

**ZONING REGULATIONS**  
**of the**  
**CITY OF MULVANE, KANSAS**

**Official Copy as Incorporated  
by Ordinance No. 1432**

**MODEL CODE**  
**prepared by the**  
**MULVANE CITY PLANNING COMMISSION**

**Technical Assistance by**

**Foster & Associates  
Planning Consultants  
Wichita, Kansas**

**-in association with-**

**Rice Foster Associates  
Landscape Architecture & Planning  
Wichita, Kansas**

**and**

**City Zoning Administrator**

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## TABLE OF CONTENTS

Section	Page
<b>ARTICLE 1. TITLE, PURPOSE, AUTHORITY AND JURISDICTION</b>	<b>1-1</b>
100 Title .....	1-1
101 Purpose .....	1-1
102 Authority .....	1-2
103 Zoning Jurisdiction .....	1-2
<b>ARTICLE 2. INTERPRETATION, CONSTRUCTION AND DEFINITIONS</b>	<b>2-1</b>
100 Rules of Interpretation .....	2-1
A. Minimum Requirements .....	2-1
B. Overlapping or Contradictory Regulations .....	2-1
C. Private Agreements .....	2-1
D. Unlawful Uses .....	2-1
E. Not a Licensing Regulation .....	2-1
F. Effect on Existing Permits .....	2-1
G. Vesting of Development Rights .....	2-2
101 Rules of Construction .....	2-2
102 Definitions .....	2-3
<b>ARTICLE 3. GENERAL PROVISIONS</b>	<b>3-1</b>
100 Activities Governed by these Regulations .....	3-1
A. New Structures .....	3-1
B. New Uses of Old Structures .....	3-1
C. Structural Alterations .....	3-1
D. Uses of Open Land .....	3-1
E. Exemptions .....	3-1
101 Districts, Zoning Maps and Boundaries .....	3-2
A. Establishment of Districts .....	3-2
B. Zoning Maps .....	3-2
C. Boundaries .....	3-3
D. Zoning of Rights of Way .....	3-3
102 General Requirements for All Zoning Districts .....	3-3
A. Permitted Uses .....	3-3
B. Special Uses .....	3-3
C. Conditional Uses .....	3-4
D. Lot Sizes .....	3-4
E. Bulk Regulations .....	3-4
F. Use Limitations .....	3-5

# TABLE OF CONTENTS

(Continued)

Section	Page
G. Off-Street Parking and Loading .....	3-5
H. Accessory Structures or Uses .....	3-5
I. Temporary Structures or Uses .....	3-5
J. Home Occupations .....	3-5
K. Signs .....	3-5
103 Miscellaneous Requirements .....	3-5
A. Number of Structures and Uses on a Zoning Lot .....	3-6
B. Platted Building Setback Lines .....	3-6
C. Average Setback in Existing Residential Districts .....	3-6
D. Yard Requirements for Open Land .....	3-6
E. Restrictions on Allocation and Disposition of Required Yards or Open Space .....	3-7
F. Permitted Obstructions in Required Yards .....	3-7
G. Lot Size Requirements and Bulk Regulations for Public Utility Facilities .....	3-8
H. Access to Business and Industrial Districts .....	3-8
I. Annexed Land .....	3-9
J. Sewer and Water Facilities .....	3-9
K. Dedication of Rights of way and Easements .....	3-9
L. Floodplain Requirements .....	3-10
M. Moving Structures .....	3-10
N. Status of Moving and Manufactured and Mobile Homes and RV Campers ..	3-10
O. Vision Triangle .....	3-11
104 Screening and Landscaping .....	3-11
105 Site Plan Approval .....	3-14
A. Applications .....	3-15
B. Enforcement and Appeal .....	3-15
C. Fees .....	3-15
D. Submittal Time and Review Comments .....	3-15
E. Number of Plan Copies .....	3-15
F. Site plan Requirements .....	3-15
G. Conditions of Appeal .....	3-16
H. Assurances .....	3-16
I. Design Criteria .....	3-17

# TABLE OF CONTENTS

(Continued)

Section	Page
<b>ARTICLE 4. ZONING DISTRICTS</b>	<b>4-1</b>
100 Permitted Uses in All Districts .....	4-1
101 A-1 Agricultural Transition District .....	4-1
A. Permitted Uses .....	4-1
B. Special Uses .....	4-1
C. Conditional Uses .....	4-4
D. Lot Size Requirements .....	4-5
E. Bulk Regulations .....	4-5
F. Use Limitations .....	4-5
102 RS-1 Single-Family Suburban Residential District .....	4-6
A. Permitted Uses .....	4-6
B. Special Uses .....	4-6
C. Conditional Uses .....	4-6
D. Lot Size Requirements .....	4-7
E. Bulk Regulations .....	4-7
F. Use Limitations .....	4-7
103 R-1 Single Family Residential District .....	4-8
A. Permitted Uses .....	4-8
B. Special Uses .....	4-8
C. Conditional Uses .....	4-8
D. Lot Size Requirements .....	4-9
E. Bulk Regulations .....	4-9
F. Use Limitations .....	4-9
104 R-1A Single-Family/Zero Lot Line Residential District .....	4-10
A. Permitted Uses .....	4-10
B. Special Uses .....	4-10
C. Conditional Uses .....	4-10
D. General Conditions .....	4-10
E. Lot Size Requirements .....	4-11
F. Bulk Regulations .....	4-11
105 R-2 Two-Family Residential District .....	4-13
A. Permitted Uses .....	4-13
B. Special Uses .....	4-13
C. Conditional Uses .....	4-13
D. Lot Size Requirements .....	4-13
E. Bulk Regulations .....	4-14
F. Use Limitations .....	4-14

# TABLE OF CONTENTS

(Continued)

Section	Page
106 R-3 Multiple-Family Residential District .....	4-15
A. Permitted Uses .....	4-15
B. Special Uses .....	4-15
C. Conditional Uses .....	4-15
D. Lot Size Requirements .....	4-15
E. Bulk Regulations .....	4-16
F. Use Limitations .....	4-16
107 MH-1 Manufactured Home Park District .....	4-17
A. Permitted Uses .....	4-17
B. Special Uses .....	4-17
C. Conditional Uses .....	4-17
D. Lot Size Requirements .....	4-17
E. Bulk Regulations for Parks .....	4-17
F. Standards for Parks .....	4-18
G. Unused Mobile Home Park .....	4-19
108 MH-2 Manufactured Home Subdivision District .....	4-20
A. Permitted Uses .....	4-20
B. Special Uses .....	4-20
C. Conditional Uses .....	4-20
D. Lot Size Requirements .....	4-20
E. Bulk Regulations .....	4-20
F. Use Limitations .....	4-21
109 B-1 Office Business District .....	4-22
A. Permitted Uses .....	4-22
B. Special Uses .....	4-20
C. Conditional Uses .....	4-23
D. Lot Size Requirements .....	4-23
E. Bulk Regulations .....	4-23
F. Use Limitations .....	4-23
110 B-2 Central Business District .....	4-25
A. Permitted Uses .....	4-25
B. Special Uses .....	4-26
C. Conditional Uses .....	4-26
D. Lot Size Requirements .....	4-26
E. Bulk Regulations .....	4-27
F. Use Limitations .....	4-27

# TABLE OF CONTENTS

(Continued)

Section	Page
111 B-3 General Business District .....	4-28
A. Permitted Uses .....	4-28
B. Special Uses .....	4-28
C. Conditional Uses .....	4-29
D. Lot Size Requirements .....	4-30
E. Bulk Regulations .....	4-30
F. Use Limitations .....	4-30
112 B-4 Interchange Business District .....	4-31
A. Permitted Uses .....	4-31
B. Special Uses .....	4-32
C. Conditional Uses .....	4-32
D. Lot Size Requirements .....	4-32
E. Bulk Regulations .....	4-33
F. Use Limitations .....	4-33
113 I-1 Light Industrial District .....	4-34
A. Permitted Uses .....	4-34
B. Special Uses .....	4-35
C. Conditional Uses .....	4-35
D. Lot Size Requirements .....	4-35
E. Bulk Regulations .....	4-35
F. Use Limitations .....	4-36
114 I-2 Heavy Industrial District .....	4-37
A. Permitted Uses .....	4-37
B. Uses Not Permitted .....	4-37
C. Special Uses .....	4-38
D. Conditional Uses .....	4-38
E. Lot Size Requirements .....	4-39
F. Bulk Regulations .....	4-39
G. Use Limitations .....	4-39
115 PUD Planned Unit Development District .....	4-40
A. General Provisions .....	4-40
B. Standards and Criteria for Planned Unit Developments .....	4-41
C. Preliminary PUD Plan Contents .....	4-45
D. Action on Preliminary PUD Plan .....	4-47
E. Status of Preliminary PUD Plan After Approval .....	4-48
F. Final PUD Plan Contents and Approval .....	4-49
G. Enforcement and Modification .....	4-52

# TABLE OF CONTENTS

(Continued)

Section		Page
	<b>ARTICLE 5. ZONING DISTRICTS</b>	<b>5-1</b>
100	Off-Street Parking .....	5-1
	A. General Provisions .....	5-1
101	Required Parking Spaces .....	5-3
	A. Dwelling and Lodging Uses .....	5-3
	B. Business and Industrial Uses .....	5-4
	C. Other Uses .....	5-5
102	Conditional Use for Parking .....	5-6
	A. Location .....	5-6
	B. Use .....	5-6
	C. Improvements .....	5-6
103	Off-Street Loading and Unloading .....	5-7
	<b>ARTICLE 6. ZONING DISTRICTS</b>	<b>6-1</b>
100	Accessory Uses Authorization .....	6-1
	A. Definitions .....	6-1
	B. Permitted Accessory Uses .....	6-1
	C. Bulk Regulations .....	6-3
	D. Use Limitations .....	6-4
101	Temporary Uses Permitted .....	6-4
102	Home Occupations Authorization .....	6-6
	A. Definition .....	6-6
	B. Use Limitations .....	6-6
	C. Home Occupations Permitted .....	6-7
	D. Home Occupations Prohibited .....	6-8
	E. Home Occupation Authorization by Conditional Use .....	6-9

# TABLE OF CONTENTS

(Continued)

Section		Page
	<b>ARTICLE 7. SIGNS</b>	<b>7-1</b>
100	Sign Permits .....	7-1
101	Classification of Signs .....	7-1
	A. Functional Types .....	7-1
	B. Structural Types .....	7-2
102	General Standards .....	7-3
	A. Gross Surface Area of Sign .....	7-3
	B. Corner and Through Lots .....	7-3
	C. Height of Sign .....	7-3
	D. Building and Electrical Codes Applicable .....	7-3
	E. Illuminated Signs .....	7-3
	F. Flashing or Moving Signs .....	7-3
	G. Signs Adjacent to Pedestrian Walkway .....	7-4
	H. Accessway or ;window .....	7-4
	I. Signs on Trees or Utility Poles .....	7-4
	J. Traffic Safety .....	7-4
	K. Location .....	7-4
	L. Portable Signs .....	7-5
	M. Damaged or Unsafe Signs .....	7-6
103	Exemptions .....	7-6
104	District Regulations .....	7-8
	A. A-1 Agricultural Transition District .....	7-8
	B. RS-1, R-1, R-2 and R-3 Residential Districts and MH-1 and MH-2 Manufactured Home Districts .....	7-9
	C. B-1 Office Business District .....	7-10
	D. B-2 Central Business District .....	7-11
	E. B-3 General Business District .....	7-11
	F. B-4 Interchange Business District .....	7-12
	G. I-1 and I-2 Industrial Districts .....	7-12
105	Monument Signs .....	7-13
106	Nonconforming Signs .....	7-13

# TABLE OF CONTENTS

(Continued)

Section		Page
	<b>ARTICLE 8. NONCONFORMING LOTS, STRUCTURES AND USES</b>	<b>8-1</b>
100	Purpose .....	8-1
	A. Nonconforming Lot of Record .....	8-1
	B. Nonconforming Structure .....	8-1
	C. Nonconforming Use .....	8-1
	D. Nonconformity .....	8-1
101	Nonconforming Lots of Record .....	8-1
	A. In Any Residential District .....	8-1
	B. In Districts Other than Residential Districts .....	8-2
102	Nonconforming Structures .....	8-3
	A. Authority to Continue .....	8-3
	B. Enlargement, Repair or Alterations .....	8-3
	C. Damage .....	8-3
	D. Moving .....	8-3
103	Nonconforming Uses .....	8-4
	A. Authority to Continue .....	8-4
	B. Ordinary Repair and Maintenance .....	8-4
	C. Structural Alteration .....	8-4
	D. Extension .....	8-4
	E. Enlargement .....	8-5
	F. Damage .....	8-5
	G. Moving .....	8-5
	H. Change in Use .....	8-5
	I. Abandonment .....	8-6
	J. Nonconforming Accessory uses .....	8-6
104	Nonconforming Residential Uses .....	8-6
105	Nonconforming Nonresidential Structures and Uses .....	8-7
106	Status of Existing Conditional and Special Uses and Exceptions .....	8-7
107	Registration of Nonconformities and Exemptions .....	8-8
	A. Purpose .....	8-8
	B. Rights Conditioned .....	8-8
	C. Registration Process .....	8-9
	D. Registration Determination .....	8-9
	E. Appeal .....	8-9

# TABLE OF CONTENTS

## (Continued)

Section	Page
<b>ARTICLE 9. ADMINISTRATION AND ENFORCEMENT</b>	<b>9-1</b>
100 Office of the Zoning Administrator .....	9-1
A. Duties of the Zoning Administrator .....	9-1
B. Duties of the Clerk .....	9-2
101 Zoning Permits and Occupancy Certificates .....	9-2
Zoning Permits .....	9-2
A. Occupancy Certificates .....	9-5
B. Agricultural Compliance Certificate .....	9-6
102 Enforcement and Liability .....	9-6
103 Violations .....	9-7
104 Fees .....	9-7
105 Reports .....	9-8
<b>ARTICLE 10. BOARD OF ZONING APPEALS</b>	<b>10-1</b>
100 Authorization .....	10-1
101 General Procedures .....	10-1
102 Jurisdiction .....	10-1
103 Notice of Hearing .....	10-2
104 Conduct of Hearing .....	10-2
105 Finality and Judicial Review of Decisions .....	10-3
106 Appeals .....	10-3
A. Time for Appeals .....	10-3
B. Application .....	10-3
C. Stay of Proceedings .....	10-3
D. Hearing and Notice .....	10-4
E. Decision .....	10-4
107 Variances .....	10-4
A. Application .....	10-4
B. Hearing and Notice .....	10-5
C. Authorized .....	10-5
D. Standards .....	10-5
E. Conditions and Restrictions .....	10-7
F. Decisions and Records .....	10-7
G. Period of Validity .....	10-7
108 Conditional Uses .....	10-7
A. Application .....	10-7
B. Hearing and Notice .....	10-8
C. Standards .....	10-8
D. Conditions .....	10-9
E. Decisions and Records .....	10-10
F. Period of Validity .....	10-10

# TABLE OF CONTENTS

## (Continued)

Section	Page
<b>ARTICLE 11. AMENDMENTS</b>	<b>11-1</b>
100 General Provisions for Amendments and Special Uses .....	11-1
A. Proposal .....	11-1
B. Application .....	11-1
C. Public Hearing .....	11-2
D. Notice of Hearing .....	11-2
E. Conduct of Hearing .....	11-4
F. Report by Planning Commission .....	11-5
G. Amendments to Text .....	11-5
H. Review Criteria for Amendments or Special Uses .....	11-5
101 Special Uses .....	11-7
102 Project Review .....	11-8
103 Filing of Protest .....	11-9
104 Adoption of Amendments or Special Uses by the Governing Body .....	11-9
105 Annual Review .....	11-10
106 Judicial Review .....	11-10
 <b>ARTICLE 12. SEVERABILITY AND EFFECTIVE DATE</b>	 <b>12-1</b>
100 Severability .....	12-1
101 Effective Date .....	12-1
 <b>APPENDIX</b>	 <b>A-1</b>
Table of Comparability for Zoning Districts .....	A-1
Ordinance Incorporating and Adopting Zoning Regulations .....	A-3
Selected Index by Subject and Section .....	A-5
City of Mulvane Site Plan Review Criteria .....	B-1
City of Mulvane Site Plan Review – General Introduction .....	B-2
 <b>Site Plan Approval Procedure and Criteria</b>	
Part One: Purpose and Applicability .....	B-8
Part Two: Review Procedure .....	B-9
Part Three: Required Submittal Documents for Final Review .....	B-10
Part Four: Appearance Standards .....	B-14
 Floodplain Management Regulations .....	C-1
Ordinance Amending the Floodplain Management Regulations .....	C-20
Ordinance Incorporating and Adopting Zoning Regulations .....	D-1

**ZONING REGULATIONS  
of the  
CITY OF MULVANE, KANSAS**

**ARTICLE 1. TITLE, PURPOSE, AUTHORITY AND JURISDICTION**

**100    Title.** These regulations, including the zoning district maps made a part hereof, shall be known and may be cited as the "Zoning Regulations of the City of Mulvane, Kansas," and shall hereinafter be referred to as "these regulations."

**101    Purpose.** These regulations are intended to serve the following purposes:

To promote the public health, safety, morals, comfort and general welfare and to protect and control the aesthetics of redevelopment or new development;

- A.    To establish a variety of zoning district classifications according to the use of land and buildings with varying intensities of uses and standards whose interrelationships of boundary zones form a compatible pattern of land uses and buffer areas which enhance the value of each zone;
- B.    To regulate and restrict the location, use and appearance of buildings, structures and land within each district and to zone for residential, commercial, industrial and other purposes including floodplains;
- C.    To regulate and restrict the height, number of stories and size of buildings and structures including their distance from any street or highway; the percentage of each lot that may be occupied by buildings and other structures; and size of yards, courts and other open spaces;
- D.    To protect property values and conserve energy and natural resources;
- E.    To provide for adequate light and air and acceptable noise levels;
- F.    To avoid the undue concentration of population and vehicular traffic and to prevent overcrowding the use of land and public facilities;
- G.    To facilitate the adequate provision of transportation, water supply, sewage disposal, schools, parks and other public improvements;
- H.    To provide adequate public notice on proposed changes in these regulations and zoning maps and an opportunity to be heard on such zoning matters;

- I. To establish and provide procedures for the Board of Zoning Appeals to consider appeals, variances and conditional uses as exceptions; and
- J. To implement the goals, policies and proposals of the comprehensive plan for the zoning jurisdiction.

102 **Authority.** These regulations are adopted under authority established by K.S.A., 12-741 et seq., as amended, 12-715b, 12-736, 12-742, 12-753 to 12-761 inclusive, 12-763, 12-764, 12-766, 12-770, 12-771, 12-3009 to 12-3012 inclusive, 12-3301 and 12-3302.

103 **Zoning Jurisdiction.** These regulations shall apply to all structures and land within the corporate limits of the City of Mulvane, as presently exists or are hereafter established, which is located in both Sedgwick and Sumner counties, and within the following land description which is located outside of the City; provided, however, that such land is not otherwise zoned by Sedgwick or Sumner counties and is within three miles of the city limits:

That land in Belle Plaine and Gore townships of Sumner County, Kansas, excluding the City of Mulvane which contains the following area:

**Township 30 South, Range 1 East**

All of Sections 1, 2, 11, 12, 13; plus the following portions of Sections: E1/2 and the E1/2 of the W1/2 of Section 3; NE1/4 and the SE1/4 except the SW1/4 of said SE1/4 of Section 10; and the N1/2 and SE1/4 of Section 14.

**Township 30 South, Range 2 East**

All of Sections 3, 4, 5, 6, 7, 8, 9, 10, 16, 17 and 18; plus the NW1/4 portion of Section 15.

All such land is included in the Planning Area for the Comprehensive Development Plan for the Mulvane Area which has been adopted by the Planning Commission and approved by the Governing Body.

## ARTICLE 2. INTERPRETATION, CONSTRUCTION AND DEFINITIONS

### 100 Rules of Interpretation.

- A. Minimum Requirements. In their interpretation and application, the provisions of these regulations shall be held to be the minimum requirements for the promotion of the public health, safety, morals, comfort and general welfare.
- B. Overlapping or Contradictory Regulations. Where the conditions imposed by the provisions of these regulations upon the use of land or structures are either more restrictive or less restrictive than comparable conditions imposed by any other provision of any other applicable law, ordinance, resolution, rule or regulation of any kind, the regulations which are more restrictive and impose higher standards or requirements shall govern.
- C. Private Agreements. The provisions of these regulations are not intended to abrogate any valid easement, deed restriction, covenant or other private agreement of legal relationship; provided, that where the requirements of these regulations are more restrictive or impose higher standards or regulations than such private agreements, the requirements of these regulations shall govern. The City does not have a responsibility to enforce such private agreements.
- D. Unlawful Uses. No use of land or structure which was not lawfully existing at the time of the adoption of these regulations shall become or be made lawful solely by reason of the adoption of these regulations; and to the extent that, and in any respect that, said unlawful use or structure is in conflict with the requirements of these regulations, said use or structure remains unlawful hereunder.
- E. Not a Licensing Regulation. Nothing contained in these regulations shall be deemed to be a consent, license or permit to use any property or to locate, construct or maintain any structure or facility or to carry on any trade, industry, occupation or activity.
- F. Effect on Existing Permits. For all purposes except single-family residential developments platted and recorded after January 1, 1992, nothing in these regulations shall be deemed to require any change in plans, construction or designated use of any land or structure in the event that: (See Section 2-100G for Vesting of Development Rights.)

A zoning permit for such use of land or structure was lawfully issued prior to the effective date of these regulations or the effective date of any amendment thereof; and such permit had not by its own terms expired prior

to such effective date; and such permit were issued on the basis of an application showing complete plans for proposed construction and/or use; and there has been a substantial change of position, substantial expenditure, substantial work performed or incurrence of substantial obligations by the permit holder in reliance on such permit other than purchase of land or preparation of design plans; and such issuance of a permit and change of position, expenditures, work or incurrence of obligations were made prior to the effective date of an amendment of these regulations which amendments would have made illegal the issuance of such permit; and Construction pursuant to such permit is completed prior to the expiration of such permit; and when the use of land or a structure is completed under a permit to which this Section 2-100F applies, an occupancy certificate shall be issued in accordance with the zoning regulations in effect at the time the zoning permit was issued.

- G. Vesting of Development Rights. For the purpose of single-family residential developments according to K.S.A. 12-764, as amended, development rights in such land use shall vest upon recording of a final plat of such land after January 1, 1992. If construction of a principal structure is not commenced on such land within five years of recording a final plat before July 01, 2009, the development rights in such land shall expire and, thus, all revisions to zoning or subdivision regulations becoming effective during the period vested shall then apply to such platted land. For such plats recorded on or after July 01, 2009, such construction must take place within 10 years to be vested.

## 101 Rules of Construction.

- A. In the construction of these regulations, the provisions and rules of this Section shall be preserved and applied, except when the context clearly requires otherwise:
1. The singular number includes the plural and the plural the singular.
  2. The present tense includes the past and future tenses and the future the present.
  3. The word "**shall**" is mandatory while the word "**may**" is permissive.
  4. The phrase "**used for**" shall include the phrases "arranged for," "designed for," "intended for," "maintained for" and "occupied for."
  5. The word "**person**" includes an individual, firm, corporation, association, partnership, trust, governmental body and agency, and all other legal entities.

6. The word "City" means the City of Mulvane, Kansas.
7. The words "Governing Body" mean the Mayor and Council members of the City of Mulvane, Kansas which together constitute the governing body.
8. The word "Clerk" means the City Clerk of the City of Mulvane, Kansas.
9. The words "Planning Commission" mean the Mulvane City Planning Commission.
10. The words "Comprehensive Plan" mean the adopted and approved Comprehensive Development Plan for the City of Mulvane, Kansas and surrounding Planning Area, which includes, among other elements, a plan for land use.
11. The word "Board" means the Mulvane Board of Zoning Appeals.
12. The words "zoning jurisdiction" mean the area as defined in Section 1-103 for which the jurisdiction of these regulations is applicable for zoning purposes.
13. Unless otherwise specified, all distances shall be measured horizontally.

Any word or phrase which is defined in this Article or elsewhere in these regulations shall have the meaning as so defined whenever used in these regulations, unless such definition is expressly limited in its meaning or scope. Words or terms not herein defined shall have their ordinary meaning in relation to the context as defined in a dictionary.

- 102 **Definitions.** The following definitions shall be used in the interpretation and construction of these regulations:

**ACCESSORY DWELLING:** An accessory use dwelling unit may be constructed wholly within, or may be detached from, a principal single-family dwelling unit which shall be subject to the following standards:

- B. A maximum of one accessory dwelling may be allowed on the same zoning lot as a single-family dwelling unit;
- C. The appearance of an accessory dwelling shall be compatible with the principal dwelling and the character of the neighborhood;

- D. The lot on which the accessory dwelling is to be located must meet the minimum lot area as required for the lot size of the relevant zoning district and the maximum lot coverage;
- E. The off-street parking space and standards for Section 5-101A1 must be met;
- F. Separate or shared utility connections may be utilized subject to meeting all requirements of the current building codes for the City;
- G. An accessory dwelling shall remain accessory to and under the same ownership as the principal single-family dwelling unit and not be subdivided or sold as a condominium. A suitable deed restriction stating this restriction must be filed with the County Register of Deeds prior to issuance of any occupancy certificate for the accessory dwelling.

**ACCESSORY USE OR STRUCTURE:** As defined in Article 6.

**ADULT CARE CENTER:** A facility in which care and activities are provided on an hourly or daily basis for adults of all ages. The latter arrangement is not construed to be a "nursing home". It may also be referred to as an "adult day care" facility. Such centers are licensed under regulations established and administered by the Kansas Department of Health and Environment. (See Section 6-102C1 for adult care center limitations as home occupation.)

**ADULT CARE HOME:** A residential facility operated as a home occupation for not more than five adults wherein care and activities are provided on an hourly or daily basis or limited nursing care is provided on a 24-hour basis. Such homes may also be referred to as "home plus" and are licensed under regulations established and administered by the Kansas Department of Health and Environment. Standards for such definitions may be periodically amended by changes in state regulations. Application to the Board of Zoning Appeals may be made for a conditional use to allow up to 10 persons to be cared for in a home occupation.

**ADULT ENTERTAINMENT:** (See SEXUALLY ORIENTED BUSINESS.)

**AGRICULTURE:** (Inside the City) The use of land for growing crops in the open, horticulture, nurseries, truck farms and accessory uses, including the structures not in a designated floodplain for carrying out agricultural operations; provided, however, such agricultural use shall not include the following uses: (See Section 3-100E4 for Exemptions.)

- A. The maintenance and operation of commercial greenhouses or hydroponic farms, except in zoning districts where permitted.

- B. Retail sales as an accessory use, unless the same are otherwise permitted by these regulations.
- C. The feeding of garbage to animals.
- D. The feeding, grazing, or sheltering of domestic animals or fowl, e.g., horses, cows, swine, goats, chickens, pigeons, rabbits or fur bearing animals, but not including cats and dogs and other pets; unless such animals or fowl are otherwise permitted by the City laws or regulations.
- E. The operation or maintenance of a stockyard or commercial feed lot.

Farm houses are considered to be single-family dwellings.

**AGRICULTURE:** (Outside the City) The use of a tract of land in excess of three acres under one ownership where the principle activity is to produce income from the growing of crops, horticulture, nurseries, truck farms or the raising of fish, poultry and cattle or other livestock, but not including feedlots. Such definition includes the structures which are not in a designated floodplain that are necessary for carrying on farming operations including greenhouses and, as an accessory use, the dwelling of the owner or operator of the premises including modular and manufactured or mobile homes used as the principal farm dwelling. Application may be made to the Board of Zoning Appeals for a conditional use for locating a manufactured or mobile home with such an existing dwelling for additional assistance on the farm or ranch. The retail sale of items on the property produced as part of the farming operation is permitted. Such definition shall not include lands used for recreational purposes or rural home sites whose primary purpose is for residential use and not the production of income from a farming operation. Privately owned natural wildlife habitats and reserves are also considered an agricultural use.

So long as such land, related structures and accessory dwelling(s) are used for such bona fide agricultural purposes, these regulations do not require a zoning permit or an occupancy certificate, nor do they establish any other rule or regulation contrary to the provisions of K.S.A. 12-715b. or assist the Zoning Administrator in determining if a proposed building, structure or use meets the definition of agriculture, any applicant seeking agricultural exempt status may be asked to complete a certificate of compliance. Any person aggrieved by a decision of the Zoning Administrator in interpreting the definition of agriculture may appeal to the Board of Zoning Appeals for a determination. Surrounding nonagricultural landowners should be aware that Kansas is a "right-to-farm" state under K.S.A. 2-3201, et seq. which limits nuisance suits and injunctions if an agricultural activity is being conducted in conformity with federal, state and local laws. (See definition for FEEDLOT, Section 3-100E4 for Exemptions to agricultural purposes and Section 3-103N7 for accessory dwelling(s) to agricultural land as a conditional use.)

**AIRCRAFT:** Any contrivance now known or hereafter invented for use in or designed for navigation of or flight in the air.

**AIRPARK:** A small airport. (See AIRPORT and see Section 4-110B1 for airports as special uses.)

**AIRPORT:** (Including Airpark, Landing Strip, Heliport or Helistop.) Any premises which are used, or intended for use, for the landing and take-off of aircraft; and any appurtenant areas which are used, or intended for use, for airport buildings or other airport structures or rights-of-way, together with all airport buildings and structures located thereon. (See Section 4-101B1 for Airports as Special Uses.)

**ALLEY:** A minor right-of-way along the side of or in the rear of lots intended to provide a secondary means of access to abutting lots and to and from streets.

**ALTERATION:** See STRUCTURAL ALTERATION.

**AMUSEMENT CENTER:** An indoor commercial establishment which contains amusement devices for public use as the principal activity of the business operating the center, but, in any event, places which operate four or more of the devices. Amusement devices shall include computer video games, pinball machines, pool or billiard and other table games. Such definition is not intended to include recreational uses such as bowling, skating rinks or miniature golf, but may include indoor ranges for archery and shooting firearms.

**ANIMAL HOSPITAL OR CLINIC:** An establishment where animals are admitted principally for examination, treatment, board or care, by a doctor of Veterinary Medicine. This does not include open kennels or runs, unless specifically permitted by the district regulations.

**APARTMENT:** See DWELLING, MULTIPLE-FAMILY.

**ASSISTED LIVING FACILITY:** Dwelling units used by older persons, persons with disabilities or other persons needing or desiring assistance with day-to-day living matters, but not including nursing homes, hospitals or convalescent care facilities. Typical uses include retirement communities in which housekeeping services, common dining facilities and recreational and social activities are offered to residents.

**AUTOMOBILE SERVICE STATION:** A structure and surrounding land used for the storage and sale of petroleum fuel, including self-service, primarily to passenger vehicles and for accessory uses such as the sale of lubricants, accessories or supplies, the incidental washing of motor vehicles and the performing of minor repairs, but not including tire recapping, body repairs or major overhaul. Such use does not include open sales lots for new or used vehicles nor provide rental equipment, unless specifically permitted by the district regulations.

**AWNING:** A roof-like cover that is temporary in nature which projects from the wall of a building and which may overhang a public sidewalk area.

**BASEMENT:** That portion of a building located wholly or partially underground, but having more than one-half of its clear floor-to-ceiling height below the average grade of the adjoining ground.

**BED AND BREAKFAST HOME OR INN:** A dwelling where for compensation one or more rooms are available for lodging and breakfast served to lodgers only. When conducted as a home occupation, such facilities are designated as "homes." When designated as an "inn," such facilities may be operated as a home occupation or as a business enterprise. When specifically permitted, tea rooms for a limited number of customers may be operated in conjunction with bed and breakfast inns.

**BLOCK:** A tract of land bounded by streets or by a combination of streets, public parks, cemeteries, railroad rights-of-way, waterways or city limits.

**BOARDING OR ROOMING HOUSE:** A building other than a hotel where, for compensation and by prearrangement for definite periods, lodging only or with meals are provided for three or more boarders and/or roomers exclusive of the occupant's family. Individual cooking facilities are not provided. (See FAMILY.)

**BUILDING:** Any covered structure having a roof supported by columns or walls for the shelter, support or enclosure of persons, animals, horticultural products or chattels. Interconnected buildings shall be considered as one building.

**BULK REGULATIONS:** Regulations controlling the size of structures and the relationships of structures and uses to each other and to open areas and lot lines. Bulk regulations include regulations controlling: (1) maximum height, (2) maximum lot coverage, and (3) minimum size of yards and setbacks. (See Section 3-103G for utility and communication facilities exemption.)

**BUSINESS AND PROFESSIONAL OFFICE:** The office of an architect, attorney, dentist, doctor, engineer, landscape architect, real estate or insurance agent or other similar professional person, and any office used primarily for accounting, correspondence, research, editing or administration.

**CAMPGROUND:** Any parcel of ground which provides space for transient occupancy and is used or intended to be used for the parking of one or more camping trailers, tents or similar recreational vehicles. No camper shall occupy a campground for a period exceeding 90 consecutive days. The term campground does not include sales lots on which unoccupied camping trailers, whether new or used, are parked for the purpose of storage, inspection or sale.

**CANOPY:** Any structure, movable or stationary, open on three sides, which is attached to and projects from a wall of a building for the purpose of sheltering a drive-up facility,

platform, stoop, entranceway or sidewalk from the elements including a motor vehicle; or an independent roof-like structure supported by posts with no sidewalls for purpose of the sheltering a gasoline service area, drive-in facility or motor vehicles. In any event, the sheltering of motor vehicles is for temporary parking and unloading only and not a permanent parking space or storage. (See Section 3-103F1 for Permitted Obstructions.)

**CAPACITY IN PERSONS:** The maximum number of persons who can avail themselves of the services or goods of an establishment, at any one time, with reasonable comfort.

**CARPORT:** A structure for shelter and permanent parking space for motor vehicles attached to a building or independent thereof. Such carports are not permitted obstructions under Section 3-103F1. (See CANOPY.)

**CAR WASH:** An establishment having facilities designed or used exclusively for washing or cleaning motor vehicles.

**CELLULAR TOWER:** A telecommunication structure with an attached antenna(s) which creates a cell site for a wireless transmission service that permits customers to use mobile telephones to connect either to the public switched network or to other mobile cellular phones. Such definition shall also include structures which provide "personal communication services" (PCS) that are similar to cellular, but allow for both data and voice transmission.

**CHILD CARE FACILITIES:** Standards and requirements for facilities which provide care for children are established by State law and promulgated by regulations of the Kansas Department of Health and Environment. The following facilities are licensed or registered by the department and all requirements, as may be amended from time to time, must be met:

1. **Group Boarding Home:** A non-secure facility providing 24-hour residential care for not less than five nor more than 10 persons unrelated to the caregivers. Emergency shelter and maternity care may be provided.
2. **Child Care Center:** A facility in which care and educational activities for 13 or more children two weeks to 16 years of age are provided for more than three, but less than 24 hours per day, including before and after school care for school age children.
3. **Preschool:** A facility such as a "nursery school" providing learning experiences for children of less than kindergarten age, but who are 30 months or older, where sessions do not exceed three hours per day.
4. **Day Care Home:** A home or facility in which care is provided for a maximum of 10 children under 16 years of age.

5. Group Day Care Home: Similar to day care homes except that care is provided to a maximum of 12 children under 16 years of age.
6. Family Day Care Home: A home in which care is provided for less than 24 hours per day for a maximum of six children who are less than 16 years of age, but of whom not more than three children are less than 18 months.

(See Section 6-100B11 for child care facilities for employees and Sections 6-102C and D for home occupations permitted and prohibited.)

**CLUB**: An organization licensed as a Class A or B club for the purpose of consuming alcoholic beverages either for or not for profit under K.S.A. 41-2601, et seq., as amended. (See FRATERNAL OR SERVICE CLUB and TAVERN AND DRINKING ESTABLISHMENT.)

**CONDITIONAL USE**: A use of a structure or land which is not permitted outright within a zoning district because of possible adverse affects upon surrounding properties, but which with conditions placed upon it by application to the Board of Zoning Appeals as an exemption such a conditional use may become compatible to the area at particular locations within the district. (See Section 10-108 for Conditional Uses.)

**CONDOMINIUM**: A structure and related common areas and facilities designed to meet the provisions of the Apartment Ownership Act cited in K.S.A. 58-3101, et seq., which governs the ownership, management, taxation, contents of the declaration and other matters related to the sale and operation of such structures and the independent units therein. Independent condominium units, as defined in the Act, may be used for residential, office, business, industrial and other uses as permitted by the respective zoning districts. The contents of the declaration as required by K.S.A. 58-3111 shall also include a provision for the City to carry out the obligation to maintain the common areas and facilities in order to avoid having them become a public nuisance. In the event that such responsibilities are assumed by the City, the costs for such maintenance shall be assessed against the condominium units and shall become a tax lien thereon. The Zoning Administrator must be satisfied that such a provision is included in the declaration before a zoning permit or occupancy certificate will be approved.

**DENSITY**: Restrictions on the number of dwelling units that may be constructed per acre or per square feet of a zoning lot area.

**DEVELOPER**: The legal or beneficial owner or owners of all of the land proposed to be included in a planned development or the duly authorized agent thereof. The holder of an option or contract or purchase, a lessee having a remaining term of not less than 40 years or other person having an enforceable proprietary interest in such land, shall be deemed to be a developer for the purpose of these regulations.

**DISTRICT**: A section or sections of the zoning jurisdiction for which the regulations governing the use of buildings and land, the height of buildings, the size of yards, and the intensity of use are uniform.

**DOG KENNEL:** Any place where three or more dogs are kept, maintained, boarded, bred for a fee or offered for sale. A "dog" is defined as any member of any canine species over six months of age. This definition includes dogs which are kept or maintained as pets.

**DRIVE-IN ESTABLISHMENT:** An enterprise which accommodates the patrons' parked automobiles and from which the occupants may make purchases, transact business or view motion pictures or other entertainment. Such definition does not include a drive-through facility such as located at banks or restaurants.

**DWELLING:** A building, or portion thereof, which is designed or used for residential occupancy including a condominium and a modular home, but not a group home as herein defined, an earth-sheltered dwelling, a residential-design manufactured home or a manufactured or mobile home, unless any of the latter are specifically permitted.

**DWELLING, ATTACHED:** A residential building which is joined to another dwelling at one or more sides by a party wall or walls, including walls of an attached garage. Separate ownership of attached dwelling units known as common lot line housing or "twin homes" shall be accompanied by a recorded lot split unless already platted into individual lots. All utilities and facilities must be independent of each other, unless provided by an association of town house or condominium owners under K.S.A. 58-3101 et seq. or 58-3701 et seq. respectively and platted as common ownership.

**DWELLING, DETACHED:** A residential building which is entirely surrounded by open space on the same lot.

**DWELLING, MULTIPLE-FAMILY:** A residential building containing three or more dwelling units.

**DWELLING, SINGLE-FAMILY:** A residential building containing one dwelling unit only or a group home as defined herein.

**DWELLING, TWO-FAMILY:** A residential building containing two dwelling units only.

**DWELLING UNIT:** One or more rooms in a residential building or residential portion of a building which are arranged, designed, used or intended for use by one family, and which includes cooking space and lawful sanitary facilities reserved for the occupants thereof.

**EARTH-SHELTERED DWELLING:** A single-family dwelling constructed so that 50% or more of the exterior surface area of the building, excluding garages and other accessory structures, is covered with earth. Such a dwelling is a complete structure that does not serve just as a foundation or substructure for above-grade construction. A partially completed building shall not be considered earth-sheltered. Bulk regulations shall be measured from the structural part of the dwelling as distinguished from the earth covering.

**EASEMENT**: A public dedication or private grant by the property owner of the specific use of a strip of land by others. Limitations apply on what type of principal or accessory buildings or structures can be located on a public easement. (See Section 9-101A for Zoning Permits.)

**FAMILY**: Either (1) an individual or two or more persons related by blood, marriage or adoption, living together as a single housekeeping unit in a dwelling unit; or (2) a group of not more than four adult persons who need not be related by blood, marriage or adoption, living together as a single, non-profit housekeeping unit in a dwelling unit; plus in either case, domestic servants. A family may include any number of gratuitous guests or minor children not related by blood, marriage or adoption. No more than two boarders or roomers are permitted as part of a housekeeping unit. (See BOARDING OR ROOMING HOUSE and Section 6-102B3 for home occupation limitations.)

**FEEDLOT**: Any tract of land or structure, pen or corral wherein livestock or fowl are maintained in close quarters for the purpose of feeding such livestock or fowl for shipment to market. Such confined areas are not used normally for raising crops and no vegetation is grown therein which is intended for feed. The lot may or may not be regulated by the Kansas Department of Health and Environment. (See AGRICULTURE, inside and outside the City.)

**FENCE**: A free-standing structure of customary materials such as metal, masonry, glass, wood, vinyl or PVC, or any combination thereof, resting on or partially buried in the ground including a berm and rising above ground level, and used for confinement, screening or partition purposes, but which does not pose a threat to public safety or health and is designed and constructed using commonly acceptable fence materials. In determining the location of a fence, consideration must be given to its effect upon proper drainage. (See Section 3-103F2-5 for fences as Permitted Obstructions.)

**FLOODPLAIN**: See Appendix for definitions in the Floodplain Management Regulations.

**FLOOR AREA**: For computing off-street parking requirements, floor area shall mean the gross floor area of the building measured from the exterior faces of the exterior walls or from the centerline of walls separating two buildings and shall include all floors, except that space which is used for storage or for group meeting rooms.

**FRATERNAL AND SERVICE CLUB**: An association formally organized for either fraternal, social, educational, philanthropic or other similar purposes, including union and professional organizations and operated not for profit for persons who are bona fide members paying annual dues, which owns, hires or leases premises, the use of which premises is restricted to such members and their guests. The affairs and management of such association are conducted by a board of directors, executive committee or similar body chosen by the members. Food, meals and beverages may be served on such premises, provided adequate dining space and kitchen facilities are available. Alcoholic

beverages may be sold or served to members and their guests, provided such service is secondary and incidental to the promotion of some other common objective of the organization, and further provided that such sale or service of alcoholic beverages is in compliance with all federal, state, county and local laws. (See CLUB.)

**FRONTAGE:** The property on one side of a street between two intersecting streets (crossing or terminating) measured along the line of the street; or with a dead-end street, all property abutting one side of such street measured from the nearest intersecting street and the end of the dead-end street.

**GARAGE, PRIVATE:** A building for the private use of the owner or occupant of a principal building situated on the same lot as the principal building for the storage of motor vehicles with no facilities for mechanical service or repair of a commercial or public nature.

**GARAGE, REPAIR:** A building designed and used for the storage, care, repair or refinishing of motor vehicles including both minor and major mechanical overhauling, paint and body work.

**GARDEN STORE:** A store which sells growing plants, seeds, bulbs, shrubs and gardening and landscaping tools, implements and supplies, including lawn furniture.

**GROUP HOME:** A dwelling occupied by not more than 10 persons, including eight or fewer persons with a disability which is a physical or mental impairment as defined by K.S.A. 12-736. The two staff residents need not be related by blood or marriage to each other or to the other residents of the home. Such a dwelling must be licensed by the Kansas Department of Social and Rehabilitation Services or the Kansas Department of Health and Environment. (See DWELLING, SINGLE-FAMILY.)

**HAZARDOUS WASTE FACILITY:** An on-site or off-site facility or part of a facility or modification of an existing facility which includes all contiguous land, structures and other appurtenances and improvements on the land utilized for the purpose of treating, storing or disposing of hazardous waste. Such term shall also mean a hazardous waste injection well. In addition to this definition of facility, all related definitions pertaining to hazardous wastes as contained in K.S.A. 65-3430 and as may be amended from time to time are hereby incorporated by reference into the definitions of these regulations.

**HEIGHT, MAXIMUM:** A horizontal plane above and parallel to the average finished grade of the entire zoning lot at the height shown in the district regulations. No part of any structure shall project through such plane except:

1. Chimneys, flues, stacks, fire escapes, gas holders, elevator enclosures, ventilators, skylights, solar panels, water tanks and similar roof structures needed to operate and maintain the building on which they are located and signs where permitted by Article 7;

2. Flagpoles, water towers and tanks, steeples, bell towers, carillons, monuments, cupolas, electric transmission line towers and private wind energy conversion systems; and
3. Communication structures which do not exceed 60 feet in height in agricultural and industrial districts only. Also, an exception to the maximum height in all districts are antennas for licensed amateur radio and citizens band operators, as well as wireless cable TV antennas on masts. Communication structures include (1) antennas, and (2) broadcasting and microwave transmitting and relay towers for television, radio and cellular telephone systems and other similar forms of electronic communication. In all districts, applicants may apply for a special use to construct a communication structure as a principal use which may exceed the height limitations for such structures. The Planning Commission may adopt criteria in the form of a policy statement to assist in the review of such special use applications. (See Section 6-100B6 for satellite dish antennas, Section 6-100B7 for communication structures, antennas and aerials and Section 3-103G for lot size and bulk regulations exemption.)

**HOME OCCUPATION:** As defined in Article 6.

**HOTEL:** A building or portion thereof, or a group of buildings, which provides sleeping accommodations for transients with or without meals, whether such establishments are designated as a hotel, inn, automobile court, motel, motor inn, motor lodge, tourist cabin, tourist court or otherwise, but not a bed and breakfast home or inn.

**LANDFILL, SANITARY:** A disposal site employing an engineering method of disposing of solid wastes in a manner that minimizes environmental hazards by spreading, compacting to the smallest volume, and applying cover material over all exposed waste at the end of each operating day in accordance with a definite plan. All such landfills must be approved by the Kansas Department of Health and Environment.

**LANDSCAPING:** The improvement of a lot, parcel or tract of land with grass and shrubs and/or trees. Landscaping may include pedestrian walks, flower beds, ornamental objects such as fountains, statuary and other similar natural and artificial objects designed and arranged to produce an aesthetically pleasing effect.

**LOT:** See LOT, ZONING.

**LOT AREA:** The area of a horizontal plane bounded by the front, side and rear lot lines.

**LOT, CORNER:** A lot abutting upon two or more streets at their intersection. (See LOT LINE, REAR AND YARD, FRONT.)

**LOT COVERAGE:** That percentage of a lot which, when viewed directly from above, would be covered by a structure or structures or any part thereof, excluding projecting roof eaves and recreational activity areas for basketball, racquetball, swimming, tennis and similar activities.

**LOT DEPTH:** The distance between the midpoint of the front lot line and the midpoint of the rear lot line.

**LOT, INTERIOR:** A lot other than a corner lot.

**LOT LINE:** The boundary line of a zoning lot. (See LOT, ZONING.)

**LOT LINE, FRONT:** A street right-of-way line forming the boundary of a lot.

**LOT LINE, REAR:** The lot line that is most distant from and is or is most nearly, parallel to the front lot line. If a rear lot line is less than 10 feet long or if the lot comes to a point at the rear, the rear lot line shall be a line at least 10 feet long, lying wholly within the lot, parallel to the front line. If a zoning lot has two or more front lot lines, the owner or developer shall designate the yard which is to be the rear yard.

**LOT LINE, SIDE:** A lot line which is neither a front lot line nor a rear lot line.

**LOT OF RECORD:** A lot which is part of a subdivision, the plat of which has been recorded in the office of the County Recorder of Deeds or a parcel of land described by metes and bounds of which the deed was recorded prior to adoption of these regulations.

**LOT, REVERSE FRONTAGE:** A lot whose rear lot line also serves as the street line for a limited access highway or street. With complete access control on the rear lot line, the abutting yard is considered to be a rear yard. (See LOT, THROUGH and YARD, REAR.)

**LOT SIZE REQUIREMENTS:** Restrictions on the dimensions of lots including (1) minimum lot area, width and depth; and (2) maximum density. Lot area, width and depth establish the minimum size of the zoning lot on which a structure or use or two or more structures or uses, may be constructed or established. (See Section 3-103G for utility and communication facilities exemption.)

**LOT, THROUGH:** A lot which has a pair of opposite lot lines along two substantially parallel streets and which is not a corner lot. On a through lot, both street lines shall be deemed front lot lines, but in the case of two or more contiguous through lots, there shall be a common front lot line, sometimes referred to as a double frontage lot.

**LOT WIDTH:** The distance on a horizontal plane between the side lot lines measured at right angles to the lot depth at the established front yard setback line.

**LOT, ZONING:** A parcel of land that is designated by its owner or developer at the time of applying for a zoning permit as a tract all of which is to be used, developed or built upon as a unit under single ownership. As long as it satisfies the above requirements, such lot may consist of: (1) a single lot of record, or (2) a portion of a lot of record, or (3) a combination of complete lots of record, complete lots and portions of lots of record, or portions of lots of record.

**MANUFACTURED HOME:** A factory-built structure or structures equipped with the necessary service connections and made so as to be transportable as a unit or units on its own running gear and designed to be used as a dwelling unit with or without a permanent-type, enclosed perimeter foundation. The transportation system is designed so that the home may be moved from time to time at the convenience of the owner. The term shall also include two or more separately towed units which are designed to be bolted or otherwise fastened together to form a complete living unit. Such homes are built on a chassis consisting of drawbar and coupling mechanism, frame (e.g., steel I-beams), running gear assembly and lights. Removal of any or all of these component parts does not change the definition. All such homes shall be either skirted according to the manufacturer's design and construction standards or placed on a permanent-type, enclosed perimeter foundation and, according to standards of the State of Kansas under K.S.A. 75-1226, et seq., as amended, shall be anchored to the ground or secured to a permanent-type foundation. All manufactured homes must meet the standards of the National Manufactured Home Construction and Safety Standards of 1976, otherwise referred to as the "HUD Code". Additions may be made to such homes for patios, porches, carports, garages, storage structures and living space provided such additions are designed and constructed by a manufactured home factory or meet applicable City building codes. Overhead structures which cover or enclose a home are not permitted; however, a protective roof covering which is used to remedy a deteriorating roof condition is permitted. Under no circumstances shall two or more single-wide homes be permitted to connect together in any manner on the same zoning lot, nor shall such homes be attached to or integrated with the design of a site-built dwelling unit. (See MOBILE HOME and RESIDENTIAL-DESIGN MANUFACTURED HOME.)

**MANUFACTURED HOME PARK:** Any area, piece, parcel, tract, or plot of ground equipped as required for support of manufactured and mobile homes and used or intended to be used by one or more occupied home. Such parks shall be under one ownership and control, but under no circumstances shall the home spaces be sold or offered for sale individually. The definition of a park does not include a sales area on which unoccupied homes, whether new or used, are parked for the purposes of storage, inspection or sale, unless approved as a conditional use by the Board of Zoning Appeals. A manufactured or mobile home may, however, remain on a space for purposes of sale by the resident owner.

**MANUFACTURED HOME SUBDIVISION:** A subdivision which is platted for development as individually owned lots for manufactured, mobile or modular homes to be placed on permanent-type, enclosed perimeter foundations. Whereas such homes can be used for rental purposes, lots cannot be leased for periodic placement of such homes on them.

**MEDICAL, DENTAL OR HEALTH CLINIC:** Any building designed for use by three or more full-time professional persons engaged in the diagnosis, care and treatment of physical or mental diseases or ailments of human beings; including, but not limited to doctors of medicine, dentists, chiropractors, osteopaths, optometrists, podiatrists and naturopaths, and in which no patients are lodged overnight, but which may include a pharmacy.

**MINI-STORAGE FACILITY:** A building or group of buildings that contain varying sizes of individual, compartmentalized and controlled-access stalls and/or lockers for the dead storage indoors of customer's goods or wares. Outdoor storage may be permitted, but only when specifically permitted by these regulations. The operation shall not include a transfer and storage business where the use of vehicles is part of such a business.

**MOBILE HOME:** A factory-built structure or structures equipped with the necessary service connections and made so as to be transportable as a unit or units on its own running gear and designed to be used as a dwelling unit with or without a permanent-type, enclosed perimeter foundation. The transportation system is designed so that the home may be moved from time to time at the convenience of the owner. The term shall also include two or more separately towed units which are designed to be bolted or otherwise fastened together to form a complete living unit. Such homes are built on a chassis consisting of drawbar and coupling mechanism, frame (e.g., steel I-beams), running gear assembly and lights. Removal of any or all of these component parts does not change the definition. All such homes shall be either skirted according to the manufacturer's design and construction standards or placed on a permanent-type, enclosed perimeter foundation and, according to standards of the State of Kansas under K.S.A. 75-1226, *et seq.*, as amended, shall be anchored to the ground or secured to a permanent-type foundation. Additions may be made to such homes for patios, porches, carports, garages, storage structures and living space provided such additions are designed and constructed by a manufactured home factory or meet applicable City building codes. Overhead structures which cover or enclose a home are not permitted; however, a protective roof covering which is used to remedy a deteriorating roof condition is permitted. Under no circumstances shall two or more single-wide homes be permitted to connect together in any manner on the same zoning lot, nor shall such homes be attached to or integrated with the design of a site-built dwelling unit. (See MANUFACTURED HOME and RESIDENTIAL-DESIGN MANUFACTURED HOME.)

**MODULAR HOME:** A dwelling structure located on a permanent foundation and connected to public utilities, consisting of pre-selected, prefabricated units or modules, and transported to and/or assembled on the site of its foundation; in contrast to a dwelling structure which is custom built on the site of its permanent location; and also in contrast to a manufactured home, either single-width, double-width or multi-width, located on its permanent foundation. In general, such modular homes shall have exterior building materials and somewhat similar appearance to custom built single-family dwellings.

**NONCONFORMING LOT OF RECORD:** A zoning lot which does not comply with the lot size requirements for any permitted use in the district in which it is located. (See Sections 8-100A and 101 for Nonconforming Lots of Record.)

**NONCONFORMING STRUCTURE OR USE:** A lawfully existing structure or use at the time these regulations or any amendments thereto became effective which does not conform to the requirements of the zone in which it is located. (See Sections 8-100B and C, 102 and 103 for Nonconforming Structures and Uses.)

**NURSING OR CONVALESCENT HOME:** An institution for the care of children or the aged or infirm, or a place of rest for those suffering bodily disorders, but not including institutions for the care and treatment of mental illness, alcoholism or narcotics addiction. Regulations of the Kansas Department of Health and Environment designate such homes as "Adult Care Homes."

**OCCUPANCY CERTIFICATE:** A certificate by which the Zoning Administrator certifies that upon completion of an applicant's proposed structure and/or use that it complies with these regulations and, therefore, may be occupied and/or used. When applicable, such a certificate may be combined with the issuance of a certificate of occupancy as required by a building code.

**PERMITTED USE:** A use of a structure or land which is permitted outright within a zoning district because of its suitability to the purpose of the other uses so designated. When a use may appear to be classified under more than one permitted use as well as a special or conditional use in any district, the most specific description or narrowly defined wording is applicable. The Zoning Administrator is authorized to issue zoning permits and occupancy certificates for such permitted uses when all other requirements of the regulations have been met.

**PRINCIPAL STRUCTURE:** A structure in which a principal use of the lot on which the structure is located is conducted.

**PRINCIPAL USE:** The main use of land or structures as distinguished from a subordinate or accessory use.

**RECREATIONAL VEHICLE, (RV):** A vehicle or a unit that may be independently motorized or may be mounted on or drawn by another vehicle, which is primarily designed and used for travel, camping, recreation, temporary living or occasional use. Recreational vehicles include motor homes, mini-motor homes, converted buses, converted camper vans, pickup and truck campers, camping trailers, fifth-wheel trailers, boats and boat trailers, jet skis and jet ski trailers and similar vehicles. Conventional vans and pickup trucks with or without slide-in pickup campers or toppers are not considered to be recreational vehicles nor are small trailers used for hauling animals, equipment or household goods of the occupant of the dwelling whereon such trailer is parked. (See Section 6-100B for storage of recreational vehicles.)

**RECYCLING CENTER:** A location where clean, source-separated, recyclable materials are accepted or deposited by the public for transfer elsewhere. As distinguished from the operation of salvage yards or hazardous waste facilities, such recyclable materials consist only of aluminum and steel cans, glass, paper, plastic, reusable containers and materials capable of being composted. A center must be maintained in a litter-free condition on a daily basis. The name and phone number of a responsible party must be clearly posted in case a problem occurs. Such a center may be further classified as follows: (See Sections 6-100B12 and 101G for recycling centers.)

1. **Small recycling collection center:** A center for collection containers or reverse vending machines not exceeding 100 square feet in ground area which may be approved by the Zoning Administrator as an accessory use in all business and industrial districts and on church and public property. Such a center may be located in the required front yard in business and industrial districts and on public property if proper vehicular safety and parking standards can be maintained.
2. **Large recycling collection center:** A center for collection containers larger than 100 square feet in ground area, on-site trailers, bulk-feed reverse vending machines, vehicles on-site during operating hours only and the like. As an accessory use, such a center may be approved by the Board of Zoning Appeals as a conditional use in all business and industrial districts and on church and public property.
3. **Recycling processing center:** A principal use in industrial districts only for handling the collection and processing of large volumes of bulky materials, some of which may originate at other recycling centers. Mechanical equipment may be used such as forklifts, balers, smashers and other related equipment. Outdoor storage may be permitted including composting operations.

**REHABILITATION HOME:** A residential building which is used by an organized group to supervise the rehabilitation of the individual occupants. Sometimes such homes are known as "halfway houses" for the rehabilitation of wayward juveniles, drug or alcoholic addicts or former offenders. For new buildings or modifications of existing buildings, the overall appearance is to remain as a residential type building when located in a residential district.

**RESIDENTIAL BUILDING:** A building all or part of which contains one or more dwelling units, including single-family dwellings with or without accessory dwellings as defined herein, two-family dwellings, multiple-family dwellings, lodging houses, dormitories, sororities and fraternities, as well as modular homes. Such definition does not include manufactured or mobile homes of any type.

**RESIDENTIAL CENTERS:** A non-secure facility which provides 24-hour residential care for more than 10 residents unrelated to the caregivers including emergency shelter and maternity homes. Such a facility must be licensed by the Kansas Department of Health and Environment.

**RESIDENTIAL-DESIGN MANUFACTURED HOME:** A structure manufactured to the standards embodied in the federal Manufactured Home Construction and Safety Standards generally known as the HUD Code established in 1976 pursuant to 42 U.S.C. Sec. 5403. Such units shall provide all of the accommodations necessary to be a dwelling unit and shall be connected to all utilities in conformance with applicable City regulations. Such a structure shall be on a permanent-type, enclosed perimeter foundation which has minimum dimensions of 22 body feet in width, a pitched roof,

siding and roofing materials which are customarily used on site-built homes, and which complies with the following architectural or aesthetic standards so as to ensure their compatibility with site-built housing:

1. The roof must be predominantly double-pitched and have a minimum vertical rise of 3.0 inches for every 12 inches of horizontal run, and must be covered with material that is customarily used on site-built dwellings, including but not limited to approved wood, asphalt composition shingles or fiberglass, but excluding corrugated aluminum, corrugated fiberglass or metal roof. The roof shall have a minimum eave projection and roof overhang on at least two sides of 10 inches which may include a gutter.
2. Exterior siding shall be of a non-reflective material customarily used on site-built dwellings such as wood, composition, simulated wood, clapboards, conventional vinyl or metal siding, brick, stucco, or similar materials, but excluding smooth, ribbed or corrugated metal or plastic panels. Siding material shall extend below the top of the exterior of the foundation or curtain wall or the joint between siding and enclosure wall shall be flashed in accordance with City building codes.
3. The home shall be installed in accordance with the recommended installation procedures of the manufacturer and the standards set by the City Building Code. A continuous, permanent concrete or masonry foundation or masonry curtain wall, unpierced except for required ventilation and access which may include walk-out basements and garages, shall be installed under the perimeter of the home, also in accordance with the above guidelines.
4. At the main entrance door there shall be a landing that is a minimum of 25 square feet which is constructed to meet the requirements of City building code standards.
5. The moving hitch, axles, wheels and transporting lights must be removed at the time of installation of the home on the lot.
6. The finished floor of the home shall be a maximum of 18 inches above the exterior finish grade of the lot on which it is located, as measured at the main entrance into the dwelling.
7. Any attached addition to such a home shall comply with all construction requirements of the City building codes, unless designed and constructed by a manufactured home factory.
8. 50% or more of the existing site-built housing on both sides of the street on which the residential-design manufactured home is to be installed have a garage and/or a similar percentage have a covered porch or recessed entry,

such a home shall also provide a garage and/or porch or entry based on the percentages determined by the Zoning Administrator. On a corner lot, the street shall mean that street on which the facade has been designated for the household address number. External roofing and siding material of the garage and porch or entry shall be similar in appearance to the materials on the roofing and siding of the residential-design manufactured home.

For purposes of these regulations, the term "manufactured home", when used by itself, shall not include a "residential-design manufactured home" as herein defined. Nothing in these regulations shall be construed to preempt or supersede valid restrictive covenants running with the land as to the placement or location of a residential-design manufactured home. (See MANUFACTURED or MOBILE HOME.)

**RESTAURANT:** A public eating house, including but not limited to the types of business establishments customarily referred to as cafeterias, coffee shops, dairy bars, fast food restaurants and soda fountains, but not a drive-in establishment unless specifically permitted by the district regulations. Drive-through facilities such as service from a window, however, are permitted. (See DRIVE-IN ESTABLISHMENT.)

**RETAIL:** Selling on the premises in small quantities to the ultimate consumer for direct consumption and/or use and not for resale. Sales at auctions and sales lots for motorized vehicles and recreational vehicles and the like are not considered as retail sales.

**SALVAGE YARD:**

1. Any land or building used for the collection or storage or sale of wastepaper, trash, rags, fibrous material, scrap metal or other discarded material; or for the collecting or dismantling or storing or salvaging of machinery or unlicensed motor vehicles not in operating condition, or for the sale of parts thereof, or materials from the demolition of buildings or structures.
2. (See City ordinance(s) pertaining to inoperable and unlicensed motor vehicles in the city limits.)
3. In residential districts in the unincorporated jurisdiction, this definition shall prevent the storing of any more than two inoperable or unlicensed motor vehicles for a period of more than 72 hours which are in the process of restoration to operating conditions, unless such vehicles are stored inside a structure or screened from public view including that of adjacent property owners.

**SCREENING:** Fencing or evergreen vegetation maintained for the purpose of concealing from view the area behind such fences or evergreen vegetation. When fencing is used for screening, it shall be not less than six nor more than eight feet high, unless otherwise provided.

**SERVICE STATION:** (See AUTOMOBILE SERVICE STATION.)

**SETBACK, BUILDING:** A line nearest the front of and across a lot or parcel of land establishing the minimum open space to be provided between the front line of a building or structure and the line of the front street right-of-way. The setback distance shall be measured from the existing right-of-way line or the proposed right-of-way line, whichever is the greater. (Note: Proposed right-of-way lines are based on the Comprehensive Plan and are further specified in the City Subdivision Regulations for arterial, collector, local and marginal access streets.)

**SEXUALLY ORIENTED BUSINESS:** An adult arcade, adult bookstore, adult novelty store, adult video store, adult cabaret, adult motel, adult motion picture theater, adult theater, escort agency, nude model studio or sexual encounter center as defined by K.S.A. 12-770, as amended.

**SIGN:** Any writing (including letters, words or numerals), pictorial representation (including illustrations or decorations), emblem (including devices, symbols or trademarks), flag, banner, streamer, pennant, string of lights or display calculated to attract the attention of the public or any other figure of similar character which:

- a. Is a structure or any part thereof or a portable display, or is attached to, painted on, or in any other manner represented on a building or other structure or on the ground; and
- b. Is used to announce, direct attention to, or advertise; and
- c. Is not located inside a building.

**SPECIAL USE:** A use of a structure or land which is not permitted outright within a zoning district because of characteristics that might have an adverse affect upon nearby properties or the future development of the district unless certain conditions can be placed on the use which would make it suitable to the purpose of the district and compatible to the other uses so designated. Such uses are "special" in that they are often large, one-of-a-kind, private or public uses serving as community facilities and/or whose location would have planning implications for a neighborhood or the entire City. Designated special uses are processed in the same manner as zoning amendments for the hearing; except that a particular use is applied for within a district and conditions may be recommended by the Planning Commission and attached to their approval by the Governing Body. (See Section 11-101 for Special Uses.)

**STORAGE, OUTDOOR:** The storage of goods and materials outside of any building or structure when specifically permitted by these regulations, but not including storage of a

temporary or emergency nature or of new or used goods and materials on display for sale except when such display is permitted. Such storage does not permit the storing or parking of motor vehicles including recreational vehicles or utility trailers for sale at any location in any residential district. (See Section 5-100A1 for utilization of parking facilities exemption and Section 6-100B13 for outdoor storage.)

**STREET:** The entire right of way width between the boundary lines of every way which provides for public use for the purpose of vehicular and pedestrian traffic, and the placement of utilities and including the term "road", "highway", "land", "place", "avenue", "alley" or other similar designation.

**STRUCTURAL ALTERATION:** Any change in a structure other than normal repairs and maintenance which may prolong its useful life; or the useful life of its supporting members such as bearing walls or partitions, columns, beams, girders or foundations; or any complete rebuilding of the roof; or the exterior walls; or the construction of any addition to or enlargement of a structure; or the removal of any portion of a structure. For the purpose of these regulations, the following shall not be considered a structural alteration:

- a. Attachment of a new front where structural supports are not changed.
- b. Addition of fire escapes where structural supports are not changed.
- c. New windows where lintels and support walls are not materially changed.
- d. Repair or replacement of non-structural members. (See Section 3-100C for Structural Alterations and Section 3-103F for Permitted Obstructions in Required Yards regarding fire escapes.)

**STRUCTURE:** Anything constructed or erected which requires location on the ground or attachment to something having a location on the ground, but not including hard surfaced walks, mail boxes, utility poles, fire hydrants, street light fixtures or street signs. Fences, driveways, parking spaces and signs other than street signs are considered to be structures.

**TAVERN AND DRINKING ESTABLISHMENT:** An establishment which may be open to the general public wherein alcoholic liquor or cereal malt beverages are sold by the individual drink to customers for consumption on the premises. Such establishments shall include a Class B club. (See CLUB.)

**USE:** Any purpose for which a structure or a tract of land may be designed, arranged, intended, maintained or occupied; also, any activity, occupation, business or operation carried on, or intended to be carried on, in a structure or on a tract of land.

**USE REGULATIONS:** The provisions of these regulations which identify permitted, special and conditional uses, impose use limitations, and regulate accessory and temporary uses and home occupations.

**VARIANCE:** See Section 10-107 for description.

**VISION TRIANGLE:** A triangular area as defined by the City Subdivision Regulations and to include automobiles, trucks and other large vehicles or trailers as obstructions to vision, except as otherwise provided for in Section 7-102J2. Such area on a corner lot shall have two sides which are measured from the center of the lot line intersection and a third side across the lot joining the ends of the other two sides. Where the lot lines at intersections have rounded corners, the lot lines will be extended in a straight line to a point of intersection. In all residentially zoned districts, the two sides forming the lot line intersection shall be a minimum distance of 30 feet and in all other zoning districts such distance shall be 20 feet except that there shall be no vision triangle requirements in the B-2 Central Business District.

**YARD:** Open space on a lot which is unoccupied and unobstructed from its lowest level to the sky, except for the permitted obstructions listed in Section 3-103F.

**YARD, FRONT:** A yard extending along a full length of a front lot line and back to a line drawn parallel to the front lot line at a distance therefrom equal to the depth of the required front yard. On a corner lot, each yard that abuts a front lot line shall be considered a front yard. (See LOT LINE, FRONT and SETBACK, BUILDING.)

**YARD, REAR:** A yard extending along the full length of the rear lot line and back to a line drawn parallel to the rear lot line at a distance therefrom equal to the depth of the required rear yard. (See LOT LINE, REAR and LOT, REVERSE FRONTAGE.)

**YARD, SIDE:** A yard extending along a side lot line and back to a line drawn parallel to the side lot line at a distance therefrom equal to the width of a required minimum side yard, but excluding any area encompassed within a front yard or rear yard. Dimensions of minimum side yards specified in the district regulations of these regulations refer to the required width of each side yard rather than to the total width of both side yards, unless otherwise specified. (See LOT LINE, SIDE.)

**ZONING ADMINISTRATOR:** The person appointed and authorized by the Governing Body to administer and enforce the requirements of these regulations. (See Section 9-100 for Office of the Zoning Administrator.)

**ZONING PERMIT:** A certificate by which the Zoning Administrator certifies to an applicant that their proposed structure and/or use are in conformance with these regulations. When applicable, such a certificate may be combined with the issuance of a building permit as required by a building code. (See Section 9-101A for Zoning Permits.)



## ARTICLE 3. GENERAL PROVISIONS

### 100 Activities Governed by these Regulations.

- A. New Structures. All structures built hereafter shall comply with all of the provisions of these regulations. Any structure hereafter moved from one site to another site shall be considered to be a structure built hereafter. Any structure rebuilt or restored after damage, by any means, shall be considered to be a structure built hereafter, unless Article 8 of these regulations permits such structures to be rebuilt or restored.
- B. New Uses of Old Structures. If a use of any structure is hereafter changed to another, then the new use must comply with the use regulations of these regulations, unless permitted by provisions in Article 8. The mere establishment of the new use does not require an existing structure to conform to the lot size requirements or the bulk regulations.
- C. Structural Alterations. If any structure is hereafter structurally altered as defined in Section 2-102:
  - 1. The entire structure as altered shall comply with the use regulations of these regulations.
  - 2. Any alterations, enlargements or additions to the structure shall comply with the bulk regulations of these regulations, except as permitted by Section 8-102B for nonconforming structures.
  - 3. The off-street parking facilities shall not be reduced below or if already less than, shall not be further reduced below the requirements applicable to a similar new structure or use.
- D. Uses of Open Land. If any use of open land is hereafter established or if any use of open land is hereafter changed to another use, such new use shall comply with all the provisions of these regulations, unless permitted by Sections 8-103 and 106.
- E. Exemptions. The following structures and uses shall be exempt from the provisions of these regulations:
  - 1. Poles, wires, cables, conduits, vaults, lift stations, laterals, pipes, mains, valves or other similar equipment for the distribution to consumers of telephones or other communications, electricity, gas or water, or the collection of sewage or surface water, but not including major utility substations located on or above the surface of the ground. (See Section 3-103G for lot size and bulk regulations for utility facilities.)

2. Railroad tracks, signals, bridges and similar facilities and equipment located on railroad rights of way, and maintenance and repair work on such facilities and equipment.
3. Buildings, structures or land used, but not just leased, by the federal government.
4. Use of land for agricultural purposes as defined in Section 2-102, both inside and outside the City, including accessory buildings and structures thereon not in a designated floodplain. When any land or accessory buildings or structures cease to be used only for agriculture, then it shall be subject to the applicable provisions of these regulations.
5. Drilling and operation of oil and gas wells outside the City.

**101 Districts, Zoning Maps and Boundaries.**

- A. Establishment of Districts. The zoning jurisdiction is hereby divided into the districts as described in Article 4. References to "agricultural districts" shall mean those districts in which agricultural uses are the predominant activity. References to "residential districts" shall mean those districts in which residential uses are the main permitted use. References to "business districts" shall mean those districts in which commercial uses are the main permitted uses. References to "industrial districts" shall mean those districts in which industrial uses are the main permitted use. The "floodplain district" is considered as an overlay zone to be used in conjunction with the other districts.
- B. Zoning Maps.
  1. The boundaries of the districts described in Article 4 are as indicated on the Official Zoning Map(s) which is on file with the Zoning Administrator and identified on its face as part of these regulations. The zoning map(s) with all notations, references and other matters shown thereon is as much a part of these regulations as if specifically set forth herein. (See Section 9-100A9 for zoning map(s) certificate and revisions.)
  2. It is the intent of these regulations that the entire area of the zoning jurisdiction, including all the land and water areas, rivers, streets, alleys and railroads and other rights of way, be included in the districts established in these regulations. Any area not shown on the zoning map(s) as being included in any district shall be deemed to be in the most restrictive district.

- C. Boundaries. In the event that uncertainties exist with respect to the intended boundaries of the various districts as shown on the zoning map(s), the following rules shall apply:
1. Where boundary lines are indicated as approximately following roads, streets, alleys, easements, railroads, rivers, streams or lakes, such boundaries shall be construed as following the centerlines thereof, unless otherwise indicated.
  2. Where boundary lines are indicated as approximately following lot lines; or section, half-section or quarter-section lines; such lines shall be construed to be said boundaries.
  3. Where the district boundaries do not coincide with the location of boundaries as stated in Sections 3-101C1 or 2 above, the district boundaries shall be determined by the use of the scale shown on the zoning map, unless an exact distance is shown.
- D. Zoning of Rights of way. All streets, alleys, public ways, waterways and railroad rights of way, if not otherwise specifically designated, shall be deemed to be in the same zone as the property immediately abutting them. Where the centerline of a street, alley, public way, waterway or railroad right of way serves as a district boundary, the zoning of such areas, unless otherwise specifically designated, shall be deemed to be the same as that of the abutting property up to such centerline.

## 102 General Requirements for All Zoning Districts.

- A. Permitted Uses. No structure shall hereafter be built, moved or structural altered and no structure or land shall hereafter be used, occupied or designed for use or occupancy except for a use that is permitted within the zoning district in which the structure or land is located or provided for otherwise in these regulations. (See Section 2-102 for definition of PERMITTED USE.)
- B. Special Uses. No use of a structure or land that is designated as a special use in any zoning district shall hereafter be established, and no existing special use shall hereafter be changed to another special use in such district, unless a special use is approved in the same manner as for an amendment to a zoning district, except that the Official Map is not amended. The latter procedure is set forth in Section 11-101 with the additional requirement that all conditions further imposed upon the special use be made a part of the effectuating ordinance. (See Section 2-102 for definition of SPECIAL USE.)

- C. Conditional Uses. No use of a structure or land that is designated as a conditional use in any zoning district shall hereafter be established and no existing conditional use shall hereafter be changed to another conditional use in such district, unless a conditional use as an exception is approved by the Board of Zoning Appeals as provided for in Section 10-108. (See Section 2-102 for definition of CONDITIONAL USE.)
- D. Lot Sizes.
1. No structure, or part thereof, shall hereafter be built, moved or structurally altered and no structure or land shall hereafter be used, occupied, arranged or designed for use of occupancy on a zoning lot, unless otherwise provided for in these regulations, which in its district is:
    - a. Smaller area than the minimum area or minimum lot area per dwelling unit required;
    - b. Narrower than the minimum lot width required; or
    - c. Shallower than the minimum lot depth required.
  2. Where independent dwelling units are to be sold as condominiums, minimum lot size requirements shall not apply to each individual ownership, but shall be applied collectively to the common open space surrounding the structure(s) such that the total open space is an aggregate of the minimum lot area required for each dwelling unit; however, the minimum lot width and depth for the district shall be applied to the entire zoning lot.
- E. Bulk Regulations. In these regulations, bulk requirements are expressed in terms of maximum structure height, maximum lot coverage, minimum setbacks and minimum front, side and rear yards.
1. No structure, or part thereof, shall hereafter be built, moved or structurally altered and no structure or land shall hereafter be used, occupied or designed for use or occupancy:
    - a. That would exceed the maximum lot coverage percentage or the maximum structure height specified for the zoning district in which the structure is located, unless exempted by the definition of maximum height, or
    - b. That would provide any minimum setback of a front, side or rear yard that is less than that specified for the zoning district in which such structure or use of land is located or maintained, except as front yard setbacks may be applied in Sections 3-103B and 103C

and front and side yard setbacks for nonconforming structures and uses in Article 8.

2. Where independent dwelling units are to be sold as condominiums, bulk regulations shall not apply to each individual ownership, but shall be applied to the entire zoning lot.
- F. Use Limitations. No permitted, special or conditional use hereafter established, altered, extended, enlarged or moved shall be operated or designed so as to conflict with the use limitations for the zoning district in which such use is, or will be located. No permitted, conditional or special use or exception already established on the effective date of these regulations shall be altered, extended or enlarged so as to conflict, or further conflict with, the use limitations for the zoning district in which such use is located. (See Sections 8-102, 103 and 106.)
  - G. Off-Street Parking and Loading. No structure shall hereafter be built or moved and no structure or land shall hereafter be used, occupied or designed for use or occupancy, unless the minimum off-street parking and off-street loading space required by Article 5 are provided. No structure or use already established on the effective date of these regulations shall be enlarged, unless the minimum off-street parking and loading space which would be required by Article 5 are provided.
  - H. Accessory Structures or Uses. No accessory structures or use, as defined in Article 6, shall hereafter be built, altered, extended, enlarged or moved, unless such accessory structure or use is permitted by Article 6.
  - I. Temporary Structures or Uses. No temporary structure or use shall hereafter be built, altered, extended, enlarged or moved, unless such temporary structure or use is permitted by Article 6 of these regulations.
  - J. Home Occupations. No home occupation, as defined by Article 6, shall hereafter be established, altered, extended, enlarged or moved in any residential district, unless such home occupation complies with the permitted uses, conditions and use limitations as provided for in Article 6.
  - K. Signs. No signs shall hereafter be built, and no existing signs shall be altered, enlarged or moved, unless such sign complies, or will thereafter comply, with the restrictions imposed by Article 7.

## 103 Miscellaneous Requirements.

A. Number of Structures and Uses on a Zoning Lot.

1. Whenever a zoning lot is used for a single-family detached or attached dwelling, two-family dwelling or any type of manufactured or mobile home, only one principal structure and use may be located on the lot, but only when the structure and use conform to all requirements of the district in which the lot is located.
2. Whenever a zoning lot is used for other than a residential unit as described in Section 3-103A1 above, more than one principal structure and use may be located on the lot in common ownership, but only when the structures and uses conform to all requirements of the district in which the lot is located.
3. Whenever any structures are developed as condominiums, more than one principal structure may be located on the lot; provided, the definition of a condominium in Section 2-102 is met as well as the requirements of Sections 3-102D2 and E2.

B. Platted Building and Setback Lines. If a recorded subdivision plat imposes a building or setback line for a lot which is different from the minimum setback or yard required by the applicable section of these regulations, then, notwithstanding any other provision of these regulations, the minimum setback or minimum yard shall be the same as that shown on such subdivision plat; provided, that it has been recorded and not otherwise been officially vacated.

C. Average Setback in Existing Residential Districts.

1. On streets where a front yard more than that required by these regulations has been maintained for existing structures on lots having a frontage of 50% or more of the total frontage on one side of that portion of the street line between two intersecting streets, there shall be maintained a front yard setback of not less than the average setback of the existing structures; provided, that these regulations shall not be interpreted to require a front yard setback of more than 50 feet.
2. On streets where a front yard less than that required by these regulations has been maintained for existing structures on lots having a frontage of 50% or more of the total frontage on one side of that portion of the street line between two intersecting streets, the front yard setback need not be greater than the average setback of the existing structures; provided, that these regulations shall not be interpreted to permit a front yard setback of less than 12 feet, but not less than 20 feet in front of a garage or carport.

- D. Yard Requirements for Open Land. If a zoning lot is, or will be, occupied by a permitted use without structures, then the minimum front, side and rear yards that would otherwise be required for the zoning lot shall be provided and maintained, unless some other provision of these regulations requires or permits a different minimum front, side or rear yard. Such yards shall not be required on zoning lots used for open public recreation areas.
- E. Restrictions on Allocation and Disposition of Required Yards or Open Space.
1. No part of the lot area, or of a yard, or other open space, or off-street parking or loading space provided in connection with any structure or use in order to comply with these regulations shall, by reason of change of ownership or otherwise, be included as part of the minimum lot area, or of a yard, or open space, or off-street parking or loading space required for any other structure or use, except as specifically provided herein.
  2. All of the lot area and all yards and other open spaces provided in connection with any structure or use in order to comply with these regulations shall be located on the same zoning lot as such structure or use.
  3. No part of the lot area, or of the yard, other open space, or off-street parking or loading space provided in connection with any structure or use (including but not limited to, any structure or use existing on the effective date of these regulations or of any amendment thereof) shall be subsequently reduced below, or further reduced if already less than, the minimum requirements of these regulations for the equivalent new construction.
- F. Permitted Obstructions in Required Yards. The following shall not be considered to be obstructions when located in a required yard: (See Section 9-101A3 for principal or accessory buildings or structures or uses locating on or projecting over public easements.)
1. In all yards: Open terraces or patios not over four feet above the average level of the adjoining ground, but not including a permanent roof over a terrace or patio; awnings; canopies including underlying islands for petroleum pumps; steps four feet or less above grade which are necessary for access to a permanent structure or for access to a lot or to a lot from a street or alley including access to conform to the standards of the federal Americans with Disabilities Act of 1990 as incorporated into state statutes; fire escapes, one story bay windows and overhanging eaves and gutters projecting 24 inches or less into the yard; chimneys, entrance hoods, window wells and daylight

windows projecting 24 inches or less into the yard; arbors and trellises; flagpoles and basketball goals; ornamental light or gas fixtures; parking, when permitted by Article 5; accessory and temporary uses, when permitted by Article 6; signs, when permitted by Article 7; and when otherwise specifically permitted by the district regulations. Attached garages, carports, patio covers, porches, wing walls and decks are not permitted obstructions.

2. In any yard except a front yard: Accessory uses permitted by Article 6; children's recreational and laundry drying equipment; and open and closed fences not exceeding six feet in height with additional height permitted for security design measures.
3. Fences in a front yard: On lots with single or two-family dwellings and residential-design manufactured homes, fences not exceeding four feet in height are permitted which are constructed with at least 75% open space. In all other circumstances, including decorative walls as entryways to subdivisions, open and closed fences are permitted which do not exceed six feet in height with additional height permitted for security design measures. (See Section 6-100 B for required zoning permit for fences.)
4. Construction standard for all fences: No fence shall be constructed which will constitute a hazard to traffic or a danger to persons or animals. Fences on land outside the City used for agricultural purposes are exempt from these regulations. (See Section 3-100E4 for Exemptions.)
5. Conditional use for fences: The Board of Zoning Appeals may as a conditional use approve the construction of higher fences and/or less open space in all yards and in any district if the Board finds that the public welfare is preserved.

- G. Lot Size Requirements and Bulk Regulations. for Utility Facilities. Notwithstanding any other provision of these regulations, none of the following utility or communication facilities shall be required to comply fully with the lot size requirements and bulk regulations of the zoning district in which they are located, except as may be determined by the Board of Zoning Appeals where a conditional use is required in certain districts and by subsection three of the definition for height, maximum in Section 2-102: (See Section 3-100E1 for Exemptions.)

1. Communication structures.
2. Electric and telephone substations.
3. Gas regulator stations.
4. Pumping stations.
5. Water towers or standpipes.

- H. Access to Business and Industrial Districts. No land which is located in a residential district shall be used for a driveway, walkway or access purpose to any land which is located in any business or industrial district.
- I. Annexed Land.
1. All land which may hereafter be annexed from the unincorporated area of Sedgwick or Sumner counties, outside of the extraterritorial jurisdiction in Sumner County, shall retain its existing County zoning classification until such time as the property owner, Planning Commission or Governing Body may file an application for rezoning to a City zoning classification. Rezoning may also be considered during the process of annexation. While the Planning Commission may hold their required public hearing on a rezoning amendment or a special use prior to annexation, the zoning ordinance approving the amendment or special use cannot be effectuated until the land is first officially annexed by a separate annexation ordinance. While both ordinances may be published on the same day, the annexation ordinance must be published first if they are published on separate days. (See Appendix for Table of Comparability of Zoning Districts.)
  2. All land which may hereafter be annexed to the City from the extraterritorial zoning jurisdiction in Sumner County shall remain in its current zoning classification until such time as the property owner, Planning Commission or Governing Body may file an application to consider a change in zoning status.
- J. Sewer and Water Facilities. All principal structures built hereafter within the City limits and on adjacent zoning lots shall be served by and connected to the City's sewer and water system, if such facilities can be feasibly provided as may be determined by the Governing Body.
- K. Dedication of Rights of way and Easements. As a condition related to a rezoning amendment or a special use, the dedication of additional street rights of way; easements for utilities, drainage, access control, fire lanes, building setback lines and other purposes; and the construction, removal or replacement of public improvements necessary to the proper development of the property, may be required either by platting or replatting the land according to the City Subdivision Regulations or, in lieu of platting, by a legal document effectuating such dedications and improvements. Such condition may be required whether the property is being divided or held in single ownership. A stated time limit not exceeding one year may be established to ensure compliance with the above conditions during which time the effectuation of the zoning amendment or special use having been approved with such conditions by the Governing

Body shall be withheld from publication by the Clerk. Failure to comply with the conditions during the stated period shall result in making the zoning amendment or special use null and void. No extension of the time period may be granted without reapplication.

- L. Floodplain Requirements. Within any floodplain area as delineated by the Federal Emergency Management Agency, no use of land shall commence or no structure shall hereafter be constructed, structurally altered, extended, enlarged or moved under these regulations, unless it also complies with the floodplain regulations. (See Appendix for Floodplain Management Regulations.)
- M. Moving Structures. No structure shall be moved into, nor from one location to another location within the zoning jurisdiction, unless such structure shall, when relocated, be made to conform fully with these regulations and applicable City building codes. No zoning permit shall be issued unless, in the opinion of the Zoning Administrator, the height, age, architectural style and texture of the materials pertaining to the outward appearance of such structure reasonably conform to other buildings in the block to which it is to be moved and in the block opposite or to surrounding land owners in the rural area, to such an extent that its relocation shall not be detrimental to the appearance or have no substantial adverse effect on property values to the adjacent properties.
- N. Status of Moving Manufactured and Mobile Homes and RV Campers. Notwithstanding other provisions of these regulations, the Zoning Administrator is authorized to issue a zoning permit for various types of manufactured and mobile homes and RV campers under the following provisions; except, that all such homes must meet the floodplain district requirements and none may be replaced in a floodway overlay boundary:
  - 1. Wherever a manufactured or mobile home is moved from a zoning lot within a district in which it is a permitted use or exempted from these regulations in the A-1 Agricultural Transition District, another manufactured or mobile home meeting the requirements of the district may be moved onto the lot at any time.
  - 2. In the case of a lawful, nonconforming manufactured or mobile home use, such a move must take place within six months from the date that the previous home was moved off the lot, otherwise such use shall not thereafter be re-established and, when so moved in, shall be skirted or placed on a permanent-type enclosed perimeter foundation within 60 days as a manufactured home-type only and not more than 10 years old. In re-establishing such a home use, any existing nonconforming lot size requirements or bulk regulations shall not be increased in nonconformity and no newly acquired land can be used for placement of such a home.

3. No manufactured or mobile home, or portion thereof, shall be moved onto any lot or parcel or an existing home converted for storage or any other purpose than for a residence in any district and no such home shall be temporarily or permanently located in any district not otherwise permitting such homes. These provisions do not preclude the use of prefabricated mobile structures designed for offices in business or industrial districts, but not manufactured or mobile homes unless specifically permitted.
  4. In the event of disasters, such as fires, tornadoes or floods, whereby expediency is an important factor, a manufactured home or RV camper may be located temporarily in any district at the discretion of the Zoning Administrator with appropriate conditions attached and for a stated period of time.
  5. Where an unusual hardship is shown, the Board of Zoning Appeals may approve an exception as a conditional use for a manufactured home or a RV camper as an accessory use to be located on a lot or tract with an existing dwelling for a stated period of time. A time period may be extended upon request to the Board of Zoning Appeals without further notice or fee.
  6. As an accessory use to a principal farm dwelling on agricultural land as defined herein for outside the City, application may be made to the Board of Zoning Appeals for a conditional use for locating a manufactured home with such an existing dwelling for additional assistance on the farm or ranch. A certificate of compliance may be necessary to determine the status of the land for the agricultural exemption. A zoning permit is required. (See Section 10-108F for Period of Validity for land use.). (See Section 2-102 for definition of AGRICULTURE [Outside the City].)
- O. Vision Triangle. On all corner lots in all districts, no use of land shall commence or no structure shall hereafter be constructed, structurally altered, extended, enlarged or moved after the effective date of these regulations unless it also conforms to the requirements of the vision triangle as defined by Section 2-102.

104 Screening and Landscaping. Screening and/or landscaping shall be provided when a zoning permit is issued on all properties developed for multiple-family, manufactured home park and all nonresidential uses when such uses are established on property within or adjacent to any residential districts in accordance with standards and procedures as listed below. In anticipation of a need for screening, such matters are proper subjects to be discussed and, if

deemed desirable, decided at any hearing for a zoning district amendment or a special use. In addition to the requirement for screening as stated above, screening may further be required at such a hearing to preserve the value of an existing use or the potential for future development of any adjacent land or land across a right of way.

- A. Screening shall be provided along all side or rear lot lines adjacent to such residential districts.
- B. Landscaping shall be provided along a front lot line to the depth of at least 10 feet whenever such front lot line is adjacent to or across from such residential districts. No other uses except driveways and signs as permitted by Article 7 shall be allowed in such a landscaped area.
- C. Screening shall be provided on all required development sufficient to reasonably hide from ground level view all loading docks, trash receptacles, outdoor storage, outdoor display, outdoor working areas, parking spaces and similar uses from such residential districts.
- D. Screening on the side or rear lot line may be reduced in height and intensity in the front yard area extending to the front lot line, i.e., the street right of way; however, screening shall not be required along such lot lines in that portion of the front yard which may be landscaped.
- E. Whenever properties are developed adjacent to an alley, screening may be omitted at driveways deemed essential for ingress and egress to uses established on the property.
- F. Screening may consist of fencing and/or landscaping provided that such screening will serve to adequately reduce:
  - 1. The visual effects on the environment caused by adjacent nonresidential or higher density residential uses;
  - 2. Noise;
  - 3. Lighting;
  - 4. Glare; and
  - 5. Blowing trash
- G. All screening and landscaping shall meet the requirements of Section 3-103.
- H. Landscaping along the front lot line shall involve bringing the soil surface to a smooth finished grade and installing sufficient trees, shrubs, ground cover and grass to soften building lines, provide shade and generally produce a pleasing visual effect of the premises.

- I. The selection of landscape materials shall (1) be in accordance with the adopted Site Plan Review Criteria and (2) take into consideration the "mature" growth and habit of such plants so that vegetation will not overhang or obstruct the public street or a sidewalk area in such a manner as to conflict with pedestrian and vehicular access.
- J. The type of fencing should be compatible with the kind and intensity of the land use and the architectural style of the development and adjacent properties.
- K. Whenever such screening is required, a screening plan for the area shall accompany the application for a zoning permit. Such plan shall be in accordance with the adopted Site Plan Review Criteria and be transmitted to the Planning Commission for their review and approval prior to the issuance of the zoning permit.
- L. The screening plan shall be in such detail as to provide enough information to determine if the plan meets the above criteria. Such plan shall contain the location, type and height of any fence and the location, mature size and the type of any plant materials along with their common and botanical names. The sizing, grading and condition of the plant materials shall be specified according to the American Standard for Nursery Stock.
- M. The Planning Commission may, in its discretion, temporarily or permanently waive the requirements for screenings and/or landscaping if:
  - 1. The adjacent land use in the residential district may not necessitate nor benefit from such a requirement; or
  - 2. The adjacent land use may already have provided adequate screening for which additional screening may be a duplication; or
  - 3. The future land use for the adjacent area can not readily be determined at this time and that upon mutual agreement of the Planning Commission and the applicant, that the requirements may be waived and the matter reviewed at a specified date in the future. In the meanwhile, the Planning Commission shall require that either a letter of assurance or a covenant be submitted to run with the land; or a guarantee in the form of a corporate security bond, cashier's check, escrow account or other security be submitted to ensure that such requirements will be met when a determination is made. The Planning Commission may determine the sufficiency of the assurance based on the length of time anticipated before a decision, the size and cost of the potential work involved, and the need to ensure that the requirement is met regardless of any change in ownership.

4. Section 3-104M3 above shall not prevent the Planning Commission from requiring temporary screening on all or a portion of a side or rear yard wherein a nonresidential use is proposed for development adjacent to an existing single-family dwelling and thereby a potential nuisance or hazard may be created for the homeowner.
- N. All plant materials shall be healthy and/or fencing in place prior to issuance of an occupancy certificate. A temporary certificate may be issued as provided for in Section 9-101B2 without the landscaping installation; provided, written assurances are given satisfactory to the Zoning Administrator that the planting will take place when the proper season arrives.
- O. Maintenance.
  1. It shall be the responsibility of the property owner to maintain in good condition all of the required screening and landscaping improvements on his property. When it is determined by the Zoning Administrator that improvements required by Section 3-104 are not being maintained, it is his duty to give notice in writing to the property owner. Such notice shall specify in what manner the improvements are in need of maintenance and a date for compliance. The owner shall have not less than 30 days to comply with the notice; provided, however, that any person aggrieved by any such order and disagreeing with any of the requirements of the notice, may file an appeal under Section 10-106 within the 30-day period with the Board of Zoning Appeals.
  2. If the owner of the land has failed, refused or neglected to make the necessary maintenance repairs within the time of the notice or time designated by the Board, then the Zoning Administrator shall cause such maintenance to be done to the property. The cost of maintenance shall be certified by the Administrator to the Clerk, who shall cause the costs to be assessed against the property on which the maintenance repairs were made.

105 Site Plan Approval. The purpose and intent of adopting Site Plan Review Criteria and requiring site plan approval is to encourage the compatible arrangement of buildings, off-street parking and loading, lighting, signage, landscaping, ingress and egress and drainage on and from the site, any or all of these, in a manner that will promote safety and convenience for the public and will preserve property values of surrounding properties. Once a site plan has been reviewed and approved by the Planning Commission, no changes shall be made except for minor revisions due to unforeseen circumstances as may be determined and approved by the Zoning Administrator. If other than minor revisions are

requested, the changes must be shown on a revised plan, transmitted to and approved by the Planning Commission. (See Appendix for Site Plan Review Criteria.)

- A. Applicability. All principle land uses shall submit site plans for approval by the Planning Commission except single-family and duplexes, unless the latter are arranged in courtyard or grouped settings. Such plans are applicable to all new developments, unless major alterations to an existing site intensify factors which affect the overall design relationships.
- B. Enforcement and Appeal. No zoning permit shall be issued by the Zoning Administrator until the related site plan is approved by the Planning Commission. Anyone aggrieved by a decision of the Planning Commission may appeal to the Governing Body within 30 days for a determination based on the reasonableness of the site plan decision including any conditions attached thereto. Notification shall be given in the same manner as required for an appeal case to the Board of Zoning Appeals (See Section 10-103).
- C. Fees. Processing fees are included in the zoning permit/occupancy certificate fee.
- D. Submittal Time and Review Comments. Site plans should be submitted to the Zoning Administrator 30 days before a regular Planning Commission meeting so that they can be distributed to interested parties for review and the resulting comments summarized by the Zoning Administrator for a report to the Planning Commission.
- E. Number of Plan Copies. A minimum of 11 copies needed for proper review.
- F. Site Plan Requirements:
  - 1. Oriented to north with north arrow and scale plus dimensions and boundary lines for the zoning lot.
  - 2. Show the location and dimensions of all rights of way, access control, easements and setback lines either required by these regulations or by platting.
  - 3. Topography by contour lines required only if slopes exceed 5% or buffer berms are used.
  - 4. Show flow of storm drainage.
  - 5. Locate existing and proposed structures by bulk dimensions plus number of stories, gross floor area and entrances.

6. Show existing and proposed curb cuts, aisles, off-street parking, loading spaces and walkways, including type of surfacing and number of parking spaces.
7. Indicate location, height and materials for screening walls or fences and landscaped areas, including grass, trees and shrubs.
8. Show location, direction and intensity of proposed lighting.
9. Locate all major signs by type, height and approximate size.
10. Indicate location of outdoor display, storage and trash disposal areas.

**G. Conditions of Approval.**

1. Proposed uses are permitted in the district in which the property is located.
2. Proposed arrangement of buildings, off-street parking, loading, access, lighting, signage, landscaping and screening, and drainage is compatible with adjacent land uses.
3. Vehicular ingress and egress to and from the site and circulation within the site provides for safe, efficient and convenient movement of traffic not only within the site but on adjacent roadways as well.
4. Site plan provides for the safe movement of pedestrians within the site.
5. There is a sufficient mixture of grass, trees and shrubs within the interior and perimeter (including public right-of-way) of site so that the proposed development will be in harmony with adjacent land uses and will provide a pleasing appearance to the public. Any part of the site plan area not used for buildings, structures, parking, loading or access ways shall be landscaped with a mixture of grass, trees and shrubs.
6. All outdoor trash disposal areas are screened and outdoor storage areas screened where necessary.

- H. Assurances.** Site plan performance assured by issuance of zoning permit and occupancy certificate. Landscaping must be maintained in a healthy, disease-free and debris-free condition or it will be considered a violation of these regulations similar to the provisions of Section 3-104O.

- I. Design Criteria. From time to time, the Planning Commission may adopt design criteria in the form of policy statements to assist in reviewing site plans. All site plans must be in accordance with adopted Site Plan Review Criteria.



## ARTICLE 4. ZONING DISTRICTS

### 100 Permitted Uses in All Districts.

- A. Off-street parking and loading as required by Article 5.
- B. Accessory and temporary uses and home occupations as permitted by Article 6.
- C. Signs as permitted by Article 7.

### 101 A-1 Agricultural Transition District. This district is established to retain many of its rural characteristics, but to also serve as a transition area to accommodate selected nonagricultural uses and an increasing amount of low-density dwellings. Minimum public services would be anticipated.

#### A. Permitted Uses.

- 1. Single-family detached dwellings, earth-sheltered dwellings, modulars, residential-design manufactured homes and multiple-wide manufactured homes meeting the standards of the National Manufactured Home Construction and Safety Standards Act of 1976, i.e., the HUD Code.
- 2. Churches, chapels, temples and synagogues.
- 3. Golf courses, including accessory club houses, but not commercial driving ranges or miniature golf courses.

#### B. Special Uses.

- 1. Airports, airparks, heliports, ultralite landing areas and aircraft landing fields, publicly and privately owned.
- 2. Animal clinics or hospitals with outside runs when permitted.
- 3. Campgrounds, subject to the following regulations and accompanied by a plot plan:
  - a. Campgrounds shall be utilized only for the accommodations of camping trailers, tents and other similar camping vehicles, and under no circumstances shall a campground be utilized for the occupancy of manufactured or mobile homes.

- b. The tract to be used for a campground shall not be less than two acres in area and be located on a well-drained site, properly graded to ensure rapid drainage and freedom from stagnant pools of water.
  - c. Campgrounds shall have a maximum density of 20 camping spaces per gross acre, a minimum area of 1,250 square feet for each space, and maintain a setback of no less than 25 feet from any public street or highway right-of-way or property line.
  - d. If deemed necessary to screen adjoining property and provide privacy to the campground, a solid or semi-solid fence or wall at least six feet high, but not more than eight feet high, may be required. In lieu of a fence or wall, a landscape buffer may be provided not less than 20 feet in width and planted with coniferous and other plant materials. The fence, wall or landscape buffer shall be properly maintained by the operator.
  - e. The campgrounds shall have an accessible, adequate, safe and potable water supply and, if a public water supply is reasonably available to the campgrounds, it shall be used. Also, it must have an adequate method for on-site sewage disposal as provided for in these regulations; however, if a public sewer system is reasonably available, it shall be used. (See Section 3-103J for sewer and water facilities.)
  - f. The campground and any service buildings and refuse disposal systems must be maintained in a clean, sanitary condition and kept free of any condition that will harm the health of the occupants or the public or constitute a nuisance.
4. Cemeteries including crematories and mausoleums.
5. Commercial development of natural resources and extraction of raw materials such as rock, gravel or sand; provided, that fencing may be required where deemed necessary and that it is the intent of these regulations to require an orderly continuing use of all land permitted to be excavated for its resources. At the time an application is made for a special use, the applicant shall submit a general plan for restoration of the area to be excavated or to be used in any way as part of the operations. A special use amendment shall be required for all new or expanded operations or reopening of previously abandoned operations. Information to be submitted with the application includes the following:

- a. A plan showing the boundary of the entire tract, vehicular access routes and surfacing, prevailing wind directions, existing and proposed street rights of way, easements, water bodies, mining area and proposed fencing.
  - b. A general plan of operation, including blasting hours, removal plan and hours of operation.
  - c. A plan showing the finished topography of the restored areas including grades and slopes.
  - d. A general timing for restoring the various excavation pits and overburden for a continuing use.
  - e. A general description of the methods and materials proposed to provide for a continuing use.
  - f. Amount and type of planting to be done on the restored area or other approved restoration uses or methods.
- 6. Commercial auction barns and yards.
  - 7. Commercial storage and/or sale of anhydrous ammonia, propane or butane in bulk and the wholesale storage of gasoline and other manufactured petroleum products above ground level.
  - 8. Communication structures, antennas and aerials. (See Section 2-102 for HEIGHTS, MAXIMUM and Section 100B7 for structures as accessory uses.)
  - 9. Excavating of land services.
  - 10. Feedlots. (See Section 2-102 for definition of FEEDLOT.)
  - 11. Feed manufacturers such as alfalfa mills.
  - 12. Kennels for breeding and boarding dogs, provided that:
    - a. No kennel buildings or runs or open areas shall be located closer than 300 feet to any property line.
    - b. All kennel runs or open areas shall be screened around such areas or at the property lines. Such screening may be densely planted evergreen foliage or a solid wall or fence of masonry, wood or metal designed so as to reduce noise and prevent the distraction or excitement of the dogs.

13. Grain elevators and storage bins, including the sale of related items such as seed, feed, fertilizer and pesticide.
14. Mini-storage facilities with outside storage when permitted.
15. Natural wildlife habitats and reserves, publicly and privately owned.
16. Privately owned seasonal or temporary or permanent parks and recreational areas such as youth camps, adult and family retreat areas, gun clubs, archery ranges, rodeos, musical festivals or hunting preserves.
17. Public buildings erected or land used by any agency of a city, township, county or state government.
18. Riding stables and academies providing no structure housing horses shall be located nearer than 500 feet to the boundary of any residential district.
19. Roadside stands for the sale of agricultural products by an operator other than the producer of the product. (See Sections 2-102 for definition of agriculture and Section 6-101D for seasonal sale of farm products.)
20. Sanitary landfills, incineration plants, recycling processing centers, refuse transfer stations and hazardous waste facilities, publicly and privately owned.
21. Septic tanks, production and sales.
22. Utility substations, pumping stations and water towers, publicly and privately owned. (See Section 3-103G for lot size and bulk regulations.)
23. Vehicle repairs and refinishing for automobiles, trucks and motorcycles.
24. Other uses not specifically listed as a permitted, special or conditional use, but which are in keeping with the intent of Section 4-101 and compatible with the uses permitted in Section 4-101A.

C. Conditional Uses.

1. Accessory dwellings.
2. Large recycling collection centers. (See Section 2-102 for definition.)

D. Lot Size Requirements.

1. Minimum lot area:
  - a. Residential uses: Five acres (217,800 square feet).
  - b. Other uses: One acre (43,560 square feet).
2. Minimum lot width: 150 feet.
3. Minimum lot depth: 150 feet.

E. Bulk Regulations.

1. Maximum structure height: 45 feet, except grain elevators.
2. Yard requirements:
  - a. Minimum front yard: 35 feet on all sides abutting a street.
  - b. Minimum side yards:
    - (1) Residential: 10 feet.
    - (2) Other uses: 25 feet.
  - b. Minimum rear yards: 25 feet.
3. Maximum lot coverage: A building, structure or use may occupy all that portion of a zoning lot not otherwise required for off-street parking, loading or yard requirements.

F. Use Limitations.

1. Outdoor storage shall be permitted as defined by Section 2-102 for goods and materials as accessory uses related to the operation of the principal use as well as the display of new and used goods when the latter is approved as part of a special or conditional use.

- 102 **RS-1 Single-Family Suburban Residential District.** This district is established to provide for low density rural subdivisions of single-family housing without public sewerage and to allow certain community facilities. It is intended that no uses be allowed in this district that will tend to devalue property for residential purposes or interfere with the health, safety, order or general welfare of persons residing therein. Regulations are intended to control density of population and to provide adequate open space around buildings and structures to accomplish these purposes.

A. **Permitted Uses.**

1. Single-family detached dwellings, earth-sheltered dwellings, residential-design manufactured homes, modulars and group homes. (See Section 3-103N6 for conditions under which manufactured or mobile homes are permitted in this district.)
2. Churches, chapels, temples and synagogues.
1. Golf courses, including accessory club houses, but not commercial driving ranges or miniature golf courses.

B. **Special Uses.**

1. Public buildings erected or land used by any agency of a city, township, county or state government.
2. Utility substations, pumping stations and water towers, publicly and privately owned. (See Section 3-103G for lot size and bulk regulations.)

C. **Conditional Uses.**

1. Any conditional use allowed in the A-1 Agricultural Transition District.
2. Accessory dwellings.
3. Bed and breakfast homes and inns.
4. Child care centers and preschools.

**D. Lot Size Requirements.**

1. Minimum lot area:
  - a. Residential uses: Three acres (130,680 square feet.)
  - b. Other uses: 40,000 square feet.
2. Minimum lot width: 150 feet.
3. Minimum lot depth: 150 feet.

**E. Bulk Regulations.**

1. Maximum structure height: 35 feet.
2. Yard requirements:
  - a. Minimum front yard: 35 feet on all sides abutting a street.
  - b. Minimum side yards:
    - (1) Residential: 10 feet.
    - (2) Other uses: 15 feet.
  - c. Minimum rear yards: 30 feet.
3. Maximum lot coverage: 30%

**F. Use Limitations.**

1. No outdoor storage shall be permitted as defined by Section 2-102. (See Section 2-102 for SALVAGE YARD.)
2. Animal husbandry, including the maintenance of horses, cows, swine, goats, cats, dogs, rabbits, chinchillas, guinea pigs, pigeons, poultry and the like shall be subject to all applicable county and state health and sanitation requirements.

103 **R-1 Single-Family Residential District.** This district is established for the purpose of medium density single-family dwelling units with both public sewerage and water supply and to allow certain community facilities. It is intended that no uses be permitted in this district that will tend to devalue property for residential purposes or interfere with the health, safety, order or general welfare of persons residing therein. Regulations are intended to control density of population and to provide adequate open space around buildings and structures to accomplish these purposes. (See Section 5-101A1 for required off-street parking spaces.)

A. **Permitted Uses.**

1. Single-family detached dwellings and residential design manufactured homes and group homes as defined in Section 2-102. (See Section 3-103N6 for conditions under which manufactured or mobile homes are permitted in this district.)
2. Churches chapels, temples and synagogues.
3. Golf courses, including accessory club houses, but not driving ranges and miniature golf courses operated for commercial purposes.

B. **Special Uses.**

1. Public buildings erected or land used by any agency of a city, township, county or state government.
2. Cemeteries, private or public.
3. Public and private schools: educational buildings for primary, intermediate and secondary schools including administrative centers, transportation centers, recreation areas, spectator sports facilities and the like. All such uses must be located on land which is platted according to the City Subdivision Regulations.
4. Utility substations, pumping stations and water towers, publicly and privately owned. (See Section 3-103G for lot size and bulk regulations.)

C. **Conditional Uses.**

1. Accessory dwellings.
2. Adult and child care centers and preschools.
3. Bed and breakfast homes.
4. Boarding and rooming houses.

5. Earth-sheltered dwellings, provided that the design is compatible with adjacent properties including such features as drainage, parking and accessory structures.
6. Large recycling collection centers. (See Section 2-102 for definition.)
7. Swimming, tennis, racquetball and similar recreational club activities and related clubhouses.
8. Metal buildings specifically designed for use as single-family detached dwellings; provided that the design is compatible with adjacent properties including such items as aesthetic appearance, parking and accessory structures.

**D. Lot Size Requirements.**

1. Minimum lot area:
  - a. Residential buildings: 6,500 square feet.
  - b. All other uses: 10,000 square feet.
2. Minimum lot width:
  - a. Residential buildings: 60 feet.
  - b. All other uses: 80 feet.
3. Minimum lot depth: 100 feet.

**E. Bulk Regulations.**

1. Maximum structure height: 35 feet.
2. Yard requirements:
  - a. Minimum front yard: 25 feet on all sides abutting a street.
  - b. Minimum side yard:
    - (1) Residential buildings: 6 feet on both sides.
    - (2) All other permitted uses: 6 feet on both sides.
  - c. Minimum rear yard: 25 feet.
3. Maximum lot coverage: 30%

**F. Use limitations.**

1. No outdoor storage shall be permitted as defined by Section 2-102.

- 104 **R-1A Single-Family/Zero Lot Line Residential District.** This district is established to provide for some flexibility and innovativeness in zero lot line (ZLL) housing designs for single-family dwellings by permitting more variations and reductions in the lot size and bulk requirements than those required in other residential districts, but retaining a minimum housing size comparable to conventional single-family dwellings in the surrounding area.

A. **Permitted Uses.**

1. Single-family detached dwellings, residential-design manufactured homes and group homes as defined in Section 2-102.

B. **Special Uses.**

1. None.

C. **Conditional Uses.**

1. Metal building specifically designed for use as single-family detached dwellings; provided that the design is compatible with adjacent properties including such items as aesthetic appearance, parking and accessory structures.
2. Recreational vehicle storage areas.

D. **General Conditions.**

1. Land used for an R-1A District:
  - a. Shall be located as a self-contained unit of development such as created by (1) a cul-de-sac; (2) ZLL lots which face similar types of lots across a street and are not located on a street carrying substantial volumes of traffic such as arterial or collector streets; or (3) lots which face land use other than single or two-family dwellings either existing or potentially to be developed.
  - b. Shall, as a condition of zoning, be platted according to City Subdivision Regulations with specific attention given to any problems of drainage or utility easements which may be created by the particular design concept.
2. A fencing and/or screening design plan for all ZLL shall be submitted showing how privacy for each lot and its relationship to other lots will be achieved.
3. To ensure privacy, no windows, doors or other openings shall be permitted on the wall with the most minimum setback. Such wall shall be constructed of the same material as the other exterior walls of the dwelling unit.

4. In addition to the parking space requirements of Section 5-101A1, each dwelling shall have adequate space for at least two automobiles on the driveway area.
5. Proposed restrictive covenants shall be submitted guaranteeing the maintenance of the fencing and/or screening plan, access for maintenance of structures in close proximity to one another, and other restrictions necessary to carry out the intent of the overall design concept.
6. In the event that within two years following approval by the Governing Body, the applicant does not initiate construction in accordance with the plans and conditions so approved, the Planning Commission may initiate action to change the zoning district classification of the property. According to the procedures of Article 11, a public hearing shall be held at which time the applicant shall be given an opportunity to show why construction has been delayed. Following the hearing, the Planning Commission shall make findings of fact and an appropriate recommendation to the Governing Body for official action.

E. Lot Size Requirements.

1. Minimum lot area: 5,000 square feet.
2. Minimum lot width: 50 feet.
3. Minimum lot depth: 90 feet.

F. Bulk Regulations.

1. Maximum structure height: 35 feet.
2. Yard requirements:
  - a. Minimum front yard: On corner lots, 25 feet on all sides abutting a street, except that 15 feet is permitted where such frontage is adjacent to an interior ZLL lot. On interior lots, 15 feet, except that the length and width of the driveway area must extend at least 25 feet from the front lot line. Whenever a double driveway and double garage is provided, such driveway length may be reduced to at least 15 feet from the front lot line.

- b. **Minimum side yard:** A minimum of 10 feet maintained between the adjacent residential structures. Overhanging eaves and gutters are permitted by Section 3-103F1, provided that provisions for their extension and maintenance over adjacent property is contained in the restrictive covenants.
  - c. **Minimum rear yard:** 15 feet.
3. **Maximum lot coverage:** 60%.

105 **R-2 Two-Family Residential District.** This district is established to permit medium density two-family dwelling units with both public sewerage and water supply and to allow certain community facilities. It is not intended generally for single-family residential use, except as incidental to the area. (See Section 5-101A1 for required off-street parking spaces.)

A. **Permitted Uses.**

1. Any permitted uses allowed in the R-1 Residential District, except residential-design manufactured homes.
2. Single-family attached, not exceeding two, and two-family dwellings.

B. **Special Uses.**

1. Any special uses allowed in the R-1 Residential District.

C. **Conditional Uses.**

1. Any conditional uses allowed in the R-1 Residential District, except earth-sheltered housing.

D. **Lot Size Requirements.**

1. Minimum lot area:
  - a. Dwellings permitted by Section 4-105A1: 6,500 square feet.
  - b. Single-family attached and two-family dwellings: 9,500 square feet.
  - c. All other uses: 10,000 square feet.
2. Minimum lot width:
  - a. Dwellings permitted by Section 4-105A1: 60 feet.
  - b. Two-family dwellings: 80 feet.
  - c. All other uses: 80 feet.
3. Minimum lot depth: 100 feet.

E. Bulk Regulations.

1. Maximum structure height: 35 feet.
2. Yard requirements:
  - a. Minimum front yard: 25 feet on all sides abutting a street.
  - b. Minimum side yard:
    - (1) Dwellings permitted by Section 4-105A1: 6 feet.
    - (2) Single-family attached and two-family dwellings: 6 feet on each side, except for the common lot line of an attached dwelling. \*See City Subdivision Regulations for procedures for approval of lot splits. (See Section 2-102 for definition of DWELLING, ATTACHED.)
    - (3) All other uses: 10 feet.
  - c. Minimum rear yard: 20 feet.
3. Maximum lot coverage: 40%.

F. Use Limitations.

1. No outdoor storage shall be permitted as defined by Section 2-102.

106 **R-3 Multiple-Family Residential District.** This district is designed to permit various types of medium density multiple-family dwelling units with both public sewerage and water supply with compatible community facilities and certain special and conditional uses, yet retain a basic residential quality. It is not intended generally for single-family residential use, except as incidental to the area.

A. **Permitted Uses.**

1. Any permitted uses allowed in the R-2 Residential District.
2. Multiple-family dwellings.
3. Adult and child care centers and preschools.
4. Boarding or rooming houses.
5. Group homes with more than 10 occupants.

B. **Special Uses.**

1. Any special uses allowed in the R-2 Residential District.
2. Bed and breakfast inns. (See 2-102 for related definition.)
3. Multiple dwelling units for the elderly and handicapped whereby density and parking requirements may be varied from the standards otherwise required by these regulations.
4. Nursing and convalescent homes.
5. Rehabilitation houses and residential centers.
6. Retirement centers and assisted living facilities.

C. **Conditional Uses.**

1. Any conditional uses allowed in the R-2 Residential District.

D. **Lot Size Requirements.**

1. Minimum lot area:
  - a. Single-family dwellings: 6,500 square feet.
  - b. Single-family attached and two-family dwellings: 9,500 square feet.

- c. Multiple-family attached dwelling units: 3,630 square feet per dwelling unit.
  - d. All other uses: 10,000 square feet.
- 2. Minimum lot width:
  - a. Single-family dwellings: 60 feet.
  - b. Two-family dwellings: 80 feet.
  - c. Multiple-family dwellings: 100 feet.
  - d. All other uses: 90 feet.
- 3. Minimum lot depth: 100 feet.

E. **Bulk Regulations.**

- 1. Maximum structure height: 35 feet.
- 2. Yard requirements:
  - a. Minimum front yard: 25 feet on all sides abutting a street.
  - b. Minimum side yard:
    - (1) Single-family dwellings: 6 feet.
    - (2) Single-family attached and two-family dwellings: 6 feet on each side, except for the common lot line of an attached dwelling. \*(See Section 2-102 for definition of DWELLING, ATTACHED.)
    - (3) Multiple-family dwellings: 8 feet.
    - (4) All other uses: 10 feet.
  - c. Minimum rear yard: 20 feet.
- 1. Maximum lot coverage: 50%.

F. **Use limitations.**

- 1. No outdoor storage shall be permitted as defined by Section 2-102.

- 107 **MH-1 Manufactured Home Park District.** This district is established to provide for new or the expansion of medium density manufactured home parks. Such homes will not be allowed on individually owned zoning lots; however, homes may occupy space for rent and no more than 20% of the spaces may be occupied by homes for rent. Parks may be further governed by any applicable Manufactured Home Park Regulations.

A. **Permitted Uses.**

1. Manufactured home parks with all types of manufactured and mobile homes including related facilities for the residents, such as:
  - a. Child care centers and preschools and day care homes.
  - b. Recreational facilities such as playgrounds, swimming pools, tennis courts, shuffleboards, ball fields and lakes providing boating and fishing.
  - c. Recreation or community buildings, washrooms, rest rooms, laundry facilities, storm shelters, outdoor storage areas for vehicles and offices for the park.
  - d.

B. **Special Uses.** None.

C. **Conditional Uses.** None.

D. **Lot Size Requirements for Parks.**

1. Minimum lot area: 2 acres.
2. Minimum lot width: 150 feet.
3. Minimum lot depth. None.

E. **Bulk Regulations for Parks.**

1. Maximum structure height: 35 feet.
2. Yard requirements:
  - a. Minimum front yard: 25 feet on all sides abutting a street.
  - b. Minimum side yard: 15 feet, unless otherwise established by the standards of Section 4-107F.

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\* See City Subdivision Regulations for procedures for approval of lot splits.

- c. Minimum rear yard: 15 feet, unless otherwise established by the standards of Section 4-107F.
  - d. Maximum lot density: Seven homes per gross acre.
- F. Standards for Parks. Each park shall be designed so as to comply with the following standards:
  - 1. The applicant for a new or for the expansion portion of an existing park shall submit an application for rezoning accompanied by a development plan and shall present three copies of the plan for review by the Planning Commission and approval by the Governing Body. The plan shall show topography and the location and size of:
    - a. Spaces for homes
    - b. Service buildings;
    - c. Off-street parking;
    - d. Electrical outlets;
    - e. Sewer outlets;
    - f. Water outlets;
    - g. Water lines;
    - h. Sewer lines;
    - i. Recreational areas;
    - j. Landscaped areas and areas; walls or fences;
    - k. Driveways;
    - l. Sidewalks; and
    - m. Storm water drainage.
  - 2. The park shall be located on a well-drained site which is properly graded to ensure rapid drainage and freedom from stagnant pools of water.
  - 3. The park shall provide spaces which shall be clearly delineated. No single space shall contain less than 4,000 square feet nor have a width less than 40 feet. Each space shall provide for at least two on-site parking spaces.
  - 4. Homes shall be located so that there is at least a 20-foot clearance between homes; provided, however, with respect to homes parked end-to-end, the clearance shall not be less than 10 feet. No home shall be located less than 5 feet from the interior driveway of the park.
  - 5. All spaces shall abut on an interior driveway that is not less than 30 feet in width. Such driveways shall have unobstructed access to a public street and shall as a minimum standard have a graveled surface which is well-maintained and adequately lighted.
  - 6. Exterior lighting fixtures shall be shaded wherever necessary to avoid casting direct light on any property located in any other residential district.

7. Each park is encouraged to devote at least 10% of its net area to provide for the recreational use and enjoyment of the occupants of the park. Required perimeter yards and vehicular driveways shall not be counted in computing such areas.
  8. Park owners are encouraged to provide a landscaped buffer area and a storm shelter for the residents. Unless otherwise buffered, a solid fence not less than six feet high shall be required to provide proper screening for adjacent existing and potential land uses and for privacy and protection in the park.
  9. All electric distribution systems, plumbing systems and telephone service systems to each space, except outlets and risers, shall be underground. At least one 120 volt electrical service outlet and one 240 volt outlet shall be provided.
  10. All spaces shall be provided with both public sewerage and water supply and no on-site facilities are permitted.
  11. In all other respects, parks shall comply with all of the applicable statutes of the State of Kansas including the requirements for tie-downs and all applicable ordinances and regulations of the City.
- G. Unused Mobile Home Park. Whenever a property, zoned for the MH-1 District ceases to be used for such purposes for a period of two years, the City may initiate an application to rezone such property to some other district compatible with the neighborhood area.

- 108 **MH-2 Manufactured Home Subdivision District.** This district is established as a medium density area of individually owned lots platted for all types of manufactured, mobile and modular homes with permanent-type, enclosed perimeter foundations and either public or on-site sewage disposal. All such homes may be owner occupied or for rental purposes; however, land cannot be for lease or for sale on an installment contract basis paid to the land owner.

A. **Permitted Uses.**

1. All types of manufactured homes not constructed more than 15 years previously and modular homes.

B. **Special Uses.** None.

C. **Conditional Uses.** None.

D. **Lot Size Requirements.**

1. Where public sewers and water supply are provided, the minimum lot size shall be 5,000 square feet with a minimum lot width of 50 feet and minimum lot depth of 100 feet.
2. Where on-site sewage disposal is planned, the minimum lot size shall be five acres with a minimum lot width of 150 feet and minimum lot depth of 150 feet.

E. **Bulk Regulations.**

1. Maximum structure height: 35 feet.
2. Yard requirements:
  - a. Minimum front yard: 25 feet on all sides abutting a street for lot sizes less than two acres and 35 feet for lot sizes of two acres or more.
  - b. Minimum side yard: 10 feet.
  - c. Minimum rear yard: 15 feet.
3. Maximum lot coverage: 40%.

F. Use Limitations.

1. A manufactured home subdivision shall have a minimum of six lots and be platted for each lot according to the City Subdivision Regulations.
2. All homes shall be located on a permanent-type, enclosed perimeter foundation and all manufactured and mobile homes shall be secured to the foundation as required by K.S.A. 75-1266 et seq.
3. No outdoor storage shall be permitted as defined by Section 2-102.

- 109 **B-1 Office Business District.** This district is established to provide for business and professional offices with compatible institutional and public building uses. Such uses usually have limited evening and weekend activities and should be located along arterial and certain collector streets and to serve as buffer areas between business and industrial districts and the residential districts.

A. **Permitted Uses.**

1. Business and professional offices and financial institutions, structure of which may contain storage space, provided such space does not exceed 50% of the gross floor area of the structure.
2. Churches, chapels, temples and synagogues.
3. Educational, religious, philanthropic and charitable institutions, but not penal or mental institutions.
4. Medical and dental clinics.
5. Research laboratories.
6. Senior citizen activity centers.
7. The following uses when located in an office or institutional building or a medical or dental clinic, provided such uses can be entered only from an interior lobby or hallway: Barber shops, beauty shops, pharmacies, gift shops, newsstands and restaurants.

B. **Special Uses.**

1. Public buildings erected or land used by any agency of a city, township, county or state government.
2. Fraternal and service clubs.
3. Hospitals.
4. Mortuaries and funeral homes including live-in facilities.
5. Utility substations, pumping stations and water towers, publicly and privately owned. (See Section 3-103G for lot size and bulk regulations.)
6. Other uses not specifically listed as a permitted, special or conditional use, but which are in keeping with the intent of Section 4-109 and compatible with the uses permitted in Section 4-109A.

C. Conditional Uses.

1. Animal hospitals, including the grooming of small animals, subject to the following conditions:
  - a. All animals shall be harbored and treated in a completely enclosed building.
  - b. Such hospital shall be limited to the care and treatment of dogs, cats and other small animals; and
  - c. Any accessory incinerator for the disposal of dead animals shall be designed so as not to create a nuisance for adjacent properties.
2. Large recycling collection centers. (See Section 2-102 for definition.)
3. Parking lots, privately operated.

D. Lot Size requirements:

1. Minimum lot area: 7,500 square feet.
2. Minimum lot width: 75 feet.
3. Minimum lot depth: 100 feet.

E. Bulk Regulations.

1. Maximum structure height: 35 feet.
2. Yard requirements:
  - a. Minimum front yard: 35 feet on all sides abutting a street.
  - b. Minimum side yard: 10 feet.
  - c. Minimum rear yard: 20 feet.
3. Maximum lot coverage: 45%.

F. Use Limitations.

1. No new building shall be used for residential purposes. (See Section 8-104 for alteration and expansion of nonconforming residential structures.)

2. Exterior lighting fixtures shall be shaded so that no direct light is cast upon any property located in a residential district.
3. All related business, servicing, storage and display of goods; shall be conducted within completely enclosed structures or screened from public view, unless approved as a conditional use by the Board of Zoning Appeals or as part of an application for a special or other conditional use.

**110 B-2 Central Business District.** This district is established to group the main retail merchandising activities into a concentrated area serving the general shopping needs of the City and its trade area. The grouping of related activities which are compatible is intended to strengthen the Central Business District.

**A. Permitted Uses.**

1. Antique, art, craft and gift shops wherein some production of related products may occur.
2. Business and professional offices and financial institutions including drive-through service at windows and automotive teller machines.
3. Bus stations and taxicab stands.
4. Clubs, taverns and drinking establishments. (See Section 2-102 for related definitions.)
5. Department and variety stores.
6. Establishments employing not more than five persons in service businesses working on the premises such as cleaning and laundry establishments, appliance repairs, watch and shoe repairing, barber and beauty shops and the like.
7. Hotels and motels.
8. Microbreweries
9. Dwelling units constructed in conjunction with and above the first floor of business establishments.
10. Newspaper, publishing and printing firms.
11. Private and public places of assembly and fraternal and service clubs. (See Section 2-102 for related definitions.)
12. Restaurants, but not drive-in establishments. (See Section 4-110C5.)
13. Retail businesses.
14. Theaters.

B. Special Uses.

1. Public buildings erected or land used by any agency of a city, township, county or state government.
2. College off-campus facilities and business and technical schools with related off-street parking facilities.
3. Shops employing not more than five persons for manufacturing items of which some portion are sold at retail on the premises.
4. Utility substations, pumping stations and water towers, publicly and privately owned. (See Section 3-103G for lot size and bulk regulations.)
5. Other uses not specifically listed as a permitted, special or conditional use, but which are in keeping with the intent of Section 4-110 and compatible with the uses permitted in Section 4-110A.

C. Conditional Uses.

1. Amusement centers.
2. Automobile service stations.
3. Car washes.
4. Commercial recreational activities, indoor only.
5. Garages, repair.
6. Large recycling collection centers. (See Section 2-102 for definition.)
7. Storage warehouses, but not mini-storage facilities.

D. Lot Size requirements:

1. Minimum lot area: None required.
2. Minimum lot width: 25 feet.
3. Minimum lot depth: 50 feet.

E. Bulk Regulations.

1. Maximum structure height: 45 feet.
2. Yard requirements:
  - a. Minimum front yard: None
  - b. Minimum side yard: None, but if there is one provided, it shall not be less than 5 feet.
  - c. Minimum rear yard: None, but if there is one provided, it shall not be less than 5 feet.
3. Maximum lot coverage: A building, structure or use may occupy all that portion of the lot not otherwise required for the yard regulations.

F. Use Limitations.

1. Exterior lighting fixtures shall be shaded so that no direct light is cast upon any property located in a residential district.
2. All related business, servicing, storage and display of goods shall be conducted within completely enclosed structures or screened from public view, unless approved as a conditional use by the Board of Zoning Appeals or as part of an application for a special or other conditional use.

- 111 **B-3 General Business District.** This district is established to provide for certain retail sales and for service establishments not generally in the Central Business District because of their need for space, the particular nature of their operations and their accessibility to the motoring public. Off-street parking is required and also screening in order to reduce possible adverse environmental effects on adjacent residential properties.

A. **Permitted Uses.**

1. Barber and beauty shops.
2. Business and professional offices and financial institutions including drive-through service at windows and automotive teller machines.
3. Bus stations and taxi cab stands.
4. Child care centers and preschools.
5. Department and variety stores.
6. Furniture and appliance stores.
7. Grocery and convenience stores for food and related items.
8. Hotels and motels.
9. Liquor stores. (See K.S.A. 41-710 for required distances.)
10. Rental centers including appliances, furniture, tools and construction equipment. (See Section 4-111F3 for outside storage.)
11. Restaurants. (See Section 4-111C9 for drive-in establishments.)
12. Self-service laundries.
13. Service establishments with not more than 10 employees.
14. Theaters.

B. **Special Uses.**

1. Public buildings erected or land used by any agency of a city, township, county or state government.
2. Sexually oriented businesses which are not established within 500 feet of a residence, park, church, elementary or secondary school or child care facility as the latter defined herein. (See Section 2-102 for definition.)

3. Utility substations, pumping stations and water towers, publicly and privately owned. (See Section 3-103G for lot size and bulk regulations.)
4. Other uses not specifically listed above as a permitted, special or conditional use, but which are in keeping with the intent of Section 4-111 and compatible with the uses permitted in Section 4-111A.

C. Conditional Uses.

1. Amusement centers.
2. Animal hospitals and clinics with outdoor facilities when permitted. (See Section 4-110F3 for outdoor facilities.)
3. Auction houses.
4. Automobile service stations.
5. Car washes.
6. Clubs, taverns and drinking establishments. (See Section 2-102 for related definitions.)
7. Commercial recreational activities both indoor and outdoor.
8. Contracting shops for plumbing, electrical, heating and air conditioning, wood working and the like with outside storage when permitted. (See Section 4-110F3 for outside operations and storage.)
9. Drive-in establishments. (See Section 2-102 for related definitions.)
10. Garages, repair.
11. Large recycling collection centers. (See Section 2-102 for definition.)
12. Lumberyards. (See Section 4-110F3 for outside storage.)
13. Mini-storage facilities for inside rental storage only.
14. New and used vehicle sales lots and sales rooms including the sale of vans, small trucks, recreational vehicles and all types of manufactured and mobile homes.
15. Retail sales not otherwise listed as a permitted use.
16. Self-service laundries.
17. Tattoo and body piercing parlors.
18. Utility substations.

D. Lot Size Requirements.

1. Minimum lot area: 7,500 square feet.
2. Minimum lot width: 75 feet.
3. Minimum lot depth: 100 feet.

E. Bulk Regulations.

1. Maximum structure height: 35 feet.
2. Yard requirements:
  - a. Minimum front yard: 35 feet on all sides abutting a street.
  - b. Minimum side yard: 5 feet.
  - c. Minimum rear yard: 10 feet.
3. Maximum lot coverage: A building, structure or use may occupy all that portion of the zoning lot not otherwise required for off-street parking or the yard regulations.

F. Use Limitations.

1. Exterior lighting fixtures shall be shaded so that no direct light is cast upon any property located in a residential district.
2. All related business, servicing, storage and display of goods; except for the operation of car washes, sales lots for new and used cars, the sale of self-service gasoline and the operation of automobile service stations, shall be conducted within completely enclosed structures or screened from public view, unless approved as a conditional use by the Board of Zoning Appeals or as part of an application for a special or conditional use.

- 112 **B-4 Interchange Business District.** This district is established to provide for the necessary highway service commercial facilities around the intersection of K-53 Highway and Interstate I-35. To encourage the orderly and compatible development of such district to the end that the natural assets and scenic values of the surrounding area will not be lost to the traveler, the residents of the surrounding area or the owners of the property within the district. Attractive landscaped sites and buildings shall be required, and developed according to the adopted Site Plan Criteria. In providing for highway oriented businesses, it is essential that the principal function of the interchange of carrying traffic to and from the Turnpike in a safe and efficient manner be preserved. An additional purpose is to provide safe ingress and egress to the commercial developments through control of access points on the highways.

The district is intended to promote opportunities which are supported by an economic base in which a mixture of hotels, motels, restaurants, designated retail businesses and other related uses are permitted.

The district is not intended to accommodate industrial uses nor is it to accommodate single-family residential development which would limit the ability of the district to attain its economic potential.

A. **Permitted Uses.**

1. Antique and gift shops.
2. Automobile rental agencies.
3. Automobile service stations, including minor repair services and the sale of petroleum fuels and automotive accessories.
4. Business and professional offices and financial institutions including drive-through service at windows and automatic teller machines.
5. Car and truck washes.
6. Child care centers and preschools.
7. Clubs, taverns and drinking establishments.
8. Department and variety stores.
9. Farm wineries.
10. Food stores for convenience items and the sale of self-service fuels.

11. Hotels and motels including restaurants, clubs, meeting rooms and live entertainment permitted as well as related offices and retail shops such as drug stores, gift shops, newsstands and barber and beauty shops.
12. Liquor stores. (See K.S.A. 41-710 for required distances.)
13. New and used vehicle sales lots and sales rooms, including the sale of vans, small trucks, and recreational vehicles.
14. Restaurants including drive-ins and carry-out food service.
15. Skating rinks, bowling alleys, amusement centers and miniature golf courses.
16. Self-service laundries.
17. Theaters.
18. Truck terminals for overnight parking, sale of petroleum fuels, automotive accessories, repair services and food and rest stops.

**B. Special Uses.**

1. Lottery gaming facilities as defined by state statutes in K.S.A. 74-8702 et seq.
2. Public buildings erected or land used by any agency of a city, township, county or state government.
3. Recreational vehicle parks.
4. Utility substations.
5. Other uses not specifically listed as permitted special or conditional uses, but which are in keeping with the intent of Section 4-112 and compatible with the uses permitted in Section 4-112A.

**C. Conditional Uses. None.**

**D. Lot Size Requirements.**

1. Minimum lot area: 40,000 square feet.
2. Minimum lot width: 100 feet.
3. Minimum lot depth: 200 feet.

E. Bulk Regulations.

1. Maximum structure height: 60 feet.
2. Yard requirements:
  - a. Minimum front yard: 35 feet on all sides abutting a street.
  - b. Minimum side yard: 20 feet.
  - c. Minimum rear yard: 20 feet.
3. Maximum lot coverage: A building, structure or use may occupy all that portion of the zoning lot not otherwise required for off-street parking or the yard regulations.

F. Use Limitations.

1. All related business, service, storage and display goods; except for the operation of car washes, the sale of self-service fuel, the operation of automobile service stations, truck terminals and miniature golf facilities, shall be located within an enclosed structure or screened from public view unless approved as a conditional use by the Board of Zoning Appeals or as part of an application for a special use or conditional use.
2. Exterior lighting fixtures shall be the full termination type so that no direct light is cast upon any adjacent property.

- 113 **I-1 Light Industrial District.** This district is established for light industrial uses which do not require large amounts of land; generate modest amounts of traffic; are consistent with the capacity and availability of public and private services; create limited environmental problems in the way of sound, glare, dust, smoke, odor or vibration; and do not permit the intermixing of residential uses.

A. **Permitted Uses.**

1. Animal hospitals or clinics.
2. Agricultural feed, seed and fertilizer mixing and sales.
3. Agricultural implements, sales and service.
4. Automobile, truck and motorcycle sales, repair and refinishing.
5. Bottling works.
6. Building material sales, except for ready-mix concrete and asphalt.
7. Contractor's office and equipment storage yards.
8. Dog kennels.
9. Dry cleaning and/or laundry plants.
10. Food production and frozen food lockers.
11. Garages, repair.
12. Greenhouses, hydroponic farming and nurseries, retail and wholesale.
13. Light manufacturing operations including sheet metal and machine shops.
14. Machinery sales.
15. Monument sales.
16. Printing and publishing firms.
17. Rental centers.
18. Sign printing and manufacturing.
19. Truck terminals.
20. Upholstery shops.

21. Utility substations and water towers.
22. Warehouses and mini-storage facilities.
23. Wholesale merchandise sales and storage.

**B. Special Uses.**

1. Public buildings erected or land used by any agency of a city, township, county or state government.
2. Other uses not specifically listed as a permitted, special or conditional use, but which are in keeping with the intent of Section 4-113 and compatible with the uses permitted in Section 4-113A. Such other uses may also include retail and service businesses which provide a particular direct service to the industrial uses or serve as a convenience to the employees thereof.

**C. Conditional Uses.**

1. Large recycling collection centers. (See Section 2-102 for definition.)

**D. Lot Size Requirements.**

1. Minimum lot area: 20,000 square feet.
2. Minimum lot width: 100 feet.
3. Minimum lot depth: 100 feet.

**E. Bulk Regulations.**

1. Maximum structure height: 45 feet exclusive of grain elevators.
2. Yard requirements:
  - a. Minimum front yard: 35 feet on all sides abutting a street.
  - b. Minimum side yard: 10 feet.
  - c. Minimum rear yard: 25 feet.
3. Maximum lot coverage: Buildings, structures and uses may occupy all of the zoning lot except that required for off-street parking, loading and unloading and yards.

**F. Use Limitations.**

1. No new building shall be used for residential purposes except that a watchman or custodian may reside on the premises inside an industrial use structure or in a manufactured or mobile home.
2. Outdoor operations, display and storage is permitted which is related activity to the principal use; except that only parking and display areas for new products are permitted in the minimum front yard setback.
3. There shall be no emission of dust, noise, odor or vibration which shall be detectable as a nuisance beyond the lot line.

- 114 **I-2 Heavy Industrial District.** This district is established for the purpose of allowing basic or primary industries which are generally not compatible with residential and/or commercial activity. Certain environmentally obnoxious or hazardous uses will require a special or conditional use permit to locate in this district. No residential uses are permitted.

A. **Permitted Uses.**

1. Any permitted uses allowed in the I-1 District.
2. Blacksmith and welding shops.
3. Grain elevators and feed, seed, grain and fertilizer mixing, sales and storage.
4. Manufacturing, processing or fabrication establishments which are not noxious or offensive by reason of vibration, noise, dust, fumes, gas, odor or smoke.
5. Manufactured and mobile home and recreation vehicle manufacturing, sales and storage.
6. Poultry slaughtering or storage.
7. Radiator repair shops.
8. Storage yards, but not salvage yards, providing the storage yard is completely enclosed with a six foot fence or wall.

B. **Uses Not Permitted.**

1. Acid manufacture.
2. Cement, lime, gypsum or plaster of Paris manufacture.
3. Creosote or tar treatment.
4. Distillation of bones.
5. Explosives manufacture or storage, including fireworks.
6. Fat rendering.
7. Fertilizer manufacture.
8. Garbage, offal or dead animal incineration or reduction.

9. Glue or soap manufacture.
10. Primary smelting of base metals from ore.
11. Tanning, curing or storage of rawhides or skins.

C. Special Uses.

1. Public buildings erected or land used by any agency of a city, township, county or state government.
2. Petroleum and natural gas refining and processing.
3. Public and private hazardous waste facilities. (See Section 2-102 for definition.)
4. Stockyards and slaughter houses.
5. Other uses not specifically listed as a permitted, special or conditional use, but which are in keeping with the intent of Section 4-114 and compatible with the uses permitted in Section 4-114A. Such other uses may also include retail and service businesses which provide a particular direct service to the industrial uses or serve as a convenience to the employees thereof.

D. Conditional Uses.

1. Asphalt and concrete mixing plants.
2. Alfalfa dehydrating plants.
3. Bulk storage for retail or wholesale distribution and not used as an accessory part of a normal manufacturing process of such items as anhydrous ammonia, petroleum products and other products which may be considered as highly explosive, combustible or of a volatile nature.
4. Recycling processing centers and large recycling collection centers. (See Section 2-102 for definition.)
5. Salvage yards, when all materials are enclosed within at least a six-foot solid fence or wall. (See Section 2-102 for definition.)

E. Lot Size Requirements.

1. Minimum lot area: 40,000 square feet.
2. Minimum lot width: 100 feet.
3. Minimum lot depth: 125 feet.

F. Bulk Regulations.

1. Maximum structure height: 60 feet exclusive of grain elevators.
2. Yard requirements:
  - a. Minimum front yard: 35 feet on all sides abutting a street.
  - b. Minimum side yard: 10 feet.
  - c. Minimum rear yard: 25 feet.
3. Maximum lot coverage: Buildings, structures and uses may occupy all of the zoning lot except that required for off-street parking, loading and unloading and yards.

G. Use Limitations.

1. No new building shall be used for residential purposes except that a watchman or custodian may reside on the premises inside an industrial use structure or in a manufactured or mobile home.
2. Outdoor operations, display and storage is permitted which is related activity to the principal use; except that only parking and display areas for new products are permitted in the minimum front yard setback.

115 **PUD Planned Unit Development District.** The purpose of the Planned Unit Development District, herein referred to as a PUD District is:

(1) to encourage innovation in residential, commercial and/or industrial development by permitting greater variety and flexibility in type, design and layout of buildings; (2) to encourage a more efficient use of land reflecting changes in the technology of land development; (3) to encourage development which incorporates the best features of modern design, while conserving the value of land; and (4) to provide a procedure which relates the type, design and layout of residential, commercial and/or industrial development to the particular site and the particular demand for housing at the time of development in a manner consistent with the preservation of property values. The PUD District operates as an overlay zone in conjunction with all of the other districts in that it is necessary for an area to concurrently be zoned for one or more of the other districts in addition to the PUD District designation; however, such other districts may differ in one or more respects when utilized for the PUD District.

**A. General Provisions.**

1. The Governing Body may by ordinance approve the establishment of a PUD District on any parcel or tract of land which is suitable for and of sufficient size to be planned and developed, or redeveloped, as a unit and in a manner consistent with the intent and purpose of these regulations and with the Comprehensive Plan.
2. A PUD District may be established for a residential development or for a general development. A development shall be deemed to be a residential development when it is limited to dwelling units in detached, attached or clustered, or multiple-storied structures, or any combination thereof; and nonresidential uses of a religious, cultural, recreational and business character that are primarily designed and intended to serve the residents of the residential development. A development shall be deemed to be a general development when it contains major business and/or industrial structures and uses exclusively, or when it blends residential structures or dwelling units in a unified plan with business and/or industrial structures and uses.
3. Any development that is proposing any of the following criteria shall be required to be established by approval of a PUD District:
  - a. To use multiple zoning classifications;
  - b. Land uses or standards that would not otherwise be allowed in an existing zoning district;
  - c. Innovation in a development, but which will preserve property values in the area;

- d. A development of such a large size and/or intensity of land uses that, in the opinion of the Zoning Administrator, the design and processing of such a development would be facilitated by the establishment of a PUD District; or
  - e. Any combination of the above;
1. This does not preclude a developer from applying for a PUD District even though these regulations do not require it.

**B. Standards and Criteria for Planned Unit Developments.**

1. For all planned developments:
  - a. A development plan of the site that is not inconsistent with the standards set out in this section or with such general policies or specific rules and regulations for PUD Districts as may be adopted from time to time by the Planning Commission or the Governing Body and placed on public record in the office of the City Clerk shall prima facie be deemed to have qualified for preliminary approval. No such policies, rules or regulations shall be revised or added to which would be applicable to a specific proposal for a PUD District after an application for preliminary approval of a specific PUD plan has been filed. A PUD plan shall not be inconsistent with the following general standards for use of land, and the use, type, bulk, design and location of buildings, the density or intensity of use, the common open space, the public facilities and the development by geographic division of the site:
    - (1) The PUD District will not substantially injure or damage the use, value and enjoyment of surrounding property nor hinder or prevent the development of surrounding property in accordance with the Comprehensive Plan.
    - (2) The site will be accessible from public roads that are adequate to carry the traffic that will be imposed upon them by the proposed development and the streets and driveways on the site of the proposed development will be adequate to serve the residents or occupants of the proposed development. Traffic control signals will be provided without expense to the City when it is determined that such signals are required to prevent traffic hazards or congestion in adjacent streets.
    - (3) The PUD District will not impose an undue burden on public services and facilities such as fire and police protection.

- (4) The entire parcel of land to be occupied by the PUD District shall be held by a single landowner, or if there are two or more landowners, the application for such district shall be filed jointly by all such landowners; however, the holder of a contract to purchase or other person having an enforceable proprietary interest in such land shall also be deemed a landowner for purposes of these regulations.
- (5) The PUD plan shall contain such proposed covenants, easements and other provisions relating to the bulk, location and density of residential buildings, nonresidential uses and structures, and public facilities as are necessary for the welfare of the PUD District and are not inconsistent with the best interests of the area. Such covenants, easements and other provisions, if part of the PUD plan as finally approved, may be modified, removed or released only with the consent of the Governing Body after a public hearing before and recommendations by the Planning Commission as provided in Section 4-115C. All such covenants shall specifically provide for enforcement by the City in addition to the landowners within the development.
- (6) The Planning Commission may designate divisible geographic units of the entire parcel of land to be developed as a unified plan. In the case of residential PUD plans and general PUD plans which contain residential buildings, the Planning Commission may permit in each unit deviations from the number of dwelling units per acre established for the entire plan; provided that, such deviation shall be adjusted for in other units of the plan so that the number of dwelling units per acre authorized for the entire PUD plan is not affected.
- (7) For all business and industrial uses proposed for development within the plan, the standards and extent of uses shall not exceed the least restrictive requirements for the specific use as provided for in the business and industrial districts of these zoning regulations unless they meet the provisions of Sections 4-115B 1a(12) and 4-115C9.

- (8) The location and arrangement of structures, parking areas, walks, lighting and appurtenant facilities shall be compatible with the surrounding land uses, and any part of a PUD plan not used for structures, parking and loading areas, or access ways, shall be landscaped or otherwise improved.
- (9) When business or industrial structures or uses in a PUD District abut a residential district or residential buildings in the same development, screening shall be provided. In no event shall a business or industrial structure in a PUD District be located nearer than 100 feet to a residential building.
- (10) Notwithstanding any of the other provisions of these regulations, when a shopping center is developed as a PUD District, such shopping center shall have 300 square feet of space devoted to off-street parking for each 100 square feet of floor area in the structures located in the planned shopping center development. Such off-street parking facilities shall otherwise comply with the provisions of Section 5-100A of these regulations.
- (11) The specifications for the width and surfacing of streets, alleys, ways for public utilities, for curbs, gutters, sidewalks, public parks and playgrounds, school grounds, reserves, storm water drainage, water supply and distribution, sanitary sewers and sewage collection and treatment adopted in the City Subdivision Regulations as amended from time to time, may, within the limits hereinafter specified, be waived or modified by the Planning Commission where the Commission finds that such specifications are not required in the interests of the residents or occupants of the planned development and that the waiver or modification of such specifications for PUD plans would not be inconsistent with the interests of the City. The Commission shall require guarantees for required public improvements and the filing of comparable engineering and survey data on final development plans.
- (12) Any modifications of the zoning or other regulations that would otherwise be applicable to the site shall be warranted by the design of the PUD plan, and the amenities incorporated in it, and shall not be inconsistent with the interest of the public generally.

2. Standards for Residential Planned Developments and General Planned Developments Containing Residential Buildings:
  - a. Any PUD plan that does not propose to increase the number of dwelling units per acre that would otherwise be permitted on the property under the maximum zoning regulations otherwise applicable thereto in the districts which permit residences shall be prima facie qualified for preliminary approval insofar as residential density is concerned. A PUD plan may provide for a greater number of dwelling units per acre than would be permitted by these district regulations otherwise applicable to the site, but if the number of dwelling units per acre exceeds by more than 10% of that permitted by the zoning regulations otherwise applicable to the site, the developer has the burden to show that such excess will not have an undue and adverse impact on existing public facilities and on the reasonable enjoyment of neighboring property. The Planning Commission, in determining the reasonableness of a proposed increase in the number of dwelling units per acre, shall recognize that increased density may be compensated for by additional private amenities and by increased efficiency in public services to be achieved by: (1) the amount, location and proposed use of common open spaces; and (2) the location, design and type of dwelling units. The Planning Commission shall also consider that the physical characteristics of the site may make increased densities appropriate in the particular location. In addition to establishing a maximum density, the plan shall specify either the minimum number of dwelling units and commercial or industrial uses or the minimum acreage allowances for each specific PUD District.
  - b. When common open space is provided in a PUD plan, the amount and location of such common open space shall be consistent with the declared type of development as described in Section 4-115A2 for a PUD District. The PUD plan shall include such provisions for the ownership and maintenance of the common open space as are reasonably necessary to ensure its continuity, care, conservation and maintenance, and to ensure that remedial measures will be available to the City if the common open space is permitted to deteriorate or is not maintained in a condition consistent with the best interest of the PUD plan or of the City. If the City finds it necessary to carry out the obligations required to maintain the open space in order to avoid having it become a public nuisance, the costs shall be assessed against the properties within the development and shall become a tax lien on said properties.

- c. When a PUD plan includes common open space, such common open space shall never be used for the construction of any structure, nor shall such open space ever be computed as a part of the required minimum lot area, or any required yard, of any other structure. Adequate safeguards, including recorded covenants, shall be provided to prevent subsequent development of, and the future construction of structures on, such open space.
  - d. The total ground area occupied by buildings and structures shall not exceed 35% of the total ground area of the PUD plan unless previous development in the neighborhood has a greater lot coverage, in which case the PUD plan may increase the lot coverage of buildings and structures to correspond with the bulk of the other structures in the neighborhood.
  - e. Nonresidential uses of a religious, educational or recreational nature shall be designed or intended primarily for the use of the residents of the PUD plan.
- C. Preliminary PUD Plan Contents. An application to establish a PUD District shall be processed in the same manner prescribed for amending these Zoning Regulations. The same requirements for notice to property owners, advertisement of public hearing, protest petitions, and adoption by the Governing Body shall be required as in conventional zoning. (See Article 11.) The applicant shall also concurrently prepare and submit a preliminary PUD plan for review and recommendation by the Planning Commission which shall contain the following information and documents:
- 1. A development plan of the site showing the location, arrangement, bulk, type and use of all existing and proposed structures, the proposed traffic circulation pattern within and surrounding the development, the areas to be developed for parking, the points of ingress and egress, access streets where required, the relationship of abutting land uses and zoning districts, proposed lots and blocks, if any, and proposed public or common open space, if any, including reserves, parks, playgrounds, school sites and recreational facilities.
  - 2. Applicable information as required for a preliminary plat pursuant to provisions in the City Subdivision Regulations.
  - 3. A statement of the anticipated residential density (when applicable), the proposed total gross floor area of nonresidential uses, and the percentage of the development which is to be occupied by structures, i.e., total area of all such zoning lots.

4. Preliminary sketches and/or description of the proposed screening and landscaping features.
5. When a PUD plan is to be constructed in units the phasing of development for each unit in sequence shall be indicated. No such unit shall have a residential density that exceeds by more than 20% the proposed residential density of the entire PUD plan. When a PUD plan provides for common open space, the total area of common open space provided at any stage of development shall, at minimum, bear the same relationship to the total open space to be provided in the entire plan as the units completed or under development bear to the entire plan.
6. Evidence that the applicant has sufficient control over the parcel of land to effectuate the proposed plan, including a statement of all the ownership and beneficial interests in the land and the proposed development.
7. When it deems necessary, the Planning Commission may require a traffic survey setting out and analyzing the effect that the PUD plan will have upon traffic in the streets and thoroughfare adjacent to and in the vicinity of the proposed development.
8. A statement of objectives showing the relationship of the PUD plan to the Comprehensive Plan with respect to land use for various purposes, density of population, direction of growth, location and function of streets and other public facilities, and common open space for recreation or visual benefit or both, and such other factors as the City may find relevant in making a finding whether a PUD plan shall be authorized as being in general conformity to the Comprehensive Plan.
9. In the case of general planned developments, a statement identifying the principal types of business and/or industrial uses that are to be included in the proposed development.
10. When a PUD plan includes provisions for common open space, or recreational facilities, a statement describing the provision that is to be made for the care and maintenance of such open space or recreational facilities. If it is proposed that such open space be owned and/or maintained by any entity other than a governmental authority, copies of the proposed articles of incorporation and bylaws of such entity shall be submitted.
11. Copies of any restrictive covenants that are to be recorded with respect to property included in the PUD plan.

D. Action on Preliminary PUD Plan.

1. **Hearing, Findings and Recommendation of Planning Commission.** The Planning Commission shall, within 60 days after a preliminary PUD plan is filed with it, hold a public hearing on the plan after giving the notice required by Section 11-100D for hearings on amendments. Such public hearing shall consider all aspects of the preliminary PUD plan including all proposed units of development. Within 14 days after the last public hearing on such plan, the Commission shall prepare and transmit to the Governing Body and to the applicant specific findings of fact with respect to the extent to which the preliminary PUD plan complies with the standards set out in Sections 4-115B and C, together with its recommendations to the Governing Body with respect to the action to be taken on the PUD plan. The Commission may recommend approval, disapproval or approval with modifications, conditions or restrictions. Copies of the findings and recommendations of the Planning Commission shall be made available to any other interested persons.
2. **Action by the Governing Body.** After a 14-day period following the public hearing in which to receive protest petitions as provided by Section 11-103, the Governing Body shall under the adoption procedures of Section 11-04 consider the approval or disapproval of the preliminary PUD plan after it receives the findings and recommendations of the Planning Commission thereon. If the preliminary PUD is disapproved, the applicant shall be furnished with a written statement of the reasons for disapproval of the plan. If the preliminary PUD is to be approved, the Governing Body shall, after receiving from the applicant any acceptance required by Section 4-115D3, adopt an ordinance approving the preliminary PUD plan, and establishing a PUD District for the parcel of land included in the preliminary PUD plan.
3. **Restrictions and Conditions.** The Governing Body may alter the preliminary PUD plan according to the procedures of Section 11-104 (2) or (3) and impose such conditions and restrictions on the PUD plan as it may deem necessary to ensure that the development will be in harmony with the general purpose and intent of these regulations and with the Comprehensive Plan. When the Governing Body alters the preliminary PUD plan, the applicant shall have 30 days within which to file an acceptance of such alterations, conditions or restrictions.
4. **Form of Ordinance.** An ordinance establishing a PUD District and approving a PUD plan shall specify the Zoning Regulations and restrictions that will, pursuant to the PUD plan, apply in the PUD

District and shall describe the boundaries of such district or set such boundaries out on a map that is incorporated and published as a part of such ordinance. Such ordinance shall also specify the conditions and restrictions that have been imposed by the Governing Body on the PUD plan, and the extent to which the otherwise applicable district regulations have been modified.

E. Status of Preliminary PUD Plan After Approval.

1. Within 15 days after the adoption of an ordinance establishing a PUD District and approving a preliminary PUD plan, a copy of such ordinance shall be filed by the City Clerk with the Zoning Administrator and a similar copy mailed to the applicant. When approval of such a preliminary plan has been granted, the establishment of the PUD District by name shall be noted on the Official Zoning Maps.
2. After being notified of the approval of a preliminary PUD plan by the Governing Body, the applicant shall within 15 days file with the County Register of Deeds a statement that such a plan has been filed with the City and has been approved and is applicable to certain specified legally described land and that copies of said plan are on file in the office of the Zoning Administrator. Such statement recorded with the Register of Deeds shall also specify the nature of the plan, the proposed density or intensity of land uses and other pertinent information sufficient to notify any prospective purchasers or users of land of the existence of such a plan. The recorded statement shall specify that the preliminary PUD plan shall become binding upon all successors and assigns unless amended in conformance with these regulations.
3. Preliminary approval of a PUD plan shall not qualify such a plan for recording. A PUD plan which has been given preliminary approval as submitted or which has been given preliminary approval with alterations, conditions and restrictions, which have been accepted by the applicant (and provided that the applicant has not defaulted nor violated any of the conditions of the preliminary approval), shall not be modified or revoked nor otherwise impaired by action of the City pending an application or applications for approval of a final PUD plan without the consent of the applicant; provided that, an application for a final PUD plan approval is filed within one year of the date of approval of the preliminary PUD plan, or in the case of unit developments, that a final plan of at least one unit shall be filed within one year from the date of approval of such preliminary plan and final plans of all such units shall be filed within five years from the date that such preliminary plan was approved. The Planning Commission on

application of the applicant, may from time to time, recommend extensions of time to the Governing Body for their decision within which an applicant may submit such final PUD plans. Each such extension shall not be for more than one year.

4. In the event that a PUD plan is given preliminary approval and thereafter, but prior to approval of a final PUD plan, the applicant shall: (1) choose to abandon said plan and shall so notify the Planning Commission in writing; or (2) shall fail to timely file an application, or applications, for approval of a final plan, it shall be deemed to be revoked. When a preliminary plan is revoked, all that portion of the preliminary plan for which final approval has not been given shall be subject to those provisions of the Zoning Regulations and other local ordinances that were applicable thereto immediately prior to the approval of the preliminary plan and as they may have been amended from time to time. The Governing Body shall forthwith adopt an ordinance repealing the PUD District and the preliminary PUD plan for that portion of the development that has not received final PUD plan approval and reestablishing the zoning and other regulatory provisions that would otherwise be applicable. When a PUD District is revoked, such revocation shall be noted on the Official Zoning Maps.

**F. Final PUD Plan Contents and Approval.**

1. An application for approval of a final PUD plan may be filed for all the land included in a planned development or for a unit thereof. Such application shall be filed by the applicant with the Zoning Administrator within the specified time in Section 4-115E3, and shall be in substantial compliance with the preliminary PUD plan as approved. The application shall include:
  - a. A development plan of the site showing the physical layout and design of all streets, easements, rights of way, reserves, lots, blocks and common open space including statements, where applicable, on the residential densities, the types and uses of structures, the maximum gross floor area, the percentage of the development by total area of such zoning lots to be occupied by structures, the height of structures, the height and size of signs, the building setback lines, and the boundary of units within which the phasing of construction would be scheduled.
  - b. Applicable information and certificates as required for a final plat pursuant to the provisions in the City Subdivision Regulations including such waivers and modifications as may have been agreed to in the preliminary PUD plan.

- c. Plans for landscaping and screening.
  - d. A statement of dedication for easements or right of ways and a copy of any restrictive covenants.
  - e. Proof of the establishment and activation of any entity that is to be responsible for the management and maintenance of any common open space.
  - f. No lots, parcel or dwelling unit in such development shall be conveyed or leased prior to the recording of the final PUD plan.
  - g. Such guarantees and agreements that are required by the provisions and procedures of the City Subdivision Regulations regarding final plats.
2. A PUD plan submitted for final approval shall be deemed to be in substantial compliance with the preliminary PUD plan, as approved; provided that, any modification by the developer of the preliminary plan, as approved, does not: (1) vary the proposed gross residential density or intensity of use by more than 5%; or (2) involve a reduction of the area set aside for common open space; or (3) increase by more than 10% the gross floor area proposed for nonresidential use; or (4) increase by more than 5% the total area of zoning lots used for buildings or a substantial change in their height. A public hearing shall not be held to consider modifications in the location and design of streets or facilities for water and for disposal of sanitary sewerage and storm water.
3. Although a public hearing shall not be required on an application for approval of a final PUD plan to determine if it is in substantial compliance with the preliminary PUD plan, as approved, the Planning Commission may receive public input related to the final plan if deemed desirable. The burden shall be upon the applicant to show the Planning Commission good cause for any variation between the preliminary plan, as approved, and the final plan as submitted. When the application for final approval has been filed, together with all drawings, specifications and other documents required in support thereof, the Commission shall make a recommendation on such final plan; provided, however, that in the event the final plan as submitted contains variations from the preliminary plan as approved, but remains in substantial compliance with the preliminary plan, as approved, the Commission may, after a meeting with the applicant, refuse to recommend approval of the final plan and shall so advise the applicant in writing of such refusal, setting out the reasons why one or more of said variations are not in the public interest. In the event of

such refusal, the applicant may refile his application for final approval without the variations objected to by the Commission at any time within which he shall be entitled to apply for final approval. If the time for applying for final approval shall have expired at the time when the Commission advised the applicant that the variations were not in the public interest, then the applicant shall have 60 additional days within which to refile an application for final approval without the said variation. If the applicant shall fail to refile within said period, he or she shall be deemed to have refused to accept such requirements and final approval shall be deemed to have not been approved.

4. In the event the final PUD plan, as submitted for approval, is not in substantial compliance with the preliminary PUD plan as approved, the Planning Commission shall so notify the applicant in writing, setting out the particular ways in which the final plan is not in substantial compliance with the preliminary plan as approved. The applicant may make such changes in the final plan as are necessary to bring it into compliance with the preliminary plan as provided for variations in Section 4-115F3, or may file an application for an amended PUD District and/or a preliminary PUD plan in order to bring the proposed final plan into substantial compliance with such an amended District or plan. The time limit within which to file such amendments shall be the same as for a variation in Section 115F3. Such public hearing shall be held, notice thereof shall be given, and the hearing shall be conducted in the manner prescribed in Sections 4-115D and E of these regulations including the provisions for protest petitions, Governing Body approval and filing a revised statement of the plan with the County Register of Deeds. In the event the applicant shall fail to take either of these alternate actions within said time, the applicant shall be deemed to have abandoned the plan.
5. After a final PUD plan, or any unit thereof, has been submitted for consideration by either the procedures prescribed in Sections 4-115F3 or 4, the plan shall be considered for final approval by the Governing Body within 30 days. A final PUD plan, or any part thereof, which has been given final approval by the Governing Body, shall be filed of record with the County Register of Deeds within 60 days following the satisfying of all conditions precedent and conditioned upon such approval as well as signatures for all certificates required for a final plat before recording. A copy of the recorded final plan shall also be filed with the Zoning Administrator before any building and/or zoning permits are issued or development takes place in accordance therewith. In the event the Governing Body fails to act, either by approval or by disapproval within the time prescribed, the final plan shall be deemed to be approved. Pending completion within a reasonable time of said PUD, or of any unit thereof, that has been

finally approved, no modification of the provisions of said plan, or unit thereof, as finally approved, shall be made except with the consent of the applicant.

6. In the event that a final PUD plan or unit thereof is given final approval and thereafter the applicant shall abandon said plan or the unit thereof and shall so notify the City in writing, or in the event the applicant shall fail to commence the plan within 18 months after final approval, it shall terminate and shall be deemed null and void unless such time period is extended by the Governing Body upon written application by the applicant.

- G. Enforcement and Modification. To further the mutual interest of the residents and owners of the final PUD plan and of the public in the preservation of the integrity of the plan, as finally approved and to ensure that modifications, if any, in the plan shall not impair the reasonable reliance of the residents and owners upon the provisions of the plan, nor result in changes that would adversely affect the public interest, the enforcement and modification of the provisions of the plan as finally approved, whether recorded by plan, covenant, easement or otherwise, shall be subject to the following provisions:

1. Enforcement by the City. The provisions of the final plan relating to:
  - a. The use of land and the use, bulk (height, yards and maximum coverage) and location of buildings and structures;
  - b. The quality and location of common open space; and
  - c. The intensity of use or the density of residential units shall run in favor of the City and shall be enforceable in law or in equity by the City without limitation on any powers or regulation otherwise granted the City by law.
2. Enforcement by the residents and owners. All provisions of the final plan shall run in favor of the residents and owners of the planned development, but only to the extent expressly provided in the plan and in accordance with the terms of the plan and to that extent such provisions, whether recorded by plan, covenant, easement or otherwise, may be enforced at law or equity by residents and owners, acting individually, jointly, or through an organization designated in the plan to act on their behalf; provided, however, that no provisions of the plan shall be implied to exist in favor of residents and owners of the development except as to those portions of the plan which have been finally approved and have been recorded.

3. Modification of the final plan by the City. All those provisions of the plan authorized to be enforced by the City under Section 4-115G1 may be modified, removed or released by the City (except grants or easements relating to the service or equipment of a public utility unless expressly consented to by the public utility), subject to the following conditions:
  - a. No such modification, removal or release of the provisions of the plan by the City shall affect the rights of the residents and owners of the planned development to maintain and enforce those provisions, at law or equity, as provided in Section 4-115G2.
  - b. No modification, removal or release of the provisions of the plan by the City shall be permitted except upon a finding by the City, following notice of a public hearing called and held in accordance with the provisions of these regulations, that (1) the same is consistent with the efficient development and preservation of the entire final PUD plan; (2) does not adversely affect either the enjoyment of land abutting upon or across a street from the plan or the public interest; and (3) is not granted solely to confer a special benefit upon any person.
4. Modification by the residents and owners. Residents and owners of the planned development may, to the extent and in the manner expressly authorized by the provision of the plan, modify, remove or release their rights to enforce the provisions of the plan, but no such action shall affect the right of the City to enforce the provisions of the plan in accordance with the provisions of Section 4-115G1. If it is determined by the Zoning Administrator that such modifications would result in changes to the PUD District and/or the preliminary PUD plan, then application must be made for such amendment or amendments to be considered for re-approval of the district or plan in the same manner as the original. If it is determined that modifications resulting in changes to the final PUD plan are necessary and cannot be satisfied under Sections 4-115F2, 3, 4 and 5, then application must be made for such amendment or amendments to the original PUD District or preliminary PUD plan as may be necessary to consider such amendment(s).



## ARTICLE 5. OFF-STREET PARKING AND LOADING

100 **Off-Street Parking.** In any applicable zoning district, all structures built and all uses established hereafter shall provide accessory off-street parking in accordance with the following regulations. When an existing structure or use is expanded, accessory off-street parking shall be provided in accordance with the following regulations for the area or capacity of such expansion. Plans showing the layout and design of all off-street parking spaces and loading areas must be submitted and approved by the Zoning Administrator before a zoning permit and/or occupancy certificate is issued for such spaces or areas.

### A. General Provisions.

1. **Utilization:** Accessory off-street parking facilities provided for the uses hereinafter listed shall be solely for the parking of motor vehicles in operating condition of patrons, occupants or employees of such uses. Such parking facilities or any vacant lot shall not be used to display or store motor vehicles including recreational vehicles and utility trailers for sale other than where permitted specifically in a district. Such provision shall not prevent the display of a small temporary for sale sign not exceeding two square feet in size on a personal vehicle when parked periodically on a driveway or an identifiable parking area on a zoning lot of a residence or a business location. (See Section 2-102 for definition of STORAGE, OUTDOOR.)
2. **Parking space dimension:** An off-street parking space shall be at least eight feet six inches in width and at least 19 feet in length, exclusive of access drives or aisles, ramps or columns, unless special parking is designated for variable sizes of vehicles.
3. **Access:** Each off-street parking space shall open directly upon an aisle or driveway of such width and design as to provide safe and efficient means of vehicular access to such parking space. No parking space shall be designed to exit or back directly onto a public street or use the public right of way for parking space, unless less specifically approved by the Governing Body. Such arrangements are to be discouraged, except in unusual circumstances wherein the traffic safety of the public can still be protected.
4. **Open and enclosed parking:** Off-street parking spaces open to the sky may be located in any yard, except that in residential districts no such spaces shall be located in a front yard setback other than for multiple-family dwellings. Principal buildings with garages and carports integrated into or attached to the buildings which contain or shelter off-street parking spaces shall be subject to the yard setback requirements applicable in the district wherein the buildings are located. Detached garages and carports which contain or shelter off-street parking spaces shall be subject to the provisions of the accessory uses contained in Section 6-100 and, in particular, the bulk regulations of Section 6-100C. (See Section 3-103 F1 for canopies.)

5. Design and Maintenance:

- a. Design: Off-street parking spaces shall comply with such design standards relating to curb cuts and curb length, stall depth, driveway width, island width, barriers, and the location of ingress and egress as may be established from time to time by the City. Off-street parking spaces may be open to the sky or enclosed in a building or structure. Parking on driveways for single and two-family dwellings and all types of manufactured and mobile homes is considered to be permitted temporary parking and required parking spaces on such lots are not to be in the front yard setback. All parking spaces must be in an identifiable area where all spaces are contained thereon. (See Section 5-100A5c for screening.)
- b. Surfacing: All open off-street parking spaces, whether required spaces or not, and driveways shall be graded and paved with an asphalt, asphaltic concrete or concrete which shall be maintained in good condition; provided, however, graveled parking areas are permitted in the agricultural and industrial districts, for church parking lots and in manufactured home parks.
- c. Screening: Screening for parking spaces and loading areas is incorporated into the general screening and landscaping provisions of Section 3-104.
- d. Lighting: Any lighting used to illuminate off-street parking spaces shall be shaded so that direct light is not cast upon property located in a residential district and so that glare is not a problem to traffic on any public street.
- e. Repair and service: No motor vehicle repair work or service of any kind shall be permitted in association with any off-street parking spaces or structures, except as incidental repairs to a personal vehicle. (See Section 2-102 for definition of SALVAGE YARD.)
- f. Computation: When determination of the number of off-street parking spaces required by these regulations results in a requirement of a fractional space, the fraction of one-half or less may be disregarded, and a fraction in excess of one-half shall be counted as one parking space.
- g. Collective provisions: Off-street parking facilities for separate uses may be provided collectively if the total number of spaces so furnished is not less than the sum of the separate requirements for each such use; provided, that wherever there is a common plan of parking for land in single ownership that the amount of required parking shall consider the joint use of such space whenever large places of assembly are present which vary in their times of use and season of the year to the

end that all parking is contained on the site or on accessory parking lots except for infrequent periods of peak use. The off-street parking spaces required by Section 5-101 may be increased; however, where it is anticipated that peak parking periods will be a consistently reoccurring problem. All regulations must be adhered to which cover the location of accessory parking spaces in relation to the use served.

- h. Location: All parking spaces required to serve structures or uses shall be located on the same zoning lot as the structure or use served unless a conditional use permit is obtained under Section 5-102.
- i. Employee parking: Parking spaces required on an employee basis shall be based on the maximum number of employees on duty or residing, or both, on the premises at any one time.
- j. Handicapped parking: Parking spaces according to the number of spaces and their designated signage shall be provided for persons with a disability in conformance to the standards of the federal Americans with Disabilities Act of 1990 as incorporated into state statutes. (See K.S.A. 58-1311 and 42 USCA 12101 et seq.)

- 6. Plans and approval required: Plans showing the layout and design of all off-street parking spaces whether required spaces or not, including driveways and loading areas, shall be submitted and approved by the Zoning Administrator prior to issuance of a zoning permit and/or occupancy certificate for the parking lot itself or as part of an application for a larger related project. Before approving any parking layout, the Zoning Administrator shall determine that the spaces provided are usable and meet standard design criteria as well as all parking requirements of these regulations. Parking spaces shall be clearly indicated or otherwise marked to designate the individual spaces.

**101 Required Parking Spaces.** Off-street parking spaces accessory to the uses hereinafter designated shall be provided as follows, except no such spaces shall be required in the B-2 Central Business District except for dwelling units constructed in conjunction with business uses:

**A. Dwelling and Lodging Uses:**

- 1. Single and two-family dwellings, earth-sheltered dwellings, residential-designed manufactured homes and manufactured and mobile homes: At least one parking space for each dwelling unit; however, at least two parking spaces for each dwelling unit in the R-1 Single-Family and R-2 Two-Family Residential districts.
- 2. Multiple-family dwellings: At least one and one-half parking spaces per unit, except in housing for the elderly, one space per two units.

3. Boarding or rooming houses: One parking space for each two rooms.
4. Hotels, motels and bed and breakfast homes and inns: One parking space for each rental unit, plus such additional spaces as are required for restaurants, assembly rooms and affiliated facilities.

**B. Business and Industrial Uses:**

1. Automobile, truck, trailer and manufactured or mobile home sales and rental lots: One parking space for each 3,000 square feet of open sales lot area devoted to the sale, display and rental of such vehicles, plus one parking space for each service bay and employee.
2. Bowling alleys: Four parking spaces for each lane.
3. Business and professional offices: One parking space for each 300 square feet of floor area, not including meeting rooms.
4. Cartage, express, parcel delivery and freight terminal establishments: One parking space for each two employees.
5. Car washes: Two holding spaces for each car washing stall, plus one drying space for each car washing stall.
6. Funeral homes and mortuaries: One parking space for each four seats based upon the designed maximum capacity of the parlor, plus one additional parking space for each employee and each vehicle maintained on the property.
2. Furniture or appliance stores and service or repair shops: One parking space for each 400 square feet of floor area.
3. Manufacturing, production, processing, assembly, disassembly, cleaning, servicing, testing, or repairing of goods, materials or products: One parking space per two employees.
4. Medical and dental clinics or offices: One and one-half parking spaces for each examining or treatment room, plus one for each doctor and employee.
1. Restaurants, private clubs and taverns: One parking space for each 2.5 seats based on the maximum designed seating capacity; provided, however, that drive-in restaurants shall have a minimum of least 10 parking spaces.
5. Retail stores and financial institutions: One space per 250 square feet of floor area, not including meeting rooms. (See Section 5-101B13 for places of assembly.)

6. Service stations: One parking space for each employee, plus two spaces for each service bay.
7. Theaters, auditoriums and places of assembly: One space for each three seats. (See Section 5-100A5g for collective provisions.)
8. Warehouses, storage and wholesale establishments: One parking space for each employee.

C. Other Uses:

1. Child care centers and preschools: One parking space for each employee.
2. Churches: One parking space for each five seats based upon the maximum designed seating capacity in the main worship area, including choir lofts.
3. Elementary, middle school and junior high public schools and equivalent parochial and private schools: One space for each faculty and staff person plus places of assembly. Regular parking spaces must be provided off the street for all buses serving the school. (See Section 5-100A5g for collective provisions.)
4. Hospitals: One parking space for each two beds, plus one parking space for each resident or staff doctor and one space for each two employees.
5. Nursing homes, convalescent homes and retirement centers: One parking space per each five beds based on the maximum designed capacity of the building, plus one parking space for each employee.
6. Private social and hobby clubs, associations and lodges: One parking space for each three seats based upon the maximum designed seating capacity.
7. Secondary public and private high schools: One parking space for every three pupils based on the maximum design capacity and one space for each faculty and staff person, plus places of assembly. Regular parking spaces must be provided off the street for all buses serving the school. (See Section 5-100A5g for collective provisions.)
2. Trade and commercial schools: Two parking spaces for each three students, plus one for each employee based on full-time equivalency.

Parking spaces for other permitted uses not listed above shall be provided in accordance with the determination of the Zoning Administrator with respect to the number of spaces that are required to serve employees and/or the visiting public at each such use. Parking for special and conditional uses may be established as part of processing their application or when issuing the zoning permit.

102 **Conditional Use for Parking.** In order to provide off-premises required or additional off-street parking areas, the Board of Zoning Appeals may grant as a conditional use the establishment of parking areas in any zoning district under the following provisions: (See Section 2-102 for definition of PREMISES.)

- A. **Location:** The nearest access to the parking area provided under this section must be within at least 300 feet (along lines of public access) from the boundary of the nearest entrance to the structure for which the parking is provided.
- B. **Use:** The parking area shall be used for passenger vehicles only, and in no case shall it be used for sales, repair work, storage, dismantling or servicing of any vehicles, equipment, materials or supplies. Only such signs as are necessary for the proper operation of the parking lot shall be permitted.
- C. **Improvements:**
  - 1. Parking spaces and driveways on private property providing ingress and egress to parking areas shall be surfaced with concrete, asphaltic concrete, asphalt or any other comparable surfacing which meets the approval of the Board and shall be maintained in good condition and free of weeds, dust, trash and other debris.
  - 2. Parking areas shall have adequate guards to prevent extension or the overhanging of vehicles beyond property lines or parking spaces. Such areas shall have adequate markings for channelization and movement of vehicles.
  - 3. If lighting facilities are provided, they shall be so arranged as to deflect or direct light away from any adjacent dwelling or residential district.
  - 4. A fence (such as solid-wall masonry, wood, louvered/wood, metal or other similar materials) not less than six feet high, may be required to be erected along any property line adjacent to or adjoining any residential district to reduce noise, eliminate the passage of light from vehicles and prevent the blowing of debris. Whenever a fence shall be required along a front yard which includes a driveway area, such fence shall not be higher than four feet.
  - 5. When located in a residential district, parking shall not be located within a front yard and the front yard shall remain unpaved and shall be landscaped.
  - 6. The Board shall determine the necessity of additional improvements in order to protect adjacent property owners and the public interest. Such improvements shall include, but not be limited to proper drainage, setbacks, screening, grass, shrubs, trees and the maintenance thereof, and the extent of access permitted to public streets and alleys.

- 103 **Off-Street Loading and Unloading.** In all zoning districts except the B-2 Central Business District, loading and unloading space shall be provided off-street and on the same premises with every building, structure or part thereof, hereafter erected, established, or enlarged and occupied which requires the receipt or distribution of materials or merchandise by motor vehicle. The loading and unloading space shall be so located as to avoid undue interference with public use of streets, alleys and walkways. Such vehicular access shall be maintained in good condition and surfaced in such manner as required in Section 5-100A5b for parking spaces. When off-street parking space is used to fulfill this loading and unloading requirement, the latter shall be scheduled so as not to interfere with meeting the parking needs.



## ARTICLE 6. ACCESSORY USES, TEMPORARY USES AND HOME OCCUPATIONS

100 **Accessory Uses Authorization.** Accessory uses are permitted in any zoning district in connection with any principal use which is permitted.

A. **Definitions.** An accessory use is a structure or use which:

1. Is subordinate to and serves a principal building or use;
2. Is subordinate in area, extent or purpose to the principal building or use served; however, this does not preclude recreational areas for tennis, swimming, racquetball, basketball and similar activities;
3. Contributes to the comfort, recreation, convenience or necessity of occupants, business or industry in the principal building or use served; and
4. Is located on the same zoning lot as the principal structure or use served. (See Section 6-100D1 regarding beginning any accessory structure or use prior to the principal structure or use.)

B. **Permitted Accessory Uses.** Any structure or use that complies with the terms of Section 6-100A may be allowed as an accessory use or structure and may be included, but is not limited to the following list of examples:\*

1. Off-street parking and loading space as regulated by Article 5 of these regulations, including detached garages and carports. On lots which are not over 10,000 square feet in size for single and two-family dwelling units and all types of manufactured and mobile homes such structures may contain incidental space for storage and other uses and are limited to one each per zoning lot not over 960 square feet in gross floor area for a garage and 500 for a carport, unless a conditional use is approved by the Board of Zoning Appeals for a larger structure. Similarly, on lots over 10,000 square feet, detached garages and carports shall not be limited in size.

Such accessory structures in the city larger than 144 square feet in size shall have exterior siding of material such as wood, simulated wood, clapboards, conventional vinyl or metal siding, brick, stucco, or similar materials, but excluding smooth, ribbed or corrugated metal or plastic panels. If an applicant desires to use material for such a structure which varies from this design criteria, application may be made to the Board of Zoning Appeals for a conditional use to determine the compatibility of the location for the alternative material.

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\* Zoning permits are required only for accessory structures which exceed 144 square feet of ground area. (See "Structures" Section 6-100B1.). Permits, however, are required for fences in the front yard setback. (For other accessory zoning permits, see Section 6-101 for temporary uses, Section 6-102 for home occupations, Section 5-100 for parking spaces and loading areas and Article 7 for signs.)

2. Signs, when permitted by Article 7 of these regulations.
3. Buildings for storage and other purposes; provided, that no such building on lots which are not over 10,000 square feet in size which is accessory to single and two-family dwelling units and all types of manufactured or mobile homes shall not exceed 400 square feet in gross floor area, unless a conditional use is approved by the Board of Zoning Appeals for a larger building. Similarly on lots over 10,000 square feet in size, such detached buildings are not limited in size.

Such accessory buildings in the city, larger than 144 square feet in size, shall have exterior siding of material such as wood, simulated wood, clapboards, conventional vinyl or metal siding, brick, stucco, or similar materials, but excluding smooth, ribbed or corrugated metal or plastic panels. If an applicant desires to use material for such a structure which varies from this design criteria, application may be made to the Board of Zoning Appeals for a conditional use to determine the compatibility of the location for the alternative material.

4. Storage of recreational vehicles; provided, that they shall not be utilized for living purposes, except for the convenience of temporary lodging only for not more than 15 days at any one time, and when stored on the driveway or on a graveled or paved surface parallel and adjacent to the driveway of a residential lot by the occupant who is the vehicle owner, shall be located not less than five feet from the front lot line and not otherwise stored in a front yard setback. (See Section 2-102 for definitions of RECREATIONAL VEHICLE (RV) and YARD, FRONT.)
5. Storage outside both above or below ground level of petroleum products for heating and power purposes or for fueling vehicles related to the operation of the principal use on commercial and industrial lots only and for sale at automobile and truck service stations. (See also State Fire Marshal's regulations.)
6. Detached, rack mounted solar equipment; and satellite dish antennas; provided, that on lots with single-family and duplex dwelling units and all types of manufactured and mobile homes that the antenna structure shall not be located in any front yard setback nor in any portion of the area which is parallel to the front facade of the principle structure. Satellite antenna dishes exceeding one meter (39.37 inches) in diameter shall not be located on or attached to or mounted on masts (wireless cable) which are attached to dwelling units or manufactured or mobile homes nor their accessory garages or storage buildings. If an acceptable quality signal cannot be received under

these restrictions to minimize visual impact and to provide safety, the Zoning Administrator may approve an alternative location suitable for reception. (See Section 2-102 for definition of HEIGHT, MAXIMUM for wireless cable antenna height.)

7. Communication structures, antennas and aerials. (See Section 2-102 for definition of HEIGHT, MAXIMUM and Section 6-100B6 above for satellite antennas.)
8. Storm shelters, children's playhouses, statuary, arbors, trellises, barbecue stoves, flagpoles, fences, walls, bathhouses and permanent-type swimming pools; provided, the latter are enclosed by a security-type fence for the protection of young children in residential districts only as approved by the Zoning Administrator regardless of whether the pool is above or below ground.
9. Guest houses without kitchen facilities or rooms for guests in accessory building; provided, such facilities are used for the occasional housing of guests of the occupants of the principal building and not as rental units for permanent occupancy as housekeeping units.
10. Restaurants, pharmacies, gift shops, beauty parlors, barber shops and newsstands when located in a permitted hotel or motel.
11. For employees only, child care centers and restaurants when located in a permitted business or industrial building.
12. Recycling collection centers, large and small. (See Section 2-102 for definition of RECYCLING CENTER.)
13. Outdoor storage shall not be permitted as an accessory use, except as specifically permitted in the district regulations. (See Section 2-102 for definition of outside storage and Section 3-103N3 for manufactured or mobile homes as storage structures.)

C. Bulk Regulations.

1. Accessory structures and uses shall maintain the same side and front yard setback as is required for the principal structure unless they are permitted obstructions within the provisions of Section 3-103F and 6-100B3.
2. Accessory structures shall be set back at least 10 feet from the rear lot line and garages with entrances facing alleys shall be set back at least 10 feet. (See Section 9-101A for zoning permits on easements.)

3. No part of any accessory building shall be located closer than five feet to any principal structure, unless it is attached to and forms a part of the principal structure.
  4. Accessory structures and uses shall otherwise comply with the bulk regulations applicable in the district in which they are located, except that in residential districts no accessory building shall be more than one story high nor exceed 25 feet in height, unless application is made for a conditional use to the Board of Zoning Appeals.
- D. Use Limitations. All accessory structures and uses shall comply with the use regulations applicable in the zoning district in which they are located with the following additional use limitations:
1. No accessory structure shall be constructed and occupied or a use started on any zoning lot prior to the time construction begins on the principal structure or use to which it is accessory. Conversely, no accessory structure shall continue to be used or occupied after the principal structure has been removed from a zoning lot. (See Section 6-100A4 regarding same zoning lot.)
  2. No wind energy conversion systems are permitted in the City; however, such systems are permitted outside the City in all districts when they are set back a distance from all property lines on the zoning lot for at least twice the height of such a system.
- 101 Temporary Uses Permitted. The following uses of land are permitted in each zoning district unless specifically restricted to particular zoning districts and are subject to the regulations and time limits which follow and to the other applicable regulations of the district in which the use is permitted:\*
- A. Temporary zoning permits for community celebrations, carnivals, circuses, musical festivals, religious revival services or similar outdoor events and Halloween or haunted houses may be approved with conditions by the Governing Body or their designated representative. Such uses need not comply with the bulk or lot size requirements; provided that structures or equipment which might block the view of operators of motor vehicles on the public streets shall meet the requirements of the vision triangle. (See Section 2-102 for definition of VISION TRIANGLE.)

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\* Temporary zoning permits are required for events provided for in Section 6-101A, asphalt and concrete plants and fireworks stands. A recycling center is also required to obtain such a permit, but no fee is charged.

- B. Christmas tree sales in any agricultural, business or industrial district for a period not to exceed 60 days. Display of Christmas trees need not comply with the yard and setback requirements of these regulations; provided, that no tree shall be displayed within the dimensions of a vision triangle. (See Section 2-102 for definition of VISION TRIANGLE.)
- C. Contractors' offices, equipment sheds and open storage areas which are accessory to a construction project and remain on the site only during the duration of such project. Similarly, a model home or a portion thereof may be used as a real estate sales office on the site of large scale residential developments.
- D. Seasonal sale of farm produce grown on the premises in a single-family residential district to continue for not more than six months per year. Small, temporary structures on private property incidental to such sale need not comply with the applicable front yard requirements.
- E. Promotional activities of retail merchants involving the temporary display of goods and merchandise may be conducted outside of enclosed buildings for a period of not more than two consecutive weeks in any three month period in an area adjacent to the building subject to the following conditions:
  - 1. No portion of the display shall be on publicly owned property, unless the applicant shall first have obtained approval for such use from the City.
  - 2. These provisions shall in no way be deemed to authorize the outdoor display or the sale of used goods such as furniture, appliances, plumbing, house wares, building material or similar display or sale in any business or industrial districts unless permitted otherwise by these regulations.
- F. Periodic conduct of what is commonly called "garage or yard sales" which do not exceed a period of more than three days during any one sale and no more than two sales to be held at the same residence during any calendar year.
- G. Recycling centers, small and large, periodically operated not for profit in business and industrial districts only for not more than 10 days in one period and for no more than three times during any 12-month period consistent with adequate provisions for public health and safety.
- H. Fireworks may be sold from an outside stand during the months of June and July as approved by State law and when all other applicable City or

County regulations for safety have been met and such stand removed at all other times of the year. (See Section 6-101 for temporary zoning permit.)

- I. Temporary permits may be approved by the Governing Body or their designated representative for an equipment and material yard including an asphalt or concrete mixing plant for stated periods of time with conditions attached as deemed necessary to accommodate working space for highway or road projects.

102 **Home Occupations Authorization.** Home occupations that are customarily incidental to the principal use of a residential building or any type of manufactured or mobile home shall be permitted; provided, that the residential appearance of the building or home is maintained and no undue traffic or parking problems are created. If such a home occupation is conducted in a business or industrial district as a legal, nonconforming use, all the provisions of this section must be adhered to unless a zoning permit is obtained to operate the property and structure(s) thereon as a use meeting all the provisions of the applicable business or industrial district.\*

- A. **Definition.** A business, profession, occupation, or trade conducted for gain or support entirely within a residential building or manufactured or mobile home, or within a permitted structure that is accessory to such a building or home. This definition exempts firearms, ammunition, and gunsmithing as a home occupation within these regulations; however, the requirement for such a zoning permit for a home occupation sign still applies as well as no related outdoor storage or displays are allowed. Such uses are regulated by permit from the U.S. Bureau of Alcohol, Tobacco, Firearms and Explosives.
- B. **Use Limitations.** In addition to all of the use limitations applicable to the district in which it is located, no home occupation shall be permitted unless it complies with the following restrictions:
  1. The home occupation shall be conducted entirely within the principle residential structure or a garage, swimming pool or an accessory structure. (See Sections 6-100B1 and 3 for limitations on detached accessory structures.)
  2. No exterior alteration of the principal residential structure shall be made which changes the character thereof as a residence or causes goods to be displayed visibly from the residence or on the premises.

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\* Zoning Permits are required only when a home occupation sign is displayed or an accessory structure is used.

3. No more than 25% of the gross floor area of the residence shall be devoted to the home occupation; provided, that rooms let to boarders and roomers or used by child care facilities are not subject to this limitation. (See Section 2-102 for definition of BOARDING OR ROOMING HOUSE.)
  4. Goods or stock for sale on or off the premises may be stored in enclosed areas, except articles which may constitute a hazard to the safety of adjacent property owners or tenants.
  5. There shall be no outdoor storage of equipment or materials used in the home occupation.
  6. No equipment or process shall be used which shall create undue noise, smoke or particulate matter emission, vibrations or odors which are detectable to the normal senses off the lot. In case of electrical interference, no equipment or process shall be used which creates a visual effect or an audible interference off the premises in any radio or television receiver or transmitter or causes fluctuation in the voltage.
  7. No other person than a member of the immediate family occupying such residence shall be employed.
  8. No sign shall be permitted other than that permitted by the applicable regulations in Article 7.
- C. Home Occupations Permitted. Customary home occupations include, but are not limited to, the following list of occupations provided; however, that each listed occupation shall be subject to the requirements of Section 6-102A and B:
1. Adult care center for not more than four adults, adult care home, group boarding home, day care home and family and group day care home.
  2. Artist, author, composer, photographer or sculptor.
  3. Barber or beautician; provided, that only one operator shall be permitted.
  4. Home crafts, such as cabinet making, model making, lapidary work, rug weaving and the like.
  5. Minister, priest or rabbi.

6. Office for a route salesperson, sales representative or manufacturer's representative, where no exchange of tangible goods is made on the premises, including internet sales.
  7. Professional office for an accountant, architect, attorney, building contractor, dentist, engineer, landscape architect, physician, real estate or insurance agent or a member of a similar profession.
  8. Seamstress or tailor.
  9. Teacher, including music and dance instructions; provided, that instructions shall be limited to two pupils at any time, except for occasional groups.
- D. Home Occupations Prohibited. Permitted home occupations, for example, shall not in any event be deemed to include:
1. Animal kennels, or commercial stables.
  2. Automobile and other vehicular repair shops or sales of such vehicles which exhibit a pattern of regular or continuous sales. A person holding a State Vehicle Dealer's License may not operate as a home occupation. This shall not prevent the periodic sale of a vehicle which is owned and operated for personal use.
  3. Child care centers and preschools, unless specifically permitted by the district regulations.
  4. Churches, chapels, temples or synagogues for regular public worship or religious services.
  5. Dancing schools, except as provided for in Section 6-102C9.
  6. Excavating or heavy equipment operators.
  7. Funeral homes. (See mortuaries and funeral homes in Article 4, Zoning Districts.)
  8. Grocery stores.
  9. Private schools providing educational services for persons outside of the home other than tutoring.
  10. Renting of equipment, furniture, motorcycles, tools or trailers.
  11. Repair of electrical, diesel or gasoline engines.
  12. Restaurants.

- E. Home Occupation Authorization by Conditional Use. Notwithstanding any other provisions of these regulations and, in particular, Section 6-102A through D, an application may be made to the Board of Zoning Appeals for a conditional use to allow a home occupation in an agricultural district which would permit a broader range of home occupations and less restrictions than otherwise required, so long as in the opinion of the Board under stated conditions that the effect upon adjacent areas is minimized to the extent feasible and the public interest is served. The intent of such a provision is to provide for a wider range of home occupational activities while at the same time protecting adjacent properties from the intrusion of incompatible uses and uses of too great an intensity. In addition to the procedures and standards for establishing conditional uses as provided for in Section 10-108, the Board may, using the use limitation restrictions of Section 6-102B as guidelines, permit the following variations:
1. Limited outdoor storage of goods, materials and equipment when screened wherever feasible.
  2. Limited outdoor display of goods, when deemed essential to the proper merchandising of the product.
  3. Limited number of additional employees other than members of the immediate family occupying the dwelling unit may be employed regularly or periodically.
  4. Limited outdoor related activity necessary to the conduct of the home occupation.
  5. A sign for such home occupation may be increased in size when warranted by the type of activity.
  6. Limitations as to stated periods of operational time such as hours, days and seasons.
  7. Conditions may be attached to the premises and/or to the person(s) conducting the home occupation, including licenses and permits.



## ARTICLE 7. SIGNS

100 **Sign Permits.** No sign, except for signs listed in Section 7-103, shall be constructed, erected, enlarged, relocated or structurally altered until a zoning permit for such sign has been obtained in accordance with the procedure set out in Article 9 of these regulations. No zoning permit for any sign shall be issued unless the sign complies with the regulations of this Article 7. All signs lawfully existing at the time of passage of these regulations may remain in use, including those in the status of legal nonconformance. The purpose of this article is to safeguard the public use of the streets and the sidewalk area and to equitably enhance the visual environment of the City. (See Section 2-102 for definition of SIGN.) (See K.S.A. 68-2231 for state sign regulations.)

### 101 **Classification of Signs.**

#### A. **Functional Types.**

1. **Advertising Sign:** A sign which directs attention to a business, commodity, service or entertainment conducted, sold or offered at a location other than the premises on which the sign is located or to which it is affixed, including public service announcements and political signs. (Note: Such signs along state or federal highways must receive prior approval from the Kansas Department of Transportation before a zoning permit can be issued.)
2. **Bulletin Board Sign:** A sign that indicates the name of an institution or organization on whose premises it is located and which contains the name or names of persons connected with it, and announcements of persons, events or activities occurring at the institution. Such sign may also present a greeting or similar message.
3. **Business Sign:** A sign which directs attention to a business or profession conducted; or to a commodity or service sold, offered or manufactured; or an entertainment offered on the premises where the sign is located or to which it is affixed.
4. **Construction Sign:** A temporary sign indicating the names of designers and contractors involved in the construction of a project during the construction period and only on the premises on which the construction is taking place.
5. **Identification Sign:** A sign giving the name and address of a building, business, development or establishment. Such signs may be wholly or partly devoted to a readily recognized symbol.

6. Nameplate Sign: A sign giving the name and/or address of the owner or occupant of a building or premises on which it is located, and where applicable, their professional status.
7. Real Estate Sign: A sign pertaining to the sale or lease of the lot or tract of land on which the sign is located, or to the sale or lease of one or more structures, or a portion thereof located thereon, including auction signs.

B. Structural Types.

1. Awning, Canopy or Marquee Sign: A sign that is mounted or painted on, or attached to, an awning, canopy or marquee that is otherwise permitted by these regulations. No such sign shall project further below than eight feet from the ground level or beyond the physical dimensions of the awning, canopy or marquee.
2. Ground Sign: Any sign placed upon, or supported by, the ground independently of the principal building or structure on the property. A sign on accessory structure shall be considered a ground sign. Portable signs do not numerically count as ground signs for the district regulations.
3. Monument Sign: A low profile structure mounted directly to the ground and such that all structural braces and poles are encased or covered and shall not be visible. (See Section 7-105 for Monument Signs.)
4. Pole Sign: A sign that is mounted on a free-standing pole, the bottom edge of which sign is nine feet or more above ground level.
5. Projecting Sign: A sign that is wholly or partly dependent upon a building for support and which projects more than 12 inches from such building.
6. Roof Sign: A sign totally supported on the roof of a building which does not project more than 12 inches beyond the face of the structure.
7. Temporary Sign: A sign in the form of a banner, pennant, valance or advertising display constructed of fabric, cardboard, wallboard or other light weight materials, with or without a frame, intended for temporary display of not more than 30 days at a time.
8. Wall Sign: A sign fastened to or painted on a wall of a building or structure in such a manner that the wall becomes merely the supporting structure or forms the background surface, and which does not project more than twelve inches from such building.

102 General Standards.

- A. Gross Surface Area of Sign. The entire area within a single continuous perimeter enclosing the extreme limits of such sign, and in no case passing through or between any adjacent elements of same. Such perimeter shall not include any structural elements lying outside the limits of such sign and which do not form an integral part of the display. When two or more signs are located on a zoning lot, the gross surface area of all signs on the lot shall not exceed the maximum gross surface per street frontage set by the applicable district regulations, except as is provided by Section 7-102B. Signs on interior lots which may be viewed from both directions of the adjacent street are considered to have a single gross surface area.
- B. Corner and Through Lots. On corner and through lots, each lot line that abuts a street or highway shall be considered a separate street frontage. On corner and through lots, restrictions that are phrased in terms of per zoning lot shall be deemed to permit the allowable number of signs to face each street or highway that abuts the lot.
- C. Height of Sign. The maximum height of signs shall be measured from ground level at the base of or below the sign to the highest element of the sign and shall be determined for purposes of Article 7 as independent from the maximum structure height for zoning districts.
- D. Building and Electrical Codes Applicable. All signs must conform to the structural design standards of any applicable building code. Wiring of all electrical signs must conform to any applicable electrical code.
- E. Illuminated Signs. Signs shall be shaded wherever necessary to avoid casting bright light upon property located in any residential district or upon any public street or park and cannot be a hindrance or nuisance to traffic. Any brightly illuminated sign located on a lot adjacent to or across the street from any residential district, which is not otherwise shaded and visible from such residential district, shall not be illuminated between the hours of 11 P.M. and 7 A.M.
- F. Flashing and Moving Signs.
  - 1. An electric variable message sign that utilizes computer-generated messages or some other electronic means of changing copy. These signs include displays using incandescent lamps, Light Emitting Diodes (LED), Liquid Crystal Display (LCD), or a flipper matrix, and may also enable changes to be made to messages from locations other than the sign. Electronic signs shall be classified as animated. No electronic message sign shall be erected or installed without dimming controls to ensure the sign is appropriately dimmed at night.

Acceptable dimming controls include automated light sensing devices (photocells) and/or programmable controls that are set by the user to automatically dim the sign at night. Generally the maximum night time brightness and/or intensity shall not exceed 3,000 nits (or equivalent). For electronic message signs that have a maximum brightness and/or intensity of 3,000 nits or less, dimming controls shall not be required.

2. No flashing signs, rotating or moving signs, animated signs, signs with moving lights or signs which create the illusion of movement shall be permitted in any residential district. (See Section 2-102 for definition of SIGN.)
- G. Signs Adjacent to Pedestrian Walkways: Signs projecting over or adjacent to a pedestrian walkway and any accessory electrical fixtures of a sign must maintain a minimum clearance of eight feet above the walking surface.
- H. Access Way or Window. No sign shall block any access way or window required by any applicable building, housing, fire or other codes or regulations.
- I. Signs on Trees or Utility Poles. No private sign shall be attached to a tree or utility pole whether on public or private property.
- J. Traffic Safety.
1. No sign shall be maintained at any location where by reason of its position, size, shape or color; it may obstruct, impair, obscure, interfere with the view of, or be confused with; any traffic control sign, signal or device; or where it may interfere with, mislead or confuse traffic.
  2. No sign shall be located in any vision triangle as defined in Section 2-102, except official traffic signs and signs mounted eight feet or more above the ground whose supports, not exceeding two, do not exceed 12 inches at the widest dimension and, thus, do not constitute an obstruction.
- K. Location. No private sign or structure thereof shall be permitted on a public right of way or public easement, except temporary real estate and garage sale signs may be placed on the public right of way with the approval of the adjacent landowner to provide direction to the property during a showing or sale provided such signs do not obstruct traffic visibility. No sign shall be permitted to project over a public right of way or public easement, except with the approval of the Board of Zoning Appeals as a conditional use, or as a permitted use in the B-2 Central Business District when the lowest part of such sign is at least eight feet above the walking surface. (See Section 7-102L2 for portable signs, Section 7-103A5 for garage sale signs and Section 7-103B5 for real estate signs.)

L. **Portable Signs.** Notwithstanding any other provisions of these regulations and, in particular, Article 7, the following provisions apply to the use of portable signs:

1. A portable sign is defined as a temporary on-site sign designed in such a manner as to be readily movable and not permanently attached to the premises, such as A-frames, trailer signs, signs placed on vehicles, beacon lights and other similar signs. Any such sign shall not exceed a height of 10 feet above grade level nor 60 square feet in gross surface area, unless otherwise indicated.
2. All the general standards of Sections 7-102A through K are applicable to portable signs, except that in Section 7-102K such signs may project over or be located on public easements, but not the public street right of way. No such signs shall be placed on the roof of structures.
3. Whereas portable signs are not required to set back any minimum distance from lot lines in any zoning district, the Zoning Administrator shall, in his or her discretion, strictly enforce the traffic safety provisions of Section 7-102J1, especially at corner intersections and driveway entrances and exits.
4. In all zoning districts, except agricultural and residential districts, portable signs are permitted; however, any such sign shall not be located closer than 50 feet to another such sign when measured along the frontage whether the latter is located on the same or another zoning lot, except that each business firm shall be permitted at least one such sign notwithstanding the 50-foot minimum spacing standard.
5. In all agricultural and residential districts only, portable signs are permitted which limit their messages to the following subjects, and no such sign shall exceed 60 square feet in the A-1 Agricultural Transition District or 32 square feet in all residential zoned districts.
  - a. Announcements of special occasions or activities of nonprofit organizations such as churches and fraternal and service clubs.
  - b. Announcements related to personal or family events such as "Happy Birthday" and the like.

The above signs are limited to a display period of not more than 15 days for any one announcement, with the gross surface area not to exceed 32 square feet and only one sign at a time permitted on the premises of the party making the announcement.

6. In addition to the provisions of Sections 7-102D and E, strobe light sources or flashing bulbs or signs which create the illusion of movement shall not be permitted on portable signs in any district. Electrified portable signs shall not be connected to any electrical power source except during the hours when the business, office or institution is open. Electrical lines shall not be permitted to lay on the ground where vehicular traffic or pedestrian passage is allowed and the use of extension cords for portable signs is prohibited. Ground Fault Circuit Interrupters (G.F.C.I.) are required on all electrified signs.
  7. A zoning permit for each portable sign shall be obtained for each 30 day period or part thereof when the sign remains on the zoning lot. Annual permits may be obtained for the use of such signs at one or more locations during the year. All portable signs shall bear an identification marker to indicate the owner's name and some system of identifying the individual sign, e.g. by number.
  8. Any unauthorized portable sign placed on public property, including the public street or road right of way, is declared to be a public nuisance and be the cause of its removal and impoundment without notice. If not redeemed within 30 days by the owner paying a service charge, the City may dispose of the sign in any manner deemed appropriate. The Zoning Administrator may revoke the permit for any sign deemed to be in violation of this Section, i.e., 7-102L, or of any condition on which the permit was based and order its removal within a reasonable period consistent with public safety.
- M. Damaged or Unsafe Signs. The Zoning Administrator shall require the immediate repair or removal of any conforming or nonconforming sign or sign structure which has been damaged or deteriorated so as to become a public hazard. Such a sign or sign structure may be restored to its original condition without obtaining a zoning permit, unless the sign is replaced and, thus, must conform to current regulations.

### 103 Exemptions.

- A. The following signs shall be exempt from the requirements of this Article:
1. Signs of a duly constituted governmental body, including school district, such as traffic or similar regulatory devices, legal notices, warnings at railroad crossings, and other instructional or regulatory signs having to do with health, hazards, parking, swimming, dumping, etc.

2. Flags or emblems of a government or of a political, civic, philanthropic, educational or religious organizations, when displayed on private property.
  3. Small signs, not exceeding five square feet in gross surface area, displayed on private property for the convenience of the public, including signs to identify entrance and exit drives, parking areas, one-way drives, rest rooms, freight entrances and the like.
  4. Address numerals and other signs required to be maintained by law, rule or regulation; provided, that the content and size of a sign does not exceed such requirements.
  5. Garage sale signs not exceeding four square feet in gross surface area which are displayed on private property. (See Section 7-102K for location on right of way.)
  6. Memorial signs which are displayed on private property.
  7. Scoreboards in athletic fields or stadiums, with the exception of commercial scoreboards where their location is subject to site plan approval requirements.
  8. Political campaign signs, not exceeding 12 square feet in gross surface area, which are displayed on private property and not otherwise in the public right of way. Such signs must be removed 48 hours after a candidate is elected to office or is eliminated from further participation in the election as a candidate with similar provisions for bond issues and other ballot issues. Such signs may also be displayed as advertising signs where permitted by Section 7-104.
  9. Ideological signs such as may pertain to religious or political expressions or personal beliefs when located on private property of the proponent and not otherwise on public right of way, a sight obstruction in a vision triangle or on public property or structures such as utility poles.
- B. The following signs are exempt from the zoning permit requirements of Section 7-100, but shall comply with all of the other regulations imposed by this Article:
1. Nameplate signs not exceeding two square feet in gross surface area accessory to a residential building, including all types of manufactured and mobile homes.
  2. Business signs when located on property used for agricultural purposes and pertaining to the sale of agricultural products produced on the premises.

3. Real estate signs which pertain to the sale or lease of the lot or tract or structure on which the sign is located, except for the provision of Section 7-102K. (See Section 7-101A7 for auction sign.)
4. Temporary signs which do not exceed 20 square feet in gross surface area and are displayed not more than four times per calendar year.

## 104 District Regulations.

### A. A-1 Agricultural Transition District.

1. Functional Types Permitted:
  - a. Advertising signs.
  - b. Bulletin board signs.
  - c. Business signs pertaining to agricultural products produced on the premises, home occupations and other businesses.
  - d. Construction signs.
  - e. Identification signs.
  - f. Nameplate signs.
  - g. Real estate signs.
2. Permitted:
  - a. Ground signs.
  - b. Pole signs.
  - c. Wall signs.
3. Number of Signs Permitted: One of each functional type per zoning lot.
4. Maximum Gross Surface Area.
  - a. Advertising signs: 600 square feet.
  - b. Bulletin board signs: 40 square feet.
  - c. Business signs: Home occupations, 4 square feet or the minimum required by State statutes; agricultural, 20 square feet; and other businesses, 100 square feet.
  - d. Construction signs: 40 square feet.

- e. Identification signs: 5 square feet.
    - f. Nameplate signs: Two square feet.
    - g. Real estate signs: 12 square feet.
  - 5. Maximum Height: 15 feet, but 30 feet for advertising signs.
  - 6. Required Setback: None. (See Section 7-102K for Location of Signs.)
  - 7. Illumination: No sign shall be illuminated, except that advertising and bulletin board signs may be indirectly illuminated with incandescent or fluorescent light and business signs may be illuminated, but only during business hours.
- B. RS-1, R-1, R-2 and R-3 Residential Districts and MH-1 and MH-2 Manufactured Home Districts.
- 1. Functional Types Permitted:
    - a. Bulletin board signs.
    - b. Business signs pertaining to home occupations.
    - c. Construction signs.
    - d. Identification signs.
    - e. Nameplate signs.
    - f. Real estate signs.
  - 2. Structural Types Permitted:
    - a. Ground signs.
    - b. Wall signs.
    - c. Business signs pertaining to home occupations shall be affixed flush to the wall of a building.
    - d. Monument signs.
  - 3. Number of Signs Permitted: One of each functional type per zoning lot.
  - 4. Maximum Gross Surface Area:
    - a. Bulletin board and identification signs: 20 square feet in RS-1, R-1 and MH-2 districts and 32 square feet permitted in the R-2, R-3 and MH-1 districts.
    - b. Business signs pertaining to a home occupation only: Two square feet or the minimum required by state statutes.

- c. Construction signs: 40 square feet.
  - d. Nameplate signs: Two square feet.
  - e. Real estate signs: Six square feet per lot; provided, that one sign not more than 100 square feet in area announcing the sale of lots and/or houses in a subdivision may be located on such development. Such sign shall be removed when 75% of the lots in the subdivision have been sold.
5. Maximum Height: 15 feet; provided, that signs associated with one and two-family dwellings and all types of manufactured and mobile homes shall not be located at a height greater than eight feet above ground level, and that any subdivision identification sign if placed in a reserve area located in the center of the right of way entering a subdivision, shall not be higher than three feet above the finished driving surface of the street.
  6. Required Setback: 10 feet from the front lot line, except temporary real estate and garage sale signs, construction signs and identification signs, and none from the side yard setbacks. (See Section 7-102K for Location of Signs.)
  7. Illumination: No sign shall be illuminated, except that bulletin board and identification signs may be indirectly illuminated with incandescent or fluorescent light.

C. B-1 Office Business District.

1. Functional Types Permitted: Any type listed in Section 7-101A, except advertising signs.
2. Structural Types Permitted: Any type listed in Section 7-101B except roof signs. (See Section 7-105 for Monument Signs.)
3. Number of Signs Permitted:
  - a. Ground and pole signs: One of each functional type per zoning lot.
  - b. Other structural types permitted: No limitation.
4. Maximum Gross Surface Area: Two square feet of sign area for each one foot of lineal street frontage.
5. Maximum Height: 30 feet, provided no sign shall provide above the roof line of the principal structure.

6. Required Setback: No minimum required.

7. Illumination: Illuminated signs shall be permitted.

D. B-2 Central Business District.

1. Functional Types Permitted: Any type listed in Section 7-101A, except advertising signs.

2. Structural Types Permitted: Any type listed in Section 7-101B. (See Section 7-105 for Monument Signs.)

3. Number of Signs Permitted:

a. Ground and pole signs: One of each functional type per zoning lot.

b. Other structural types permitted: No limitation.

4. Maximum Gross Surface Area: Three square feet of sign area for each one foot of lineal street frontage; provided, no single sign shall exceed a gross surface area of 100 square feet.

5. Maximum Height: 30 feet, except that roof signs may not exceed a height of five feet above the highest point of the roof.

6. Required Setback: No minimum required.

7. Illumination: Illuminated signs shall be permitted.

E. B-3 General Business District.

1. Functional Types Permitted: Any type listed in Section 7-101A, including advertising signs when approved as a conditional use by the Board of Zoning Appeals.

2. Structural Types Permitted: Any type listed in Section 7-101B. (See Section 7-105 for Monument Signs.)

3. Number of Signs Permitted:

a. Ground and pole signs: One of each functional type per zoning lot.

b. Other structural types permitted: No limitation.

4. **Maximum Gross Surface Area:** Two square feet of sign area for each one foot of lineal street frontage; provided, no single sign shall exceed a gross surface area of 300 square feet.
5. **Maximum Height:** 30 feet, provided no sign shall protrude above the roof line of the principal structure. A sign higher than the roof line of the structure, but not more than 35 feet, may be permitted for gasoline service stations by application to the Board of Zoning Appeals for a conditional use. The Board should consider the height, location and effect of such a sign in relation to any adjacent residential districts.
6. **Required Setback:** No minimum required.
7. **Illumination:** Illuminated signs shall be permitted.

**F. B-4 Interchange Business District.**

1. **Functional Types Permitted:** Any type listed in Section 7-101A, including advertising signs when approved as a conditional use by the Board of Zoning Appeals.
2. **Structural Types Permitted:** Any type listed in Section 7-101B.
3. **Number of Signs Permitted:**
  - a. **Ground and pole signs:** One of each functional type per zoning lot.
  - b. **Other structural types permitted:** No limitation.
4. **Maximum Gross Surface Area:** Two square feet of sign for each one foot of lineal street frontage; provided, no single sign shall exceed a gross surface area of 300 square feet except advertising signs may be 1,200 square feet.
5. **Maximum Height:** 60 feet.
6. **Required Setback:** No minimum required.
7. **Illumination:** Illuminated signs shall be permitted.

**G. I-1 and I-2 Industrial Districts.**

1. Functional Types Permitted: Any type listed in Section 7-101A.
2. Structural Types Permitted: Any type listed in Section 7-101B. (See Section 7-105 for Monument Signs.)
3. Number of Signs Permitted:
  - a. Ground and pole signs: One of each functional type per zoning lot.
  - b. Other structural types permitted: No limitation.
4. Maximum Gross Surface Area: Three square feet of sign area for each one foot of lineal street frontage; provided, no single sign shall exceed a gross surface area of 200 square feet, except advertising feet may be 300 square feet.
5. Maximum Height:
6. Wall and roof signs: 10 feet above the highest point of the roof line on which such sign is located.
7. All other signs: 35 feet.
8. Required Setback: No minimum required.
9. Illumination: Illuminated signs shall be permitted.

**105 Monument Signs.** Notwithstanding any other provisions of these regulations and, in particular, Sections 7-104C, D, E, and F, all principal business signs and entrance signs to subdivisions erected along the following corridors, shall be of the monument type sign: Second Street from Main Street to K-15, Rock Road, K-15 Highway and any adjacent access streets, and Main Street extending eastward from Fourth Street, and K-53 Highway from Main Street extending to the Arkansas River. No such sign shall exceed 15 feet in width, 12 feet in height and be more than 64 square feet in size.

**106 Nonconforming Signs.** Nonconforming signs are signs existing prior to the approval of these regulations which do not now conform to the specific provisions of these regulations and, thus, may be eligible for the designation "legal, nonconforming sign"; provided that:

1. The Zoning Administrator determines that the sign was installed in

conformance with a valid zoning permit and/or erected legally, but which does not comply with subsequently enacted sign regulations.

2. In all districts, a legal, nonconforming sign shall lose this designation if:
  - a. The sign is relocated or replaced.
  - b. The structure or size of the sign is altered in any way except toward compliance with these regulations. This does not refer to change of copy or normal maintenance.
  - c. A sign which loses its legal, nonconforming sign designation shall be removed and/or replaced in compliance with these regulations. (See also Section 7-102M pertaining to Damaged or Unsafe Signs.)

## ARTICLE 8. NONCONFORMING LOTS, STRUCTURES AND USES.

100 **Purpose.** The purpose of this Article is to (1) provide for the regulation of nonconforming lots, buildings, structures and uses; and (2) specify those circumstances and conditions under which such nonconformities shall be permitted to continue. The right to continue a nonconforming lot, building, structure or use shall not be affected by a change in ownership or operator of the structure or use unless such ownership or operator is a condition attached to an approval for a special or conditional use. Definitions of such nonconformities are as follow:

- A. **Nonconforming Lot of Record:** A zoning lot which is shown by a recorded plat or deed to have been owned separately and individually from adjoining tracts of land at a time when the creation of a lot of such size and width at such location would not have been prohibited by any zoning regulations and such lot now neither complies with the lot area requirements or the width for any permitted uses in the zoning district in which it is located.
- B. **Nonconforming Structure:** An existing building or structure which does not comply with the maximum lot coverage and height or the minimum yard requirements which are applicable to new structures in the zoning district in which it is located.
- C. **Nonconforming Use:** An existing use of a structure or land which does not comply with the use regulations applicable to new uses in the zoning district in which it is located.
- D. **Nonconformity.** A nonconforming lot, use or structure that does not comply with currently applicable regulations, but that complied with zoning regulations in effect at the time it was legally established. (See Sections 8-100 A, B and C and 8-107 on Registration of Nonconformities and Exemptions.)

### 101 **Nonconforming Lots of Record.**

#### A. **In Any Residential District.**

- 1. Notwithstanding the regulations imposed by any other provision of these regulations, a single-family detached dwelling or any type of manufactured or mobile home which is a permitted use and complies with the restrictions in Section 8-101A2 may be located on a lot(s) in the same ownership that is not less than 50 feet in width with public water and sewerage or meets the provisions of the County Sanitary Code outside the City and that consists entirely of a tract of land that:

- a. Has less than the prescribed minimum lot area, width or depth, or all three; and
  - b. Meets the definition in Section 8-100A for a nonconforming lot of record.
- 2. Construction permitted by Section 8-101A1 shall comply with all of the regulations except lot area, width and depth applicable to a single-family detached dwelling or any type of manufactured or mobile home permitted in the zoning district in which the lot in question is located; provided, however, that the following side yard requirements shall apply in place of the side yard requirements otherwise applicable:
  - a. The structure shall be placed on the lot so as to provide a yard on each side of the dwelling.
  - b. The sum of the widths of the two side yards on each lot shall be not less than the smaller of:
    - (1) 20% of the width of the lot, or
    - (2) the minimum total for both side yards prescribed by the bulk regulations for the zoning district.
  - c. In any case, neither side yard resulting from the methods permitted in Section 8-101A2b shall be less than five feet wide.
  - d. When a yard is also considered to be a front yard on a corner lot, one of the front yards comprising part of the lot width may be reduced to 15 feet; provided, that a driveway to a parking space must maintain a length of at least 20 feet from the front lot line.

**B. In Districts Other than Residential Districts.**

- 1. Notwithstanding the regulations imposed by any other provision of these regulations, a structure designed for any permitted use may be erected on a lot of the type described in Section 8-101A1.
- 2. Construction permitted by Section 8-101B1 shall comply with all of the regulations except lot area, width and depth applicable in the zoning district in which the lot in question is located; provided, however, that the width of any side yard must not be less than that derived by applying the following formula (wherein the width of any side yard required = w):

$$w = \frac{\text{Actual lot width} \times \text{Minimum side yard required by district regulations}}{\text{Minimum lot width required by district regulations}}$$

## 102 Nonconforming Structures.

- A. Authority to Continue. Any structure which is devoted to a use which is permitted in the zoning district in which it is located, but which is located on a lot which does not comply with the applicable lot size requirements and/or the applicable bulk regulations, may be continued, so long as it remains otherwise lawful, subject to the restrictions in Section 8-102B through 8-102D.
- B. Enlargement, Repair or Alterations. Any such structure described in Section 8-102A may be enlarged, maintained, repaired or structurally altered; provided, however, that no such enlargement, maintenance, repair or alteration shall either create any additional nonconformity or increase the degree of existing nonconformity of all or any part of such structure, except that as to structures located on a lot that does not comply with the applicable lot size requirements, the side yard requirements shall be determined by Section 8-101A2 or 8-101B2, whichever is applicable.
- C. Damage. In the event that any structure described in Section 8-102A is damaged, by any means except flooding, to the extent of more than 50% of its fair market value, such structure shall not be restored unless it shall thereafter conform to the regulations for the zoning district in which it is located; provided, that structures located on a lot that does not comply with the applicable lot size requirements shall not in any event be required to provide a side yard that exceeds the yard requirements in Sections 8-101A2 or B2, whichever is applicable. When a structure is damaged to the extent of 50% or less of its fair market value, no repairs or restoration shall be made unless a zoning permit is obtained and restoration is actually begun within one year after the date of such partial destruction and is diligently pursued to completion. If the applicant is aggrieved by the decision of the Zoning Administrator in approving the percent of damage to the value of the structure based on data submitted by the applicant, an appeal may be made to the Board of Zoning Appeals for a determination. (See Section 8-105 for Nonconforming Nonresidential Structures and Uses and Appendix for substantial improvement in Floodway and Floodway Fringe Districts.)
- D. Moving. No structure described in Section 8-102A shall be moved in whole or in part for any distance whatever, to any other location on the same or any other lot, unless the entire structure shall thereafter conform to the regulations of the zoning district in which it is located after being moved. (See Section 3-103M for Moving Structures.)

## 103 Nonconforming Uses.

- A. Authority to Continue. Any lawfully existing nonconforming use of part or all of a structure or any lawfully existing nonconforming use of land, not involving a structure or only involving a structure which is accessory to such use of land, may be continued, so long as otherwise lawful, subject to the regulations contained in Sections 8-103B through 8-103J.
- B. Ordinary Repair and Maintenance.
  - 1. Normal maintenance and incidental repair or replacement, installation or relocation of nonbearing walls, nonbearing partitions, fixtures, wiring or plumbing, may be performed on any structure that is devoted in whole or in part to a nonconforming use; provided, however, that this subsection shall not be deemed to authorize any violation of Sections 8-103C through I of these regulations.
  - 2. Nothing in these regulations shall be deemed to prevent the strengthening or restoring to a safe condition of a structure in accordance with an order of a public official who is charged with protecting the public safety and who declares such structure to be unsafe and orders its restoration to a safe condition provided that such restoration will not be in violation of Section 8-103F of these regulations.
- C. Structural Alteration. No structure that is devoted in whole or in part to a nonconforming use shall be structural altered unless the entire structure and use thereof shall thereafter conform to all regulations of the zoning district in which it is located.
- D. Extension.
  - 1. Extension of a nonconforming use is permitted within a nonconforming structure to any portion of the floor area that was not occupied by such nonconforming use on the effective date of these regulations or on the effective date of the original City Zoning Regulations or a subsequent amendment heretofore that caused such use to become nonconforming; provided, however, that no structural alterations shall be made unless such changes, and the use thereof, conform to the regulations of the district in which the structure is located.
  - 2. Extension of a nonconforming use of a part of a structure is not permitted if all or substantially all of the structure is designed or intended for a use which is permitted in the district in which the structure is located, nor shall the use be changed to any other nonconforming use.

3. Extension of a nonconforming use is not permitted to any structure or land area other than the one actually occupied or used by such nonconforming use on the effective date of these regulations or on the effective date of the original City Zoning Regulations or a subsequent amendment heretofore that caused such use to become nonconforming.
- E. Enlargement. No structure that is devoted in whole or in part to a nonconforming use shall be enlarged or added to in any manner unless such structure and the use thereof shall thereafter conform to the regulations of the district in which it is located.
- F. Damage. In the event that any structure that is devoted in whole or in part to a nonconforming use is damaged, by any means except flooding, to the extent of more than 50% of its fair market value, such structure shall not be restored unless such structure and the use thereof shall thereafter conform to all regulations of the zoning district in which it is located. When such damage is 50% or less of the fair market value, no repairs or restoration shall be made unless a zoning permit is obtained, and restoration is actually begun within one year after the date of such partial damage and is diligently pursued to completion. If the applicant is aggrieved by the decision of the Zoning Administrator in approving the percent of damage to the value of the structure based on data submitted by the applicant, an appeal may be made to the Board of Zoning Appeals for a determination. (See Section 8-105 for Nonconforming Nonresidential Structures and Uses and Appendix for substantial improvement in Floodway and Floodway Fringe Districts.)
- G. Moving. No structure that is devoted in whole or in part to a nonconforming use shall be moved in whole or in part for any distance whatever, to any other location on the same or any other lot, unless the entire structure and the use thereof shall thereafter conform to all regulations of the zoning district in which it is located after being so moved. No nonconforming use of land shall be moved in whole or in part for any distance whatever, to any other location on the same or any other lot, unless such use shall thereafter conform to all regulations of the zoning district in which it is located after being so moved. (See Section 3-103M for Moving Structures.)
- H. Change in Use. If no structural alterations are made other than those necessary to repair or maintain the structure as described in Section 8-103B1, a nonconforming use of a structure may be changed to another nonconforming use of the same or of a similar type of use or more restrictive use. Similarly, a nonconforming use of land not involving a structure or involving only an accessory structure may also be changed. When a nonconforming use has been changed to a more restrictive use or

to any permitted use, it shall not thereafter be changed back to a less restrictive use or to a nonconforming use. In determining whether a change in use is the same, similar or more restrictive, the Zoning Administrator shall consider the changes in environmental factors such as outdoor storage, loading, traffic, parking, noise, lighting, air pollution, hours of operation, screening and other factors, as well as the provisions available in Section 8-105. (See Section 9-101A for Zoning Permits and Section 9-101B for Occupancy Certificate.)

I. Abandonment.

1. When a nonconforming use of land, not involving a structure, or involving only a structure which is accessory to the nonconforming use of land, is abandoned for a period of six consecutive months, such use shall not thereafter be reestablished or resumed, and any subsequent use or occupancy of such land shall comply with the regulations of the zoning district in which such land is located.
2. When a nonconforming use of a part or all of a structure which was designed and intended for any use which is permitted in the zoning district in which such structure is located is abandoned for a period of 12 consecutive months, such use shall not thereafter be reestablished or resumed, and any subsequent use or occupancy of such structure shall comply with the regulations of the zoning district in which such structure is located.
3. When a nonconforming use of a part or all of a structure which was not designed and intended for any use which is permitted in the zoning district in which such structure is located, is abandoned for a period of 12 consecutive months, such use shall not thereafter be reestablished or resumed, and any subsequent use or occupancy of such structure shall comply with the regulations of the zoning district in which such structure is located.

J. Nonconforming Accessory Uses. No use which is accessory to a principal nonconforming use shall continue after such principal use shall cease or terminate.

104 Nonconforming Residential Uses. Notwithstanding the provisions of Sections 8-103C, D and E, any structure which is devoted to a residential use and which is located in a business or industrial district, may be structurally altered, extended, expanded and enlarged; provided, that after any such alteration, extension, expansion or enlargement, such structure shall not be used to accommodate a greater number of dwelling or lodging units than such structure accommodated prior to any such work, unless specifically permitted by the district.

105 **Nonconforming Nonresidential Structures and Uses.** Notwithstanding any other provisions of these regulations and, in particular, Sections 8-102 B and C and 8-103C, D, E, and F, nonconforming nonresidential structures and uses that existed on the day prior to the effective date of these regulations, may apply on a one time basis only to the Board of Zoning Appeals for a conditional use to structurally alter, enlarge or reconstruct after damage, or make extensions to structures or uses including the use of additional land when properly zoned for the use, so long as in the opinion of the Board under stated conditions that the effect upon adjacent areas is protected to the extent feasible and the public interest served. (See Section 10-107C6 for Authorized Variances.)

106 **Status of Existing Conditional and Special Uses and Exceptions.**

A. The following procedures are to be followed to determine the status of existing conditional and special uses and exceptions after their reclassification as lawful, permitted, special or conditional uses in these regulations to avoid nonconformities and to provide equitable conversions of such uses:

1. Where a use existed prior to the effective date of these regulations and was previously permitted only as a conditional or special use, such uses shall not be deemed to be nonconforming, but shall, without further action, be deemed to be a lawful special use as now classified with the same conditions applicable as originally established, unless reclassified now as a permitted use.\*
2. Where a use existed prior to the effective date of these regulations and any prior regulations and was or is now classified as a special use or as a conditional use, i.e., an exception which is granted by the Board of Zoning Appeals, it shall be considered to be a lawful, conforming special or conditional use. Enlargement, extension or alterations to existing structures or land improvements for expansion of such lawful uses may be made within the area of the zoning lot which was
3. actually used or occupied for such use on the effective date of these regulations and shall be subject to all requirements set forth in these regulations as a permitted use, unless application is made for a special or conditional use to enlarge, extend or alter structures or land improvements beyond the area heretofore described.

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\* NOTE: As an aid to the administration and enforcement of this provision, the Zoning Administrator shall inventory and prepare a permanent map and file of all previous conditional uses approved by the Planning Commission with conditions attached in the former "R-O" Rural Nonresidential District as located in the unincorporated jurisdiction and of such other conditional uses as would facilitate a proper record of such prior uses as may be deemed desirable by the Administrator.

4. Where a use existed prior to the effective date of these regulations and any prior regulations and was approved by the Board of Zoning Appeals as an exception, such uses shall not be deemed to be nonconforming, but shall, without further action, be deemed to be a lawful conditional use as now classified with the same conditions applicable as originally established, unless reclassified as a special use with the same conditions applicable or otherwise now reclassified as a permitted use with all the requirements of the applicable district wherein the use is located.
5. Whenever land is annexed that has been zoned by Sedgwick County as a conditional use, it shall be considered to be a lawful, conforming special use in any district; provided, the same conditions attached to its approval as a conditional use under the Wichita-Sedgwick County Unified Zoning Code remain in effect and enforceable by the City, unless now classified as a permitted use in the City or an application is made to change the zoning status.

107 **Registration of Nonconformities and Exemptions.** (See Sections 8-100D for Nonconformities and 3-100E for Exemptions.)

- A. **Purpose.** Registration of nonconformities and exemptions, among other purposes, is to provide a property owner with a record of their nonconformity or exemption which may be in effect for many years. Such a record is very desirable since most nonconformities or exemptions are established in the past and the availability of personal witnesses and written documentation to confirm their status becomes more difficult due to the passage of time. This is particularly important since the person claiming the nonconformity or exemption has the burden to prove their claim by the preponderance of the evidence. Registration can be especially useful to property owners who may have a nonconformity or exemption created by changing their zoning status from the unincorporated area of a county to the City regulations.
- B. **Rights Conditioned.** A lawfully established nonconformity including exemptions is a vested right protected by due process which is sometimes referred to as being "grandfathered-in". In order to establish such a right, it is essential that it be created or commenced prior to the enactment of the regulations which restricted its establishment. A nonconformity or exemption which violated the zoning regulations at its inception has no lawful right to continue. Once the validity of the nonconformity or exemption has been determined, it has the right to be sold, inherited, transferred or assigned unless restricted by a condition attached to a special or conditional use. Certain limitations, however, may be placed on the

expansion, repair, maintenance and continuance of such nonconformities or exemption as may be determined by the provisions of Article 8 in these regulations. For example, continuance may be subject to abandonment or limited amortization of certain uses.

- C. Registration Process. The Zoning Administrator shall establish a process for registration of nonconformities and exemptions and a system for making determinations thereof and keeping records of the same. While there shall be no deadline for registration, property owners anticipating the need for registration should do so at their earliest convenience.
- D. Registration Determination. The Zoning Administrator shall determine the qualifications of the lot, use or structure for registration as to its legal, nonconforming status. Such determination in writing shall be based on the evidence submitted by the property owner requesting the registration.
- E. Appeal. An aggrieved party may appeal the Zoning Administrator's determination whether to register or not register the nonconformity or exemption to the Board of Zoning Appeals. (See Section 10-106 pertaining to Appeals.)



## ARTICLE 9. ADMINISTRATION AND ENFORCEMENT

100 **Office of the Zoning Administrator.** A Zoning Administrator shall be appointed by the Mayor with the consent of the City Council. The Zoning Administrator and clerical assistance as shall be approved from time to time shall administer and enforce these regulations, except for those duties specifically assigned to the Clerk.

A. **Duties of the Zoning Administrator.** (See Section 9-102 for Enforcement and Liability.)

1. Approve and issue all zoning permits and occupancy certificates and make and maintain records thereof.
2. Conduct inspections of buildings, structures and uses of land to determine compliance with the provisions of these regulations.
3. Maintain a set of administrative forms to assist applicants and to process the cases considered by the Planning Commission, Board of Zoning Appeals and Governing Body.
4. Receive, file and forward to the Planning Commission the applications and records for all amendments and special uses which are initially filed with the Zoning Administrator.
5. Receive, file and forward to the Board of Zoning Appeals the applications and records for all variances and conditional uses which are initially filed with the Zoning Administrator and forward all records of appeals to the Chairperson of the Board.
6. Maintain permanent and current public records of the zoning regulations, including but not limited to all Official Zoning Maps, amendments, special uses, appeals, variances, conditional uses and applications thereof and records of hearing thereon.
7. Provide such technical and clerical assistance as may be required by the Planning Commission, the Board of Zoning Appeals, the Governing Body and other agencies and officials in the exercise of their duties relating to these regulations.
8. Maintain for distribution to the public a supply of the current zoning regulations, zoning map(s) and any rules of the Planning Commission and the Board of Zoning Appeals. A fee may be charged to defray the cost of printing and distribution.

9. Maintain the official copy of the zoning map(s) showing the district boundaries. Such map(s) shall be marked "Official copy of zoning district map(s) incorporated into zoning regulations by adoption of Ordinance No. \_\_\_\_ by the Governing Body of the City of Mulvane on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_" and shall be open to inspection and available to the public at all reasonable business hours. Each map shall be signed by the Mayor and attested to by the Clerk. Periodic changes to the map(s) shall be noted by a revision date.
- B. Duties of the Clerk. The Clerk shall maintain certain official records and carry out certain responsibilities in the administration of these regulations as follows:
1. That not less than three copies of these model regulations shall be marked by the Clerk as "Official Copy as Incorporated by Ordinance No. \_\_\_\_", (i.e., the ordinance approved by the Governing Body) and all sections or portions thereof intended to be omitted clearly marked to show any such omissions or showing the sections, articles, chapters, parts or portions that are incorporated and to which shall be appended a copy of the incorporating ordinance. Such copies maintained by the Clerk shall be open to inspection and available to the public at all reasonable business hours.
  2. That the Clerk supply at cost to the City official copies of these regulations similarly marked as described in Section 9-100B1 to the applicable police department, court, Zoning Administrator and all administrative departments of the City charged with the enforcement of these regulations. Subsequent amendments to these regulations shall be appended to such copies.
  3. That such clerical assistance be provided by the Clerk to the Governing Body as to facilitate and record the actions of the Governing Body in the exercise of their duties relating to these regulations.

## 101 Zoning Permits and Occupancy Certificates.\*

### A. Zoning Permits.

1. Unless a zoning permit shall first have been obtained from the Zoning Administrator, the construction, reconstruction, moving or structural alteration of any building or structure or the improvement of land prior to its use or the use of any land or structure being changed to any other use, shall not be commenced. For permits required on accessory uses, temporary uses, home occupations, plans for parking

and loading space and signs, see Articles 5, 6 and 7. Such permits shall not be issued by any other official, employee, department, board or agency of the City, except as provided for as a temporary permit in Section 6-101. Any zoning permit issued in conflict with the provisions of these regulations shall be null and void. (See Section 8-103H for Change in Use.)

2. Except for a continuation of an existing use or occupancy, accessory structures or uses, or additions to existing structures or uses, permits must also meet the requirements of the City Subdivision Regulations and, thus, shall not be issued on land which is not shown on a recorded plat or replat, or a lot split or exempted from the platting requirements. If platting or replatting is not required, all of the public improvements necessary to carry out the requested permit nevertheless may be required, including dedications in lieu of platting such as for easements and additional rights of way.
3. No principal or accessory building or structure or use, or portion thereof, shall be permitted to locate on or project over any platted or recorded public easement or over any known utility installation, unless (1) as a sign permitted by Section 7-102K or (2) as an accessory structure or use which is moveable, relocatable or poses no significant problem to the maintenance of existing public improvement installations or to such future installations. Ground level extensions such as concrete slabs or other permanent-type materials are not permitted in or on a public easement except as extensions of parking spaces, driveways or sidewalks for which a zoning permit has been or is being issued. In any event, when such structures or uses are permitted to be located on or project over such easements, the property owner assumes the risk and liability for any reconstruction or replacement necessary including fences if any maintenance or other improvements are required by a governmental agency or a utility provider.
4. A zoning permit is not initially required for grading and/or excavating a proposed construction site, unless the site is located in a designated floodplain and would result in an increase in flood levels. (See Appendix for Floodplain Management Regulations.)

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\* The City may issue zoning permits and occupancy certificates concurrently with the process of issuing building and occupancy permits under City building codes.

5. As a supplement to issuing a zoning permit for all new and existing single-family or duplex dwelling units, the Zoning Administrator shall provide the applicant with information provided by the City Tree Board to encourage the occupant of the zoning lot to plant appropriate street trees within the parking area of the public right-of-way as well as on the private property. The applicant shall certify as part of the permit process that such information has been conveyed to the occupant.
6. Application. Every application for a zoning permit shall be accompanied by the following:
  - a. A drawing or copy of the recorded plat, in duplicate, of the piece or parcel of land, lot(s), block(s), parts or portions thereof, drawn to scale showing the actual dimensions of the zoning lot(s), including any easements thereon.
  - b. A drawing, in duplicate, drawn to scale and in such form as may, from time to time, be prescribed by the Zoning Administrator, showing the location, ground area, height and bulk of (1) all present and proposed structures, (2) drives, parking spaces and loading areas, (3) building setback lines in relation to lot lines, (4) waste disposal areas, (5) use to be made of such present and proposed structures on the land, and (6) such other information as may be required for the proper enforcement of these regulations.

One copy of such drawings shall be retained by the Zoning Administrator as a public record.

7. Issuance. A zoning permit shall be either issued or disapproved by the Zoning Administrator within 10 days after the receipt of an application thereof or within such further period as may be agreed to by the applicant. When the Zoning Administrator refuses to issue a zoning permit, he shall advise the applicant in writing of the reasons for the disapproval.
8. Period of Validity. A zoning permit shall become null and void 180 days after the date on which it is issued, unless within said period construction, reconstruction, moving or structural alteration of a structure is commenced or a use is commenced. If the construction or work is abandoned or suspended for any 180-day period after such a permit is issued, then application must be made to the Zoning Administrator for an extension of time to continue the project. The Zoning Administrator may grant reasonable extensions of time provided no changes have been made in any applicable regulations. If

such changes have occurred, application must be made for a new permit based on the provisions of the new or amended regulations in order to continue the project, unless Section 2-101G applies pertaining to vesting of single-family residential developments. (See Section 2-101F for Effect of Existing Permits.)

- B. Occupancy Certificates. No structure or addition thereto constructed, reconstructed, moved or altered after the effective date of these regulations shall be occupied or used for any purpose; and no land vacant on the effective date of these regulations shall be used for any purpose; and no use of any land or structure shall be changed to any other use, unless an occupancy certificate shall first have been obtained from the Zoning Administrator certifying that the proposed use or occupancy complies with all the provisions of these regulations.
1. Application. Every application for a zoning permit shall be deemed to be an application for an occupancy certificate. Every occupancy certificate shall be in such form and contain such information as the Administrator shall provide by general rule.
  2. Issuance.
    - a. No occupancy certificate for a structure or addition thereto constructed, reconstructed, moved or structurally altered or for the new or changed use of any structure or land shall be issued after the effective date of these regulations until such work has been completed and the premises inspected and certified by the Zoning Administrator to be in full and complete compliance with the plans and specifications upon which the zoning permit was issued including the requirements for utilities, streets and other public improvements in the City Subdivision Regulations which must either be installed or guaranteed. Direct access must be available from the frontage of each zoning lot to an opened public street or otherwise the street improvement must be guaranteed by such methods as stated in the Subdivision Regulations.
    - b. An occupancy certificate shall be issued or written notice shall be given to the applicant stating the reasons why a certificate cannot be issued within 10 days after the receipt of an application therefore or after the Zoning Administrator is notified in writing that the structures or premises are ready for occupancy or use. Pending the issuance of a permanent occupancy certificate, a temporary occupancy certificate may be issued to be valid for a period not to exceed six months from its date pending the completion of any addition or improvement(s) or during partial occupancy of the premises; provided, satisfactory guarantees are submitted including the possible use of performance bonds or escrow accounts.

- C. Agricultural Compliance Certificate. Completion of an agricultural compliance certificate may be requested by the Zoning Administrator when such information is needed to determine the agricultural exemption status described in Section 2-102. No fees shall apply to obtaining this certificate from the Zoning Administrator.

**102 Enforcement and Liability.**

- A. It shall be the duty of the Zoning Administrator or any deputies working under his direction to enforce the provisions of these regulations in consultation with the City Attorney in the following manner:
1. To refuse to issue any zoning permit or occupancy certificate for any building or structure or use of any premises which would violate any of the provisions herein.
  2. To revoke a zoning permit and issue a stop order at any time for a building or structure or use for which the same was issued when it shall appear (1) that there is a departure from the plans, specifications or conditions as required under terms of the permit; (2) that the same was procured by false representation; (3) that it was issued by mistake, or (4) that it violates any provisions of the zoning regulations.
  3. To cause any building, structure, place or premises to be inspected and examined as required by these regulations and to order in writing the remedying of any condition found to exist therein or threat in violation of any provisions herein.
  4. To institute any appropriate action or proceedings to prevent such unlawful action or use or to restrain, correct or abate such violation on or about the premises of any building or structure which is constructed, built, moved, structurally altered or reconstructed or land is used in violation of any provisions herein.
- B. The Zoning Administrator or designee charged with the enforcement of these regulations, acting in good faith and without malice in the discharge of the duties described herein, shall not be personally liable for any damage that may accrue to persons or property as a result of any act or by reason of an act or omission in the discharge of such duties. A suit brought against the Administrator because of an act or omission performed by the Administrator in the enforcement of any provision of these regulations or other pertinent laws or ordinances implemented through the enforcement of these regulations shall be defended by the City until final termination of such proceedings, and any judgment resulting therefrom shall be assumed by the City. (See K.S.A. 75-6101, et seq. in general and K.S.A. 75-6109 specifically.)

103 **Violations.**

- A. **Penalties.** Pursuant to K.S.A. 12-761, as amended, any violations of these regulations shall be deemed to be a misdemeanor. The owner or agent of a building, structure or premises in or upon which a violation of any provision of these regulations has been committed or shall exist or the lessee or tenant of an entire building or entire premises in or upon which a violation has been committed or shall exist; or the agent, architect, building contractor or any other person who commits, takes part or assists in any violation or who maintains any building, structure or premises in or upon which a violation has been committed or shall exist, shall be punished by a fine not to exceed \$500 or by imprisonment for not more than six months for each offense or by both such fine and imprisonment. Each day's violation shall constitute a separate offense.
- B. **Remedies.** In case any building or structure is erected, constructed, reconstructed, structurally altered, converted or maintained; or any building, structure or land is used or is proposed to be used in violation of these regulations, the appropriate authorities of the City of Mulvane, in addition to using other remedies, may institute injunction, mandamus or other appropriate action or proceeding to prevent such unlawful erection, construction, reconstruction, alteration, conversion, maintenance or to correct or abate such violation, or to prevent the occupancy of such building, structure or land. In addition to the City, any person, the value or use of whose property is or may be affected by such violation, shall have the authority to maintain suits or actions in any court of competent jurisdiction to enforce these regulations and to abate nuisances in violation thereof.
- C. **Floodplain Violations.** Any person, company, corporation, institution, municipality or agency of the state who violates any provision of the floodplain provisions of these regulations shall be subject to the penalties and remedies as provided in Sections 9-103A and B above. Such remedies may also be instituted by the Attorney General and the Chief Engineer of the Division of Water Resources of the Kansas Department of Agriculture.

- 104 **Fees.** For purposes of wholly or partially defraying the costs of the administrative and enforcement provisions described in these regulations, including publication costs, the applicant upon filing an application for an amendment, special use, appeal, conditional use, variance or a zoning permit including occupancy certificate, shall pay the Clerk a fee according to the fee schedule approved by the Governing Body. No part of such fee shall thereafter be refunded except for a zoning permit which is not approved.

- 105 **Reports.** The Zoning Administrator shall periodically report verbally or in writing to the Governing Body and the Planning Commission a summary of all zoning permits issued during the preceding period, giving details of any permitted variations, as well as the current status of all applications in process for amendments, special uses, appeals, conditional uses and variances. Such a report shall include comments on any problems encountered in the administration or enforcement of these regulations which may especially be of use at the annual review established by Section 11-103.

## ARTICLE 10. BOARD OF ZONING APPEALS

100 **Authorization.** The Planning Commission as previously established by the Governing Body has been designated to also serve as the Board of Zoning Appeals as prescribed by K.S.A. 12-759, as amended, and hereinafter in this Article will be referred to as the "Board."

101 **General Procedures.** All members of the Planning Commission are voting members of the Board whether they reside inside or outside the city limits and shall serve without compensation, but may be reimbursed for expenses when authorized by the Governing Body. All officers of the Planning Commission are officers of the Board including the Secretary. Public records shall be kept of all official actions of the Board which shall be maintained separately from the Planning Commission by the Secretary. The Board shall keep minutes of its proceedings showing evidence presented, findings of fact, decisions and the vote of each member upon each question. If absent, abstaining or disqualified from voting, such fact shall be indicated. Special meetings shall be held at the call of the Chairperson and at such other times as the Board may determine in its bylaws. Board meetings may be held separately from a Planning Commission meeting or in conjunction with such a meeting wherein the Planning Commission may recess a portion of its meeting to conduct business of the Board and to reconvene to continue the Planning Commission agenda. When a quorum is declared present, all actions of the Board including appeals, variances and conditional uses as exceptions shall be made by motion and decided by a majority vote of the members present and voting.

The Board shall adopt rules for its operation in the form of bylaws which shall include hearing procedures and will not be in conflict with the ordinance designating the Planning Commission as the Board, the applicable state statutes and the provisions of these regulations. Such bylaws shall be subject to the approval of the Governing Body. The Governing Body shall establish a scale of reasonable fees to be paid in advance by the appealing party.

102 **Jurisdiction.** The Board shall have the following jurisdiction and authority as a quasi-judicial body:

1. To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination (all hereinafter referred to collectively as "decision") made by the Zoning Administrator in the enforcement of these regulations subject to the procedure and standards set out in Section 10-106.
2. To hear and decide on variances from specific terms of these regulations subject to the procedure and standards set out in Section 10-107.

3. To hear and decide on conditional uses as exceptions subject to the procedure and standards set out in Section 10-108.

103. **Notice of Hearing.** For the hearing on each appeal for a decision, variance or conditional use, public notice of the date, time and place of the hearing, the legal description or a general description sufficient to identify the property under consideration, and a brief description of the subject of such hearing shall be published once in the official newspaper so that at least 20 days shall elapse between the date of such publication and the date for the hearing. All notices shall include a statement that a complete legal description is available for public inspection and shall indicate where such information is available when only a general description of the property is provided in the notice. A copy of such notice shall be mailed to each party making the appeal and to the Secretary of the Planning Commission.

For land inside the city limits, the Board shall also provide notice to all owners of record of real property located within 200 feet of the exterior boundary of the property under consideration both within the city limits and extending outside the city limits when necessary. If the applicant's property is located adjacent to but within the city limits, the area of notification in addition to the 200 feet inside the City, shall be extended to 1,000 feet in the unincorporated area. If such area is located outside the city limits, the area of notification shall extend for 1,000 feet and, if such notification extends into the city limits, then 200 feet inside the city limits must also be included. Such notice shall be mailed so that at least 20 days shall elapse between the mailing date and the hearing date. A list of such owners of record of real property with their addresses and zip codes shall be provided by the applicant. Failure to receive such notice after it has been properly addressed and deposited in the mail shall not invalidate any subsequent action taken by the Board. If there is no quorum present for the meeting or at the time of the hearing, the members in attendance may agree to hold another meeting in the future at a stated date, time, and place for which, when announced at the present meeting, no further public notice need be given.

The Board may give additional notice to other persons as it may from time to time provide by its rules. Such rules may include requirements for additional notice to be provided for by the posting of signs on the property to be considered in the appeal application.

104. **Conduct of Hearing.** The Board shall select a reasonable time and place for the hearing on each appeal of a decision, variance or conditional use as an exception. All hearings shall be open to the public; however, when hearing such appeals the Board exercises quasi-judicial functions and, thus, may upon proper motion proceed to deliberate in closed session according to K.S.A. 75-4318(a). No binding action may be taken and all voting must be conducted in an open meeting. Any person may appear and testify at a hearing, either in person or by a duly

authorized agent or attorney. Every decision of the Board shall be filed without unreasonable delay with the Zoning Administrator and shall be open to public inspection during reasonable business hours.

- 105 **Finality and Judicial Review of Decisions.** Any order or determination of the Board on an appeal for a decision, a variance or a conditional use as an exception, shall be final decisions and shall be subject to judicial review, but not appealable to the Planning Commission or the Governing Body. Any person, official or governmental agency, jointly or separately dissatisfied by any decision of the Board, may present to the County District Court, a petition, duly verified, stating that such decision is illegal in whole or in part, specifying the grounds of the illegality and asking for relief therefrom based on a determination of the reasonableness of any such order or determination. Such petition shall be filed with the Court within 30 days after the date of filing the final decision with the Zoning Administrator.
- 106 **Appeals.** An appeal from a decision of the Zoning Administrator with respect to the interpretation, application or enforcement of these regulations may be taken to the Board by any person aggrieved, or by any officer of the City, county or any governmental agency or body affected by any decision of the Zoning Administrator.
- A. **Time for Appeals.** Appeals shall be made within 30 days after a decision has been made by the Zoning Administrator by filing an application for appeal. Upon the Chairperson's receipt of an application for appeal and notification to the Zoning Administrator, the Administrator shall forthwith transmit to the Chairperson all of the papers constituting the record upon which the decision being appealed was based.
- B. **Application.** An application for an appeal shall (1) be filed with the Chairperson, (2) specify the grounds for such an appeal, (3) include the legal description of any property involved with the appeal, (4) be accompanied by an ownership list as required by Section 10-103 and the filing fee, and (5) provide such additional information as may be prescribed by rule of the Board.
- C. **Stay of Proceedings.** An appeal shall stay all legal proceedings in furtherance of the action appealed from unless the Zoning Administrator certifies to the Board, after the application for appeal has been filed, that by reason of facts stated in the certificate a stay would, in his opinion, cause imminent peril to life or property. In such case, the proceedings shall not be stayed other than by a restraining order which may be granted by the Board or by a court of record on petition with notice to the Zoning Administrator and on the basis of due cause shown.

- D. Hearing and Notice. A hearing on the application for such an appeal shall be held and notice thereof given as specified under Sections 10-103 and 104 and which are consistent with the general procedures and records required by Section 10-101.
- E. Decision. The Board may affirm or reverse, wholly or partly, or may modify the order, requirement, decision or determination appealed from, and may make such order, requirement, decision or determination as ought to be made, and to that end shall have all the powers of the Zoning Administrator, and may issue or direct the issuance of a zoning permit and/or occupancy certificate. No conditions may be attached to such a decision that could not otherwise have been available to the Zoning Administrator in making his initial decision. The Board shall render a written decision in the form of a resolution on the appeal without unreasonable delay after the close of a hearing and, in all cases, within 45 days after the close of the hearing.

107 Variances. The Board may authorize such variances from the terms of these regulations as will not be contrary to the public interest and provided that the spirit of the regulations shall be observed, public safety and welfare secured and substantial justice done. Variances may be authorized only in those specific instances enumerated in Section 10-107C and then only when the Board has made findings of fact based upon the standards set out in Section 10-107D that owing to special conditions a literal enforcement of the provisions of these regulations will, in an individual case, result in unnecessary hardship for the owner, lessee or occupant of land or structures. According to K.S.A. 12-759(e), any such variance shall not permit any use not permitted by these regulations in the zoning district in which the variance is requested.

- A. Application. An application for a variance shall (1) be filed with the Zoning Administrator, (2) provide the legal description of the property involved with the variance, (3) be accompanied by an ownership list as required by Section 10-103 and the filing fee, and (4) contain the following information as well as such additional information as may be prescribed by rule of the Board:
1. The particular requirements of these regulations which prevent the proposed use or construction;
  2. The characteristics of the subject property which prevent compliance with the requirements of these regulations;
  3. The reduction of the minimum requirements of these regulations which would be necessary to permit the proposed use or construction; and
  4. The particular hardship which would result if the particular requirements of these regulations were applied to the subject property.

5. Submit a sketch drawn to scale showing the lot(s) included in the application, the structures existing thereon and the structures proposed that necessitate the request.
- B. Hearing and Notice. A hearing on the application for such a variance shall be held and notice thereof given as specified under Sections 10-103 and 104 and which are consistent with the general procedures and records required by Section 10-101.
- C. Authorized. Variances from the provisions of these regulations shall be granted by the Board only in accordance with the standards set out in Section 10-107D, and may be granted only in the following instances and in no others:
1. To vary the applicable minimum lot area, lot width and lot depth requirements.
  2. To vary the applicable bulk regulations, including maximum height and lot coverage and minimum yard requirements.
  3. To vary the dimensional provisions for permitted obstructions in required yards including fences in Sections 3-103F.
  4. To vary the applicable number of required off-street parking spaces and the amount of off-street loading requirements of Article 5.
  5. To vary the applicable dimensional sign provisions of Section 7-102 regarding general standards and Section 7-104 regarding district regulations.
  6. To vary the applicable requirements in Sections 10-107C1 through 5 above in conjunction with conditional use applications for nonconforming, nonresidential structures and uses under provisions of Section 8-105.
  7. To vary the applicable provisions permitted by the floodplain regulations. (See Appendix for Floodplain Management Regulations.)
- D. Standards:
1. The Board may grant a variance upon specific written findings of fact based upon the particular evidence presented to it at the hearing that all the conditions required by K.S.A. 12-759(e) have been met which are listed below:

- a. That the variance requested arises from such condition which is unique to the property in question and which is not ordinarily found in the same zoning district, and is not created by an action or actions of the property owner or the applicant;
  - b. That granting of the variance will not adversely affect the rights of adjacent property owners or residents;
  - c. That strict application of the provisions of these regulations from which a variance is requested will constitute unnecessary hardship upon the property owner represented in the application;
  - d. That the variance desired will not adversely affect the public health, safety, morals, order, convenience, prosperity or general welfare; and
  - e. That granting the variance desired will not be opposed to the general spirit and intent of these regulations.
2. In determining whether the evidence supports the conclusions required by Section 10-107D1, the Board shall consider the extent to which the evidence demonstrates that:
- a. The particular physical surroundings, shape or topographical condition of the specific property involved would result in a practical difficulty or unnecessary hardship upon or for the owner, lessee or occupant, as distinguished from a mere inconvenience, if the provisions of these regulations were literally enforced;
  - b. The request for a variance is not based exclusively upon a desire of the owner, lessee, occupant or applicant to make more money out of the property;
  - c. The granting of the variance will not be materially detrimental or injurious to other property or improvements in the neighborhood in which the subject property is located; and
  - d. The proposed variance will not impair an adequate supply of light or air to adjacent property, substantially increase congestion on public streets or roads, increase the danger of fire, endanger the public safety or substantially diminish or impair property values within the neighborhood.

- E. Conditions and Restrictions. In granting a variance, the Board may impose such conditions upon the premises benefitted by the variance as may be necessary to comply with the standards set out in Section 10-107D which would reduce or minimize any potentially injurious effect of such variance upon other property in the neighborhood and to carry out the general purpose and intent of these regulations, including methods for guaranteeing performance such as are provided for in Section 10-108D. Failure to comply with any of the conditions for a variance which are later attached to a zoning permit shall constitute a violation of these regulations. To change a condition that is part of the granting resolution which may have created an unintended hardship or been created due to changing conditions not created by an action of the applicant, it is necessary to reapply as in the original manner except that the condition is the only item to be heard and decided upon.
- F. Decisions and Records. The Board shall render a written decision containing specific findings of fact in the form of a resolution on an application for a variance without unreasonable delay after the close of a hearing, but in all cases within 45 days after the close of the hearing. The Zoning Administrator shall maintain complete records of all actions of the Board with respect to applications for variances in order to properly issue permits.
- G. Period of Validity. No variance granted by the Board shall be valid for a period longer than 180 days from the date on which the Board grants the variance, unless within such 180-day period a zoning permit is obtained and the variance requested is started. The Board may grant additional extensions not exceeding 180 days each, upon written application, without further notice or hearing.

108 Conditional Uses. The Board may grant as an exception to the provisions of these regulations, the establishment of only those conditional uses that are expressly authorized to be permitted in a particular zoning district or in one or more zoning districts. No such conditional use shall be granted unless it complies with all of the applicable provisions of these regulations.

- A. Application. An application for a conditional use shall (1) be filed with the Zoning Administrator, (2) provide the legal description of the property involved with the conditional use, (3) be accompanied by an ownership list as required by Section 10-103 and the filing fee, and (4) contain the following information as well as such additional information as may be prescribed by rule of the Board:
  - 1. A statement or diagram showing compliance with any special conditions or requirements imposed upon the particular conditional use by the applicable district regulations or Section 10-108D if applicable;

2. A statement as to why the proposed conditional use will not cause substantial injury to the value of other property in the neighborhood;
  3. A statement as to how the proposed conditional use is to be designed, arranged and operated in order to permit the development and use of neighboring property in accordance with the applicable district regulations; and
  4. Present data in support of the standards specified in Section 10-108C.
  5. Submit a sketch drawn to scale showing the lot(s) included in the application, the structures existing thereon and the structures proposed which necessitate the request.
- B. Hearing and Notice. A hearing on the application for such a conditional use as an exception shall be held and notice thereof given as specified under Sections 10-103 and 104 and which are consistent with the general procedures and records required by Section 10-101.
- C. Standards. The Board may grant a conditional use when it makes specific written findings of fact based upon the particular evidence presented to it at the hearing which support conclusions that:
1. The proposed conditional use complies with all applicable regulations, including lot size requirements, bulk regulations, use limitations and performance standards; unless a concurrent application is in process for a variance.
  2. The proposed conditional use will not cause substantial injury to the value of other property in the neighborhood.
  3. The location and size of the conditional use, the nature and intensity of the operation involved in or conducted in connection with it, and the location of the site with respect to streets giving access to it are such that the conditional use will not dominate the immediate neighborhood so as to prevent development and use of neighboring property in accordance with the applicable zoning district regulations. In determining whether the conditional use will so dominate the immediate neighborhood, consideration shall be given to:
    - a. The location, nature and height of buildings, structures, walls and fences on the site; and
    - b. The nature and extent of landscaping and screening on the site.

1. Off-street parking and loading areas will be provided in accordance with the standards set forth in Article 5 of these regulations. Such areas will be screened from adjoining residential uses and located so as to protect such residential uses from injurious effects.
  2. Adequate utility, drainage and other such necessary facilities have been installed or will be provided by platting, dedications and/or guarantees.
  3. Adequate access roads, entrance and exit drives and/or access control is available or will be provided by platting, dedications and/or guarantees and shall be so designed to prevent traffic hazards and to minimize traffic congestion in public streets and roads.
- D. Conditions. In granting a conditional use, the Board may attach such conditions upon the premises and/or the applicant benefitted by the conditional use as may be necessary to comply with the standards set out in Section 10-108C in order to reduce or minimize any potentially injurious affect upon other property in the neighborhood and to carry out the general purpose and intent of these regulations. Such conditions may include, but not be limited to, further restrictions on bulk regulations; time of operation and ownership limitations; screening, landscaping and fencing; provision of utilities, drainage and other public improvements; additional access or access control; off-street parking and loading requirements; and platting, dedications and/or guarantees. In addition to the guarantees referred to below for parking and/or screening, covenants which run with the land or the property to guarantee that conditions will be carried out at a future date may be filed with the County Register of Deeds. Failure to comply with any of the conditions for a conditional use which is later attached to a zoning permit shall constitute a violation of these regulations. If an applicant desires to make a change in a condition at a later date, it is necessary to apply for a rehearing and a decision be made in the same manner as the original conditional use, only the requested condition is to be reconsidered at the hearing.

In lieu of actual construction of required off-street parking or the initial provisions for screening, the Board may accept, in the name of the City, a corporate surety bond, cashier's check, escrow account or other like security in an amount to be fixed by the Board and conditioned upon actual completion of such improvement within a specified time. Such securities shall be filed with the Clerk. The Governing Body may enforce such securities by all equitable means.

- E. Decisions and Records. The Board shall render a written decision containing specific findings of fact in the form of a resolution on an application for a conditional use without unreasonable delay after the close of a hearing, but in all cases within 45 days after the close of the hearing. The Zoning Administrator shall maintain complete records of all actions of the Board with respect to applications for conditional uses in order to properly issue permits.
- F. Period of Validity. No conditional use granted by the Board shall be valid for a period longer than 180 days from the date on which the Board grants the conditional use, unless within such period a zoning permit is obtained and the conditional use requested is started. The Board may grant extensions not exceeding 180 days each, upon written application, without further notice of a hearing.

## ARTICLE 11. AMENDMENTS

100 **General Provisions for Amendments and Special Uses.** These regulations and the districts created under the authority of these regulations may be amended from time to time by the Planning Commission following a public hearing and the approval by the Governing Body. No such amendment shall be adopted except in accordance with the procedures of this Article 11. Special use applications are not amendments, but are processed for the hearing in the same manner. (See Section 11-101 for special uses.)

- A. **Proposal.** Amendments or special uses may be proposed: (1) by the Governing Body, (2) by the Planning Commission or (3) upon application by, or on behalf of the owner of the property affected, but only in accordance with the procedure set forth in Section 11-100B. When the Governing Body proposes an amendment or special use, it shall transmit its proposal to the Planning Commission for a public hearing and recommendation thereon. (See Section 11-100D3 for special notice of hearing procedure for Governing Body and Planning Commission applications.)
- B. **Application.** When the owner of the property affected proposes an amendment to any of these regulations or to any zoning district created thereby or applies for a special use, an application shall (1) be filed with the Zoning Administrator who refers it to the Planning Commission for a hearing, (2) be in such form and contain such information as shall be prescribed from time to time by the Commission, and (3) in all instances contain the following information:
  - 1. The applicant's name, address and telephone number;
  - 2. The precise wording of any proposed amendment to the text of these regulations or the exact description of the special use requested.
  - 3. In the event that the proposed amendment would change the zoning district classification or add a special use to any specific property:
    - a. The name, address and telephone number of the owner of the property and, if any, the agent representing the owner;
    - b. The legal description of the property and a general description such as a street address sufficient to identify the property;
    - c. The present and proposed zoning district classifications and existing uses of the property and structures thereon;

- d. The dimensions of the property and the zoning lot area stated in square feet or acres or fractions thereof; and
  - e. For land inside the city limits, an ownership list of the names, addresses and zip codes of the owners of record of real property located within 200 feet of the exterior boundary of the area described in the application both within the city limits and extending outside the city limits when necessary.
  - i. If such area is located adjacent to but within the city limits, the ownership list, in addition to the 200 feet inside the city limits, shall provide similar information extending to 1,000 feet into the unincorporated area. If such area is located outside the city limits, the ownership list shall extend for 1,000 feet in the unincorporated area and, if the latter extends into the city limits, then such owners for 200 feet inside the city must also be included on the list.
- C. Public Hearing. The Planning Commission shall hold a public hearing on each proposed amendment that is filed with, referred to, or initiated by the Commission. The Commission shall select a reasonable time and place for such public hearing, and it shall hold such hearing within 45 days from the date on which the proposed amendment is received or initiated. An applicant for an amendment may waive the requirement that such hearing be held within 45 days.
- D. Notice of Hearing. One of the following three procedures shall be selected to provide proper notice for a public hearing for any zoning amendment application:
- 1. Public notice of a hearing by the Planning Commission on a proposed amendment shall be published once in the official newspaper by the Zoning Administrator. At least 20 days shall elapse between the date of such publication and the date set for such hearing. Such notice shall state the date, time and place of the hearing and shall contain a statement regarding the proposed changes in regulations or the zoning classification or zoning district boundaries of any property. If the proposed amendment would change the zoning classification of any specific property or the boundaries of any zoning district, such notice shall contain the legal description or a general description sufficient to identify the property under consideration. If a general description is used, the notice shall include a statement that a complete legal description is available for public inspection and where such description is available.

In addition to such publication notice, the Zoning Administrator shall mail a written notice of the hearing containing information similar to the published notice thereof to the applicant and to the owners of record of all real property within the area to be altered or changed and to all owners of record of real property located within 200 feet of the exterior boundary of the area described in the amendment application both within the city limits and extending outside the city limits when necessary. If such area is located adjacent to but within the city limits, the area of notification shall, in addition to the 200 feet inside the city limits, be extended to 1,000 feet in the unincorporated area. If such area is located outside the city limits, the area of notification shall extend for 1,000 feet and, if such notification extends into the city limits, then 200 feet inside the city limits must also be included. The notice to adjacent property owners including the applicant shall be mailed so that 20 days shall elapse between the mailing date and the hearing date. When the notice has been properly addressed and deposited in the mail, failure of a party to receive such notice shall not invalidate any subsequent action taken by the Commission or the Governing Body.

2. Whenever five or more owners of record of real property owning 10 or more contiguous or noncontiguous lots, tracts or parcels of the same zoning classification initiate a rezoning of their property from a less restrictive to a more restrictive zoning classification, such amendment shall require notice by publication only and hearing in like manner as required by Section 11-100C. Such zoning amendment shall not require written notice and shall not be subject to the protest petition provision of Section 11-103.
4. Whenever the Governing Body or the Planning Commission initiates a rezoning from a less restrictive to a more restrictive zoning classification of 10 or more contiguous or noncontiguous lots, tracts or parcels of the same zoning classification having five or more owners of record of real property, such amendment shall require notice by publication and hearing in like manner as that required by Section 11-100C. In addition, written notice shall be required to be mailed to only owners of record of real properties to be rezoned and only such owners shall be eligible to initiate a protest petition under Section 11-103.

The Commission may give additional notice to other persons as it may from time to time provide by its rules. Such rules may include requirements for additional notice to be provided for by the posting of signs on the property to be considered in the amendment application.

E. Conduct of Hearing.

1. All hearings that these regulations require the Planning Commission to conduct for amendments to changes or revisions in the regulations or the zoning classifications or in district boundaries shall be open public meetings according to K.S.A. 75-4317 et seq., the Open Meetings Act. Legislative hearings are required by the Commission's Bylaws for changes or revisions in the regulations of the Zoning Regulations. When a proposed amendment will affect the zoning classification or district boundary of specific property; however, the Commission acts in a quasi-judicial capacity for the hearing and may upon proper motion proceed to deliberate in closed session according to K.S.A. 75-4318(a). No binding action can be taken in such a session and all voting must be conducted in an open meeting.
2. Any interested person or party may appear and be heard at the hearing in person, by agent or by attorney.
3. The hearing shall be conducted and a record of the proceedings shall be preserved in such a manner and according to such procedures as the Commission may from time to time prescribe by rule or bylaws which are not in conflict with these regulations or applicable state statutes.
4. The Commission shall keep minutes of the proceedings showing evidence presented at hearings, findings of fact by the Commission, motions made and the vote of each member upon any question or recommendation. If a member is absent, abstains or disqualified, such fact shall be indicated.
5. The Commission may request a report on any proposed amendment from any governmental official or agency, or any other person, firm or corporation. If such a report is made, a copy thereof shall be made available to the applicant and any other interested person prior to or at the public hearing.
6. The Commission may make recommendations on proposed amendments to specific properties which affect only a portion of the land described in the hearing notice or which give all or any part of the land described a zoning classification of lesser change than that set forth in the notice. A recommendation for a zoning classification of lesser change than that set forth in the notice shall not be valid, however, without republication and, where necessary, re-mailing of notices, unless the Commission shall have previously established a table or publication available to the public which designates what zoning classifications are lesser changes authorized within the published zoning classifications. (See Appendix page A-1 for Table of Comparability for Zoning Districts.)

7. For action on zoning amendments, a quorum of the Commission must be more than one-half of the membership as established by ordinance. A majority vote of the members of the Commission present at the hearing shall be required to recommend approval or disapproval of the amendment to the Governing Body. If the Commission fails to make a recommendation on a rezoning request, the Commission shall be deemed to have made a recommendation of disapproval.
  8. A hearing may be adjourned from time to time upon a motion to continue in the future at some stated date, time and place. At the conclusion of a hearing, the Commission shall prepare its findings and the factors on which to base its recommendation and vote.
  9. If a meeting is called or a hearing is on the agenda and no quorum is present, the members in attendance may agree to hold the hearing at another meeting in the future at a stated date, time and place or at the next regular meeting for which, when announced at the present scheduled meeting, no further public notice need be given to continue the hearing.
- F. Report by Planning Commission. Within 14 days after the close of the public portion of the hearing and voting on a proposed amendment or special use, the Planning Commission shall submit a report to the Governing Body. A copy of this report shall also be filed with the Clerk and the Zoning Administrator and such copies shall be kept available for public inspection. A copy of the report shall also be mailed to the applicant. Such report shall contain a recommendation as to whether the proposed amendment or special use should be approved or disapproved and specific written determinations on the items listed in Sections 11-100G or 11-100H and on such other items as the Commission may consider relevant. The report submitted to the Governing Body shall be accompanied by a summary of the hearing as required by K.S.A. 12-756(b). In lieu of a report, the above information may be contained in the minutes of the meeting and submitted to the Governing Body.
- G. Amendments to Text. When a proposed amendment by the Governing Body or Planning Commission would result in a change or revision in the text of these regulations, but would not result in a change of zoning classification of any specific property, a legislative hearing shall be held by the Commission and the report or minutes shall contain a statement as to the nature and effect of such proposed amendment.
- H. Review Criteria for Amendments or Special Uses. When a proposed rezoning amendment or special use would result in a zoning change for any specific property, the report of the Planning Commission accompanied by a summary of the hearing shall contain statements as to (1) the present

and proposed district classifications or description of the special use, (2) the applicant's reasons for requesting such reclassification or special use, and (3) a statement of the factors where relevant upon which the recommendation of the Commission is based using the following criteria as guidelines: \*

1. What is the character of the subject property and the surrounding neighborhood in relation to existing uses and their condition?
2. What is the current zoning of the subject property and that of the surrounding neighborhood in relation to the request?
3. Is the length of time that the subject property has remained undeveloped or vacant as zoned a factor in the consideration?
4. Would the request correct an error in the application of these regulations?
5. Is the request caused by changed or changing conditions in the area of the subject property and, if so, what is the nature and significance of such changed or changing conditions?
6. Do adequate sewage disposal and water supply and all other necessary public facilities including street access exist or can they be provided to serve the uses that would be permitted on the subject property?
7. Would the subject property need to be platted or replatted or in lieu of dedications made for rights-of-way, easements, access control or building setback lines?
8. Would a screening plan be necessary for existing and/or potential uses of the subject property?
9. Is suitable vacant land or buildings available or not available for development that currently has the same zoning as is requested?
10. If the request is for business or industrial uses, are such uses needed to provide more services or employment opportunities?
11. Is the subject property suitable for the uses in the current zoning to which it has been restricted?

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\* NOTE: All the factors stated in the decision of Golden v. City of Overland Park, 224 Kan. 591, 584 P.2d 130 (1978) are included in this list. In using these factors as guidelines, modifications may be made in the criteria to more specifically relate them to the particular zoning change in classification or special use.

12. To what extent would the removal of the restrictions, i.e., the approval of the zoning request detrimentally affect other property in the neighborhood?
13. Would the request be consistent with the purpose of the zoning district classification and the intent and purpose of these regulations?
14. Is the request in conformance with the Comprehensive Plan and does it further enhance the implementation of the Plan?
15. What is the nature of the support or opposition to the request?
16. Is there any information or are there recommendations on this request available from professional persons or persons with related expertise which would be helpful in its evaluation?
17. By comparison, does the relative gain to the public health, safety or general welfare outweigh the loss in property value or the hardship imposed upon the applicant by not approving the request?

Of those factors considered as relevant to the requested change in zoning district classification or boundary or special use, not all factors need to be given equal consideration by the Commission in deciding upon its recommendation.

- 101 **Special Uses.** Because of particular factors associated with their activities, certain uses which might have an adverse effect upon nearby properties or upon the character and future development of a district are not permitted outright in districts, but are allowed as "special uses" when their proposed location is supplemented by additional conditions such as to make the use considered compatible with the surrounding property, the neighborhood and the zoning district.

In granting a special use, the minimum requirements of approval for all similar types of permitted uses in the same district must be met, unless otherwise reduced by a specific reference in these regulations. The requirements may be made more stringent if there is a potentially injurious effect which may be anticipated upon other property and the neighborhood or contrary to the welfare and convenience of the public. Such additional conditions may include, but are not limited to, requirements affecting the lot size or yard dimensions; changing street width; the extent and location of entrance or exit drives; controlling the size, location and number of signs; the period and time of operation; lot coverage and height of buildings; screening, fencing and/or landscaping to protect the surrounding property; establishing environmental standards for air and water pollution, noise, vibration, lighting and other such conditions; protection from flooding; and additional improvements such as street construction, sidewalks, utilities and storm drainage, if necessary, including platting and/or dedications. Such conditions may be placed upon the property which is the subject of the special use application or upon the applicant or both.

Although the Official Zoning Map is not amended, the procedure for approval of a special use shall otherwise be the same as for an amendment to change a zoning district classification or boundary which is set forth in Section 11-100 of this Article including the provisions for filing protest petitions in Section 11-103; provided, that any conditions which are further imposed upon the special use shall be made a part of the effectuating ordinance. Applications for a special use shall be accompanied by a plot plan of the proposed development. Concurrent applications may be processed for changing zoning district classifications as amendments and approving special uses on the same property wherein joint notices are advertised and mailed and hearing held; however, separate motions, review criteria and effectuating ordinances are necessary.

Failure to comply with any of the conditions for a special use which are later attached to a zoning permit shall constitute a violation of these regulations. Upon a finding by the Zoning Administrator of such a violation, the zoning permit may be declared null and void. If an applicant desires to make a change in a condition at a later date it is necessary to apply for a rehearing and a decision be made in the same manner as the original special use; however, only the requested condition is to be reconsidered at the hearing.

No special use approval by the Governing Body shall be valid for a period longer than one year from the publication date of the effectuating ordinance unless (1) another time period is designated as a condition attached to the special use; (2) an application is filed and a zoning permit is approved during the period of validity. In such instance the special use shall be valid for the period of validity of the zoning permit. The Governing Body may authorize extensions of the validity period without notice or public hearing for more than one year upon a written request received within a valid period. Upon expiration of any validity period, the effectuating ordinance automatically becomes null and void unless an extension has been granted or a zoning permit has been obtained.

- 102 **Project Review.** In the event that certain public improvements, facilities or utilities of a type embraced within the recommendations of the Comprehensive Plan are classified as special uses or are the subject of a change in zoning district classification or boundary, the consideration of such uses by the Planning Commission in conjunction with a zoning application may also constitute their project review of such proposed use if concurrently processed under procedures required by K.S.A. 12-748, as amended; provided, that a statement of findings is included in the Commission's approval or disapproval as to whether such proposed use is or is not in conformance with the Comprehensive Plan. In case the Commission finds that the proposed use is not in conformance to the Plan and states in writing the manner in which it is not in conformance, then the Governing Body shall not proceed with construction of such a proposed use unless the Governing Body by a majority vote overrides the disapproval of the Commission and the Plan shall be deemed to have been amended and the Commission shall make the necessary changes in the Plan to reflect the vote of the Governing Body.

- 103 **Filing of Protest.** Whether or not the Planning Commission approves or disapproves a zoning change, if a written protest against a proposed amendment for a specific property or a special use shall be filed in the office of the Clerk within 14 days after the date of the conclusion of the hearing by the Commission which is signed and acknowledged and an accurate legal description of their property provided by the owners of record of 20% or more of any real property proposed to be altered or changed, excluding streets or public ways, or by the owners of record of 20% or more of the real property within the total area required in the official area of notification by Section 11-100D, excluding streets and public ways and specific statutorily excluded property as described below, then the effectuating ordinance shall not be passed except by at least a 3/4 vote of all the members of the Governing Body. (See Sections 11-100D2 and D3 for protest petition exceptions for rezoning from a lesser restrictive to a more restrictive zoning classification.)

Property statutorily excluded by K.S.A. 12-757(f) from determining the sufficiency of a protest petition when calculating the total real property within the notification area is that which was (1) requested by the owner of the specific property for rezoning or a special use; or (2) the owner of the specific property requested for rezoning or a special use who does not oppose in writing such rezoning or special use. (See Sections 11-100 D2 and D3 for protest petition exceptions for rezoning from a lesser restrictive to a more restrictive zoning classification.)

- 104 **Adoption of Amendments or Special Uses by the Governing Body.** When the Planning Commission in its report submits a recommendation of approval or disapproval of a proposed amendment or special use including the basis therefore, the Governing Body may: (1) Adopt such recommendation by an effectuating ordinance; (2) override the Commission's recommendation by a 2/3 majority vote of the membership of the City Council; or (3) return such recommendation to the Commission with a statement specifying the basis for the Governing Body's failure to approve or disapprove. If the Governing Body returns the Commission's recommendation, the Commission, after considering the same, may resubmit its original recommendation giving the reasons therefore or submit a new or amended recommendation. Upon the receipt of such recommendation, the Governing Body, by a simple majority thereof, may adopt or may revise or amend and adopt such recommendation by the effectuating ordinance or it need take no further action thereon. If the Commission fails to deliver its recommendation to the Governing Body following the Commission's next regular meeting after receipt of the Governing Body's report, the Governing Body shall consider such course of inaction on the part of the Commission as a resubmission of the original recommendation and proceed accordingly.

In considering its decision under each of the above set of circumstances, the Governing Body shall take into account the guidelines in Section 11-100H which are relevant to the proposed amendment or special use and, having reviewed the Commission's findings of fact and the factors upon which their recommendation is based, the Governing Body either adopts the Commission's findings and factors by reference or records their own findings of fact and the factors upon which their decision is based.

The proposed amendment or special use shall become effective upon publication of their respective adopting ordinance. If such an amendment affects the classification or boundaries of any zoning district, the respective ordinance shall legally describe the classification or boundaries as amended, shall order the Official Zoning Map to be changed to reflect such amendment, and shall reincorporate such map as amended.

- 105 Annual Review. In order to maintain these regulations including the Official Zoning Map(s), the Planning Commission shall annually hold a public review at their first regular meeting in February to consider amendments, if any, to these regulations. Preceding such a review, the Governing Body and other affected governmental agencies and interested parties should be notified of the intent to review and their ideas requested. In preparation for such a review, the Zoning Administrator shall maintain a master copy of the current zoning regulations on which are recorded comments and ideas brought to the attention of the Administrator during the preceding year in order to maintain the intent and purpose of these regulations under changing conditions and to implement the Comprehensive Plan. Information on any relevant changes in state statutes shall be compiled for the review.

- 106 Judicial Review. As provided by K.S.A. 12-760, as amended, any ordinance, regulation, amendment, special use or other zoning decision provided for or authorized by these regulations shall be reasonable and any person aggrieved thereby may have the reasonableness of any decision determined by bringing an action against the City within 30 days after a final decision is made by the City. In the event that an amendment to these regulations or a special use is approved by the Governing Body, the 30-day period commences when the effectuating ordinance is published. Such action shall be brought in the County District Court.

According to K.S.A. 12-757(a), if a proposed amendment is not a general revision of the existing regulations and affects specific property, such an amendment shall be presumed to be reasonable if it is in accordance with the land use plan or the land use element of the comprehensive plan.

## ARTICLE 12. SEVERABILITY AND EFFECTIVE DATE

100 **Severability.** If any provisions of these regulations are held to be unconstitutional or otherwise invalid by any court of competent jurisdiction, then such provisions shall be considered separately and apart from the remaining provisions of these regulations, so as to be completely severable and the remaining provisions of these regulations shall remain in full force and effect.


101 **Effective Date.** These regulations shall be in full force and effect from and after their adoption by the Planning Commission, approval by the Governing Body by an ordinance incorporating these regulations by reference as a model code in book form and publication of such ordinance in the official city newspaper.

ADOPTED by the Mulvane City Planning Commission on September 10, 2009.

ATTEST:



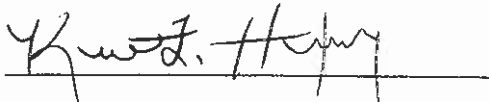
Susan K. Evans, Secretary

  
JAMES W. PATTERSON  
Chairperson


APPROVED and ADOPTED by the City Council of the City of Mulvane, Kansas on October 05, 2009.

(S E A L)

ATTEST:



Kent L. Hixson, Deputy City Clerk

  
James P. Ford, Mayor

(Adopted by Ordinance No. \_\_\_\_\_ by the City Council of the City of Mulvane, Kansas on October 05, 2009, officially published in The Mulvane News on October 08, 2009 and effective on October 08, 2009.)



## APPENDIX

### TABLE OF COMPARABILITY FOR ZONING DISTRICTS

In accordance with provisions provided for in K.S.A. 12-757(b) and in Section 11-100E6 of the Zoning Regulations of the City of Mulvane, Kansas, the Mulvane City Planning Commission hereby establishes a "Table of Comparability for Zoning Districts" as listed below. This table designates the zoning districts which are considered to be "lesser changes" due to their more restrictive characteristics as set forth in the Zoning Regulations.

When considering zoning district amendments, the Planning Commission and the Governing Body may recommend and approve a lesser change in zoning districts for the property already advertised for a public hearing without republication of a notice or redistribution of notices to property owners when such change is more restrictive than the district which is applied for as shown on the table below; provided, however, that such recommendation and approval shall not be for a lesser classification than the existing zoning district. If the applicant at the Governing Body meeting at which a zoning amendment is being considered desires to amend the application and/or the Governing Body desires to consider a "lesser" zoning change, then such a proposed change shall be returned to the Planning Commission for reconsideration and further recommendation to the Governing Body without further publication or notice as provided for in K.S.A. 12-757(c) and in Section 11-104 of the Zoning Regulations.

<b>MOST RESTRICTIVE:</b>	A-1	Agricultural Transition District
	RS-1	Single-Family Suburban Residential District
	R-1	Single-Family Residential District
	R-2	Two-Family Residential District
	R-3	Multiple-Family Residential District
	B-1	Office Business District
	B-3	General Business District
	I-1	Light Industrial District
<b>LEAST RESTRICTIVE:</b>	I-2	Heavy Industrial District

Because of the uniqueness and special purpose for which the R-1A Single-Family/-Zero Lot Line Residential, MH-1 Manufactured Home Park, MH-2 Manufactured Home Subdivision, B-2 Central Business, B-4 Interchange Business and PUD Planned Unit Development districts serve, these districts are excluded from the Table of Comparability. The Floodplain Management Regulations are not a district, but an overlay to all the underlying zoning districts.

Although the notification for a "Special Use" is processed in the same manner as a zoning district amendment, it is not an actual change in zoning districts and, therefore, the Table of Comparability does not apply and reapplication is necessary for consideration of a different "Use" even if in the same zone. Part of the property considered for a Special Use, however, may be withdrawn by the applicant or a lesser amount recommended for approval without renotification.

EXAMPLE: If an application is advertised for a public hearing requesting a change from R-1 Single-Family Residential District to I-1 Light Industrial District, the Planning Commission may recommend the lesser, i.e., more restrictive B-3 or B-1 Business districts without republication or mailing of new notices.

If an application, however, is advertised for public hearing requesting a change from the existing B-1 Business District to the I-1 Industrial District, the recommending of the lesser R-3 or R-2 districts shall not be valid without republication and the mailing of new notices.

## SELECTED INDEX BY SUBJECT AND SECTION

### A

#### **Accessory Dwelling**

Definition of, 2-101

#### **Accessory Use or Structure**

Definition of, 6-100A; general requirements, 3-102H; permitted uses, zoning permit, 6-100B; bulk regulations, 6-100C; use limitations, 6-101D

#### **Access to Business and Industrial District**

Residential limitation, 3-103H

#### **Adult Care Center**

Definition of, 2-102

#### **Adult Care Home**

Definition of, 2-102; See also nursing or convalescent home, 2-102

#### **Agreements, Private**

Rules of interpretation for, 2-100C

#### **Agriculture**

Definition of, inside City, outside City, exemption of, 2-102; Compliance Certificate, 9-101C; See also exemptions from regulations

#### **Aircraft**

Definition of, 2-102

#### **Airport**

Definition of, 2-102

#### **Alley**

Definition of, 2-102

#### **Alteration, Structural**

Definition of, 2-102; See structural alteration

#### **Amateur Radio Operator**

See height, maximum for exemption, 2-102

#### **Amendments**

General requirements, 11-100; proposed by, 11-100A; application, 11-100B; notice, 11-100D; hearing, conduct thereof, 11-100C and E; minutes, 11-100E4, 11-100F; table of comparability, 11-100E6, Appendix; voting, quorum, 11-100E4 and 7; hearing continued, 11-100E8 and 9; no quorum, 11-100E9; report on, 11-100F; amendments to

regulations, 11-100G; change in district, factors, 11-100H; protest petition, 11-103; adoption by governing body, 11-104; judicial review, 11-106; See also project review, 11-102

#### **Amusement Center**

Definition of, video games, 2-102

#### **Animal Hospital or Clinic**

Definition of, 2-102

#### **Animal or Fowl**

Definition of, 2-102

#### **Annexed Land**

Zoning procedure, 3-103I

#### **Annual Review**

Regulations, zoning administrator's master copy, 11-105

#### **Antenna, Television and Radio**

See Definition of height, maximum for exemptions, 2-102; accessory uses, 6-100B7

#### **Apartment**

Definition of, See dwelling, multiple-family, 2-102

#### **Appeal from Decision of Zoning Administrator**

General requirements, 10-106; time for, 10-106A; application, 10-106B; stay of proceedings, 10-106C; hearing, notice, 10-106D; decision, 10-106E; See also board of zoning appeals

#### **Asphalt Mixing Plant**

Temporary permit, 6-101I

#### **Assisted Living Facility**

Definition of, 2-102

#### **Auction Sign**

See real estate sign, 7-101A12

#### **Automobile Service Station**

Definition of, 2-102

#### **Awning**

Definition of, 2-102; permitted obstruction, 3-103F1; sign, 7-101A2

## B

### **Basement**

Definition of, 2-102

### **Bay Window**

Permitted obstruction, 3-103F1

### **Bed and Breakfast Home**

Definition of, home occupation, 2-102

### **Bed and Breakfast Inn**

Definition of, 2-102

### **Billboard Sign**

Advertising, 7-101A1

### **Board of Zoning Appeals**

Meaning of, 2-101A11; planning commission designation, 10-100; general procedures, voting, 10-101; jurisdiction, 10-102; judicial review, 10-105

### **Boarding or Rooming House**

Definition of, 2-102; home occupation, 6-102B3

### **Building**

Definition of, 2-102

### **Building Setback**

Definition of, See setback, building, proposed rights-of-way, 2-102; platted, 3-103B

### **Bulk Regulations**

Definition of, 2-102; general requirements, 3-102E; public utility facility exemption, 3-103G; accessory uses, 6-100C

### **Business and Professional Office**

Definition of, 2-102

## C

### **Campground**

Definition of, 2-102

### **Canopy**

Definition of, 2-102; permitted obstruction, 3-103F1

### **Capacity in Persons**

Definition of, 2-102

### **Carport**

Definition of, 2-102; not permitted obstruction, 3-103F1; See also garage

### **Car Wash**

Definition of, 2-102

### **Change in Ownership or Operator**

Right to continue, 8-100

### **Change in Use**

Nonconforming, 8-103H; zoning permits, 9-101A; occupancy certificates, 9-101B

### **Child Care Center**

Definition of, See child care facilities, 2-102

### **Child Care Facilities**

Definition of, 2-102; home occupation prohibited, 6-102D3

### **Chimney**

Permitted obstruction, 3-103F1

### **Citizen Band Operator**

See height, maximum for exemption, 2-102

### **City Clerk**

Duties, 9-100B

### **Club**

Definition of, 2-102; See also fraternal or service club

### **Common Lot Line Housing**

See dwelling, attached

### **Communication Structure**

See Definition of cell tower; height, maximum for exemptions, 2-102; lot size and bulk regulations exemption, 3-103G; accessory uses, 6-100B7

### **Concrete Mixing Plant**

Temporary permit, 6-101 I

### **Conditional Use**

Definition of, 2-102; general requirements, 3-102C; See also individual zoning districts

for list of conditional uses, Article 4; status of existing or reclassified, 8-106; application, 10-108A; hearing, notice, 10-108B; standards, 10-108C; conditions, 10-108D; decision, record, 10-108E; validity period, 10-108F; See also board of zoning appeals

#### **Condominium**

Definition of, 2-102; lot size requirements, 3-102D2; bulk regulations, 3-102E2

#### **Contradictory Regulations**

Rules of interpretation for, 2-100B

#### **Corner Lot**

Definition of, See lot, corner, 2-102

### **D**

#### **Damaged Structure or Use**

nonconforming, 8-102C, 8-103F

#### **Day Care Home**

Definition of, See child care facilities, 2-102; home occupation permitted, 6-102C1

#### **Daylight Window**

Permitted obstruction, 3-103F1

#### **Deck**

Not permitted obstruction, 3-103F1

#### **Deed Restriction**

Rules of interpretation for, See private agreements, 2-100C

#### **Density**

Definition of, 2-102

#### **Dental Clinic**

Definition of, See medical, dental or health clinic, 2-102

#### **Developer**

Definition of, 2-102

#### **District**

Definition of, 2-102; See also zoning districts

#### **Dog Kennel**

Definition of, 2-102

#### **Drive-in Establishment**

Definition of, 2-102

#### **Dwelling**

Definition of, 2-102

#### **Dwelling, Attached**

Definition of, common lot line housing, 2-102

#### **Dwelling, Detached**

Definition of, 2-102

#### **Dwelling, Multiple-Family**

Definition of, 2-102

#### **Dwelling, Single-Family**

Definition of, 2-102; See also dwelling, detached

#### **Dwelling, Two-Family**

Definition of, 2-102; See also dwelling, attached

#### **Dwelling Unit**

Definition of, 2-102

### **E**

#### **Earth-Sheltered Dwelling**

Definition of, 2-102

#### **Easement**

Definition of, 2-102; dedication thereof, 3-103K; construction on or over, 9-101A3

#### **Eaves and Gutters**

Permitted obstruction, 3-103F1

#### **Effective Date**

Amendments, 11-104; regulations, 12-101

#### **Electric Transmission Line Tower**

See height, maximum for exemption, 2-102

#### **Enforcement**

Zoning administrator, city attorney, 9-102A; See also violations

#### **Exception**

See conditional use

**Exemptions from Regulations**

List of use exemptions, 3-100E; registration of, 8-107

**Existing Conditional and Special Uses and Exceptions**

Status of, 8-106

**F****Family**

Definition of, 2-102

**Family Day Care Home**

Definition of, See child care facilities, 2-102

**Feedlot**

Definition of, See also agriculture, inside city, outside city, 2-102

**Fees**

Fee schedule, 9-104

**Fence**

Definition of, 2-102; permitted obstruction, 3-103F 2 through 5; screening requirements, 3-104; site plan, 3-105F7; zoning permit, 6-100B; See also wall

**Fireworks**

Zoning permit, 6-101; temporary use, 6-101H

**Flagpole**

See Definition of height, maximum for exemption, 2-102; permitted obstruction, 3-103F1

**Floodplain Regulations**

Overlay zone, 3-101A; general requirements, 3-103L; excavating, 9-101A4; floodplain management regulations, Appendix C-1

**Floor Area**

Definition of, 2-102; required parking spaces, 5-101

**Fraternal and Service Club**

Definition of, 2-102

**Frontage**

Definition of, 2-102

**Front Lot Line**

Definition of, See lot line, front, 2-102

**Front Yard**

Definition of, See yard, front, corner lot, 2-102; average setback in existing residential, 3-103C

**G****Garage, Private**

Definition of 2-102; not permitted obstruction, 3-103F1; setback requirements for attached and detached, 5-100A4; zoning permit, 6-100B; accessory use, 6-100B1; bulk regulations, 6-100C; use limitations, 6-100D1; home occupation, 6-102B1

**Garage, Repair**

Definition of, 2-102

**Garage Sale Sign**

Right of way location, 7-102K; exemption, 7-103A5

**Garage or Yard Sale**

Frequency, 6-101F

**Garden Store**

Definition of, 2-102

**Governing Body**

Meaning of, 2-101A7; adoption of amendments or special uses, 11-104; regulations, 12-101; ordinance, Appendix

**"Grandfather Clause"**

General, Article 8

**Group Boarding Home**

Definition of, See child care facilities, 2-102

**Group Day Care Home**

Definition of, See child care facilities, 2-102

**Group Home**

Definition of, 2-102; See also dwelling, single-family

## H

### **Hazardous Waste Facility**

Definition of, 2-102

### **Health Clinic**

Definition of, See medical, dental or health clinic, 2-102

### **Height, Maximum**

Definition of, exemptions for, 2-102

### **Home Occupation**

General requirements, 3-102J; authorization, zoning permit, 6-102; Definition of, 6-102A; use limitations, 6-102B; permitted uses, 6-102C; prohibited uses, 6-102D; authorization by conditional use, 6-102E; sign, 7-104A and B

### **Hotel**

Definition of, 2-102

## I

### **Interior Lot**

Definition of, See lot, interior, 2-102

## J-K

### **Judicial Review**

Court action, time limit, 11-106

### **Jurisdiction, Zoning**

See zoning jurisdiction, 1-103

## L

### **Landfill, Sanitary**

Definition of, 2-102

### **Landscaping**

Definition of, 2-102; screening and landscaping requirements, 3-104; site plan, 3-105F7 and G5

### **Liability**

Zoning administrator, 9-102B

### **Licensing Regulation**

Rules of interpretation, 2-100E

### **Loading and Unloading**

See off-street loading and unloading

### **Lot**

Definition of, See lot, zoning, 2-102

### **Lot Area**

Definition of, 2-102

### **Lot Coverage**

Definition of, 2-102

### **Lot Depth**

Definition of, 2-102

### **Lot Line**

Definition of, 2-102

### **Lot of Record**

Definition of, 2-102; nonconforming, 8-100, 8-101

### **Lot, Reverse Frontage**

Definition of, 2-102

### **Lot Size Requirements**

Definition of, 2-102; general requirements, 3-102D; utility and communication facilities exemption, 3-103G

### **Lot Width**

Definition of, 2-102

## M

### **Manufactured or Mobile Home**

Definition of, 2-102; See also dwelling; replacement of, 3-103N 1 and 2; as storage or office, 3-103N3; disasters, 3-103N4; hardship, 3-103N5; accessory to agricultural land, 3-103N6; See also residential-design manufactured home

### **Manufactured Home Park**

Definition of, 2-102; district, 4-107

**Manufactured Home Subdivision** Definition of, 2-102; district 4-108

**Measurements**

Measuring distances, 2-101A13

**Medical Clinic**

Definition of, See medical, dental or health clinic, 2-102

**Microwave Transmitting and Relay Tower**

See Definition of height, maximum, 2-102

**Mini-Storage Facility**

Definition of, 2-102

**Modular Home**

Definition of, 2-102

**Motel**

Definition of, See hotel, 2-102

**N****Nonconforming Lot of Record**

Definition of, 2-102, 8-100A; residential districts, 8-101A; other districts, 8-101B

**Nonconforming Structure**

Definition of, 2-102, 8-100B; continuation, 8-103A; enlargement, repair or alteration, 8-102B; damage, 8-102C; moving, 8-102D; residential, 8-104; nonresidential, 8-105

**Nonconforming Use**

Definition of, 2-102, 8-100C; continuation, 8-103A; repair, 8-103B; alteration, 8-103C; extension, 8-103D; enlargement, 8-103E; damage, 8-103F; moving, 8-103G; change in use, 9-103H; abandonment, 8-103J; residential, 8-104; nonresidential, 8-105; registration of, 8-107

**Nursing or Convalescent Home**

Definition of, 2-102; See also adult care home and assisted living facility, 2-102

**O****Obstructions Permitted in Yards**

Permitted obstructions, 3-103F

**Occupancy Certificate**

Definition of, 2-102; change of use, 9-101B; application, 9-101B1; completion and inspection, subdivision regulations requirements, 9-101B2a; issuance period, temporary, 9-101B2b

**Off-Street Loading and Unloading**

Requirements, 5-103

**Off-Street Parking**

General requirements, 3-102G; general provisions for design, maintenance and plan approval, zoning permit, 5-100; handicapped parking, 5-100A5j; required spaces, 5-101; off-premises parking areas, 5-102

**Oil and Gas Drilling and Operation**

Exemption, 3-100E5

**Open Land, Uses of**

Compliance of, 3-100D

**Ordinance**

Effectuating, 11-104; incorporating regulations, Appendix

**P-Q****Parking Space**

See off-street parking

**Patio**

Permitted obstruction, 3-103F1

**Penalties**

See violations

**Permit, Existing Zoning**

Effect on, 2-100F

**Permitted Use**

Definition of, 2-102; general requirements, 3-102A; See also individual zoning districts for list of permitted uses, Article 4

**Person**

Legal entities included, 2-101A5

**Planning Commission**

Meaning of, 2-101A9; adoption of regulations, 12-101

**Political Sign**

Exemption, 7-103A8; See also ideological sign, 7-103A9

**Porch**

Not permitted obstruction, 3-103F1

**Portable Sign**

Regulations, 7-102L

**Premises**

Definition of, 2-102

**Preschool**

Definition of, See child care facilities, 2-102

**Principal Structure**

Definition of, 2-102

**Principal Use**

Definition of, 2-102

**Professional Office**

Definition of, See business office, 2-102

**Project Review**

Public improvements, facilities, utilities, 11-102

**Protest Petition**

Filing, procedure, 11-103

**Purpose of Zoning District**

See introductory paragraph for each district, Article 4

**Purpose of Regulations**

Purpose generally, 1-101

**R****Real Estate Sign**

Right of way location, 7-102K; exemption, 7-103B5

**Rear Lot Line**

Definition of, See lot line, rear, 2-102

**Rear Yard**

Definition of, See yard, rear, 2-102

**Recreational Vehicle**

Definition of, 2-102; storage of boats, camping trailers, motor homes, 6-100B4

**Recycling Center**

Definition of small, large or processing, 2-102; accessory uses, 6-100B12; zoning permit, 6-101; temporary uses, 6-101G

**Rehabilitation Home**

Definition of, 2-102

**Repair or Maintenance of Structure**

See Definition of structural alteration, 2-102; alterations regulated, 3-100C; nonconforming, 8-102B, 8-103B

**Residential Building**

Definition of, 2-102

**Residential-Design Manufactured Home**

Definition of, restrictive covenants, 2-102; See also dwelling and manufactured or mobile home

**Restaurant**

Definition of, 2-102

**Restrictive Covenant**

Rules of interpretation for, See private agreements, 2-100C

**Retail**

Definition of, 2-102

**Rezoning**

See amendments

**Right of Way, Proposed**

See Definition of setback, building, 2-102; dedication thereof, 3-103K, 9-101A2

**Roof Structures**

See Definition of height, maximum for exemptions, 2-102

**Rooming House**

See boarding or rooming house

**Rules of Word Construction**

Definition of selected words, 2-101; undefined words and terms, 2-101C

**S**

**Salvage Yard**

Definition of, unlicensed or inoperative motor vehicles, 2-102

**Satellite Dish Antenna**

Requirements for, 6-100B6

**Screening**

Definition of, 2-102; requirements, 3-104; site plan, 3-105F7 and G6

**Seasonal Sales**

Christmas trees, 6-101B; farm produce, 6-101D; retail goods, 6-101E

**Service Station**

Definition of, See automobile service station, 2-102

**Severability**

Unconstitutionality, invalidity, 12-100

**Sewer Facilities**

General requirement, 3-103J

**Side Lot Line**

Definition of, See lot line, side, 2-102

**Side Yard**

Definition of, See yard, side, 2-102

**Sign**

Definition of, 2-102; general requirements, 3-102K; classifications, 7-101A and B; general standards, 7-102; location on or over right of way or easement, 7-102K; damaged or unsafe, 7-102M; exemptions, 7-103; district regulations, 7-104; home occupation, 7-104A1c and 4c, 7-104B1b, 2c and 4b; monument signs, 7-105; nonconforming signs, 7-106

**Sign of Governmental Body**

General exemption, also exempts school board, 7-103A1

**Site Plan Approval**

General requirements, 3-105; See also Appendix for Site Plan Review Criteria, B-1

**Solar Equipment**

See Definition of height, maximum for exemption, 2-102; accessory use, 6-100B6

**Special Use**

Definition of, 2-102; general requirements, 3-102B; See also individual zoning districts for list of special uses, Article 4; status of existing or reclassified, 8-106; general provisions, 11-100; conditions, approval procedure, protest petition, 11-101; factors as guidelines, 11-100H; See also amendments and protest petitions

**Status of Existing Conditional and Special Uses and Exceptions**

8-106

**Statutory Authority**

Applicable state statutes, 1-102

**Storage, Outdoor**

Definition of 2-102; accessory use, 6-100B13; manufactured/mobile home as storage structure, 3-103N3; See also individual zoning districts for use limitations.

**Storage Structure**

Zoning permit, 6-100B; accessory use, 6-100B3; bulk regulations, 6-100C; use limitations, 6-100D1; home occupation, 6-102B1

**Street Trees**

See trees

**Structure**

Definition of, 2-102; moving, 3-100A, 3-103M; new, 3-100A; new uses, 3-100B, 8-103H; number of on a zoning lot, 3-103A; See also nonconforming structure and nonconforming use

**Structural Alteration**

Definition of, 2-102; compliance requirements, 3-100C

**Swimming Pool**

Accessory use, fencing, 6-100B8

## **T**

### **Table of Comparability**

Lesser changes, republication, re-notification, special uses, 11-100E6, Appendix, A-1

### **Tavern and Drinking Establishment**

Definition of, 2-102

### **Temporary Use or Structure**

General requirements, 3-102I; temporary uses permitted, zoning permit, 6-101

### **Through Lot**

Definition of, See lot, through, 2-102

### **Trees**

Planting of, 9-101A5

## **U**

### **Unlawful Uses**

Status of, 2-100D

### **Unlicensed or Inoperative Motor Vehicles**

See Definition of salvage yard, 2-102

### **Use Regulations**

Definition of, 2-102; use limitation, 3-102F; See also individual zoning districts for use limitations, Article 4

### **Uses**

Open land, 3-100D; number of on a zoning lot, 3-103A

### **Utility**

Exemptions, 3-100E1; lot size and bulk regulations, 3-103G

## **V**

### **Variance**

General requirements, use variance, 10-107; authorized, 10-107C; application, 10-107A; hearing, notice, 10-107B; statutory findings of fact, 10-107D1; conclusions from evidence; 10-107D2; conditions, 10-107E; decision, record, 10-107F; validity period, 10-107G; See also board of zoning appeals

### **Vesting of Development Rights**

Status of single-family residential development, 2-100G

### **Veterinarian Clinic**

Definition of, See animal hospital or clinic, 2-102

### **Video Games**

See amusement centers, 2-102

### **Violations**

Penalties, 9-103A; remedies, 9-103B; floodplain, 9-103C

### **Vision Triangle**

Definition of, central business district exception, 2-102; general requirements, 3-103O

## **W-X**

### **Wall**

Permitted obstruction, 3-103F 2 through 5; decorative perimeter boundary and entryway to subdivision, 3-103F3; See also Definition of fence, 2-102

### **Water Tower**

See Definition of height, maximum for exemption, 2-102

### **Water Facilities**

General requirement, 3-103J

### **Wind Energy Conversion System**

See Definition of height, maximum, 2-102; use limitation, 6-100D2

### **Window Well**

Permitted obstruction, 3-103F1; See also daylight window

### **Wing Wall**

Not permitted obstruction, 3-103F1

## Y

### **Yard**

Definition of, 2-102; open land, 3-103D; general restrictions, 3-102E; permitted obstructions, 3-103F

### **Yard Sales**

Frequency, 6-101F

## Z

### **Zoning Administrator**

Definition of, 2-102; duties, 9-100A; enforcement, 9-102A; liability, 9-102B; reports, 9-105

### **Zoning Districts**

districts listed below contain the related provisions for permitted, special and conditional uses; lot size requirements; bulk regulations and use limitations: A-1 Agricultural Transition, 4-101; RS-1 Single-Family Suburban Residential, 4-102; R-1 Single-Family Residential, 4-103; R-1A Single-Family/-Zero Lot Line Residential, 4-104; R-2 Two-Family Residential, 4-105; R-3 Multiple-Family Residential, 4-106; MH-1 Manufactured Home Park, 4-107; MH-2 Manufactured Home Subdivision, 4-108; B-1 Office Business, 4-109; B-2 Central Business, 4-110; B-3 General Business, 4-111; B-4 Interchange Business, 4-112; I-1 Light Industrial, 4-113; I-2 Heavy Industrial, 4-114; PUD Planned Unit Development, 4-115; Floodplain Management Regulations, Appendix, C-1

### **Zoning Jurisdiction**

Regulations applicable to, area covered, 1-103

### **Zoning Lot**

Definition of, See lot, zoning, 2-102; number of structures or uses on, 3-103A

### **Zoning Maps**

Boundaries, 3-101B2, 3-101C, 3-101D; certificate, revision, 9-100A9; incorporation by reference, ordinance, Appendix

### **Zoning Permit**

Effect on existing, 2-100F; Definition of, 2-102; site plan, 3-105B; accessory uses, 6-100B; temporary uses, 6-101; home occupations, 6-102; null and void, 9-101A1; subdivision regulations requirements, 9-101A2; construction on or over easement, 9-101A3; grading, 9-101A4, trees, 9-101A5; application, 9-101A5; period to issue, 9-101A6; validity, 9-101A7

# **CITY OF MULVANE SITE PLAN REVIEW CRITERIA**

**ADOPTED BY THE MULVANE PLANNING COMMISSION**

**AUGUST 13, 1998**

**DENNIS V. ALVAREZ**

**CHAIRMAN**

**SUSAN K. EVANS**

**SECRETARY**

## **Planning Commissioners**

**Ray Myers**

**Ralph Bell**

**Vickey Horton**

**Lyle Blue**

**Larry Parker**

**Ray Buchanan**

**Keith Potter**

**Brad Sorenson**

## GENERAL INTRODUCTION

### ESTABLISHMENT OF SITE PLAN REVIEW:

Public awareness of the physical appearance of the community has increased over time. Mulvane citizens have expressed a desire to identify, maintain and enhance those qualities that make Mulvane unique and appealing to residents and non-residents. In response, the Mulvane City Council on June 26, 1996 established a site plan review process in the revised Zoning Regulations to ensure quality development and to increase public participation in the design and physical development of the community. To enhance the site review process, appearance standards have been added. The Planning Commission examines such issues as the compatibility of a new development to surrounding property and neighborhoods, the quality of a proposed building design and aesthetic impacts. The Zoning Administrator and the Planning Commission use a check list as a tool for evaluating the design of a proposed project. The design criteria contained herein is adopted by the Planning Commission under Section 3-105 of the Zoning Regulations.

### APPEARANCE STANDARDS:

Projects which are subject to review by the Planning Commission are subject to the guidelines in the Appearance Standards. The intent is to provide design consistency ideas to the developer and to offer a standard for evaluating design consistently for each development proposal and applicant. To ensure site compatibility and quality design, these Appearance Standards and Design Elements are listed below.

**Relationship of Buildings to Site** (building placement, access, pedestrian movement, parking, building scale and interrelationships).

**Relationships to Adjoining Areas** (styles, landscape transitions and harmony).

**Landscape and Site Treatment** (compatibility with existing patterns, hardscape elements, plant types and sizes, and exterior lighting).

**Building Design** (design quality, relationship to surrounding scale, materials, colors and sightlines).

**Signs** (size, scale, location, materials, graphic elements and lighting).

**Miscellaneous Structures and Street Hardware** (compatibility, scale, materials, color, lighting and maintenance).

**Maintenance Planning and Design Factors** (quality of material, durability and cleaning).

The importance of the Appearance Standards are to ensure that each proposal receives comparable treatment. The Appearance Standards enables an applicant to incorporate design related issues in the conceptual stages of the proposal which may prevent future delays in the review process and may help reduce the review time by the Planning Commission and applicant. The Appearance Standards does not dictate a specific architectural style, but rather encourage enhancements for aesthetics and appearance.

## MINIMUM FUNCTIONAL STANDARDS:

In addition to the appearance standards, the following minimum functional standards shall be shown in the submittal as a precondition to review by the Planning Commission.

### Screening and Landscaping:

Screening and/or landscaping shall be provided on all properties developed except single-family and duplexes.

- A. Screening shall be provided along all sides or rear lot lines adjacent to residential districts.
- B. Landscaping shall be provided along a front lot line to the depth of at least ten (10) feet whenever such front lot line is adjacent to or across from such residential districts. No other uses except driveways and signs shall be allowed in a landscaped area.
- C. Screening shall be provided on all required development sufficient to reasonably hide from view all loading docks, trash receptacles, outdoor storage areas, outdoor displays, door work areas, parking spaces, lighting entrances and similar uses from residential districts.
- D. Screening on the side or rear lot line may be reduced in height and intensity in the front yard area extending to the front lot line; i.e., the street right-of-way; however, screening shall not be required along such lot lines in that portion of the front yard which may be landscaped.
- E. Whenever properties are developed adjacent to an alley, screening may be omitted at driveways deemed essential for ingress and egress to uses established on the property.
- F. Screening may consist of fencing and/or landscaping provided that screening will serve to adequately reduce:
  1. The effects on the environment caused by adjacent nonresidential or higher density residential uses;
  2. Noise;
  3. Lighting;
  4. Glare;
  5. Blowing trash; and
  6. Odor.
    - a. Screening fences must maintain the following standards:
      - (1) Not less than six (6) feet in height.
      - (2) Slatting shall provide a 90% reduction in the passage of light.
      - (3) Only gates which open to the street shall be allowed to remain open during the hours of operation.
    - b. Landscaping:
      - (1) Maintaining a reduced impact to a height of not less than six (6) feet, year-around, within one year of planting.

- G. Landscaping and/or tree placement in street right-of-way.
1. Ornamental trees (20' or less at maturity)
    - a. Shall have no less than a six (6) foot separation from curb or sidewalk.
    - b. Shall have no less than six (6) foot separation from parking area, buried utility, underground storm sewer or driveway approaches.
    - c. May be planted under electric aerial utility power lines; however, taller trees may not be.
  2. Shade trees (20' or greater at maturity)
    - a. Shall have no less than a six (6) foot separation from curb or sidewalk.
    - b. Shall have no less than a six (6) foot separation from parking area, buried utility lines, underground storm sewer or street lights.
    - c. May not be planted in drainage or utility easements.
  3. Bushes and shrubs four (4) foot or less at maturity or trimmed.
    - a. Shall have no less than a two (2) foot separation from driveway approaches, sidewalks, parking areas, utility meters, manholes, storm sewer structures, power poles, utility pedestals or street lights.
    - b. Shall be restricted to 33 inches in height within the vision triangle.  
(See definition of VISION TRIANGLE in Section 2-102 of the Zoning Regulations.)
    - c. All shrubs shall be a minimum of two gallon container size.
- H. Landscaping planting sizes at the time of planting:
1. Ornamental trees minimum 1½ inch trunk caliper with measurement beginning six (6) inches from the ground.
  2. Shade/Canopy trees minimum two (2) inch trunk caliper with measurement beginning six (6) inches from the ground.
  3. Evergreen trees minimum five (5) feet in height.
- I. All screening and landscaping shall meet the requirements of the required vision triangle.
- J. Landscaping along the front lot line shall involve bringing the soil surface to a smooth finished grade and installing sufficient trees, shrubs, ground cover and grass to soften building lines, provide shade and generally produce a pleasing visual effect of the premises.
- K. The selection of landscape materials shall consider the "mature" growth and habit of such plants so that vegetation will not overhang or obstruct the public street or a sidewalk area in such a manner as to conflict with pedestrian and vehicular access. Plant materials shall be selected from "*Preferred Tree Species for South Central Kansas*" by the Kansas Urban Forestry Council and "*Recommended Shade Trees, Conifer Trees, Ornamental Trees, Shrubs and Grasses for Wichita, Kansas*", unless otherwise specifically approved by the Planning Commission. (See Zoning Administrator for copies.) All plantings shall meet the current American National Standards Institute standards for nursery stock.

- L. **Permanent water supply.** In order to provide for the perpetual maintenance of landscape materials, a permanent water supply shall be provided (see definition of permanent water supply).
- M. The type of fencing should be compatible with the kind and intensity of the land use and the architectural style of the development and adjacent properties.
- N. The Planning Commission may, in its discretion, temporarily or permanently waive the requirements for screening and/or landscaping if:
  - 1. The adjacent land use in the residential district may not necessitate nor benefit from such a requirement; or
  - 2. The adjacent land use may already have provided adequate screening for which additional screening may be a duplication; or
  - 3. The future land use for the adjacent area cannot readily be determined at this time and that upon mutual agreement of the Planning Commission and the applicant, that the requirements may be waived and the matter reviewed at a specified date in the future. In the meanwhile, the Planning Commission shall require that either a letter of assurance or a covenant be submitted to run with the land; or a guarantee in the form of a corporate security bond, cashier check, escrow account or other security be submitted to ensure that such requirements will be met when a determination is made. The Planning Commission may determine the sufficiency of the assurance based on the length of time anticipated before a decision, the size and cost of the potential work involved and the need to ensure that the requirement is met regardless of any change in ownership.
  - 4. None of the above shall prevent the Planning Commission from requiring temporary screening on all or a portion of a side or rear yard wherein a nonresidential use is proposed for development adjacent to an existing single-family dwelling and thereby a potential nuisance or hazard may be created for the homeowner.
- O. All plant materials shall be healthy and /or fencing in place prior to issuance of a certificate of occupancy. A temporary certificate may be issued as provided for in Section 9-101B2 of the Zoning Regulations without the landscaping installation; provided, written assurances are given which are satisfactory to the Zoning Administrator that the planting will take place when the proper season arrives.

**P Fencing.** The following provisions from the Zoning Regulations shall govern the construction and location of fences on any zoning lot:

**Section 2-102, Definitions:**

**FENCE:** A free-standing structure of metal, masonry, glass, plastic or wood or any combination thereof, resting on or partially buried in the ground and rising above ground level, and used for confinement, screening or partition purposes, but which does not pose a threat to public safety or health.

**Section 3-103F, Permitted Obstructions in Required Yards:**

1. In any yard except a front yard: Accessory uses permitted by Article 6; children's recreational and laundry drying equipment; and open and closed fences not exceeding six (6) feet in height with additional height permitted for security design measures.
2. Fences in a front yard: On lots with single or two-family dwellings and residential-design manufactured homes, fences not exceeding four feet in height are permitted which are constructed with at least 75% open space. In all other circumstances, including decorative walls as entryways to subdivisions, open and closed fences are permitted which do not exceed six feet in height with additional height permitted for security design measures.
3. Construction standard for all fences: No fence shall be constructed which will constitute a hazard to traffic or a danger to persons or animals.
4. Conditional use for fences: The Board of Zoning Appeals may as a conditional use approve the construction of higher fences and/or less open space in all yards and in any district if the Board finds that the public welfare is preserved.

**Illumination:**

- A. The level of light on the surface of any parking area required to be reviewed by the Planning Commission shall not be less than one foot candle.

## **PLANNING COMMISSION:**

Projects that present potential impacts to surrounding properties and neighborhoods are submitted to the Planning Commission. If a project is required to be reviewed by the Planning Commission, then a Site Plan Review application must be submitted and all required documents. Each submittal must include the information listed on the application. After accepting your application for processing, the Zoning Administrator will review the application for completeness. If your application is found to be incomplete, you will be notified and asked to submit additional information required to process your application. This may delay the scheduling of your project before the Planning Commission.

Applications are processed on a monthly cycle and are due by 5:00 p.m. ten (10) calendar days prior to a regular Planning Commission meeting.

The Planning Commission meeting is held the second Thursday of each month at 7:30 p.m. in the Council Chamber at City Hall. Each meeting is publicly noticed and an agenda is made available. The meeting is open to the public. The Planning Commission is composed of nine (9) members who are residents of the City and its surrounding vicinity. A quorum requires five (5) members present. All actions on site plans must have a majority vote of the members present and voting.

# **SITE PLAN APPROVAL PROCEDURE AND CRITERIA**

## **PART ONE PURPOSE AND APPLICABILITY**

### **A. Purpose**

The purpose and intent of requiring site plan approval is to:

1. Encourage the compatible arrangement of buildings, off-street parking, traffic, lighting, signage, landscaping, screening, ingress and egress and drainage on and from the site.
2. Maintain a pleasant and visually appealing community appearance.
3. Promote public health and safety.
4. Enhance or preserve property values.
5. Protect and support the economic well being of the City.
6. Control the aesthetics of redevelopment or new development as provided for in K.S.A. 12-755 (a) (4).

### **B. Applicability**

All private and public principle land uses shall submit site plans and other required drawings (see PART THREE) for approval by the Planning Commission except single-family and duplexes, unless the latter are arranged in courtyard or grouped settings. Such plans are applicable to all developments, unless remodeling of an existing site does not exceed \$10,000 as reported on the application for a building permit. Minor revisions to the plans due to unforeseen circumstances may be deferred and approved by the Zoning Administrator after the initial plan approval by the Commission.

## **PART TWO REVIEW PROCEDURE**

### **A. Outline of Review Procedure**

1. Zoning Administrator provides potential developers with this site plan approval procedure and criteria and is available to explain and respond to questions on the process, contents and standards.
2. Applicant submits documents for preliminary or final review to Zoning Administrator so that at least ten (10) calendar days elapse between the submittal and the regular meeting of the Planning Commission. If, in the opinion of the Zoning Administrator, the submittal documents are incomplete, the documents will be returned to the applicant for required additions before they are distributed to the Planning Commission members. They must be corrected and resubmitted no later than ten (10) calendar days prior to the next Planning Commission meeting.
3. Zoning Administrator circulates copies of documents to other persons as deemed necessary for comments.
4. The agenda of the Commission is reported in the official city newspaper to provide the public with knowledge of the pending site plan application being reviewed at the meeting.
5. Zoning Administrator prepares and submits to the Commission the results of his technical review of the document and provides copies to all members.
6. Planning Commission meets to consider preliminary or final documents for approval or disapproval with or without conditions. All actions must have a majority vote of the quorum but not less than four (4) votes to pass. The Commission may hear comments from the applicant and public; however, it is not a public hearing process.
7. Zoning Administrator informs applicant of the Planning Commission's decision. Any applicant aggrieved by a decision of the Commission may appeal to the Board of Zoning Appeals within 30 days after the meeting of the Commission for a determination based on the reasonableness of the zoning permit issued on the basis of the approval of a related site plan. No zoning permit shall be issued by the Zoning Administrator until final approval has been given by the Commission or upon appeal to the Board of Zoning Appeals.
8. Both preliminary and final documents are reviewed in the same procedure as described in Nos. 1-7 above.

## PART THREE

### REQUIRED SUBMITTAL DOCUMENTS FOR FINAL REVIEW

**Note:** For preliminary review, the applicant may submit any sketches or other materials necessary to portray the basic concept for the project. All preliminary documents shall be clearly marked PRELIMINARY. The Planning Commission will review these documents in open meeting and express their individual and collective opinions as to the acceptability of the project. The Commission will not take formal action and their comments will not bind them to any specific action at the final review.

#### A. General Requirements

All exhibits required for the permanent file at least (noted in the following paragraphs) must be able to be reduced to "legal size" (8 1/2" x 14") by folding, photo reduction, etc. However, larger mounting boards, material samples or other exhibits not meeting this criteria may be used for Commission presentation.

Minimum fifteen (15) black or blue-line prints (one of which shall be colored) of the following required drawings shall be submitted to the Zoning Administrator for presentation to the Commission.

An adequate number of color photographs (Polaroid type) are required to illustrate the site, including buildings and other existing features. Photos may also be used to illustrate installation on other sites that are similar to the applicant's proposal.

#### B. Building Construction, Exterior Remodeling, and Additions (including parking lots and landscaping).

##### 1. Site Plan. A site plan is required containing the following information:

- a. Scale and North arrow
- b. Address of site
- c. Existing or proposed Zoning District within which development is to take place.
- d. Land use designation
- e. Gross floor area of each building
- f. Gross tract area
- g. Percent lot coverage
- h. Building heights
- i. All property and street pavement lines
- j. Existing and proposed contours
- k. Yards and building setback lines
- l. Fire lane easements (usually 20' wide)
- m. Sidewalks and/or pedestrian ways
- n. Utility easements and line

- o. Storm water structures and related easements
  - p. Vision triangle as defined by the Zoning Regulations in Section 2-102.
  - q. Boundary and elevation of the base flood elevation, if applicable (See Section 4-114 of the Zoning Regulations for the F-P Flood Plain District.)
  - r. Building pad minimum elevation
  - s. If parking is involved, show calculations for determining the required by number of off-street parking spaces as required by Section 5-101 of the Zoning Regulations. Give the number of spaces actually proposed. Give the maximum number of employees, customers and office vehicles that would be at the facility at any one time.
  - t. Proposed ingress and egress to the site, including on site parking areas(s), parking stalls and adjacent drives. Delineate traffic flow with directional arrows and indicate the location of parking signs or other motorist's aids (if any).
  - u. Approximate location of all existing isolated trees having a diameter of six (6) inches or more (tree masses may be shown with a diagrammatic outline and a written inventory of individual trees included).
  - v. Existing landscaping that will be retained and proposed landscaping shall be differentiated and shown on the plan. The type, size, number and spacing of all plantings must be illustrated.
  - w. Location of all existing (to remain) and proposed buildings on the site and all buildings within 150 feet of the site's boundary.
  - x. Location of all existing (to remain) and proposed lighting standards, complete with the routing of electrical supply and isofootcandle diagram.
  - y. Location and size of existing and proposed free standing signs.
2. Elevation drawings are required containing the following information:
- a. Scale,
  - b. Elevations of all proposed and related existing structures,
  - c. All signs to be mounted on the elevations; and
  - d. Designation of the kind, color and texture of all primary materials to be used.
3. Material samples may be required for all major materials. In lieu of samples, applicant may submit pictures in color.
- a. All material samples must be keyed to the drawings to show location and area.
4. Landscaping materials shall be labeled and a specification list shown which includes:
- a. Common and botanical name of each species.
  - b. Symbol used for plant on the site plan.
  - c. Size of each planting in terms of:
    - (1) Trunk caliper for shade/canopy and ornamental trees.
    - (2) Plant height above the ground surface (when planted) for evergreen trees.
    - (3) Plant container size for shrubs, ground cover and flowers.

### C. Free-Standing Ground Signs

1. **Site Plan.** A site plan is required containing the following information:
  - a. Scale and North arrow.
  - b. Address of site.
  - c. All property lines.
  - (l. All streets and sidewalks.
  - e. Proposed ingress and egress to the site, including on site parking area(s), parking stalls and adjacent drives. Delineate the traffic flow with directional arrows and indicate the location of direction signs and other motorist's aids (if any).
  - f. Location of existing and proposed landscaping.
  - g. Location and height of all buildings on the site and all buildings within 50 feet of the site's boundaries.
  - h. Location and height of all existing (to remain) signs on the site, complete with route of electrical supply signs. Show required setbacks for sign from property lines.
  - i. Location and routing of new electrical supply.
  - j. Surface area of the sign in square feet.
  - k. Type of lighting, if any.
2. **Elevation.** An elevation is required of each face of the proposed sign showing the following information:
  - a. All specifications including size of letters and graphics.
  - b. Description of sign and frame materials and colors including supports.
  - c. Planter box details (if provided); i.e., construction of box, materials, plant types, sizes, number and spacing.
3. **Detailed Drawings.** Detailed drawings showing the following information will be required to be submitted to the building department for technical review:
  - a. Footings
  - b. Electrical wiring diagram

#### **D. Wall Sign**

1. **Sign Drawing.** A scaled drawing of each face of the proposed wall sign is required showing the following information:
  - a. Address of the site.
  - b. All size specifications, including the size of letters and graphics.
  - c. Description of sign and frame materials and colors.
  - d. Wall anchorage details. (Note: Anchorage must be interior to the sign or camouflaged.)
  - e. Type of lighting, if any.
2. **Elevation.** An elevation drawn to scale of the entire wall of the building to which the sign is to be fixed, correctly locating the sign. Signs may not exceed maximum requirements of Article 7 of the Zoning Regulations.
3. **Detailed Drawings.** Detailed drawings showing the following information will be required to be submitted to the Zoning Administrator for technical review:
  - a. Electrical wiring diagram

#### **E. Lighting**

1. **Site Plan.** A site plan is required containing the following information:
  - a. Scale and North arrow.
  - b. Address of site.
  - c. Proposed ingress and egress to the site, including on-site parking area(s) and parking stalls.
  - d. Adjacent streets and sidewalks.
  - e. Existing landscaping that will be retained and proposed landscaping.
  - f. Location of all existing (to remain) and proposed lighting standards, complete with routing of electrical supply.
  - g. Location and height all existing (to remain) and proposed \_Wings on the site and all buildings within 50 feet of the site's boundaries.
  - h. Photometric light pattern diagram.
2. **Lighting Standard Drawing.** A scaled drawing of the proposed lighting standard(s) is required and should contain the following information:
  - a. All size specifications.
  - b. Information on lighting intensity.
  - c. Materials and colors.
  - d. Ground or wall anchorage details.

## PART FOUR APPEARANCE STANDARDS

### A. Introduction:

The following appearance criteria is intended to establish a check list of those items that effect the physical appearance of Mulvane. Pertinent to appearance is the design of the site, building and structures, plantings, signs, street hardware and miscellaneous other objects that may be observed by the public.

These are performance standards not specific requirements. These identify areas of design judgment to be applied to a proposed project by the Planning Commission. The application of these criteria is on the basis of judgments made by the members of the Planning Commission as to what constitutes acceptable standards of appearance.

### B. Definitions of Terms:

**Appearance** — The outward aspect visible to the public.

**Appropriate** — Sympathetic, or fitting, to the context of the site and the whole community.

**Appurtenances** — The visible, functional objects accessory to and part of buildings.

**Architectural concept** — The basic aesthetic idea of a building, or group of buildings or structures, including the site and landscape development, that produces the architectural character.

**Architectural feature** — A prominent or significant part or element of a building, structure, or site.

**Architectural style** — The characteristic form and detail, as of buildings of a particular historic period.

**Attractive** — Having qualities that arouse interest and pleasure in the observer.

**Berm** — A raised form of earth to provide screening or to improve the aesthetic character.

**Cohesiveness** — Unity of composition between design elements of a building or a group of buildings and the landscape development.

**Compatibility** — Harmony in the appearance of two or more external features in the same vicinity.

**Conservation** — The protection and care that prevent destruction or deterioration of historical or otherwise significant structures, buildings or natural resources.

**Exterior building component** — An essential and visible part of the exterior of a building.

**External design feature** — The general arrangement of any portion of a building, sign, landscaping or structure and including the kind, color, and texture of the materials of such portion, and the types of roof, windows, doors, lights, attached or ground signs or other fixtures appurtenant to such portions as will be open to public view from any street, place or way.

**Final review** — The review at which final approval of the plans of a proposed project may (or may not) be given by the Planning Commission.

**Graphic element** — A letter, illustration, symbol, figure, insignia or other device employed to express and illustrate a message or part thereof.

**Hardscape** — Hard surfaced elements of exterior site development such as walks, entry ways and walls. When considered as part of the landscape treatment they are typically decorative in nature. Materials may include brick, colored concrete pavers or decorative concrete treatments.

**Harmony** — A quality that represents an appropriate and congruent arrangement of parts, as in an arrangement of varied architectural and landscape elements.

**Landscape** — Plant materials, topography, and other natural physical elements combined in relation to one another and to man made structures.

**Light cut-off angle** — An angle from vertical, extending downward from a luminary, which defines the maximum range of incident illumination outward at the ground plane.

**Logic of design** — Accepted principles and criteria of validity in the solution of the problem of design.

**Mechanical equipment** — Equipment, devices and accessories, the use of which relates to water supply, drainage, heating, ventilating, air conditioning and similar purposes.

**Miscellaneous structures** — Structures, other than buildings, visible from public ways. Examples are: memorials, stagings, antennas, water tanks and towers, sheds, shelters, fences and walls, kennels, transformers and drive-up facilities.

**Permanent water supply** — One or more of the following: 1) An exterior faucet on a building within 100 feet of the farthest planting, or 2) A quick-coupling system / in ground water line with hose connections, or 3) An automatic irrigation system.

**Photometric light pattern** — The outline or spread of light, on the ground surface of a zoning lot, which results from exterior lighting.

**Plant materials** — Trees, shrubs, vines, ground covers, grass, perennials, annuals and bulbs.

**Preliminary review** — First review of the Planning Commission to review sketch plans and basic approach to planning a project.

**Proportion** — Balanced relationship of the size of parts to each other and to the whole.

**Scale** — Proportional relationship of the size of parts to one another and to the human figure.

**Screening** — Structure or planting that conceals from view from public ways the area behind such structure or planting.

**Shrub** — A multi stemmed woody plant other than a tree.

**Site break** — A structural or landscape device to interrupt long vistas and create visual interest in a site development.

**Street hardware** — Man-made objects, other than buildings, that are part of the street scape. Examples are: lamp posts, utility poles, traffic lights, traffic signs, benches, lifter containers, planting containers, litter boxes and fire hydrant.

**Streetscape** — The scene as may be observed along a public street or way composed of natural and man made components, including buildings, paving, planting, street hardware and miscellaneous structures.

**Structure** — Anything constructed or erected, the uses of which requires permanent or temporary location on or in the ground.

**Technical review** — Review by the Zoning Administrator or others designated by him of requirements which are technical in nature.

**Utilitarian structure** — A structure or enclosure relating to mechanical or electrical services to a building or development.

**Utility hardware** — Devices such as poles, cross arms, transformers and vaults, gas pressure regulating assemblies, hydrants and buffalo boxes that are used for water, gas, oil, sewer and electrical services to a building or a project.

**Utility service** — Any device, including wire, pipe and conduit, which carries gas, water, electricity and communications into a building mechanical or electrical services to a building or development.

### C. Appearance Criteria

These criteria are not intended to restrict imagination, or variety, but rather to assist in focusing on design principles which can result in creative solutions that will develop a satisfactory visual appearance within the city.

#### 1. Relationship of Buildings to Site

- a. The site shall be planned to accomplish a desirable transition with the streetscape and to provide for adequate planting, safe pedestrian movement and parking areas.
- b. Site planning in which setbacks and yards are in excess of zoning restrictions is encouraged (but not required) to provide an interesting relationship between buildings.
- c. Parking areas shall be treated with decorative elements, building wall extensions, plantings, berms or other innovative means so as to screen parking areas from view from public ways.
- d. Without restricting the permissible limits of the applicable zoning district, the height and scale of each building shall be compatible with its site and existing (or anticipated ) adjoining buildings.
- e. Newly installed utility services, and service revisions necessitated by exterior alterations, shall be underground.

#### 2. Relationship of Buildings and Site to Adjoining Area

- a. Adjacent buildings of different architectural styles shall be made compatible by such means as screens, sight breaks and materials.
- b. Attractive landscape transition to adjoining properties shall be provided.
- c. Harmony in texture, lines and masses is required. Monotony shall be avoided.

3. **Landscape and Site Treatment.** Landscape and elements included in these criteria consist of all forms of planting and vegetation, ground forms, rock groupings, water patterns and all visible construction except buildings and utilitarian structures
- a. Where natural or existing topographic patterns contribute to beauty and utility of a development, they shall be preserved and developed. Modification to topography will be permitted where it contributes to good appearance.
  - b. Grades of walks, parking spaces, terraces, and other paved areas shall provide an inviting and stable appearance for walking and, if seating is provided, for sitting.
  - c. Landscape treatment shall be provided to enhance architectural features, strengthen vistas and important axes and provide shade. Spectator effects shall be reserved for special locations only.
  - d. Utility of design shall be achieved by repetition of certain plant varieties and other materials and by correlation with adjacent developments.
  - e. Plant material shall be selected for interest in its structure, texture and color, and for its ultimate growth. Plants that are indigenous to the area and others that will be hardy, harmonious to the design and of good appearance shall be used.
  - f. In locations where plants will be susceptible to injury by pedestrian or motor traffic they shall be protected by appropriate curbs, tree guards, or other devices.
  - g. Parking areas and traffic ways shall be enhanced with landscaped spaces containing trees or tree groupings.
  - h. Where building sites limit planting, the placement of trees in parkways or paved areas is encouraged.
  - i. Screening of service yards and other places that tend to be unsightly shall be accomplished by use of walls, fencing, planting or combinations of these. Screening shall be equally effective in winter and summer.
  - j. In areas where general planting will not prosper, "hard" materials such as fences, walls and pavings of wood, brick, stone, gravel and cobbles shall be used. Carefully selected plants shall be combined with such materials where possible.
  - k. Exterior lighting, when used, shall enhance the building design and the adjoining landscape. Lighting standards and building fixtures shall be of a design and size compatible with the building and adjacent areas. Lighting shall be restrained in design and excessive brightness avoided. Excessive brightness beyond property lines is to be avoided.

#### 4. Building Design

- a. Architectural style is not restricted. Evaluation of the appearance of a project shall be based on the quality of its design and relationship to surroundings.
- b. Buildings shall have good scale and be in harmonious conformance with permanent neighboring development.
- c. Materials.
  - (1) Materials shall have good architectural character and shall be selected for harmony of the building with adjoining buildings.
  - (2) Materials shall be selected for suitability to the type of buildings and the design in which they are used. Buildings shall have the same materials, or those that are architecturally harmonious, used for all building walls and other exterior building components wholly or partly visible from public ways.
  - (3) Material shall be of durable quality.
  - (4) In any design in which the structural frame is exposed to view, the structural materials shall be compatible within themselves and harmonious with their surroundings.
- d. Building components, such as windows, doors, eaves and parapets shall have good proportions and relationships to one another.
- e. Colors shall be harmonious and shall use only compatible accents.
- f. Mechanical equipment or other utility hardware on roof, ground or buildings shall be screened from public view with materials harmonious with the buildings or they shall be so located as not to be visible from any public ways.
- g. Exterior lighting shall be part of the architectural concept. Fixtures, standards and all exposed accessories shall be harmonious with building design.
- h. Refuse and waste removal areas, service yards, storage yards and exterior work areas shall be screened from view from public ways using materials as stated in criteria for equipment screening.
- i. Monotony of design in single or multiple family building projects shall be avoided. Variation of detail, form and sitting shall be used to provide visual interest. In multiple buildings projects, variable sitting or individual buildings may be used to prevent a monotonous appearance.

## **5. Signs**

- a. Every sign shall have good scale and proportion in its design and in its visual relationship to buildings and surroundings.
- b. Every sign shall be designed as an integral architectural element of the buildings and site to which it principally relates.
- c. The colors, materials and lighting of every sign shall be restrained and harmonious with the building and site to which it principally relates.
- d. The number of graphic elements on a sign shall be held to the minimum needed to convey the sign's major message and shall be composed in proportion to the area of the sign face.
- e. Each sign shall be compatible with the signs on adjoining premises and shall not compete for attention.
- f. Identification signs of a prototype design and corporation logos shall conform to the criteria for all other signs.

## **6. Miscellaneous Structures and Street Hardware.**

- a. Miscellaneous structures and street hardware shall be designed to be part of the architectural concept of design and landscape. Materials shall be compatible with buildings, scale shall be good, colors shall be in harmony with buildings and surroundings and proportions shall be attractive.
- b. Lighting in connection with miscellaneous structures and street hardware shall meet the criteria applicable to site, landscape, buildings and signs.

## **7. Maintenance -- Planning and Design Factors.**

- a. Continued good appearance depends upon the extent and quality of maintenance. The choice of materials and their use, together with the types of finishes and other protective measures, must be conducive to easy maintenance and upkeep.
- b. Materials and finishes shall be selected for their durability and wear as well as for their beauty. Proper measures and devices shall be incorporated for protection against the elements, neglect, damage and abuse.
- c. Provision for washing and cleaning of buildings and structures and control of dirt and refuse shall be included in the design. Configurations that tend to catch and accumulate debris, leaves, trash, dirt and rubbish shall be avoided.

Case No. SP — — —				
Applicant:				
CHECK LIST FOR SITE PLAN REVIEW — <i>page 1 of 2</i>				
Contents of Documents Submitted for Site Plan Review	Provided:	YES	NO	N/A
Application for Site Plan Review				
Site Plan (in color)				
Fifteen (15) Copies of documents (not in color)				
Photographs of site (in color)				
<b>A. For Building Construction, Exterior Remodeling, and Additions</b>				
1. Site Plan				
a. North Arrow and Scale				
b. Project Address and/or Legal Description				
c. Zoning				
d. Proposed Land Use				
e. Gross Floor Area (each building)				
f. Gross Tract Area				
g. Present Lot Coverage				
h. Building Height				
i. Property Lines and Streets				
j. Contour Lines (existing and proposed)				
k. Setback Lines				
1. Fire Lanes				
m. Sidewalks and/or Pedestrian Ways				
n. Utility Easements and Lines				
o. Storm Water Easements and Structures				
p. Vision Triangles				
q. 100 Year Flood Boundary and Elevation				
r. Pad Elevation				
s. Parking Requirement Calculations				
t. Proposed Parking, Access and Flow				
u. Trees (existing and proposed)				
v. Landscaping (existing and proposed)				
w. Existing and Proposed Buildings				
x. Existing and Proposed Light Standards				
y. Free Standing Signs				
2. Building Elevation Drawings				
a. Scale of Drawing				
b. Elevations of all existing and proposed structures				
c. Signs				
d. Material designations				
e. Light standards and fixtures				
3. Landscape plant list				
a. Plant names				
b. Symbol				
c. Size of plants				

Case No. SP — — —				
Applicant:				
<b>CHECK LIST FOR SITE PLAN REVIEW — page 2 of 2</b>				
<b>Contents of Documents Submitted for Site Plan Review</b>	<b>Provided:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Application for Site Plan Review				
Site Plan (in color)				
Fifteen (15) Copies of documents (not in color)				
Photographs of site (in color)				
<b>B. For Free-Standing Ground Signs</b>				
1. Site Plan				
a. North arrow and scale				
b. Project Address				
c. Property Lines				
d. Streets and sidewalks				
e. Parking, access and flow				
f. Landscaping (existing and proposed)				
g. Buildings with height shown				
h. Signs with height shown				
i. Electrical supply lines				
j. Surface area				
2. Elevations of signs				
a. Specifications				
b. Descriptions of materials				
c. Planter box details				
d. Lighting standards and fixtures				
Application for Site Plan Review				
Site Plan (in color)				
Fifteen (15) Copies of documents (not in color)				
Photographs of site (in color)				

Case No. SP — _____ — _____				
Applicant: _____				
<b>CHECK LIST FOR SITE PLAN REVIEW — page 2 of 2</b>				
<b>Contents of Documents Submitted for Site Plan Review</b>	<b>Provided:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Application for Site Plan Review				
Site Plan (in color)				
Fifteen (15) Copies of documents (not in color)				
Photographs of site (in color)				
<b>C. Wall-Sign</b>				
1. Drawing of each face				
a. Project Address				
b. Specifications				
c. Description of materials				
Application for Site Plan Review				
Site Plan (in color)				
Fifteen (15) Copies of documents (not in color)				
Photographs of site (in color)				

Case No. SP — — —				
Applicant:				
CHECK LIST FOR SITE PLAN REVIEW — <i>page 2 of 2</i>				
<b>Contents of Documents Submitted for Site Plan Review</b>	<b>Provided:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Application for Site Plan Review				
Site Plan (in color)				
Fifteen (15) Copies of documents (not in color)				
Photographs of site (in color)				
<b>D. Lighting</b>				
1. Site Plan				
a. North arrow and scale				
b. Project Address				
c. Parking layout, access and flow				
d. Streets and sidewalks				
e. Landscaping				
f. Buildings with height shown				
g. Lighting standards, supply and light area				
h. Photometric light pattern diagram				
2. Light Standards Drawings				
a. Size				
b. Lighting intensity				
c. Materials and colors				
d. Anchorage details				



AUG 06 2009

KS DEPT OF AGRICULTURE

**FLOODPLAIN MANAGEMENT REGULATIONS****ARTICLE 1 STATUTORY AUTHORIZATION, FINDINGS OF FACT, AND PURPOSES****SECTION A. STATUTORY AUTHORIZATION***1. Approval of Draft Regulations by Kansas Chief Engineer Prior to Adoption*

The following floodplain management regulations, as written, were approved in draft form by the Chief Engineer of the Division of Water Resources of the Kansas Department of Agriculture on August 6, 2009.

*2. Kansas Statutory Authorization*

The Legislature of the State of Kansas has in K.S.A. 12-741 *et seq.*, and specifically in K.S.A. 12-766, delegated the responsibility to local governmental units to adopt floodplain management regulations designed to protect the health, safety, and general welfare. Therefore, the City Council of the City of Mulvane, Kansas, ordains as follows:

**SECTION B. FINDINGS OF FACT***1. Flood Losses Resulting from Periodic Inundation*

The special flood hazard areas of the zoning jurisdiction of the City of Mulvane, Kansas, are subject to inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base; all of which adversely affect the public health, safety and general welfare.

*2. General Causes of the Flood Losses*

These flood losses are caused by (1) the cumulative effect of development in any delineated floodplain causing increases in flood heights and velocities; and (2) the occupancy of flood hazard areas by uses vulnerable to floods, hazardous to others, inadequately elevated, or otherwise unprotected from flood damages.

*3. Methods Used To Analyze Flood Hazards*

The Flood Insurance Study (FIS) that is the basis of these regulations uses a standard engineering method of analyzing flood hazards, which consist of a series of interrelated steps.

- a. Selection of a base flood that is based upon engineering calculations, which permit a consideration of such flood factors as its expected frequency of occurrence, the area inundated, and the depth of inundation. The base flood selected for these regulations is representative of large floods, which are characteristic of what can be expected to

occur on the particular streams subject to these regulations. The base flood is the flood that is estimated to have a one percent chance of being equaled or exceeded in any one year as delineated on the respective Federal Insurance Administrator's FIS, and illustrative materials for Sedgwick and Sumner Counties dated respectively as February 2, 2007 and November 18, 2009.

- b. Calculation of water surface profiles that are based on a standard hydraulic engineering analysis of the capacity of the stream channel and overbank areas to convey the regulatory flood.
- c. Computation of a floodway required to convey this flood without increasing flood heights more than one (1) foot at any point.
- d. Delineation of floodway encroachment lines within which no development is permitted that would cause any increase in flood height.
- e. Delineation of floodway fringe, i.e., that area outside the floodway encroachment lines, but still subject to inundation by the base flood.

## SECTION C. STATEMENT OF PURPOSE

It is the purpose of these regulations to promote the public health, safety, and general welfare; to minimize those losses described in Article 1, Section B(1); to establish or maintain the community's eligibility for participation in the National Flood Insurance Program (NFIP) as defined in 44 Code of Federal Regulations (CFR) 59.22(a)(3); and to meet the requirements of 44 CFR 60.3(d) and K.A.R. 5-44-4 by applying the provisions of these regulations to:

- 1. Restrict or prohibit uses that are dangerous to health, safety, or property in times of flooding or cause undue increases in flood heights or velocities;
- 2. Require uses vulnerable to floods, including public facilities that serve such uses, be provided with flood protection at the time of initial construction; and
- 3. Protect individuals from buying lands that are unsuited for the intended development purposes due to the flood hazard.

## ARTICLE 2 GENERAL PROVISIONS

### SECTION A. LANDS TO WHICH REGULATIONS APPLY

These regulations shall apply to all lands within the City of Mulvane and the Extraterritorial Zoning Jurisdiction designated in Section 1-103 of the Zoning Regulations identified as numbered and unnumbered A Zones, AE, AO, and AH Zones, on the Index Maps Dated February 2, 2007 for Sedgwick County and November 18, 2009 for Sumner County of the Flood Insurance Rate Map, (FIRM) including any Letters of Map Amendments (LOMA) or Letters of Map Revisions (LOMR). In all areas covered by these regulations, no development shall be permitted except

through the issuance of a floodplain development permit, granted by the duly designated representative under such safeguards and restrictions as the City Council of Mulvane or the designated representative may reasonably impose for the promotion and maintenance of the general welfare, health of the inhabitants of the community, and as specifically noted in Article 4.

#### SECTION B. COMPLIANCE

No development located within the special flood hazard areas of this community shall be located, extended, converted, or structurally altered without full compliance with the terms of these regulations and other applicable regulations.

#### SECTION C. ABROGATION AND GREATER RESTRICTIONS

It is not intended by these regulations to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where these regulations impose greater restrictions, the provisions of these regulations shall prevail. All other regulations and ordinances inconsistent with these regulations are hereby repealed to the extent of the inconsistency only.

#### SECTION D. INTERPRETATION

In their interpretation and application, the provisions of these regulations shall be held to be minimum requirements, shall be liberally construed in favor of the City Council, and shall not be deemed a limitation or repeal of any other powers granted by Kansas statutes.

#### SECTION E. WARNING AND DISCLAIMER OF LIABILITY

The degree of flood protection required by these regulations is considered reasonable for regulatory purposes and is based on engineering and scientific methods of study. Larger floods may occur on rare occasions or the flood heights may be increased by man-made or natural causes, such as ice jams and bridge openings restricted by debris. These regulations do not imply that areas outside the floodway and flood fringe or land uses permitted within such areas will be free from flooding or flood damage. These regulations shall not create a liability on the part of the City of Mulvane, any officer or employee thereof, for any flood damages that may result from reliance on these regulations or any administrative decision lawfully made there under.

#### SECTION F. SEVERABILITY

If any section; clause; provision; or portion of these regulations is adjudged unconstitutional or invalid by a court of appropriate jurisdiction, the remainder of these regulations shall not be affected thereby.

### ARTICLE 3 ADMINISTRATION

#### SECTION A. FLOODPLAIN DEVELOPMENT PERMIT

A floodplain development permit shall be required for all proposed construction or other development, including the placement of manufactured homes, in the areas described in Article 2, Section A. No person, firm, corporation, or unit of government shall initiate any development or substantial-improvement or cause the same to be done without first obtaining a separate floodplain development permit for each structure or other development.

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## SECTION B. DESIGNATION OF FLOODPLAIN ADMINISTRATOR

The Zoning Administrator of the City of Mulvane is hereby appointed to administer and implement the provisions of these regulations as the Floodplain Administrator.

## SECTION C. DUTIES AND RESPONSIBILITIES OF FLOODPLAIN ADMINISTRATOR

Duties of the Floodplain Administrator shall include, but not be limited to:

1. Review of all applications for floodplain development permits to assure that sites are reasonably safe from flooding and that the floodplain development permit requirements of these regulations have been satisfied;
2. Review of all applications for floodplain development permits for proposed development to assure that all necessary permits have been obtained from federal, state, or local governmental agencies from which prior approval is required by federal, state, or local law;
3. Review all subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, to determine whether such proposals will be reasonably safe from flooding;
4. Issue floodplain development permits for all approved applications;
5. Notify adjacent communities and the Division of Water Resources, Kansas Department of Agriculture, prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA);
6. Assure that the flood-carrying capacity is not diminished and shall be maintained within the altered or relocated portion of any watercourse;
7. Verify and maintain a record of the actual elevation (in relation to mean sea level) of the lowest floor, including basement, of all new or substantially improved structures;
8. Verify and maintain a record of the actual elevation (in relation to mean sea level) that the new or substantially improved nonresidential structures have been flood proofed; and
9. When flood proofing techniques are utilized for a particular nonresidential structure, the Floodplain Administrator shall require certification from a registered professional engineer or architect.

## SECTION D. APPLICATION FOR FLOODPLAIN DEVELOPMENT PERMIT

To obtain a floodplain development permit, the applicant shall first file an application in writing on a form furnished for that purpose. Every floodplain development permit application shall:

1. Describe the land on which the proposed work is to be done by lot, block and tract, house and street address, or similar description that will readily identify and specifically locate the proposed structure or work;

2. Identify and describe the work to be covered by the floodplain development permit;
3. Indicate the use or occupancy for which the proposed work is intended;
4. Indicate the assessed value of the structure and the fair market value of the improvement;
5. Specify whether development is located in designated flood fringe or floodway;
6. Identify the existing base flood elevation and the elevation of the proposed development;
7. Give such other information as reasonably may be required by the Floodplain Administrator;
8. Be accompanied by plans and specifications for proposed construction; and
9. Be signed by the permittee or his authorized agent who may be required to submit evidence to indicate such authority.

## **ARTICLE 4 PROVISIONS FOR FLOOD HAZARD REDUCTION**

### **SECTION A. GENERAL STANDARDS**

1. No permit for floodplain development shall be granted for new construction, substantial-improvements, and other improvements, including the placement of manufactured homes, within any numbered or unnumbered A zones, AE, AO, and AH zones, unless the conditions of this section are satisfied.
2. All areas identified as unnumbered A zones on the FIRM are subject to inundation of the 100-year flood; however, the base flood elevation is not provided. Development within unnumbered A zones is subject to all provisions of these regulations. If Flood Insurance Study data is not available, the community shall obtain, review, and reasonably utilize any base flood elevation or floodway data currently available from federal, state, or other sources.
3. Until a floodway is designated, no new construction, substantial improvements, or other development, including fill, shall be permitted within any unnumbered or numbered A zones, or AE zones on the FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.
4. All new construction, subdivision proposals, substantial-improvements, prefabricated structures, placement of manufactured homes, and other developments shall require:
  - a. Design or adequate anchorage to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
  - b. Construction with materials resistant to flood damage;

- c. Utilization of methods and practices that minimize flood damages;
- d. All electrical, heating, ventilation, plumbing, air-conditioning equipment, and other service facilities be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding;
- e. New or replacement water supply systems and/or sanitary sewage systems be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, and on-site waste disposal systems be located so as to avoid impairment or contamination from them during flooding; and
- f. Subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, located within special flood hazard areas are required to assure that:
  - (1) All such proposals are consistent with the need to minimize flood damage;
  - (2) All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage;
  - (3) Adequate drainage is provided so as to reduce exposure to flood hazards; and
  - (4) All proposals for development, including proposals for manufactured home parks and subdivisions, of five (5) acres or fifty (50) lots, whichever is lesser, include within such proposals base flood elevation data.

5. *Storage, Material, and Equipment*

- a. The storage or processing of materials within the special flood hazard area that are in time of flooding buoyant, flammable, explosive, or could be injurious to human, animal, or plant life is prohibited.
- b. Storage of other material or equipment may be allowed if not subject to major damage by floods, if firmly anchored to prevent flotation, or if readily removable from the area within the time available after a flood warning.

6. *Nonconforming Use*

A structure, or the use of a structure or premises that was lawful before the passage or amendment of these regulations, but which is not in conformity with the provisions of these regulations, may be continued subject to the following conditions:

- a. If such structure, use, or utility service is abandoned for twelve (12) consecutive months, any future use of the building shall conform to these regulations.

- b. If any nonconforming use or structure is destroyed by any means, including flood, it shall not be reconstructed if the cost is more than fifty (50) percent of the pre-damaged market value of the structure. This limitation does not include the cost of any alteration to comply with existing state or local health, sanitary, building, safety codes, regulations or the cost of any alteration of a structure listed on the National Register of Historic Places, the State Inventory of Historic Places, or local inventory of historic places upon determination.

## SECTION B. SPECIFIC STANDARDS

- 1. In all areas identified as numbered and unnumbered A zones, AE, and AH Zones, where base flood elevation data have been provided, as set forth in Article 4, Section A(2), the following provisions are required:

- a. *Residential Construction*

New construction or substantial-improvement of any residential structures, including manufactured homes, shall have the lowest floor, including basement, elevated a minimum of two (2) feet above base flood elevation. **The elevation of the lowest floor shall be certified by a licensed land surveyor or professional engineer.**

- b. *Nonresidential Construction*

New construction or substantial-improvement of any commercial, industrial, or other nonresidential structures, including manufactured homes, shall have the lowest floor, including basement, elevated a minimum of two (2) feet above the base flood elevation or, together with attendant utility and sanitary facilities, be flood proofed to a minimum of two (2) feet above the base flood elevation. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. **The elevation of the lowest floor shall be certified by a licensed land surveyor or professional engineer.** Such certification shall be provided to the Floodplain Administrator as set forth in Article 3, Section C(7)(8)(9).

- c. Require, for all new construction and substantial-improvements, that fully enclosed areas below lowest floor used solely for parking of vehicles, building access, or storage in an area other than a basement and that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of flood waters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:

- (1) A minimum of two (2) openings having a total net area of not less than one (1) square inch for every square foot of enclosed area subject to flooding shall be provided; and

- (2) The bottom of all openings shall be no higher than one (1) foot above grade. Openings may be equipped with screens, louvers, valves, or other coverings or devices, provided, that they permit the automatic entry and exit of flood waters.

#### SECTION C. MANUFACTURED HOMES

1. All manufactured homes to be placed within all unnumbered and numbered A zones, AE, and AH zones, on the community's FIRM shall be required to be installed using methods and practices that minimize flood damage. For the purposes of this requirement, manufactured homes must be elevated and anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces.
2. Require manufactured homes that are placed or substantially improved within unnumbered or numbered A zones, AE, and AH zones, on the community's FIRM on sites:
  - a. Outside of a manufactured home park or subdivision;
  - b. In a new manufactured home park or subdivision;
  - c. In an expansion to an existing manufactured home park or subdivision; or
  - d. In an existing manufactured home park or subdivision on which a manufactured home has incurred substantial-damage as the result of a flood, be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated a minimum of two (2) feet above the base flood elevation and be securely attached to an adequately anchored foundation system to resist flotation, collapse, and lateral movement. **The elevation of the lowest floor shall be certified by a licensed land surveyor or professional engineer.**
3. Require that manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within all unnumbered and numbered A zones, AE and AH zones, on the community's FIRM, that are not subject to the provisions of Article 4, Section C(2) of these regulations, be elevated so that either:
  - a. The lowest floor of the manufactured home is a minimum of two (2) feet above the base flood level; or
  - b. The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than thirty-six (36) inches in height above grade and be securely attached to an adequately anchored foundation system to resist flotation, collapse, and lateral movement. **The elevation of the lowest floor shall be certified by a licensed land surveyor or professional engineer.**

#### SECTION D. AREAS OF SHALLOW FLOODING (AO and AH zones)

Located within the areas of special flood hazard as described in Article 2, Section A are areas designated as AO zones. These areas have special flood hazards associated with base flood depths of one (1) to three (3) feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate. The following provisions apply:

1. *AO Zones*

- a. All new construction and substantial-improvements of residential structures, including manufactured homes, shall have the lowest floor, including basement, elevated above the highest adjacent grade at least as high as the depth number specified in feet on the community's FIRM (at least two (2) feet if no depth number is specified).
- b. All new construction and substantial-improvements of any commercial, industrial, or other nonresidential structures, including manufactured homes, shall have the lowest floor, including basement, elevated above the highest adjacent grade at least as high as the depth number specified in feet on the community FIRM (at least two (2) feet if no depth number is specified) or together with attendant utilities and sanitary facilities be completely flood-proofed to that level so that the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
- c. Adequate drainage paths shall be required around structures on slopes, in order to guide floodwaters around and away from proposed structures.

2. *AH Zones*

- a. The specific standards for all areas of special flood hazard where base flood elevation has been provided shall be required as set forth in Article 4, Section B.
- b. Adequate drainage paths shall be required around structures on slopes, in order to guide floodwaters around and away from proposed structures.

## SECTION E. FLOODWAY

Located within areas of special flood hazard established in Article 2, Section A, are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters that carry debris and potential projectiles, the following provisions shall apply:

1. The community shall select and adopt a regulatory floodway based on the principle that the area chosen for the regulatory floodway must be designed to carry the waters of the base flood without increasing the water surface elevation of that flood more than one (1) foot at any point.
2. The community shall prohibit any encroachments, including fill, new construction, substantial improvements, and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge.
3. If Article 4, Section E(2), is satisfied, all new construction and substantial-improvements shall comply with all applicable flood hazard reduction provisions of Article 4.
4. In unnumbered A zones, the community shall obtain, review, and reasonably utilize any base flood elevation or floodway data currently available from federal, state, or other sources as set forth in Article 4, Section A(2).

## SECTION F. RECREATIONAL VEHICLES

Require that recreational vehicles placed on sites within all unnumbered and numbered A Zones, AE, AH, and AO Zones on the community's FIRM either:

1. Be on the site for fewer than 180 consecutive days, or
2. Be fully licensed and ready for highway use\*; or
3. Meet the permitting, elevation, and anchoring requirements for manufactured homes of these regulations.

\*A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick-disconnect type utilities and security devices, and has no permanently attached additions.

## ARTICLE 5 FLOODPLAIN MANAGEMENT VARIANCE PROCEDURES

### SECTION A. ESTABLISHMENT OF APPEAL BOARD (See Section 10-100 of the Zoning Regulations)

The Board of Zoning Appeals, as established by the City of Mulvane shall hear and decide appeals and requests for variances from the floodplain management requirements of these regulations.

## SECTION B. RESPONSIBILITY OF APPEAL BOARD

Where an application for a floodplain development permit is denied by the Floodplain Administrator, the applicant may apply for such floodplain development permit directly to the Appeal Board, as defined in Article 5, Section A.

The Appeal Board shall hear and decide appeals when it is alleged that there is an error in any requirement, decision, or determination made by the Floodplain Administrator in the enforcement or administration of these regulations. (See Section 10-106 of the Zoning Regulations)

## SECTION C. FURTHER APPEALS

Any person aggrieved by the decision of the Appeal Board may appeal such decision to the Sedgwick County District Court as provided for in K.S.A. 12-759..

## SECTION D. FLOODPLAIN MANAGEMENT VARIANCE CRITERIA (As authorized by Section 10-107 C. of the Zoning Regulations)

In passing upon such applications for variances, the Appeal Board shall consider all technical data and evaluations, all relevant factors, standards specified in other sections of these regulations, and the following criteria including the five conditions required by K.S.A. 12-759(e) as incorporated into Section 10-107D1 of the Zoning Regulations.

1. Danger to life and property due to flood damage;
2. Danger that materials may be swept onto other lands to the injury of others;
3. Susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
4. Importance of the services provided by the proposed facility to the community;
5. Necessity to the facility of a waterfront location, where applicable;
6. Availability of alternative locations, not subject to flood damage, for the proposed use;
7. Compatibility of the proposed use with existing and anticipated development;
8. Relationship of the proposed use to the Comprehensive Plan and floodplain management program for that area;
9. Safety of access to the property in times of flood for ordinary and emergency vehicles;
10. Expected heights, velocity, duration, rate of rise and sediment transport of the flood waters, if applicable, expected at the site; and,
11. Costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems; streets; and bridges.

## SECTION E. CONDITIONS FOR APPROVING FLOODPLAIN MANAGEMENT VARIANCES

1. Generally, variances may be issued for new construction and substantial-improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood elevation, providing items two (2) through six (6) below have been fully considered. As the lot size increases beyond the one-half acre, the technical justification required for issuing the variance increases.
2. Variances may be issued for the reconstruction, repair, rehabilitation, or restoration of structures listed on the National Register of Historic Places, the State Inventory of Historic Places, or local inventory of historic places upon determination, provide the proposed activity will not preclude the structure's continued historic designation and the variance is the minimum necessary to preserve the historic character and design of the structure.
3. Variances shall not be issued within any designated floodway if any significant increase in flood discharge would result.
4. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
5. Variances shall only be issued upon: (a) showing of good and sufficient cause, (b) determination that failure to grant the variance would result in exceptional hardship to the applicant, and (c) determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
6. A community shall notify the applicant in writing over the signature of a community official that: (a) the issuance of a variance to construct a structure below base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25.00 for \$100.00 of insurance coverage and (b) such construction below the base flood level increases risks to life and property. Such notification shall be maintained with the record of all variance actions as required by these regulations .

## ARTICLE 6 PENALTIES FOR VIOLATION ( See Section 9-103C of the Zoning Regulations )

## ARTICLE 7 AMENDMENTS

The regulations, restrictions, and boundaries set forth in these regulations may from time to time be amended, supplemented, changed, or appealed to reflect any and all changes in the National Flood Disaster Protection Act of 1973, provided, however, that no such action may be taken until after a public hearing by the Planning Commission in relation thereto, at which parties of interest and citizens shall have an opportunity to be heard. Notice of the time and place of such hearing shall be published in a newspaper of general circulation in the City of Mulvane. At least twenty (20) days shall elapse between the date of the publication and the public hearing. A copy of such amendments will be provided to the FEMA Region VII office. These regulations are in compliance with the NFIP regulations. ( See Section 11-100E 1 and 100G for conduct of legislative hearing and amendment procedure)

## ARTICLE 8 DEFINITIONS

Unless specifically defined below, words or phrases used in these regulations shall be interpreted so as to give them the same meaning they have in common usage and to give these regulations its most reasonable application. ( Note: these definitions are specifically to be used with these floodplain management regulations. Definitions for the Zoning Regulations in general are found in Section 2-102)

**"100-year Flood"** *see "base flood."*

**"Accessory Structure"** means the same as *"appurtenant structure."*

**"Actuarial Rates"** *see "risk premium rates."*

**"Administrator"** means the Federal Insurance Administrator.

**"Agency"** means the Federal Emergency Management Agency (FEMA).

**"Appeal"** means a request for review of the Floodplain Administrator's interpretation of any provision of these regulations or a request for a variance.

**"Appurtenant Structure"** means a structure that is on the same parcel of property as the principal structure to be insured and the use of which is incidental to the use of the principal structure.

**"Area of Shallow Flooding"** means a designated AO or AH zone on a community's Flood Insurance Rate Map (FIRM) with a one percent or greater annual chance of flooding to an average depth of one (1) to three (3) feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

**"Area of Special Flood Hazard"** is the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year.

**"Base Flood"** means the flood having a one percent chance of being equaled or exceeded in any given year.

**"Basement"** means any area of the structure having its floor subgrade (below ground level) on all sides.

**"Building"** *see "structure."*

**"Chief Engineer"** means the Chief Engineer of the Division of Water Resources, Kansas Department Of Agriculture.

**"Chief Executive Officer" or "Chief Elected Official"** means the official of the community who is charged with the authority to implement and administer laws, ordinances, and regulations for that community.

**"Community"** means any state or area or political subdivision thereof, which has authority to adopt and enforce floodplain management regulations for the areas within its jurisdiction.

**"Development"** means any man-made change to improved or unimproved real estate, including but not limited to, buildings or other structures, levees, levee systems, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

**"Elevated Building"** means for insurance purposes, a non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

**"Eligible Community" or "Participating Community"** means a community for which the Administrator has authorized the sale of flood insurance under the National Flood Insurance Program (NFIP).

**"Existing Construction"** means for the purposes of determining rates, structures for which the *"start of construction"* commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. *"Existing construction"* may also be referred to as *"existing structures."*

**"Existing Manufactured Home Park or Subdivision"** means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

**"Expansion to an Existing Manufactured Home Park or Subdivision"** means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

**"Flood" or "Flooding"** means a general and temporary condition of partial or complete inundation of normally dry land areas from: (1) the overflow of inland waters; (2) the unusual and rapid accumulation or runoff of surface waters from any source; and (3) the collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood, or by some similarly unusual and unforeseeable event which results in flooding as defined above in item (1).

**"Flood Boundary and Floodway Map (FBFM)"** means an official map of a community on which the Administrator has delineated both special flood hazard areas and the designated regulatory floodway.

**"Flood Elevation Determination"** means a determination by the Administrator of the water surface elevations of the base flood, that is, the flood level that has a one percent or greater chance of occurrence in any given year.

**"Flood Elevation Study"** means an examination, evaluation and determination of flood hazards and if appropriate, corresponding water surface elevations.

**"Flood Fringe"** means the area outside the floodway encroachment lines, but still subject to inundation by the regulatory flood.

**"Flood Hazard Boundary Map (FHBM)"** means an official map of a community, issued by the Administrator, where the boundaries of the flood areas having special flood hazards have been designated as (unnumbered or numbered) A zones.

**"Flood Hazard Map"** means the document adopted by the governing body showing the limits of: (1) the floodplain; (2) the floodway; (3) streets; (4) stream channel; and (5) other geographic features.

**"Flood Insurance Rate Map (FIRM)"** means an official map of a community, on which the Administrator has delineated both the special flood hazard areas and the risk premium zones applicable to the community.

**"Flood Insurance Study (FIS)"** means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations.

**"Floodplain" or "Flood-prone Area"** means any land area susceptible to being inundated by water from any source (*see "flooding"*).

**"Floodplain Management"** means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.

**"Floodplain Management Regulations"** means zoning regulations, subdivision regulations, building codes, health regulations, special purpose ordinances (such as floodplain and grading ordinances) and other applications of police power. The term describes such state or local regulations, in any combination thereof, that provide standards for the purpose of flood damage prevention and reduction.

**"Floodproofing"** means any combination of structural and nonstructural additions, changes, or adjustments to structures that reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, or structures and their contents.

**"Floodway" or "Regulatory Floodway"** means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.

**"Floodway Encroachment Lines"** means the lines marking the limits of floodways on federal, state and local floodplain maps.

**"Freeboard"** means a factor of safety usually expressed in feet above a flood level for purposes of floodplain management. *"Freeboard"* tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as bridge openings and the hydrological effect of urbanization of the watershed.

**"Functionally Dependent Use"** means a use that cannot perform its intended purpose unless it is located or carried out in close proximity to water. This term includes only docking facilities and facilities that are necessary for the loading and unloading of cargo or passengers, but does not include long-term storage or related manufacturing facilities.

**"Highest Adjacent Grade"** means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

**"Historic Structure"** means any structure that is (a) listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register; (b) certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; (c) individually listed on a State Inventory of Historic Places which have been approved by the Secretary of the Interior; or (d) individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either (1) by an approved state program as determined by the Secretary of the Interior or (2) directly by the Secretary of the Interior in states without approved programs.

**"Lowest Floor"** means the lowest floor of the lowest enclosed area, including basement. An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access, or storage, in an area other than a basement area, is not considered a building's lowest floor: **provided**, that such enclosure is not built so as to render the structure in violation of the applicable floodproofing design requirements of these regulations.

**"Manufactured Home"** means a structure, transportable in one or more sections, that is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term *"manufactured home"* includes a mobile home where permitted, but does not include a *"recreational vehicle."*

**"Manufactured Home Park or Subdivision"** means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

**"Map"** means the Flood Hazard Boundary Map (FHBM), Flood Insurance Rate Map (FIRM), or the Flood Boundary and Floodway Map (FBFM) for a community issued by the Federal Emergency Management Agency (FEMA).

**"Market Value" or "Fair Market Value"** means an estimate of what is fair, economic, just and equitable value under normal local market conditions.

**"Mean Sea Level"** means, for purposes of the National Flood Insurance Program (NFIP), the National Geodetic Vertical Datum (NGVD) of 1929 or other datum, to which base flood elevations shown on a community's Flood Insurance Rate Map (FIRM) are referenced.

**"New Construction"** means, for the purposes of determining insurance rates, structures for which the *"start of construction"* commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, *"new construction"* means structures for which the *"start of*

*construction*" commenced on or after the effective date of the floodplain management regulations adopted by a community and includes any subsequent improvements to such structures.

**"New Manufactured Home Park or Subdivision"** means a manufactured home park or subdivision for which the construction of facilities for servicing the lot on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by the community.

**"(NFIP)"** means the National Flood Insurance Program (NFIP).

**"Participating Community"** also known as an *"eligible community,"* means a community in which the Administrator has authorized the sale of flood insurance.

**"Permit"** means a signed document from a designated community official authorizing development in a floodplain, including all necessary supporting documentation such as: (1) the site plan; (2) an elevation certificate; and (3) any other necessary or applicable approvals or authorizations from local, state or federal authorities.

**"Person"** includes any individual or group of individuals, corporation, partnership, association, or any other entity, including federal, state, and local governments and agencies.

**"Principally Above Ground"** means that at least 51 percent of the actual cash value of the structure, less land value, is above ground.

**"Reasonably Safe From Flooding"** means base flood waters will not inundate the land or damage structures to be removed from the SFHA and that any subsurface waters related to the base flood will not damage existing or proposed buildings.

**"Recreational Vehicle"** means a vehicle which is (a) built on a single chassis; (b) 400 square feet or less when measured at the largest horizontal projections; (c) designed to be self-propelled or permanently able to be towed by a light-duty truck; and (d) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

**"Remedy A Violation"** means to bring the structure or other development into compliance with federal, state, or local floodplain management regulations; or, if this is not possible, to reduce the impacts of its noncompliance.

**"Risk Premium Rates"** means those rates established by the Administrator pursuant to individual community studies and investigations, which are undertaken to provide flood insurance in accordance with Section 1307 of the National Flood Disaster Protection Act of 1973 and the accepted actuarial principles. *"Risk premium rates"* include provisions for operating costs and allowances.

**"Special Flood Hazard Area"** see *"Area of Special Flood Hazard."*

**"Special Hazard Area"** means an area having special flood hazards and shown on an FHBM, FIRM or FBFM as zones (unnumbered or numbered) A, AO, AE, or AH.

**"Start of Construction"** includes substantial-improvements, and means the date the building permit was issued; provided, the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvements were within 180 days of the permit date. The *actual start* means either the first placement of permanent construction of a structure on a site, such as the pouring of slabs or footings, the installation of piles, the construction of columns, any work beyond the stage of excavation, or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling, the installation of streets and/or walkways, excavation for a basement, footings, piers, foundations, the erection of temporary forms, nor installation on the property of accessory structures, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial-improvement, the *actual start of construction* means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

**"State Coordinating Agency"** means the Division of Water Resources, Kansas Department of Agriculture, or other office designated by the governor of the state or by state statute at the request of the Administrator to assist in the implementation of the National Flood Insurance Program (NFIP) in that state.

**"Structure"** means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. *"Structure"* for insurance purposes, means a walled and roofed building, other than a gas or liquid storage tank that is principally above ground and affixed to a permanent site, as well as a manufactured home on a permanent foundation, or a travel trailer, without wheels on a permanent foundation. For the latter purpose, the term includes a building while in the course of construction, alteration or repair, but does not include building materials or supplies intended for use in such construction, alteration or repair, unless such materials or supplies are within an enclosed building on the premises.

**"Substantial-Damage"** means damage of any origin sustained by a structure whereby the cost of restoring the structure to pre-damaged condition would equal or exceed 50 percent of the fair market value of the structure before the damage occurred. ( See Section 8-103F for Damage.)

**"Substantial-Improvement"** means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the fair market value of the structure before *"start of construction"* of the improvement. This term includes structures, which have incurred *"substantial-damage,"* regardless of the actual repair work performed. The term does not, however, include either (1) any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications that have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or (2) any alteration of a *"historic structure,"* provided, that the alteration will not preclude the structure's continued designation as a *"historic structure."*

**"Variance"** means a grant of relief by the community from the terms of a floodplain management regulation. Flood insurance requirements remain in place for any varied use or structure and cannot be varied by the community.

**"Violation"** means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required by these regulations is presumed to be in violation until such time ~~as~~ that documentation is provided.

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"Water Surface Elevation" means the height, in relation to the National Geodetic Vertical Datum (NGVD) of 1929 (or other datum where specified) of floods of various magnitudes and frequencies in the floodplain riverine areas.

#### ARTICLE 9 CERTIFICATE OF ADOPTION

These Floodplain Management Regulations for the City of Mulvane, Kansas.

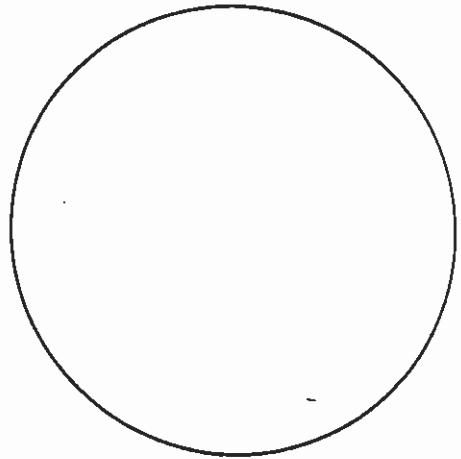
Chief Engineer Draft Approval Seal Here:

APPROVED

This 6<sup>th</sup> day of August, 2009

DAVID W. BARFIELD, P.E.  
for Chief Engineer  
Division of Water Resources  
Kansas Department of Agriculture

Community Approval Seal Here:



APPROVED:

James P. Ford  
James P. Ford, Mayor

10/04/09  
Date

Kent Hixson  
Kent Hixson, Deputy City Clerk

10-05-09  
Date

Published in Official News publication

Mulvane News 10-8-09

WATER RESOURCES  
DEPARTMENT

AUG 06 2009

US DEPT. OF AGRICULTURE

# ORDINANCE AMENDING THE FLOODPLAIN MANAGEMENT REGULATIONS

## Public Notice

(Published once in *The Mulvane News* on September 22, 2016)

ORDINANCE NO. 1476

AN ORDINANCE AMENDING THE ZONING REGULATIONS OF THE CITY OF MULVANE, KANSAS, AS ORIGINALLY ADOPTED BY ORDINANCE NO. 1432, AND INCORPORATING AS A PART THEREOF IN THE APPENDIX AMENDMENTS TO THE FLOODPLAIN MANAGEMENT REGULATIONS.

THAT WHEREAS on July 7, 2014, the City of Mulvane, Kansas enacted Ordinance No. 1432, which Ordinance was duly published and which provided for the adoption of and incorporation therein of certain Zoning Regulations as a Model Code for said City, official copies of same being on file with the City Clerk; and

WHEREAS, the Planning Commission of the City of Mulvane, Kansas has prior hereto and after giving due notice held a public hearing on September 8, 2016 and made certain recommendation amendments as contained herein; and

WHEREAS, the Governing Body of the City of Mulvane, Kansas desires to approve such amendments to the Zoning Regulations in accordance therein;

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF MULVANE, KANSAS:

Section 1. Approval of Draft Ordinance by Kansas Chief Engineer Prior to Adoption. The following amendments to the Floodplain Management Regulation provisions of the Zoning Regulations, as written, were approved in draft form by the Chief Engineer of the Division of Water Resources of the Kansas Department of Agriculture on August 4, 2016.

Section 2. That Article 1, Section B.3.a. pertaining to the dates for FEMA FIS illustrative materials for Sedgwick and Sumner Counties is hereby deleted and replaced with the following wording:

### 3. Methods Used To Analyze Flood Hazards

The Flood Insurance (FIS) that is the basis of these regulations uses a standard engineering method of analyzing flood hazards, which consist of a series of interrelated steps.

- a. Selection of a base flood that is based upon engineering calculation, which permits a consideration of such flood factors as its expected frequency of occurrence, the area inundated, and the depth of inundation. The base flood selected for these regulations is representative of large floods, which are characteristic of what can be expected to occur on the particular streams subject to these regulations. The base flood is the flood that is estimated to have a one percent chance of being equaled or exceeded in any one year as delineated on the respective Federal Insurance Administrator's FIS, and illustrative materials for Sedgwick and Sumner Counties dated respectively as December 22, 2016, and December 22, 2016.

Section 3. That Article 2, Section A. pertaining to the dates for the In Maps for Sedgwick and Sumner Counties is hereby deleted and replaced with following wording:

### SECTION A. LANDS TO WHICH REGULATIONS APPLY

These regulations shall apply to all lands within the City of Mulvane and the Extraterritorial Zoning Jurisdiction designated in Section 1-103 of the Zoning Regulations identified as numbered and unnumbered A Zones, AR, AO, and AH Zones, on the Index Maps Dated December 22, 2016 for Sedgwick County and December 22, 2016 for Sumner County of the Flood Insurance Rate Map, (FIRM) including any Letters of Map Amendments (LOMA) or Letters of Map Revisions (LOMR). In all areas covered by these regulations, no development shall be permitted except through the issuance of a Floodplain development permit, granted by the duly designated representative under such safeguards and restrictions as the City Council of Mulvane or the designated representative may reasonably impose for the protection and maintenance of the general welfare, health of the inhabitants of the community, and as specifically noted in Article 4.

Section 4. That Article 4, Section A.4.f.(4) pertaining to proposals for manufactured home parks and subdivisions in:

2. Subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, located within special flood hazard areas are required to ensure that:

4. All proposals for development, including proposals for manufactured home parks and subdivisions, of greater than five (5) acres or fifty (50) lots, whichever is lesser, include within such proposals base flood elevation data.

Section 5. That Article 5 pertaining to Definitions is amended to add the following new definition.

"Base Flood Elevation (BFE)", means the computed elevation to which floodwater is anticipated to rise during the base flood.

Section 6. Any provisions of this Ordinance which shall be declared to unconstitutional or otherwise invalid shall not affect the validity and author. of the other sections of this Ordinance.

Section 7. This Ordinance shall take effect from and after its publication in the official city newspaper.

PASSED BY THE GOVERNING BODY of the City of Mulvane, Kansas on Sept. 12, 2016.

APPROVED BY THE MAYOR ON Sept. 12, 2016.



ATTEST:

1-1 Debra M. Parker  
Debra M. Parker, City Clerk

Triples Field Office

JUL 21 2016  
Ministry of Water Resources

APPROVED  
1-1 Shelly Steadman  
Shelly Steadman, Mayor

**ORDINANCE NO. 1432**

**AN ORDINANCE ENACTED APPROVING AND INCORPORATING BY REFERENCE CERTAIN ZONING REGULATIONS GOVERNING THE USE OF LAND AND THE LOCATION OF BUILDINGS WITHIN THE CITY OF MULVANE, KANSAS, AND AN EXTRATERRITORIAL JURISDICTION IN SUMNER COUNTY, AS PREPARED AND PUBLISHED AS A MODEL CODE IN BOOK FORM BY THE MULVANE CITY PLANNING COMMISSION PURSUANT TO K.S.A. 12-741 ET SEQ., AS AMENDED, 12-715b, 12-736, 12-3009 TO 12-3012 INCLUSIVE, 12-3301 AND 12-3302; ESTABLISHING ZONING DISTRICT BOUNDARIES AND THE CLASSIFICATIONS OF SUCH DISTRICTS; ADOPTING BY REFERENCE OFFICIAL MAPS OF ZONING DISTRICTS; DEFINING CERTAIN TERMS USED IN SAID REGULATIONS; REGULATING THE MAXIMUM DIMENSIONS OF BUILDINGS AND OTHER STRUCTURES THROUGH BULK REGULATIONS AND LOT AREAS; REGULATING THE LOCATION AND SIZE OF SIGNS; PROVIDING FOR AND REGULATING VEHICULAR PARKING SPACE; REESTABLISHING THE BOARD OF ZONING APPEALS AND PRESCRIBING ITS DUTIES; PROVIDING FOR THE APPOINTMENT OF A ZONING ADMINISTRATOR AND PRESCRIBING HIS OR HER DUTIES; PROVIDING FOR FEES TO BE CHARGED FOR ZONING CASES AND ZONING PERMITS; ESTABLISHING A MEANS FOR AMENDING SAID REGULATIONS, MAPS AND ORDINANCE; PROVIDING FOR PENALTIES FOR VIOLATION OF ITS PROVISIONS AND A MEANS OF ENFORCEMENT; AND REPEALING ALL OTHER ORDINANCES IN CONFLICT HEREWITH.**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF MULVANE, KANSAS:**

**Section 1. Adoption:** Zoning regulations are hereby approved and adopted by the Governing Body of the City of Mulvane, Kansas, as prepared and published as a model code in book form by the Mulvane City Planning Commission with the technical assistance of Foster & Associates, Planning Consultants of Wichita, Kansas, in association with Rice Foster Associates, Landscape Architecture & Planning, and the City Zoning Administrator under the date of June 12, 2014 and entitled "Zoning Regulations of the City of Mulvane, Kansas" and the same are hereby incorporated by reference as fully as if set out herein.

**Section 2. Official Maps:** There are further herein incorporated by reference and adopted Official Zoning Maps including Flood Insurance Rate Maps (FIRM) dated February 2, 2007 for Sedgwick County and November 18, 2009 for Sumner County delineating the boundaries of zoning districts and the classification of such districts, which maps shall be marked "Official copy of zoning district map incorporated into zoning regulations by adoption of Ordinance No. 1432 by the Governing Body of the City of Mulvane on the 7th day of July, 2014" and filed with the Zoning Administrator to be open for inspection and available to the public at all reasonable business hours.

Section 3. **Public Hearing:** The advertised public hearing required by Kansas statutes was duly held on June 12, 2014 by the Mulvane City Planning Commission, and a discussion of said Zoning Regulations and Official Zoning Maps was had at the hearing; and the Zoning Regulations and maps in model code form herein adopted is a true and correct copy of those regulations as adopted by the Planning Commission.

Section 4. **Jurisdiction:** From the effective date of this Ordinance, the Zoning Regulations and Official Zoning Maps herein incorporated by reference shall govern all use of the land and the location of buildings and other structures placed within the City of Mulvane, Kansas and the extraterritorial jurisdiction in Sumner County described therein.

Section 5. **Official Copies:** Not less than three copies of the Zoning Regulations in book form marked "Official Copy as incorporated by Ordinance No. 1432" and to which there shall be a published copy of this Ordinance attached, shall be filed with the City Clerk to be open for inspection and available to the public at all reasonable business hours.

Section 6. **Invalidity of a Part:** Any provisions of this Ordinance which shall be declared by a competent court to be unconstitutional or invalid shall not affect the validity and authority of any other sections of said Ordinance.

Section 7. **Repeal:** Ordinance No. 1336 is hereby repealed and any other ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

Section 8. **Effective Date:** This Ordinance shall take effect from and after its passage, approval and publication once in the official city newspaper.

**PASSED BY THE CITY COUNCIL** this 7th day of July, 2014.

**APPROVED BY THE MAYOR** this 7th day of July, 2014.



*James P. Ford*  
James P. Ford, Mayor

**ATTEST:**

*Patty Gerwick*  
Patty Gerwick, City Clerk

Revised July 2000

**BYLAWS  
of the  
MULVANE CITY PLANNING COMMISSION**

**ARTICLE I--- CREATION. MEMBERSHIP. AUTHORITY AND DUTIES**

**Section 1. Creation.** The Mulvane City Planning Commission, hereinafter referred to as the "Commission," has been reestablished by the Governing Body by the adoption of Ordinance No. 932 which was published on December 12, 1991. The Commission was originally created in 1953.

**Section 2. Membership.** The membership consists of nine members serving staggered three year terms of whom five are residents of the City of Mulvane, Kansas, and two such members shall reside in the designated Planning Area outside of the City in Sedgwick County and two ½ the City's extraterritorial zoning jurisdiction in Sumner County. Members are appointed by the Mayor with the consent of the City Council at their first regular meeting in May of each year and take office at the next regular meeting of the Commission. Vacancies are filled by appointment for the unexpired term.

**Section 3. Disqualification.** Regular attendance is an important responsibility of membership. Maintaining a quorum for voting purposes is especially important. Any member that absences himself or herself for more than three consecutive regular meetings for reasons not considered justifiable by the Commission shall be notified that the Commission will recommend to the Mayor that his or her membership be declared vacated as required by Ordinance No. 904 and a replacement appointment be made.

**Section 4. Conflicts of Interest.** Members of the Commission shall be aware at all times of their responsibility to the community and shall refrain from any recommendation or action that would benefit individuals or special interest groups rather than serve the best interests of the entire community. In furtherance of this responsibility, members shall refrain from recommending or acting on any matter before the Commission in which they have, either directly or indirectly, any financial interest or use their influence or position to show favoritism that could lead to the development of a clientele at a later date.

**Section 5. Authority.** The Commission is vested with the responsibilities of a planning commission as contained in the State Planning and Zoning Statutes, i.e., K.S.A. 12—741, et seq., as amended, 12—736 and 12—715(b).

**Section 6. Duties.** As provided for by the statutes referred to in Section 5, the duties of the Commission shall be:

1. To make or cause to be made, adopted and maintained an official Comprehensive Development Plan for the City and any unincorporated territory lying outside the City but within Sedgwick and Sumner Counties which in the Commission's opinion forms the total community of which the City is a part, subject to the approval of the Governing Body by ordinance (K.S.A. 12—747);

2. To annually review or reconsider the Comprehensive Plan at least once a year at the February meeting to determine if the Plan or any portion thereof has become obsolete and to report such status to the Governing Body or propose remedial amendments, extensions or additions to the plan (K.S.A. 12—747[d]);
3. To determine the conformance to the Comprehensive Plan of public improvements, facilities or utilities of a type embraced within the recommendations of the Plan which are proposed for construction or authorization and to report upon such conformance or nonconformance within 60 days to the Governing Body unless conformance is otherwise determined by reviewing the City's capital improvement program (K.S.A. 12—748);
4. To prepare, adopt and maintain Zoning Regulations for the City and extraterritorial jurisdiction; to recommend the approval of such regulations to the Governing Body; and to hold hearings and make recommendations on all amendments thereto and zoning applications (K.S.A. 12—715(b), 12—753 through 12—759 and 12—763);
5. To prepare, adopt and maintain Subdivision Regulations for the City and extraterritorial jurisdiction; to recommend the approval of such regulations by the Governing Body; and to process and approve plats and to transmit them to the Governing Body for the acceptance of dedications thereon (K.S.A. 12—749, 751(a), 752 and 764);
6. To concurrently serve as the Board of Zoning Appeals to hear and decide appeals from determinations of the Zoning Administrator, variances and exceptions as required by the Zoning Regulations (K.S.A. 12—759);
7. To submit to the Governing Body on or before the first Monday in July of each year a proposed budget for the ensuing year to carry out the Commission's planning program (K.S.A. 12—746);
8. To prepare and approve plans for neighborhoods and special project areas;
9. To maintain planning reference files of plans, reports, maps, ordinances, regulations and policies accessible to officials, developers and citizens;
10. To maintain cooperation and coordination with the trustees of the surrounding townships, U.S.D. #263, the Sumner County Planning Board, the Wichita—Sedgwick County Metropolitan Planning Commission and Department, and with such other county, regional and state planning entities as may be deemed appropriate;
11. To make recommendations to the Wichita—Sedgwick County Metropolitan Area Planning Commission on all zoning items proposed for hearings within the MAPC Zoning Area of Influence as well as for any proposed revisions to County rules or regulations which might effect the development of the Mulvane Planning Area; and

12. To hold hearings, provide plans for and/or make recommendations on such other matters including annexations and vacations as may be periodically assigned to the Commission by the Governing Body.

**Section 7. Compensation.** Members of the Commission shall serve without compensation for their services; however, the members may receive reimbursement for their authorized out—of—pocket expenses including travel when related to the Commission's activities as the Governing Body by policy may deem desirable.

## **ARTICLE II — OFFICERS, ELECTIONS AND DUTIES**

**Section 1. Officers.** The officers of the Commission shall consist of a Chairperson, Vice—Chairperson and Secretary. The Chairperson and Vice Chairperson shall be members of the Commission; however, the Secretary may or may not be a member of the Commission. (K.S.A. 12—745)

**Section 2. Elections.** At the regular Commission meeting in January of each year, the officers shall be nominated and those persons receiving the highest number of votes shall be deemed elected. Officers shall take office following the meeting and serve, for one year or until their successor has been elected. Officers may serve for more than one term.

**Section 3. Duties.** The Chairperson shall preside at all meetings of the Commission. In the absence of the Chairperson, the Vice—Chairperson shall preside. In the absence of both the Chairperson and the Vice—Chairperson, the Secretary shall preside to select a temporary Chairperson and the Secretary shall forthwith relinquish the chair after selection of a temporary Chairperson. The Chairperson shall sign all minutes and other official papers and documents to indicate that they have been approved by the Commission. The Chairperson shall represent the Commission at all meetings with other groups unless another member is designated to perform that function. The Chairperson shall also be responsible to oversee the preparation and distribution of agendas for each Commission meeting.

The Vice—Chairperson shall act in the manner and capacity as the Chairperson in the absence of the Chairperson.

The Secretary shall perform the following duties:

1. To prepare the minutes of each Commission meeting and submit them to the Commission for approval;
2. To maintain an official file or record book of the minutes as approved and signed by the Chairperson and the Secretary; and to provide the Governing Body, City Administrator/Clerk, Zoning and Subdivision Administrator(s) and other officials with copies on a continuing basis;
3. To attest to resolutions and certificates adopting the Comprehensive Plan and amendments thereto and to maintain an official file of Comprehensive Plan documents and accompanying adoption materials and ordinances;

4. To distribute to each Commission member all current materials relating to the Comprehensive Plan and Zoning and Subdivision Regulations and to distribute three sets of Zoning and Subdivision Regulations, including amendments thereto, to the City Clerk as the official City copies; and
5. To prepare and distribute agendas for each Commission meeting under the direction of the Chairperson. (See Article III, Section 7 on Agendas.)

### **ARTICLE III — MEETINGS**

**Section 1. Regular Meetings.** When a regular meeting of the Commission is held, it shall be on the second Thursday of a month. When the date of a regular meeting conflicts with a legal holiday, the Commission may designate the date for the next regular meeting unless such meeting dates have otherwise been adopted as a schedule for the year. All meetings shall be held in the Council Room at the City Hall in Mulvane, Kansas, beginning at 7:30 p.m.; provided, however, that the Commission may vote to adopt another hour, date or place of meeting. Any such change shall be given wide publicity for the convenience of persons having business before the Commission.

**Section 2. Special Meetings.** Special meetings may be called by the Chairperson or in the Chairperson's absence by the Vice—Chairperson or upon written request of any three members of the Commission. When a special meeting is called, notice as to date, time, place and purpose for the meeting shall be given by the Chairperson to all the Commission members and the Governing Body at least 24 hours before the meeting by mail, hand delivery or telephone. The announcement of a special meeting at a regular meeting shall constitute notice to those members present. Members not present and the Governing Body shall be notified by the Chairperson.

No agenda items other than those stated in the notice shall be considered at a special meeting.

**Section 3. Adjourned Meetings.** If the business before the Commission is not completed, the Commission by motion may adjourn the meeting or a specific agenda item to a specified date, time and place until the matters on the original agenda or the specified item are acted upon. When such a motion is made known to those persons in attendance, no further notice need be given.

**Section 4. Open Meetings and Closed Sessions.** Having determined that at least a quorum is present, all actions of the Commission shall be open to the public and to attendance by representatives of the news media, except that closed sessions if deemed necessary may be held to deliberate a rezoning application including a conditional or special use permit wherein such action is considered to be a quasi—judicial function. The motion to recess for a closed session shall be placed in the minutes and include a statement of (a) the justification for closing the meeting; (b) the subjects to be discussed during the closed session; and (c) the time and place at which the open meeting will resume, all according to K.S.A. 75—4319 of the Kansas Open Meetings Act. In such closed sessions, no binding vote or action may be taken.

**Section 5. Workshop Sessions.** The Commission may meet at a regular or special meeting in a workshop session for a general discussion on one or more topics or for a training session; however, the Kansas Open Meetings Act applies and no binding action may be taken. While regular minutes are not necessary, a record of attendance and a brief summary of the subject(s) discussed should be made.

**Section 6. Quorum.** A quorum shall consist of a majority of the total membership which is designated by the ordinance creating the Commission whether any vacancies exist or not. Thus, a quorum of five members must be present to conduct any business. In the absence of a quorum at any meeting or at the impending loss of a quorum during a meeting, the presiding officer after consultation with those members present may adjourn the meeting to a specified date, time and place or similarly table an agenda item.. When such information is made known to those persons in attendance, no further notice need be given.

*Members abstaining from voting may be counted when determining whether a quorum is present; however, members disqualified from voting may not be counted. (See Article IV, Sections 10 and 11 on Parliamentary procedure.)*

**Section 7. Agendas.** The Chairperson shall oversee the preparation of an agenda of all matters to come before the meeting and to have it mailed or delivered to the Commission members no later than six calendar days preceding the next regular meeting. Copies of the agenda shall also be furnished (a) to the Governing Body, City Administrator/Clerk, Zoning and Subdivision Administrator(s) and news media; (b) to each party having an item on the agenda; and (c) to any person requesting an agenda or a notice of the date, time and place of a regular or special meeting of the Commission under K.S.A. 75—4318(b) and (d) of the Kansas Open Meetings Act. Any member of the Commission may place items on the agenda by advising the Chairperson no later than noon on the seventh day preceding the next regular meeting. If the number of applications received for zoning or platting would create an unduly long Commission meeting, the Chairperson may carry over such items on a first—come, first—served basis to the next Commission meeting unless already advertised for public hearing. (See Article IV, Section 1 on the Order of Business.)

**Section 8. Recording of Meetings.** The Secretary shall keep complete records of all *proceedings of the Commission. The Secretary shall also prepare and maintain permanent minutes to be kept in a file or record book available for public view. Permanent copies of such minutes shall not be removed from City Hall except by order of a court. Copies of the minutes shall be furnished to all persons or bodies making such a request to the Secretary. The Secretary may make such charges as are necessary to recover the cost of making such copies.*

## **ARTICLE IV — CONDUCT OF MEETINGS**

**Section 1. Order of Business.** The general order of business shall be as follows unless otherwise decided by the Commission: (a) Roll call; (b) Approval of the agenda; (c) Approval of the minutes; (d) Public agenda; (e) Committee and staff reports; (f) Communications; (g) Public hearings; (h) Plats; (i) Screening plans; (j) Miscellaneous; and (k) Adjournment.

Off-agenda items may be considered at the discretion of the Commission when such items are added to the agenda at the beginning of the meeting by motion. Approval of such consideration shall be based on a finding that a review or presentation would be in the best interest of the general public and not contrary to the provisions of public notice.

It is the intention of the Commission to end their meetings not later than 10:00 p.m.; however, if the commission deems it necessary to continue a meeting past the designated time, a motion must be passed and the agenda items to be considered stated in the motion.

**Section 2. Appearance Before the Commission.** Applicants and petitioners or their representatives and members of the community at large or individuals or their representatives who feel that they will be affected by any action of the Commission may appear to present views and statements either for or against agenda items. Personal appearance before the Commission is recommended; however, written communication may be presented instead. The Commission may at their discretion defer items coming before the Commission if the applicant or petitioner is not present and has not submitted written communication.

**Section 3. Actions.** In all formal matters, the Commission shall act by motion unless a resolution is required by law or governmental regulations. All notices required by law to be given by publication including those for public hearings shall be published in the officially designated City newspaper. Substantive motions before the Commission shall be restated by the Secretary before a vote is taken. Every motion on a substantive matter shall set forth reasons. Action shall be taken on each agenda item presented at the conclusion of discussion of that item.

**Section 4. Voting.** When a quorum is declared present, all actions of the Commission shall be taken by a majority vote of the members present and voting thereof (K.S.A. 12—745), except that a majority vote of the entire membership of the Commission shall be required to adopt or amend a comprehensive plan or zoning and subdivision regulations. A rezoning amendment or special use application which affects a specific property only requires a majority vote of the members present and voting at the hearing (K.S.A. 12—757[c]). Voting shall be by individual voice ballot of "Aye" or "Nay" on each item and shall be tallied and the results determined by the Chairperson. In the event of a tie or a divided vote, see Article IV, Sections 8 and 9 on Parliamentary Procedure.

**Section 5. Parliamentary Procedure.** All meetings of the Commission shall be conducted in accordance with the current edition of Robert's Rules of Order Newly Revised, except insofar as modified by these Bylaws and procedures adopted by the Commission:

1. A second shall be required for all motions.
2. The presiding officer shall have the right to make motions and to second motions without vacating the chair.
3. Motions to "receive and file" shall not be debatable.
4. Substitute motions may be made for prime motions provided that substitute motions are voted on before the prime motion. Substitute motions shall be made only once and shall be debatable only if the

prime motion was debatable. A substitute motion may be made without the consent of the maker of the prime motion.

5. Motions to reconsider any item shall be made by one of the members voting in favor of the item to be reconsidered. Motions to reconsider shall not be allowed in cases where the item proposed for reconsideration has previously been forwarded to and acted on by the Governing Body.
6. The Commission may suspend the rules provided that: (a) the motion to suspend the rules takes precedence over other prime motions; (b) the motion shall state the specific purpose and rule to be suspended; (c) no such motion shall be considered approved unless the length of time such suspension will be in effect has been specified; (d) the motion shall be approved by a majority of the quorum; and (e) no suspension of the rules shall be considered permanent.
7. Participation from the floor (audience) on any matter may be limited as to time at the discretion of the presiding officer when in his or her opinion such participation is repetitious; contains statements derogatory to the character, integrity or actions of the Commission or any member without support of such allegations; or when the course of business due to the number of matters to be considered and/or number of people requesting to be heard will not reasonably permit further participation. Those persons speaking on a given item from the floor should first be recognized and then address their remarks to the presiding officer. Each member of the Commission may speak to an issue as many times as may be desired.
8. The presiding officer shall have the right to vote. If the officer chooses not to vote, he or she shall automatically be considered to have abstained from voting. (See Article IV, Section 10 below on Parliamentary Procedure.)
9. When a divided vote occurs, the presiding officer shall call for a roll—call vote. The Secretary shall enter into the minutes the result by name of all roll—call votes.
10. Any member abstaining or remaining silent on a vote shall be considered to have voted with the majority vote of those who voted; provided that, such member does not have an interest or bias in the matter that would otherwise disqualify him or her from voting. In the event of an equally divided vote, the vote of a member abstaining or remaining silent is not to be counted. Members who do abstain or remain silent on a vote are still counted as present in determining a quorum.
11. The presiding officer may grant permission for any member to abstain on any particular vote when the member declares a conflict of interest or bias and requests the presiding officer to approve an abstention from voting. When such an abstention is granted, the requesting member is disqualified from voting and shall disassociate himself or herself from the assembled members and not engage in discussion until the particular item is acted upon. Members shall automatically be granted such an abstention when they or their spouse own property in

the area of notification for a zoning application. Such abstention shall not prevent them from signing a protest petition or appearing before the Commission to speak on the zoning application. When a member is disqualified from voting, they cannot be counted as present for the quorum.

12. To be eligible to vote on the first date of a public hearing, a member must have been present to hear the entire presentation unless it is appropriate and timely for the chairperson or another person(s) present to inform such member sufficiently to apprise him or her of the hearing proceedings to that point in time. If a public hearing or resulting deliberation of the Planning Commission is continued until another date, a member who was not present for all or for only a portion of the prior hearing and has not otherwise been sufficiently informed of the proceedings, may abstain or may vote on the pending matter ; provided, that the following provisions have met:

- (a) The summary of the hearing has been read.
- (b) Application and any other materials including drawings submitted or presented by the applicant have been reviewed; and
- (c) The member acknowledges for the record that he or she has complied with the above provisions.

13. Subject to these provisions, the presiding officer shall decide all points of order and procedure, unless overruled by a majority of the total membership of the Commission.

## **ARTICLE V — HEARING PROCEDURES.**

**Section 1. Intent and Purpose.** It is the intent of the Commission to hold fair and impartial hearings on all matters requiring a public hearing at which adequate legal notice has been given to all concerned parties. The purpose of such hearings is to make it clear that decisions are based on the relevant evidence presented and that well organized hearings and procedures will lead to legally defensible decisions which are not arbitrary, discriminatory or unreasonable. To ensure fairness, the hearing room should be able to accommodate all persons wishing to attend and to enable them to properly hear the proceeding.

Ex parte contacts, i.e., those contacts in the form of verbal or written communications outside of a hearing should be discouraged. Commission members should (a) come to a hearing favoring neither side; (b) have no personal interest in the outcome other than that shared by the community—at-large; (c) treat both sides alike; and (d) base their decision solely on the facts presented as evidence before the Commission. Any facts determined by personal investigation should be reported to the Commission at the hearing as ex parte information.

**Section 2. Order of Proceedings for Zoning Hearings.** Applications for rezoning amendments and special use permits that are site—specific land use decisions are considered quasi—judicial proceedings. The latter includes the procedural due process elements of notice and opportunity to be heard in a fair, open and impartial hearing. At the end of the hearing, the Commission shall adopt a written report or place in the minutes a statement summarizing the evidence and stating the factors that it considered in arriving at its decision. The following order of proceedings shall be used for all such rezoning and special use hearings:

1. Determination that a quorum is present.

2. Determination that proper notice has been given.
3. Report of ex parte contacts with Commission members.
4. Introduction of application by Zoning Administrator.
5. Presentation by applicant.
6. Commission and staff question applicant.
7. Public comments on proposed application.
8. Receipt of written communications or petitions.
9. Applicant presents closing comments.
10. Staff presents closing comments.
11. Public portion of the hearing closed by the presiding officer.
12. Planning Commission deliberations.
13. Review findings and factors on which recommendation is based.
14. Motion to recommend to the Governing Body the approval, disapproval or modification of the application or to table the agenda item to a specific date, time and place.

While no further public comments will be received after the hearing is closed, the Commission may question any participant at any time during the proceedings. At its discretion, the Commission may instruct the Secretary to tape record the hearings.

**Section 3. Legislative Hearings.** Hearings for the adoption of comprehensive plans and zoning and subdivision regulations and amendments thereto are considered legislative in nature. The order of proceeding for hearings in Article V, Section 2 above may be modified for a legislative hearing as to the role of the applicant and the findings and factors on which a decision is based. In any event, the Commission's recommendation to the Governing Body shall be in writing accompanied by a written summary of the hearing thereon.

## **ARTICLE VI ----- COMMITTEES**

**Section 1. Committees and Liaison Representatives.** The Chairperson, with the consent of the Commission, may appoint standing and ad hoc committees and liaison representatives as may be needed to assist in the business of the Commission. The membership of such committee(s) and liaison representatives may consist of all Commission members or part Commission members or be all noncom— mission members. All such committees and representatives shall be provided a formal charge and shall report to the Commission their findings and recommendations, unless otherwise directed.

Standing committees and regular liaison representatives are as follows:

1. **Subdivision Committee** — A Subdivision Committee consisting of at least three Commission members shall be appointed. All meetings of the committee shall be conducted as open meetings. The Subdivision Administrator and other City staff members may serve as nonvoting ex officio members. The committee may request the assistance of other officials and technicians depending upon the nature of the plat being considered.
2. **City Liaison Representative** — Whenever an agenda item is to be forwarded to the Governing Body and it is not deemed necessary or possible for the Chairperson to appear, the Chairperson shall designate a person to appear and

to assist in a presentation as necessary on the item. When such representative is present, he or she may also be available to be informed of or report upon activities affecting the Planning Commission. A brief report on the representative's attendance at the Governing Body meeting shall be made at the next Commission meeting.

All standing committees and liaison representatives shall be appointed at the next regular Commission meeting following the election of officers. They shall take office following the meeting of their appointment and serve for one year or until their successor has been appointed. Such committees may elect officers unless otherwise designated by the Chairperson and establish such rules of procedure as deemed desirable.

## **ARTICLE VII — AMENDMENTS TO BYLAWS**

**Section 1. Amendments.** The Commission may, by a two—thirds majority vote of the entire membership thereof, amend these Bylaws or any provisions or sections thereof, at any time when the same is not in conflict or in contravention of any of the laws of the State of Kansas or ordinances of the City applicable thereto. Notices of the proposed amendments shall be furnished by the Secretary to the Commission members and the Governing Body not less than six calendar days prior to the meeting at which such amendments are to be considered. A current copy of the Bylaws adopted by the Commission and signed shall be filed by the Secretary with the City Clerk including any amendments thereto.

**Section 2. Adopted.** The above and foregoing Bylaws are hereby adopted as the Bylaws of the Mulvane City Planning Commission subject to the approval of the City Council by a majority vote. When approved by the City Council, these Bylaws shall become effective on January 1, 1992.

**DATED** this 12<sup>th</sup> day of December                      1991.

**Dennis V. Alvarez, Chairperson**

**Karen Rambo, Secretary**

**APPROVED** by the Mulvane City Council on the 16<sup>th</sup> day of December , 1991.

Gerald S. Wing, Mayor

**ATTEST:**

Carol R. Burch, City Clerk