CITY OF LEAVENWORTH

PLANNING COMMISSION
COMMISSION CHAMBERS, CITY HALL
100 N. 5th Street
Leavenworth, KS 66048

REGULAR SESSION Monday, October 3, 2022 6:00 p.m.

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1. Roll Call/Establish Quorum

2. Approval of Minutes: September 12, 2022

OLD BUSINESS:

None

NEW BUSINESS:

1. 2022-22 SUP - 771 OTTAWA

Conduct a public hearing for Case No. 2022-22 SUP – 771 Ottawa. The applicant is requesting a Special Use Permit to allow a Residential Home Stay in the R1-6, High Density Single Family Residential District, zoning district. Residential Home Stays are allowed in the R1-6 zoning district with issuance of a Special Use Permit.

2. 2022-26 SUB - MOONLIGHT LAKE REPLAT

Consider a final plat for Moonlight Lake Replat.

OTHER BUSINESS:

None

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CITY OF LEAVENWORTH PLANNING COMMISSION

COMMISSION CHAMBERS, CITY HALL

100 N 5th Street, Leavenworth, Kansas 66048

REGULAR SESSION

Monday, September 12, 2022

6:00 PM

CALL TO ORDER:

Commissioners Present

Commissioners Absent

Joe Burks

Kathy Kem

Donald Homan

Brian Stephens

Bill Waugh

Sherry Hines Whitson

City Staff Present

Julie Hurley

James Diggs

Michelle Baragary

Vice Chairman Burks called the meeting to order at 6:00 p.m. and noted a quorum was present.

APPROVAL OF MINUTES: August 1, 2022

Vice Chairman Burks asked for comments or a motion on the minutes presented for approval: August 1, 2022. Commissioner Homan moved to approve the minutes as presented, seconded by Commissioner Whitson and approved by a vote of 6-0.

OLD BUSINESS:

None

NEW BUSINESS:

- 1. WELCOME NEW MEMBER KATHY KEM
- 2. ELECTION OF OFFICERS

Vice Chairman Burks called for a nomination for Chairman. Commissioner Homan moved to nominate Mr. Burks as Chairman, seconded by Commissioner Stephens and approved 5-0 (Vice Chairman Burks abstained). Commissioner Homan volunteered for Vice Chairman. Commissioner Stephens moved to nominate Mr. Homan as Vice Chairman, seconded by Commissioner Waugh and approved 5-0 (Commissioner Homan abstained).

3. 2022-18 TXT - TEXT AMENDMENTS

Conduct a public hearing for Case No. 2022-18 TXT for proposed text amendments to the adopted 2016 Development Regulations.

Vice Chairman Burks called for the staff report.

Planning Director Julie Hurley stated the Development Regulations were adopted by the City Commission in June 2016, after a year-long comprehensive update process. Through the daily use of the Regulations by staff, several minor items have arisen that may necessitate possible updating. This process is not uncommon, and it is anticipated than annual review of the Development Regulations will be performed in order to ensure that they remain up to date and comprehensive. Many of the proposed amendments consist of clarifying existing language, with no substantial policy change. The following modifications have been drafted by staff and are now presented for public hearing and vote.

• Article 2; Applications & Procedures

- Clarify language regarding City Commission approval for dedication of land for public purposes.
- Revise language regarding recording process for plats to reflect actual practice.
- Stipulate that a parcel may only be split or combined one time through an Administrative Plat Process, and further subdivision requires Minor or Major subdivision process.
- Clarify language that all plats must be recorded within 18 months, regardless of whether or not City Commission approval for dedication of land for public purposes is needed.

• Article 4; Zoning Districts and Standards

- Remove restriction to allow only one principal structure per lot in RMX zoning district.
- Add provision to allow "agricultural buildings" to exceed square footage of primary structure.
- Add section to allow for construction of "tiny homes" on residential lots.
- Update allowable size of home occupation sign to align with existing provisions in Article
 8; Signs.
- Clarify language regarding what counts as an Accessory Structure.

Commissioner Stephens asked why there is a maximum allowable size for accessory structures.

Ms. Hurley responded most lots in town are not these acreage type lots. With the standard quarteracre lot, the city does not want a shed or detached garage sitting in the backyard that is larger than the house. If a property owner does want an accessory structure larger than the primary dwelling, they would need to request a variance through the Board of Zoning Appeals.

Commissioner Kem asked if there is a definition for agricultural buildings.

Ms. Hurley responded the definition for agricultural buildings is in section 12 of the Development Regulations:

Agricultural Accessory Building: A detached accessory structure used for the shelter of livestock, the storage of agricultural products, or the storage and maintenance of equipment or supplies used for agricultural or property maintenance activities.

Ms. Hurley further stated section 4 of the regulations states:

In residential districts an agricultural accessory building not to exceed two percent of the total square footage of the lot on which it is located on parcels two acres or larger, up to a maximum of 3,400 square feet.

Referring to tiny homes, Commissioner Stephens asked if someone poured a concrete slab and put their tiny home on it, is that considered a permanent foundation.

Ms. Hurley stated the foundation will be addressed with the building code.

Commissioner Whitson asked about the size of the tiny homes.

Ms. Hurley stated the definition for a tiny home states:

Tiny Home: A home between 200-400 square feet that is site-built or partially site built, that is set up and secured on a permanent foundation with any means of transporting the unit, including wheels, suspension, axel components, or trailer, being removed. Tiny Homes do not include recreational vehicles, mobile homes, shipping containers, train cars, or any other similar structure or equipment.

Commissioner Stephens asked if this would cover tiny home communities or would that be a different zoning district.

Ms. Hurley responded all the single-family zoning districts allow one principal structure per lot. The multi-family zoning district (R-MF) does not limit the number of structures that are on a lot, and it does not require that each structure house multiple families but it allows multiple residential structures per lot.

Commissioner Stephens asked if there is a limit on how many structures would be allowed.

Ms. Hurley stated the regulations for R-MF zoning district states:

This district is intended to provide for development for multiple-family residential developments and allows a high population density. The district is residential in character and promotes a high quality environment through aesthetically oriented property development standards. This district is appropriate for many areas of the community and shall be located in accordance with the criteria established in Leavenworth Comprehensive Land Use Plan. These districts need not be contiguous with other multiple family districts.

Commissioner Stephens stated the tiny home definition states the size is between 200-400 square feet, and asked if the size of the tiny home was 410 square feet it would not fall under the tiny home category but rather just a single-family home.

Ms. Hurley stated that was correct, and further stated the 200-400 square feet is what Shawnee Counties use. The size is up for discussion if the Planning Commission wants to change that. Ms. Hurley also stated there is a minor modification provision in the Development Regulations that allows staff to approve up to a 10% variance on regulations without it needing to go through an appeal process. Any size larger than the 10% would need to go to the Board of Zoning Appeals for a variance.

Commissioner Stephens asked the definition of an accessory dwelling unit.

Ms. Hurley responded the regulations define it as:

Accessory Dwelling Units: may be approved by Special Use Permit in any residential zoning district subject to the following conditions:

- 1) Shall be compatible with the design of the principal dwelling unit.
- 2) Shall respect the general building scale and placement of structures to allow sharing of common space on the lot, such as driveways and yards.
- 3) Shall not have a separate driveway entrance from the street(s) to which the property is adjacent.
- 4) Shall be 900 square feet or smaller in size, not to exceed 33% of the floor area of the principal dwelling unit.

- 5) Either the principal dwelling unit or the accessory dwelling unit must be occupied by the owner of the premises.
- 6) Shall meet all building code requirements for a single-family dwelling unit.
- 7) Lots containing accessory dwelling units shall contain a minimum of two off-street parking spaces, exclusive of garage space.

Article 5; Access & Parking

- Revise technical specifications for parking area construction material to match Public Works requirements.
- Add language to specify maximum depth of gravel parking pad allowed in rear yard off of alley.
- Add language to define "stand up curb" for access spacing purposes.

Ms. Hurley stated the "stand up curb" is the straightaway of curb not the radius of a curb.

Article 8; Signs

- Clarify language regarding spacing of allowed freestanding signs in commercial districts.
- Clarify that allowable number of temporary signs is related to individual businesses, not parcels.
- Add language requiring additional setback from ROW for inflatable temporary signs.

Article 11; Board of Zoning Appeals

- Revise language regarding time frame for appeals as allowed by Kansas Statute.
- Remove language requiring one board member to be a member of the Planning Commission.

Article 12; Definitions

- Multiple definitions for "Bed and Breakfast"; revise and consolidate.
- Remove requirement for weekly housekeeping services and allow for only a portion of the structure to be used in definition of "Residential Home Stay".
- Add definition of "Community Playfields, Playgrounds and Parks".
- Add definition of "Tiny Home".

Appendix A; Use Table

- Allow "Domestic Violence" shelter to be permitted by right in all residential zoning districts.
- Remove "Bed and Breakfast Guest House" and "Bed and Breakfast Home Stay" based on consolidation and revision of definitions.

Commissioner Whitson asked if a domestic violence shelter is the only type of shelter permitted.

Ms. Hurley responded the way the Use Table is worded, there are some provisions at the beginning of it that basically states if your specific use is not listed then it is up to the discretion of the Planning Director to figure out which use is most like the use requested. For instance, the domestic violence shelter category was used for the homeless shelter located in the northeast of town because it was the closest use listed in the Use Table.

ACTION/OPTIONS:

Recommend approval or denial of proposed text amendments for final action by the City Commission.

With no further discussion, Vice Chairman Burks called for a motion. Commissioner Waugh moves to recommend approval of the proposed text amendments to the City Commission, seconded by Commissioner Kem and passed by a 6-0 vote.

Ms. Hurley stated this item will go to the City Commission on Tuesday, September 27, 2022.

OTHER BUSINESS:

None

With no further business, Vice Chairman Burks adjourned the meeting at 6:40 p.m.

Minutes taken by Administrative Assistant Michelle Baragary.



PLANNING COMMISSION AGENDA ITEM 2022-22-SUP 771 OTTAWA

OCTOBER 3, 2022

SUBJECT:

A request for a Special Use Permit to allow a Residential Home Stay in the R1-6 zoning district.

Prepared By:

Julie Hurley,

Director of Planning and

Community Development

Reviewed By:

Paul Kramer.

City Manager

NATURE OF REQUEST

The applicant, Carl Piekarski, is requesting a Special Use Permit to allow a Residential Home Stay in the R1-6 zoning district, located at 771 Ottawa Street. Residential Home Stays are allowed in the R1-6 zoning district with the approval of a Special Use Permit.

The Development Regulations define a Residential Home Stay as:

Residential Home-Stay: Any furnished residential structure wherein one limited-term boarder (not to exceed 180 days) is allowed the use of an entire structure, or a portion of a structure, and its grounds. No management or owner presence is required and no meals are served. In approval of a Residential Home Stay the city may consider impact on neighbors' parking needs, etc. and place additional requirements as deemed appropriate. Such a business shall be registered with the City Clerk as a rental property.

Per the applicant, they intend to utilize the two-bedroom structure for short-term rentals with a focus on the military and hospital sectors in Leavenworth. The property provides a driveway for off-street parking and a fenced back yard for privacy. Since purchasing the property in August, 2021, the applicant has replaced windows, installed a new deck, remodeled the kitchen and bathroom, and refinished hardwood floors and installed new carpeting.

COMMISSION FINDINGS

The Commission may recommend issuance of a special use permit whenever it finds that:

- 1. The proposed special use complies with all applicable provisions of this ordinance.
 - Staff believes that this application complies with all provisions of City of Leavenworth Development Regulations.
- 2. The proposed special use at the specified location will contribute to and promote the economic development, welfare or convenience of the public.
 - Short-term residential rental units fill a need in the community, by allowing another lodging option for visitors to Leavenworth. Many visitors whose stay may extend beyond what would normally be served by a hotel but who do not have need to obtain a standard 12 month lease for a residential unit may prefer the

comforts of a single-family dwelling. Additionally, short-term rental units may provide an important convenience for existing residents of Leavenworth who may need temporary alternative housing due to home renovations or other similar activities.

- 3. The special use will not cause substantial injury to the value of other property in the neighborhood in which it is located.
 - Staff does not feel that the proposed use will cause any substantial injury to the value of other property in the neighborhood.
- 4. The location and size of the special 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 special 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.

No new structures or building modifications are proposed as part of this special use permit. The property will continue to function as a single-family residence.

Notification was sent to property owners within 200' of the subject property, as required by Kansas statute. Since notifications were mailed, staff has received one inquiry from a notified property owner who indicated no concerns with the proposal.

STAFF RECOMMENDATION:

Staff recommends approval of the Special Use Permit request for a Residential Home Stay at 771 Ottawa based on the analysis and findings included herein.

ACTION/OPTIONS:

- Motion, based upon findings as stated and conditions as presented, to recommend approval to the City Commission
- Motion, to recommend denial to the City Commission
- Table the issue for additional information/consideration.

2022-22-SUP 771 Ottawa



9/29/2022, 10:50:25 AM



Platte County, Missouri Dept. of Conservation, Esri, HERE, Garmin, GeoTechnologies, Inc., USGS, EPA

LEAVENWORTH

SPECIAL USE PERMIT CITY OF LEAVENWORTH, KANSAS

OFFICE USE ONLY

CASE NO.: 2022 - 22 SUP

Application No.	11839		
Fee (non-refundable)	\$350.00		
Filing Date	8/4/22		
Receipted By	WH		
Hearing Date	10/3/22		
Publication Date	9/8/22		

SPECIAL USE PER	on 2.04 of the 2016 Development Regulations, application is hereby made for a MIT for the operation of a: _Short - Term Rental				
in accordance with t	he attached site plan on the following described property:				
Subject Property:	771 Ottawa Street, Leavenworth KS 66048				
Legal Description:	(Attach a full legal description provided by the Register of Deeds Office)				
Real Estate PID #:					
Zoning:	21-6 Historic District: AA				
I/We, the undersign	ed, depose and state we are the owners of the above described property:				
Name(s) of Owner	print): PIE2REI, LLC Carl Piekarski, Partner and Owner				
Owner Address:	8401 W. 86th Terrace, Overland Park, KS_66212				
Contact No.	Email: pikep8@msn.com				
Signature of Owner	(s):				
State of Fanso	My Annt Frnires ()(a11/1/0/5)				
County of JAW					
Signed or attested	before me on: 8/4/2022				
	zabeth white				
	xpires: 010/17/2025				
If business is opera	ated by someone other than the owner, provide name and address of operator(s).				
Name of Lessee:					
Address:					
Contact No.	Email: Email: es must be in ink. Signature of owner(s) must be secured and notarized.				
Check list below.					
	 ✓ Non-Refundable Fee of \$350.00 is due at time of application ✓ Certified list of property owners within two hundred (200) feet of the subject property 				
Attach full legal description obtained through the Register of Deeds Office Attach full legal description obtained through the Register of Deeds Office					
Site Plan drawn to scale (See General Instructions)					
	Supporting documentation (See General Instructions)				



8401 W. 86th Terrace, Overland Park KS. 66212 (720) 363-1913

August 4, 2022

To Whom it Concerns,

The purpose of this letter is to describe the intended use for the property located at 771 Ottawa Street in Leavenworth.

Our desire is to provide a place for short-term rents with a focus on the military and hospital sectors in Leavenworth. We purchased the property in August of 2021 and completely rehabbed the property with new windows, deck, kitchen, and bathroom. We had the hardwood floors refinished, and added new carpeting. The property allows for off street parking with a fenced in backyard for privacy. There two bedrooms and one bath; a living room; dining room and a sun room at the rear before going out onto the small deck.

The minimum stay would be 3 days with the longest being 6 months. As of the writing of this letter there are no pending tenants or leasees. There will not be any meal services or cleaning services provided. The property will be professionally clean each time a tenant permanently departs i.e. the lease term ends.

We called obtained from the GIS Department of Leavenworth County a certified list of property owners, addresses, and tax identification numbers of all properties located within 200 feet of our property listed above.

A site plan was not necessary per Ms. Julie Hurley at the Leavenworth City building.

We obtained a copy of the Deed of Trust from the Leavenworth County Building, attached.

The property will not be used as a "Child Care Center."

We appreciate your time and consideration in this matter.

Rest Regards

arl Piekarski PhD Partner

PIE2REI, LLC. 720-275-4894

Pikep8@msn.com

PLANNING COMMISSION AGENDA ITEM 2022-26-SUB

MOONLIGHT LAKE REPLAT FINAL PLAT

OCTOBER 3, 2022

SUBJECT:

A request for a final plat of Moonlight Lake Replat

Prepared By:

Julie Hurley,
Director of Planning and

Community Development

Reviewed By:

Paul Kramer, City Manager

ANALYSIS:

The subject property is owned by Thomas & Jennie Duncan, plat prepared by Hahn Surveying. The applicant is requesting approval of a replat of Lot 9 in the Moonlight Lake residential development. The property is 21.62 acres in size and developed with a single family home, zoned R1-25, Low Density Single Family Residential District.

The applicant is requesting a replat of Lots 1 and 9 in the Moonlight Lake subdivision for the purposes of combining the two lots into a single lot. The Development Regulations allow for two lots to be combined through an Administrative Plat approval process which does not require review and approval by the Planning Commission. However, Lots 1 and 9 have been the subject of multiple Administrative Plat approvals for the purposes of adjusting lot lines, in addition to one known certificate of survey that was recorded with the Leavenworth County Register of Deeds without City review. Due to the multiple previous lot line adjustments, County and City staff have determined that the current request must go through a formal platting process in order to ensure accuracy of legal descriptions, easements, etc.

The original Moonlight Lake subdivision final plat was reviewed and approved by the Planning Commission in 2020.

Staff recommends approval of the Moonlight Lake Replat.

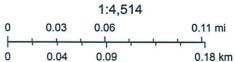
ACTION/OPTIONS:

- Approve the Final Plat
- Deny the Final Plat
- Table the issue for additional information/consideration.

2022-26-SUB Moonlight Lake



9/29/2022, 10:53:27 AM



Platte County, Missouri Dept. of Conservation, Esri, HERE, Garmin, GeoTechnologies, Inc., USGS, EPA



Project No. 2622-26 SUB

MINOR SUBDIVISION FINAL PLAT APPLICATION CITY OF LEAVENWORTH

OFFICE USE ONLY
Application No. 12005
ee: WAIVED DOS JH.
(\$350 plus \$10 per lot over 5 lots)
Date Paid <u>NA</u>
Receipted By
PC Meeting 10-3-22

		PC Meeting 10-5-22		
NAME OF SUBDIVISION/PROJECT:	MOONLIGHT REPLAT			
LOCATION OF SUBDIVISION/PROJECT:	4000 NEW LAWRENCE ROAD			
NAME OF PROPERTY OWNER: (If Corpora NAME: THOMAS & JENNIE DUNCAN	ition, include name and address	of Director or President)		
STREET ADDRESS: 4000 NEW LAWR	ENCE ROAD			
CITY: LEAVENWORTH	STATE: KS	ZIP: 66048		
PHONE: 816-838-9538	EMAIL: tomduncan@outlook.			
NAME OF DEVELOPER: (If Corporation, inc. NAME:	lude name and address of Direct	tor or President)		
STREET ADDRESS:	E			
CITY:	STATE:	_ ZIP:		
PHONE:				
NAME OF ENGINEER PREPARING PLAT: NAME: LARRY HAHN, PS				
STREET ADDRESS: PO BOX 186				
CITY: BASEHOR	STATE: KS	ZIP: 66007		
COMPANY: HAHN SURVEYING				
PHONE: 913-547-3405	EMAIL: hahnsurvey@gmail.cc	om		
PARCEL NO: 102-10-148	SEC.TWP.RNG. 10-T9	9S-R22E		
ZONING OF SUBJECT PROPERTY: R1-25	CURRENT LAND USE:	RESIDENTIAL		
TOTAL ACREAGE: 21.62	NUMBER OF LOTS:	1		
LEGAL DESCRIPTION:(Attach full records	ed legal description provided by	_ 		
DATE OF FINAL PLAT APPROVAL, IF REPLA	AT.			
We, the undersigned, certify that I/we am/are the eview of a subdivision under the rules of the Subdiv	owner of the property described a vision Regulations of the City of Lea	above and that is subject to this request for evenworth, Kansas.		
IGNATURE OF OWNERS HOWER	Con Jennis Bunion	Date: <u>8/31/2022</u>		
tate of Kansas County of Leasing and or attested before me on August		as Durcan + Jennie Dancar		
nichelle Bragerey April	8-16-24 pointment Expires			
Seal)				

MOONLIGHT LAKE REPLAT

A REPLAT OF PART LOT 1 AND ALL OF LOT9
MOONLIGHT LAKE SECTION 10-T9S-R22E OF THE 6TH P.M., CITY OF LEAVENWORTH LEAVENWORTH COUNTY, KANSAS

ADMINISTRATIVE PLAT

SURVETIONS DESCRIPTION

APAIR OF (DT) AND ALL OF LOT IS ADDRESSED ALL, A BLEDWICK IS THE SOLVINEAST CHARTER OF SECTION OF THE PAIR. CIT OF LIANT PROPRIES AS A SECTION OF THE PAIR ALL OF THE LIANT PROPRIES AS A SECTION OF THE PAIR ALL OF THE LIANT PROPRIES AS A SECTION OF THE PAIR ALL OF THE LIANT PROPRIES AS A SECTION OF THE PAIR ALL OF THE LIANT PROPRIES AS A SECTION OF THE PAIR ALL OF THE LIANT PROPRIES AS A SECTION OF THE LIANT P INVEST, 3 or WINNE, THE THEIR HADDE DAD GOT OF WHILE TO THE BOUNDARY COOKER OF MICH. ADDITION. IN INDIFICIAL COOKER OF MICH. OR SO DESCRIPTION OF MICH. OR SO DESCRIPTION OF MICH. IN INDIFICATION OF MICH. AND SO DESCRIPTION OF MICH. LOT 9R LOT 9 1/2" REBAR WITH #1349 CAP IN CONCRETE (REF. #1) UNLESS OTHERWISE HOTED SET 1/2" # 24" REBAR WITH #1349 CAP IN CONCRETE POINT OF BEGINNING UTBITY EASEMENT PA 102 1931 D IN MARY CHAY AND BYT, JASS JACKSTON VIN CENTRA CHAY ONLY THE CHAUSTH BY AND JOSEPH WESTERN BANKS. MY COMMISSION EXPRES LOT 2 ILE HALLY PLANNING & CO DIRECTOR MINN FAUST PUBLIC WORKS DRECTOR REVIEWING SURVEYOR

IMPLET CLATTET THAT PLAT MEETS THE REQUIREMENTS OF 4,5 A. \$4,200. THE FACE OF THIS PLAT THAT REVENUE FOR COMP. MEET WHITH VALUES WEREALD STANDARD STOR EXCHANGE WHITH VALUES WEREALD STANDARD STOR EXCHANGE WHITH A MEMBER STANDARD STANDAR WESTERS COUNTY REVIEWER I MICHAEL J BOGINA, KS PS-1656

MEGSTER OF DEEDS + TERRELOG G MASHOUTH

1000 mil

RELATIVE 1911/929 EMEAR DOESFEET DIRECTION S 01'5124'E MORTHING 0 005 FEET EASTING 0 000 FEET

LOT 3

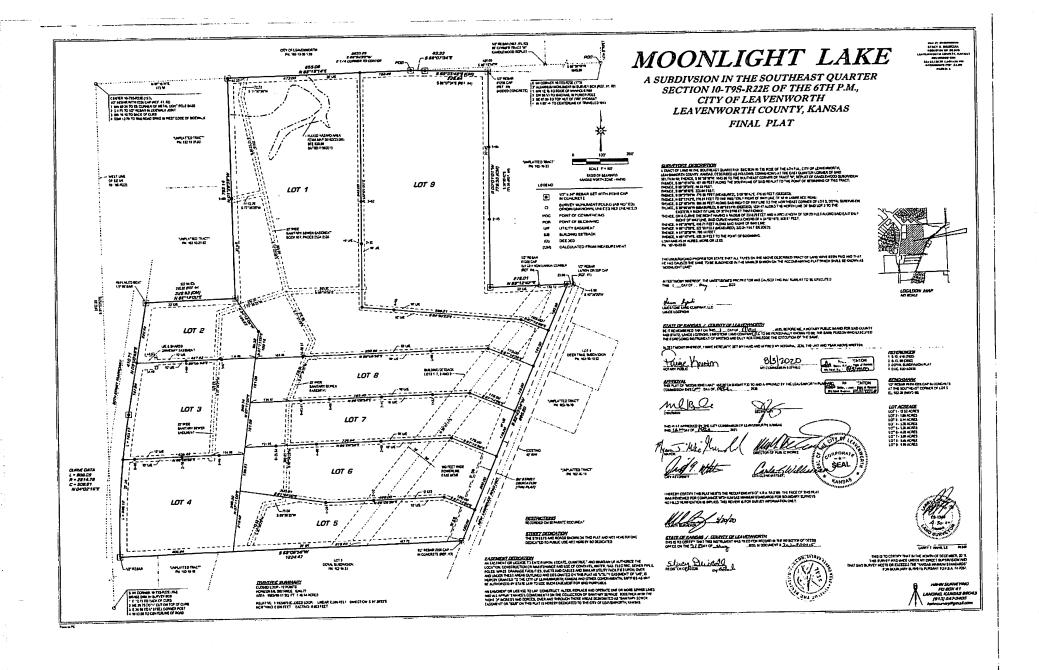
20 WOE SANTARY SEWER PASSWENT

LOT 7

POR NW CORNER LOT I

TANK STITLE PRACT





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