

LEAVENWORTH BOARD OF ZONING APPEALS

MONDAY, September 16, 2019 – 6:00 P.M.
COMMISSION ROOM, CITY HALL
LEAVENWORTH, KANSAS

AGENDA

CALL TO ORDER:

1. Roll Call/Establish Quorum
2. Approval of Minutes: April 22, 2019 **Action:** Motion

OLD BUSINESS:

None

NEW BUSINESS:

1. 2019-10 BZA – 5000 10TH AVENUE

Hold a public hearing for Case No. 2019-10 BZA, wherein the applicant, FedEx, is requesting a variance from section 8.11 of the adopted Development Regulations to allow more than one sign per storefront.

ADJOURN



BOARD OF ZONING APPEALS MINUTES
MONDAY, April 22, 2019, 6:00 P.M.
COMMISSION ROOM, CITY HALL
LEAVENWORTH, KANSAS

The Leavenworth Board of Zoning Appeals (BZA) met Monday, April 22, 2019. It was determined a quorum was met with the following board members present: Dick Gervasini, Jan Horvath, Ron Bates and Kathy Kem. Mike Bogner was absent. Staff members City Planning Director Julie Hurley and Administrative Assistant Michelle Baragary were present.

Vice Chairman Gervasini called the meeting to order at 5:57 p.m. and called for the first item on the agenda; approval of minutes from February 22, 2019. Mr. Horvath moved to accept the minutes with the necessary typo correction on page 1, seconded by Ms. Kem and approved by a vote of 4-0.

The Vice Chairman called for the next item on the agenda – **Case No. 2019-04 BZA – 1718 Seneca Street – Variance Request** - and requested the staff report.

Planning Director Julie Hurley addressed the board stating the applicant, Virginia Cornelius, is requesting a variance from section 4.03 of the adopted Development Regulations to allow a front setback of less than 25'. The subject property is zoned R1-9, Medium Density Single Family Residential District, with an existing single family home on the lot. The subject property is surrounded by other single family homes of a similar size and nature.

The R1-9 zoning district requires a minimum front yard setback of 25'. The existing house has a front setback of 20' and is considered legal non-conforming. The applicant is proposing to construct an 8' by 20' covered front porch on the front of the house, which would result in a front setback of 12'.

Section 4.03 of the Development Regulations states the following:

Front Yards. In areas where parcels were created previous to the adoption of Subdivision Regulations in July 1966, where structures have been built observing a setback other than the setback required by the applicable Zoning District, new structures shall observe the following setback:

- a. Front setbacks may be the average setback of all lots within 150 feet of either side of the lot, but along the same block.*

There are four houses along the same block within 150 feet of either side of the subject property, with an average setback of 17'. The proposed addition would result in a front setback of 12', or 5' less than the average of the surrounding lots.

Ms. Hurley asked for questions regarding the staff report.

Mr. Bates asked if the average setback is calculated to the face of the house or to any structure that comes out, such as a slab of concrete.

Ms. Hurley stated it is to the building or to a covered front porch. If there is an uncovered, unenclosed front porch then that porch would not be considered. But if there was a covered front porch, then it would be measured to the covered front porch. Furthermore, the measurement is from the front property line (the red line on the map) not from the curb.

Ms. Kem asked if any of the houses included in calculating the average setback, asked for or received a variance for the front setback

Ms. Hurley stated they have not requested or received a variance. She believes the front porch at 1722 Seneca may have been an addition some years prior but she could not find any records of that. The subdivision was platted in 1960.

Ms. Kem asked what the setback is for 1722 Seneca.

Ms. Hurley responded the setback for 1722 Seneca is 12'.

Mr. Gervasini stated the porch at 1722 Seneca appears to have been constructed since 1960. Possibly constructed in the past 5-10 years.

The applicant, Virginia Cornelius, stated the covered porch at 1722 Seneca was built in 2018.

Ms. Hurley stated the city does not have record of a building permit for that. So if it was constructed in 2018, it was done so illegally.

Ms. Kem asked if the proposed porch will be covered.

Ms. Hurley responded in the affirmative. Ms. Hurley brought up a street view of the property located at 1722 Seneca. The covered front porch was depicted in the street view with a capture date of July 2013.

Ms. Cornelius stated the porch on the street view is not accurate of what is there today. The owners added on to the covered porch.

With no further questions, Vice Chairman Gervasini opened the public hearing.

The applicant, Virginia Cornelius, approached the board stating she has been saving for 10 years to build the proposed covered porch. She is trying to do this the right way by requesting the variance. Ms. Cornelius referred to the site plan indicating she would like her front porch to align with the neighboring property at 1722 Seneca. The covered porch will have an open railing as to not affect the line of site for vehicles. Furthermore, the porch will not adversely affect the public health, safety, morals or order.

Ms. Cornelius further stated the neighbors at 1722 Seneca moved in in 2017. They recently tore down their covered porch and built a new larger covered porch. She would like her porch to coincide with the dimensions of her neighbor's porch.

Mr. Horvath asked if the applicant has spoken with her neighbors about installing a covered front porch to her property.

Ms. Cornelius stated she has spoken with five different neighbors and no one had any objections.

Mr. Bates asked if the applicant considered a porch that would not go into the required setback.

Ms. Cornelius stated the original plan was to have a 12' by 20' covered porch. When city staff informed her she could not have a 12' by 20' porch she adjusted the size to the size of her neighbor's, which is 8' x 20'.

With no further discussion among the commissioners, Vice Chairman Gervasini closed the public hearing and read the following criteria regarding the Board's authority and reviewed each item.

BOARD OF ZONING APPEALS AUTHORITY:

The Board's authority in this matter is contained in Article 11 (Board of Zoning Appeals), Section 11.03.B (Powers and Jurisdictions – Variances)

Variances: To authorize in specific cases a variance from the specific terms of these Development Regulations which will not be contrary to the public interest and where, owing to special conditions, a literal enforcement of the provisions of these Development Regulations will, in an individual case, result in unnecessary hardship, provided the spirit of these Development Regulations shall be observed, public safety and welfare secured, and substantial justice done. Such variance shall not permit any use not permitted by the Development Regulations of the City of Leavenworth, Kansas in such district. Rather, variances shall only be granted for the detailed requirements of the district such as area, bulk, yard, parking or screening requirements.

1. The applicant must show that his property was acquired in good faith and where by reason of exceptional narrowness, shallowness or shape of this specific piece of property at the time of the effective date of the Zoning Ordinance, or where by reason of exceptional topographical conditions or other extra-ordinary or exceptional circumstances that the strict application of the terms of the Development Regulations of the City of Leavenworth, Kansas actually prohibits the use of his property in the manner similar to that of other property in the zoning district where it is located.
2. A request for a variance may be granted, upon a finding of the Board that all of the following conditions have been met. The Board shall make a determination on each condition, and the finding shall be entered in the record.
 - a) *That the variance requested arises from such condition which is unique to the property in question and is not ordinarily found in the same zone or district; and is not created by an action or actions of the property owner or the applicant.*

Vote 0-4

All board members voted in the negative.

- b) *That the granting of the permit for the variance will not adversely affect the rights of adjacent property owners or residents.*

Vote 3-1

Kathy Kem disagreed.

- c) *That the strict application of the provisions of the Development Regulations from which the variance is requested will constitute unnecessary hardship upon the property owner represented in the application.*

Vote 0-4

All board members disagreed. Kathy Kem stated she appreciates the applicant's willingness to improve her property, however, she is having a hard time getting past these requirements for a variance the way the ordinance is written. Ms. Kem does not feel as though she can agree with these provisions and uphold the requirements of the zoning ordinance.

- d) *That the variance desired will not adversely affect the public health, safety, morals, order, convenience, prosperity, or general welfare;*

Vote 4-0

All board members voted in the affirmative.

- e) *That granting of the variance desired will not be opposed to the general spirit and intent of the Development Regulations.*

Vote 0-4

All board members disagreed.

3. In granting a variance, the Board may impose such conditions, safeguards, and restrictions upon the premises benefited by the variance as may be necessary to 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 Development Regulations.

Ms. Hurley said that three out of the five criteria were not met, therefore, the variance request is denied. The options for the property owner are 1) to install an open unenclosed porch may come into the front setback up to 10' but no closer than 15' to the front property line, this would allow the property owner to construct a deck that can come 5' out from the house but must be open to the sky, 2) install a 3' covered porch or 3) appeal the board's decision to District Court.

Vice Chairman Gervasini asked the applicant if she understood her options.

Ms. Cornelius stated she does not feel like she is being treated fairly compared to her neighbor since they build their porch last year. Since her neighbor was allowed to build their porch, she wants to build her porch the same way.

Ms. Hurley stated she is not sure what the neighbors did last year since there were no building permits. However, going back to 1998 on the GIS map, the porch on the neighbor's house looks the same size as it does on the current GIS map.

Ms. Cornelius stated the neighbors tore the entire porch off last year and rebuild a brand new covered porch.

Ms. Hurley stated that may be the case but it appears to look the same size now as it did in 1998. Ms. Hurley cannot comment as she did not see the work that was done. But going back to the aerial

views from 1998 it looks to be the same size and that would have been built under different regulations, whenever it was built.

Ms. Cornelius stated she should have taken a picture because it is not the same dimensions as it was before it was rebuilt.

Mr. Gervasini asked how wide the proposed covered porch can be to match the neighbor's line.

Ms. Hurley stated it can come out 3' from the house to meet the average setback and would need to come out 8' to line up with the neighbors porch. However, the way the Development Regulations are written it must meet the average of the lots within 150' on either side of the property. The average is a 17' setback. It is not just based off immediately adjacent neighbor property. The porch can come out 5' if uncovered and open to the sky.

Ms. Kem stated the board sympathizes with the applicant's dilemma but unfortunately, the way the ordinance is written their hands are tied. There are no extenuating circumstances that will allow the board to grant more than what the ordinance will allow you to do.

Ms. Cornelius asked if the porch can be 5' from the house.

Ms. Hurley stated an uncovered porch can extend 5' from the house.

Mr. Gervasini stated essentially that would be a deck with a railing.

Ms. Cornelius stated she would be fine with a 5' x 20' uncovered porch. She further asked what she would need to do to proceed with that.

Ms. Hurley stated she will need to get a building permit.

Vice Chairman Gervasini stated 2019-04 BZA is denied and called for a motion. Mr. Horvath moved to deny the request for the variance from the Development Regulations to all a front setback of less than 25', seconded by Mr. Bates and carried by a unanimous vote 4-0.

With no further business, Vice Chairman Gervasini asked for a motion to adjourn. Mr. Horvath moved to adjourn, seconded by Mr. Bates and passed by a unanimous vote 4-0.

The meeting adjourned at 6:27 p.m.

JH:mb

**BOARD OF ZONING APPEALS AGENDA ITEM
VARIANCE REQUEST
2019-10-BZA
5000 10TH AVE**

SEPTEMBER 16, 2019



Prepared By:
Julie Hurley
Director of Planning and
Community Development



Reviewed By:
Paul Kramer
City Manager

SUMMARY:

The applicant is requesting an appeal to allow more than one sign on a wall for a property zoned GBD, General Business District

DISCUSSION:

The existing WalMart store is located at 5000 10th Ave in an area zoned GBD, General Business District. The applicant has submitted a sign application to install a "FedEx Office" sign on the east side of the building. The Development Regulations were updated in 2016 to limit the number of wall signs allowed for each side of a structure or part of a structure clearly identified as a storefront to one sign. Previously, there was no limit on the number of wall signs allowed. Original signage was installed correctly per the regulations in effect at the time and is considered to be legal-nonconforming. Any new signage proposed requires approval of a variance. A sign variance was previously approved by the City Commission on May 23, 2017 to allow installation of "Vision Center" and "Pickup" signs, both on the east side of the building.

The requested variance is to allow installation of a "FedEx Office" sign on the east side of the building.

BOARD OF ZONING APPEALS AUTHORITY:

The Board's authority in this matter is contained in Article XV (Board of Zoning Appeals), Section 11.03.B (Powers and Jurisdictions – Variances)

Variances: To authorize in specific cases a variance from the specific terms of these Development Regulations which will not be contrary to the public interest and where, owing to special conditions, a literal enforcement of the provisions of these Development Regulations will, in an individual case, result in unnecessary hardship, provided the spirit of these Development Regulations shall be observed, public safety and welfare secured, and substantial justice done. Such variance shall not permit any use not permitted by the Development Regulations of the City of Leavenworth, Kansas in such district. Rather, variances shall only be granted for the detailed requirements of the district such as area, bulk, yard, parking or screening requirements.

1. The applicant must show that his property was acquired in good faith and where by reason of exceptional narrowness, shallowness or shape of this specific piece of property at the time of the effective date of the Zoning Ordinance, or where by reason of exceptional topographical conditions or other extra-ordinary or exceptional circumstances that the strict application of the terms of the Development Regulations of the City of Leavenworth, Kansas actually prohibits the use of his property in the manner similar to that of other property in the zoning district where it is located.
2. A request for a variance may be granted, upon a finding of the Board that all of the following conditions have been met. The Board shall make a determination on each condition, and the finding shall be entered in the record.
 - a) *That the variance requested arises from such condition which is unique to the property in question and is not ordinarily found in the same zone or district; and is not created by an action or actions of the property owner or the applicant.*
 - b) *That the granting of the permit for the variance will not adversely affect the rights of adjacent property owners or residents.*
 - c) *That the strict application of the provisions of the Development Regulations from which the 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;*
 - e) *That granting of the variance desired will not be opposed to the general spirit and intent of the Development Regulations.*
3. In granting a variance, the Board may impose such conditions, safeguards, and restrictions upon the premises benefited by the variance as may be necessary to 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 Development Regulations.

ACTION:

- Approve or deny the appeal to allow installation of a "FedEx Office" sign on the east side of the WalMart store located at 5000 10th Ave.

DEVELOPMENT REGULATIONS
ARTICLE 8. SIGNS

8.10 Neighborhood Business District

5. No message or identification (i.e., the name of establishment or the services offered) may be displayed more than once within the permitted total sign surface area per each front, side or rear wall.
6. The listing of an establishment's hours of operation shall be exempt from these regulations, provided that the area of the sign containing hours of operation shall be no greater than two square feet.
7. The listing of directional information (i.e., "parking in rear" or "use other door") shall be exempt from these regulations; provided that the area of the sign containing directional information is no greater than three square feet.
8. The use of window framing (i.e., a continuous light source illuminating the perimeter of an individual windowpane or a group of windowpanes) is prohibited.
9. Accessible doors to a business establishment shall be limited to the following types of window signage:
 - (a) Business name;
 - (b) Hours of operation;
 - (c) Phone number;
 - (d) Building or tenant address;
 - (e) Website; and
 - (f) The use of dark, opaque background panels for internally illuminated signs or letter faces is required to reduce the glare or glow of such signs.

8.11. Signs Permitted in Commercial and Industrial Districts (OBD, CBD, GBD, I-1 & I-2)

Table 8-03: OBD, CBD, GBD, I-1 & I-2 Signage Standards									
	Maximum Number			Maximum Size			Maximum Height		
	CBD	OBD	GBD, I-1 & I-2	CBD	OBD	GBD, I-1 & I-2	CBD	OBD	GBD, I-1 & I-2
Attached Signs [1] [2]	1 per side	1 per side	1 per side	96 s.f.	150 s.f.	500 s.f.	N/A	N/A	N/A
Freestanding Signs [3] [4]	1	1	1	50 s.f.	50 s.f.	100 s.f.	15	15	15
Window Signs	N/A	N/A	N/A	150 s.f. or 33% of window area	150 s.f. or 33% of window area	150 s.f. or 33% of window area	N/A	N/A	N/A

[1] Maximum 10% of wall surface to which signs are attached

[2] Projecting signs are allowed as regulated by section 8.11.C.5

[3] When located across street from commercial or industrial use, height may be increased per section 8.11.D.1

DEVELOPMENT REGULATIONS
ARTICLE 8. SIGNS

8.11 Commercial & Industrial

[4] Size may not exceed 1 s.f. per lineal foot of frontage in OBD or CBD, and 2 s.f. per lineal foot of frontage in GBD, I-1 & I-2

- A. All signs as regulated and permitted in Section 8.07 - Signs Permitted in All Districts.
- B. Signs as regulated and permitted in the NBD.
- C. Signs attached to a building shall be allowed as follows:
 - 1. One sign shall be allowed for each side of a structure or part of a structure clearly defined as an individual storefront. An individual storefront shall have an exterior wall clearly related to the interior space of that storefront and may or may not have windows or an entrance door to the inside of the building.
 - 2. The sign surface area shall not exceed ninety-six (96) square feet in Office Business District (OBD), 150 square feet in Central Business District (CBD) and 500 square feet in General Business District (GBD) and Light and Heavy Industrial Districts (I-1 & I-2) or 10% of the wall surface to which the sign(s) are attached, whichever is less.
 - 3. The permitted signs may be wall signs, projecting signs, mansard signs, roof signs, or marquee signs. A roof sign shall not exceed the highest point of the roof of the structure. A marquee sign may be an electronic changeable message sign.
 - 4. The signage permitted herein may be an electronic changeable message sign, provided it complies with all applicable standards.
 - 5. Projecting signs shall not project from the wall greater than a distance of six feet or encroach in a public right-of-way in OBD, GBD, I-1 or I-2 and shall maintain eight feet of clearance from grade. Projecting signs in the CBD may encroach in the right-of-way, but shall be constructed of approved nonflammable, safety material, shall maintain eight feet of clearance to grade, and shall not be closer than five feet to a curb line.
 - 6. In computing the square foot allowance for a projecting sign, the total area of the sign shall be included in the total sign surface area allowed, but shall not exceed 24 square feet, unless an exception is granted by the City Commission, provided that no projecting sign shall exceed 48 square feet. Projecting signs shall not reduce the number of signs allowed per wall as otherwise allowed by this code.
- D. One free standing sign shall be permitted per parcel and regulated as follows:
 - 1. Free standing signs shall not exceed 15 feet in height. Where a sign is located across the street from a property zoned for commercial or industrial uses, the height of the sign may be increased to a height of 25 feet, provided that the nearest edge of the sign is setback from the property line 2 feet for each additional 1 foot in height.
 - 2. No part of a free standing sign face or sign structure shall be closer than five feet to any property line and shall not obstruct traffic vision.



PERMANENT SIGN PERMIT APPLICATION

City of Leavenworth, Kansas Planning & Zoning Department

100 N 5th Street • Leavenworth Kansas 66048 • 913-680-2626

This application cannot be processed unless fully completed and all required documents are provided. If you have any questions about completing the form, please call the Department of Planning and Zoning.

Business/Entity Displaying Sign Fedex
Site Address 5000 10th Avenue
Phone () Cell () Fax () Erecting Sign? Y N

Owner of Property Wal-Mart Real Estate Business Trust Phone ()

Address 2001 SE 10th St. Bentonville AR Property Owner's Signature (Required)

Contact for Application Tony Russell 913)235-7929 tony@midwestsigncompany.com

Sign Contractor: Company Name Midwest Sign Company, LLC tony@midwestsigncompany.com

Address 550 Stanley Road, Kansas City, KS 66115 Business License # 3435

Phone 816866-7446 Cell 9132357929 Fax () Erecting Sign? Yes No

Sign Contractor's Signature Tony A Russell Date 4/10/2019

Sign Information: Wall Free Standing Other

Sign Height 1.3 ft Sign Length 11 ft Total Sign Area 14.3 sq ft Sign materials Aluminum, Acrylic

Logo Height ft Logo Area sq ft

Attached Sign, also needs: Building Height 32 ft Building Width 50 ft Total Area 1600 ft Sign % of Area >1% %

* The wall the sign will be located on (circle one) North South East West

Monument Sign, also need: Height of Monument ft

Attached to this Sign Permit Application is a plan, sketch, drawing, blueprint or similar presentation drawn to scale, showing pertinent structural details per the Sign Code in the City's Developments Regulations

SIGN FEES: 50 SQFT OR LESS -\$50 GREATER THAN 50 BUT LESS THAN 100 SQ FT - \$75 100 SQ FT OR GREATER - \$100 REFACE - HALF THE PRICE OF ORIGINAL SIGN FEE (\$25, \$37.50 OR \$50)

As business owner or agent, I hereby certify this sign application and attached plans to be correct and agree to abide by the sign code in the City's adopted Development Regulations and stipulations, if any, as described in this permit. I understand that an incomplete application can result in a delay of processing this application.

Signature of Business Owner/Agent Tony A Russell Date 4/10/19

Payment By Check - make check payable to City of Leavenworth By Cash - Payable at City Hall By Credit Card - on-line or in person at City Hall

FOR OFFICE USE ONLY Fee: Acctg: Date Remitted: Cash Credit Card Check #

Minor Certificate of Appropriateness for Historic District O Approved O Denied

Staff Reviewer/Approver Date

FedEx Office

BRANDING BOOK

Project Name: 2568 Leavenworth, KS #0026
Center Number: 2568
Project Number: 1003332
Street: 5000 10th Avenue
City, State, Zip: Leavenworth, KS 66048
Date: 03/29/19

INDEX

- I Site Location Map
- II Overview Photographs
- III Code Research
- IV Inventory/Site Plan
- V Inventory/Recommendation Detail
- VI Approval Forms



2655 International Pkwy., Virginia Beach, VA 23452
PHONE: (757) 427-1900 - FAX: (757) 430-1297
www.AGI.net

REVISION HISTORY

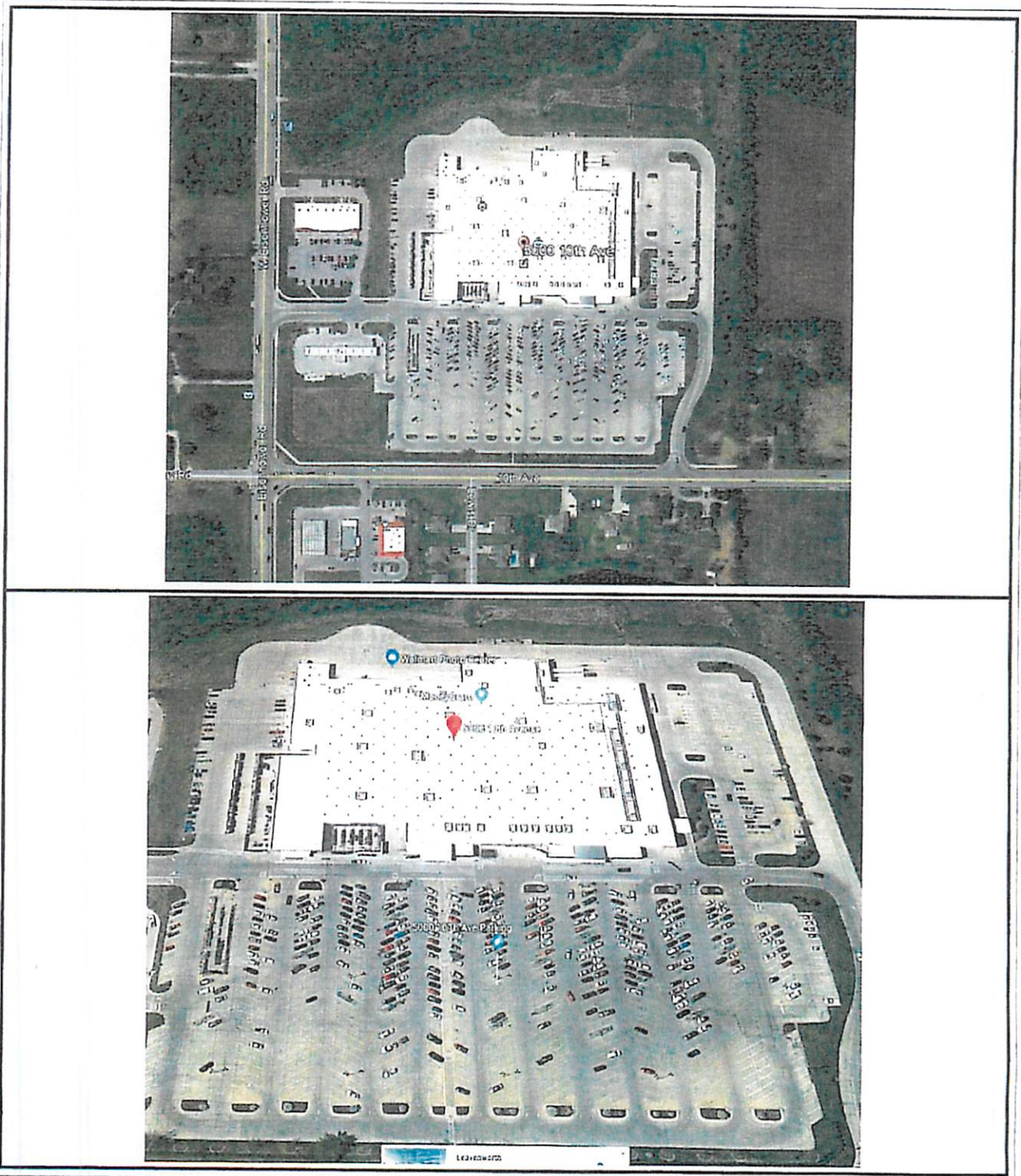
REV #	Date
1	03/29/19
2	
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6	
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FedEx Office

BRANDING BOOK

Project Name: 2568 Leavenworth, KS #0026
Center Number: 2568
Project Number: 1003332

SITE LOCATION MAP



FedEx Office

BRANDING BOOK

Project Name: 2568 Leavenworth, KS #0026
Center Number: 2568
Project Number: 1003332

OVERVIEW PHOTOGRAPHS

Photo 1



Photo 2



Photo 3



Photo 4

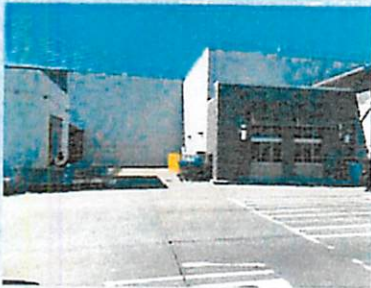


Photo 5



Photo 6



Photo 7



Photo 8



Photo 9



FedEx Office

BRANDING BOOK

Project Name: 2568 Leavenworth, KS #0026
 Center Number: 2568
 Project Number: 1003332

CODE RESEARCH

Fed Ex - Walmart / Code Check Form

Customer Name: Fed Ex Zoning: GBD, General Business District
 Project Name: 0026 Jurisdiction: City of Leavenworth
 Address: KS 5000 10th Ave Contact Name & Title: Michelle Baragary, Assistant Planner
 City: Leavenworth State: KS Phone / Email: 913-680-2626
 Zip: 66048 Contact Name & Title: _____
 Phone / Email: _____

Master Sign Program (MSP): Yes No

Wall Signs

Are wall signs allowed? Yes No
 Square footage based on: Street Frontage Building Frontage % of wall area
 Number of signs allowed: 1 per building frontage Maximum Projection: Not regulated
 Maximum SF allowed: 500 SF Formula for area calculation: NTE 20% of wall area
 Maximum Height: Not regulated Max. Letter Height: Not regulated Max. Logo Height: Not regulated Max. Sign Width: Not regulated
 Lighting Restrictions: No flashing or blinking lights Is area transferable to another elevation? Yes No
 Define Building Area: all features including windows are included in the calculation of the area
 Does the Walmart facade have room for a 20" Fed Ex Sign? Per Michelle, code allows 1 sign per building. Walmart currently has variances to allow for further signage. A variance will be needed to put another sign on the building.
 Will the Permit Process change if the facade's SF allowance is maxed out? Yes No

Notes:

Project Name: 2568 Leavenworth, KS #0026
 Center Number: 2568
 Project Number: 1003332

CODE RESEARCH

Permit Requirements

Permits can be applied for by: Mail Authorized Agent Review Board: Yes No

License Required: Business Contractors Contact: N/A

Signature Required on Application: Owner Agent Contractors Phone Number: N/A

Documents Required: Site Plan Elevations Sign Details Sealed Engineering Additional Professional Seals

Number of Document Copies: 1 1 1 N/A N/A

Document Size: standard Cost of Permit: 50 SF or less: \$50 / 50-100 SF: \$75 / 100 SF+: \$100 - half fee for face replacement

Length of time to secure permit: 1-2 weeks Other permit costs / fees: NONE

Are permits required to remodel / repaint signage: Yes No

If electrical permit is required for ONLY the hook up of the sign, is a licensed electrician required to come in person? Yes No

Are permits required to be obtained in person? If not, what is the process: No

How long are permits good for: 6 months

Board Name if required? N/A Meeting Times: N/A

Application Deadline: N/A Number of required meetings: _____

Can the owner sign an LOA for Submittal as their only requirement? Yes No

Are there any other requirements for the owner? N/A

Describe the full Permit Process per municipal staff remarks:

Submit the permit application to Michelle, she will review and either give approval or denial

Notes:

Variance Procedures

Are variances allowed? Yes No

Likelihood of a variance being approved: 10 % Approved: _____ # Approved last year: _____

Variance can be applied for by: Mail Authorized Agent Business Contractors

Signature required on application: Owner Agent Lawyer

Must attend variance hearing: Owner Agent Lawyer

Documents required: Site Plan Elevations Sign Details Sealed Engineering Additional Professional Seals

Quantity Required: 1 1 1 N/A N/A

Document color: Color B/W Document Size: Standard

Length of time to secure variance: Per Carrie, would be determined on when the next meeting is Cost of variance: Per Carrie, all fees vary

Board Name if required? Board of Adjustments run by the city clerk Meeting Times: Per Carrie, Variance meetings are held when needed

Application Deadline: Not regulated Number of required meetings: Not regulated

Can the owner sign an LOA for Submittal as their only requirement? Yes No

Are there any other requirements for the owner? Not regulated

Notes:

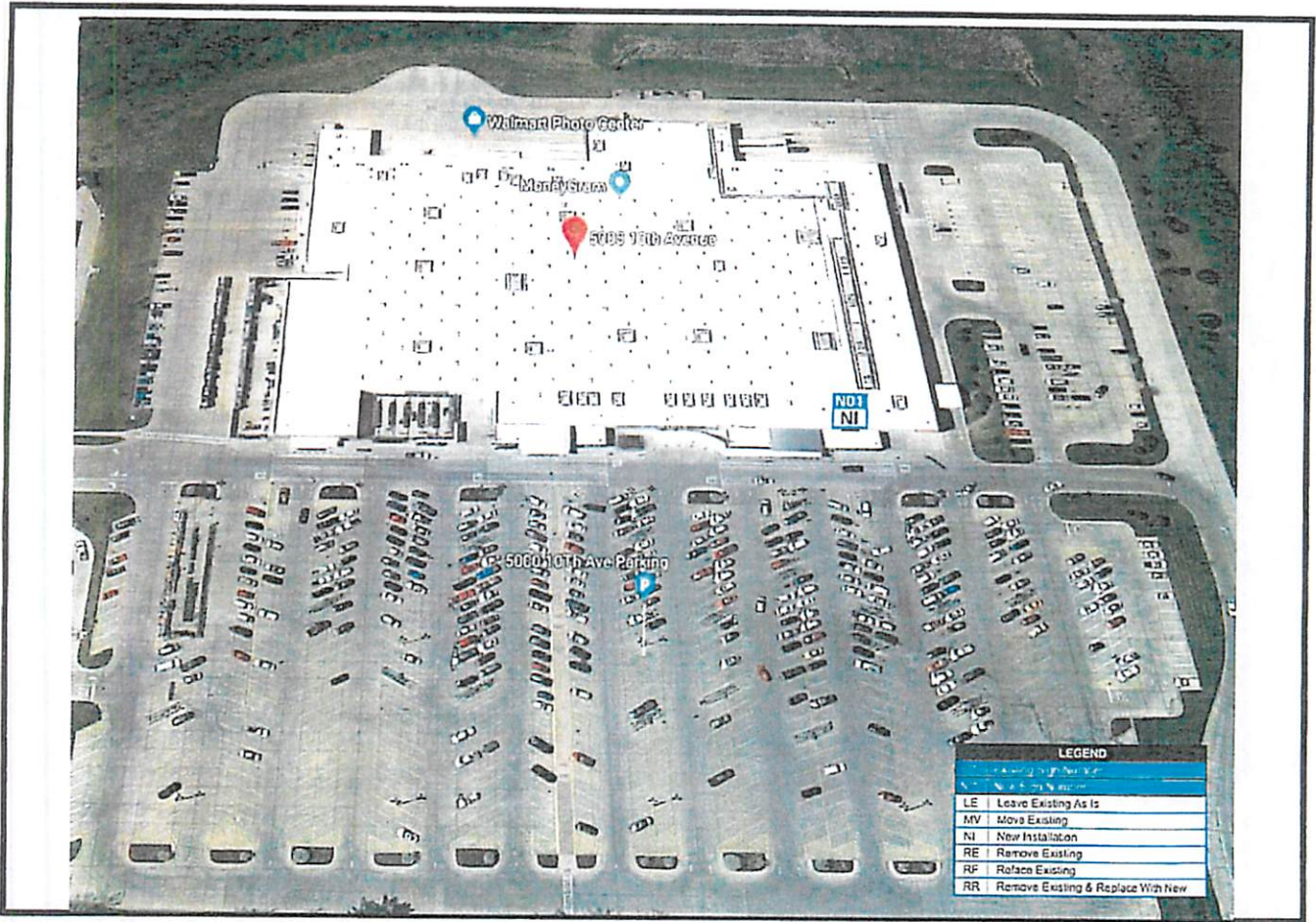
- All Variances go through the city clerks office

FedEx Office

BRANDING BOOK

Project Name: 2568 Leavenworth, KS #0026
 Center Number: 2568
 Project Number: 1003332

INVENTORY/SITE PLAN



SIGN #	EXISTING TYPE	ACTION	PROPOSED TYPE	DESCRIPTION
N01	No Existing Sign	NI	FEKCL-20-H-R	20" Illuminated Channel Letters w/wireway

FedEx Office

BRANDING BOOK

Project Name: 2568 Leavenworth, KS #0026
Center Number: 2568
Project Number: 1003332

INVENTORY/RECOMMENDATION DETAIL

SIGN: N01 NI EXISTING SIGNAGE



PROPOSED SIGNAGE



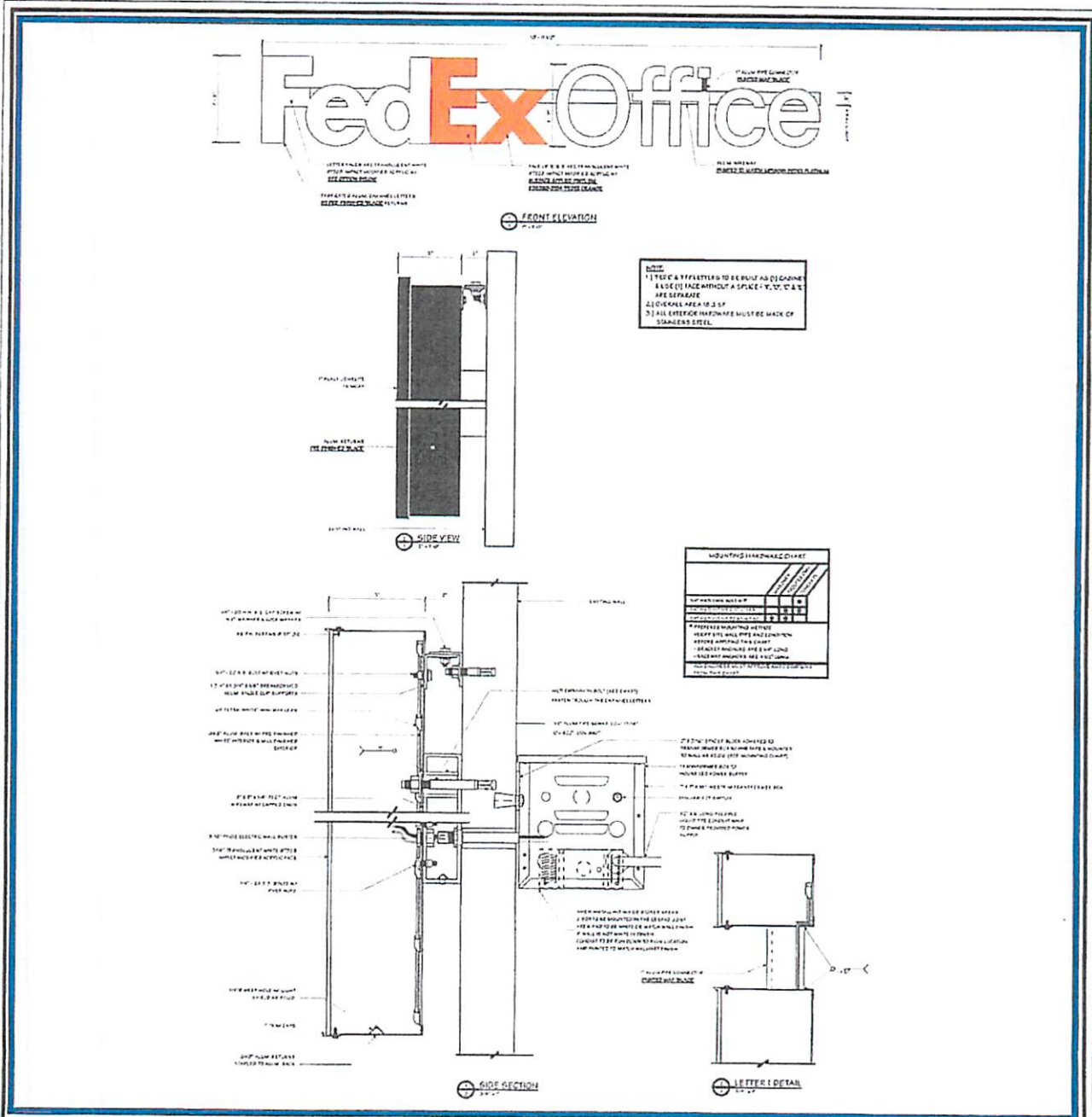
COMMENTS

FedEx Office

BRANDING BOOK

Project Name: 2568 Leavenworth, KS #0026
 Center Number: 2568
 Project Number: 1003332

SIGNAGE LAYOUTS N01



COMMENTS
