



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, October 28, 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

October 28, 2024, 3:00 pm

City Hall

5th Floor Conference Room

701 N 7th Street

Kansas City, Kansas 66101

AGENDA

Commissioner Tom	Burroughs	Chair
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Commissioner Chuck	Stites	Co-Chair
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Nate	Brungardt
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Stephanie	Cashion
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Edgar	Galicia
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John	Handley
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Lynn	Holcomb
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Greg	Kindle
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Gabe	Munoz
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Richard	Napper
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Mindy	Rocha
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Jim	Schraeder
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Renee	Hadley
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1. Call to Order/Roll Call of members
2. Review of October 14, 2024, Meeting Minutes
3. New Business
 - a. Presentation by Crystal Sprague, Director of Performance and Innovation
4. Old Business
5. Public Comment
6. Adjourn

Mayor's Business Development Taskforce

Monday, October 14, 2024

City Hall

701 N 7th Street KCK

5th Floor Conference Room

Meeting Minutes

1. **Introductions: Chairs:** Commissioner Tom Burroughs and Commissioner Chuck Stites opened the meeting at 3:04 pm **Members Present:** Nate Brungardt, John Handley, Lynn Holcomb, Richard Napper, Mindy Rocha, Renee Hadley, Jim Schraeder. **Members Excused:** Edgar Galicia, Gabe Munoz, Stephanie Cashion, Grege Kindle

UG staff and advisors present: Chelsea Chism, Gunner Hand, Alan Howze, Wendy Green, Greg Talkin, Chief Dennis Rubin, Captain Robert Alan, Mr. Harvey Fields.

2. **Presentation by Fired Department on their role in Development Process:** Chief Ruben with Harvey Fields, Architect presented a PowerPoint and Building and Business planning map (attached).
3. The department follows instructional fire code, these are rules and regulations that mitigate issues. They respond timely on building reviews and value contractors and developers as clients, providing clear communication and professionalism
4. Work process: There are timelines for Fire Prevention division to review plans with information presented in a workflow format. Phase I - 5 Days, Phase II - 10 days, Phase III - 5 days for a total of not more than 25 days for the Fire Departments work but be aware there are other processes or days are required so this is not a straight 25 days of our work, Chief is not able to remark on the other processes and their timelines.
5. DRC is final decider of moving a project forward
6. DRC check reviews, approves, monitors and puts information in the system
7. DRC has an individual that follows the projects from start to finish and coordinates each project.
8. Question was asked: How do you streamline process for a shorter timeframe?
9. Developers explain any changes only cost more money; this is transferred to the contractor who then transfers to the customer
10. Fire Department inspects buildings once a year as there is not enough staff to do this anymore than that- most are done every 3 years.
11. Four workers in KCKPD are needed to do this side of the work
12. Chief believes they are open to collaborating with other inspection agencies, hosting plans review workshop for developers, because this can foster open communication between all
13. The department needs two fire protection engineers to effectively manage the workload, and ensure adequate staff to handle all work,
14. Chief would be interested in legislation to impose service fees for inspection efforts which could offset operational costs and could be imposed based on square footage like done in Atlanta. Only people who use service will pay fee

15. What percentage of goals does Mr. Fields complete? He answered 90% which is good
16. Developers are frustrated by several things, and one is the accountability of timing, but there are not issues with the fire departments timing and work
17. Discussion to make it affordable for small business owners but regarding fees do not nickel and dime them
18. The taskforce is interested in retaining development, rehabs and new development and discussion today is on new development
19. This taskforce is looking for those hiccups and what can be done to make changes so timelines are met with timely development
20. Currently there is process and checklist that assist people in moving forward or determine issues and help
21. DRC is currently using an Excel spreadsheet, but the idea is 25 Day process for DRC and 25 day process for fire
22. Idea is to cut time but do not compromise health, safety and welfare of people
23. We will also invite BPU to explain their role in this process at a future meeting
24. DRC is working on a Coordinator position that will be posted in the next day or two and hope to hire in next 30 days
25. Discussion about public works part in this process, Alan will work with us to get public works, BPU and others on the agenda in the coming months
26. Also needs to be discussed zoning vs planning variances, ie Camping world size of American Flag, good way to be sued or lose camping world
27. Difficulty determining what needs to go to zoning, planning or Commission
28. Appellate procedure does not serve the city well, but we need to recall these ordinances are from State law

Next meeting October 28, 2024, at 3:00 pm. Meeting Adjourned at 4:00 pm



PLANS REVIEW AND NEW CONSTRUCTION INSPECTIONS



Monday, October 14th, 2024

KCKFD FIRE PREVENTION DIVISION COMMITMENT

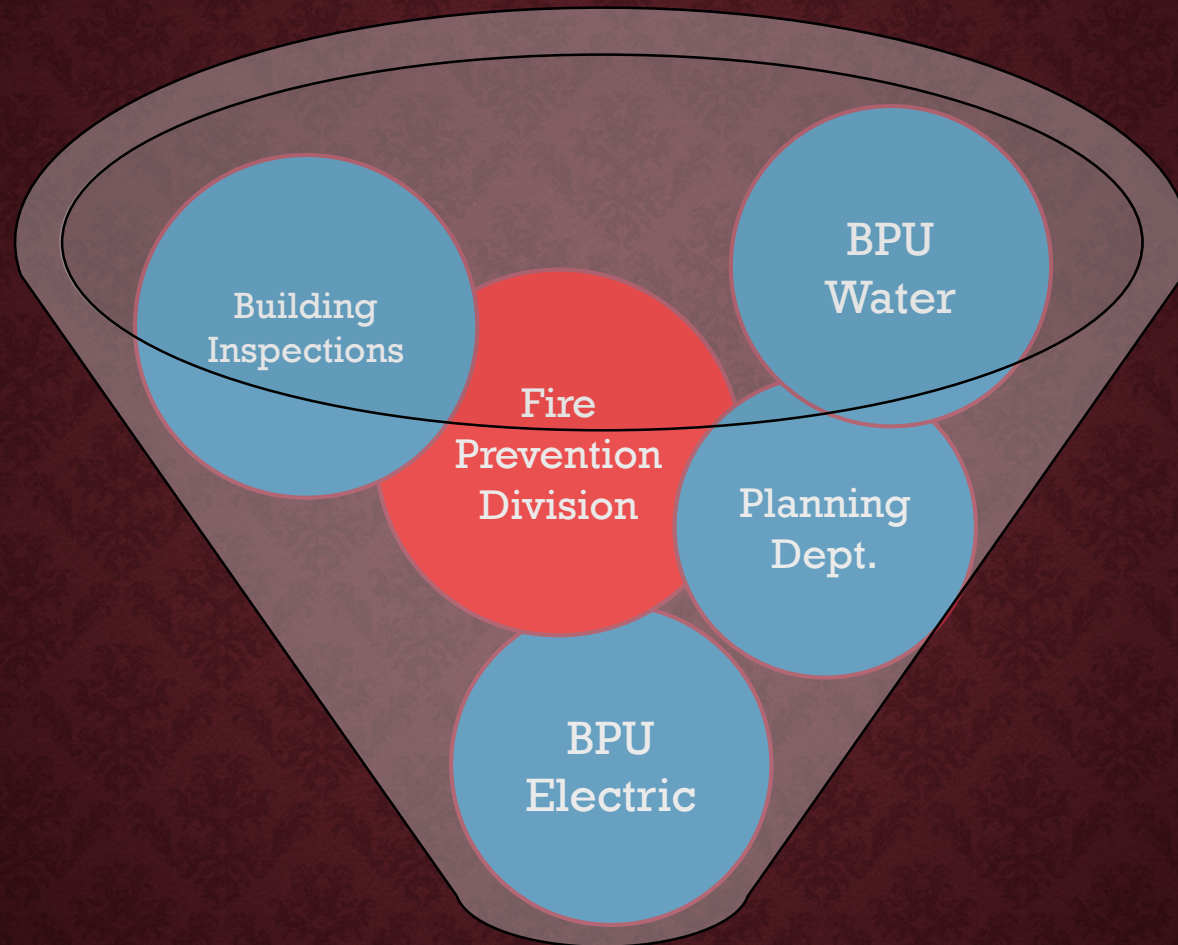
- **Timely Response** to ensure all building plan reviews are completed within the acceptable timeframe by providing prompt feedback to developers and contractors.
- **Clear Communication** by maintaining open lines of communication with customers, offering clear instruction, guidelines, and updates throughout the review and construction process.
- **Professional Assistance** by offering personalized support to address any questions or concerns, fostering a collaborative relationship between the Fire Prevention Division and the building community.

WORK PROCESS

- Timelines for the Fire Prevention Division (FPD) to process Building Plan Reviews and Inspections
- The information is presented in a work flow format
- This process flow diagram will provide the needed details to make informed decisions and/or to pinpoint potential improvements.

OUR COLOR CODE LEGEND

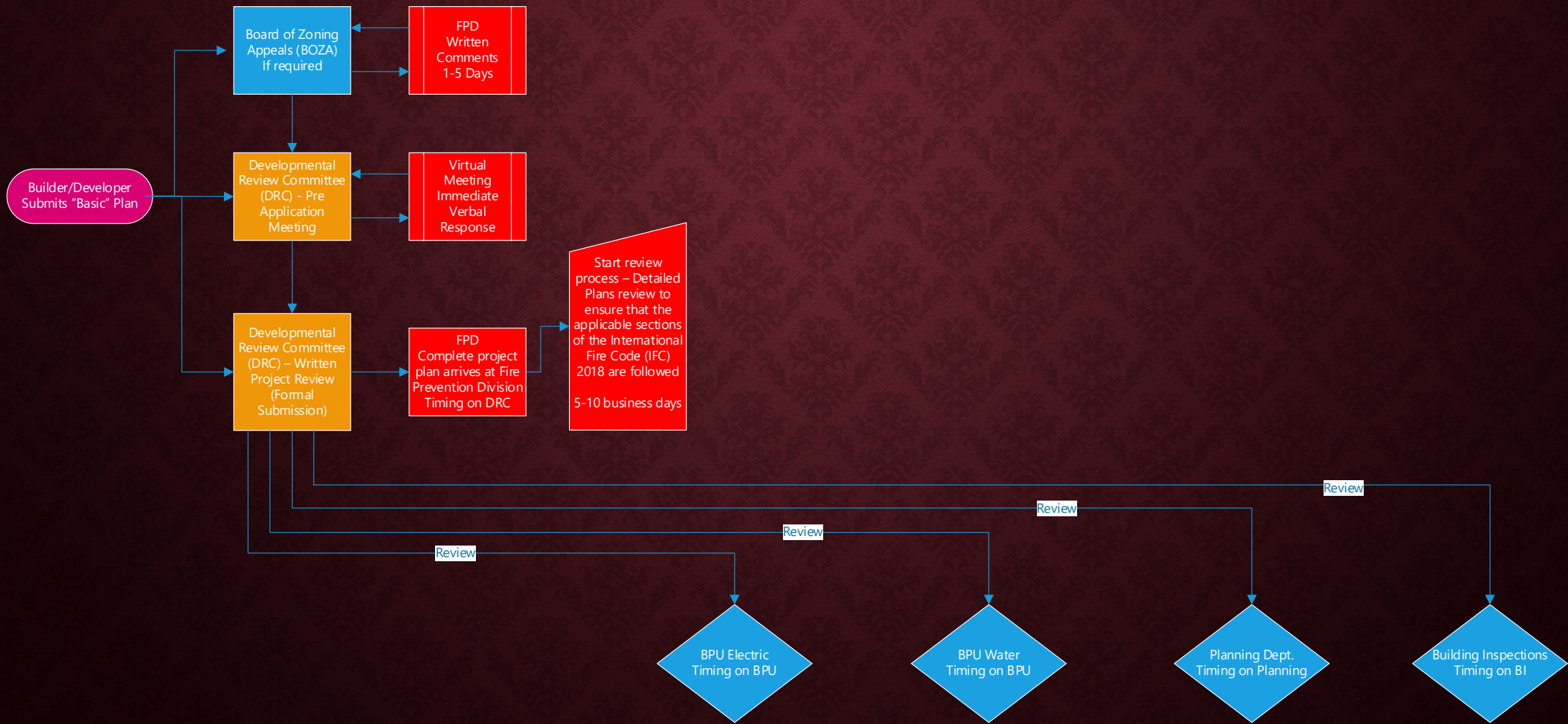
-  Developer
-  DRC
-  Other Agencies
-  KCK Fire Prevention
-  Multiple Agencies



Unified Government's Building
Inspecting and Approval Agencies

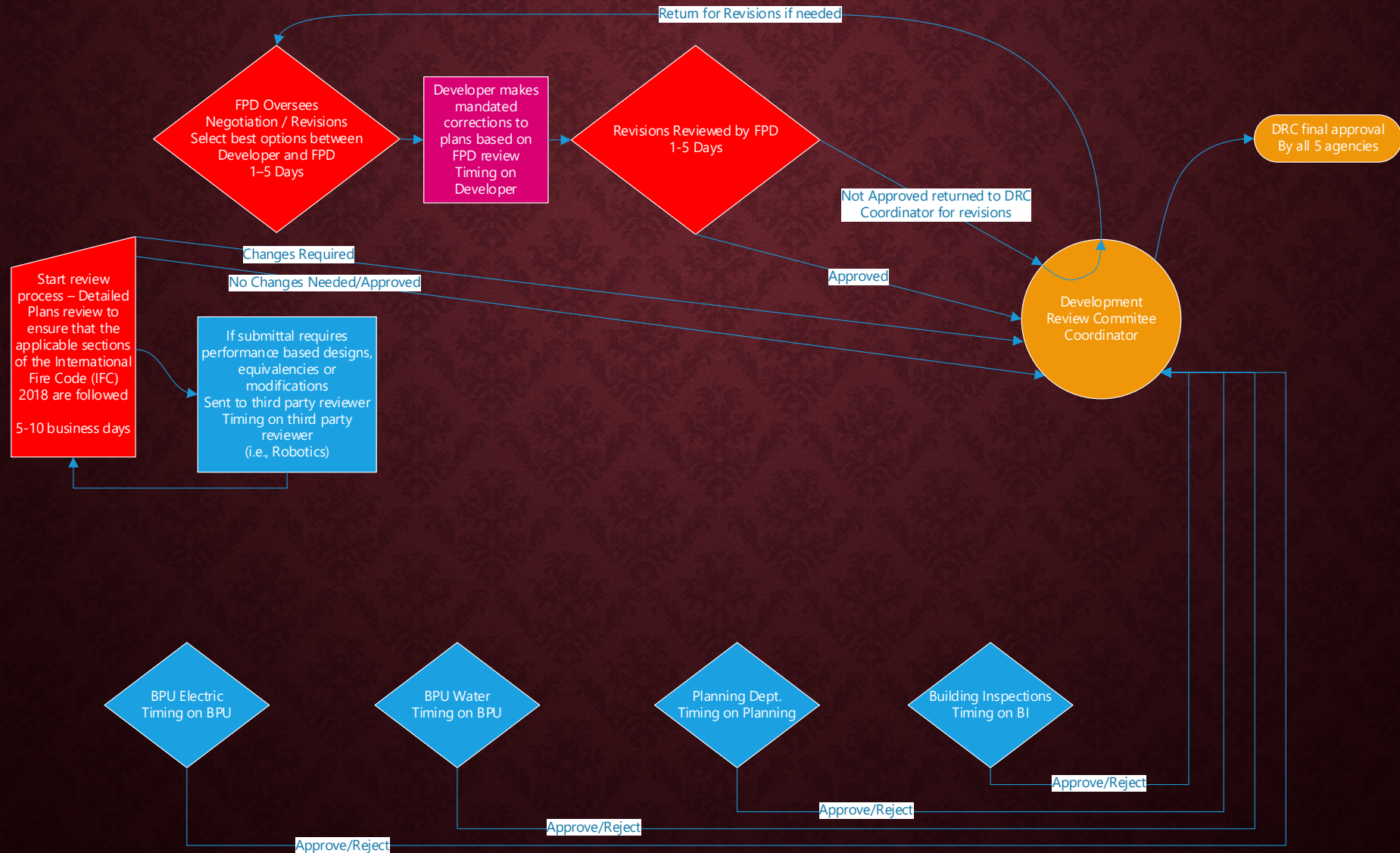
BEGINNING OF APPLICATION PROCESS

First Phase



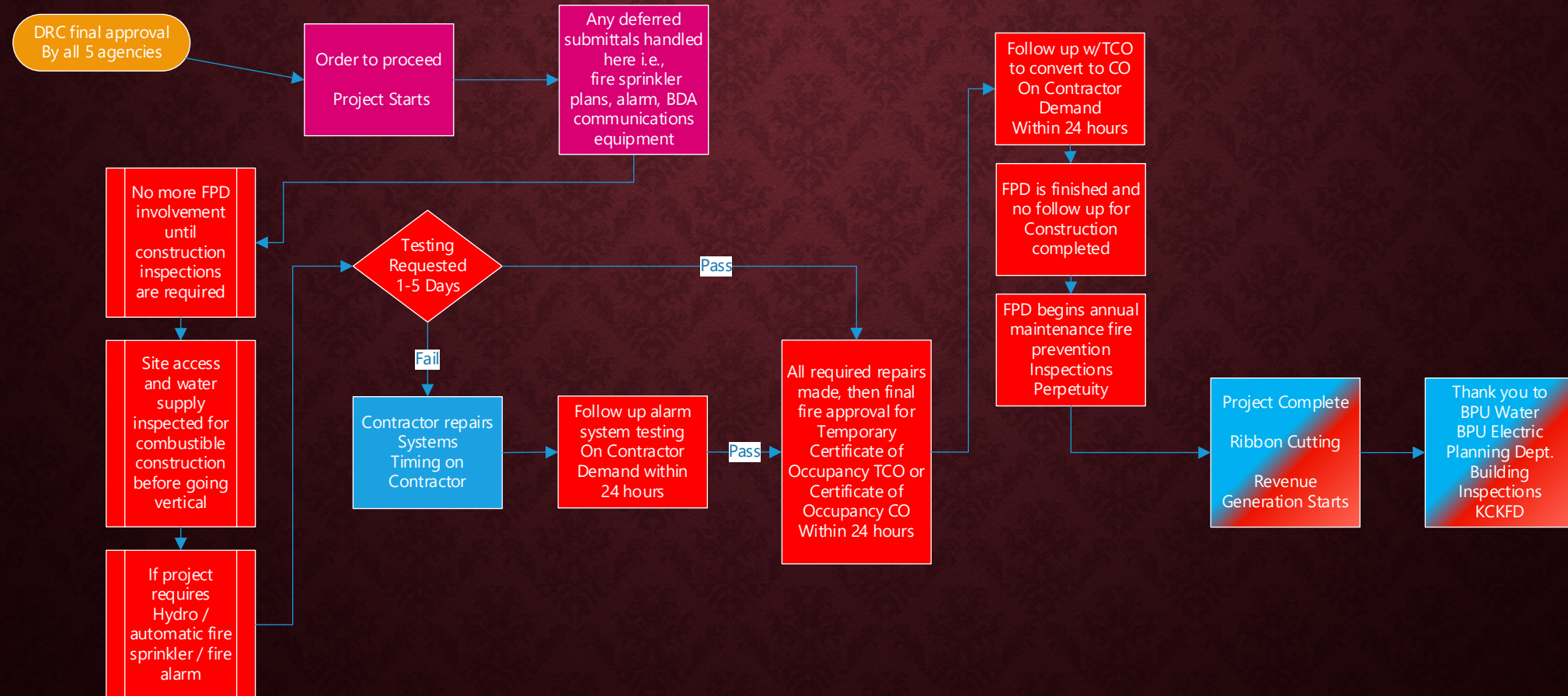
REVIEW AND APPROVAL PROCESS

Second Phase



FINAL APPROVAL AND CERTIFICATE OF OCCUPANCY ISSUANCE

Third Phase



FPD'S AGGREGATE TIMELINE

Worst Case Timeline for KCK FPD

1. First Review	5 business days
2. Detailed Plan Review	10 business days
3. Negotiations/Revisions	5 business days
4. Revision Review	5 business days

Worst Case Timeline Total	25 business days
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PATH FORWARD

- We are open to collaborating with other inspection agencies
- Open to hosting a plans review seminar for developers
- This will foster open communication between everyone
- Will enhance mutual understanding
- Will streamline interactions between developers & agencies

PROPOSED PATH FORWARD

- We need two Fire Protection Engineers
- Will effectively manage the workload
- Ensure adequate staff to handle
 - Prepares for future retirements
 - Maintaining continuity and expertise

PATH FORWARD

- We are asking for enabling legislation to impose a service fee for inspection efforts
- Fee collections to offset the operational costs
- Fee scale based on the **Square Footage** inspected

Questions?



Thanks for the opportunity to present





Kansas City Kansas Fire Department Plans Review Process



First Phase

Second Phase

Third Phase

