

The public may attend the meeting in person or view it online at  
<http://pvkansas.com/livestreaming>.

**PLANNING COMMISSION AGENDA  
CITY OF PRAIRIE VILLAGE  
TUESDAY, FEBRUARY 4, 2025  
7700 MISSION ROAD  
COUNCIL CHAMBERS  
7:00 P.M.**

**I. ROLL CALL**

**II. APPROVAL OF PLANNING COMMISSION MINUTES - December 3, 2024**

**III. PUBLIC HEARINGS**

**IV. NON-PUBLIC HEARINGS**

PC-25-1            Site plan exception for fence/wall, with an exception  
2110 W. 71<sup>st</sup> Terrace  
Zoning: R-1B  
Applicant: Brett Leeth

PC-25-2            Site plan for generator  
2400 W. 75<sup>th</sup> Street  
Zoning: C-O  
Applicant: Michael Paxton - Perspective Architecture and Design

**V. OTHER BUSINESS**

Consider updates to R-1B neighborhood design guidelines

Election of Chair, Vice-Chair and Secretary

**VI. ADJOURNMENT**

Plans available at City Hall if applicable.  
If you cannot be present, comments can be made by e-mail to  
[cityclerk@pvkansas.com](mailto:cityclerk@pvkansas.com)

**\*Any Commission members having a conflict of interest, shall acknowledge that conflict prior to the hearing of an application, shall not participate in the hearing or discussion, shall not vote on the issue, and shall vacate their position at the table until the conclusion of the hearing.**

**PLANNING COMMISSION MINUTES  
DECEMBER 3, 2024**

**ROLL CALL**

The Planning Commission of the City of Prairie Village met in regular session on Tuesday, December 3 at 7:00 p.m. in the Council Chambers at 7700 Mission Road. Chair Greg Wolf called the meeting to order at 7:00 p.m. with the following members present: Jonathan Birkel, James Breneman, James Kersten, Melissa Brown, and Melissa Temple.

The following individuals were present in their advisory capacity to the Planning Commission: Chris Brewster, Multistudio; Nickie Lee, Deputy City Administrator; Mitch Dringman, Building Official; Terry O'Toole, Council Liaison; Adam Geffert, City Clerk/Planning Commission Secretary.

**APPROVAL OF MINUTES**

**Mr. Breneman made a motion to approve the minutes of the November 12, 2024, regular Planning Commission meeting. Mr. Birkel seconded the motion, which passed 6-0.**

**OLD BUSINESS**

None.

**PUBLIC HEARINGS**

None.

**NON-PUBLIC HEARINGS**

|         |  |
|---------|--|
| PC-24-9 | Building line modification<br>5011 W. 65 <sup>th</sup> Street<br>Zoning: R-1A<br>Applicant: Katie Trenkle / Roemaine Bales |
|---------|--|

Mr. Brewster said that the applicant was requesting a building line modification to replace an existing two-car garage and storage shed with a three-car garage that would extend approximately 8' into the side yard on the west side. The front portion of the third garage extension would be stepped back from the current garage front by approximately 2' and would be approximately 33' from the front lot line, but would still extend approximately 2' over the 35' platted front building line. The addition complies with the required zoning setbacks of 30' on the front and 7' and 34' cumulative on the side. Mr. Brewster noted that

in cases where platted building lines differ from zoning setbacks, the stricter of the standards apply. However, subdivision regulations allow the planning commission to modify platted building lines under specific criteria.

The lot is zoned R-1A which requires a 30' front setback, and a side setback of 7' and 20% of the lot width cumulative (in this case 34' total between both sides). However, the lot also has a platted building line of 35' along the front. The existing home is slightly skewed in relation to the front lot line and is already built slightly over the platted front building line, the greatest amount being 3.5' on the far-west corner of the existing garage.

Mr. Brewster said that along with the garage replacement, a front porch is also proposed, extending approximately 7.25' from the front of the house. Both encroachments are allowed into the front setbacks, and by interpretation into platted front building lines.

The driveway would also be expanded beyond the right-of-way entrance to access the garage, resulting in the removal of a large tree that is protected under the tree protection ordinance. In this case, it is a frontage tree that is prohibited from removal unless the building official finds one of three specific conditions: (1) the tree is dead; (2) the tree is diseased or dying; (3) no reasonable alternatives to revise plans and save the tree exist. These issues will be addressed through permitting, including consideration of the applicant and staff of altering the driveway design. In the event that removal is authorized under any of these criteria, mitigation of three replacement trees will be required.

Mr. Brewster stated that platted front building lines exist in Prairie Village and generally occur in one of two situations: when lots were platted before zoning regulations were established, or when larger lots were platted and required greater setbacks than the applicable zoning. The intent is to create a consistent building orientation to streets. He noted that this property is the only lot that fronts 65<sup>th</sup> Street on the block. The lot is located at the end of a stub street that terminates at the Highland Cemetery. The lot on the north side of the street and the lot to the east each orient to Hodges Drive, resulting in side yards along 65<sup>th</sup> Street. The proposed addition meets all zoning requirements and complies with the neighborhood design guidelines.

Mr. Brewster said that Section 18.18.010.D of the subdivision regulations provide the criteria for the planning commission to consider for building line modifications:

**1. That there are special circumstances or conditions affecting the property**

The lot is unique since it is at the end of a stub street adjacent to a cemetery, and it is the only lot that fronts on this portion of the street. The existing house also extends slightly over the front building line in some areas, and the addition will extend over the line less than the furthest extension of the existing home. The area of the addition is also into a large side setback adjacent to the cemetery and is not near any other houses.

**2. The building line modification is necessary for reasonable and acceptable development of the property in question**

The proposal is associated with an expansion of a two-car garage to allow a third bay. The lot is very large and wide (168' wide), and the proposed garage is proportionate to the lot. It meets all neighborhood design standards for garage extent and placement.

**3. That the granting of the building line modification will not be detrimental to the public welfare or injurious to or adversely affect adjacent property or other property in the vicinity in which the particular property is situated**

The frontage and platted building line does not affect any other property since this is the only house fronting on the lot. The existing home already extends over the platted building line in some cases, and the proposed addition is less than the current encroachment. The addition is also into a large side setback adjacent to a cemetery and does not impact any nearby houses, and otherwise meets all zoning standards.

Mr. Brewster said that staff recommended if the planning commission approved the modification that it be conditioned on going through the necessary permitting review steps regarding tree protection and tree removal identified in the report, specifically:

1. Staff determine whether any of the three conditions for removal exist
2. If the tree is not removed, the applicant make all reasonable efforts to design the driveway around the tree, and take required protection steps during construction
3. If the tree is removed, that mitigation of the tree removal be required per the ordinance (three replacement trees located in the vicinity of the removed tree or elsewhere on the site if suitable adjacent locations do not exist)

Mr. Brewster said the location of the tree and the potential impact the construction could have on it triggered the tree protection ordinance. He added that the city arborist had inspected the tree and noted a significant crack in the trunk. As a result, the tree would likely need to be removed before causing damage to the property. He added that a new tree had recently been planted on the property to the west of the existing damaged tree.

Property owner Roemaine Bales and architect Katie Trenkle, 4319 W. 69<sup>th</sup> Street, were present to discuss the application. Ms. Trenkle said that Mr. Bales had also hired an arborist to examine the tree, and that the recommendation was to have it removed due to the extent of the damage.

**Mr. Breneman made a motion to approve the application with the conditions listed by staff. The motion was seconded by Ms. Brown and passed 6-0.**

## **OTHER BUSINESS**

Approval of 2025 meeting dates

**Ms. Breneman made a motion to approve the 2025 meeting calendar as presented. Ms. Temple seconded the motion, which passed 6-0.**

Consider updates to R-1B neighborhood design guidelines

Mr. Brewster said that the city council held a work session in April 2023 to discuss next steps in the housing discussion related to R-1 zoning areas. At the session, council completed a prioritization exercise to provide staff direction for which areas to address first. The top two results were updating the neighborhood design guidelines and researching further regulations and/or fees for short-term rentals.

The current neighborhood design guidelines went into effect February 1, 2019 with the understanding that they could be revisited in the future to address issues. The guidelines include requirements for street trees, green space, window and door openings, size restrictions, and impervious coverage limits. Mr. Brewster noted that housing discussions brought up questions about whether the design guidelines went far enough to limit the size and scale of homes, especially teardown/rebuilds. Council directed staff to look into reducing the size and scale to better fit into existing neighborhoods, and also review green space and lot coverage requirements.

The council's initial direction had three objectives:

1. Focus on R-1B zoning districts
2. Reduce the scale of buildings further than the current development and design standards
3. Review and update any other design standards necessary

Mr. Brewster shared four options to consider (listed below), the first two of which were presented to the council, with Option 2 being favored. The third and fourth options were developed by staff subsequent to the council meeting to address some challenges with the first two options. He noted that these options were still conceptual and up for discussion by the commission, and that other variations or completely different options were not precluded from the planning commission discussion.

**Option 1: Simple Size Reduction**

- Reduce building height from 29' to 27'
- Reduce building coverage from 30% to 25%

*This will result in smaller footprints and lower overall heights, but may not reduce the overall massing of structures, particularly as it relates to adjacent properties.*

**Option 2: Refined Side Massing Standards (city council preferred)**

- Reduce height and massing within 10' of side setback
  - 12' wall plane height
  - 19' gable or dormer height (under sloped roof)
  - 500 s.f. wall plane limit

- Reduce overall building height from 29' to 27'
- Leave building coverage at 30%

*This will result in 1-story or 1.5 story massing nearest the site property lines, and 2-story massing only permitted in more central portions of the lot. However, it may have implications on typical floor plans and garage placement.*

**Option 3a and 3b: Floor to Area Ratio (FAR) + Refined Massing** (developed by staff subsequent to council discussion)

- 3a - Change 30% lot coverage to a 40% floor-to-area ratio. This would result in:
  - 1-story buildings having more coverage allowances than currently (up to 40%, where currently limited to 39% maximum)
  - 1.5 story buildings having approximately 23% - 30% coverage allowances
  - 2-story buildings having approximately 20% coverage allowance
- 3b - In combination with a FAR, reduce massing within 6' of side setback line (changed from 10' in Option 2 to 6' in Option 3b due to impact on smaller and narrower lots)
  - 12' wall plane height
  - 19' gable or dormer height (under sloped roof)
  - 500 s.f. wall plane limit
- Leave overall building height at 29'

*This would give lower-scale buildings more options and may lead to more varied massing among buildings. Option 3b would reduce the building scale nearest side lot lines. It would also retain options for overall height allowing some steeper pitched roof designs. It may have implications on typical floor plans and garage placement.*

Mr. Brewster stated that the floor-to-area ratio was a simple formula used to key building scale to lot size. It is similar to building coverage (the current zoning standard), except that it adds a three-dimensional element. The result is the taller the building, the less footprint allowed. What is counted in the floor area is important to reach the intended results. For example, vaulted ceilings with over 15' of clear area should typically be counted as two levels. Similarly, unfinished attic or roof space that have clear floor-to-ceiling heights above 6' should also be counted. Further, beneficial items such as useable covered outdoor porches or entry features, covered decks or patios, and foundational egress wells should be excluded from the floor area.

Another implication is the effect on garage placement. With a simple lot coverage standard, there is an incentive to incorporate the garage into the building footprint and have livable space above it. This can affect the massing of the building and lead to more prominent garage frontages since the garage is typically 1.5' or more below the first-floor elevation, and the second stories are typically all placed at the same level (resulting in garage floor-to-ceiling being 1.5' or more than the floor-to-ceiling of the livable space).

Under the floor-to-area ratio, there is not necessarily a “buildable area” benefit to incorporating the garage into the building footprint, since the livable area is counted differently. However, there still may be a practical and construction advantage to doing so. An additional option would be to exclude the garage from the floor area if it is detached or an attached side addition that is not incorporated into the building. The latter is a common design in older Prairie Village homes that leads to lower-scale garages and an “accessory” building appearance.

#### **Option 4: 1.5 Story Limitation (developed by staff subsequent to council discussion)**

*This would limit the amount of second-story massing that could occur, but be flexible to where and how the space in upper story is allocated within the building footprint.*

- Change the height / story limit from 2 stories to 1.5 stories
- Leave the building coverage at 30%
- Leave the total structure height at 29’ (this would account for potential steeper pitched roofs with half-stories incorporated)
- Add a definition for “story, half” to embellish the current definition of “story”. “Story, half - An area within a sloping roof structure which is:
  - (a) capable of providing a room with a net floor to ceiling distance above 6.5’
  - (b) less than 60% of the floor immediately below. This space is achieved by integrating dormers and gables into the roof structure of the story immediately below.”

Mr. Brewster said that the “half-story” approach reduced the scale of the building by one of two methods: (1) reducing the proportion of upper level to lower level living space; and/or (2) reducing the scale and perceived massing of the building by incorporating upper levels into the roof structure; or both. It presents a simpler and more flexible approach to all other options but does put a premium on how “half-story” is defined. This option would not give any bonus to homes that elect a solely single-story option, but it would eliminate plans that are trending towards a pure 2-story profile, dependent on how “half-story” is ultimately defined. The definition of half-story can go further to emphasize incorporation of a roof structure with limitations on exterior wall heights including dormers (typically 4’ height maximum and 50% of elevation maximum), opposite wall gables (height determined by roof pitch), or knee walls (typically 2’ maximum).

Mr. Wolf asked how neighboring cities were addressing design guidelines. Mr. Brewster noted some cities, such as Mission Hills, had architectural review boards, whereas cities such as Leawood generally had homeowner associations handle design standards. He added that Fairway used a similar strategy as Prairie Village.

Mr. Kersten asked what the process would be for the commission to develop its recommendations. Mr. Brewster shared the steps that would need to be taken:

- Planning commission discuss options and direction
- Prepare an update to the city council based on this discussion and direction

- Collect any additional feedback and input as directed by city council or planning commission
- Prepare formal draft amendments (if any)
- Present amendments in the formal adoption process:
  - planning commission public hearing
  - city council decision

Mr. Wolf suggested that the proposed concepts be reviewed by the council first to ensure changes were still desired, as significant time had passed since the original discussion, and because four new councilmembers had been elected. He noted that the process was challenging and that having political support prior to beginning it was critical. Mr. O'Toole agreed that the council should first discuss the guidelines to ensure there was still an interest in revisiting them. Mr. Birkel stated that he felt more direction and information was needed from council before commissioners began considering the proposed options.

After further discussion, commission members agreed that the proposals should be discussed by council first to ensure they wished to proceed.

## **ADJOURNMENT**

With no further business to come before the commission, Mr. Wolf adjourned the meeting at 7:54 p.m.

Adam Geffert  
City Clerk/Planning Commission Secretary

# STAFF REPORT

**TO:** Prairie Village Planning Commission  
**FROM:** Chris Brewster, Multistudio, Planning Consultant  
**DATE:** February 4, 2025 Planning Commission Meeting

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**Application:** PC 25-1

**Request:** Site plan review for a fence/wall, with an exception

**Action:** *A Site Plan requires the Planning Commission to apply the facts of the application to the standards and criteria of the ordinance, and if the criteria are met to approve the application. Fence/wall standards have specific criteria to evaluate for granting exceptions.*

**Property Address:** 2110 W. 71<sup>st</sup> Street

**Applicant / Owner:** Brett Leeth

**Current Zoning & Use:** R-1B Single-Family District - Single-Family Dwelling

**Surrounding Zoning & Use:** **North:** R-1B Single-Family District – Single-Family Dwellings  
**East:** R-1B Single-Family District - Single-Family Dwellings  
**South:** R-1B Single-Family District – Single-Family Dwellings  
**West:** R-1B Single-Family District - Single-Family Dwellings

**Legal Description:** GRANTHURST LTS 76 & 77 PVC-3475 (abbreviated)

**Property Area:** 10,368.42 sq. ft. (0.24 ac.)

**Related Case Files:** none

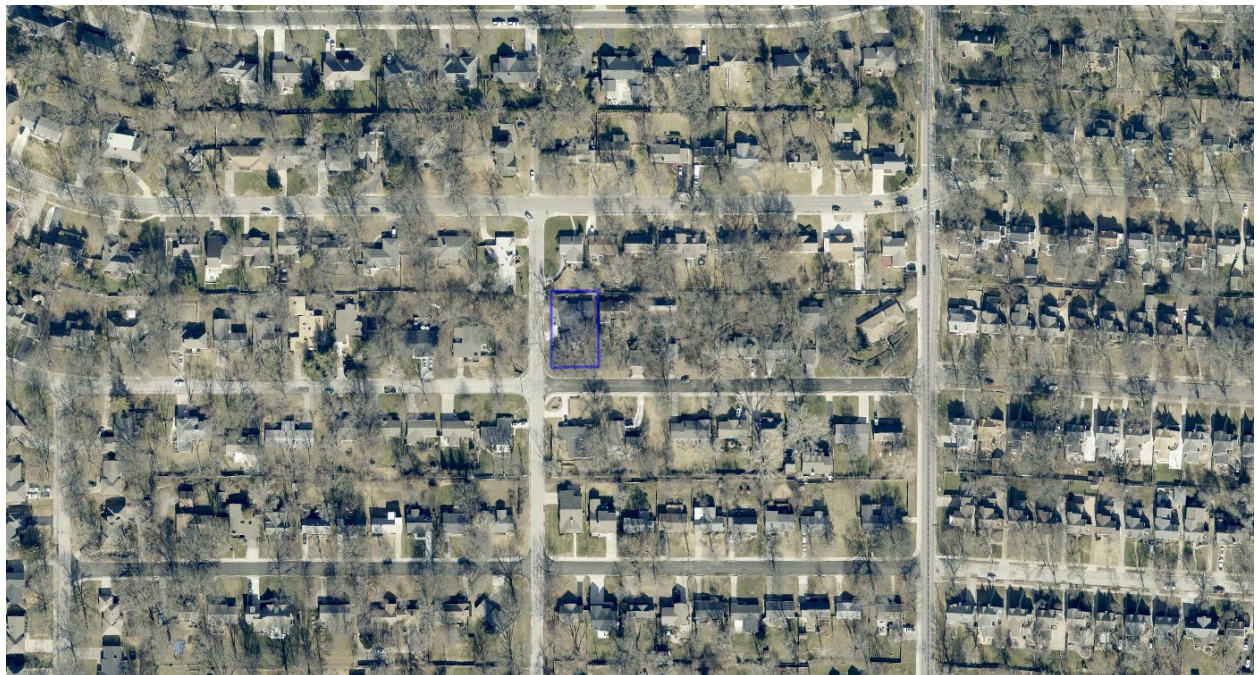
**Attachments:** Application, lot plan, site photos

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**General Location – Map**



**General Location – Aerial**



**Block / Lot – Aerial**



**Birdseye**



**Street View**



*(looking northwest on 71<sup>st</sup> Terras –fenced within trees)*



*(looking east on Eaton – fenced area angling to the back right of view)*

**BACKGROUND:**

The applicant is applying for a fence/wall height exception. The fence / wall was constructed in association with a deck and spa but was not included on the plans to the extent constructed. An extension of the deck and spa enclosure was extended up to 9 feet high to screen this outside area from the streetscape on the southwest portion of the lot.

The property is a corner lot on the northeast corner of Eaton Street and West 71<sup>st</sup> Terrace. The lot fronts on Eaton Street, however the home is skewed due to a drainage channel across this lot extending from the corner back to the middle portion of the east lot boundary. The channel extends throughout this block and results in several unusual configurations of lots and buildings on this lot.

The lot also has topography associated with the drainage channel. This affects the fenced area in that the area to be screened is at a higher elevation than the location of the fence and the exception is being requested to result in a more effective screen.

The applicant held a neighborhood meeting on January 23, 2025, in accordance with the City's Resident Participation Policy, and has provided background on the meeting to supplement the application.

**ANALYSIS:**

This property is zoned R-1B. The fence standards in Section [19.44.025](#) apply to this property, and the following specific section is the subject of this application:

(b). Design.

(3) Height. No fence shall exceed six feet in height, except tennis court enclosures which may not exceed 12 feet in height, and except fences which are located within the building envelop of a lot shall not exceed 8 feet in height.

[\[Section 19.44.025\(b\)\(3\)\]](#)

The proposal is for an exception to authorize a fence/wall that was constructed up to 9 feet high. Approximately 9 linear feet of the fence wall closest to the house is within the building footprint and could be constructed up to 8 feet high. The remaining 11 linear feet of the structure extending to the corner of the lot is in the yard area and would be required to be 6 feet high. The structure then turns a corner and extends east to the interior of the lot. It aligns with the top of a deck rail at the terminus. This area encloses a spa that is at a lower grade than the deck. Due to the topography of the site, and fence at these locations meeting the 6 feet height limit would still present views into the outside areas it is intended to screen.

The intent of the fence standards is to protect the front yard and streetscape views of lots along streetscapes and to preserve the ability to reasonably screen property from adjacent lots and other private areas, and to allow more substantial enclosures of outdoor spaces within the building footprints. The area for which the exception is requested is more related to the streetscape relationship than to adjacent lots. Due to the unusual lot configuration and topography, the skew of the existing home, and the corner lot, it results in the side and rear area being located more proximate to both Eaton and West 71<sup>st</sup> Terrace than it is to adjacent lots. The fence/wall is approximately 20 feet from Eaton Street frontage at its closest location and tapers back to approximately 23' from the frontage. This area is aligned with the front façade on the southwest corner of the house.

The fence/wall is approximately 25 feet from West 71<sup>st</sup> Terrace and tapers back to approximately 27 feet. This area is aligned with an existing deck and at the height of the deck top rail. Additionally, the lot and street landscape is heavily vegetated and helps to soften or screen the structure.

The design of the fence / wall (horizontal wood planks) is similar and ties into architectural features on the front façade facing Eaton Street.

The following factors that affect this situation:

- The lot is a unique circumstance due to (a) a corner situation; (b) a drainage channel crossing a significant portion of the yard; (c) the orientation of the existing home; and (d) the relation of the home and outside social spaces to the streetscape.
- A portion of the fence / wall is located within the building footprint, where an up to 29' building façade could be constructed, and an 8' fence / wall is permitted in this area.
- The grade of the property causes the deck and spa platforms to be above grade where an appropriate fence should be placed, making the 6' required height ineffective.
- There is a pattern of unusually configured lots and buildings in the area.
- The landscape design on the lot and streetscape will not create significant visibility issues for adjacent properties.

#### **CRITERIA:**

In addition to the Site Plan review criteria [[Section 19.32.030.](#)], the following are the specific criteria the Planning Commission shall consider for exceptions to the fence standards: [\[19.44.025\(g\)\(1\)\]](#)

- Results in a design that is more compatible
- Provide better screening
- Provides better storm drainage management
- Provides more appropriate utilization of the site.

This fence/wall exception impacts all of these criteria. The proposed fence/wall location will allow better utilization of the site based on the corner location, orientation of the house, topography of the site, and the presence of the drainage channel. The grading and drainage channel are necessary as configured for proper storm drainage and the remainder of the site should not be reconfigured or graded. With these constraints the requested exception does result in better screening of existing outside social / private spaces (deck and spa) and are not incompatible with the area due to relationships to adjacent lots (minimal) and streetscapes (distant and screened with landscape) and other uses of the rear yard area.

#### **RECOMMENDATION:**

Staff recommends approval of this site plan with the exception to the fence/wall height based on the above factors affecting this proposed application.

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## **Details**

### **Project Description**

Requested Action\*

Residential Site Plan Review/Exception Request

Legal Description\*

I am seeking approval for the privacy wall that extends to the south of my house, and the separate privacy wall that hides pool equipment on the south side of the pool to be approved, without any required modifications. Neither are fences, and both are aesthetically pleasing. No one outside or inside the walls wants to see people inside of a pool, so the "required" changes to lower the walls - not fences - make no practical sense.

### **Applicant Information**

What are you applying for?

Planning Commission

Applicant Name\*

Brett Leeth

Address\*

2110 W 71st Terrace

Phone Number\*

3169933212

E-Mail\*

brettleeth@gmail.com

Owner Name\*

Brett Leeth

Location of Property\*

71st Terrace & Eaton

Owner Phone Number\*

3169933212

Owner E-Mail\*

brettleeth@gmail.com

Applicant requests consideration of the following: (Describe proposal/request in detail)\*

I am seeking approval for the privacy wall that extends to the south of my house, and the separate privacy wall that hides pool equipment on the south side of the pool to be approved, without any required modifications. Neither are fences, and both are aesthetically pleasing. No one outside or inside the walls wants to see people inside of a pool, so the "required" changes to lower the walls - not fences - make no practical sense.

**Acknowledgement**

Applicant intends to file an application with the Prairie Village Planning Commission or the Prairie Village Board of Zoning Appeals of the City of Prairie Village, Kansas (City). As a result of the filing of said application, the City may incur certain expenses, such as publication costs, consulting fees, attorney fees and court reporter fees. Applicant hereby agrees to be responsible for and to the City for all costs incurred by the City as a result of said application. Said costs shall be paid within ten (10) days of receipt of any bill submitted by CITY to Applicant. It is understood that no requests granted by City or any of its commissions will be effective until all costs have been paid. Costs will be owed whether or not Applicant obtains the relief requested in the application.

Applicant Signature\*

Brett Leeth

Jan 10, 2025

Date\*

01/10/2025

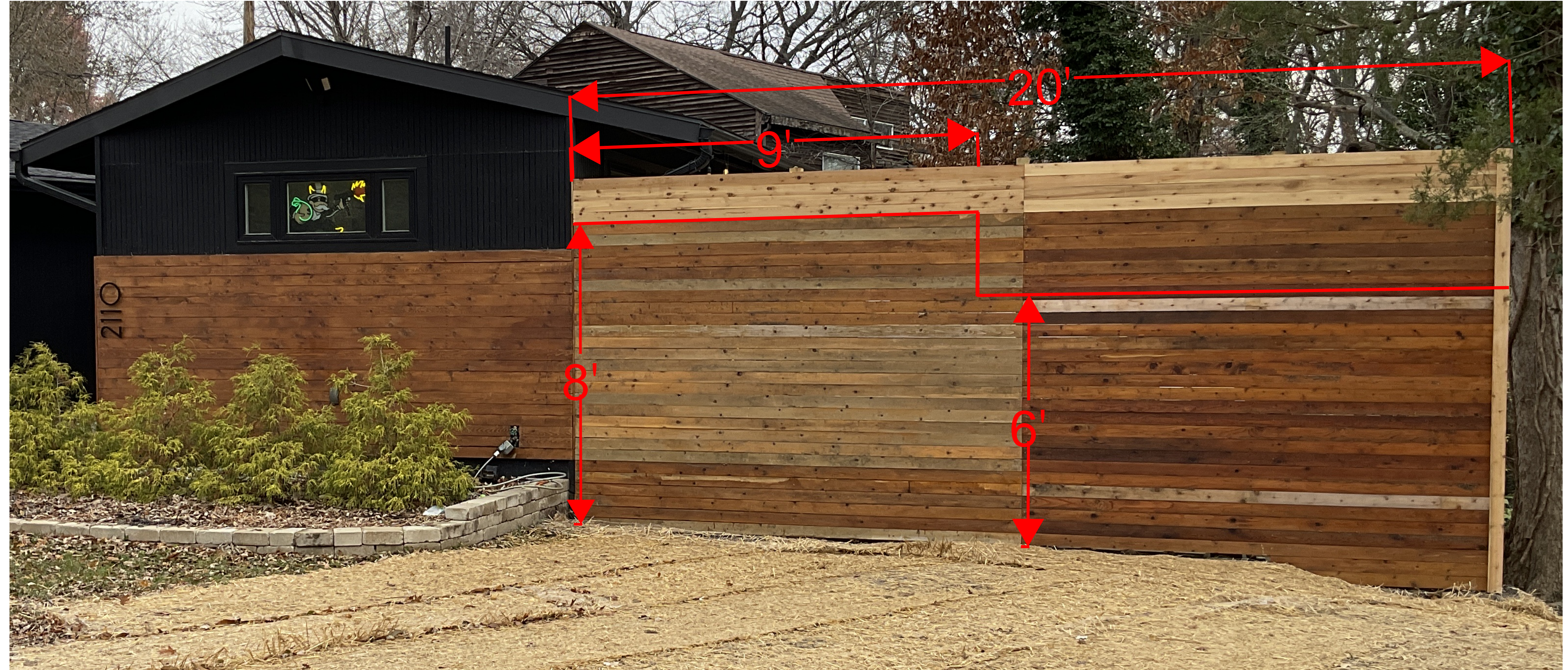
19.44.025. - FENCES AND WALLS.

(3)Height. No fence shall exceed six feet in height, except tennis court enclosures which may not exceed 12 feet in height, and except fences which are located within the building envelope of a lot shall not exceed eight feet in height. The height of the fence shall be deemed to be the average distance from the finished grade to the highest point on the fence panel, excluding posts which may project above the fence panel not more than eight inches. Where the terrain is not level, the average dimension may, at the discretion of the building official, be applied to each eight feet section of the fence. Fences built in combination with retaining walls and/or berms shall be measured from the finished grade on the high side of the wall. In addition, fences and walls built on slopes shall comply with the required height measurement along the line of the fence location.

Note the pictures with dimensions shown are approximate only and will need to be field verified by City Staff.

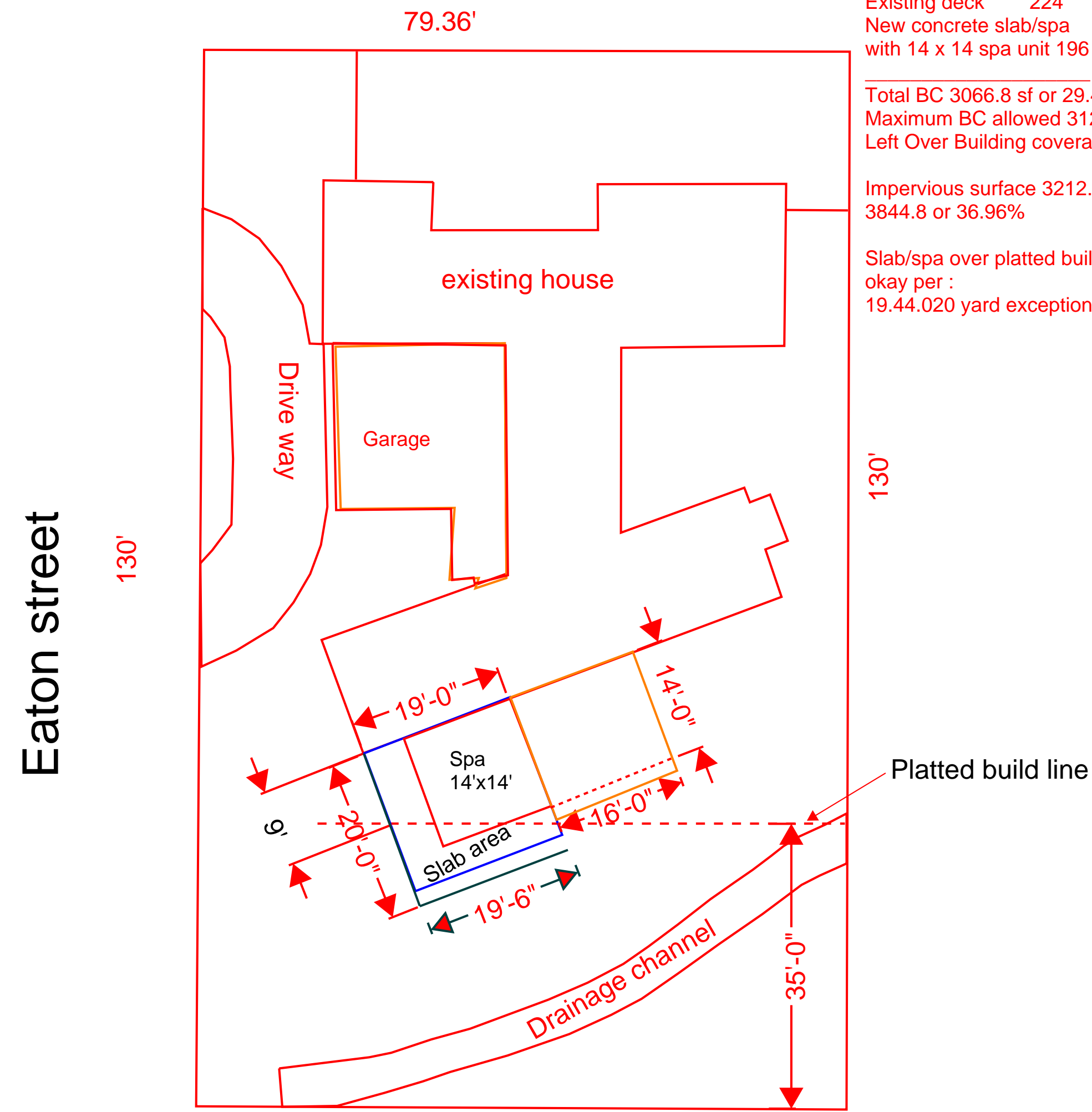
\* Fence may be 8 feet tall projecting 9' from house corner.

\* Remaining fence may be 6 feet tall.



Plans reviewed and approved as noted  
12-10-2024 Mitch Dringman BOPV

North



Building Coverage  
existing:  
House + garage 2646.8  
Existing deck 224  
New concrete slab/spa  
with 14 x 14 spa unit 196

Total BC 3066.8 sf or 29.48%  
Maximum BC allowed 3120 sf  
Left Over Building coverage 53.2 sf

Impervious surface 3212.8+632 =  
3844.8 or 36.96%

Slab/spa over platted build line is  
okay per :  
19.44.020 yard exception (4)

71st Terrace

2110 w 71st Terrace PV Kansas

|                      | EXISTING              | PROPOSED              |
|----------------------|-----------------------|-----------------------|
| LOT SIZE             | 10,400                | 10,400                |
| IMPERVIOUS AREA      | 30.5%                 | 31.6%                 |
| BUILDING             | 2,172.5 SQ FT (20.9%) | 2,646.8 SQ FT (25.5%) |
| HARD SURFACE         | 996.1 SQ FT (9.6%)    | 632.0 SQ. FT. (6.1%)  |
| TOTAL LAND DISTURBED | 1495.1 SQ FT          |                       |

OWNER: CRYSTAL WINSTON & DANIEL DEFONSO  
2110 W. 71ST TERRACE  
PRAIRIE VILLAGE, KS 66208  
PT NW 1/4 SEC 23-12-25  
Historical data from addition 2018

January 13, 2025

Re: 2110 W. 71<sup>st</sup> Terrace, Prairie Village, KS 66208

Dear Neighbor,

My name is Brett Leeth, and I live at 2110 W. 71s Terrace. The purpose of this letter is to make you aware of my plan to appeal the City of Prairie Village's recent ruling that my new privacy walls for my new pool do not comply with City ordinance – despite my pool plan having already been deemed pre-construction – to be proper and in compliance per City Inspectors.

It is my understanding that City of Prairie Village regulations provide for a maximum of a 6' high "fence", but since the grade is so low, a 6' fence would only allow for minimal privacy. It is my opinion that neither I, and hopefully neither you, care to see what goes on behind my privacy walls – one protecting views to the west and another hiding pool equipment to the south, and neither of which are actually "fences" as per my understanding of legal definition.

So, as part of the appeals process, I will be hosting a small gathering for neighbors of the immediate proximity (aka within 200 feet) to the property on January 23, 2025, at 6PM, at the property, to discuss. A record of the meeting will then be submitted to the Prairie Village Planning Commission. This record will show attendees and will document any concerns that may be expressed.

If you plan to attend, please email [brettleeth@gmail.com](mailto:brettleeth@gmail.com) before January 20, 2025, so that I can accommodate you.

Thank you.

Re: Application submitted for 2110 W 71ST TER



Brett Leeth <brettleeth@gmail.com>

To: Adam Geffert

Cc: Nickie Lee

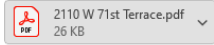


Fri 1/24/2025 7:39 AM

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External email >

**\*\*\*This is an EXTERNAL email. Please use caution. DO NOT open attachments or click links in unexpected emails or from unknown senders.\*\*\***

Good morning.

1. See attached for the letter that went out via snail mail
2. No one attended

Regards,

Brett

# STAFF REPORT

**TO:** Prairie Village Planning Commission  
**FROM:** Chris Brewster, Multistudio, Planning Consultant  
**DATE:** February 4, 2025 Planning Commission Meeting

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**Application:** PC 25-2

**Request:** Site plan for generator

**Action:** *A Site Plan requires the Planning Commission to apply the facts of the application to the standards and criteria of the ordinance, and if the criteria are met to approve the application.*

**Property Address:** 2400 West 75<sup>th</sup> Street

**Applicant / Owner:** Michael Paxton, Perspective Architecture & Design / Karbank Holdings, LLC

**Current Zoning & Use:** C-O Office Building District - Office

**Surrounding Zoning & Use:** **North:** R-1A Single-Family District – Single-Family Dwellings  
**East:** C-O Office Building District – Office; R-1B Single-Family District - Single-Family Dwellings;  
**South:** R-1B Single-Family District – Single-Family Dwellings  
**West:** R-1B Single-Family District - Single-Family Dwellings

**Legal Description:** PRAIRIE HILLS BLK 27 PVC-11793A (abbreviated)

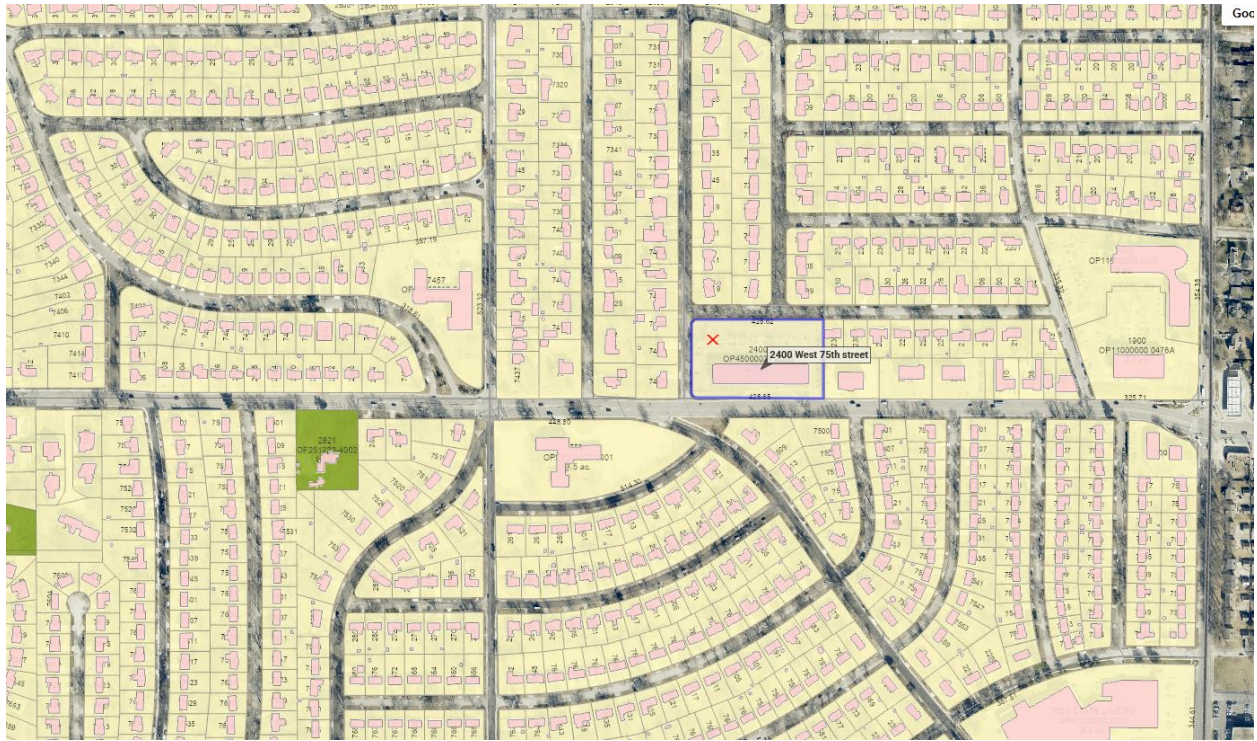
**Property Area:** 119,693.64 sq. ft. (2.75 ac.)

**Related Case Files:** none

**Attachments:** Application, site plan

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**General Location – Map**



**General Location – Aerial**



**Block / Lot – Aerial**



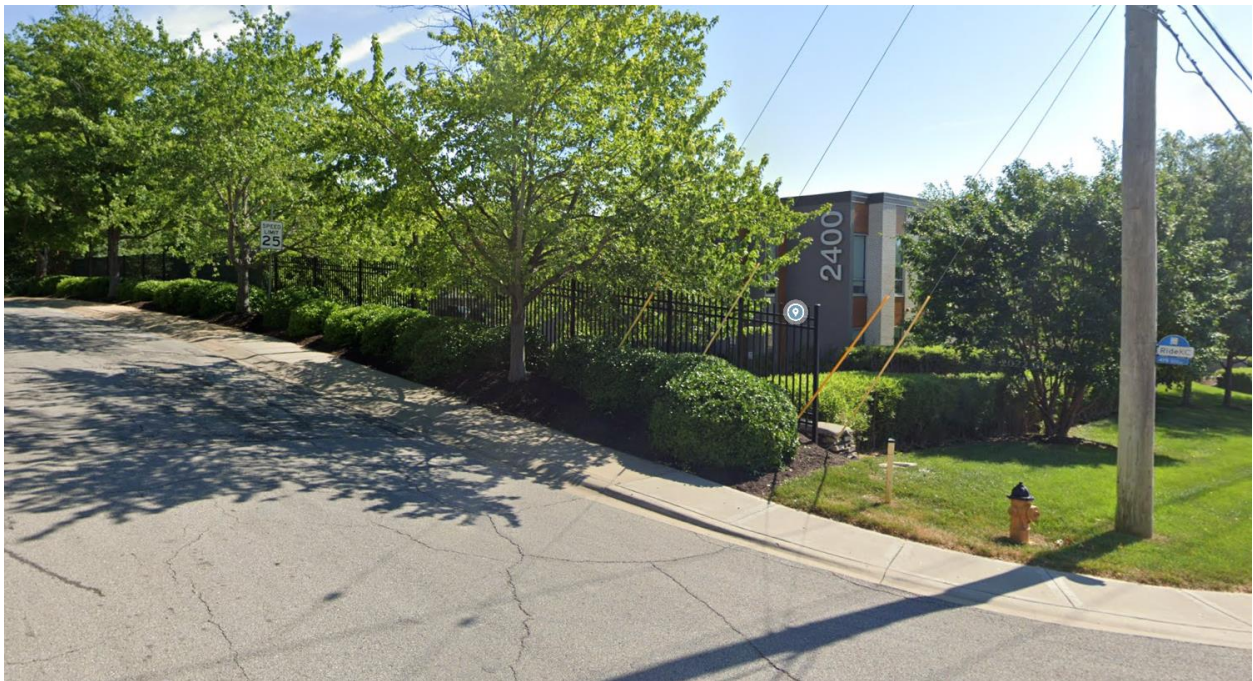
**Birdseye**



**Street View**



*(looking northwest on 75<sup>th</sup> Street – generator site behind hedge screen)*



*(looking northeast at 75<sup>th</sup> and Booth – generator site below grade behind streetscape screen)*



*(looking south on Booth – generator site below on left behind streetscape)*



*(looking south from 74<sup>th</sup> Terrace – generator site abutting retaining wall in background)*

**BACKGROUND:**

The applicant is applying to place a new fence in the corner side yard, with an exception to the required setback on 69<sup>th</sup> Street, allowing the fence to be approximately 9 feet from 69<sup>th</sup> street as opposed to the required 31 feet. The applicant is applying to place a generator in an existing parking area. The generator enclosure would occupy an approximately 15.66 feet by 25 feet area on the west property boundary abutting an existing retaining wall

The property is a corner lot on the northeast corner of 75<sup>th</sup> Street and Booth Street. It is zoned C-O commercial office. An office building fronts 75<sup>th</sup> Street and is surrounded by single and double bay parking on all other sides. It is adjacent to residential uses on the west across Booth Street and on the north across West 74<sup>th</sup> Terrace.

Emergency generators are an allowed accessory use in nonresidential districts but require that a site plan be approved by the Planning Commission. [\[19.34.040\(f\)\(e\)\]](#)

The applicant held a neighborhood meeting on January 27, 2025, in accordance with the City's Resident Participation Policy, and has provided background on the meeting to supplement the application.

**ANALYSIS:**

This property is zoned C-O. All nonresidential districts allow emergency backup generators as an accessory use but require approval of a site plan subject to the following criteria:

- a. [...] generators shall be used during emergency situation only which result in power failures;
- b. [...] generators shall be installed in accordance with NFPA 37 Standards for Installation and Use of Stationary Combustion Engines and Gas Turbines;
- c. [...] generators shall only be tested during daylight hours;
- d. [...] generators shall be screened by plant materials, walls, fences and earth berms or any combination...; and
- e. The applicant shall obtain site plan approval from the planning commission prior to obtaining a permit and installing the generators.

[\[19.34.040\(f\)\]](#)

The proposed site plan meets all conditions. The location of the generator is on the center-west side of the property. This location has a 6 to 8-foot stone retaining wall surrounding the parking lot, which is located below grade along Booth Street. This will screen the generator and enclosure from property on the west across Booth. The enclosure will be a combination of steel post and wood slats that match the existing electrical enclosure and is complimentary to the building architecture and site design. This will screen the generator from other property north of west 74<sup>th</sup> Terrace. The parking area (and therefore generator location) is screened from 75<sup>th</sup> street by a dense hedge and wrought iron fence combination, and from Booth and 74<sup>th</sup> Terrace by streetscape enhancements and street trees.

---

The combination of the structural screens, landscape buffers, location, and generator specifications will also ensure that the noise is mitigated to the greatest degree practical. Provided the generator is used only as an emergency during occasional power outages, and provided it is tested only during the day as required by the ordinance, there should not be any negative impacts on adjacent property or public spaces from the placement of an emergency generator at the proposed location.

The generator will be placed over existing parking, taking up approximately 3 parking spaces. The site includes over 155 on-site parking spaces. With the loss of the 3 spaces the site still meets the required parking for office buildings.

**RECOMMENDATION:**

Staff recommends approval of this site plan for the location of an emergency generator.

**Project Description**

Requested Action\*

Commercial Site Plan Review/Exception Request

Legal Description\*

Applicant plans to place a generator on existing commercial building site to ensure uninterrupted power due to ongoing and intermittent power outages. The proposed location is naturally screened from surrounding neighbors by an existing stone retaining wall. The proposed location will have the least impact to the surrounding properties and be screened from view with a wood slat enclosure on a steel frame to match other screening elements that are already built on the site.

**Applicant Information**

What are you applying for?

Planning Commission

Applicant Name\*

Michael Paxton

Address\*

2000 Shawnee Mission Parkway, Suite 100, Mission Woods KS 66205

Phone Number\*

8169352973

E-Mail\*

mike@pad.studio

Owner Name\*

Karbank Holdings, LLC

Location of Property\*

2400 West 75th Street

Owner Phone Number\*

816-221-4488

Owner E-Mail\*

af@karbank.com

Applicant requests consideration of the following: (Describe proposal/request in detail)\*

Applicant requests approval of site plan in order to place a generator on existing commercial building site to ensure uninterrupted power due to ongoing and intermittent power outages. The proposed location is naturally screened from surrounding neighbors by an existing stone retaining wall. The proposed location will have the least impact to the surrounding properties and be screened from view with a wood slat enclosure on a steel frame to match other screening elements that are already built on the site.

**Acknowledgement**

Applicant intends to file an application with the Prairie Village Planning Commission or the Prairie Village Board of Zoning Appeals of the City of Prairie Village, Kansas (City). As a result of the filing of said application, the City may incur certain expenses, such as publication costs, consulting fees, attorney fees and court reporter fees. Applicant hereby agrees to be responsible for and to the City for all costs incurred by the City as a result of said application. Said costs shall be paid within ten (10) days of receipt of any bill submitted by CITY to Applicant It is understood that no requests granted by City or any of its commissions will be effective until all costs have been paid. Costs will be owed whether or not Applicant obtains the relief requested in the application.

Applicant Signature\*

Michael J. Paxton

Jan 17, 2025

Date\*

01/17/2025

**NOT FOR CONSTRUCTION**

I have prepared the drawings and assume responsibility for the sheets numbered with an "A" prefix for the project named below.  
Other drawings and specifications attached for the above-mentioned project have been by and are the responsibility of the licensed engineer whose stamp and firm appear on that sheet.  
The Architect is not responsible for the design of the mechanical, electrical, plumbing, civil, landscaping, structural, signage (not specified), fire sprinkler or fire suppression systems, and does not take responsibility for the compliance of these areas with the laws of the above governmental entities. The architect is not responsible for materials, components or equipment, as well as the method in which they are installed on the project by others. The architect is not hired or responsible for certification, during construction or upon completion of construction. The Architect is not responsible for improper operation due to faulty installation or product failure during construction or after completion of construction when operation has begun by the landlord or tenant.  
The licensed professional whose stamp appears on sheets other than those specifically noted above shall be responsible for those items in paragraph three.

PROJECT  
**2400 W 75TH STREET  
GENERATOR  
ENCLOSURE**

Project Address

| MARK | DATE | DESCRIPTION |
|------|------|-------------|
|------|------|-------------|

PROJECT NUMBER  
**000024.000**

SHEET AUTHOR  
**Author**

CHECKED BY  
**Checker**

DATE  
**xx.xx.2024**

SHEET TITLE  
**PLANS AND ELEVATIONS**

PRELIMINARY PLAN

SHEET NUMBER

**A101**

**SOUTH ELEVATION | Q20**  
1/4" = 1'-0" | A101

- ① EXISTING STACKED LIMESTONE RETAINING WALL
- ② PRODEMA PHANOLIC WOOD PANEL - COLOR: RUSTIK
- ③ STEEL POST - PAINTED SHERWIN WILLIAMS SW7047 PORPOISE
- ④ CONCRETE FILLED STEEL BOLLARD - PAINTED SHERWIN WILLIAMS SW7047 PORPOISE

**NORTH ELEVATION | Q12**  
1/4" = 1'-0" | A101

- ① EXISTING STACKED LIMESTONE RETAINING WALL
- ② PRODEMA PHANOLIC WOOD PANEL - COLOR: RUSTIK
- ③ STEEL POST - PAINTED SHERWIN WILLIAMS SW7047 PORPOISE
- ④ CONCRETE FILLED STEEL BOLLARD - PAINTED SHERWIN WILLIAMS SW7047 PORPOISE

**EAST ELEVATION | Q01**  
1/4" = 1'-0" | A101

- ① LOUVERED STEEL GATES - PAINTED SHERWIN WILLIAMS SW7047 PORPOISE
- ② PRODEMA PHANOLIC WOOD PANEL - COLOR: RUSTIK
- ③ STEEL POST - PAINTED SHERWIN WILLIAMS SW7047 PORPOISE
- ④ CONCRETE FILLED STEEL BOLLARD - PAINTED SHERWIN WILLIAMS SW7047 PORPOISE

**ENLARGED GENERATOR ENCLOSURE PLAN | A19**  
1/4" = 1'-0" | A101

- ① NEW 500KW BUILDING GENERATOR
- ② NEW CONCRETE HOUSEKEEPING PAD
- ③ STEEL POST - PAINTED SHERWIN WILLIAMS SW7047 PORPOISE
- ④ PRODEMA PHANOLIC WOOD PANEL - COLOR: RUSTIK
- ⑤ CONCRETE FILLED STEEL BOLLARD - PAINTED SHERWIN WILLIAMS SW7047 PORPOISE
- ⑥ LOUVERED STEEL GATES - PAINTED SHERWIN WILLIAMS SW7047 PORPOISE
- ⑦ EXISTING PARKING STRIPE
- ⑧ EXISTING STACKED LIMESTONE RETAINING WALL
- ⑨ EXISTING BLACK ROD IRON FENCE
- ⑩ PROPERTY LINE

**ARCHITECTURAL SITE PLAN | A01**  
1" = 30'-0" | A101

# KARBANK HOLDINGS LLC

2000 Shawnee Mission Parkway, Suite 400  
Mission Woods, KS 66205

Date: January 20, 2025  
Property location: 2400 W. 75<sup>th</sup> Street  
Prairie Village, KS 66208  
RE: New Backup Generator

Dear Neighbor,

The purpose of this letter is to provide public notice to all surrounding property owners within 200' of the above-referenced property (the "Property") that the owner of the Property, Karbank Holdings LLC, intends to install a backup generator for the tenants in the building located on the Property. The generator will be located in the west parking lot of the Property, as shown on the attached plan, and the generator will be screened by a combination of an enclosure, the building, a retaining wall that is higher than the top of the generator and landscaping. The generator will be installed upon its delivery later this year.

An application has been made to the City of Prairie Village Planning Commission for approval of the attached plan. Per the Planning Commission's process, you are hereby invited to attend an informal neighborhood meeting at the Property on Monday, January 27, 2025, at 5:00 p.m., to raise any questions or concerns regarding the plan. If you choose to attend the meeting, please meet at the west end of the parking lot (the future location of the generator on the attached plan). A record of the meeting and a list of attendees will be provided to the Prairie Village Planning Commission ahead of its consideration of the plan at the February, 2025 Planning Commission meeting.

Please feel free to contact me with any questions.

Sincerely,



Adam Feldman  
Authorized Representative  
816-221-4488



2400 West 75<sup>th</sup> Street – Generator Enclosure



Meeting Location: 2400 West 75<sup>th</sup> Street  
Meeting Time: January 27, 2025 @ 5:00pm

| Name          | Address    | Phone #      | Email            |
|---------------|------------|--------------|------------------|
| Deb Coen      | 7436 Booth | 913-485-8084 | mcoen1@KC.RR.com |
| Ron Albertson | 1426 BOOTH | 913-3024441  | RNALBRT@ASL.COM  |
|               |            |              |                  |
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## MEETING MINUTES

| Project  | Meeting  | Date             | Time    |
|--|--|------------------|---------|
| 2400 West 75 <sup>th</sup> Street<br>Generator Enclosure | Neighborhood Meeting of<br>Property Owners with 200' | January 27, 2025 | 5:00 pm |

### Attendees

|                          |                                     |
|--------------------------|-------------------------------------|
| Karbank Holdings LLC     | Adam Feldman, Property Owner        |
| Perspective Architecture | Michael Paxton, Architect           |
| Jonkman Construction     | Tim Jonkman, General Contractor     |
| LMS Company              | Steve Griffith, Property Manager    |
| Deb Coen                 | Adjacent Property Owner, 7436 Booth |
| Ron Albertson            | Adjacent Property Owner, 7426 Booth |

A meeting was held at 5 pm on January 27<sup>th</sup>, 2025 at 2400 West 75<sup>th</sup> Street in Prairie Village, Kansas to review plans submitted to the city by Karbank Holdings LLC for a proposed backup generator for the building. All neighboring property owners within 200 feet were invited to attend. All of the requisite notices were hand-delivered to each property on Tuesday, January 21, 2025. A few additional notices were mailed to secondary, non-local addresses via US Postal Service.

- Two (2) residents attended the meeting, both representing properties to the immediate west of the site and in closest proximity to the proposed generator location.
  - Adam Feldman, Owner of the Property, began the meeting by describing the need for the generator, explaining the multiple power outages that occur on a frequent basis and making it impractical to lease the building to commercial office tenants. Currently, the tenants have to send employees home, sometimes for multiple days, until the power is restored.
  - Deb Coen and Ron Albertson, Adjacent Property Owners, both agreed that power outages are frequent in the neighborhood and understood the concern and need for a generator.
- Deb Coen, Adjacent Property Owner, stated that her main concern was sound and how much would be heard when the generator is operational. She stated that when the power is out in the summer, she has her windows open as well and was concerned about hearing the noise.



- a. Adam Feldman, Owner of the Property, explained that additional dollars were being spent to add a Hospital Grade Muffler and an enclosure to the generator to mitigate sound to the extent possible. Further, the generator will be fed by natural gas instead of diesel fuel, further reducing the noise it produces.
  - b. Tim Jonkman, General Contractor, discussed that the typical decibel level of sound produced by the proposed generator will be approximately 62 decibels at 100 feet away (note that as to the two homeowners attending the meeting, 7436 Booth is approximately 110 feet away from the generator and 7426 Booth is approximately 150 feet away from the generator) and approximately 74 decibels at 23 feet away (no homeowners are within this distance). He also had a decibel meter at the meeting to illustrate that during the meeting, the combination of cars driving on 75<sup>th</sup> Street and the participants at the meeting talking to each other produced decibel readings between 60-85 decibels. In addition, Tim pointed out the generator only runs during power outages and periodic testing, not all the time.
3. Ron Albertson, Adjacent Property Owner, was curious if the location of the generator could be moved to a position further away from the adjacent homes.
    - a. Adam Feldman, Owner of the Property, explained that the current location was chosen for optimal screening. The large existing stone retaining wall will shield the generator from view to all of the adjoining property owners and send the majority of sound straight up instead of towards homes. Furthermore, with the tight site access and road arrangements, it is not feasible to place the generator in other locations without interfering with drive aisles and traffic site lines. The placement of the generator is also optimal for electric and gas connections.
  4. Deb Coen, Adjacent Property Owner, asked about the look of the enclosure.
    - a. Mike Paxton, Architect, reviewed the proposed design indicating that it would be a steel post enclosure with wood slats to match the existing electrical enclosure that is already on the site. There would also be a painted steel gate to provide maintenance access.
  5. Deb Coen and Rob Albertson, both asked if there was a way for them to be hooked up to the generator when their power was out.
    - a. Adam Feldman, Owner of the Property, stated that he would love to do that, but it unfortunately wasn't feasible.
  6. With no further issues brought up, the meeting was concluded at 5:15 pm. Property representatives remained on site until 5:20 pm to ensure no additional attendees came to the meeting.

## **END OF MEETING MINUTES**



## DISCUSSION MEMORANDUM

**TO:** Prairie Village Planning Commission  
**FROM:** Chris Brewster, Multistudio, Planning Consultant  
**RE:** R-1B Neighborhood Design Guidelines  
**DATE:** February 4, 2025 Planning Commission Meeting

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### UPDATE

The Planning Commission had preliminary discussions on the R-1B Design Guidelines at the December 2024 meeting, and requested that the City Council provide more direction on specific issues before recommending any specific course of action or strategies. The City Council had further discussions at the December 16, 2024 meeting, and passed a motion to send this issue back to Planning Commission for further consideration. A copy of the minutes summarizing the City Council discussion and that motion is included in this packet. The remainder of this memo is the original issues presented to the Planning Commission in December.

### BACKGROUND

Council had a [work session](#) on April 24, 2023 to discuss next steps in the housing discussion related to the R-1 zoning areas. At the work session, Council completed a prioritization exercise to provide staff direction for which areas to address first. The top two [results](#) were updating the Neighborhood Design Guidelines and researching further regulations and/or fees for short term rentals.

The current [Neighborhood Design Guidelines](#) went into effect February 1, 2019 with the understanding they may be revisited to address any issues with the guidelines. The guidelines include requirements for street trees, greenspace, window and door openings, size restrictions, and impervious coverage limits. The housing discussion has brought up questions about whether the design guidelines went far enough to limit size and scale of homes, especially teardown/rebuilds. Council directed staff to look into reducing the size and scale to better fit into existing neighborhoods, and also review green space and lot coverage requirements. At this point, guidelines will focus on the R-1B zoning areas.

Staff presented two options for initial discussion at the [Council Committee of the Whole](#) on October 2, 2023. The City Council favored Option 2, and directed staff to consult with Planning Commission for further refinement and recommendations. Subsequent to this direction staff has conducted additional analysis and feedback on the options and has arrived at a modified third option that addresses some of the challenges with both Option 1 and 2.

### OPTIONS

The City Council initial direction had three objectives:

1. Focus on R-1B zoning districts.

2. Reduce the scale of buildings further than the current development and design standards.
3. Review / update any other design standards necessary.

The four options to consider are below, the first two of which were presented to City Council, with Option 2 being favored by Council. The third and fourth options were developed by staff subsequent to the council meeting and to address some challenges with the first two options. These options are still conceptual and up for discussion by the commission, and other variations or completely different options are not precluded from the Planning Commission discussion.

**Option 1: Simple Size Reductions**

- Reduce the height from 29' to 27' [[19.08.015 / Table 19.08.A](#)]
- Reduce the building coverage from 30% to 25% [[19.08.015 / Table 19.08.A](#)]

*This will result in smaller footprints and lower overall heights, but may not reduce the overall massing of structures, and particularly as it relates to adjacent properties.*

**Option 2: Revised Massing Standards** (City Council preferred)

- Reduce massing within 10' of side setback line
  - 12' wall plane height
  - 19' gable or dormer height (under sloped roof)
  - 500 s.f. wall plane limit.
  - Compared to 29' / 800' s.f. now. [[19.08.015 / Table 19.08.A](#) and [19.08.025\(d\)\(2\)](#)]
- Leave building coverage at 30%
- Reduce overall building height from 29' to 27' [[19.08.015 / Table 19.08.A](#)]

*This will result in 1-story or 1.5 story massing nearest the site property lines and 2-story massing only permitted in more central portions of the lot. However, it may have implications on typical floor plans and garage placement.*

**Option 3a and 3b: Floor to Area Ratio or FAR + Reduced Massing** (Developed by staff subsequent to City Council discussion)

- 3a - Change the 30% lot coverage to a 40% floor-to-area ratio. [[19.08.015 / Table 19.08.A](#)]. This would result in:
  - 1-story buildings having more coverage allowances than currently (up to 40%, where currently limited to 39% maximum)
  - 1.5 story buildings having approximately 23% - 30% coverage allowances
  - 2-story buildings having approximately 20% coverage allowance

- 3b – In combination with an FAR, reduce massing within 6’ of side setback line (this was changed from 10’ in Option 2 to 6’ in Option 3b due to impact on smaller and narrower lots)
  - 12’ wall plane height
  - 19’ gable or dormer height (under sloped roof)
  - 500 s.f. wall plane limit.
  - Compared to 29’ / 800’ s.f. now. [[19.08.015 / Table 19.08.A](#) and [19.08.025\(d\)\(2\)](#)]
- Leave overall building height at 29’

*This would give lower-scale buildings more options and may lead to more varied massing among buildings. It would reduce the building scale nearest side lot lines (option 3b). It would retain options for overall height allowing some steeper pitched roof designs. It may have implications on typical floor plans and garage placement.*

The floor to area ratio is a simple formula used to key building scale to the lot size. It is similar to building coverage (the current zoning standard), except that it adds a 3-dimensional element. The result is the taller your building, the less footprint you may have. What is counted in the floor area is important to reach the intended results. For example, things like vaulted ceilings with over 15 feet of clear area should typically be counted as 2 levels. Similarly, unfinished attic or roof space that has clear floor-to-ceiling heights above 6 feet should also be counted.

Further, beneficial things such as useable covered outdoor porches or entry features, covered decks or patios, and foundational egress wells should be excluded from the floor area.

Another implication is the effect on garage placement. With a simple lot coverage standard, there is an incentive to incorporate the garage into the building footprint and have liveable space above it. This can affect the massing of the building and lead to more prominent garage frontages since the garage is typically 1.5 feet or more below the first-floor elevation, and the second stories are typically all placed at the same level (resulting in garage floor-to-ceiling being 1.5 feet or more than the floor-to-ceiling of the livable space).

Under the floor to area ratio, there is not necessarily a “buildable area” benefit to incorporating the garage into the building footprint, since the liveable area is counted differently. However, there still may be a practical and construction advantage to doing so. An additional option would be to exclude the garage from the floor area if it is detached or an attached side addition not incorporated to the building. The latter is a common design in older Prairie Village homes that leads to lower-scale garages and an “accessory” building appearance.

**Option 4: 1.5 Story Limit** (Developed by staff subsequent to City Council discussion)

*This would limit the amount of second-story massing that could occur, but be flexible to where and how the space in upper story is allocated within the building footprint.*

- Change the Height / Story Limit from 2 stories to 1.5 stories. [[19.08.015 / Table 19.08.A](#)].
- Leave the building coverage at 30%
- Leave the total structure height at 29' (this would account for potential steeper pitched roofs with ½ stories incorporated)
- Add a definition for “story, half” to embellish the current definition of “story.” [[19.02.435](#)] “Story, half – An area within a sloping roof structure which is (a) capable of providing a room with a net floor to ceiling distance above 6.5 feet; and (b) less than 60% of the floor immediately below.. This space is achieved by integrating dormers and gables into the roof structure of the story immediately below.”

The “1/2 story” approach reduces the scale of the building by one of two methods – (1) reducing the proportion of upper level to lower-level living space; and/or (2) reducing the scale and perceived massing of the building by incorporating upper levels into the roof structure; or both. It presents a simpler and more flexible approach to all other options but does put a premium on how “half-story” is defined. Additionally, like all options there could be some architectural or design responses that cannot completely be anticipated or accounted for. This option would not give any bonus to homes that elect a solely single-story option, but it would eliminate plans that are trending towards a pure 2-story profile, dependent on how “half-story” is ultimately defined. The definition of half-story can go further to emphasize incorporation of a roof structure with limitations on exterior wall heights including dormers (typically 4' height maximum and 50% of elevation maximum), opposite wall gables (height determined by roof pitch), or knee walls (typically 2' maximum).

## **SUMMARY**

Staff will be prepared to discuss each of the options and any other variations or options with the Planning Commission. The next steps would be:

- Conclude discussions or continue discussions to future meeting dates, depending on Planning Commission deliberations.
- Prepare an update to the City Council based on Planning Commission discussion and/or direction.
- Collect any additional feedback and input as directed by City Council or Planning Commission
- Prepare formal draft amendments – if any.
- Present amendments in the formal adoption process – Planning Commission public hearing; City Council decision.



**COMMITTEE REPORTS**

- Planning Commission
  - R-1B Neighborhood design guidelines planning commission recommendation

Mr. O'Toole stated that the planning commission discussed potential adjustments to neighborhood design guidelines in R-1B zoning districts at its December 3 meeting. The commission determined that the concepts that had initially been recommended for discussion by the city council in April 2023 should first be reviewed again by council to ensure changes were still desired. Commissioners noted a significant amount of time had passed since the original discussion, and that four new councilmembers had been elected during that time. Mr. O'Toole added that the proposed changes were specifically related to the size and scale of teardown/rebuild properties, which had last been revised in 2019.

**Mr. O'Toole made a motion to discontinue conversations with the planning commission regarding R-1B neighborhood design guideline updates. Mr. Reddell seconded the motion.**

Mayor Mikkelson said that when last discussed in 2023, councilmembers had generally agreed that the 2019 limitations on new home sizes in R-1B districts did not go far enough. He added that he continued to hear from residents that teardown/rebuilds were still too large.

Ms. Selders and Mr. Nelson both stated that the size and character of new homes was the top issue they heard from residents while canvassing.

Mr. O'Toole noted that approximately 25 new homes per year had been constructed in R-1B zones over the past four years, which was a fairly small number. He also shared concern that making development too difficult could discourage the construction of new housing stock in the City.

Mr. Gallagher said there had been enough feedback from residents on the issue in recent years that it was worthwhile to have the planning commission review guidelines and make a recommendation to the council, whether changes needed to be made or not.

**After further discussion, the motion failed 5-4, with Mr. O'Toole, Ms. Sharp, Mr. Agniel and Mr. Reddell in support.**

**Mr. Gallagher made a motion to send the R-1B neighborhood design guideline recommendations back to the planning commission for further consideration. The motion was seconded by Mr. Nelson and passed 7-2, with Ms. Sharp and Mr. Reddell in opposition.**

# Neighborhood Design Guidelines

## Update Discussion



# Introduction

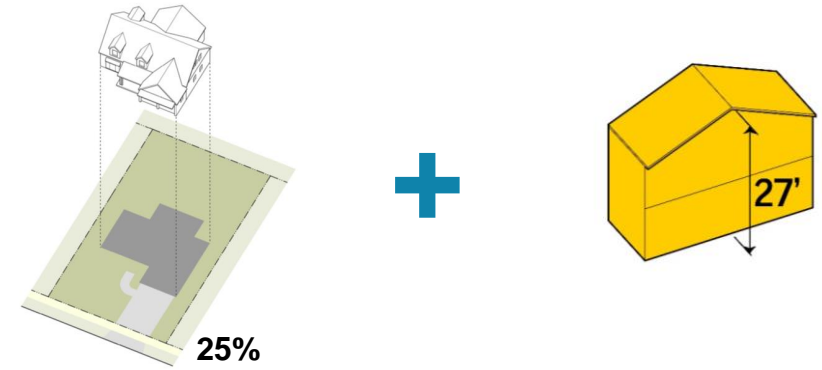
## *Action Plan (5/15/23 City Council Direction)*

1. Address Neighborhood Design Standards in R-1B only
2. Consider a range of strategies to reduce building scale
  - Height*
  - Building Coverage*
  - Massing standards*
  - Lot sizes – minimum and maximum*
3. Process
  - Staff Review & Discussion (internal options and strategies)*
  - CC Discussion (October 2023)*
  - PC Work Session – discuss options & direction (**tonight**)*
  - Additional outreach - optional*
  - Formal recommendations and adoption process*
    - PC Public Hearing*
    - CC review / decision*

# Introduction

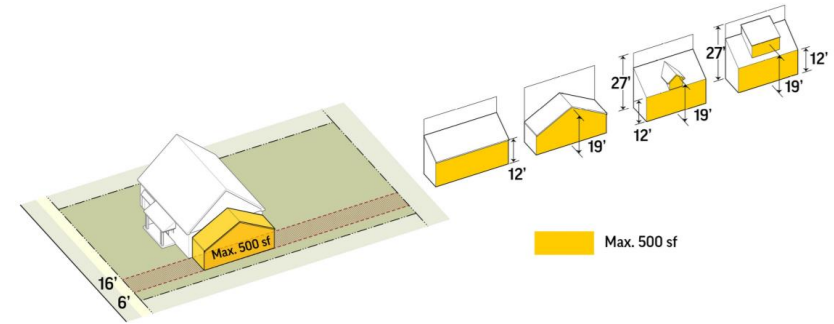
## Option 1: Simple Size Reduction

- Reduce height from 29' to 27'
- Reduce building coverage from 30% to 25%



## Option 2: Refined Massing Standards (Side)

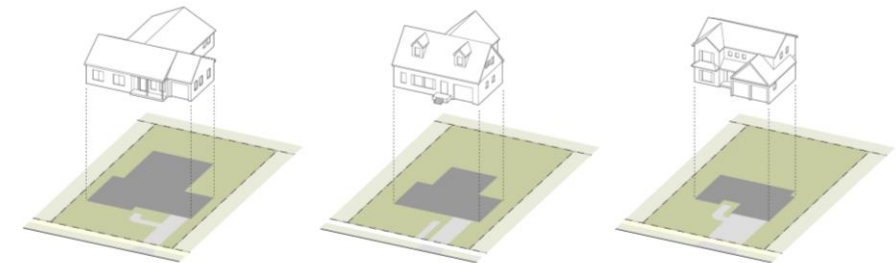
- Reduce height and massing within 10' of side setback
- Reduce height from 29' to 27'
- Leave building coverage at 30%



## Option 3a & b: Floor to Area Ratio + Refined Massing

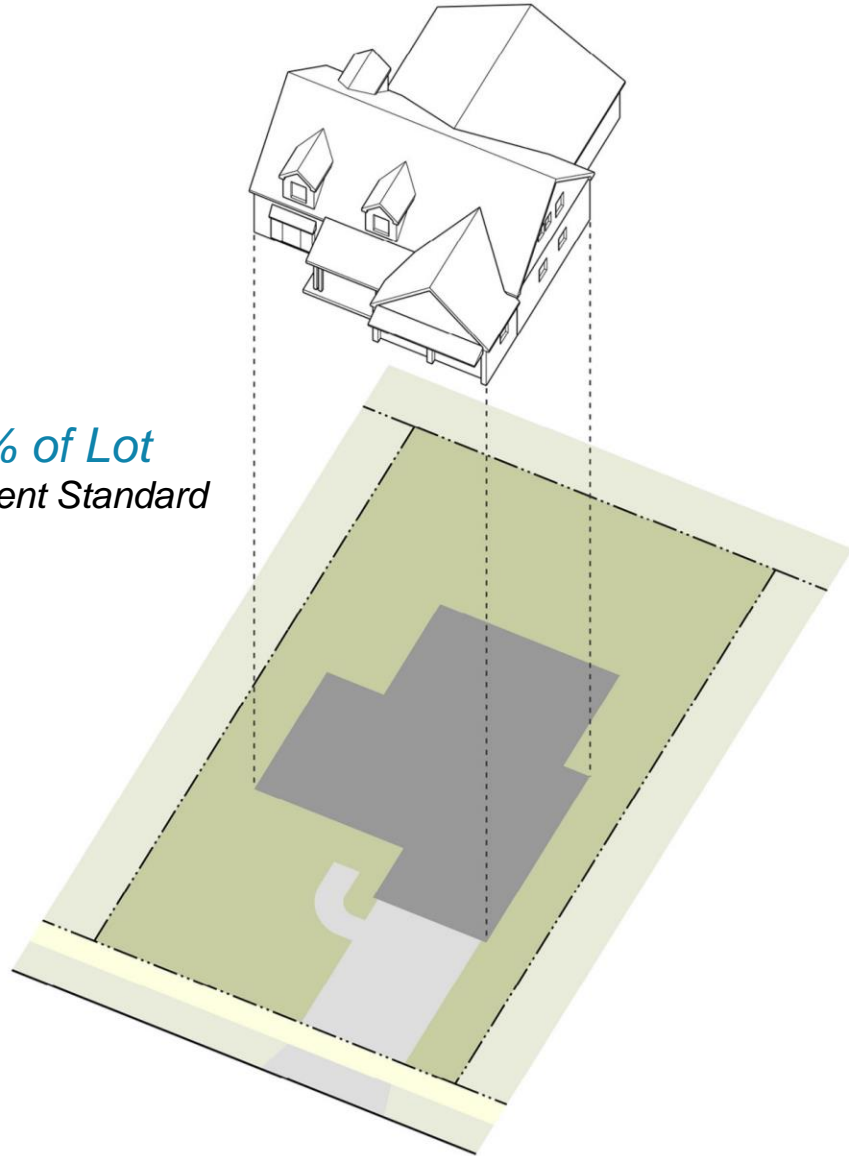
- 35% FAR for all lots
- Retain height at 29'
- (3b) Reduce height massing within 6' of side setback

FAR: 35%

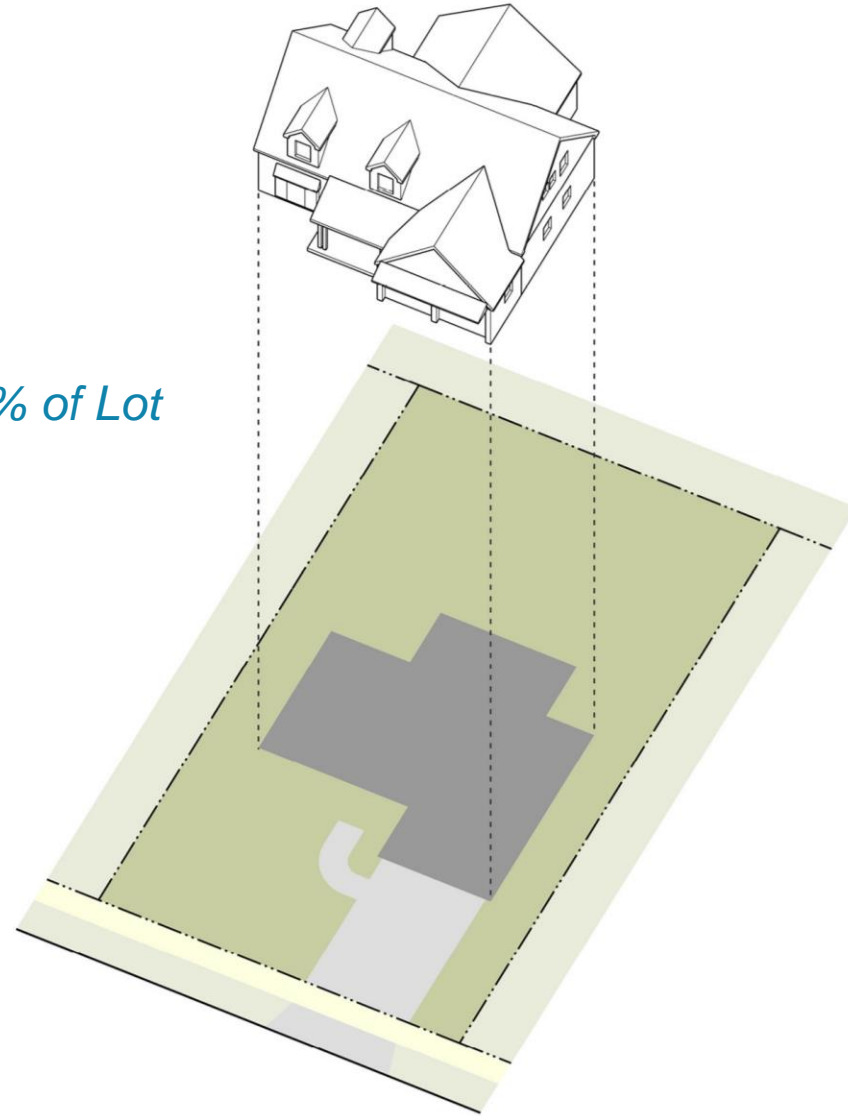


# Building Coverage

*30% of Lot*  
*Current Standard*



*25% of Lot*



# Data

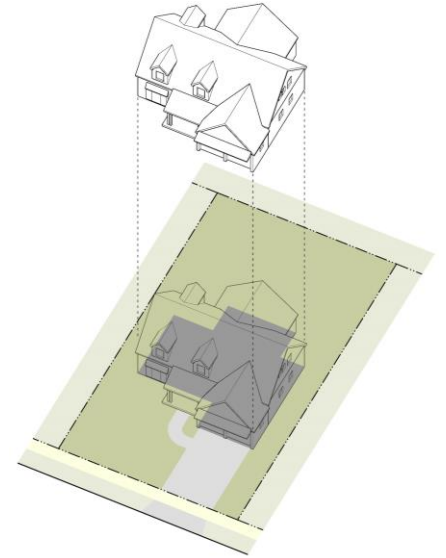
## 2022 - 2024 R-1B Permits

**74% > 25%**

**Building Coverage**

72% over 25% building coverage  
(68 out of 92)

- 13 are only slightly over
- Under 25% are typically larger lots – 10,000 s.f. +
- Building footprint range -1,800 to 3,000 square feet.

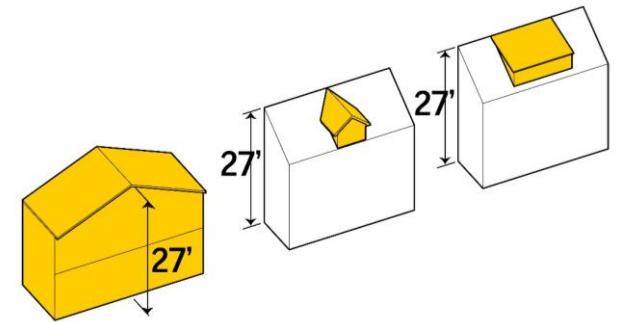


**67% > 27'**

**Building Height**

68% over 27' high (62 out of 92)

- 15 of those are only slightly over
- All under 29'





< 27'

> 27'



< 27'

< 27'



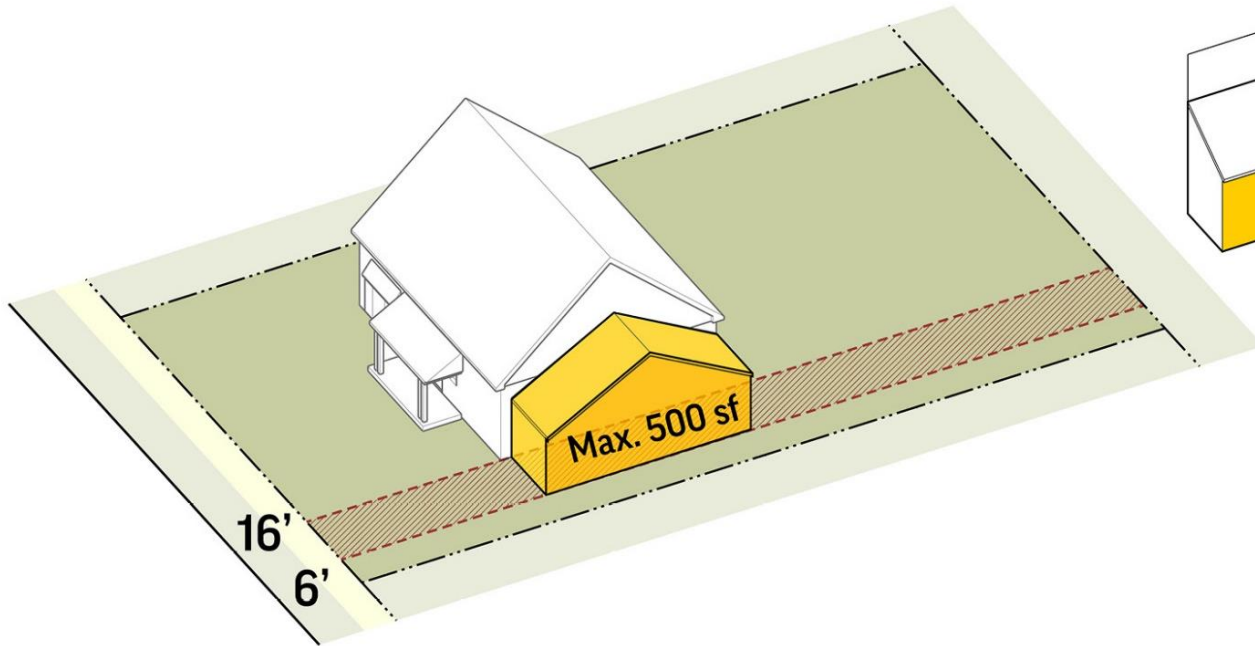




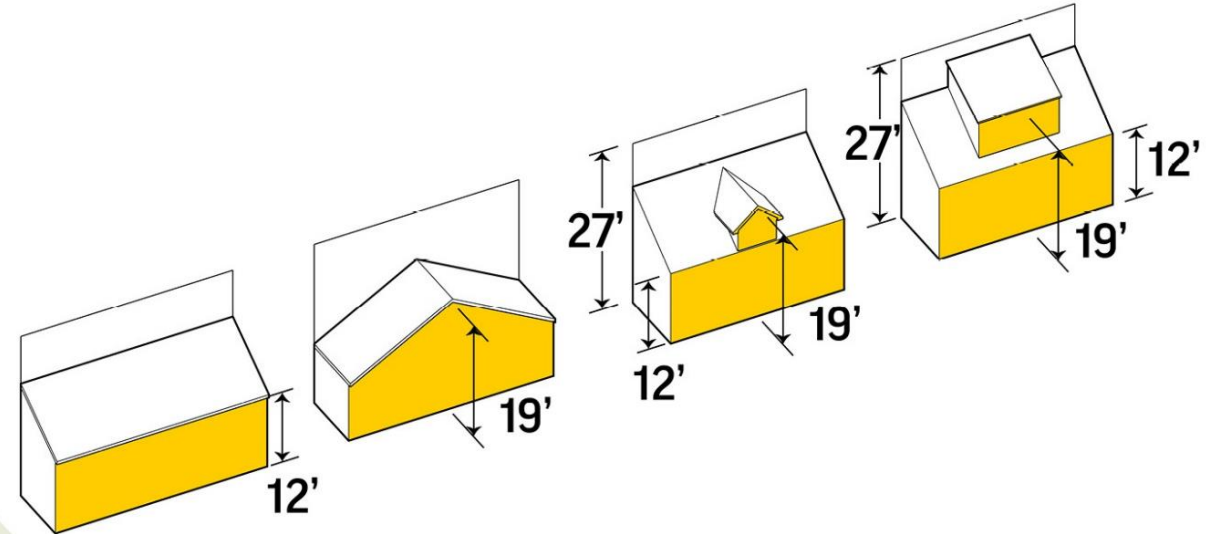
# Refined Massing Standards

## Reduced Massing Near Side Setback (6' to 16')

- 12' height wall plane
- 19' height roof peak (gable or dormer)
- 500 s.f. total wall area



## Options for Varied Massing



 Max. 500 sf

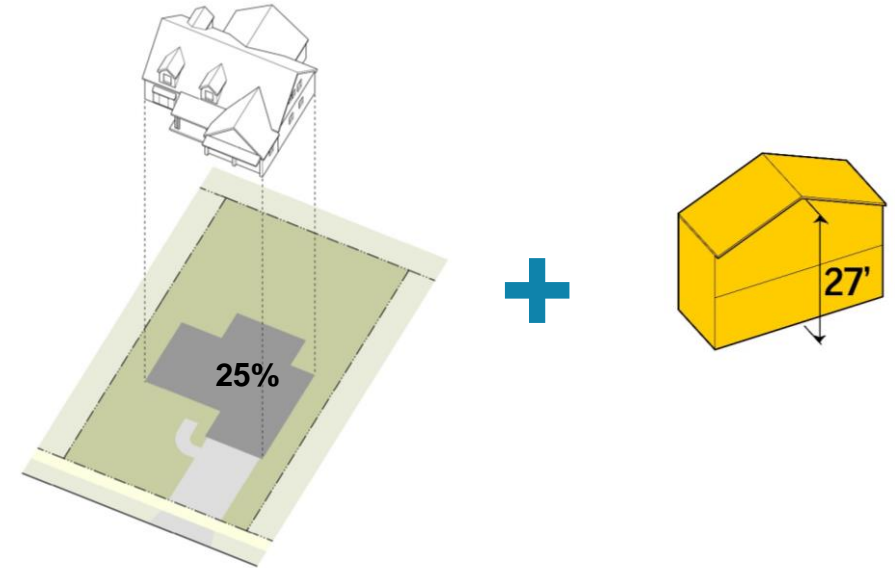
# Options / Discussion

## Option 1: Simple Size Reduction

- Reduce height from 29' to 27'
- Reduce building coverage from 30% to 25%

### Feedback / Further Analysis

- *More full 2-story buildings likely due to constrained footprint*
- *Bulk and lower-pitched roofs likely due to shortened height*
- *More uniformity of the buildable envelop will put pressure on design standards to refine character*

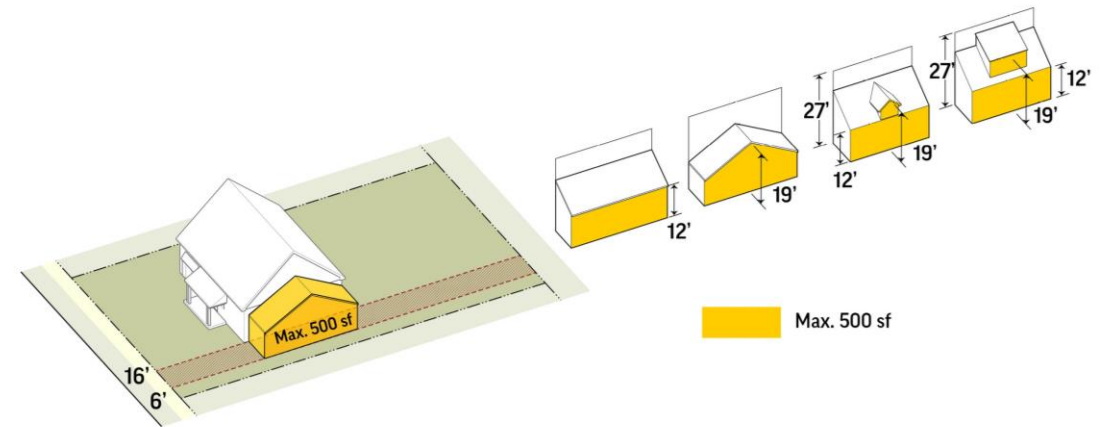


## Option 2: Refined Massing Standards (Side)

- Reduce height and massing within 10' of side setback (6' to 16' from side property line)
  - 12' for any wall plane
  - 19' for any gable or dormer under a sloped roof
  - 500 s.f. maximum wall plane
- Reduce height from 29' to 27'
- Leave building coverage at 30%

### Feedback / Further Analysis

- *Bulk and lower-pitched roofs likely due to shortened height*
- *Some interior floor plan constraints due to lack of stair wells on outer walls due to massing limits near side setback*

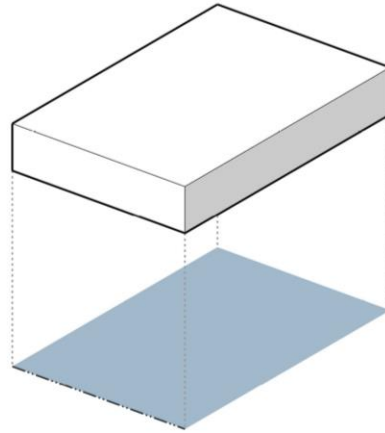


# Additional Option(s)

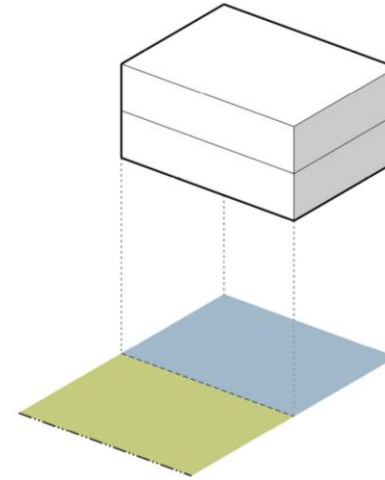
## Floor to Area Ratio

$$\begin{array}{r} \text{Lot Area} \\ \times \text{Floor to Area Ratio} \\ \hline = \text{Permitted Building} \\ \text{(Floor) Area} \end{array}$$

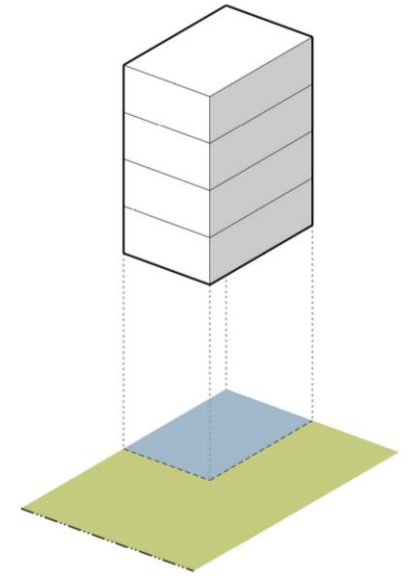
*Example: 100% FAR*



100% Lot Coverage  
1 Story



50% Lot Coverage  
2 Stories



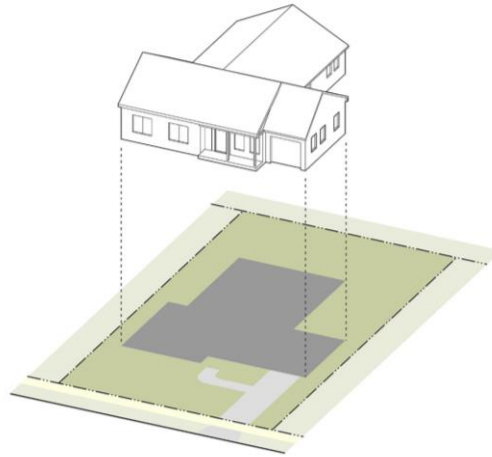
25% Lot Coverage  
4 Stories

# Additional Option(s)

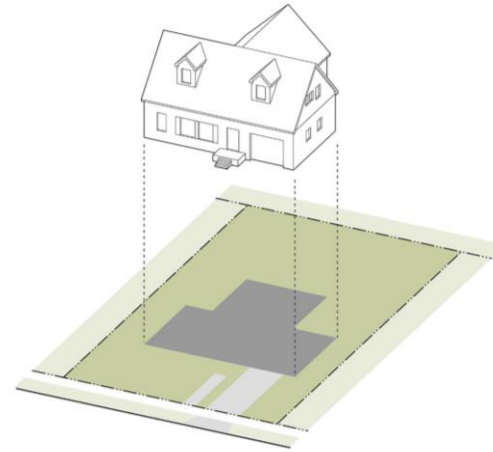
## Option 3a: Floor to Area Ratio (FAR)

- 35% FAR for all lots (compared to 30% building coverage)
  - 40% coverage if pure 1-story
  - 23% to 30% coverage if 1.5-story
  - 20% coverage if 2-story
- Retain height at 29' for varied massing and style options (steeper pitched roofs)

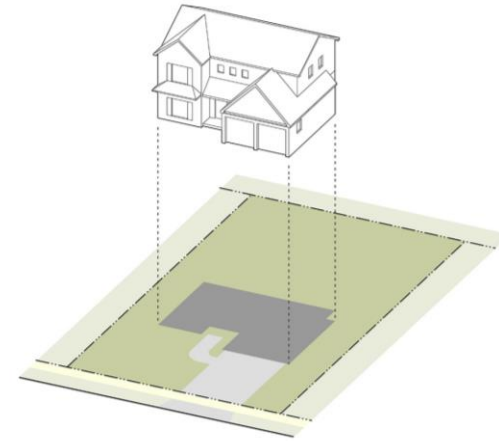
**FAR: 40%**



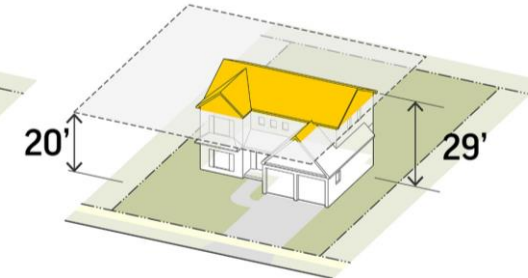
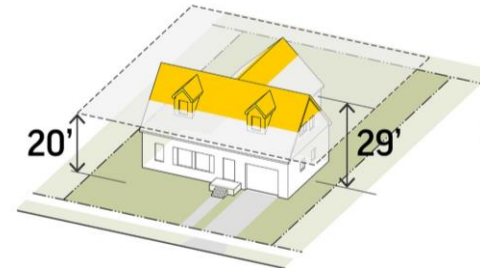
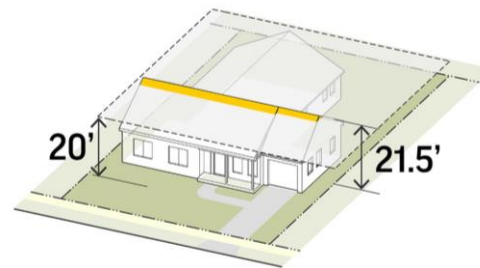
**1 – Story  
Building Coverage: 40%**



**1.5 – Story  
Building Coverage: 23 - 30%**



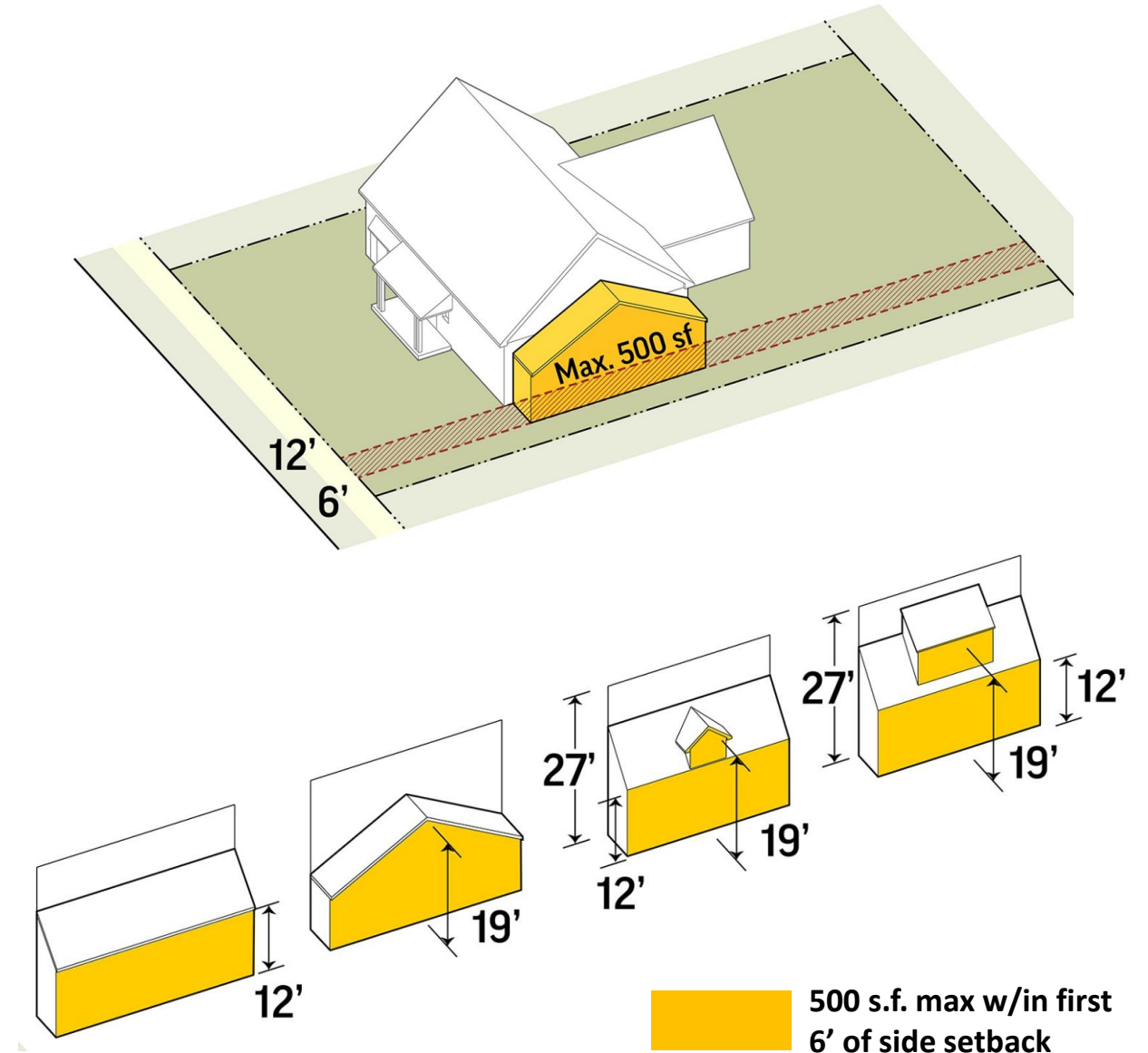
**2 – Story  
Building Coverage: 20%**



# Additional Option(s)

## Option 3b: Floor to Area Ratio + Refined Massing

- 35% FAR for all lots (compared to 30% building coverage)
- Retain height at 29' for varied massing and style options (steeper pitched roofs)
- Reduce massing to 1.5 story within 6' of side setback (6' to 12' from side lot line)
  - 12' for any wall plane
  - 19' for any gable or dormer under a sloped roof
  - 500 s.f. maximum wall plane



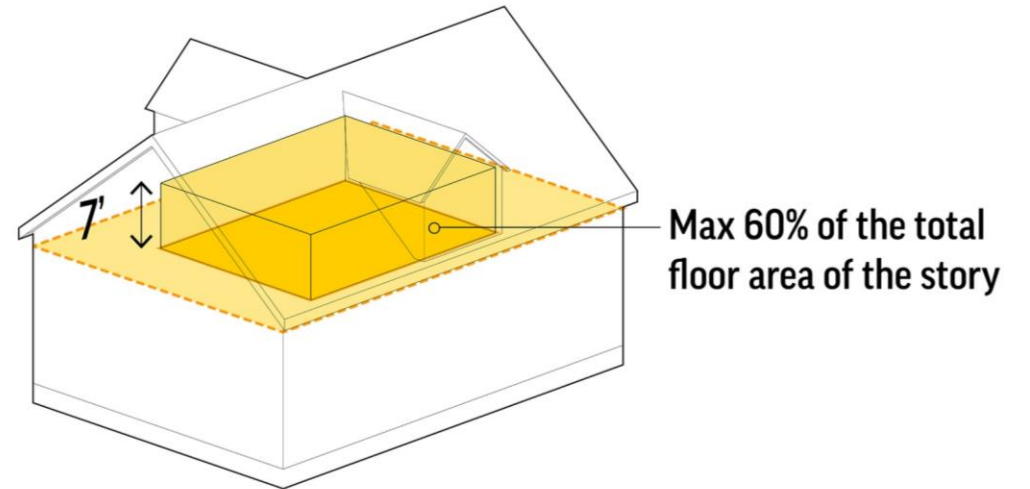
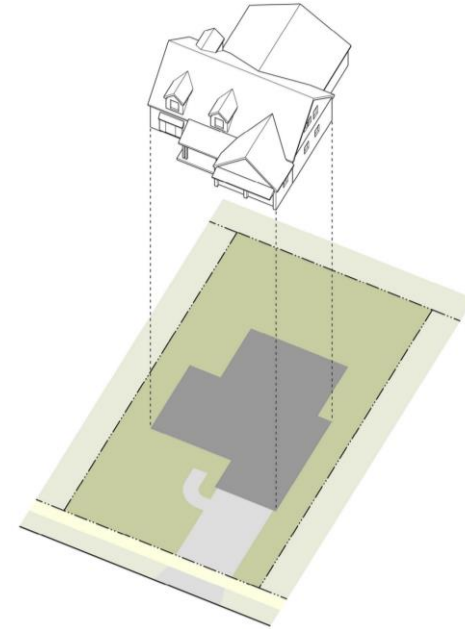
# Additional Option(s)

## Option 4: 1.5 story limitation

- Keep building coverage at 30%
- Retain height at 29' for varied massing and style options (steeper pitched roofs)
- Limit second level to “half story.”

*Design implications on how we define “half story.”*

30% of Lot  
Current Standard



# Neighborhood Design Guidelines

## Update Discussion

