



Unified Government Clerk's Office

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NOTICE OF BUSINESS DEVELOPMENT TASK FORCE MEETING

A meeting of the Business Development Task Force of the Unified Government of Wyandotte County/Kansas City, Kansas, will be conducted **in person only** on Monday, September 23, 2024, at 3:00 pm. In the Fifth floor conference room of the Municipal Office Building, 701 N 7th Street, Kansas City, Kansas 66101.

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

Business Development Taskforce
September 23, 2024
City Hall
5th Floor Conference Room
701 N 7th Street
Kansas City, Kansas 66101

AGENDA

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

- 1. Call to Order/Roll Call**
- 2. Approval of September 9, 2024, Meeting Minutes**
- 3. Old Business:**
 - a. Review 9-9-2024 PowerPoint presentation by NRC
- 4. New Business**
 - a. Discussion of concerns or issues with NRC Process that can be addressed
- 5. Public Comment**
- 6. Adjourn**

Mayor's Business Development Taskforce

Monday, September 9, 2024

City Hall

701 N 7th Street KCK

5th Floor Conference Room

Meeting Minutes

1. **Introductions: Chairs:** Commissioner Tom Burroughs and Commissioner Chuck Stites **Members Present:** Nate Brungardt, Stephanie Cashion, Edgar Galicia, Lynn Holcomb, Grege Kindle, Gabe Munoz, Richard Napper, Mindy Rocha, Jim Schraeder. **Absent Members:** Stephanie Cashion and Daniel Silva

UG staff and advisors present: Wendy Green, Gunner Hand, Alan Howze, Greg Talkin, Jim Neath **Chelsee Chism**, UG new Economic Development Director introduced herself and experience. She comes to us with 10 years' experience as assistant City Manager for Overland Park with experience in Economic Development

Guest: John Rowl, Speedy's Car Wash

2. **New Business:**

- a. **Goals of the Taskforce:** The Taskforce goals will be reviewed at the first meeting but please note the following:

- Review the processes for businesses and developers within the Neighborhood Resource Center, Planning and Zoning Department, Landmark Commission and County Engineers Office
- Identify any roadblocks for businesses and developers within these processes
- Recommend changes that create fair and smoother processes.

Taskforce Results: To develop processes that are more efficient, and effective for those interested in operating businesses or developing projects in Wyandotte County.

- b. **NRC Presentation (Attached):** Jim Neath and Greg Talkin presented the process of the Building Inspection Division for applications, distribution to reviewers, plans for code compliance, issue permits and all required inspections through completion of construction projects.

- Development Review Committee (DRC) is represented by number of departments with state level review for some projects
- Projects subject to review by the Development Review Committee (DRC) include the Following.
 - Construction of a new commercial building or commercial building addition.
 - A commercial site improvement. For example, a new parking lot.
 - Significant modifications to the exterior of a Building. For example, to remove and replace a building façade.
 - Applications to change the occupancy classification of a building. For example, to change from a Mercantile (M) occupancy to Assembly (A) occupancy.
- A Flow Chart and example of recently opened Chipotle was presented.

Current improvements made:

- Preapplication meeting through Microsoft Teams
- Implementation of Electronic plan review, all submitted as PDFs

- Credit Card Payment of fees
- Chief Building Inspection given ability to issue TCO if life safety requirements are met
- Building Inspection has increased plan review efficiency by the addition of Commercial plan Review Position
- Working on updates to Accela Software
- UG server moved to cloud
- New Plan review software will make submittal more efficient (project Dox)

Cause of Delays:

- In the past the plans had to be complete, before an application would be accepted for review.
- To help incomplete projects meet deadlines complete sets of plans are no longer required. Plans for phased projects are accepted as follows. Separate submittals for grading, site work, footings, foundations, under slab plumbing, structural steel, and eventually the full project. These design build projects consistently change.
- Ordinance for development have increased and become more complex

Short discussion from Members:

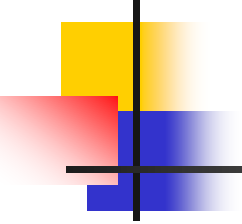
- Flood plan with next review in 3-4 years
- Increased requirements due to Dotte Mobility and Plan KCK has caused zoning problems and a requirement to follow the plans
- Zoning maps need updating
- DRC education for community

Commissioner Burroughs explained as Commission they can change ordinance, and the committee will be responsible for remediation of concerns to streamline and make process easier for applicants

Member Lynn Holcomb asked if we should consider meeting more than once a month to garner results.

The next meeting will be further discussion on concerns heard from public about this process with public comment at the end of every meeting.

Meeting Adjourned at 5:00 pm

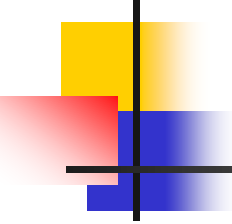


Unified Government Of Wyandotte County, Kansas City, Kansas

Building Inspection Division



- **The primary function of the Building Inspection Division is to receive applications, distribute applications to reviewers, review plans for code compliance, issue permits, and to perform all required inspections through completion of construction projects.**
 - For DRC projects, Planning and Urban Development is responsible for the intake and distribution of applications & plans to DRC reviewers.
- **Building Inspections involvement in a project assures the public that a building meets the requirements of adopted codes, providing assurance a building is safe for occupants.**

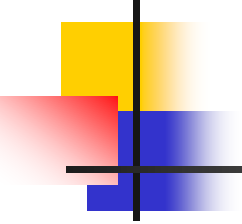


Development Review Committee (DRC)

- **DRC is represented by the following Departments or Divisions.**
 - Building Inspection
 - Fire Department
 - Planning & Urban Design
 - Planning Engineering
 - Public Works
 - BPU Water & Electric

- **Others that may be involved in the process**
 - Environmental Health
 - Economic Development
 - Drainage Districts.

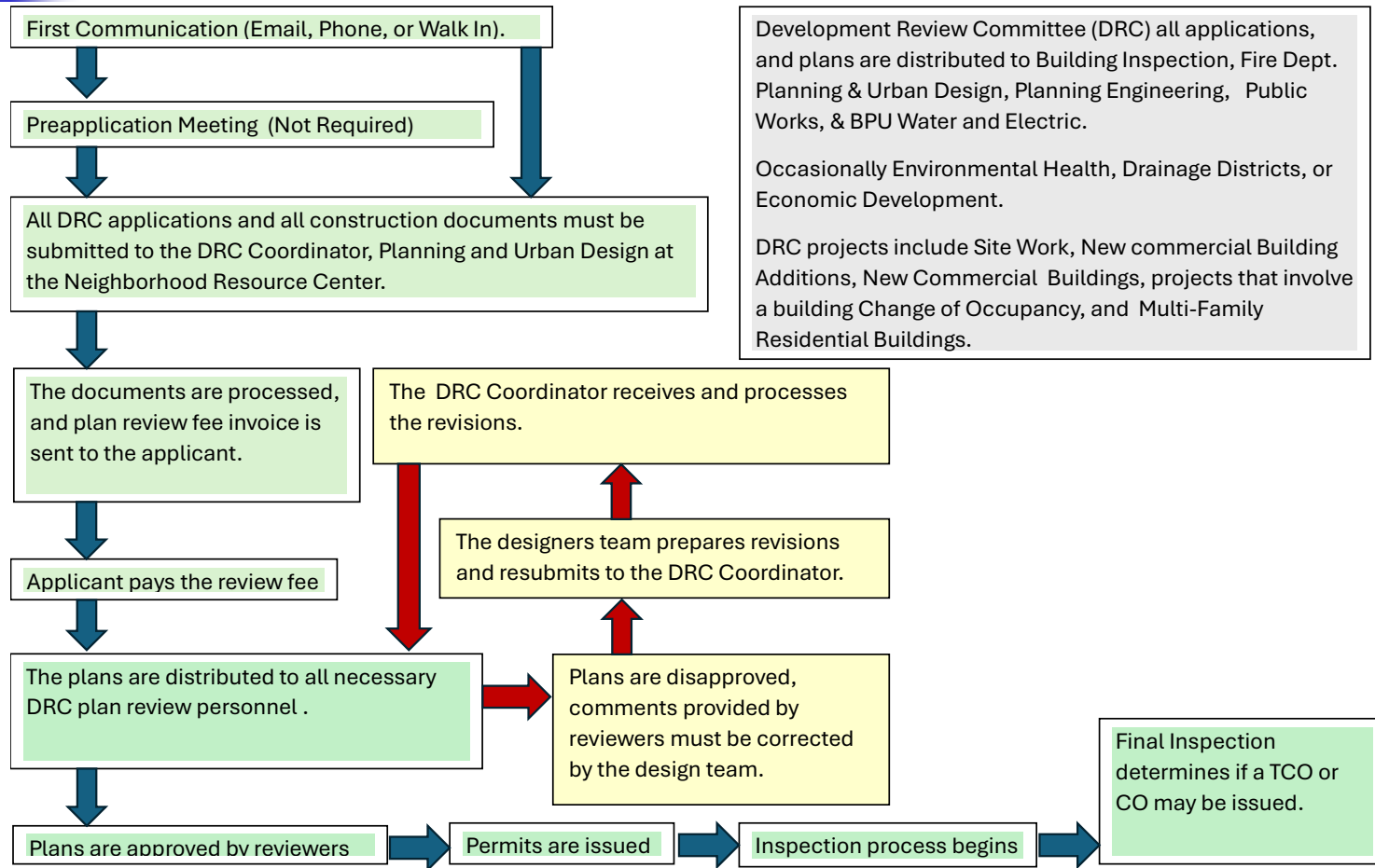
- **State level review is required for some projects.**



What Makes It a DRC Project?

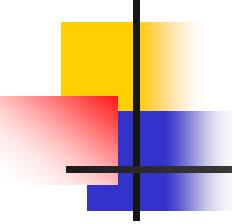
- **Projects subject to review by the Development Review Committee (DRC) include the Following.**
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DRC Flow Chart



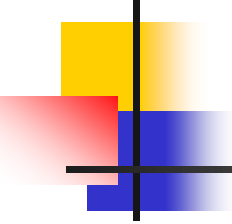
Chipotle, 7750 State Ave. DRC21-0034





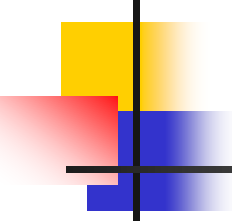
Chipotle Example Workflow

- **Pre-application meeting between DRC members and the design team.**
- **Demo permit issued.**
- **Application and plans submitted for DRC review.**
- **DRC Plan review was completed, and review requirements sent to the design team.**
- **Revised plans submitted back to DRC by the design team.**
- **Revisions reviewed and plans were approved.** (14 sets of plans were reviewed for this project). (This reflects owner changes to the plans and changes made to address comments required by DRC reviews).
- **The project approved, and all necessary permits issued.**
- **All required inspections were completed through the final inspection.** (20 inspections)
- **Temporary Certificate Occupancy(TCO) / Certificate of Occupancy(CO) issued.**



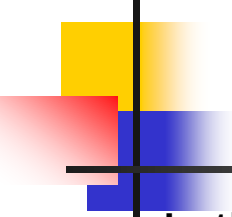
What's Done To Improve The DRC Process?

- **Preapplication meetings through Microsoft Teams.**
 - Saves the applicant time and money. Designers used to fly in for meetings.
- **Implementation of electronic plan review. Plans must be submitted by PDF.**
 - Saves the applicant time and money. Especially for the larger projects. Applicants used to provide multiple sets of printed plans to the DRC Coordinator for distribution to reviewers. This was expensive.
- **Credit Card Payment of fees is user friendly.**
 - Cash, check, money order, or cashiers check is no longer required.
- **Chief Building Inspector has been given the ability to issue a TCO if all life safety requirements are met allowing the building to be occupied safely.**
 - Creates customer satisfaction by allowing customers to occupy and establish business before the project is 100% complete.
 - This eliminated the most common complaint.
- **Building Inspection has increased plan review efficiency by the addition of a Commercial Plan Review position.**
 - The position devotes full time to plan review and has no other responsibility. The Chief Building Inspector backs up the position during leave of absence, or when demand is high.



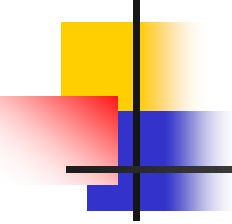
Working On Additional Improvements

- **Updating Accela software and moving from UG server to cloud.**
- **Working on new plan review software that will make submittal of applications and plans more efficient. (Project Dox)**
 - Designers will upload applications & plans into Project Dox.
 - When reviews are complete the system will notify designers.
 - Designers make necessary revisions and upload to Project Dox.
 - Project Dox will compare the revised pages side by side and identify where change is made.



What's Causing Delays?

- **In the past the plans had to be complete, before an application would be accepted for review.**
 - The initial review was completed, comments were provided to the designers from each department.
 - The designer made revisions correcting deficiencies and resubmitted. Reviewers would check the revisions for needed corrections.
 - If corrections were not made the cycle would repeat as many times needed.
 - When corrections were properly addressed reviewers would approve and the necessary permits issued.
- **To help incomplete projects meet deadlines complete sets of plans are no longer required. Plans for phased projects are accepted as follows. Separate submittals for grading, site work, footings, foundations, under slab plumbing, structural steel, and eventually the full project. These design build projects consistently change.**
 - The issue with this, instead of 1 initial application and 1 initial review the process multiplies. There are often weeks or months between submittals. Each time a phased submittal is received reviewers must go back to verify the new submittal reflects previous approvals. This cannot be avoided. It simply eats up time!
 - 1 current project has 28 submissions with the total of 2628 pages requiring review, since the permit was issued.
- **Ordinance for development have increased and become more complex.**
 - Energy code
 - Increased planning regulations/requirements.
 - Floodplain/watershed requirements.



Questions?
