the public right of way for any business operation. Any shared parking with another property is only allowed by a properly executed legal document that has been filed with the Unified Government and ratified by the City Planning Commission. Failure to comply at all times with parking regulations will result in municipal summons, administrative citation, or revocation of the Special Use Permit;**
- 12. Approval of this case by the Board of Commissioners, and the conditions of approval contained herein, has been granted independent of any and all covenants, conditions, and restrictions (CC&R) of the plat or subdivision within which the subject property is located. It is the responsibility and duty of the applicant and/or landowner to ensure that the real or constructive operation of any use allowed under this Special Use Permit, or any portion thereof, does not violate the applicable and enforceable CC&R of the plat or subdivision within which the subject property is located;**
- 13. The Special Use Permit shall be valid for 10 years from the publication of the associated Ordinance. The Applicant is solely responsible for renewing their Special Use Permit. The Applicant should contact the Planning and Urban Design Department no less than two (2) months prior to the expiration of the permit to begin the renewal process. Any application for renewal that is submitted after the expiration date will be considered a new application with the associated application fee and approval term. If the renewal deadline is not met, all operations must cease until such time as a new Special Use Permit is approved;**
- 14. Subject to approval, a \$125.00 ordinance publication fee must be submitted to the Planning and Urban Design Department (checks made payable to the Unified Treasurer) within 30 days following the Unified Government Board of Commissioners meeting. If a check is not submitted within 30 days, the petition becomes invalid. The approval will not go into effect until the ordinance is published in the newspaper; and,**
- 15. Substantive action towards the completion of all conditions of approval herein must commence within six (6) months of approval unless otherwise determined by the Director of Planning or their designee. Regardless, all conditions of approval must be fulfilled within one (1) year of approval by the Unified Government Board of Commissioners. The failure to satisfy all conditions of approval after one (1) year will result in automatic termination of this Special Use Permit.**

1. Maximum number of guests shall be no more than 7 upstairs between the units on the ground floor;
2. All parking must be off-street, maximum number of vehicles is three (3). No STR renters or guests may park on-street.
3. A State Lodging Inspection is required with the Kansas Department of Agriculture for 7 guests or more;
4. The applicant must keep a current annual Business License/Occupation Tax Receipt and Kansas State Lodging Tax;
5. Applicant must post a copy of the Ordinance granting permission to operate the short-term rental, the expiration date of the Special Use Permit, a copy of the Occupational Tax Receipt, and the property manager's contact information within the entrance of the area that is rented;
6. Applicant is to maintain liability insurance;
7. The property must remain in proper maintenance and free of hazards, pests, or infestations;
8. The granting of this Special Use Permit does not transfer with a change of ownership of the property;
9. Must provide a manual/welcome packet that lists all rules, including "No Parties, etc." This manual must inform guests that the Unified Government enforces this policy and must include the contact information for Host Compliance: 913-246-5133 (phone number), and [www.hostcompliance.com/tips](http://www.hostcompliance.com/tips) (website);
10. Per Section 27-723(a), no sign (including the structure or sign surface) shall be erected, installed, altered, relocated, rebuilt, or refaced until the Unified Government issues a sign permit. Only those signs permitted in this division shall be granted a sign permit. Contact the Department of Planning and Urban Design at (913) 573-5750 or [signpermits@wycokck.org](mailto:signpermits@wycokck.org) to begin this process;
11. If approved, occupying businesses must file and maintain a current business occupation tax application with the Business Licensing Division. Their office is located at the Neighborhood Resource Center, 4953 State Avenue, Kansas City, KS 66102. Their contact information is (913) 573-8780 or [businesslicense@wycokck.org](mailto:businesslicense@wycokck.org);
12. A building permit is required for the construction of a permanent structure greater than 120 square feet, for the expansion of or addition to an existing structure, and/or a change in the use of (i.e., change of occupancy) an existing structure. The applicant is required to contact the Building Inspections Division at (913) 573-8620 or by [buildinginspection@wycokck.org](mailto:buildinginspection@wycokck.org) to confirm if they need a building permit, and if so, must take it upon themselves to initiate the building permit process accordingly;
13. All existing and future driveways must feature curb cuts that are constructed to UG standards;
14. Applicant shall comply with Planning Engineering Comments for General Engineering, Erosion Control, Sanitary Sewer, Storm Drainage, Stormwater Quality, Streets, and Retaining Walls, or other requirements as applicable;
15. The Special Use Permit is not valid for the approved use to be in operation until all the conditions of approval are met. The Applicant acknowledges that both the property owner and the business owner are collectively responsible to ensure that the use of the property is compliant with all

ordinances, conditions, and other requirements of this approval. Failure to meet all these requirements may result in revocation of this permit. The property may also be subject to enforcement actions and administrative citations;

16. Any business in Wyandotte County that is required to obtain any Special Use Permit shall be responsible to ensure that all vehicle parking or vehicle storage must occur entirely on private property of the same land parcel and be at all times be compliant with all applicable local ordinances [27-463 through 27-470; 27-592 through 27-616; 27-667 through 27-676; 35-468 through 35-492]. No such business shall use the public right of way for any business operation. Any shared parking with another property is only allowed by a properly executed legal document that has been filed with the Unified Government and ratified by the City Planning Commission. Failure to comply at all times with parking regulations will result in municipal summons, administrative citation, or revocation of the Special Use Permit;
17. Approval of this case by the Board of Commissioners, and the conditions of approval contained herein, has been granted independent of any and all covenants, conditions, and restrictions (CC&R) of the plat or subdivision within which the subject property is located. It is the responsibility and duty of the applicant and/or landowner to ensure that the real or constructive operation of any use allowed under this Special Use Permit, or any portion thereof, does not violate the applicable and enforceable CC&R of the plat or subdivision within which the subject property is located;
18. The Special Use Permit shall be valid for two (2) years from the publication of the associated Ordinance. The Applicant is solely responsible for renewing their Special Use Permit. The Applicant should contact the Planning and Urban Design Department no less than two (2) months prior to the expiration of the permit to begin the renewal process. Any application for renewal that is submitted after the expiration date will be considered a new application with the associated application fee and approval term. If the renewal deadline is not met, all operations must cease until such time as a new Special Use Permit is approved;
19. Subject to approval, a \$125.00 ordinance publication fee must be submitted to the Planning and Urban Design Department (checks made payable to the Unified Treasurer) within 30 days following the Unified Government Board of Commissioners meeting. If a check is not submitted within 30 days, the petition becomes invalid. The approval will not go into effect until the ordinance is published in the newspaper; and,
20. Substantive action towards the completion of all conditions of approval herein must commence within six (6) months of approval unless otherwise determined by the Director of Planning or their designee. Regardless, all conditions of approval must be fulfilled within one (1) year of approval by the Unified Government Board of Commissioners. The failure to satisfy all conditions of approval after one (1) year will result in automatic termination of this Special Use Permit.

**SP2025-067:**

1. Maximum number of guests shall be six (6);
2. All parking must be off-street, maximum number of vehicles is two (2). No STR renters or guests may park on-street;

3. The applicant must keep a current annual Business License/Occupation Tax Receipt and Kansas State Lodging Tax;
4. Applicant must post a copy of the Ordinance granting permission to operate the short-term rental, the expiration date of the Special Use Permit, a copy of the Occupational Tax Receipt, and the property manager's contact information within the entrance of the area that is rented;
5. Applicant is to maintain liability insurance;
6. The property must remain in proper maintenance and free of hazards, pests, or infestations;
7. The granting of this Special Use Permit does not transfer with a change of ownership of the property;
8. Must provide a manual/welcome packet that lists all rules, including "No Parties, etc." This manual must inform guests that the Unified Government enforces this policy and must include the contact information for Host Compliance: 913-246-5133 (phone number), and [www.hostcompliance.com/tips](http://www.hostcompliance.com/tips) (website);
9. Per Section 27-723(a), no sign (including the structure or sign surface) shall be erected, installed, altered, relocated, rebuilt, or refaced until the Unified Government issues a sign permit. Only those signs permitted in this division shall be granted a sign permit. Contact the Department of Planning and Urban Design at (913) 573-5750 or [signpermits@wycokck.org](mailto:signpermits@wycokck.org) to begin this process;
10. If approved, occupying businesses must file and maintain a current business occupation tax application with the Business Licensing Division. Their office is located at the Neighborhood Resource Center, 4953 State Avenue, Kansas City, KS 66102. Their contact information is (913) 573-8780 or [businesslicense@wycokck.org](mailto:businesslicense@wycokck.org);
11. A building permit is required for the construction of a permanent structure greater than 120 square feet, for the expansion of or addition to an existing structure, and/or a change in the use of (i.e., change of occupancy) an existing structure. The applicant is required to contact the Building Inspections Division at (913) 573-8620 or by [buildinginspection@wycokck.org](mailto:buildinginspection@wycokck.org) to confirm if they need a building permit, and if so, must take it upon themselves to initiate the building permit process accordingly;
12. All existing and future driveways must feature curb cuts that are constructed to UG standards;
13. Applicant shall comply with Planning Engineering Comments for General Engineering, Erosion Control, Sanitary Sewer, Storm Drainage, Stormwater Quality, Streets, and Retaining Walls, or other requirements as applicable;
14. The Special Use Permit is not valid for the approved use to be in operation until all the conditions of approval are met. The Applicant acknowledges that both the property owner and the business owner are collectively responsible to ensure that the use of the property is compliant with all ordinances, conditions, and other requirements of this approval. Failure to meet all these requirements may result in revocation of this permit. The property may also be subject to enforcement actions and administrative citations;
15. Any business in Wyandotte County that is required to obtain any Special Use Permit shall be responsible to ensure that all vehicle parking or vehicle storage must occur entirely on private property of the same land parcel and

- be at all times be compliant with all applicable local ordinances [27-463 through 27-470; 27-592 through 27-616; 27-667 through 27-676; 35-468 through 35-492]. No such business shall use the public right of way for any business operation. Any shared parking with another property is only allowed by a properly executed legal document that has been filed with the Unified Government and ratified by the City Planning Commission. Failure to comply at all times with parking regulations will result in municipal summons, administrative citation, or revocation of the Special Use Permit;
16. Approval of this case by the Board of Commissioners, and the conditions of approval contained herein, has been granted independent of any and all covenants, conditions, and restrictions (CC&R) of the plat or subdivision within which the subject property is located. It is the responsibility and duty of the applicant and/or landowner to ensure that the real or constructive operation of any use allowed under this Special Use Permit, or any portion thereof, does not violate the applicable and enforceable CC&R of the plat or subdivision within which the subject property is located;
  17. The Special Use Permit shall be valid for five (5) years from the publication of the associated Ordinance. The Applicant is solely responsible for renewing their Special Use Permit. The Applicant should contact the Planning and Urban Design Department no less than two (2) months prior to the expiration of the permit to begin the renewal process. Any application for renewal that is submitted after the expiration date will be considered a new application with the associated application fee and approval term. If the renewal deadline is not met, all operations must cease until such time as a new Special Use Permit is approved;
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  19. Substantive action towards the completion of all conditions of approval herein must commence within six (6) months of approval unless otherwise determined by the Director of Planning or their designee. Regardless, all conditions of approval must be fulfilled within one (1) year of approval by the Unified Government Board of Commissioners. The failure to satisfy all conditions of approval after one (1) year will result in automatic termination of this Special Use Permit.

**SP2025-068:**

1. Maximum number of guests shall be eight (8);
2. All parking must be off-street, maximum number of vehicles is three (3). No STR renters or guests may park on-street;
3. The applicant must keep a current annual Business License/Occupation Tax Receipt and Kansas State Lodging Tax;
4. Applicant must post a copy of the Ordinance granting permission to operate the short-term rental, the expiration date of the Special Use Permit, a copy of the Occupational Tax Receipt, and the property manager's contact information within the entrance of the area that is rented;
5. Applicant is to maintain liability insurance;

6. The property must remain in proper maintenance and free of hazards, pests, or infestations;
7. The granting of this Special Use Permit does not transfer with a change of ownership of the property;
8. Must provide a manual/welcome packet that lists all rules, including “No Parties, etc.” This manual must inform guests that the Unified Government enforces this policy and must include the contact information for Host Compliance: 913-246-5133 (phone number), and [www.hostcompliance.com/tips](http://www.hostcompliance.com/tips) (website);
9. Per Section 27-723(a), no sign (including the structure or sign surface) shall be erected, installed, altered, relocated, rebuilt, or refaced until the Unified Government issues a sign permit. Only those signs permitted in this division shall be granted a sign permit. Contact the Department of Planning and Urban Design at (913) 573-5750 or [signpermits@wycokck.org](mailto:signpermits@wycokck.org) to begin this process;
10. If approved, occupying business must file and maintain a current business occupation tax application with the Business Licensing Division. Their office is located at the Neighborhood Resource Center, 4953 State Avenue, Kansas City, KS 66102. Their contact information is (913) 573-8780 or [businesslicense@wycokck.org](mailto:businesslicense@wycokck.org);
11. A building permit is required for the construction of a permanent structure greater than 120 square feet, for the expansion of or addition to an existing structure, and/or a change in the use of (i.e., change of occupancy) an existing structure. The applicant is required to contact the Building Inspections Division at (913) 573-8620 or by [buildinginspection@wycokck.org](mailto:buildinginspection@wycokck.org) to confirm if they need a building permit, and if so, must take it upon themselves to initiate the building permit process accordingly;
12. All existing and future driveways must feature curb cuts that are constructed to UG standards;
13. Applicant shall comply with Planning Engineering Comments for General Engineering, Erosion Control, Sanitary Sewer, Storm Drainage, Stormwater Quality, Streets, and Retaining Walls, or other requirements as applicable;
14. The Special Use Permit is not valid for the approved use to be in operation until all the conditions of approval are met. The Applicant acknowledges that both the property owner and the business owner are collectively responsible to ensure that the use of the property is compliant with all ordinances, conditions, and other requirements of this approval. Failure to meet all these requirements may result in revocation of this permit. The property may also be subject to enforcement actions and administrative citations;
15. Any business in Wyandotte County that is required to obtain any Special Use Permit shall be responsible to ensure that all vehicle parking or vehicle storage must occur entirely on private property of the same land parcel and be at all times be compliant with all applicable local ordinances [27-463 through 27-470; 27-592 through 27-616; 27-667 through 27-676; 35-468 through 35-492]. No such business shall use the public right of way for any business operation. Any shared parking with another property is only allowed by a properly executed legal document that has been filed with the Unified Government and ratified by the City Planning Commission. Failure

- to comply at all times with parking regulations will result in municipal summons, administrative citation, or revocation of the Special Use Permit;
16. Approval of this case by the Board of Commissioners, and the conditions of approval contained herein, has been granted independent of any and all covenants, conditions, and restrictions (CC&R) of the plat or subdivision within which the subject property is located. It is the responsibility and duty of the applicant and/or landowner to ensure that the real or constructive operation of any use allowed under this Special Use Permit, or any portion thereof, does not violate the applicable and enforceable CC&R of the plat or subdivision within which the subject property is located;
  17. The Special Use Permit shall be valid for two (2) years from the publication of the associated Ordinance. The Applicant is solely responsible for renewing their Special Use Permit. The Applicant should contact the Planning and Urban Design Department no less than two (2) months prior to the expiration of the permit to begin the renewal process. Any application for renewal that is submitted after the expiration date will be considered a new application with the associated application fee and approval term. If the renewal deadline is not met, all operations must cease until such time as a new Special Use Permit is approved;
  18. Subject to approval, a \$125.00 ordinance publication fee must be submitted to the Planning and Urban Design Department (checks made payable to the Unified Treasurer) within 30 days following the Unified Government Board of Commissioners meeting. If a check is not submitted within 30 days, the petition becomes invalid. The approval will not go into effect until the ordinance is published in the newspaper; and,
  19. Substantive action towards the completion of all conditions of approval herein must commence within six (6) months of approval unless otherwise determined by the Director of Planning or their designee. Regardless, all conditions of approval must be fulfilled within one (1) year of approval by the Unified Government Board of Commissioners. The failure to satisfy all conditions of approval after one (1) year will result in automatic termination of this Special Use Permit.

**SP2025-070:**

1. Adhere to the Conservation District comments;
2. This permit is solely for the horse expressly identified in this document. Substitution or replacement with any other horse shall render this permit invalid;
3. Supplementation of grain and grass provided for the horse with additional food sources in order to ensure adequate diet and manage current vegetation on site;
4. Fresh water is provided daily for the horse;
5. Manure is cleaned daily from the stable;
6. Application of additional seed/sod to the area to establish better ground cover;
7. A building permit is required for the construction of a permanent structure greater than 120 square feet, for the expansion of or addition to an existing structure, and/or a change in the use of (i.e., change of occupancy) an existing structure. The applicant is required to contact the Building Inspections Division at (913) 573-8620 or by [buildinginspection@wycokck.org](mailto:buildinginspection@wycokck.org) to confirm if they need a building permit,

- and if so, must take it upon themselves to initiate the building permit process accordingly;
8. All existing and future driveways must feature curb cuts that are constructed to UG standards;
  9. Applicant shall comply with Planning Engineering Comments for General Engineering, Erosion Control, Sanitary Sewer, Storm Drainage, Stormwater Quality, Streets, and Retaining Walls, or other requirements as applicable;
  10. The Special Use Permit is not valid for the approved use to be in operation until all the conditions of approval are met. The Applicant acknowledges that both the property owner and the business owner are collectively responsible to ensure that the use of the property is compliant with all ordinances, conditions, and other requirements of this approval. Failure to meet all these requirements may result in revocation of this permit. The property may also be subject to enforcement actions and administrative citations;
  11. Any business in Wyandotte County that is required to obtain any Special Use Permit shall be responsible to ensure that all vehicle parking or vehicle storage must occur entirely on private property of the same land parcel and be at all times be compliant with all applicable local ordinances [27-463 through 27-470; 27-592 through 27-616; 27-667 through 27-676; 35-468 through 35-492]. No such business shall use the public right of way for any business operation. Any shared parking with another property is only allowed by a properly executed legal document that has been filed with the Unified Government and ratified by the City Planning Commission. Failure to comply at all times with parking regulations will result in municipal summons, administrative citation, or revocation of the Special Use Permit;
  12. Approval of this case by the Board of Commissioners, and the conditions of approval contained herein, has been granted independent of any and all covenants, conditions, and restrictions (CC&R) of the plat or subdivision within which the subject property is located. It is the responsibility and duty of the applicant and/or landowner to ensure that the real or constructive operation of any use allowed under this Special Use Permit, or any portion thereof, does not violate the applicable and enforceable CC&R of the plat or subdivision within which the subject property is located;
  13. The Special Use Permit shall be valid for five (5) years from the publication of the associated Ordinance. The Applicant is solely responsible for renewing their Special Use Permit. The Applicant should contact the Planning and Urban Design Department no less than two (2) months prior to the expiration of the permit to begin the renewal process. Any application for renewal that is submitted after the expiration date will be considered a new application with the associated application fee and approval term. If the renewal deadline is not met, all operations must cease until such time as a new Special Use Permit is approved;
  14. Subject to approval, a \$125.00 ordinance publication fee must be submitted to the Planning and Urban Design Department (checks made payable to the Unified Treasurer) within 30 days following the Unified Government Board of Commissioners meeting. If a check is not submitted within 30 days, the petition becomes invalid. The approval will not go into effect until the ordinance is published in the newspaper; and,
  15. Substantive action towards the completion of all conditions of approval herein must commence within six (6) months of approval unless otherwise

determined by the Director of Planning or their designee. Regardless, all conditions of approval must be fulfilled within one (1) year of approval by the Unified Government Board of Commissioners. The failure to satisfy all conditions of approval after one (1) year will result in automatic termination of this Special Use Permit.

**PLAT2025-031 AND PR2025-032:**

1. When the mylars are submitted to Staff to be recorded, submit the following fees:
  - a. \$32.00 per page payable to the Register of Deeds; and,
  - b. \$7.00 per lot payable to the Unified Treasurer;
2. Amenities shall be constructed during the first phase of development;
3. Safe rooms shall be determined with the Final Development Plan; however, all residents must have access to shelters whether in the clubhouse or within the building(s) itself;
4. All dwelling units within a new development must be provided with a basement or with a FEMA standard safe room constructed to standards for the protection of the occupants (FEMA Publication 320 or 361);
5. For the Final Plat: Section 27-215h(4)a Final street, sanitary sewer, storm drainage and any other engineering plans shall be completely approved by the engineer prior to submitting the final plat to the Planning Commission. The Board of Public Utilities shall have indicated in writing prior to submission that any needed water main extension agreement or any electrical distribution agreement has been executed by the development and that underground wiring will be provided unless otherwise provided as set out herein;
6. Install a sidewalk on your property to connect to North 98<sup>th</sup> Terrace, which leads to State Avenue via North 98<sup>th</sup> Street;
7. Install a sidewalk on your property from the secondary ingress/egress gate towards North 98<sup>th</sup> Street;
8. Install crosswalks across the drive aisles connecting apartment buildings, on-site amenities and major intersections within the development;
9. Install bike racks at high trafficked nodes (clubhouse and site amenities);
10. All amenities shall be constructed and opened when a Temporary Certificate of Occupancy is issued for the first apartment building so residents have access to the clubhouse, pool and dog park;
11. Section 27-460(c)2.e. For parking and other paved areas: Not less than 25 feet from any street line and not less than six (6) feet from any other property line;
12. Side and rear elevations must mimic the front façade;
13. The proposed garages shall match the exterior façade of the apartment complex. Stone veneer needs to be included on the front, sides and rear of the garages;
14. Downspouts shall be painted to match the building and recessed into the corners of building as not to be in plain view of the public;
15. The proposed garages shall match the exterior façade of the apartment complex. Stone veneer needs to be included on the front, sides and rear of the garages;
16. Section 27-460(c)(3) Lot area shall not be less than 1,500 square feet per dwelling unit; provided however, that an area equal to at least 40 percent of the site area is maintained as non-vehicular open space;

17. In addition to establishing greater pedestrian connectivity throughout the development, where there are major parking lot crossings, crosswalks and/or other traffic calming devices shall be painted in the drive aisles, so residents and guests are alert to look for pedestrians;
18. Section 27-460(f) A reasonable amount of landscaping is required on all projects with emphasis on softening the visual impact of parking areas and enhancing the overall appearance. Trees are required at not less than one (1) per 4,500 square feet of site area;
19. Section 27-700(b)(1) All multi-family residential projects shall include at least one (1) shade tree per 8 dwelling units and one (1) shrub per dwelling unit in addition to the tree requirement. The site is 24.43 acres, which requires 236 trees, exclusive of the 36 street trees, 37 additional trees;
20. All landscaping shall be with an in-ground irrigation system.
  - a. Landscaping around the amenities shall be irrigated;
21. Landscaping is required to screen all parking areas and service entries. This includes perimeter parking and the trash enclosure.
  - b. All trash receptacles shall be enclosed with a screening wall or fence constructed of the same materials as the primary structure. The screen must be a minimum of six (6) feet in height on all sides and designed with the gate facing away from streets or adjacent land uses. All screening materials must be well maintained at all times;
22. All utility connections, this includes green electrical boxes and free-standing electrical meters must be screened with landscaping or an architecturally designed screen wall. All utilities mounted on the wall must be painted to match the building. Rooftop mechanical equipment shall be screened from public view by an architectural screen;
23. All electrical meter banks, typically on the side of the building shall be screened from public view;
24. Mechanical equipment or other utilities whether on the ground or mounted on the building shall be screened from public view. The screening shall either be dense landscaping with a minimum of six-foot (6') evergreens or an architectural wall constructed from the same materials as the main building;
25. Satellite dishes shall not be erected on the exterior of patios and decks. Banks need to be provided for satellite dishes on apartment units. They need to be hidden from view from the public streets and the public;
26. Regarding the BPU transformer screening, the following applies:
  - c. Gate doors are required for all types of screening that are placed in front of the transformers.
  - d. Fence pickets shall be installed two (2) feet off the group and have adequate clearance to open gate doors 180 degrees and have 10 feet of clearance from pad when gate doors open.
  - e. Posts for gate door must be installed a minimum distance of 10 feet apart in the front.
  - f. For slat (picket) fences, customers shall install a minimum of four (4) inch slats (pickets) and have four (4) inches of space between each slat.
  - g. Customers must take into account the majority size of the evergreen tree when planting saplings so that the trees can grow outside of the required clearance for evergreen greens, customer shall plant each tree so that there is two (2) feet or more than space from edge to

edge between each tree at maturity (e.g., blue arrow juniper grows up to two (2) feet wide, so there shall be four (4) feet of spacing between each tree taking into account the growth of saplings).

- h. Pad must have a minimum clearance of six (6) feet on each, three (3) feet on the back and five (5) on the front allowing for 10 feet on the front when gate door are open;
27. Per Section 27-723(a), no sign (including the structure or sign surface) shall be erected, installed, altered, relocated, rebuilt, or refaced until the Unified Government issues a sign permit. Only those signs permitted in this division shall be granted a sign permit. Contact the Department of Planning and Urban Design at (913) 573-5750 or [signpermits@wycokck.org](mailto:signpermits@wycokck.org) to begin this process;
28. All deciduous and shade trees shall be at least two (2) inch caliper when planted. Evergreens shall be at least six (6) feet in height when planted. Shrubs shall be at least five (5) gallons when planted. Throughout the development, there shall be a variety of deciduous and evergreen trees in addition to native grasses and plants (wildflowers);
29. All exterior lighting, whether mounted on a building or within a parking lot must be hooded or controlled to direct light 90 degrees downward. No light may cast light or glare off the property or onto the public street. Lighting cannot exceed one (1) footcandle at the property line;
30. All utility connections, this includes green electrical boxes, and free-standing electrical meters must be screened with landscaping or an architecturally designed screen wall. All utilities mounted on the wall must be painted to match the building;
31. If approved, the applicant must file and maintain a current business occupation tax application with the Business Licensing Division. Their office is located at 4953 State Avenue, Kansas City, KS 66102. Their contact information is (913) 573-8780 or [businesslicense@wycokck.org](mailto:businesslicense@wycokck.org);
32. A building permit is required for the construction of a permanent structure greater than 120 square feet, for the expansion of or addition to an existing structure, and/or a change in the use of (i.e., change of occupancy) an existing structure. The applicant is required to contact the Building Inspection Division at (913) 573-8620 or by [buildinginspection@wycokck.org](mailto:buildinginspection@wycokck.org) to confirm if they need a building permit, and if so, must take it upon themselves to initiate the building permit process accordingly;
33. All existing and future driveways must feature curb cuts that are constructed to UG standards;
34. A Right-of-Way Permit is required. The applicant is required to contact the Public Works Department at (913) 573-5311 or by [info@wycokck.org](mailto:info@wycokck.org) to confirm if they need a right-of-way permit, and if so, must take it upon themselves to initiate the permit process accordingly;
35. Applicant shall comply with Planning Engineering Comments for General Engineering, Erosion Control, Sanitary Sewer, Storm Drainage, Stormwater Quality, Streets, and Retaining Walls, or other requirements as applicable;
36. Improvements that include land disturbance activity on greater than one (1) acre of surface area of land or include the construction or alteration of a structure 1,000 square feet or larger shall require a land disturbance permit issued by the Unified Government and shall be compliant with all applicable local ordinances and State Statutes and Regulations (Article

- XIV, Sections 8-610 through 8-618). Land disturbance fees shall be processed by UG Public Works during the Land Disturbance/Site Development application. The Land Disturbance Permit and all applicable Public Works permits can be obtained from the Public Works Department, 701 North 7th Street, Kansas City, KS 66101, (913) 573-5700. With the issuance of the Land Disturbance Permit, a grading permit is required and issued by the Building Inspection Division, Neighborhood Resource Center, 4953 State Avenue, Kansas City, KS 66102, (913) 573-8620; and,
37. Following the Final Development Plan and Final Plat: A Pre-Construction meeting is required for any improvements to public infrastructure upon the approval and issuance of a Development Review Committee (DRC) permit. Any improvements to, construction or alteration of: sanitary systems, stormwater systems, public or private streets, sidewalks or other public infrastructure will require a pre-construction meeting with the Department of Public Works. The applicant is required to contact the County Engineer at (913) 573-5400 or by [info@wycokck.org](mailto:info@wycokck.org) prior to construction to arrange this meeting.

**PLAT2025-033:**

1. Subject to approval, upon submitting the mylars for signatures, provide the following payment:
  - a. \$32.00 per page payable to the Register of Deeds.
  - b. \$7.00 per lot payable to the Unified Treasurer;
2. Section 27-283(a) Utility easements shall be provided along each side of the lot to form a continuous utility easement. All easements shall be at least 10 feet wide. The required 10-foot width may be provided through five (5) foot easements on either side of lot or parcel lines when lines do not form, in whole or in part, the outside boundaries of the plat;
3. Section 27-283(b) Utility easements shall connect with easements established in adjoining properties;
4. Section 27-317 Electrical power, telephone service, and cable television (if applicable) shall be provided by underground wiring for all new wiring provided; and,
5. Applicant shall comply with Planning Engineering Comments for General Engineering, Erosion Control, Sanitary Sewer, Storm Drainage, Stormwater Quality, Streets, and Retaining Walls, or other requirements as applicable.

**PR2025-022:**

1. Install a pedestrian walkway from the three (3) parking spaces along South 34<sup>th</sup> Street to the front door;
2. In addition to establishing greater pedestrian connectivity throughout the site, where there are major parking lot crossings, crosswalks shall be painted in drive aisles, so drivers are alert to look for pedestrians;
3. No reflective glass may be installed;
4. For any future expansion or exterior modification, the exterior textured split-face CMU block shall not be field painted, they must be integrally-colored;
5. For any future expansion or exterior modification, Section 27-576(e)(2) Exterior building materials shall not include the following:
  - a. EIFS at the ground level or comprising more than 15 percent of any façade.

- b. Metal paneling can only account for 15 percent of any façade;
- 6. Downspouts shall be internalized;
- 7. Gasoline pump canopies shall have masonry wrapped columns that match the convenience store;
- 8. Section 27-466(g) A reasonable amount of landscaping is required on all projects in this district, all to be depicted on a property prepared plan. Trees are required to be provided at not less than one (1) per 7,000 square feet of site area. A six (6) 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;
- 9. Section 27-575(e)(4) Parking must be screened from adjacent streets by walls, shrubs, trees, or design elements;
- 10. Section 27-577(a)(5) Landscaping shall exceed the typical code requirements by at least 75 percent. The site for the proposed development is 0.69 acres, 8 trees are required based on Commercial Design Guidelines and exclusive of the screening requirements for the lots zoned CP-2 Planned General Business District adjacent to residentially zoned properties, street trees along South 34<sup>th</sup> Street and trees planted within parking lot islands;
- 11. Section 27-577(b)(2) Landscape berms and/or continuous rows of shrubs are required to screen parking from adjacent development or public streets. Shrubs used in this area must not exceed a maximum height of 30 inches at maturity;
- 12. Section 27-577(b)(3) In general, formal, stand-alone trees are encouraged to be planted in landscape zones along major streets and medians. These trees should be planted as follows:
  - a. One tree with a minimum caliper of two (2) inches (ornamental), evergreen trees must be at least six (6) feet when planted provided for every 30 feet of street easement or frontage.
  - b. Street trees should be planted no closer than 55 feet and no more than 65 feet apart. Groupings of ornamental trees and shrubs should be placed in between the street trees.

7 trees are required to be planted along South 34<sup>th</sup> Street;

- 13. Section 27-577(c)(4) states that landscape areas located between commercial districts and residential districts must provide 100 percent sight-obscuring year-round buffer using plant material or a combination of fence, berm and plant material;
- 14. All landscaping shall be irrigated with an in-ground irrigation system;
- 15. All deciduous and shade trees shall be at least two (2) inch caliper when planted. Evergreens shall be at least six (6) feet in height when planted. Shrubs shall be at least five (5) gallons when planted. Throughout the development, there shall be a variety of deciduous and evergreen trees in addition to native grasses and plants (wildflowers);
- 16. Only decorative lighting can be used on the exterior of the building. No wall pack lights, or flood lights are allowed. This also includes lights mounted underneath the gas canopy;
- 17. Section 27-317 Electrical power, telephone service, and cable television (if applicable) shall be provided by underground wiring for all new wiring provided;

18. If applicable, overflow drains (lamb's tongues) shall discharge a maximum of 9 inches above grade;
19. All exterior lighting, whether mounted on a building or within a parking lot must be hooded or controlled to direct light 90 degrees downward. No light may cast light or glare off the property or onto the public street;
20. Section 27-575(g)(3) All trash receptacles shall be enclosed with a screening wall or fence constructed of the same materials as the primary structure. The screen must be a minimum of six (6) feet in height on all sides and designed with the gate facing away from streets or adjacent land uses. All screening materials must be well maintained at all times;
21. All new rooftop mechanical equipment (i.e., RTUs, HVAC, vent stacks, etc.) shall be screened from public view by the parapet of the building. Architectural screens such as opaque, textured, or perforated panels do not meet the standards of the Commercial Design Guidelines;
22. Regarding BPU transformer screening, the following applies:
  - Gate doors are required for all types of screening that are placed in front of the transformers.
  - Fences shall be installed two (2) feet off the ground and have adequate clearance to open gate doors at 180° and have 10 feet clearance from pad when gate doors open.
  - Posts for gate doors must be installed at a minimum distance of 10 feet apart in the front.
  - For wood slat fences, customer shall install a minimum of four (4) inch slats and have four (4) inches of space between each slat.
  - Customer must take account of the maturity size of the evergreen tree when planting saplings so that the trees can grow outside of the required clearance for evergreen trees, customer shall plant each tree so that there is two (2) feet or more of space from edge to edge between each tree at maturity. (e.g., blue arrow juniper grows up to two (2) feet wide, so there shall be four (4) feet of spacing between each tree taking account the growth of saplings).
  - Pad must have a minimum clearance of six (6) feet on each side, six (6) feet on the back and five (5) on the front allowing for 10 feet on the front when gate doors open;
23. A building permit is required for the construction of a permanent structure greater than 120 square feet, for the expansion of or addition to an existing structure, and/or a change in the use of (i.e., change of occupancy) an existing structure. The applicant is required to contact the Building Inspection Division at (913) 573-8620 or by [buildinginspection@wycokck.org](mailto:buildinginspection@wycokck.org) to confirm if they need a building permit, and if so, must take it upon themselves to initiate the building permit process accordingly;
24. If approved, occupying businesses must file and maintain a current business occupation tax application with the Business Licensing Division. Their office is located at the Neighborhood Resource Center, 4953 State Avenue, Kansas City, KS 66102. Their contact information is (913) 573-8780 or [businesslicense@wycokck.org](mailto:businesslicense@wycokck.org);
25. Applicant shall comply with Planning Engineering Comments for General Engineering, Erosion Control, Sanitary Sewer, Storm Drainage, Stormwater Quality, Streets, and Retaining Walls, or other requirements as applicable; and,

**26. In the event the a plan or section thereof is given final approval and thereafter the landowner shall abandon said plan or a section thereof and shall so notify the unified government in writing, or in the event the landowner shall fail to commence, as evidenced by receipt of building permits and start of construction, the planned development within 18 months after final approval has been granted or in the case of subsequent phases each shall be initiated within 24 months of the issuance of a certificate of occupancy on the entire preceding phase or the plan will be considered abandoned, then in either event such final approval shall terminate and shall be deemed null and void unless such time period is extended by the planning commission upon written application by the landowner. Whenever a final plan or section thereof has been abandoned as provided in this section, no development shall take place on the property until a new development plan has been approved.**

Recording Secretary Morris stated that the Consent Agenda is complete, and the Commission will consider the Non-Consent Agenda

**Hearing starts at 24:52:**

**COZ2025-022 - DARYL RAKOSKI**

**Synopsis:** Change of Zone from A-G Agriculture District to R-1 Single-Family District for residences at 12525 Leavenworth Road. Detailed Outline of Requested Action: The applicant, Daryl Rakoski, is requesting a Change of Zone from A-G Agriculture District to R-1 Single Family District to build three (3) single-family homes on 9.06 acres at 12525 Leavenworth Road.

**Present in Support:**

- Krystal Voth, Applicant Representative, Atlas Land Consulting LLC, 14500 Parallel Road, Basehor, Kansas 66007

**Present in Opposition:**

- No one appeared

**Staff Recommendation starts at 28:37:** Lead Planner Byron Toy stated that this application was remanded back to the City Planning Commission by the Board of Commissioners. During that meeting there was discussion on the language of the code, which states that “development of multiple lots should be a Planned District”. If the language is “shall”, it would count as a requirement, but the code states “should”, which functions as a guideline. It is not common for subdivisions to be Planned Districts unless there is a very specific use or commonality that the Staff or Developer is trying to achieve. An example of that could include all homes using a specific building material, which would require further review during the building permitting stage to ensure that the subdivision is following the enhanced conditions of approval. Upon staff’s discretion, it was not deemed necessary for a smaller three (3) lot subdivision. Staff recommends approval subject to the conditions outlined in the staff report.

**Motion starts at 30:11:**

On motion by Commissioner Ward, seconded by Commissioner Easterwood, the  
November 10, 2025

Planning Commission voted as follows to **recommend APPROVAL of COZ2025-022:**

<b>Carson</b>	<b>Chairman</b>
<b>Ward</b>	<b>Aye</b>
<b>Armstrong</b>	<b>Aye</b>
<b>Ernst</b>	<b>Aye</b>
<b>Easterwood</b>	<b>Aye</b>
<b>Mohler</b>	<b>Aye</b>
<b>Beth</b>	<b>Aye</b>
<b>Miller</b>	<b>Aye</b>
<b>Straws</b>	<b>Not Present</b>
<b>Jones</b>	<b>Not Present</b>
<b>Schwartz</b>	<b>Not Present</b>

**Motion to recommend APPROVAL passed: 7 to 0**

**Subject to:**

- 1. Based on the concept plan, lots 1 through 3 comply with the lot width and lot area along the major street, Leavenworth Road. Additionally, all three (3) proposed lots exceed the minimum lot area for septic service. As a result, no future variances are necessary;**
- 2. Future sidewalk on Leavenworth Road will be evaluated if and when a Preliminary and/or Final Plat is submitted;**
- 3. A Plat application has to be filed with the Planning and Urban Design Department within one (1) year of the approval of this Change of Zone in order for the ordinance to be valid; (Added by the City Planning Commission)**
- 4. Section 27-280(f) Residential lots shall not face on or otherwise receive access onto streets designated as major streets unless the lot has a minimum lot area of five (5) acres and a minimum of 300 feet of frontage on the major street. No lot may have direct access to Leavenworth Road without variance from the Board of Zoning Appeals;**
- 5. Review the Prairie Delaware Piper Area Plan Residential Design Guidelines for residential building materials, architectural diversity, front loaded garages and identification features;**
- 6. The minimum habitable square footage (not including the garage) in Area 1 is 1,600 square feet;**
- 7. Primary materials for the fronts of homes should be: masonry, stucco, cement board, and wood siding;**
- 8. For side and rear building facades the use of horizontal lap siding and vertical lap vinyl (minimum 42 gauge) siding is acceptable;**
- 9. The overall residential community should include multiple building elevation designs. One (1) front, side and rear building elevations should not be used more than 40% of the units;**
- 10. Front loaded garages should incorporate at least one (1) of the following guidelines to limit the dominance of garage doors on the front façade:**
  - a. Incorporate upper-level dormers above the garage, or,**
  - b. . Design porches, stoops, and/or façades should protrude at least five (5) feet in front of the garage; or,**
  - c. Use trim, windows and other details to de-emphasize the visual impact of the garage in relation to the rest of the structure; and,**
- 11. Subject to approval, a \$125.00 ordinance publication fee must be submitted to the Planning and Urban Design Department (checks made payable to the Unified Treasurer) within 30 days following the Unified Government Board of Commissioners meeting. If a check is not submitted within 30 days, the**

petition becomes invalid. The approval will not go into effect until the ordinance is published in the newspaper.

**Hearing starts at 31:06:**

**COZ2025-023 - JOSH GATEWOOD WITH MCDONALD'S CORPORATION**

**Synopsis:** Change of Zone from MP-1 Planned Light Industrial and Industrial Park District to CP-2 General Planned Business District at 2320 Metropolitan Avenue.

**Detailed Outline of Requested Action:** The applicant, Josh Gatewood with McDonald's Corporation, is requesting a Change of Zone from MP-1 Planned Light Industrial and Industrial Park District to CP-2 Planned General Business District to build a 3,800 square foot McDonald's restaurant on 1.37 acres.

**Present in Support:**

- Joel Jackson, Applicant Representative, Bishop Engineering Company, 3501 104<sup>th</sup> Street, Urbandale, Iowa 50322

**Present in Opposition:**

- No one appeared

**Staff Recommendation starts at 32:48:** Lead Planner Byron Toy stated that staff recommends approval subject to the conditions outlined in the staff report.

**Motion starts at 33:03:**

On motion by Commissioner Ward, seconded by Commissioner Easterwood, the Planning Commission voted as follows to **recommend APPROVAL of COZ2025-023:**

<b>Carson</b>	<b>Chairman</b>
<b>Ward</b>	<b>Aye</b>
<b>Armstrong</b>	<b>Aye</b>
<b>Ernst</b>	<b>Aye</b>
<b>Easterwood</b>	<b>Aye</b>
<b>Mohler</b>	<b>Aye</b>
<b>Beth</b>	<b>Aye</b>
<b>Miller</b>	<b>Aye</b>
<b>Straw</b>	<b>Not Present</b>
<b>Jones</b>	<b>Not Present</b>
<b>Schwartz</b>	<b>Not Present</b>

**Motion to recommend APPROVAL passed: 7 to 0**

**Subject to:**

1. Subject to approval, a Final Development Plan is required to be submitted following this Change of Zone entitlement;
2. Ensure walkways through the drive aisles are striped as crosswalks to ensure drivers are aware of pedestrian pathways;
3. Parking lot shall be paved and striped;
4. Section 27-576(e)(2) Exterior building materials shall not include the following:
  - a. EIFS at the ground level or comprising more than 15 percent of any façade.
  - b. Metal paneling can only account for 15 percent of any façade;

5. Gutters and downspouts shall be internalized. Scuppers shall be recessed in the corners. Overflow drains (lamb's tongues, etc.) shall also be internalized;
6. The loading doors, service entries shall be painted to match the building as the adjacent façade color of the building;
7. Section 27-466(g) requires that trees are required at not less than one (1) per 7,000 square feet of site area. Section 57-577(a)(5) states that landscaping shall exceed the typical code requirements by at least 75 percent.

The subject property is 1.37 acres, requiring 21 trees to be provided on the site plan. This does not include the street trees along the right-of-way and parking lot islands;

8. Section 27-577(b)(3)(a) states that one tree with a minimum caliper of two (2) inches (ornamental) evergreen trees must be at least six (6) feet tall when planted) provided for every 30 feet of street easement or frontage;
9. Section 27-577(b)(3)(b) states that street trees should be planted no closer than 55 feet and no more than 65 feet apart with groupings or ornamental trees and shrubs placed between them;
10. Section 27-577(d)(1) states that at least 75 percent of the length of building foundations facing public streets, the exterior of the development, or common spaces must be planted with ornamental plant material such as ornamental trees, flowering shrubs, perennials, and groundcovers;
11. Section 27-575(e)(4) states that parking must be screened from adjacent streets by walls, shrubs, trees, or other design elements;
12. Section 27-700(b)(9) Any lighting used to illuminate an off-street parking area, sign or other structure shall be arranged to deflect light away from any adjoining residentially zoned property or from public streets. Direct or sky-reflected glare, from floodlights or commercial operations, shall not be directed into any adjoining property. The source of lights shall be hooded or controlled. Bare incandescent light bulbs shall not be permitted in view of adjacent property or public right-of-way. Any light or combination of lights that cast light on adjacent residentially zoned property shall not exceed one (1) foot candle as measured from said property line. All lighting on the property, both on the buildings and in parking lots shall have 90-degree cutoff fixtures;
13. All parking lot islands shall be curbed and landscaped. Painted, hatched islands are not permitted. For the parking lots that are used by passenger cars that have a paved area wider than a double-loaded aisle and more than 20,000 square feet in area, provide one (1) shade tree for each 20 parking spaces on the interior of the parking lot. Interior tree plantings are in addition to other landscaping requirements;
14. All new rooftop mechanical equipment (i.e., RTUs, HVAC, vent stacks, etc.) shall be screened from public view by the parapet of the building. Architectural screens such as opaque, textured, or perforated panels do not meet the standards of the Commercial Design Guidelines;
15. Regarding BPU transformer screening, the following applies:
  - a. Gate doors are required for all types of screening that are placed in front of the transformers.

- b. Fences shall be installed two (2) feet off the ground and have adequate clearance to open gate doors at 180 degrees and have 10 feet of clearance from pad when gate doors open.
  - c. Posts are gate doors must be installed at a minimum distance of 10 feet apart in the front.
  - d. For slat fences (wood pickets), the customer shall install a minimum of four (4) inch slats and have four (4) inches of space between each slat.
  - e. Customer must take into account of the maturity size of the evergreen tree when planting saplings so that the trees can grow outside of the required clearance for evergreen trees, customer shall plant each tree so that there is two (2) feet or more of space from edge to edge between each tree at maturity (e.g., blue arrow juniper grows up to two (2) feet wide, so there shall be four (4) of spacing between each tree taking account the growth of saplings).
  - f. Pad must have a minimum clearance of six (6) feet on each side, three (3) feet on the back and five (5) feet on the front allowing for 10 feet on the front when gate doors open.
  - g. Any utility equipment associated with the transformer pad site (i.e. switch gear panel, sectionalizer, meter panel, etc.) must be screened inside the enclosure to the height of the object being screened;
16. Section 27-699(b)(5) states that all outside bins or trash container areas must be completely enclosed by an architectural screen to a height not less than the height of the bin or container. No trash enclosures may be located in required yards adjacent to street right-of-way;
17. All landscaping shall be irrigated;
18. All deciduous and shade trees shall be at least two (2) inch caliper when planted. Evergreens shall be at least six (6) feet in height when planted. Shrubs shall be at least five (5) gallons when planted. Throughout the development, there shall be a variety of deciduous and evergreen trees in addition to native grasses and plants (wildflowers);
19. All exterior lighting, whether mounted on a building or within a parking lot must be hooded or controlled to direct light 90 degrees downward. No light may cast light or glare off the property or onto the public street;
20. Section 27-317 Electrical power, telephone service, and cable television (if applicable) shall be provided by underground wiring for all new wiring provided;
21. Per Section 27-723(a), no sign (including the structure or sign surface) shall be erected, installed, altered, relocated, rebuilt, or refaced until the unified government issues a sign permit. Only those signs permitted in this division shall be granted a sign permit. Contact the Department of Planning and Urban Design at (913) 573-5750 or [signpermits@wycokck.org](mailto:signpermits@wycokck.org) to begin this process;
22. If approved, the occupying business must file and maintain a current business occupation tax application with the Business Licensing Division. Their office is located at the Neighborhood Resource Center, 4953 State Avenue, Kansas City, KS 66102. Their contact information is (913) 573-8780 or [businesslicense@wycokck.org](mailto:businesslicense@wycokck.org);
23. Subject to approval of the Final Development Plan, a building permit is required for the construction of a permanent structure greater than 120 square feet, for the expansion of or addition to an existing structure, and/or

- a change in the use of (i.e., change of occupancy) an existing structure. The applicant is required to contact the Building Inspection Division at (913) 573-8620 or by [buildinginspection@wycokck.org](mailto:buildinginspection@wycokck.org) to confirm if they need a building permit, and if so, must take it upon themselves to initiate the building permit process accordingly;
24. All existing and future driveways must feature curb cuts that are constructed to UG standards;
  25. A Right-of-Way Permit is required. The applicant is required to contact the Public Works Department at (913) 573-5311 or by [info@wycokck.org](mailto:info@wycokck.org) to confirm if they need a right-of-way permit, and if so, must take it upon themselves to initiate the permit process accordingly;
  26. Applicant shall comply with Planning Engineering Comments for General Engineering, Erosion Control, Sanitary Sewer, Storm Drainage, Stormwater Quality, Streets, and Retaining Walls, or other requirements as applicable;
  27. Improvements that include land disturbance activity on greater than one (1) acre of surface area of land or include the construction or alteration of a structure 1,000 square feet or larger shall require a land disturbance permit issued by the Unified Government and shall be compliant with all applicable local ordinances and State Statutes and Regulations (Article XIV, Sections 8-610 through 8-618). Land disturbance fees shall be processed by UG Public Works during the Land Disturbance/Site Development application. The Land Disturbance permit and all applicable Public Works permits can be obtained from the Public Works Department, 701 North 7th Street, Kansas City, KS 66101, (913) 573-5700. With the issuance of the Land Disturbance Permit, a grading permit is required and issued by the Building Inspections Division, Neighborhood Resource Center, 4953 State Avenue, Kansas City, KS 66102, (913) 573-8620;
  28. Subject to approval of the Final Development Plan: A Pre-Construction meeting is required for any improvements to public infrastructure upon the approval and issuance of a Development Review Committee (DRC) permit. Any improvements to, construction or alteration of: sanitary systems, stormwater systems, public or private streets, sidewalks or other public infrastructure will require a pre-construction meeting with the Department of Public Works. The applicant is required to contact the County Engineer at (913) 573-5400 or by [info@wycokck.org](mailto:info@wycokck.org) prior to construction to arrange this meeting;
  29. Subject to approval, a \$125.00 ordinance publication fee must be submitted to the Planning and Urban Design Department (checks made payable to the Unified Treasurer) within 30 days following the Unified Government Board of Commissioners meeting. If a check is not submitted within 30 days, the petition becomes invalid. The approval will not go into effect until the ordinance is published in the newspaper.

**Hearing starts at 33:59:**

**COZ2025-025 - ROBERT FRECKS**

**Synopsis:** Change of Zone from R-1 Single-Family District to A-G Agriculture District for storage and a garden at 6208 Riverview Avenue. *Detailed Outline of Requested Action:* The applicant, Robert Frecks, is requesting a Change of Zone from R-1 Single Family District to A-G Agriculture District to have storage and a garden at 6208 Riverview Avenue, Kansas City, Kansas 66102.

Recording Secretary Morris asked if the Commission had any contact to disclose on this application. No one responded in the affirmative.

**Present in Support:**

- Steven McMann, 99 North 61<sup>st</sup> Street, Kansas City, Kansas 66102

**Present in Opposition:**

- No one appeared

**Staff Recommendation starts at 36:23:** Lead Planner Byron Toy stated that staff recommends approval subject to the conditions outlined in the staff report.

**Motion starts at 36:37:**

On motion by Commissioner Ward, seconded by Commissioner Easterwood, the Planning Commission voted as follows to **recommend APPROVAL of COZ2025-025:**

<b>Carson</b>	<b>Chairman</b>
<b>Ward</b>	<b>Aye</b>
<b>Armstrong</b>	<b>Aye</b>
<b>Ernst</b>	<b>Aye</b>
<b>Easterwood</b>	<b>Aye</b>
<b>Mohler</b>	<b>Aye</b>
<b>Beth</b>	<b>Aye</b>
<b>Miller</b>	<b>Aye</b>
<b>Straw</b>	<b>Not Present</b>
<b>Jones</b>	<b>Not Present</b>
<b>Schwartz</b>	<b>Not Present</b>

**Motion to recommend APPROVAL passed: 7 to 0**

**Subject to:**

- 1. Adhere to the Conservation District comments;**
- 2. Adhere to the Floodplain Ordinance;**
- 3. The applicant shall ensure that they have obtained all proper permits from the local, State, and Federal agencies accordingly, as well as the respective drainage districts, as applicable;**
- 4. The Subject Property has been identified as being within a floodplain. The Applicant shall review the Floodplain Management Ordinance and obtain the necessary local, State, and Federal floodplain permits before the construction or alteration of any structure the floodplain prior to obtaining a building permit;**
- 5. The Subject Property is within a 100-year Special Flood Hazard Area (SFHA). A SFHA is defined as the area that would be inundated by the flood event having a 1 percent chance of being equaled or exceeded in any given year. Before the alteration to or construction of any new structure on the subject property, the applicant shall submit the following required information for review:**
  - a. A Survey shall be provided showing the property lines, setbacks, proposed and existing building elevations, 100-year floodplain**

and/or floodway shall be designated, the base flood elevation provided, FIRM panel number, and effective date shall be included. The Survey is required to be signed and sealed by and Kansas licensed surveyor or engineer.

6. A building permit is required for the construction of a permanent structure greater than 120 square feet, for the expansion of or addition to an existing structure, and/or a change in the use of (i.e., change of occupancy) an existing structure. The applicant is required to contact the Building Inspection Division at (913) 573-8620 or by [buildinginspection@wycokck.org](mailto:buildinginspection@wycokck.org) to confirm if they need a building permit, and if so, must take it upon themselves to initiate the building permit process accordingly;
7. Approval of this case by the Board of Commissioners, and the conditions of approval contained herein, has been granted independent of any and all covenants, conditions, and restrictions (CC&R) of the plat or subdivision within which the subject property is located. It is the responsibility and duty of the applicant and/or landowner to ensure that the real or constructive operation of any use allowed by right or by Special Use Permit under the new zoning district, or any portion thereof, does not violate the applicable and enforceable CC&R of the plat or subdivision within which the subject property is located; and,
8. Subject to approval, a \$125.00 ordinance publication fee must be submitted to the Planning and Urban Design Department (checks made payable to the Unified Treasurer) within 30 days following the Unified Government Board of Commissioners meeting. If a check is not submitted within 30 days, the petition becomes invalid. The approval will not go into effect until the ordinance is published in the newspaper.

**Hearing starts at 37:24:**

**COZ2025-026 - CASSANDRA JAQUEZ**

**Synopsis:** Change of Zone from R-1 Single Family District to A-G Agriculture District for farming, keeping of hens and goats at 1721 North 55th Street. *Detailed Outline of Requested Action:* The applicant, Cassandra Jaquez, is requesting a Change of Zone from R-1 Single Family District to A-G Agriculture District for farming and to keep hens and goats at 1721 North 55<sup>th</sup> Street.

Recording Secretary Morris asked if the Commission had any contact to disclose on this application. No one responded in the affirmative.

**Present in Support:**

- Cassandra Jaquez, Applicant, 1721 North 55<sup>th</sup> Street, Kansas City, Kansas 66104

**Present in Opposition:**

- No one appeared

**Staff Recommendation starts at 39:33:** Lead Planner Byron Toy stated that staff recommends approval subject to the conditions outlined in the staff report.

**Motion starts at 39:48:**

On motion by Commissioner Ward, seconded by Commissioner Ernst, the Planning Commission voted as follows to **recommend APPROVAL of COZ2025-026:**

<b>Carson</b>	<b>Chairman</b>
<b>Ward</b>	<b>Aye</b>
<b>Armstrong</b>	<b>Aye</b>
<b>Ernst</b>	<b>Aye</b>
<b>Easterwood</b>	<b>Aye</b>
<b>Mohler</b>	<b>Aye</b>
<b>Beth</b>	<b>Aye</b>
<b>Miller</b>	<b>Aye</b>
<b>Straw</b>	<b>Not Present</b>
<b>Jones</b>	<b>Not Present</b>
<b>Schwartz</b>	<b>Not Present</b>

**Motion to recommend APPROVAL passed: 7 to 0**

**Subject to:**

- 1. Adhere to the Conservation District comments;**
- 2. Section 27-608(3) Accessory buildings such as barns, silos, other exclusively agricultural structures, roadside stands, etc., provided that such structures are set back at least 50 feet from any street line;**
- 3. A building permit is required for the construction of a permanent structure greater than 120 square feet, for the expansion of or addition to an existing structure, and/or a change in the use of (i.e., change of occupancy) an existing structure. The applicant is required to contact the Building Inspection Division at (913) 573-8620 or by [buildinginspection@wycokck.org](mailto:buildinginspection@wycokck.org) to confirm if they need a building permit, and if so, must take it upon themselves to initiate the building permit process accordingly;**
- 4. Approval of this case by the Board of Commissioners, and the conditions of approval contained herein, has been granted independent of any and all covenants, conditions, and restrictions (CC&R) of the plat or subdivision within which the subject property is located. It is the responsibility and duty of the applicant and/or landowner to ensure that the real or constructive operation of any use allowed by right or by Special Use Permit under the new zoning district, or any portion thereof, does not violate the applicable and enforceable CC&R of the plat or subdivision within which the subject property is located; and,**
- 5. Subject to approval, a \$125.00 ordinance publication fee must be submitted to the Planning and Urban Design Department (checks made payable to the Unified Treasurer) within 30 days following the Unified Government Board of Commissioners meeting. If a check is not submitted within 30 days, the petition becomes invalid. The approval will not go into effect until the ordinance is published in the newspaper.**

**Hearing starts at 40:36:**

**COZ2025-027 - PHILIP BOUTWELL**

**Synopsis:** Change of Zone from C-O Nonretail Business District to C-D Central Business District for mixed commercial, office, and residential uses at 601 Minnesota Avenue. *Detailed Outline of Requested Action:* The applicant, Philip Boutwell with BHC, is requesting a Change of Zone from C-0 Nonretail Business District to C-D Central  
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Business District to convert the former office building into a mixed-use commercial, office and residential apartments at 601 Minnesota Avenue.

Recording Secretary Morris asked if the Commission had any contact to disclose on this application. No one responded in the affirmative.

**Present in Support:**

- Megan Painter, Applicant Representative, Build WyCo, 1327 Barnett Avenue, Kansas City, Kansas 66102

**Present in Opposition:**

- No one appeared

**Staff Recommendation starts at 43:46:** Lead Planner Byron Toy stated that this development has been a long time coming with multiple iterations of groups wanting to develop this building, and this is positive news to see. Staff recommends approval subject to the conditions outlined in the staff report.

**Motion starts at 44:07:**

On motion by Commissioner Ward, seconded by Commissioner Armstrong, the Planning Commission voted as follows to **recommend APPROVAL of COZ2025-027:**

<b>Carson</b>	<b>Chairman</b>
<b>Ward</b>	<b>Aye</b>
<b>Armstrong</b>	<b>Aye</b>
<b>Ernst</b>	<b>Aye</b>
<b>Easterwood</b>	<b>Aye</b>
<b>Mohler</b>	<b>Aye</b>
<b>Beth</b>	<b>Aye</b>
<b>Miller</b>	<b>Aye</b>
<b>Straw</b>	<b>Not Present</b>
<b>Jones</b>	<b>Not Present</b>
<b>Schwartz</b>	<b>Not Present</b>

**Motion to recommend APPROVAL passed: 7 to 0**

**Subject to:**

- 1. Subject to approval, a Final Development Plan is required to submitted;**
- 2. During the Final Development Plan, secure a driveway and access easement with the Unified Government, specifically the Park and Recreation Department on Huron Park leading to North 6<sup>th</sup> Street;**
- 3. Preserve and incorporate a beam salvaged from the Portsmouth Annex building into the redevelopment;**
- 4. Per Section 27-317 Electrical power, telephone service, and cable television (if applicable) shall be provided by underground wiring for all new wiring provided;**
- 5. All overstory trees shall be at least two (2) inch caliper when planted. All ornamental trees shall be at least two (2) inch caliper when planted. All evergreens shall be at least six (6) feet when planted. All shrubs shall be five (5) gallons when planted;**
- 6. All landscaping shall be with an in-ground irrigation system;**

7. All exterior lighting, whether mounted on a building or within a parking lot must be hooded or controlled to direct light 90 degrees downward. No light may cast light or glare off the property or onto the public street;
8. Per Section 27-723(a), no sign (including the structure or sign surface) shall be erected, installed, altered, relocated, rebuilt, or refaced until the Unified Government issues a sign permit. Only those signs permitted in this division shall be granted a sign permit. Contact the Department of Planning and Urban Design at (913) 573-5750 or [signpermits@wycokck.org](mailto:signpermits@wycokck.org) to begin this process;
9. Regarding BPU transformer screening, the following applies:
  - a. Gate doors are required for all types of screening that are placed in front of the transformers.
  - b. Fences shall be installed two (2) feet off the ground and have adequate clearance to open gate doors at 180 degrees and have 10 feet of clearance from pad when gate doors open.
  - c. Posts are gate doors must be installed at a minimum distance of 10 feet apart in the front.
  - d. For slat fences (wood pickets), the customer shall install a minimum of four (4) inch slats and have four (4) inches of space between each slat.
  - e. Customer must take into account of the maturity size of the evergreen tree when planting saplings so that the trees can grow outside of the required clearance for evergreen trees, customer shall plant each tree so that there is two (2) feet or more of space from edge to edge between each tree at maturity (e.g., blue arrow juniper grows up to two (2) feet wide, so there shall be four (4) of spacing between each tree taking account the growth of saplings).
  - f. Pad must have a minimum clearance of six (6) feet on each side, three (3) feet on the back and five (5) feet on the front allowing for 10 feet on the front when gate doors open.
  - g. Any utility equipment associated with the transformer pad site (i.e. switch gear panel, sectionalizer, meter panel, etc.) must be screened inside the enclosure to the height of the object being screened;
10. If approved, occupying businesses must file and maintain a current business occupation tax application with the Business Licensing Division. Their office is located at the Neighborhood Resource Center, 4953 State Avenue, Kansas City, KS 66102. Their contact information is (913) 573-8780 or [businesslicense@wycokck.org](mailto:businesslicense@wycokck.org);
11. A building permit is required for the construction of a permanent structure greater than 120 square feet, for the expansion of or addition to an existing structure, and/or a change in the use of (i.e., change of occupancy) an existing structure. The applicant is required to contact the Building Inspection Division at (913) 573-8620 or by [buildinginspection@wycokck.org](mailto:buildinginspection@wycokck.org) to confirm if they need a building permit, and if so, must take it upon themselves to initiate the building permit process accordingly;
12. All existing and future driveways must feature curb cuts that are constructed to UG standards;
13. A Right-of-Way Permit is required. The applicant is required to contact the Public Works Department at (913) 573-5311 or by [info@wycokck.org](mailto:info@wycokck.org) to

- confirm if they need a right-of-way permit, and if so, must take it upon themselves to initiate the permit process accordingly;
14. Applicant shall comply with Planning Engineering Comments for General Engineering, Erosion Control, Sanitary Sewer, Storm Drainage, Stormwater Quality, Streets, and Retaining Walls, or other requirements as applicable;
  15. The Department of Planning + Urban Design shall not give approval for any final Certificate of Occupancy (CO) before the completion of all required work. The applicant, permit holder, and/or property owner shall complete all items required, including, but not limited to: Approved Plans, Codes, Ordinances, Zoning District Regulations, Planned District Requirements, Master Plan Requirements, all Design Guideline Requirements, Overlay District Requirements, and Requirements approved by the City Planning Commission and/or the UG Board of Commissioners. It is the collective responsibility of the applicant, permit holder, and property owner to ensure that any and all permits, land entitlements, deviations, or variances are obtained in advance of beginning of any work. As necessary, a landscape bond may be allowed, however, all other requirements must be completed prior to issuance of a Final CO;
  16. A Temporary Certificate of Occupancy (TCO) shall not be issued unless all life/safety items have been addressed; and,
  17. Subject to approval, a \$125.00 ordinance publication fee must be submitted to the Planning and Urban Design Department (checks made payable to the Unified Treasurer) within 30 days following the Unified Government Board of Commissioners meeting. If a check is not submitted within 30 days, the petition becomes invalid. The approval will not go into effect until the ordinance is published in the newspaper.

**Hearing starts at 45:10:**

**CO2025-028 - BRITNI ANDREASSEN**

**Synopsis:** Change of Zone from C-1 Limited Business District to CP-2 General Planned Business District for a Casey's convenience store and gas station at 9338 State Avenue. *Detailed Outline of Requested Action:* The applicant, Britni Andreassen with Casey's Retail Company, is requesting a Change of Zone from C-1 Limited Business District to CP-2 Planned General Business District to build a 4,206 square foot Casey's convenience store/gas station at 9338 State Avenue.

Recording Secretary Morris asked if the Commission had any contact to disclose on this application. No one responded in the affirmative.

**Present in Support:**

- Richard Napper, Applicant Representative, Homefield KC, 9250 State Avenue, Kansas City, Kansas 66112
- Britni Andreassen, Applicant, Site Development Manager with Casey's, 3305 South East Delaware Avenue, Ankeny, Iowa 50021
- Jeff Laubach, Civil Engineering Consultant, SBB Engineering and Surveying, 101 South Kansas Avenue, Topeka, Kansas 66603

**Present in Opposition:**

- No one appeared

**Staff Recommendation starts at 55:17:** Lead Planner Byron Toy responded to the applicant about the condition about the trash enclosure, stating that it must be closed at all times when not in use, but the developer's planned placement of it is acceptable on the east side of the building. Staff recommends approval subject to the conditions outlined in the staff report.

**Motion starts at 55:44:**

On motion by Commissioner Ward, seconded by Commissioner Armstrong, the Planning Commission voted as follows to **recommend APPROVAL of COZ2025-028, amending condition #19:**

<b>Carson</b>	<b>Chairman</b>
<b>Ward</b>	<b>Aye</b>
<b>Armstrong</b>	<b>Aye</b>
<b>Ernst</b>	<b>Aye</b>
<b>Easterwood</b>	<b>Aye</b>
<b>Mohler</b>	<b>Aye</b>
<b>Beth</b>	<b>Aye</b>
<b>Miller</b>	<b>Aye</b>
<b>Straw</b>	<b>Not Present</b>
<b>Jones</b>	<b>Not Present</b>
<b>Schwartz</b>	<b>Not Present</b>

**Motion to recommend APPROVAL passed: 7 to 0**

**Subject to:**

- 1. Install a sidewalk from the northwest property line along 94<sup>th</sup> Street and connect to the existing sidewalk on State Avenue at the southern property line. This sidewalk will connect to the sidewalk being installed by the quilt museum to the north;**
- 2. There should be a pedestrian connection directly from State Avenue to the front door of the building;**
- 3. In addition to establishing greater pedestrian connectivity throughout the site, where there are major parking lot crossings, crosswalks shall be painted in drive aisles, so drivers are alert to look for pedestrians;**
- 4. Underground storage tanks will require a KDHE permit;**
- 5. Regarding the ice cooler: Section 27-612(6)a.9. No more than one vending machine is permitted per property except as follows:**
  - a. If the vending machines area is located on a side of the building not facing a road or street then the number of allowed vending machines shall be increased to three (3).**
  - b. If the vending machines are screened by side walls, decorative fencing, shrubs, and other landscaping as approved by the director of planning then the number of allowed vending machines shall be increased to three (3).**
  - c. For every 200 feet that the façade on which the vending machine is located is set back from the nearest road or street right-of-way then the number of allowable vending machines shall be increased by one (1).**
  - d. In addition to the vending machine(s), one (1) donation bin per property is allowed;**

6. Regarding the propane cage: Section 27-612(6)a.11. No more than one (1) propane exchange lock may be allowed per property, unless:
  - a. The site for the propane exchange lockers is located at least 200 feet from the nearest street; and
  - b. The propane exchange lockers are at least 20 feet away from the nearest public door; and
  - c. The retailer offering the propane exchange service on its premises also sells gas grills of the type that typically use propane as a fuel.
7. Section 27-576(e)(2) Exterior building materials shall not include EIFS at the ground level or metal paneling comprising more than 15 percent of any façade. ACM paneling on the south façade exceeds the 15 percent maximum allowance;
8. Downspouts shall be internalized;
9. Roof access ladder shall be internalized;
10. Gasoline pump canopies shall have masonry wrapped columns that match the convenience store;
11. Section 27-575(e)(4) Parking must be screened from adjacent streets by walls, shrubs, trees, or design elements;
12. Per Section 27-577(a)(5) Landscaping shall exceed the typical code requirements by at least 75 percent. The site for the proposed development is 1.08 acres, 12 trees are required based on Commercial Design Guidelines and exclusive of the screening requirements for the lots zoned CP-2 Planned General Business District adjacent to residentially zoned properties, street trees and trees planted within parking lot islands;
13. Section 27-577(b)(1) New construction must provide at least a 25-foot landscape zone between structures and/or parking lots and all public streets and access easements 40 feet wide or greater. This requirement may be reduced to 12 feet where there is no paving, other than a sidewalk, between a building and the right-of-way. The distance is to be measured from the public right-of-way or curb line of a private easement;
14. Section 27-577(b)(2) Landscape berms and/or continuous rows of shrubs are required to screen parking from adjacent development or public streets. Shrubs used in this area must not exceed a maximum height of 30 inches at maturity;
15. Section 27-577(b)(3) In general, formal, stand-alone trees are encouraged to be planted in landscape zones along major streets and medians. These trees should be planted as follows
  - a. One tree with a minimum caliper of two (2) inches (ornamental), evergreen trees must be at least six (6) feet when planted provided for every 30 feet of street easement or frontage.
  - b. Street trees should be planted no closer than 55 feet and no more than 65 feet apart. Groupings of ornamental trees and shrubs should be placed in between the street trees;
16. Section 27-577(d)(1) At least 75 percent of the length of the building foundations facing public streets, the exterior of the development, or common spaces must be planted with ornamental plant material such as ornamental trees, flowering shrubs, perennials, and groundcovers;
17. All overstory trees shall be at least two (2) inch caliper when planted. All ornamental trees shall be at least two (2) inch caliper when planted. All evergreens shall be at least six (6) feet when planted. All shrubs shall be five (5) gallons when planted;

18. All landscaping shall be with an in-ground irrigation system;
19. Landscaping is required to screen all parking areas and service entries. This includes perimeter parking and trash enclosure.
  - a. All trash receptacles shall be enclosed with a screening wall or fence constructed of the same materials as the primary structure. The screen must be a minimum of six (6) feet in height on all sides and designed ~~with the gate facing away from streets or adjacent land-uses~~ with the gate that is allowed to face State Avenue. All screening materials must be well maintained at all times; **(Amended by the City Planning Commission)**
20. Section 27-699(b)(9) Any lighting used to illuminate an off-street parking area, sign or other structure shall be arranged as to deflect light away from any adjoining residentially zoned property or from public streets. Direct or sky-reflected glare, from floodlights or commercial operations, shall not be directed into any adjoining property. The source of lights shall be hooded or controlled. Bare incandescent light bulbs shall not be permitted in view of adjacent property or public right-of-way;
21. All lighting whether mounted on the building or installed in the parking lot shall have 90-degree cutoff fixtures. Additionally, this includes lighting installed underneath the canopy;
22. Only decorative lighting can be used on the exterior of the building. No wall pack lights, or flood lights are allowed;
23. All utility connections, this includes green electrical boxes and free-standing electrical meters must be screened with landscaping or an architecturally designed screen wall. Minimum height of four (4) feet tall or the height of the object being screened, whichever is greater;
24. All utilities mounted on the wall must be painted to match the building;
25. All new rooftop mechanical equipment (i.e., RTUs, HVAC, vent stacks, etc.) shall be screened from public view by the parapet of the building. Architectural screens such as opaque, textured, or perforated panels do not meet the standards of the Commercial Design Guidelines. Raise the rear parapet and hide the scuppers. Overflow drains (lamb's tongues) shall discharge a maximum of 9 inches above grade;
26. Regarding BPU transformer screening, the following applies
  - a. Gate doors are required for all types of screening that are placed in front of the transformers.
  - b. Fence pickets shall be installed two (2) feet off the ground and have adequate clearance to open gate door 180° and have 10 feet of clearance from pad when gate doors open.
  - c. Posts for gate doors must be installed a minimum distance of 10 feet apart in the front.
  - d. For slats fences, customers shall install a minimum of four (4) inch slats and have four (4) inches of space between each slat.
  - e. Customers must take into account the maturity size of the evergreen tree when planting saplings so that the trees can grow outside of the required clearance for evergreen trees, customer shall plant each tree so that there is two (2) feet or more of space from edge to edge between each tree at maturity (e.g., blue arrow juniper grows up to two (2) feet wide, so there shall be four (4) feet of spacing between each tree taking into account the growth of saplings).



**Hearing starts at 56:49:**

**SP2025-051 - MARK MASTER**

**Synopsis:** Special Use Permit for general automobile maintenance at 6125 Speaker Road. Detailed Outline of Requested Action: The applicant, Mark Master, is requesting a Special Use Permit to operate general automobile maintenance for property address 6125 Speaker Road, Kansas City, Kansas 66111.

Recording Secretary Morris asked if the Commission had any contact to disclose on this application. No one responded in the affirmative.

**Present in Support:**

- Chase Master, Applicant Representative, 6125 Speaker Road, Kansas City, Kansas 66111
- Erin Bardon, Project Architect

**Present in Opposition:**

- No one appeared

**Staff Recommendation starts at 58:56:** Lead Planner Byron Toy stated that this is a good location for the proposed use, as it is already zoned Industrial. Staff recommends approval subject to the conditions outlined in the staff report.

**Motion starts at 59:28:**

On motion by Commissioner Easterwood, seconded by Commissioner Armstrong, the Planning Commission voted as follows to **recommend APPROVAL of SP2025-051 for two (2) years:**

<b>Carson</b>	<b>Chairman</b>
<b>Ward</b>	<b>Aye</b>
<b>Armstrong</b>	<b>Aye</b>
<b>Ernst</b>	<b>Aye</b>
<b>Easterwood</b>	<b>Aye</b>
<b>Mohler</b>	<b>Aye</b>
<b>Beth</b>	<b>Aye</b>
<b>Miller</b>	<b>Aye</b>
<b>Straw</b>	<b>Not Present</b>
<b>Jones</b>	<b>Not Present</b>
<b>Schwartz</b>	<b>Not Present</b>

**Motion to recommend APPROVAL passed: 7 to 0**

**Subject to:**

1. Adhere to any Planning Engineering comments;
2. Address any Conservation District Comments;
  - a. A soil report and conservation plan shall be conducted;
3. No heavy transmission and/or bodywork will be undertaken;
4. Per Section 27-723(a), no sign (including the structure or sign surface) shall be erected, installed, altered, relocated, rebuilt, or refaced until the Unified Government issues a sign permit. Only those signs permitted in this division shall be granted a sign permit. Contact the Department of

Planning and Urban Design at (913) 573-5750 or [signpermits@wycokck.org](mailto:signpermits@wycokck.org) to begin this process;

5. If approved, occupying businesses must file and maintain a current business occupation tax application with the Business Licensing Division. Their office is located at the Neighborhood Resource Center, 4953 State Avenue, Kansas City, KS 66102. Their contact information is (913) 573-8780 or [businesslicense@wycokck.org](mailto:businesslicense@wycokck.org);
6. A building permit is required for the construction of a permanent structure greater than 120 square feet, for the expansion of or addition to an existing structure, and/or a change in the use of (i.e., change of occupancy) an existing structure. The applicant is required to contact the Building Inspection Division at (913) 573-8620 or by [buildinginspection@wycokck.org](mailto:buildinginspection@wycokck.org) to confirm if they need a building permit, and if so, must take it upon themselves to initiate the building permit process accordingly;
7. All existing and future driveways must feature curb cuts that are constructed to UG standards;
8. Applicant shall comply with Planning Engineering Comments for General Engineering, Erosion Control, Sanitary Sewer, Storm Drainage, Stormwater Quality, Streets, and Retaining Walls, or other requirements as applicable.
9. The Special Use Permit is not valid for the approved use to be in operation until all the conditions of approval are met. The Applicant acknowledges that both the property owner and the business owner are collectively responsible to ensure that the use of the property is compliant with all ordinances, conditions, and other requirements of this approval. Failure to meet all these requirements may result in revocation of this permit. The property may also be subject to enforcement actions and administrative citations;
10. Any business in Wyandotte County that is required to obtain any Special Use Permit shall be responsible to ensure that all vehicle parking or vehicle storage must occur entirely on private property of the same land parcel and be at all times be compliant with all applicable local ordinances [27-463 through 27-470; 27-592 through 27-616; 27-667 through 27-676; 35-468 through 35-492]. No such business shall use the public right of way for any business operation. Any shared parking with another property is only allowed by a properly executed legal document that has been filed with the Unified Government and ratified by the City Planning Commission. Failure to comply at all times with parking regulations will result in municipal summons, administrative citation, or revocation of the Special Use Permit;
11. Approval of this case by the Board of Commissioners, and the conditions of approval contained herein, has been granted independent of any and all covenants, conditions, and restrictions (CC&R) of the plat or subdivision within which the subject property is located. It is the responsibility and duty of the applicant and/or landowner to ensure that the real or constructive operation of any use allowed under this Special Use Permit, or any portion thereof, does not violate the applicable and enforceable CC&R of the plat or subdivision within which the subject property is located;
12. The Special Use Permit shall be valid for two (2) years from the publication of the associated Ordinance. The Applicant is solely responsible for renewing their Special Use Permit. The Applicant should contact the Planning and Urban Design Department no less than two (2) months prior

to the expiration of the permit to begin the renewal process. Any application for renewal that is submitted after the expiration date will be considered a new application with the associated application fee and approval term. If the renewal deadline is not met, all operations must cease until such time as a new Special Use Permit is approved;

13. Subject to approval, a \$125.00 ordinance publication fee must be submitted to the Planning and Urban Design Department (checks made payable to the Unified Treasurer) within 30 days following the Unified Government Board of Commissioners meeting. If a check is not submitted within 30 days, the petition becomes invalid. The approval will not go into effect until the ordinance is published in the newspaper; and,
14. Substantive action towards the completion of all conditions of approval herein must commence within six (6) months of approval unless otherwise determined by the Director of Planning or their designee. Regardless, all conditions of approval must be fulfilled within one (1) year of approval by the Unified Government Board of Commissioners. The failure to satisfy all conditions of approval after one (1) year will result in automatic termination of this Special Use Permit.

**Hearing starts at 1:00:12:**

**SP2025-062 - TAMARA MCCONNELL**

**Synopsis:** Special Use Permit for a liquor store at 1130 Quindaro Boulevard (in conjunction with BOZA2025-025). *Detailed Outline of Requested Action:* The applicant, Tamara McConnell, is requesting a Special Use Permit to operate a liquor store at 1130 Quindaro Boulevard.

Recording Secretary Morris asked if the Commission had any contact to disclose on this application. No one responded in the affirmative.

**Present in Support:**

- Tamara McConnell, Applicant, 8733 Cleveland Avenue, Kansas City, Kansas 66109

**Present in Opposition:**

- No one appeared

**Staff Recommendation starts at 1:03:24:** Lead Planner Byron Toy stated that staff recommends approval subject to the conditions outlined in the staff report.

The Planning Commission directed questions to Toy.

**Motion starts at 1:03:51:**

On motion by Commissioner Ward, seconded by Commissioner Armstrong, the Planning Commission voted as follows to **recommend APPROVAL of SP2025-062 for two (2) years:**

<b>Carson</b>	<b>Chairman</b>
<b>Ward</b>	<b>Aye</b>
<b>Armstrong</b>	<b>Aye</b>

**Ernst**                    **Aye**  
**Easterwood**        **Aye**  
**Mohler**                **Aye**  
**Beth**                    **Aye**  
**Miller**                **Aye**  
**Straw**                 **Not Present**  
**Jones**                 **Not Present**  
**Schwartz**            **Not Present**

**Motion to recommend APPROVAL passed: 7 to 0**

**Subject to:**

- 1. This City Planning Commission case is being heard in conjunction with BOZA2025-025. Any approval by the City Planning Commission or Board of Commissioners of this case, and the conditions of approval contained herein, are contingent, and shall only go into effect, upon the approval of BOZA2025-025 by the Unified Government Board of Zoning Appeals and upon any ordinance publications required by law;**
- 2. Per Section 27-723(a), no sign (including the structure or sign surface) shall be erected, installed, altered, relocated, rebuilt, or refaced until the Unified Government issues a sign permit. Only those signs permitted in this division shall be granted a sign permit. Contact the Department of Planning and Urban Design at (913) 573-5750 or [signpermits@wycokck.org](mailto:signpermits@wycokck.org) to begin this process;**
- 3. If approved, the occupying business must file and maintain a current business occupation tax application with the Business Licensing Division. Their office is located at the Neighborhood Resource Center, 4953 State Avenue, Kansas City, KS 66102. Their contact information is (913) 573-8780 or [businesslicense@wycokck.org](mailto:businesslicense@wycokck.org);**
- 4. A building permit is required for the construction of a permanent structure greater than 120 square feet, for the expansion of or addition to an existing structure, and/or a change in the use of (i.e., change of occupancy) an existing structure. The applicant is required to contact the Building Inspections Division at (913) 573-8620 or by [buildinginspection@wycokck.org](mailto:buildinginspection@wycokck.org) to confirm if they need a building permit, and if so, must take it upon themselves to initiate the building permit process accordingly;**
- 5. All existing and future driveways must feature curb cuts that are constructed to UG standards;**
- 6. Applicant shall comply with Planning Engineering Comments for General Engineering, Erosion Control, Sanitary Sewer, Storm Drainage, Stormwater Quality, Streets, and Retaining Walls, or other requirements as applicable;**
- 7. The Special Use Permit is not valid for the approved use to be in operation until all the conditions of approval are met. The Applicant acknowledges that both the property owner and the business owner are collectively responsible to ensure that the use of the property is compliant with all ordinances, conditions, and other requirements of this approval. Failure to meet all these requirements may result in revocation of this permit. The property may also be subject to enforcement actions and administrative citations;**
- 8. Any business in Wyandotte County that is required to obtain any Special Use Permit shall be responsible to ensure that all vehicle parking or vehicle**

- storage must occur entirely on private property of the same land parcel and be at all times be compliant with all applicable local ordinances [27-463 through 27-470; 27-592 through 27-616; 27-667 through 27-676; 35-468 through 35-492]. No such business shall use the public right of way for any business operation. Any shared parking with another property is only allowed by a properly executed legal document that has been filed with the Unified Government and ratified by the City Planning Commission. Failure to comply at all times with parking regulations will result in municipal summons, administrative citation, or revocation of the Special Use Permit;
9. Approval of this case by the Board of Commissioners, and the conditions of approval contained herein, has been granted independent of any and all covenants, conditions, and restrictions (CC&R) of the plat or subdivision within which the subject property is located. It is the responsibility and duty of the applicant and/or landowner to ensure that the real or constructive operation of any use allowed under this Special Use Permit, or any portion thereof, does not violate the applicable and enforceable CC&R of the plat or subdivision within which the subject property is located;
  10. Subject to approval, the Special Use Permit shall be valid for two (2) years from the publication of the associated Ordinance. The Applicant is solely responsible for renewing their Special Use Permit. The Applicant should contact the Planning and Urban Design Department no less than two (2) months prior to the expiration of the permit to begin the renewal process. Any application for renewal that is submitted after the expiration date will be considered a new application with the associated application fee and approval term. If the renewal deadline is not met, all operations must cease until such time as a new Special Use Permit is approved;
  11. Subject to approval, a \$125.00 ordinance publication fee must be submitted to the Planning and Urban Design Department (checks made payable to the Unified Treasurer) within 30 days following the Unified Government Board of Commissioners meeting. If a check is not submitted within 30 days, the petition becomes invalid. The approval will not go into effect until the ordinance is published in the newspaper; and,
  12. Substantive action towards the completion of all conditions of approval herein must commence within six (6) months of approval unless otherwise determined by the Director of Planning or their designee. Regardless, all conditions of approval must be fulfilled within one (1) year of approval by the Unified Government Board of Commissioners. The failure to satisfy all conditions of approval after one (1) year will result in automatic termination of this Special Use Permit.

**Hearing starts at 1:04:39:**

**SP2025-065 - JACE AND AMY LARSEN**

**Synopsis:** Special Use Permit for a short-term rental at 4206 Mission Road. *Detailed Outline of Requested Action:* The applicants, Amy and Jace Larsen, are requesting a Special Use Permit to operate a short-term rental at AirBnB. This is the owner's primary residence. This would be the first and only permitted short-term rental on 4602 Mission Road, Kansas City, Kansas 66103.

Recording Secretary Morris asked if the Commission had any contact to disclose on this application. No one responded in the affirmative.

**Present in Support:**

- Amy and Jace Larsen, Applicants, 4206 Mission Road, Kansas City, Kansas 66103

**Present in Opposition:**

- No one appeared

**Staff Recommendation starts at 1:05:55:** Lead Planner Byron Toy stated that this request is for a non-owner occupied short-term rental. Staff recommends approval subject to the conditions outlined in the staff report.

**Motion starts at 1:06:23:**

On motion by Commissioner Ward, seconded by Commissioner Easterwood, the Planning Commission voted as follows to **recommend APPROVAL of SP2025-065:**

<b>Carson</b>	<b>Chairman</b>
<b>Ward</b>	<b>Aye</b>
<b>Armstrong</b>	<b>Aye</b>
<b>Ernst</b>	<b>Aye</b>
<b>Easterwood</b>	<b>Aye</b>
<b>Mohler</b>	<b>Aye</b>
<b>Beth</b>	<b>Aye</b>
<b>Miller</b>	<b>Aye</b>
<b>Straw</b>	<b>Not Present</b>
<b>Jones</b>	<b>Not Present</b>
<b>Schwartz</b>	<b>Not Present</b>

**Motion to recommend APPROVAL passed: 7 to 0**

**Subject to:**

- 1. Maximum number of guests shall be five (5);**
- 2. All parking must be off-street, maximum number of vehicles is two (2). No STR renters or guests may park on-street;**
- 3. The applicant must keep a current annual Business License/Occupation Tax Receipt and Kansas State Lodging Tax;**
- 4. Applicant must post a copy of the Ordinance granting permission to operate the short-term rental, the expiration date of the Special Use Permit, a copy of the Occupational Tax Receipt, and the property manager's contact information within the entrance of the area that is rented;**
- 5. Applicant is to maintain liability insurance;**
- 6. The property must remain in proper maintenance and free of hazards, pests, or infestations;**
- 7. The granting of this Special Use Permit does not transfer with a change of ownership of the property;**
- 8. Must provide a manual/welcome packet that lists all rules, including "No Parties, etc." This manual must inform guests that the Unified Government enforces this policy and must include the contact information for Host Compliance: 913-246-5133 (phone number), and [www.hostcompliance.com/tips](http://www.hostcompliance.com/tips) (website);**
- 9. Per Section 27-723(a), no sign (including the structure or sign surface) shall be erected, installed, altered, relocated, rebuilt, or refaced until the**

Unified Government issues a sign permit. Only those signs permitted in this division shall be granted a sign permit. Contact the Department of Planning and Urban Design at (913) 573-5750 or [signpermits@wycokck.org](mailto:signpermits@wycokck.org) to begin this process;

10. If approved, occupying business must file and maintain a current business occupation tax application with the Business Licensing Division. Their office is located at the Neighborhood Resource Center, 4953 State Avenue, Kansas City, KS 66102. Their contact information is (913) 573-8780 or [businesslicense@wycokck.org](mailto:businesslicense@wycokck.org);
11. A building permit is required for the construction of a permanent structure greater than 120 square feet, for the expansion of or addition to an existing structure, and/or a change in the use of (i.e., change of occupancy) an existing structure. The applicant is required to contact the Building Inspection Division at (913) 573-8620 or by [buildinginspection@wycokck.org](mailto:buildinginspection@wycokck.org) to confirm if they need a building permit, and if so, must take it upon themselves to initiate the building permit process accordingly;
12. All existing and future driveways must feature curb cuts that are constructed to UG standards;
13. Applicant shall comply with Planning Engineering Comments for General Engineering, Erosion Control, Sanitary Sewer, Storm Drainage, Stormwater Quality, Streets, and Retaining Walls, or other requirements as applicable;
14. The Special Use Permit is not valid for the approved use to be in operation until all the conditions of approval are met. The Applicant acknowledges that both the property owner and the business owner are collectively responsible to ensure that the use of the property is compliant with all ordinances, conditions, and other requirements of this approval. Failure to meet all these requirements may result in revocation of this permit. The property may also be subject to enforcement actions and administrative citations;
15. Any business in Wyandotte County that is required to obtain any Special Use Permit shall be responsible to ensure that all vehicle parking or vehicle storage must occur entirely on private property of the same land parcel and be at all times be compliant with all applicable local ordinances [27-463 through 27-470; 27-592 through 27-616; 27-667 through 27-676; 35-468 through 35-492]. No such business shall use the public right of way for any business operation. Any shared parking with another property is only allowed by a properly executed legal document that has been filed with the Unified Government and ratified by the City Planning Commission. Failure to comply at all times with parking regulations will result in municipal summons, administrative citation, or revocation of the Special Use Permit;
16. Approval of this case by the Board of Commissioners, and the conditions of approval contained herein, has been granted independent of any and all covenants, conditions, and restrictions (CC&R) of the plat or subdivision within which the subject property is located. It is the responsibility and duty of the applicant and/or landowner to ensure that the real or constructive operation of any use allowed under this Special Use Permit, or any portion thereof, does not violate the applicable and enforceable CC&R of the plat or subdivision within which the subject property is located;
17. The Special Use Permit shall be valid for one (1) year from the publication of the associated Ordinance. The Applicant is solely responsible for

renewing their Special Use Permit. The Applicant should contact the Planning and Urban Design Department no less than two (2) months prior to the expiration of the permit to begin the renewal process. Any application for renewal that is submitted after the expiration date will be considered a new application with the associated application fee and approval term. If the renewal deadline is not met, all operations must cease until such time as a new Special Use Permit is approved;

18. Subject to approval, a \$125.00 ordinance publication fee must be submitted to the Planning and Urban Design Department (checks made payable to the Unified Treasurer) within 30 days following the Unified Government Board of Commissioners meeting. If a check is not submitted within 30 days, the petition becomes invalid. The approval will not go into effect until the ordinance is published in the newspaper; and,
19. Substantive action towards the completion of all conditions of approval herein must commence within six (6) months of approval unless otherwise determined by the Director of Planning or their designee. Regardless, all conditions of approval must be fulfilled within one (1) year of approval by the Unified Government Board of Commissioners. The failure to satisfy all conditions of approval after one (1) year will result in automatic termination of this Special Use Permit.

**Hearing starts at 1:07:12:**

**SP2025-069 - ANDREA RYAN AND DENISE WHITEMAN**

**Synopsis:** Special Use Permit for a restaurant and drinking establishment with live entertainment at 401 North 6th Street. *Detailed Outline of Requested Action:* The applicants and operator, Andrea Ryan and Denise Whiteman with Beverly's, is requesting a Special Use Permit to operate a restaurant and drinking establishment with live entertainment. The subject property, a mixed-use building with a commercial storefront addressed as 401 North 6th Street and a second-story, two (2)-bedroom dwelling unit addressed as 401 H North 6th Street, is within the TND Traditional Design Neighborhood District, Transect Zone T-4.

Recording Secretary Morris asked if the Commission had any contact to disclose on this application. No one responded in the affirmative.

**Present in Support:**

- Andrea Ryan and Denise Whiteman, Applicants, 335 North 16<sup>th</sup> Street, Kansas City, Kansas 66102

**Present in Opposition:**

- No one appeared

**Staff Recommendation starts at 1:08:55:** Lead Planner Byron Toy stated that staff recommends approval subject to the conditions outlined in the staff report.

**Motion starts at 1:09:13:**

On motion by Commissioner Easterwood, seconded by Commissioner Miller the Planning Commission voted as follows to **recommend APPROVAL of SP2025-069 for** November 10, 2025

two (2) years:

Carson	Chairman
Ward	Aye
Armstrong	Aye
Ernst	Aye
Easterwood	Aye
Mohler	Aye
Beth	Aye
Miller	Aye
Straw	Not Present
Jones	Not Present
Schwartz	Not Present

Motion to recommend APPROVAL passed: 7 to 0

Subject to:

1. The applicant has stated the business will close at 12:00 AM;
2. The previously stated capacity of the first floor is 64 occupants;
3. All entertainment must cease by 12:00 AM;
4. Doors and windows must stay closed during any entertainment performance;
5. Must comply with Unified Government Security Ordinance (Chapter 4, Article II Division 1, Sec 4-104,f), including:
  - a. Must have at least one (1) security personnel stationed at the door at all times that is able to monitor any required parking area. Additional security guards may be required depending on the building capacity;
  - b. Patrons are not allowed to loiter in their vehicles. If so determined, they will be asked to leave;
  - c. An I.D. scanner will be used at all times;
  - d. At closing time, all security personnel will begin from a designated area to move patrons towards the exit and then to their vehicles.
  - e. No amplified speakers or entertainment is allowed in outdoor spaces; and,
  - f. Any illumination that results from an entertainment event shall not be seen or otherwise impact adjacent residential uses;
6. Per Section 27-723(a), no sign (including the structure or sign surface) shall be erected, installed, altered, relocated, rebuilt, or refaced until the Unified Government issues a sign permit. Only those signs permitted in this division shall be granted a sign permit. Contact the Department of Planning and Urban Design at (913) 573-5750 or [signpermits@wycokck.org](mailto:signpermits@wycokck.org) to begin this process;
7. If approved, the applicant must file and maintained a current business occupation tax application and entertainment license with the Business Licensing Division. Their office is located at the Neighborhood Resource Center, 4953 State Avenue, Kansas City, KS 66102. Their contact information is (913) 573-8780 or [businesslicense@wycokck.org](mailto:businesslicense@wycokck.org);
8. A building permit is required for the construction of a permanent structure greater than 120 square feet, for the expansion of or addition to an existing structure, and/or a change in the use of (i.e., change of occupancy) an existing structure. The applicant is required to contact the Building Inspections Division at (913) 573-8620 or by [buildinginspection@wycokck.org](mailto:buildinginspection@wycokck.org) to confirm if they need a building permit,

- and if so, must take it upon themselves to initiate the building permit process accordingly;
9. All existing and future driveways must feature curb cuts that are constructed to UG standards;
  10. Applicant shall comply with Planning Engineering Comments for General Engineering, Erosion Control, Sanitary Sewer, Storm Drainage, Stormwater Quality, Streets, and Retaining Walls, or other requirements as applicable;
  11. The Special Use Permit is not valid for the approved use to be in operation until all the conditions of approval are met. The Applicant acknowledges that both the property owner and the business owner are collectively responsible to ensure that the use of the property is compliant with all ordinances, conditions, and other requirements of this approval. Failure to meet all these requirements may result in revocation of this permit. The property may also be subject to enforcement actions and administrative citations;
  12. Any business in Wyandotte County that is required to obtain any Special Use Permit shall be responsible to ensure that all vehicle parking or vehicle storage must occur entirely on private property of the same land parcel and be at all times be compliant with all applicable local ordinances [27-463 through 27-470; 27-592 through 27-616; 27-667 through 27-676; 35-468 through 35-492]. No such business shall use the public right of way for any business operation. Any shared parking with another property is only allowed by a properly executed legal document that has been filed with the Unified Government and ratified by the City Planning Commission. Failure to comply at all times with parking regulations will result in municipal summons, administrative citation, or revocation of the Special Use Permit;
  13. Approval of this case by the Board of Commissioners, and the conditions of approval contained herein, has been granted independent of any and all covenants, conditions, and restrictions (CC&R) of the plat or subdivision within which the subject property is located. It is the responsibility and duty of the applicant and/or landowner to ensure that the real or constructive operation of any use allowed under this Special Use Permit, or any portion thereof, does not violate the applicable and enforceable CC&R of the plat or subdivision within which the subject property is located;
  14. The Special Use Permit shall be valid for two (2) year(s) from the publication of the associated Ordinance. The Applicant is solely responsible for renewing their Special Use Permit. The Applicant should contact the Planning and Urban Design Department no less than two (2) months prior to the expiration of the permit to begin the renewal process. Any application for renewal that is submitted after the expiration date will be considered a new application with the associated application fee and approval term. If the renewal deadline is not met, all operations must cease until such time as a new Special Use Permit is approved;
  15. Subject to approval, a \$125.00 ordinance publication fee must be submitted to the Planning and Urban Design Department (checks made payable to the Unified Treasurer) within 30 days following the Unified Government Board of Commissioners meeting. If a check is not submitted within 30 days, the petition becomes invalid. The approval will not go into effect until the ordinance is published in the newspaper; and,
  16. Substantive action towards the completion of all conditions of approval herein must commence within six (6) months of approval unless otherwise

determined by the Director of Planning or their designee. Regardless, all conditions of approval must be fulfilled within one (1) year of approval by the Unified Government Board of Commissioners. The failure to satisfy all conditions of approval after one (1) year will result in automatic termination of this Special Use Permit.

**Hearing starts at 1:10:09:**

**SP2025-071 - NORTHWOOD LIQUOR**

**Synopsis:** Special Use Permit for a liquor store at 2862 West 47th Avenue. Detailed Outline of Requested Action: The representative, Melissa Vancrum with Rose Frets White Goss on behalf of the applicant, NSN LLC d/b/a Northwood Liquor, is requesting a Special Use Permit to continue to operate a liquor store (new ownership) at 2862 West 47<sup>th</sup> Avenue.

Recording Secretary Morris asked if the Commission had any contact to disclose on this application. No one responded in the affirmative.

**Present in Support:**

- Melissa Vancrum, Applicant Representative, Rouse Frets White Goss Law Firm

**Present in Opposition:**

- No one appeared

**Staff Recommendation starts at 1:11:56:** Lead Planner Byron Toy stated that staff recommends approval for ten (10) years subject to the conditions outlined in the staff report.

**Motion starts at 1:12:17:**

On motion by Commissioner Ward, seconded by Commissioner Easterwood, the Planning Commission voted as follows to **recommend APPROVAL of SP2025-071 for ten (10) years:**

<b>Carson</b>	<b>Chairman</b>
<b>Ward</b>	<b>Aye</b>
<b>Armstrong</b>	<b>Aye</b>
<b>Ernst</b>	<b>Aye</b>
<b>Easterwood</b>	<b>Aye</b>
<b>Mohler</b>	<b>Aye</b>
<b>Beth</b>	<b>Aye</b>
<b>Miller</b>	<b>Aye</b>
<b>Straw</b>	<b>Not Present</b>
<b>Jones</b>	<b>Not Present</b>
<b>Schwartz</b>	<b>Not Present</b>

**Motion to recommend APPROVAL passed: 7 to 0**

**Subject to:**

- 1. Hours of operation shall comply with the Kansas statutory hours applicable to a retail liquor store;**
- 2. Per Section 27-723(a), no sign (including the structure or sign surface) shall be erected, installed, altered, relocated, rebuilt, or refaced until the**

Unified Government issues a sign permit. Only those signs permitted in this division shall be granted a sign permit. Contact the Department of Planning and Urban Design at (913) 573-5750 or [signpermits@wycokck.org](mailto:signpermits@wycokck.org) to begin this process;

3. The applicant has filed and maintained a current business occupation tax application with the Business Licensing Division;
4. A building permit is required for the construction of a permanent structure greater than 120 square feet, for the expansion of or addition to an existing structure, and/or a change in the use of (i.e., change of occupancy) an existing structure. The applicant is required to contact the Building Inspection Division at (913) 573-8620 or by [buildinginspection@wycokck.org](mailto:buildinginspection@wycokck.org) to confirm if they need a building permit, and if so, must take it upon themselves to initiate the building permit process accordingly;
5. Applicant shall comply with Planning Engineering Comments for General Engineering, Erosion Control, Sanitary Sewer, Storm Drainage, Stormwater Quality, Streets, and Retaining Walls, or other requirements as applicable;
6. The Special Use Permit is not valid for the approved use to be in operation until all the conditions of approval are met. The Applicant acknowledges that both the property owner and the business owner are collectively responsible to ensure that the use of the property is compliant with all ordinances, conditions, and other requirements of this approval. Failure to meet all these requirements may result in revocation of this permit. The property may also be subject to enforcement actions and administrative citations;
7. Any business in Wyandotte County that is required to obtain any Special Use Permit shall be responsible to ensure that all vehicle parking or vehicle storage must occur entirely on private property of the same land parcel and be at all times be compliant with all applicable local ordinances [27-463 through 27-470; 27-592 through 27-616; 27-667 through 27-676; 35-468 through 35-492]. No such business shall use the public right of way for any business operation. Any shared parking with another property is only allowed by a properly executed legal document that has been filed with the Unified Government and ratified by the City Planning Commission. Failure to comply at all times with parking regulations will result in municipal summons, administrative citation, or revocation of the Special Use Permit;
8. Approval of this case by the Board of Commissioners, and the conditions of approval contained herein, has been granted independent of any and all covenants, conditions, and restrictions (CC&R) of the plat or subdivision within which the subject property is located. It is the responsibility and duty of the applicant and/or landowner to ensure that the real or constructive operation of any use allowed under this Special Use Permit, or any portion thereof, does not violate the applicable and enforceable CC&R of the plat or subdivision within which the subject property is located;
9. The Special Use Permit shall be valid for 10 year(s) from the publication of the associated Ordinance. The Applicant is solely responsible for renewing their Special Use Permit. The Applicant should contact the Planning and Urban Design Department no less than two (2) months prior to the expiration of the permit to begin the renewal process. Any application for renewal that is submitted after the expiration date will be considered a new application with the associated application fee and approval term. If the

renewal deadline is not met, all operations must cease until such time as a new Special Use Permit is approved;

10. Subject to approval, a \$125.00 ordinance publication fee must be submitted to the Planning and Urban Design Department (checks made payable to the Unified Treasurer) within 30 days following the Unified Government Board of Commissioners meeting. If a check is not submitted within 30 days, the petition becomes invalid. The approval will not go into effect until the ordinance is published in the newspaper; and,
11. Substantive action towards the completion of all conditions of approval herein must commence within six (6) months of approval unless otherwise determined by the Director of Planning or their designee. Regardless, all conditions of approval must be fulfilled within one (1) year of approval by the Unified Government Board of Commissioners. The failure to satisfy all conditions of approval after one (1) year will result in automatic termination of this Special Use Permit.

**Hearing starts at 1:13:05:**

**SP2025-072 - KURT RIETEMA**

**Synopsis:** Special Use Permit for a short-term rental at 1425 South 36th Street.

**Detailed Outline of Requested Action:** The applicant, Kurt Rietema, is requesting a Special Use Permit to operate a short-term rental at AirBnB. This is not the owner's primary residence. This would be the first and only permitted short-term rental on 1425 South 36<sup>th</sup> Street, Kansas City, Kansas 66106.

Recording Secretary Morris asked if the Commission had any contact to disclose on this application. No one responded in the affirmative.

**Present in Support:**

- Kurt Rietema, Applicant, 1414 South 35<sup>th</sup> Street, Kansas City, Kansas 66106

**Present in Opposition:**

- No one appeared

**Staff Recommendation starts at 1:14:40:** Lead Planner Byron Toy stated that this request is for a non-owner occupied short-term rental. Staff recommends approval subject to the conditions outlined in the staff report.

**Motion starts at 1:15:04:**

On motion by Commissioner Easterwood, seconded by Commissioner Armstrong, the Planning Commission voted as follows to **recommend APPROVAL of SP2025-072 for one (1) year:**

<b>Carson</b>	<b>Chairman</b>
<b>Ward</b>	<b>Aye</b>
<b>Armstrong</b>	<b>Aye</b>
<b>Ernst</b>	<b>Aye</b>
<b>Easterwood</b>	<b>Aye</b>
<b>Mohler</b>	<b>Aye</b>
<b>Beth</b>	<b>Aye</b>

**Miller**                    **Aye**  
**Straw**                    **Not Present**  
**Jones**                    **Not Present**  
**Schwartz**                **Not Present**

**Motion to recommend APPROVAL passed: 7 to 0**

**Subject to:**

- 1. Maximum number of guests shall be five (5);**
- 2. Because there is only one (1) parking spaces in the rear of the property, one (1) space shall be provided on an improved surface (concrete or asphalt). One (1) vehicle may be parked on the street to a total of two (2) vehicles;**
- 3. The applicant must keep a current annual Business License/Occupation Tax Receipt and Kansas State Lodging Tax;**
- 4. Applicant must post a copy of the Ordinance granting permission to operate the short-term rental, the expiration date of the Special Use Permit, a copy of the Occupational Tax Receipt, and the property manager's contact information within the entrance of the area that is rented;**
- 5. Applicant is to maintain liability insurance;**
- 6. The property must remain in proper maintenance and free of hazards, pests, or infestations;**
- 7. The granting of this Special Use Permit does not transfer with a change of ownership of the property;**
- 8. Must provide a manual/welcome packet that lists all rules, including "No Parties, etc." This manual must inform guests that the Unified Government enforces this policy and must include the contact information for Host Compliance: 913-246-5133 (phone number), and [www.hostcompliance.com/tips](http://www.hostcompliance.com/tips) (website);**
- 9. Per Section 27-723(a), no sign (including the structure or sign surface) shall be erected, installed, altered, relocated, rebuilt, or refaced until the Unified Government issues a sign permit. Only those signs permitted in this division shall be granted a sign permit. Contact the Department of Planning and Urban Design at (913) 573-5750 or [signpermits@wycokck.org](mailto:signpermits@wycokck.org) to begin this process;**
- 10. If approved, the occupying business must file and maintain a current business occupation tax application with the Business Licensing Division. Their office is located at the Neighborhood Resource Center, 4953 State Avenue, Kansas City, KS 66102. Their contact information is (913) 573-8780 or [businesslicense@wycokck.org](mailto:businesslicense@wycokck.org);**
- 11. A building permit is required for the construction of a permanent structure greater than 120 square feet, for the expansion of or addition to an existing structure, and/or a change in the use of (i.e., change of occupancy) an existing structure. The applicant is required to contact the Building Inspection Division at (913) 573-8620 or by [buildinginspection@wycokck.org](mailto:buildinginspection@wycokck.org) to confirm if they need a building permit, and if so, must take it upon themselves to initiate the building permit process accordingly;**
- 12. All existing and future driveways must feature curb cuts that are constructed to UG standards;**
- 13. Applicant shall comply with Planning Engineering Comments for General Engineering, Erosion Control, Sanitary Sewer, Storm Drainage, Stormwater Quality, Streets, and Retaining Walls, or other requirements as applicable;**

- 14. The Special Use Permit is not valid for the approved use to be in operation until all the conditions of approval are met. The Applicant acknowledges that both the property owner and the business owner are collectively responsible to ensure that the use of the property is compliant with all ordinances, conditions, and other requirements of this approval. Failure to meet all these requirements may result in revocation of this permit. The property may also be subject to enforcement actions and administrative citations;**
- 15. Any business in Wyandotte County that is required to obtain any Special Use Permit shall be responsible to ensure that all vehicle parking or vehicle storage must occur entirely on private property of the same land parcel and be at all times be compliant with all applicable local ordinances [27-463 through 27-470; 27-592 through 27-616; 27-667 through 27-676; 35-468 through 35-492]. No such business shall use the public right of way for any business operation. Any shared parking with another property is only allowed by a properly executed legal document that has been filed with the Unified Government and ratified by the City Planning Commission. Failure to comply at all times with parking regulations will result in municipal summons, administrative citation, or revocation of the Special Use Permit;**
- 16. Approval of this case by the Board of Commissioners, and the conditions of approval contained herein, has been granted independent of any and all covenants, conditions, and restrictions (CC&R) of the plat or subdivision within which the subject property is located. It is the responsibility and duty of the applicant and/or landowner to ensure that the real or constructive operation of any use allowed under this Special Use Permit, or any portion thereof, does not violate the applicable and enforceable CC&R of the plat or subdivision within which the subject property is located;**
- 17. The Special Use Permit shall be valid for one (1) year from the publication of the associated Ordinance. The Applicant is solely responsible for renewing their Special Use Permit. The Applicant should contact the Planning and Urban Design Department no less than two (2) months prior to the expiration of the permit to begin the renewal process. Any application for renewal that is submitted after the expiration date will be considered a new application with the associated application fee and approval term. If the renewal deadline is not met, all operations must cease until such time as a new Special Use Permit is approved;**
- 18. Subject to approval, a \$125.00 ordinance publication fee must be submitted to the Planning and Urban Design Department (checks made payable to the Unified Treasurer) within 30 days following the Unified Government Board of Commissioners meeting. If a check is not submitted within 30 days, the petition becomes invalid. The approval will not go into effect until the ordinance is published in the newspaper; and,**
- 19. Substantive action towards the completion of all conditions of approval herein must commence within six (6) months of approval unless otherwise determined by the Director of Planning or their designee. Regardless, all conditions of approval must be fulfilled within one (1) year of approval by the Unified Government Board of Commissioners. The failure to satisfy all conditions of approval after one (1) year will result in automatic termination of this Special Use Permit.**

**Hearing starts at 1:16:00:**

**SP2025-073 - JOHN O'DWYER**

**Synopsis:** Special Use Permit for a short-term rental at 548 North 80th Terrace.

**Detailed Outline of Requested Action:** The applicant, John O'Dwyer, is requesting a Special Use Permit to operate a short-term rental at Airbnb. This is not the owner's primary residence. This would be the first and only permitted short-term rental on 548 North 80<sup>th</sup> Terrace Kansas City, Kansas 66112.

Recording Secretary Morris asked if the Commission had any contact to disclose on this application. No one responded in the affirmative.

**Present in Support:**

- John O'Dwyer, Applicant, 5406 Aberdeen Road, Fairway, Kansas 66205

**Present in Opposition:**

- No one appeared

**Staff Recommendation starts at 1:16:58:** Lead Planner Byron Toy stated that this request is for a non-owner-occupied short-term rental. Staff recommends approval subject to the conditions outlined in the staff report.

**Motion starts at 1:17:25:**

On motion by Commissioner Easterwood, seconded by Commissioner Miller, the Planning Commission voted as follows to **recommend APPROVAL of SP2025-073 for one (1) year:**

<b>Carson</b>	<b>Chairman</b>
<b>Ward</b>	<b>Aye</b>
<b>Armstrong</b>	<b>Aye</b>
<b>Ernst</b>	<b>Aye</b>
<b>Easterwood</b>	<b>Aye</b>
<b>Mohler</b>	<b>Aye</b>
<b>Beth</b>	<b>Aye</b>
<b>Miller</b>	<b>Aye</b>
<b>Straw</b>	<b>Not Present</b>
<b>Jones</b>	<b>Not Present</b>
<b>Schwartz</b>	<b>Not Present</b>

**Motion to recommend APPROVAL passed: 7 to 0**

**Subject to:**

- 1. Maximum number of guests shall be six (6);**
- 2. All parking must be off-street, maximum number of vehicles is three (3). No STR renters or guests may park on-street;**
- 3. The applicant must keep a current annual Business License/Occupation Tax Receipt and Kansas State Lodging Tax;**
- 4. Applicant must post a copy of the Ordinance granting permission to operate the short-term rental, the expiration date of the Special Use Permit, a copy of the Occupational Tax Receipt, and the property manager's contact information within the entrance of the area that is rented;**
- 5. Applicant is to maintain liability insurance;**

6. The property must remain in proper maintenance and free of hazards, pests, or infestations;
7. The granting of this Special Use Permit does not transfer with a change of ownership of the property;
8. Must provide a manual/welcome packet that lists all rules, including “No Parties, etc.” This manual must inform guests that the Unified Government enforces this policy and must include the contact information for Host Compliance: 913-246-5133 (phone number), and [www.hostcompliance.com/tips](http://www.hostcompliance.com/tips) (website);
9. Per Section 27-723(a), no sign (including the structure or sign surface) shall be erected, installed, altered, relocated, rebuilt, or refaced until the Unified Government issues a sign permit. Only those signs permitted in this division shall be granted a sign permit. Contact the Department of Planning and Urban Design at (913) 573-5750 or [signpermits@wycokck.org](mailto:signpermits@wycokck.org) to begin this process;
10. If approved, the occupying business must file and maintain a current business occupation tax application with the Business Licensing Division. Their office is located at the Neighborhood Resource Center, 4953 State Avenue, Kansas City, KS 66102. Their contact information is (913) 573-8780 or [businesslicense@wycokck.org](mailto:businesslicense@wycokck.org);
11. A building permit is required for the construction of a permanent structure greater than 120 square feet, for the expansion of or addition to an existing structure, and/or a change in the use of (i.e., change of occupancy) an existing structure. The applicant is required to contact the Building Inspections Division at (913) 573-8620 or by [buildinginspection@wycokck.org](mailto:buildinginspection@wycokck.org) to confirm if they need a building permit, and if so, must take it upon themselves to initiate the building permit process accordingly;
12. All existing and future driveways must feature curb cuts that are constructed to UG standards;
13. Applicant shall comply with Planning Engineering Comments for General Engineering, Erosion Control, Sanitary Sewer, Storm Drainage, Stormwater Quality, Streets, and Retaining Walls, or other requirements as applicable;
14. The Special Use Permit is not valid for the approved use to be in operation until all the conditions of approval are met. The Applicant acknowledges that both the property owner and the business owner are collectively responsible to ensure that the use of the property is compliant with all ordinances, conditions, and other requirements of this approval. Failure to meet all these requirements may result in revocation of this permit. The property may also be subject to enforcement actions and administrative citations;
15. Any business in Wyandotte County that is required to obtain any Special Use Permit shall be responsible to ensure that all vehicle parking or vehicle storage must occur entirely on private property of the same land parcel and be at all times be compliant with all applicable local ordinances [27-463 through 27-470; 27-592 through 27-616; 27-667 through 27-676; 35-468 through 35-492]. No such business shall use the public right of way for any business operation. Any shared parking with another property is only allowed by a properly executed legal document that has been filed with the Unified Government and ratified by the City Planning Commission. Failure

- to comply at all times with parking regulations will result in municipal summons, administrative citation, or revocation of the Special Use Permit;
16. Approval of this case by the Board of Commissioners, and the conditions of approval contained herein, has been granted independent of any and all covenants, conditions, and restrictions (CC&R) of the plat or subdivision within which the subject property is located. It is the responsibility and duty of the applicant and/or landowner to ensure that the real or constructive operation of any use allowed under this Special Use Permit, or any portion thereof, does not violate the applicable and enforceable CC&R of the plat or subdivision within which the subject property is located;
  17. The Special Use Permit shall be valid for one (1) year from the publication of the associated Ordinance. The Applicant is solely responsible for renewing their Special Use Permit. The Applicant should contact the Planning and Urban Design Department no less than two (2) months prior to the expiration of the permit to begin the renewal process. Any application for renewal that is submitted after the expiration date will be considered a new application with the associated application fee and approval term. If the renewal deadline is not met, all operations must cease until such time as a new Special Use Permit is approved;
  18. Subject to approval, a \$125.00 ordinance publication fee must be submitted to the Planning and Urban Design Department (checks made payable to the Unified Treasurer) within 30 days following the Unified Government Board of Commissioners meeting. If a check is not submitted within 30 days, the petition becomes invalid. The approval will not go into effect until the ordinance is published in the newspaper; and,
  19. Substantive action towards the completion of all conditions of approval herein must commence within six (6) months of approval unless otherwise determined by the Director of Planning or their designee. Regardless, all conditions of approval must be fulfilled within one (1) year of approval by the Unified Government Board of Commissioners. The failure to satisfy all conditions of approval after one (1) year will result in automatic termination of this Special Use Permit.

**Hearing starts at 1:18:35:**

**SP2025-074 - SARAH BELARDE**

**Synopsis:** Special Use Permit for a short-term rental at 3008 South 9th Street. Detailed Outline of Requested Action: The applicant, Sarah Belarde, is requesting a Special Use Permit to operate a short-term rental at AirBnB. This is not the owner's primary residence. This would be the first and only permitted short-term rental on 3008 South 9th Street, Kansas City, Kansas 66103.

Recording Secretary Morris asked if the Commission had any contact to disclose on this application. No one responded in the affirmative.

**Present in Support:**

- Sarah Belarde, Applicant, 3008 South 9th Street, Kansas City, Kansas 66103

**Present in Opposition:**

- No one appeared

**Staff Recommendation starts at 1:19:58:** Lead Planner Byron Toy stated that this request should have been added to the Consent Agenda as the Special Use Permit has been priorly renewed. Staff requests to amend Condition #17 to five (5) years as opposed to one (1) year.

**Motion starts at 1:20:32:**

On motion by Commissioner Ward, seconded by Commissioner Armstrong, the Planning Commission voted as follows to **recommend APPROVAL of SP2025-074, amending Condition #17 to five (5) years:**

<b>Carson</b>	<b>Chairman</b>
<b>Ward</b>	<b>Aye</b>
<b>Armstrong</b>	<b>Aye</b>
<b>Ernst</b>	<b>Aye</b>
<b>Easterwood</b>	<b>Aye</b>
<b>Mohler</b>	<b>Aye</b>
<b>Beth</b>	<b>Aye</b>
<b>Miller</b>	<b>Aye</b>
<b>Straw</b>	<b>Not Present</b>
<b>Jones</b>	<b>Not Present</b>
<b>Schwartz</b>	<b>Not Present</b>

**Motion to recommend APPROVAL passed: 7 to 0**

**Subject to:**

- 1. Maximum number of guests shall be six (6);**
- 2. All parking must be off-street, maximum number of vehicles is three (3). No STR renters or guests may park on-street;**
- 3. The applicant must keep a current annual Business License/Occupation Tax Receipt and Kansas State Lodging Tax;**
- 4. Applicant must post a copy of the Ordinance granting permission to operate the short-term rental, the expiration date of the Special Use Permit, a copy of the Occupational Tax Receipt, and the property manager's contact information within the entrance of the area that is rented;**
- 5. Applicant is to maintain liability insurance;**
- 6. The property must remain in proper maintenance and free of hazards, pests, or infestations;**
- 7. The granting of this Special Use Permit does not transfer with a change of ownership of the property;**
- 8. Must provide a manual/welcome packet that lists all rules, including "No Parties, etc." This manual must inform guests that the Unified Government enforces this policy and must include the contact information for Host Compliance: 913-246-5133 (phone number), and [www.hostcompliance.com/tips](http://www.hostcompliance.com/tips) (website);**
- 9. Per Section 27-723(a), no sign (including the structure or sign surface) shall be erected, installed, altered, relocated, rebuilt, or refaced until the Unified Government issues a sign permit. Only those signs permitted in this division shall be granted a sign permit. Contact the Department of Planning and Urban Design at (913) 573-5750 or [signpermits@wycokck.org](mailto:signpermits@wycokck.org) to begin this process;**
- 10. If approved, the occupying business must file and maintain a current business occupation tax application with the Business Licensing Division.**

Their office is located at the Neighborhood Resource Center, 4953 State Avenue, Kansas City, KS 66102. Their contact information is (913) 573-8780 or [businesslicense@wycokck.org](mailto:businesslicense@wycokck.org);

11. A building permit is required for the construction of a permanent structure greater than 120 square feet, for the expansion of or addition to an existing structure, and/or a change in the use of (i.e., change of occupancy) an existing structure. The applicant is required to contact the Building Inspection Division at (913) 573-8620 or by [buildinginspection@wycokck.org](mailto:buildinginspection@wycokck.org) to confirm if they need a building permit, and if so, must take it upon themselves to initiate the building permit process accordingly;
12. All existing and future driveways must feature curb cuts that are constructed to UG standards;
13. Applicant shall comply with Planning Engineering Comments for General Engineering, Erosion Control, Sanitary Sewer, Storm Drainage, Stormwater Quality, Streets, and Retaining Walls, or other requirements as applicable;
14. The Special Use Permit is not valid for the approved use to be in operation until all the conditions of approval are met. The Applicant acknowledges that both the property owner and the business owner are collectively responsible to ensure that the use of the property is compliant with all ordinances, conditions, and other requirements of this approval. Failure to meet all these requirements may result in revocation of this permit. The property may also be subject to enforcement actions and administrative citations;
15. Any business in Wyandotte County that is required to obtain any Special Use Permit shall be responsible to ensure that all vehicle parking or vehicle storage must occur entirely on private property of the same land parcel and be at all times be compliant with all applicable local ordinances [27-463 through 27-470; 27-592 through 27-616; 27-667 through 27-676; 35-468 through 35-492]. No such business shall use the public right of way for any business operation. Any shared parking with another property is only allowed by a properly executed legal document that has been filed with the Unified Government and ratified by the City Planning Commission. Failure to comply at all times with parking regulations will result in municipal summons, administrative citation, or revocation of the Special Use Permit;
16. Approval of this case by the Board of Commissioners, and the conditions of approval contained herein, has been granted independent of any and all covenants, conditions, and restrictions (CC&R) of the plat or subdivision within which the subject property is located. It is the responsibility and duty of the applicant and/or landowner to ensure that the real or constructive operation of any use allowed under this Special Use Permit, or any portion thereof, does not violate the applicable and enforceable CC&R of the plat or subdivision within which the subject property is located;
17. The Special Use Permit shall be valid for ~~one (1) year~~ **five (5) years** from the publication of the associated Ordinance. The Applicant is solely responsible for renewing their Special Use Permit. The Applicant should contact the Planning and Urban Design Department no less than two (2) months prior to the expiration of the permit to begin the renewal process. Any application for renewal that is submitted after the expiration date will be considered a new application with the associated application fee and approval term. If the renewal deadline is not met, all operations must cease

until such time as a new Special Use Permit is approved; **(Amended by the City Planning Commission)**

18. Subject to approval, a \$125.00 ordinance publication fee must be submitted to the Planning and Urban Design Department (checks made payable to the Unified Treasurer) within 30 days following the Unified Government Board of Commissioners meeting. If a check is not submitted within 30 days, the petition becomes invalid. The approval will not go into effect until the ordinance is published in the newspaper; and,
19. Substantive action towards the completion of all conditions of approval herein must commence within six (6) months of approval unless otherwise determined by the Director of Planning or their designee. Regardless, all conditions of approval must be fulfilled within one (1) year of approval by the Unified Government Board of Commissioners. The failure to satisfy all conditions of approval after one (1) year will result in automatic termination of this Special Use Permit.

**Hearing starts at 1:21:20:**

**SP2025-075 - STEVEN MCCORD**

**Synopsis:** Special Use Permit for a used automotive dealership at 2100 North 5<sup>th</sup> Street. *Detailed Outline of Requested Action:* The applicant, Steve McCord, is requesting a Special Use Permit to operate an auto dealership at 2100 North 5th Street, Kansas City, Kansas 66101.

Recording Secretary Morris asked if the Commission had any contact to disclose on this application. No one responded in the affirmative.

**Present in Support:**

- Steven McCord Jr, Applicant, 411 Waverly Avenue, Kansas City, Kansas 66101

The Planning Commission directed questions to the Applicant.

**Present in Opposition:**

- Danielle Foreman, questions about possible overflow of cars into the street

**Staff Recommendation starts at 1:27:25:** Lead Planner Byron Toy responded that most small car lots generally do not generate a notable increase in traffic. There is a parking moratorium in effect since this property is east of I-635. They are not required to provide off-street parking, but all cars that are parked in the lot need to be parked in a designated parking space and cannot be double parked. Staff recommends approval subject to the conditions outlined in the staff report.

**Motion starts at 1:29:05:**

On motion by Commissioner Ernst, seconded by Commissioner Armstrong, the Planning Commission voted as follows to **recommend APPROVAL of SP2025-075 for two (2) years:**

<b>Carson</b>	<b>Chairman</b>
<b>Ward</b>	<b>Aye</b>
<b>Armstrong</b>	<b>Aye</b>

**Ernst**                    **Aye**  
**Easterwood**           **Aye**  
**Mohler**                 **Aye**  
**Beth**                    **Aye**  
**Miller**                 **Aye**  
**Straw**                  **Not Present**  
**Jones**                  **Not Present**  
**Schwartz**              **Not Present**

**Motion to recommend APPROVAL passed: 7 to 0**

**Subject to:**

- 1. Hours of operation are from 10:00 AM – 6:00 PM, Monday through Saturday;**
- 2. No detailing, mechanic or tire sales is permitted on the property;**
- 3. Per Sections 27-667-27-676, every vehicle must be in a designated and striped parking space. Provide a site plan indicating the number of parking stalls, indicating which stalls are dedicated to customers, employees and staff, vehicles for sale, or vehicles for repair. Detailed dimensions of each parking stall are required. Non-ADA parking stalls must be 9 feet wide from the inside of stripe to inside of stripe and 18 feet in length;**
- 4. Section 27-463(g) requires that screening or buffer plantings are to be provided along all side and rear property lines common to or across an alley from single-family or two (2) family zoned property. Additional screening or buffering may be required to soften the visual impact of parking or unsightly areas;**
- 5. Per Section 27-723(a), no sign (including the structure or sign surface) shall be erected, installed, altered, relocated, rebuilt, or refaced until the Unified Government issues a sign permit. Only those signs permitted in this division shall be granted a sign permit. Contact the Department of Planning and Urban Design at (913) 573-5750 or [signpermits@wycokck.org](mailto:signpermits@wycokck.org) to begin;**
- 6. Section 27-699(b)(5) states that all outside bins or trash container areas must be completely enclosed by an architectural screen to a height not less than the height of the bin or container. No trash enclosures may be located in required yards adjacent to street right-of-way. In commercially and industrially zoned areas where the trash container will not be visible from off the property due to other screening or topographic conditions and will not be visible from public parking or pedestrian areas on the site, such trash bin screening need not be provided. In industrially zoned areas where the trash container will not be visible from residential property and where such containers are kept directly alongside the building and in a well-kept manner, such screening need not be provided;**
- 7. If approved, occupying businesses must file and maintain a current business occupation tax application with this office;**
- 8. A building permit is required for the construction of a permanent structure greater than 120 square feet, for the expansion of or addition to an existing structure, and/or a change in the use of (i.e., change of occupancy) an existing structure. The applicant is required to contact the Building Inspection Division at (913) 573-8620 or by [buildinginspection@wycokck.org](mailto:buildinginspection@wycokck.org) to confirm if they need a building permit, and if so, must take it upon themselves to initiate the building permit process accordingly;**

- 9. All existing and future driveways must feature curb cuts that are constructed to UG standards;**
- 10. Applicant shall comply with Planning Engineering Comments for General Engineering, Erosion Control, Sanitary Sewer, Storm Drainage, Stormwater Quality, Streets, and Retaining Walls, or other requirements as applicable.**
- 11. The Special Use Permit is not valid for the approved use to be in operation until all the conditions of approval are met. The Applicant acknowledges that both the property owner and the business owner are collectively responsible to ensure that the use of the property is compliant with all ordinances, conditions, and other requirements of this approval. Failure to meet all these requirements may result in revocation of this permit. The property may also be subject to enforcement actions and administrative citations;**
- 12. Any business in Wyandotte County that is required to obtain any Special Use Permit shall be responsible to ensure that all vehicle parking or vehicle storage must occur entirely on private property of the same land parcel and be at all times be compliant with all applicable local ordinances [27-463 through 27-470; 27-592 through 27-616; 27-667 through 27-676; 35-468 through 35-492]. No such business shall use the public right of way for any business operation. Any shared parking with another property is only allowed by a properly executed legal document that has been filed with the Unified Government and ratified by the City Planning Commission. Failure to comply at all times with parking regulations will result in municipal summons, administrative citation, or revocation of the Special Use Permit;**
- 13. Approval of this case by the Board of Commissioners, and the conditions of approval contained herein, has been granted independent of any and all covenants, conditions, and restrictions (CC&R) of the plat or subdivision within which the subject property is located. It is the responsibility and duty of the applicant and/or landowner to ensure that the real or constructive operation of any use allowed under this Special Use Permit, or any portion thereof, does not violate the applicable and enforceable CC&R of the plat or subdivision within which the subject property is located;**
- 14. The Special Use Permit shall be valid for two (2) from the publication of the associated Ordinance. The Applicant is solely responsible for renewing their Special Use Permit. The Applicant should contact the Planning and Urban Design Department no less than two (2) months prior to the expiration of the permit to begin the renewal process. Any application for renewal that is submitted after the expiration date will be considered a new application with the associated application fee and approval term. If the renewal deadline is not met, all operations must cease until such time as a new Special Use Permit is approved;**
- 15. Subject to approval, a \$125.00 ordinance publication fee must be submitted to the Planning and Urban Design Department (checks made payable to the Unified Treasurer) within 30 days following the Unified Government Board of Commissioners meeting. If a check is not submitted within 30 days, the petition becomes invalid. The approval will not go into effect until the ordinance is published in the newspaper; and,**
- 16. Substantive action towards the completion of all conditions of approval herein must commence within six (6) months of approval unless otherwise determined by the Director of Planning or their designee. Regardless, all conditions of approval must be fulfilled within one (1) year of approval by**

the Unified Government Board of Commissioners. The failure to satisfy all conditions of approval after one (1) year will result in automatic termination of this Special Use Permit.

**Hearing starts at 1:29:59:**

**VAC2025-003 - ROSA MAINOR**

**Synopsis:** Vacation of a right-of-way for an undeveloped subdivision at 1910 South 16th Street. *Detailed Outline of Requested Action:* The representative, Krystal Roth with Atlas Land Consulting, on behalf of the applicant Mainor Rosa, is requesting a Vacation of a right-of-way of a platted, undeveloped subdivision at 1910 South 16<sup>th</sup> Street.

Recording Secretary Morris asked if the Commission had any contact to disclose on this application. No one responded in the affirmative.

**Present in Support:**

- Krystal Voth, Applicant Representative, Atlas Land Consulting LLC, 14500 Parallel Road, Basehor, Kansas 66007

**Present in Opposition:**

- No one appeared

**Staff Recommendation starts at 1:31:42:** Lead Planner Byron Toy stated staff recommends approval subject to the conditions outlined in the staff report.

**Motion starts at 1:32:01:**

On motion by Commissioner Easterwood, seconded by Commissioner Miller, the Planning Commission voted as follows to **recommend APPROVAL of VAC2025-003:**

<b>Carson</b>	<b>Chairman</b>
<b>Ward</b>	<b>Aye</b>
<b>Armstrong</b>	<b>Aye</b>
<b>Ernst</b>	<b>Aye</b>
<b>Easterwood</b>	<b>Aye</b>
<b>Mohler</b>	<b>Aye</b>
<b>Beth</b>	<b>Aye</b>
<b>Miller</b>	<b>Aye</b>
<b>Straw</b>	<b>Not Present</b>
<b>Jones</b>	<b>Not Present</b>
<b>Schwartz</b>	<b>Not Present</b>

**Motion to recommend APPROVAL passed: 7 to 0**

**Subject to:**

1. Since the subject property is zoned R-2 Two Family District, building a single-family home is subject to the R-1 Single Family District standards and regulations;
2. The City of Kansas City, Kansas reserves to itself the right to, at any time after the effective date of this ordinance, reenter or permit a public utility to reenter that portion of said tract of land hereby vacated for the purpose of repairing installing, constructing or reconstructing any public utilities, including, but not limited to sewers, conduits, electric light pole lines, etc.

that are now or may hereafter be installed in the tract of land hereby vacated; and,

3. Subject to approval, a \$125.00 ordinance publication fee must be submitted to the Planning and Urban Design Department (checks made payable to the Unified Treasurer) within 30 days following the Unified Government Board of Commissioners meeting. If a check is not submitted within 30 days, the petition becomes invalid. The approval will not go into effect until the ordinance is published in the newspaper.

**Hearing starts at 1:32:47:**

**PLAT2025-032 - DOUG CLEMENTS WITH USD 500 KCK PUBLIC SCHOOLS**

**Synopsis:** Preliminary Plat for a new middle school building (Central Middle School) at 51, 52, 55, 56, 58, 60, 64, 68, 72, 76, 80, 84, 88, 90 North 12th Street and 1102, 1106, 1110, 1114, 1118, 1122, 1126, 1130, 1134, 1138 Riverview Avenue (in conjunction with PR2025-033). *Detailed Outline of Requested Action:* The applicant, Doug Clements with USD 500 Kansas City Kansas Public Schools, is requesting a Preliminary Development Plan and Preliminary Plat to create one (1) lot and to build an 85,030 square foot building, Central Middle School at 51, 52, 55, 56, 58, 60, 64, 68, 72, 76, 80, 84, 88, 90 North 12th Street and 1102, 1106, 1110, 1114, 1118, 1122, 1126, 1130, 1134, 1138 Riverview Avenue, Kansas City, Kansas 66102.

**PR2025-033 - DOUG CLEMENTS WITH USD 500 KCK PUBLIC SCHOOLS**

**Synopsis:** Preliminary Plan Review for a new middle school building (Central Middle School) at 51, 52, 55, 56, 58, 60, 64, 68, 72, 76, 80, 84, 88, 90 North 12th Street and 1102, 1106, 1110, 1114, 1118, 1122, 1126, 1130, 1134, 1138 Riverview Avenue.

Recording Secretary Morris asked if the Commission had any contact to disclose on this application. No one responded in the affirmative.

**Present in Support:**

- Doug Clements, Applicant, Director of Physical Properties for the Kansas City Kansas Public School District, 2010 North 59<sup>th</sup> Street, Kansas City, Kansas 66104
- Julia Cuzco, Applicant Representative, 1828 Walnut Street, Kansas City, Missouri 64108

The Planning Commission directed questions to the Applicants.

**Present in Opposition:**

- No one appeared

**Staff Recommendation starts at 1:39:49:** Lead Planner Byron Toy stated staff recommends approval subject to the conditions outlined in the staff report.

**Motion starts at 1:40:13:**

On motion by Commissioner Ward, seconded by Commissioner Easterwood, the Planning Commission voted as follows to **APPROVE PLAT2025-032:**

**Carson** Chairman

<b>Ward</b>	<b>Aye</b>
<b>Armstrong</b>	<b>Aye</b>
<b>Ernst</b>	<b>Aye</b>
<b>Easterwood</b>	<b>Aye</b>
<b>Mohler</b>	<b>Aye</b>
<b>Beth</b>	<b>Aye</b>
<b>Miller</b>	<b>Aye</b>
<b>Straw</b>	<b>Not Present</b>
<b>Jones</b>	<b>Not Present</b>
<b>Schwartz</b>	<b>Not Present</b>

**Motion to APPROVE passed: 7 to 0**

**Subject to:**

- 1. For the Final Development Plan drawings, add crosswalks throughout the parking lot where there are sidewalk connections between drive aisles and lanes;**
- 2. For the Final Plat: Install a four (4) foot sidewalk along the perimeter of the property in order to comply with the subdivision code, but additionally, encourages walkability to and from the neighborhood school;**
- 3. For the Final Plat: When the mylars are submitted to Staff to be recorded, submit the following fees**
  - a. \$32.00 per page payable to the Register of Deeds; and,**
  - b. \$7.00 per lot payable to the Unified Treasurer;**
- 4. All new rooftop mechanical equipment (i.e., RTUs, HVAC, vent stacks, etc.) shall be screened from public view by the parapet of the building. Architectural screens such as opaque, textured or perforated panels does not meet this standard;**
- 5. Gutters and downspouts shall be internalized except within the storm shelter. Scuppers shall be recessed in the corners. Overflow drains (lamb's tongues, etc.) shall also be internalized;**
- 6. Section 27-699(a)(6) Nonindustrial and non-structure parking lots that have a paved area wider than a double-loaded aisle and more than 20,000 square feet in area shall provide one (1) shade tree for each twenty (20) parking spaces on the interior of the parking lot. Interior tree plantings are in addition to other landscaping requirements;**
- 7. Section 27-699(b)(7) Where a parking lot serves other than single-family or two-family dwellings and is adjacent to or across an alley from property zoned for single-family or two-family use, such parking lot shall be provided with an architectural screen at least four (4) feet in height above the paving surface. Buffer plantings or landscape screening may be substituted if protection from headlines is not determined to be necessary. Where more stringent requirements exist, they shall apply;**
- 8. Section 27-699(a)(6) states that non-industrial and non-structural parking lots that have a double-loaded aisle and more than 20,000 square feet in area shall provide at least one (1) shade tree for each 20 parking spaces on the interior of the parking lot. Interior tree plantings are in addition to other landscaping requirements;**
- 9. Section 27-575(g)(3) All trash receptacles shall be enclosed with a screening wall or fence constructed of the same materials as the primary structure. The screen must be a minimum of six (6) feet in height on all sides and designed with the gate facing away from streets or adjacent land uses. All screening materials must be well maintained at all times;**

10. Per Section 27-723(a), no sign (including the structure or sign surface) shall be erected, installed, altered, relocated, rebuilt, or refaced until the Unified Government issues a sign permit. Only those signs permitted in this division shall be granted a sign permit. Contact the Department of Planning and Urban Design at (913) 573-5750 or [signpermits@wycokck.org](mailto:signpermits@wycokck.org) to begin this process.
  - a. Pole and pylon signs are prohibited in the Sign Ordinance;
11. All landscaping shall be irrigated;
12. All deciduous and shade trees shall be at least two (2) inch caliper when planted;
13. Evergreens shall be at least six (6) feet in height when planted. Shrubs shall be at least five (5) gallons when planted. Throughout the development, there shall be a variety of deciduous and evergreen trees in addition to native grasses and plants (wildflowers);
14. All exterior lighting, whether mounted on a building or within a parking lot must be hooded or controlled to direct light 90 degrees downward. No light may cast light or glare off the property or onto the public street;
15. Regarding BPU transformer screening, the following applies:
  - Gate doors are required for all types of screening that are placed in front of the transformers.
  - Fence pickets shall be installed two (2) feet off the ground and have adequate clearance to open gate door 180° and have 10 feet of clearance from pad when gate doors open.
  - Posts for gate doors must be installed a minimum distance of 10 feet apart in the front.
  - For slats fences, customers shall install a minimum of four (4) inch slats and have four (4) inches of space between each slat.
  - Customers must take into account the maturity size of the evergreen tree when planting saplings so that the trees can grow outside of the required clearance for evergreen trees, customer shall plant each tree so that there is two (2) feet or more of space from edge to edge between each tree at maturity (e.g., blue arrow juniper grows up to two (2) feet wide, so there shall be four (4) feet of spacing between each tree taking into account the growth of saplings).
  - Pad must have a minimum clearance of six (6) feet on each, three (3) feet on the back and five (5) feet on the front allowing for 10 feet on the front when gate doors open;
16. If approved, the Applicant may need additional licenses or permits for safe and proper operation. The approval of this application does not mitigate the need for additional licenses as this application is for Zoning approval only;
17. If approved, the applicant must file and maintain a current business occupation tax application with the Business Licensing Division. Their office is located at 4953 State Avenue, Kansas City, KS 66102. Their contact information is (913) 573-8780 or [businesslicense@wycokck.org](mailto:businesslicense@wycokck.org);
18. A building permit is required for the construction of a permanent structure greater than 120 square feet, for the expansion of or addition to an existing structure, and/or a change in the use of (i.e., change of occupancy) an existing structure. The applicant is required to contact the Building Inspections Division at (913) 573-8620 or by [buildinginspection@wycokck.org](mailto:buildinginspection@wycokck.org) to confirm if they need a building permit,

- and if so, must take it upon themselves to initiate the building permit process accordingly;
19. All existing and future driveways must feature curb cuts that are constructed to UG standards;
  20. A Right-of-Way Permit is required. The applicant is required to contact the Public Works Department at (913) 573-5311 or by [info@wycokck.org](mailto:info@wycokck.org) to confirm if they need a right-of-way permit, and if so, must take it upon themselves to initiate the permit process accordingly;
  21. Applicant shall comply with Planning Engineering Comments for General Engineering, Erosion Control, Sanitary Sewer, Storm Drainage, Stormwater Quality, Streets, and Retaining Walls, or other requirements as applicable;
  22. Improvements that include land disturbance activity on greater than one (1) acre of surface area of land or include the construction or alteration of a structure 1,000 square feet or larger shall require a land disturbance permit issued by the Unified Government and shall be compliant with all applicable local ordinances and State Statutes and Regulations (Article XIV, Sections 8-610 through 8-618). Land disturbance fees shall be processed by UG Public Works during the Land Disturbance/Site Development application. The Land Disturbance permit and all applicable Public Works permits can be obtained from the Public Works Department, 701 North 7th Street, Kansas City, KS 66101, (913) 573-5700. With the issuance of the Land Disturbance Permit, a grading permit is required and issued by the Building Inspections Division, Neighborhood Resource Center, 4953 State Avenue, Kansas City, KS 66102, (913) 573-8620; and,
  23. Following the Final Development Plan: A Pre-Construction meeting is required for any improvements to public infrastructure upon the approval and issuance of a Development Review Committee (DRC) permit. Any improvements to, construction or alteration of: sanitary systems, stormwater systems, public or private streets, sidewalks or other public infrastructure will require a pre-construction meeting with the Department of Public Works. The applicant is required to contact the County Engineer at (913) 573-5400 or by [info@wycokck.org](mailto:info@wycokck.org) prior to construction to arrange this meeting.

**Motion starts at 1:40:55:**

On motion by Commissioner Ward, seconded by Commissioner Easterwood, the Planning Commission voted as follows to **recommend APPROVAL of PR2025-033:**

<b>Carson</b>	<b>Chairman</b>
<b>Ward</b>	<b>Aye</b>
<b>Armstrong</b>	<b>Aye</b>
<b>Ernst</b>	<b>Aye</b>
<b>Easterwood</b>	<b>Aye</b>
<b>Mohler</b>	<b>Aye</b>
<b>Beth</b>	<b>Aye</b>
<b>Miller</b>	<b>Aye</b>
<b>Straw</b>	<b>Not Present</b>
<b>Jones</b>	<b>Not Present</b>
<b>Schwartz</b>	<b>Not Present</b>

**Motion to recommend APPROVAL passed: 7 to 0**

**Subject to the above conditions.**

**Hearing starts at 1:41:50:**

**AN ORDINANCE AMENDING PORTIONS OF THE ZONING CODE, INCLUDING RESIDENTIAL ZONING DISTRICT REGULATIONS, COMMERCIAL DISTRICT USES, AND EXPANDING THE PERMITTED USE OF ACCESSORY DWELLING UNITS –**

**Synopsis:** Presenting options, at the request of Mayor Garner, for Zoning Code changes that would facilitate additional housing, especially at the lower end of the housing market. Includes a redlined Ordinance with amendments to portions of the Zoning Code, including adjustments to lot size, setbacks and expanding the permitted use of accessory dwelling units, for information only.

**Present in Support:**

- Alan Howze, Presenter, Assistant County Administrator
- Rachel Russell, 2640 North 43<sup>rd</sup> Street, Kansas City, Kansas 66104
- Megan Painter, Director of Neighborhood Development at Build WyCo, 1327 Barnett Avenue, Kansas City, Kansas 66102

The Planning Commission directed questions to Howze.

**Present in Opposition:**

- No one appeared

There being no further business, the meeting adjourned at 8:56 PM.