

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, APRIL 1, 2025  
7700 MISSION ROAD  
COUNCIL CHAMBERS  
6:30 P.M.**

**I. ROLL CALL**

**II. APPROVAL OF PLANNING COMMISSION MINUTES - March 4, 2025**

**III. PUBLIC HEARINGS**

**IV. NON-PUBLIC HEARINGS**

PC-25-5            Site plan for pool, patio, and garage with exception to lot coverage standards  
6528 Granada Drive  
Zoning: R-1A  
Applicant: Dwayne Hodges / Sarah Clutter

**V. OTHER BUSINESS**

Annual review of Planning Commission bylaws

**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  
MARCH 4, 2025**

**ROLL CALL**

The Planning Commission of the City of Prairie Village met in regular session on Tuesday, March 4 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, Dave Herron, James Kersten, Melissa Brown, Melissa Temple, and Jeffrey Valentino.

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**

**Ms. Brown made a motion to approve the minutes of the February 4, 2025, regular Planning Commission meeting as presented. Mr. Valentino seconded the motion, which passed 5-0, with Mr. Birkel and Mr. Herron in abstention.**

After approval of the minutes, new commission member Dave Herron introduced himself.

**OLD BUSINESS**

None.

**PUBLIC HEARINGS**

None.

**NON-PUBLIC HEARINGS**

PC-25-3	Site plan for fence, with an exception 7820 Dearborn Drive Zoning: R-1B Applicant: Bob Washburn
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Mr. Brewster said that the applicant was requesting an exception to raise the height of an existing 6' privacy fence to 8' in specific locations due to sloping ground. The intent is to provide better screening and an even appearance of the top of the fence, stepped with other portions of the fence which are placed on a higher grade.

The property is a corner lot on the southwest corner of Tomahawk Road and Dearborn Drive. The lot fronts on Dearborn Drive and the location of the requested fence height exception is a side and rear yard fence along Tomahawk Road. The fence is set back between 16' and 19' from the lot line along Tomahawk Road, and is approximately 28' to 32' from the street.

Mr. Brewster stated that the fence standards in Section 19.44.025 of the City's zoning regulations applied to this property, specifically:

(b) Design.

(3) Height. No fence shall exceed 6' in height, except tennis court enclosures which may not exceed 12' in height, and except fences which are located within the building envelop of a lot shall not exceed 8' in height.

(c) Location.

(2) Fences located on the side street of a corner lot shall be on private property and at least 18" from any public sidewalk, whichever is greater, except that if an adjacent lot faces the side street, the fence shall be set back from the right-of-way line a distance of 15' or not less than one-half the depth of the front yard of an adjacent building, whichever is the greater setback.

The adjacent house to the southwest faces Tomahawk Road, so the greater street side setback applies. The fence is between 16' and 18' from the side lot line and meets the ordinance requirements in Section (c)(2). Since the fence is also more than 15' from the side lot line (which is the required building setback in R-1B), a significant portion of the fence is located within the permitted building envelope in R-1B zoning. Mr. Brewster said that ordinarily the proposal would be eligible for an 8' high fence according to (b)(3), for the majority of the fence except the last 25' nearest the south lot, which would be in the required rear yard setback. However, the lot also has a platted building line at 35' along Tomahawk Road, so although a large part of the fence is in the eligible building envelop according to the zoning ordinance, it is not according to the plat. Therefore, the proposed fence needs an exception to the 6' height requirement.

Mr. Brewster noted that the existing fence does extend close to the front of the adjacent house along the subject lot's rear lot line. However, the fence location is still approximately 17' from the side lot line and 28' from the street, ensuring views along the streetscape for the house to the southwest. Additionally, the nearest portion of the adjacent house is the garage rather than livable space where views could be more important. Further, the grade of the adjacent house is elevated from the streetscape of Tomahawk Road and the grade of the subject lot, minimizing the impact of the fence height exception.

The view of the fence from the Tomahawk Road streetscape is a similar situation. The combination of distance, grade of the right-of-way, and grade of the lot permits views into the rear yard more than typical situations, and the fence height exception at this location will not have a significant impact on the appearance or views along the streetscape. Lastly, there are three significant street trees along this lot line, which in combination with the large lawn area soften any impact from the fence.

Mr. Brewster stated that the following factors affected the proposed exception:

- The fence exceeds the side setback requirements and is between 16' and 19' from the side lot line.
- The right-of-way provides an additional approximately 12' buffer between the fence and the road, which results in the fence being approximately 28' to 32' from the street.
- The adjacent house most impacted by the fence has the garage located on the side closest to the fence and is also elevated above the adjacent lot and fence location due to grade.
- A significant portion of the fence is located in the eligible building envelop (where a structure could be located) according to the zoning ordinance, except for the fact there is a platted building line along the street side lot line.
- The grade of the streetscape and lot permits views into the rear yard area making a fence compliant with the standards less effective.
- The fence design and location meets all other applicable standards.

In addition to the site plan review criteria, the following are the specific criteria the planning commission must consider for exceptions to the fence standards:

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

Mr. Brewster said that the requested exception impacted the second and fourth criteria. The proposed location and height will allow better utilization of the site based on the corner location and orientation of the house, and provide better screening due to the topography of the site, streetscape, and adjacent house. Additionally, the impacts on the adjacent house and streetscape are minimal due to the distance of the fence from the street and the grading.

Mr. Brewster stated that staff recommended approval of the site plan with the exception to the fence height based on the listed factors.

Applicant and property owner Bob Washburn was present to discuss the application. He noted that the existing 6' fence did not provide enough privacy in the backyard swimming pool area due to the grade of the land. In other areas of the property, the height of the new fence would remain 6' high.

Mr. Herron asked if a landscape solution had been considered. Mr. Washburn stated that three large evergreens had been planted in the yard, but they did not provide adequate privacy.

**Mr. Birkel made a motion to approve the application with the conditions listed by staff. The motion was seconded by Ms. Temple.**

Mr. Valentino suggested that the commission should review the fence regulations to allow for more consistency and clarity when considering future applications. Mr. Brewster said that staff could bring them forward for review at a future meeting.

**After further discussion, the motion passed 6-1, with Mr. Valentino in opposition.**

PC-25-4                      Site plan and exterior building review for municipal complex improvements  
7820 Mission Road  
Zoning: R-1A  
Applicant: Jean Stoverink, Clark & Enersen

Jean Stoverink, project manager with Clark & Enersen, 2020 Baltimore Avenue, #300, Kansas City, Mo., provided design plans for a proposed new city hall building on the Mission Road Bible Church property that had been acquired by the City.

The following is a summary of the plan elements under each of the site plan criteria:

**A. General Criteria and R-1A standards**

- The property is zoned R-1A. Despite the R-1A standards geared primarily for detached houses, the development standards applicable to the site (and which will be confirmed at the building permit stage) are:
  - Height - 35'
  - Setbacks - front - 30'; sides - 7' / 20% of lot cumulative; rear - 25'
  - Building coverage - 30%
  - Impervious surfaces - 40%
- Public and civic buildings permitted in residential districts are eligible for exceptions to these standards. For example, the height may be increased 1' for each additional 1' setback up to 75'.
- The site is located in the "civic center" place type in the comprehensive plan and locating city hall in this location is consistent with the comprehensive plan.

**B. Site Design and Engineering**

- The plan removes the south access point to Mission Road and expands the north access point to a three-lane access: one entry lane, one left-out lane, and one right-out lane.
- Internal circulation has changed and winds through the site to three main parking areas - a primary lot near the building front (28 spaces); a secondary lot on the rear of the property (60 spaces - existing, also accessing service areas for trash and mechanical equipment), and a front drive lane with accessible spaces (four spaces) and the two left/right exit lanes.
- Pedestrian access to the building is from an expanded sidewalk / plaza area on the north side of the building (side orientation). Additionally, a connection to the existing municipal buildings (future renovated police station and municipal court) is provided through a central plaza at the interior of the site and then connecting through the parking and across the fire station access lane.
- This site is part of a larger municipal complex that includes pools, tennis courts, a skate park, park grounds and a community building. A detailed engineering and site / stormwater analysis has been performed as part of the project and is included with the plan sets that public works is recommending.

**C. Building Design.**

- The proposed building will replace the existing church and is situated to the southeast corner of the site.
- Although the building has a side orientation with the primary entrance internal to the site, the Mission Road (east) elevation has some glazing, secondary entrances, and ornamentation that addresses the public streetscape.
- The façade composition on all facades is a combination of wall planes, broken up by angular roofs, offsets, materials, and glazing.
- The building is primarily a one-story massing, but larger open areas and gathering spaces have larger volumes. The overall structure height is 30', although the primary massing varies in height at different places.
- The material palette is:
  - Brick (three patterns: grey textured finish (“Manganese Ironspot Velour”); red textured finish (“Mountain Shadow Velour”); and red textured finish with a custom pattern (“Mountain Shadow Velour” - modular custom)
  - Stone panel: natural (rainscreen pattern - Portland, Smooth Matt)
  - Perforated metal panel: color to be determined
  - Insulated glazing

**D. Landscape Design.**

	<b>Landscape Requirements</b>	<b>Proposed Plan</b>
<b>Streetscape / Frontage</b>	1 large tree per 40' lot frontage (n/a) 212' of frontage so 8 trees required	3, with 3 additional outside of the ROW and along the parking area on the north side near the fire station access (However, these are substantially back from the ROW) Recommend 2 to 4 more trees along the street or frontage, potentially in an alternating pattern of ROW / Frontage trees to frame the site, building and streetscape.
<b>Foundation</b>	1 ornamental tree per 25' building frontage (5 required) 5 shrubs per 25' building frontage (25 required)	The plan includes 5 ornamental trees along the foundation / frontage of Mission Road and a large area of ornamental grasses, which can substitute for the shrubs. Additionally, the functional building frontage (south elevation) includes shrubs and ornamental grasses to accent the plaza and public spaces and interfaces.
<b>Parking</b>	1 large tree per 40' parking perimeter (12 required) 1 large tree per 40 parking spaces (3 required) 5 shrubs per 25' parking perimeter (96 required)	19 large trees (double counting the three parking trees at the frontage); 4 existing trees preserved 130+ Shrubs associated with the parking area
<b>Buffer</b>	performance standard based on site	No buffer requirements apply to this site; all elements requiring screening are internal to the site or incorporated into the other building or landscape designs. All trash enclosures and mechanical equipment is screened with a combination of structural or landscape elements.

Mr. Birkel asked why the building and parking lot were not connected to the municipal campus property to the north. Mr. Stoverink said that there was an existing driveway to the fire station

that bisected the properties which prevented the connection for vehicles, but that there was a pedestrian connection between the two areas.

Mr. Birkel added that if the building were located on the north portion of the site rather than the proposed parking lot, it would be closer to the existing municipal buildings. Rick Wise with Clark & Enersen stated that the initial plan was to place the building on the north side of the site, but that the council had requested the building face more toward Mission Road. As a result, it was logical to have the driveway to the new building on the north side rather than coming around behind it from the south. He added that there was also geothermal infrastructure on the southeast portion of the existing municipal complex that needed to be avoided to reduce expense. Lastly, a significant grade change existed between the two properties.

Ms. Brown said that landscaping and pedestrian pathways could be designed to provide a better sense of continuity between the two sites.

Mr. Valentino asked if the parking stall count could be reduced to allow for more green space. Mr. Wise stated the proposed number of stalls would be fewer than were currently located at the site, but were similar to the number of stalls at the existing city hall.

Mr. Kersten asked why there were two generators proposed rather than a single, larger unit. Tim Schwartzkopf, Prairie Village Assistant City Administrator, said that a large generator would require diesel fuel, which the City hoped to avoid using. Instead, the two smaller generators would operate on natural gas.

Mr. Kersten asked if there was a water-retention system proposed. Dan McGee with Lamp-Rynearson, 9001 State Line Road, Suite 200, Kansas City, Mo., stated that there was a plan to provide some underground detention below the parking lot to the north of the building as well as the building roof.

Ms. Brown asked if internal roof drains were included in the building design. Mr. Wise said they were, and that there were no external downspouts.

Mr. Herron asked if consideration had been given to rotate the building so that it faced east and sat on the west side of the property by the fire station. Mr. Wise said that option had not been considered in order to avoid a large parking area being the first thing that visitors saw when they arrived. He added the grade of the land increased to the west which would require the building to be partially buried.

Mr. Birkel suggested that the parking lots should be placed closer to the building for pedestrian access.

## **OTHER BUSINESS**

Planning Commission training and review

Mr. Brewster gave a presentation defining the role and responsibilities of the planning commission. He noted that the basis for the commission's decision-making was the City's

comprehensive plan, “Village Vision 2.0”, which is used to guide zoning and development decisions, coordinate public and private development, and prioritize public investments.

The planning commission’s role is to do the following:

- Make the comprehensive plan (Village Vision)
- Approve the “location, extent and character” of all public improvements
- Review and recommend the Capital Improvement Program (CIP)
- Adopt subdivision regulations
- Approve plats
- Review and recommend zoning changes
- Address decisions referred to the commission by zoning ordinance
- Review the comprehensive plan annually

Mr. Brewster added that most planning commission decisions were of an administrative nature rather than legislative or judicial, meaning decisions are made based on the laws developed by the governing body, and these types of decisions allow for very limited discretion. He added that the commission ensures that standards are met, and that recommendations given are based on the broad perspective and expertise of commission members. If there are no specific standards identified, the commission should verify whether there is a desired outcome expressed in the zoning regulations.

Mr. Brewster also shared details about zoning updates that had been made in 2024.

Ms. Lee provided information about recent bills in the state legislature that addressed statutes affecting planning, zoning and permitting. She noted that the City had a lobbyist to provide testimony sharing the City’s opinions on issues that arise.

## **ADJOURNMENT**

With no further business to come before the commission, Mr. Wolf adjourned the meeting at 8:30 p.m.

Adam Geffert  
City Clerk/Planning Commission Secretary

# STAFF REPORT

**TO:** Prairie Village Planning Commission  
**FROM:** Chris Brewster, Multistudio, Planning Consultant  
**DATE:** April 1, 2025 Planning Commission Meeting

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**Application:** PC-25-05

**Request:** Site Plan for pool, patio, and garage with exception to the lot coverage standards.

**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. Lot coverage standards have specific criteria to evaluate for granting exceptions.*

**Property Address:** 6528 Granada Drive

**Applicant:** Clutter Living Trust, Owner

**Current Zoning & Use:** R1-A Single-Family Residential – Single-family house

**Surrounding Zoning & Use:** **North:** R-1A Single-Family Residential – Single-family house  
**East:** R-1A Single-Family Residential –Single-family house)  
**South:**R-1A Single-Family Residential – Single-family house  
**West:** R-1A Single-Family Residential – Single-family house

**Legal Description:** INDIAN FIELDS LOT 29 BLK 5

**Property Area:** 0.4 acres (17,380 s.f.)

**Related Case Files:** None;

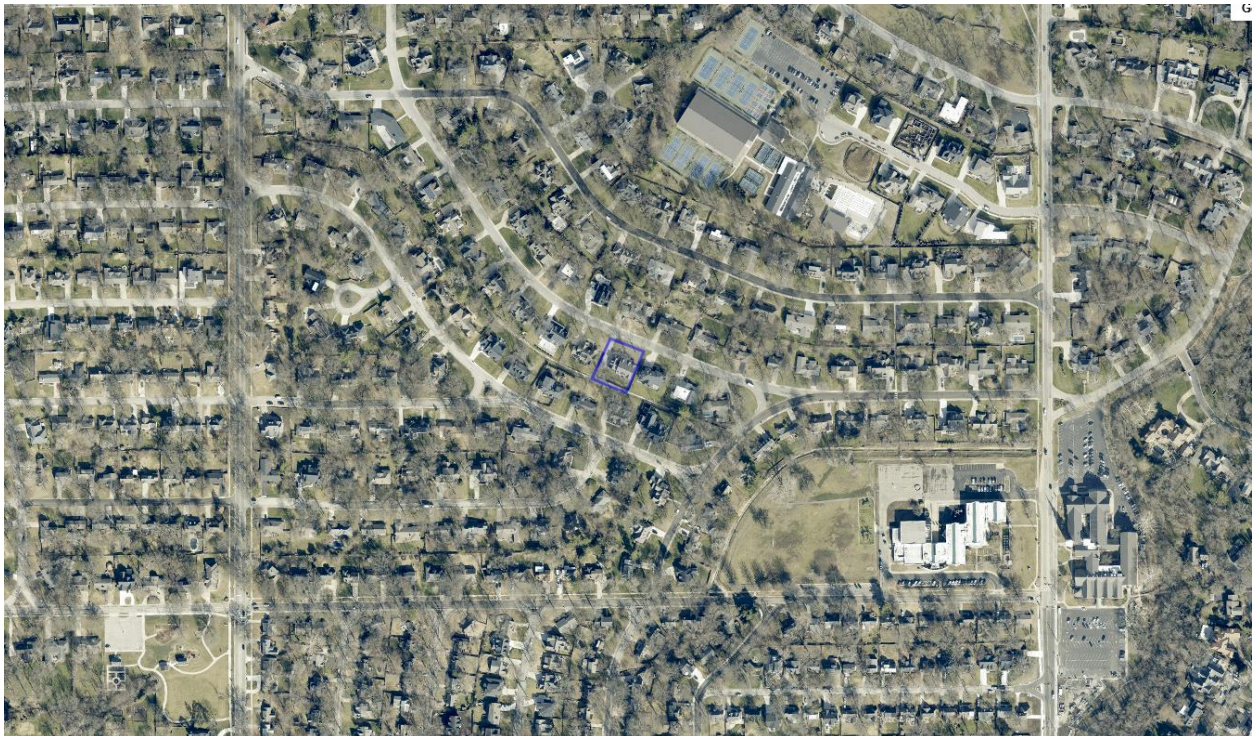
**Attachments:** Application, variance request, site & building plans

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General Location – Map



Aerial Map



**Aerial Site**



**Birdseye View**



**Street View**



*Looking south from Granada Drive – proposed detached garage to be located in background at end of driveway.*

**BACKGROUND:**

The applicant is applying to build a detached garage and a pool in the rear yard, and cover an existing patio with a roof, and is requesting an exception to the 40% impervious surface limit. The application includes a 15.5-foot x 40-foot pool and a 16-foot x 24 feet detached garage. The existing home was built in 2015 – prior to the neighborhood design standards and prior to the lot impervious coverage limits.

The property is mid-block on the south side of Granada between Mission Road and Roe Avenue and is zoned R-1A. The block features larger R-1A lots – 110-feet to 130-feet wide and approximately 16,000 to 20,000 square feet. This lot is 17,380 square feet. It has a drainage easement and paved drainage channel along the back of the lot that runs along the rear lot lines of all lots on the south side of Granada. This affects the application in two ways – it adds to the impervious surface calculation of the lot and it reduces the amount of the lot to be used for typical back yard functions.

Based on a plan review of the proposed pool and deck area, the application does not meet the 40% lot coverage and is 43.96% (lot size = 17,380 s.f.; existing impervious coverage 6,636 s.f.; proposed pool/garage = 1,004 s.f.). However, Public Works has a policy to exclude drainage channels from the impervious calculation and results in removing 381 s.f. from the existing impervious coverage, so the effective impervious cover for this request is 7,259 (41.7%) – or 307 s.f above the permitted impervious coverage.

The applicant held a neighborhood meeting on March 21, 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-1A. The development standards in section [19.06.015](#) apply to this property, and specifically:

- Lot Width: 80' minimum
- Lot Depth: 125' minimum
- Building Coverage: 30% maximum
- Impervious Surface Coverage: 40% maximum

[Section 19.06.015\(b\)\(2\)b.](#) provides that the Planning Commission may grant exceptions to the total lot impervious surface standards based on the neighborhood design exception criteria, and provided that Public Works approves a drainage study. A drainage permit associated with this application has been approved by Public Works. The criteria area:

- (1) The exception shall only apply to the design standards in this section, and not be granted to allow something that is specifically prohibited in other regulations;
- (2) Any exception dealing with the placement of the building is consistent with sound planning, urban design and engineering practices when considering the site and its context within the neighborhood.
- (3) The placement and orientation of the main mass, accessory elements, garages and driveways considers the high points and low points of the grade and locates

- them in such a way to minimize the perceived massing of the building from the streetscape and abutting lots.
- (4) Any exception affecting the design and massing of the building is consistent with the common characteristics of the architectural style selected for the building.
  - (5) The requested exception improves the quality design of the building and site beyond what could be achieved by meeting the standards - primarily considering the character and building styles of the neighborhood and surrounding properties, the integrity of the architectural style of the proposed building, and the relationship of the internal functions of the building to the site, streetscape and adjacent property.
  - (6) The exception will equally or better serve the design objectives stated in [section 19.06.025\(a\)](#) and the intent stated for the particular standard being altered.

The specific exceptions for lot coverage primarily impact criteria (2) of this list and the additional requirement for Public Works to approve a drainage study [[Section 19.06.015\(b\)\(2\)b.](#)] The lot impervious coverage standard is primarily to address stormwater issues. In contrast, the “building coverage” standard addresses the building footprint and scale of structures in relation to the overall lot size, and in relation to adjacent lot and building patterns. The building coverage of this lot is below the 30% even with the addition of the detached garage and the covered patio. (Existing building coverage = 3,652 s.f. – 21%; proposed building coverage = 4,370 – 25.14%.) Therefore, the approval of the drainage permit is the more critical criteria for lot coverage exceptions, and in this case Public Woks has approved a drainage permit associated with this application.

#### **CRITERIA:**

The following are the Site Plan review criteria: [[Section 19.32.030.](#)] They are generally reviewed in conjunction with the specific neighborhood design exception criteria as indicated above.

#### **A. Generally.**

- 1. The plan meets all applicable standards**
- 2. The plan implements any specific principles or policies of the comprehensive plan that are applicable to the area or specific project.**
- 3. The plan does not present any other apparent risks to the public health, safety, or welfare of the community.**

*This application meets all standards other than the 40% impervious coverage standard. The home was built in 2015 – prior to the adoption of the neighborhood design standards and lot impervious cover standards. In addition, the impervious coverage standards anticipated circumstances similar to this application and include a specific process and criteria for the Planning Commission to consider exceptions. There are no other planning and design criteria impacted by this application, other than the stormwater issues analyzed in B. below.*

#### **B. Site Design and Engineering.**

1. The plan provides safe and easy access and internal circulation considering the site, the block and other surrounding connections, and appropriately balances vehicle and pedestrian needs.
2. The plan provides or has existing capacity for utilities to serve the proposed development.
3. The plan provides adequate stormwater runoff.
4. The plan provides proper grading considering the prevailing grades and the relationship of adjacent uses.

*This site is currently served by streets and utilities, and this plan does not affect any access or utility issues. The site includes a drainage easement and paved drainage channel on the rear of the property, which according to Public Works policy can be excluded from the impervious coverage calculation and reducing the extent of the exception. The applicant submitted a drainage permit which has been approved by public works.*

**C. Building Design.**

1. The location, orientation, scale, and massing of the building creates appropriate relationships to the streetscape and to adjacent properties.
2. The selection and application of materials will promote proper maintenance and quality appearances over time.
3. The architectural design reflects a consistent theme and design approach. Specifically, the scale, proportion, forms and features, and selection and allocation of materials reflect a coordinated, unified whole.
4. The building reinforces the character of the area and reflects a compatible architectural relationship to adjacent buildings. Specifically, the scale, proportion, forms and features, and materials of adjacent buildings inform choices on the proposed building.

*The proposed accessory structure and roof addition to the patio are located on remote portions of the site, are consistent with all building design standards, and compliment the existing building. This application does not need an exception for any of the building design standards or criteria (only impervious surface coverage) and does not have a negative impact on the building design criteria permit.*

**D. Landscape Design.**

1. The plan creates an attractive aesthetic environment and improves relationships to the streetscape and adjacent properties.
2. The plan enhances the environmental and ecological functions of un-built portions of the site.
3. The plan reduces the exposure and adverse impact of more intense activities or components of the site or building.

*Other than the impervious surface requirements, the pool and proposed detached garage meets all other standards and all proposed elements are on the rear portion of the lot. This application will not have significant impacts on the streetscape or surrounding*

*property, and do not impact the Landscape Design criteria other than the stormwater issues addressed in B. above.*

**RECOMMENDATION:**

Staff recommends approval of this site plan with the lot coverage exception based on the following considerations:

- The limited nature of the exception (approximately 1.7% or 307 s.f. from the standard) and the negligible impact it will have on overall stormwater policies for the City.
- Public Works has approved a drainage permit for the project.
- The property has a drainage easement and drainage channel in the back yard reducing some of the usable space.
- The original house was built in 2015 and prior to both the neighborhood design standards and lot impervious coverage standards, and this application meets the scenarios that were anticipated to warrant consideration of exceptions to those standards based on approved drainage permit.

**Project Description**

Requested Action\*

Residential Site Plan Review/Exception Request

Legal Description\*

Indian fields lot 29 block 5 pvc-0407A0030

**Applicant Information**

What are you applying for?

BZA

Applicant Name\*

Dwayne Hodges

Address\*

10327 High Drive

Phone Number\*

913-385-9945

E-Mail\*

info@hodgesgarages.com

Owner Name\*

Sara Clutter

Location of Property\*

6528 Granada Dr

Owner Phone Number\*

913-909-3116

Owner E-Mail\*

sclutter27@gmail.com

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

Request variance to impervious square feet of lot coverage to build a detached garage.

**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\*

Dwayne Hodges

Feb 7, 2025

Date\*

02/07/2025

2018 INTERNATIONAL RESIDENCE CODE (IRC)

16' Wide x 24' Depth 384 sq.ft. PRIVATE DETACHED GARAGE

DEFERRED PRE-FABRICATED TRUSS DRAWING PACKAGE

Parcel # OP13000005 0029  
 Owner: Sarah Clutter  
 6528 Granada Dr  
 Prairie Village, MO 66208  
 Address: 6528 Granada Dr, MO 66208

Square Feet: 17,399.29  
 Acres: 0.40  
 Existing House 3,377 sq.ft. Footprint  
 NEW DETACHED GARAGE 384 st.ft.

Legal Description: INDIAN FIELDS LOT 29 BLK 5 PVC-0407A0030

ZONING: R-1A

OCCUPANCY CLASSIFICATION- U PRIVATE RESIDENTIAL GARAGE

DRAWING INDEX

SHEET #	DESCRIPTION
G1	CODE NOTES
A101	GARAGE PLAN
A201	ELEVATION- FRONT & BACK
A202	SIDE ELEVATION
A203	SIDE ELEVATION, FOOTING DETAIL, SOFFIT DETAIL
A301	GARAGE SECTION
STRUCTURAL-	SPECIFICATIONS

CONSTRUCTION FENCE-  
 PROVIDE A CONSTRUCTION FENCE W/ 2' x 3' PROJECT SIGN AS LOCATED ON SITE PLAN  
 CONSTRUCTION FENCE SHALL BE MIN 72" MAX 84" HIGH  
 CHAIN LINK FENCING OVERLAP ON THE THE EXTERIOR W/ OPAQUE VINYL SCREEN  
 W/ 2'x3' PROJECT SIGN-  
 PROJECT SIGN INFORMATION-  
 PERMIT #  
 SITE ADDRESS  
 GENERAL CONTRACTORS NAME  
 PRIMARY CONTACT NAME  
 CONTRACTOR PHONE NUMBER  
 CONTRACTOR EMAIL ADDRESS  
 CITY'S CONSTRUCTION HOURS ALLOWED  
 ( 8 AM - 8 PM)

APPLICANT SHALL ACKNOWLEDGE IN WRITING A CONSTRUCTION FENCE SHALL BE INSTALLED THAT COMPLIES WITH PVMC 4-1101



**HODGES GARAGES**

845 W 52nd TERR  
 KANSAS CITY, MO

913.385.9945

**DETACHED GARAGE PLAN**  
**Sarah Clutter**  
**6528 Granada Dr**  
**Prairie Village, MO 66208**



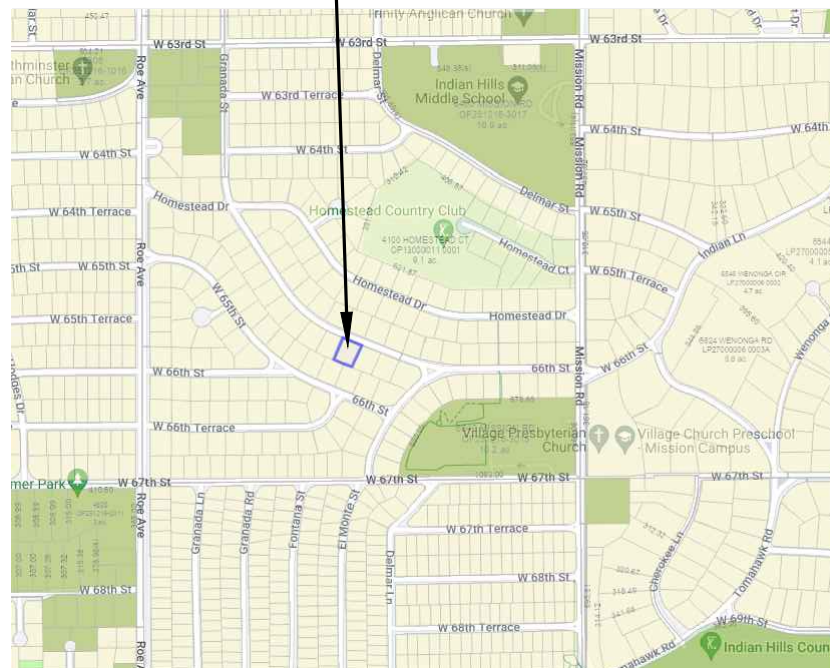
SHAW HOFSTRA + ASSOCIATES  
 1800 CENTRAL STREET, SUITE 203  
 KANSAS CITY, MISSOURI 64108  
 P: 816.421.0505  
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JOB NO.	6525 GRANADA
DRAWN BY:	sst
ISSUE	DATE

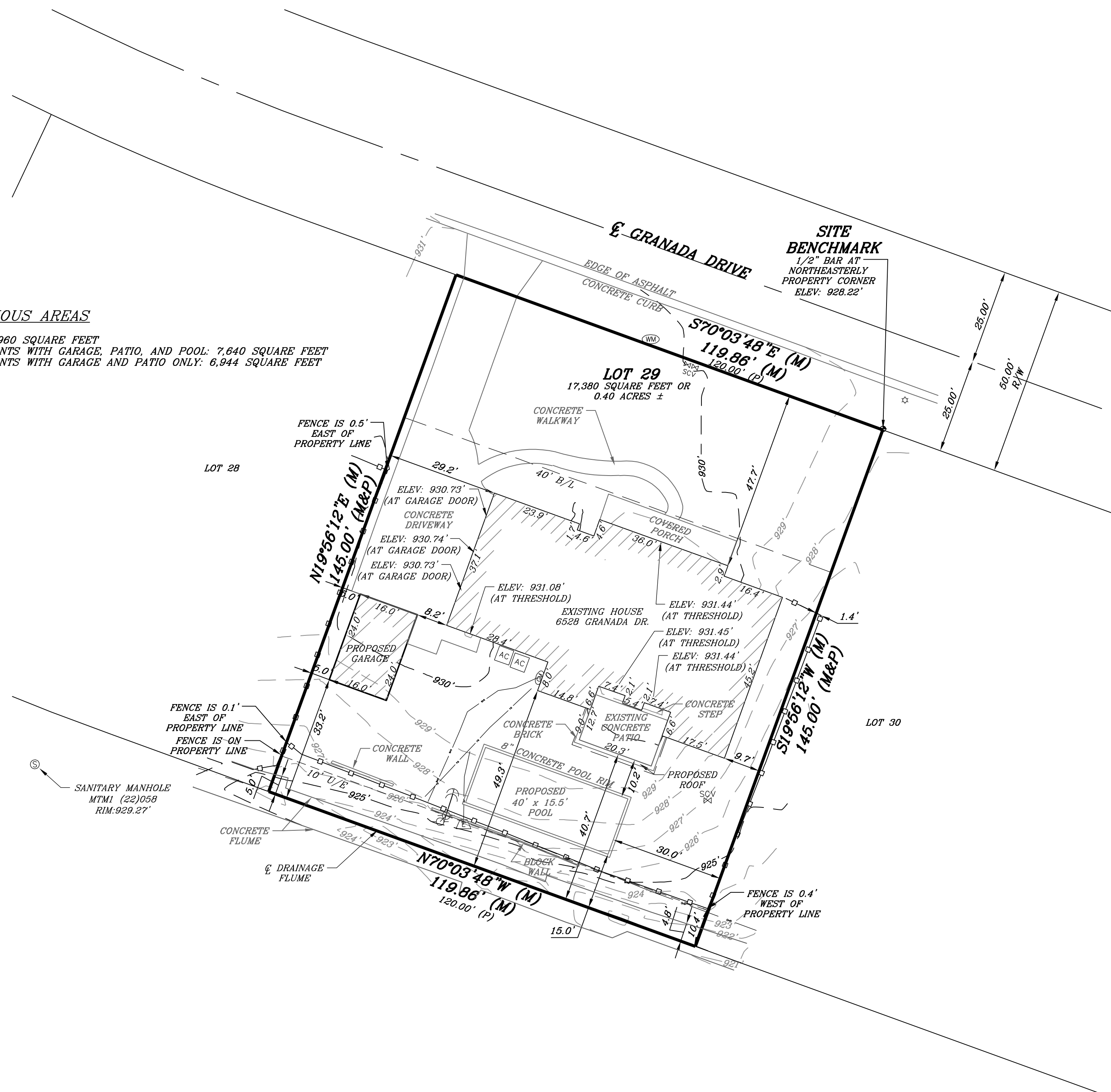
SHEET NUMBER
G1
PERMIT 11-12-24

LOCATION - 6528 GRANADA DR



**IMPERVIOUS AREAS**

TARGET: 6,960 SQUARE FEET IMPROVEMENTS WITH GARAGE, PATIO, AND POOL; 7,640 SQUARE FEET IMPROVEMENTS WITH GARAGE AND PATIO ONLY; 6,944 SQUARE FEET



**PROPERTY DESCRIPTION**

CONTAINING 17,380 SQUARE FEET OR 0.40 ACRES

LOT 29, BLOCK 5, INDIAN FIELDS, A SUBDIVISION IN THE CITY OF PRAIRIE VILLAGE, JOHNSON COUNTY, KANSAS, ACCORDING TO THE RECORDED PLAT THEREOF.

**SURVEY NOTES:**

1. THE DESCRIPTION USED FOR THIS SURVEY WAS TAKEN VERBATIM FROM THE WARRANTY DEED RECORDED MARCH 5, 2020 IN BOOK 202003 AT PAGE 1639.
2. THE BEARINGS SHOWN HEREON ARE BASED ON NAD83(2011) EPOCH 2010.00 ADJUSTMENT.
3. THIS SURVEY DOES NOT REFLECT ANY OF THE FOLLOWING WHICH WERE EITHER NOT REQUESTED OR FURNISHED BY THE CLIENT OR ARE NOT WITHIN THE SCOPE OF THE SERVICES PROVIDED BY A PROFESSIONAL SURVEYOR; THEREFORE, THIS SURVEYOR DOES NOT ACCEPT ANY LIABILITY SHOULD ANY OF THEM BE APPLICABLE TO THE SUBJECT REAL ESTATE: SUBSURFACE CONDITIONS; RESTRICTIVE COVENANTS; SUBDIVISION RESTRICTIONS; AND ZONING OR OTHER LAND USE REGULATIONS.
4. NO TITLE COMMITMENT WAS PROVIDED FOR THIS SURVEY.
5. ACCORDING TO THE FLOOD INSURANCE RATE MAP OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY, COMMUNITY-PANEL NUMBER 24 OF 161, MAP NUMBER 20091C0024G, THE SUBJECT PROPERTY IS DEEMED, ZONE X; AREAS DETERMINED TO BE OUTSIDE THE 0.2% CHANCE FLOODPLAIN.
6. FIELD WORK WAS COMPLETED ON JUNE 20, 2024.

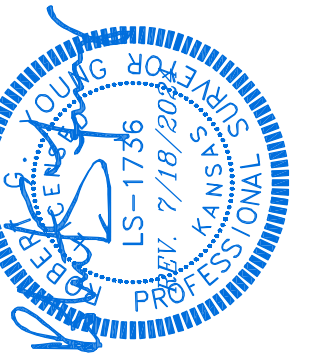
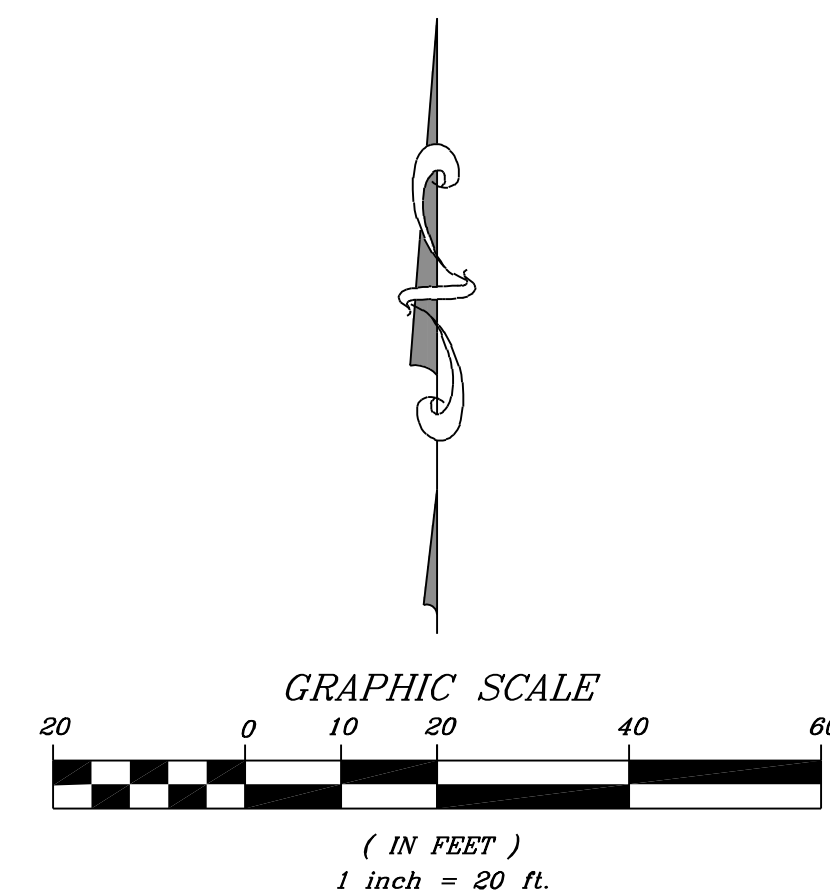
**TOPOGRAPHIC SURVEY NOTES**

1. CONTOUR INTERVAL IS 1.0 FEET.
2. ELEVATIONS ARE BASED ON NAVD 1988 DATUM.
3. CONTROL BENCH MARK: 1/2" BAR AT THE NORTHEASTERLY PROPERTY CORNER. ELEVATION 928.22 FEET
4. UTILITIES SHOWN HEREON ARE FROM VISIBLE EVIDENCE ON THE GROUND OR FROM THE RESPECTIVE UTILITY COMPANY. WE DO NOT GUARANTEE THE EXACT LOCATION OF THE UNDERGROUND UTILITIES SHOWN NOR THE POSSIBLE EXISTENCE OF OTHER UNDERGROUND UTILITIES NOT SHOWN. ANYONE WHO USES THE INFORMATION SHOWN HEREON SHALL BE RESPONSIBLE FOR VERIFYING ALL UTILITY LOCATIONS WITH THE RESPECTIVE UTILITY COMPANY PRIOR TO COMMENCING ANY DESIGN OR CONSTRUCTION ACTIVITY.

**LEGEND**

- AC AIR CONDITIONER
- ✓ CUY WIRE
- ☆ LIGHT POLE
- △ ELECTRIC PEDESTAL
- ⊙ GAS METER
- ⊕ IRRIGATION CONTROL VALVE
- U/E UTILITY EASEMENT
- B/L BUILDING LINE
- OHP OVERHEAD POWER LINE
- UGP BURIED POWER LINE
- GAS BURIED GAS PIPE
- FO BURIED FIBER OPTIC CABLE
- WOOD FENCE

(M) MEASURED BEARING OR DISTANCE  
(P) PLATTED BEARING OR DISTANCE  
IF VALUE IS NOT LABELED IT IS MEASURED (BETWEEN MONUMENTS) OR CALCULATED BASED ON MEASUREMENTS TO MONUMENTS



**SURVEYOR'S CERTIFICATION**  
I HEREBY CERTIFY THAT WE HAVE PREPARED THIS DRAWING FROM AN ACTUAL FIELD TOPOGRAPHIC SURVEY OF THE PROPERTY REPRESENTED HEREON, THAT ALL WORK WAS DONE IN ACCORDANCE WITH THE KANSAS SURVEYING ACT AND THE RULES AND REGULATIONS OF SAID SURVEY AS NO CORRECTIONS WERE VERIFIED OR SET AND THAT THE RESULTS OF SAID SURVEY ARE REPRESENTED HEREON TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF.  
IF THE SURVEYOR'S SEAL IS NOT SHOWN IN COLOR, THEN THE SURVEY IS A COPY THAT SHOULD BE ASSUMED TO CONTAIN UNAUTHORIZED ALTERATIONS. THIS THE CERTIFICATION CONTAINED ON THIS DOCUMENT SHALL NOT APPLY.

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E:\A-JOHNSON COUNTY\JO-24182-HODGES 6528 GRANADA TOPO-SITE PLAN\DWG\JO-24182-IMPERVIOUS.DWG 9/14/2024

**R.L. Buford & Associates, LLC**  
LAND SURVEYING - DEVELOPMENT CONSULTANTS  
R.L. BUFORD & ASSOCIATES, LLC  
MO. CERT. OF AUTHORITY LICENSE NO. LS-2010031977  
P.O. BOX 14069, PARKVILLE, MO. 64132 (816) 741-6152

<b>FOR HODGES GARAGES</b>		SEC.-TWP.-R&E. I	COUNTY	JOB NO.
<b>6528 GRANADA DRIVE</b>		16-12-25	PLATTE	JO-24182
<b>PRAIRIE VILLAGE, KS. 66208</b>		DATE	FIELD BOOK & PAGE	
		7/1/2024	LOOSE LEAF	
				DRAWN BY
				JDC

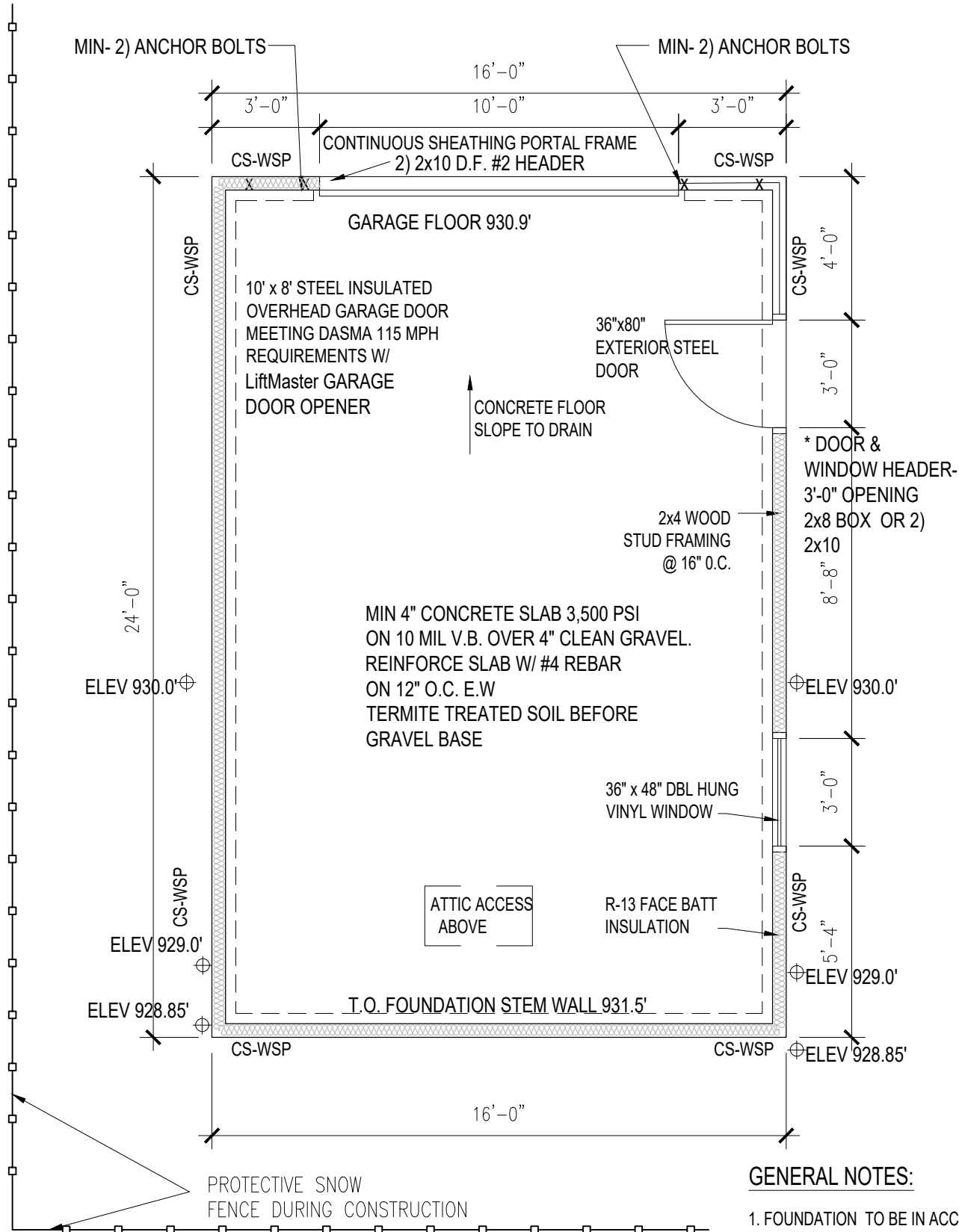
TOPOGRAPHIC SURVEY

# FRAMING GENERAL

- ALL LUMBER SIZES ARE FOR DOUGLAS FIR-LARCH UNLESS NOTED OTHERWISE.
- ALL HEADERS TO BE MIN (2) #2-2x10 UNLESS NOTED OTHERWISE.
- BLOCK CANTILEVERS, DOORJAMBS, AND OVER BEAMS.
- ALL HEADERS TO BEAR ON A MINIMUM OF (2) 2x4 STUD POSTS UNLESS NOTED OTHERWISE.
- INTERIOR NON-BEARING WALLS, OTHER THAN THOSE RESTING DIRECTLY ON THE FOOTING SHALL BE ISOLATED FROM THE FLOOR FRAMING ABOVE.
- WHERE JOISTS RUN PARALLEL TO FOUNDATION WALLS, SOLID BLOCKING FOR A MINIMUM OF (3) JOIST SPACES BE PROVIDED TO A MAXIMUM OF 2'-0" CENTERS TO TRANSFER LATERAL LOADS ON THE WALL TO THE FLOOR DIAPHRAGM. THE BLOCKING SHALL BE SECURELY NAILED TO THE JOISTS AND FLOORING. NAIL JOISTS AND BLOCKING TO SILL PLATE WITH (3) 10d NAILS (IRC SECTION R602.3.(1)).
- IF DUCTS ARE INSTALLED IN THE FIRST JOIST SPACE(S), NAIL 2x4s FLAT AT 2'-0" CENTERS WITHIN THE JOIST SPACE(S) AND THEN PROVIDE SOLID BLOCKING, INSTALLED UPRIGHT, IN THE NEXT TWO JOIST SPACES. SECURE THE 2x4s TO THE SILL PLATE WITH (4) 10d NAILS.
- ALL SILLS AND SLEEPERS SUPPORTED ON CONCRETE OR MASONRY AND FURRING ATTACHED TO CONCRETE OR MASONRY SHALL BE OF DECAY RESISTANT MATERIALS.
- JOISTS UNDER BEARING PARTITIONS SHALL BE DOUBLED AND COMPLY WITH IRC SECTION R502.4.
- JOISTS FRAMING FROM OPPOSITE SIDES OVER BEARING SUPPORTS SHALL LAP A MINIMUM 3" AND SHALL BE NAILED TOGETHER WITH A MINIMUM (3) 10d FACE NAILS.
- JOISTS FRAMING INTO A WOOD GIRDER OR BEAM SHALL BE SUPPORTED BY APPROVED FRAMING ANCHORS OR MINIMUM 2"x2" LEDGER STRIPS.
- FRAMING OF OPENINGS -HEADERS AND TRIMMERS SHALL BE OF SUFFICIENT CROSS SECTION TO SUPPORT THE FLOOR FRAMING. TRIMMER JOISTS SHALL BE DOUBLED WHEN THE HEADER IS SUPPORTED MORE THAN 3'-0" FROM THE TRIMMER JOIST BEARING. WHEN THE HEADER SPAN EXCEEDS 4'-0", THE HEADER AND TRIMMER SHALL BE DOUBLED.
- JOISTS AT SUPPORTS SHALL BE SUPPORTED Laterally AT THE ENDS BY FULL-DEPTH SOLID BLOCKING NOT LESS THAN 2" NOMINAL THICKNESS OR BY ATTACHMENT TO A HEADER, BAND OR RIM JOIST OR TO AN ADJOINING STUD OR OTHERWISE PROVIDED WITH LATERAL SUPPORT TO PREVENT ROTATION.
- WATER-RESISTIVE BARRIER SHALL BE PROVIDED OVER ALL EXTERIOR WALLS. ONE LAYER OF No 15 ASPHALT FELT OR ANY OTHER BARRIER THAT MEETS ASTM D226 TYPE 1 FELT. (R703.2)
- WHERE CEILING JOISTS ARE NOT INSTALLED CONNECTED TO THE RAFTERS AT THE TOP PLATE AND/OR WHERE CEILING JOISTS ARE NOT INSTALLED PARALLEL TO THE RAFTERS, RAFTER TIES SHALL BE INSTALLED IN THE LOWER 1/3 OF THE ATTIC SPACE AND IN ACCORDANCE WITH TABLE 1-S1.0.
- COLLAR TIES SHALL BE PROVIDED IN THE UPPER 1/3 OF THE ATTIC SPACE IN ACCORDANCE WITH TABLE 1-S1.0.
- STUDS SHALL BE CONTINUOUS BETWEEN FLOOR, CEILING, AND/OR ROOF DIAPHRAGMS AS REQUIRED PER R602.3.
- WHERE THE ULTIMATE WIND SPEED DOES NOT EXCEED 115 MPH, THE WIND EXPOSURE CATEGORY IS B, THE ROOF PITCH IS 5:12 OR GREATER, AND THE ROOF SPAN IS 32 FEET OR LESS, RAFTER AND TRUSSES SPACED LESS THAN 24" OC SHALL BE ATTACHED TO THEIR SUPPORTING WALL ASSEMBLIES IN ACCORDANCE WITH TABLE R602.3.(1). IF NOT, RAFTERS AND TRUSSES SHALL BE ATTACHED TO THEIR SUPPORTING WALL ASSEMBLIES WITH A MECHANICAL CONNECTION CAPABLE OF RESISTING THE UPLIFT FORCE AS SPECIFIED IN

## WALL TYPE KEY

2x4x9' WOOD STUD FRAMING @ 16" O.C.  
CONTINUOUSLY SHEATHED W/  
7/16" APA RATED SHEATHING 24/16  
NAILING PATTERN 8D COMMON NAILS  
6" O.C. AT EDGES & 12" O.C. IN FIELD  
INTERIOR 1/2" GYPSUM BOARD & TAPED  
INTERIOR 1x4 TRIM



## GENERAL NOTES:

- FOUNDATION TO BE IN ACCORDANCE WITH 2018 IRC
- Grades shall be sloped away from the foundation a minimum of 6 inches in the first 10 feet. Alternate approaches may be approved if the alternate design is equivalent in effectiveness and performance and provides for positive site drainage. [IRC R401.3]
- ALL WOOD IN CONTACT WITH CONCRETE TO BE PRESSURE TREATED.
- EXTERIOR WALL TO HAVE WATER-RESISTANCE BARRIER IN ACCORDANCE WITH IRC SECTION R703.2
- COMPLIANCE WITH IRC SECTION R602.3 FOR CONTINUOUS STUDS BETWEEN FLOOR AND ROOF/ CEILING DIAPHRAGM.



1 GARAGE PLAN  
SCALE 1/4" = 1'-0"



**HODGES GARAGES**

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KANSAS CITY, MO

913.385.9945

**DETACHED GARAGE PLAN**  
**Sarah Clutter**  
**6528 Granada Dr**  
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ISSUE	DATE

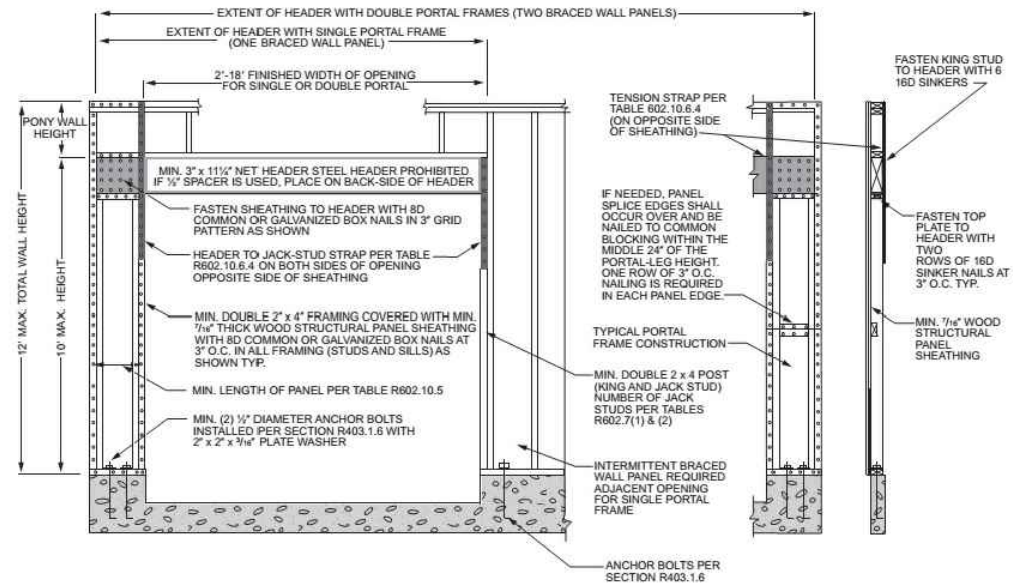
SHEET NUMBER
A101
PERMIT 11-12-24

**EXPANSIVE SOILS DISCLAIMER:**

THESE PLANS HAVE BEEN PREPARED BASED ON A PRESUMPTIVE ALLOWABLE BEARING CAPACITY AS ALLOWED BY IRC CODE AND THE LOCAL ENFORCING JURISDICTION.

SHAW HOFSTRA & ASSOCIATES RECOMMENDS THAT ALL FOOTING EXCAVATIONS BE EVALUATED BY A LICENSED GEOTECHNICAL ENGINEER PRIOR TO THE PLACEMENT OF ANY FOUNDATION ELEMENTS. GEOTECHNICAL INVESTIGATION AND/OR TESTING IS NOT A SERVICE PROVIDED OR OFFERED BY SHAW HOFSTRA.

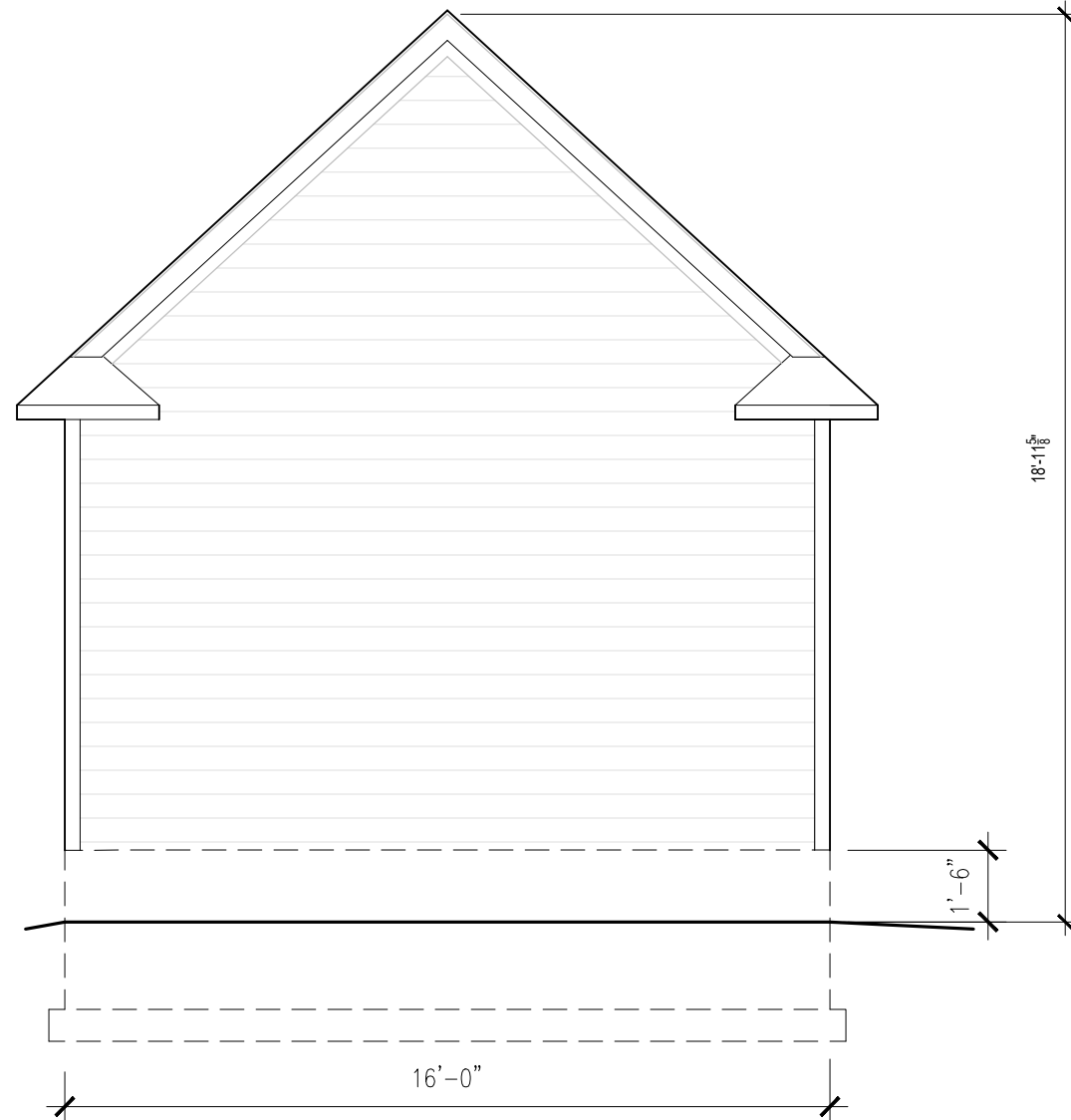
SHAW HOFSTRA HAS NOT BEEN RETAINED TO DETERMINE THE EXPANSIVE SOIL CHARACTERISTICS OF THE SUBGRADE SOIL AND THEREFORE CANNOT BE HELD RESPONSIBLE FOR THE VOLUMETRIC CHANGES OF THE SOIL (INCLUDING BELOW THE BASEMENT SLAB). BY USE OF THESE PLANS WITHOUT AN ACCOMPANYING GEOTECHNICAL ENGINEERING REPORT, SHAW HOFSTRA SHALL NOT BE HELD LIABLE FOR ANY FUTURE MOVEMENT AND/OR DIFFERENTIAL MOVEMENT OF THE PROPOSED STRUCTURE AND THE POSSIBLE DAMAGE THAT MAY BE CAUSED AS A RESULT OF SUCH MOVEMENT. DAMAGE FROM EXPANSIVE SOILS AND/OR SETTLEMENT CAN RESULT IN AMONGST OTHER THINGS, THE FOLLOWING: BASEMENT SLAB HEAVE, SHEETROCK CRACKS, WINDOWS AND DOOR BECOMING OUT OF PLUMB AND STICKING AND/OR NOT OPENING, DAMAGE TO TILE, MOULDING, AND OTHER COSMETIC FINISHES.



FRONT ELEVATION

SECTION

FIG. IRC R602.10.6.3



1 SOUTH (REAR) ELEVATION  
SCALE 1/4" = 1'-0"



1 NORTH (FRONT) ELEVATION  
SCALE 1/4" = 1'-0"



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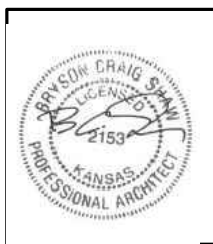
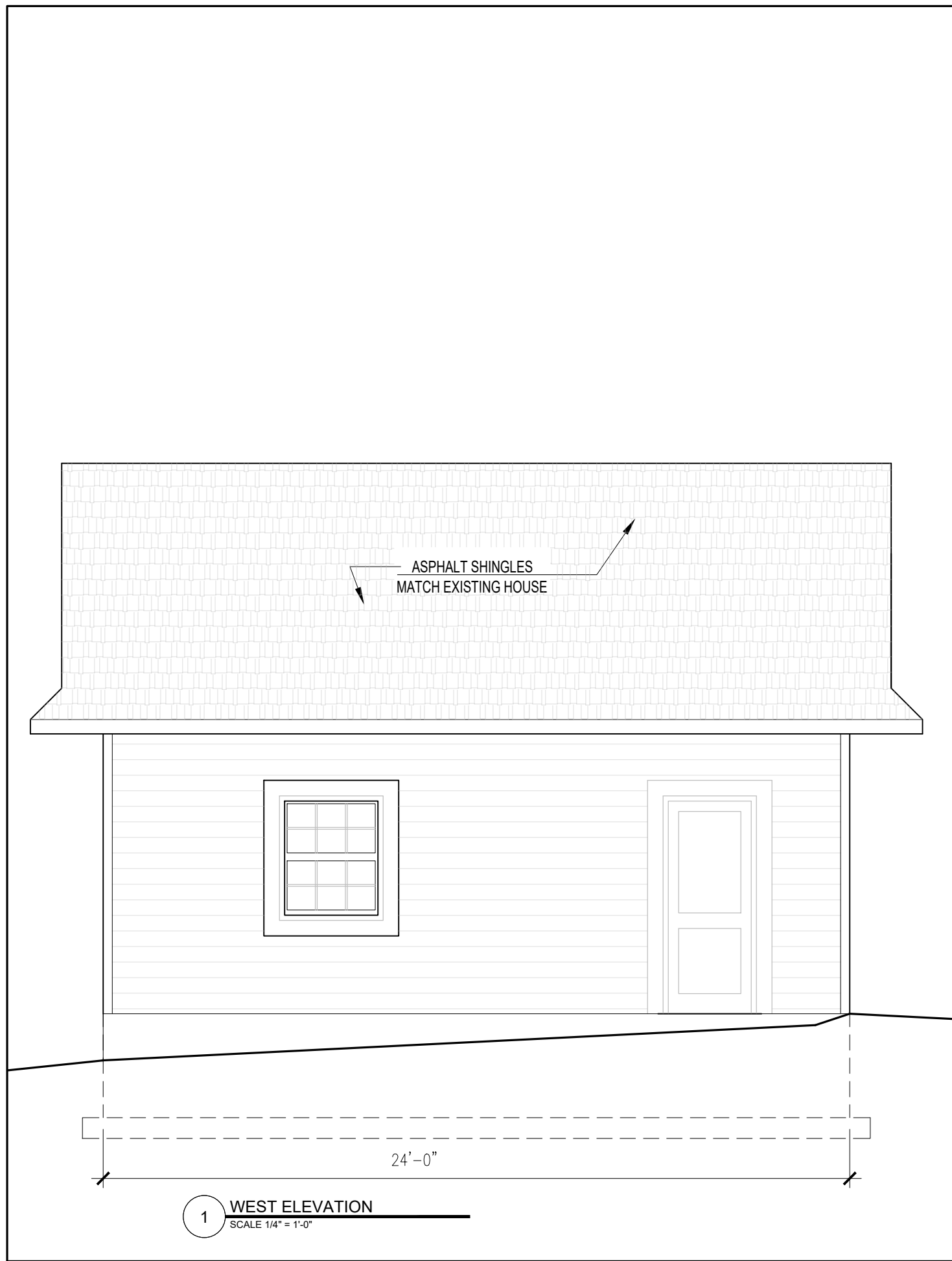
## SHEATHING AND FRAMING FASTENING SCHEDULE

BUILDING COMPONENT	MATERIAL	FASTENING
ROOF SHEATHING <sup>1</sup>	7/16" PLYWOOD	16 GA x 1-3/4" STAPLES AT 3" OC EDGES AND 6" OC IN FIELD
	1x4 #3 FURRING	1/2" CROWN STAPLES
FLOOR SHEATHING <sup>1</sup>	3/4" T&G YELLOW PINE PLYWOOD APPLIED PERPENDICULAR TO JOISTS AND ENDS STAGGERED	8d COMMON NAILS AT 6" OC EDGES AND 12" OC IN THE FIELD
		14 GA x 2" STAPLES AT 4" OC EDGES AND 8" OC IN THE FIELD 12.5 GA x 1-1/2" RING OR SCREW SHANK NAILS AT 6" OC EDGES AND 8" OC IN THE FIELD
CEILING COVERING <sup>1</sup>	1/2" GYPSUM SHEATHING	7" OC NAILED / 12" OC SCREWED WITH 13 GA, 1-3/8" LONG, 19/64" HEAD; 0.098 DIA, 1-1/4" LONG, ANG.-RINGED; 5d COOLER NAIL, 0.086 DIA, 1-5/8" LONG, 15/64" HEAD; OR GYP BD NAIL, 0.086 DIA, 1-5/8" LONG, 9/32" HEAD
INTERIOR WALL COVERING <sup>1</sup>	1/2" GYPSUM SHEATHING	6d COMMON NAILS; 1-5/8" GALVANIZED STAPLES; 1-1/4" SCREWS, TYPE W OR S-AT 4" OC EDGES AND 8" OC IN THE FIELD
EXTERIOR WALL SHEATHING	MIN 3/8" APA RATED SHEATHING	8d COMMON NAILS AT 6" OC EDGES AND 12" OC IN THE FIELD
CONVENTIONAL WOOD FRAMED WALLS	*SUPPORTING 2 FLOORS, ROOF, AND CEILING OR LESS. *HEIGHT: 10'-0" OR LESS *SIZE: NOM 2x4 (NOM 2x6 WHEN SUPPORTING 2 FLOORS, CEILING, AND ROOF) *SPECIES: DOUG-FIR, HEM-FIR, SOUTH PINE, SPRUCE-PINE-FIR *MAXIMUM SPACING 16" OC *STUDS 10' LENGTH OR LESS SHALL BE #3 STANDARD, OR STUD GRADE *STUDS OVER 10' LENGTH SHALL BE MIN #2 GRADE	*TOE NAIL RIM JOIST TO SILL OR TOP PLATE: 8d COMMON AT 6" OC; 3"x0.131" AT 6" OC; 3"x0.131" AT 6" OC *TOE NAIL STUD TO TOP AND SOLE PLATE: (4) 8d COMMON; (4) 3"x0.131" *END NAIL TOP AND SOLE PLATE TO STUD: (2) 16d COMMON; (3) 3"x0.131" *FACE NAIL BUILT-UP CORNER STUDS: 16d AT 24" OC; 3"x0.131" AT 16" *FACE NAIL BUILT-UP CORNER STUDS (AT BRACED WALL PANELS): 16d COMMON NAILS AT 16" OC; 3"x0.131" AT 12" OC *FACE NAIL JACK STUDS/TRIMMERS SUPPORTING HEADERS WITH: 10d NAILS AT 6" OC 16d COMMON AT 16" OC; 3"x0.131" AT 12" OC; 3"x0.128" AT 12" OC *DBL TOP PLATES WITH MIN 48" OFFSET OF EACH. FACE NAIL LAPPED AREA WITH: (8) 16d COMMON; (12) 3"x0.131"; (12) 3"x0.128" *FACE NAIL DBL TOP PLATES AT LAPPED CORNERS AND INTERSECTIONS WITH: (2) 16d COMMON; (3) 3"x0.131"; (3) 3"x0.128" *FACE NAIL SOLE PLATE TO FRAMING SYSTEM WITH: 16d COMMON AT 16" OC; 3"x0.131" AT 12" OC *TOENAIL BRIDGING TO JOIST, EACH END: (2) 8d COMMON; (2) 3"x0.131"; (3) 3"x0.128" *FACE NAIL LEDGER STRIPS SUPPORTING JOISTS OR RAFTERS WITH: (3) 16d COMMON; (4) 3"x0.131"; (4) 3"x0.128"
CONVENTIONAL WOOD HEADER FRAMING	PER PLAN	*TOENAIL HDRS TO WALL STUDS WITH (4) 8d NAILS AT EACH END. *FACE NAIL DOUBLE PIECE HEADERS WITH 1/2" SPACERS WITH 16d COMMON NAILS AT 16" OC CENTERS ALONG EACH EDGE. -IF NO 1/2" SPACER, NAIL WITH 3"x0.131" NAILS AT 12" CENTERS EACH EDGE, OR 3"x0.120" NAILS AT 8" CENTERS EACH EDGE
RAFTER TIES <sup>2</sup>	MIN 2x4 MEMBERS AT EACH RAFTER	REF TABLE R802.5.2
COLLAR TIES	MIN 1x4 MEMBERS AT 48" OC	FACENAIL TO RAFTERS IN UPPER 1/3 OF ATTIC SPACE WITH (3) 10d NAILS AT EACH

1. NOTE: ALL SHEATHING MATERIALS TO BE APPLIED PERPENDICULAR TO JOISTS AND ENDS STAGGERED.  
2. RAFTER TIES SHALL NOT BE REQUIRED WHEN A STRUCTURAL RIDGE HAS BEEN PROVIDED AND ADEQUATELY DESIGNED (AS IN A FULLY VAULTED ROOM). SUCH SHALL BE NOTED AS "STRUCTURAL" ON THE PLAN.

BUILDING COMPONENT	FASTEN TO	FASTEN WITH
RAFTERS	TO RIDGE/VALLEY/HIP RAFTERS	TOENAIL WITH (4) 16d ENDNAIL WITH (3) 16d
	TO PLATE	TOENAIL WITH (3) 16d
CEILING JOISTS	TO TOP PLATE	TOENAIL WITH (3) 8d AT EACH END
	WHERE CEILING JOISTS RUN PARALLEL TO RAFTERS FACENAIL TO RAFTERS WITH (3) 10d MIN	
FLOOR JOISTS	TO SILL OR GIRDER	TOENAIL WITH: (3) 8d COMMON; (3) 3"x0.131"; (4) 3"x0.128"
	TO RIM JOIST	ENDNAIL WITH: (3) 16d COMMON; (4) 3"x0.131"; (4) 3"x0.128"
BRACED WALL PANELS PERP TO FRAMING MEMBERS ABOVE/BELOW: PARALLEL TO FRAMING MEMBERS ABOVE/BELOW:	TO FRAMING MEMBER	SOLE PL, 16" OC WITH: (3) 16d COMMON; (4) 3"x0.131" TOP PL, 6" OC WITH: 8d COMMON; 3"x0.131"
	TO FRAMING AND BLOCKING AT 16" OC	SOLE PL, 16" OC WITH: (3) 16d COMMON; (4) 3"x0.131" AND AT EACH BLOCK: (3) 16d COMMON; (4) 3"x0.131" TOP PL, 6" OC WITH: 8d COMMON; 3"x0.131" AND AT EACH BLOCK: (3) 8d COMMON; 3"x0.131"

NOTE: MEMBER THICKNESS AND FASTENING LISTED IN THIS SCHEDULE ARE MINIMUM IRC REQUIREMENTS. SPECIFIC PROJECT REQUIREMENTS NOTED WITHIN THE STRUCTURAL OR ARCHITECTURAL DRAWINGS, NEEDING TO BE MORE STRINGENT, SHALL BE FOLLOWED



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JOB NO. 6528 GRANADA
DRAWN BY: sct
ISSUE DATE

SHEET NUMBER  
**A202**  
PERMIT 11-12-24



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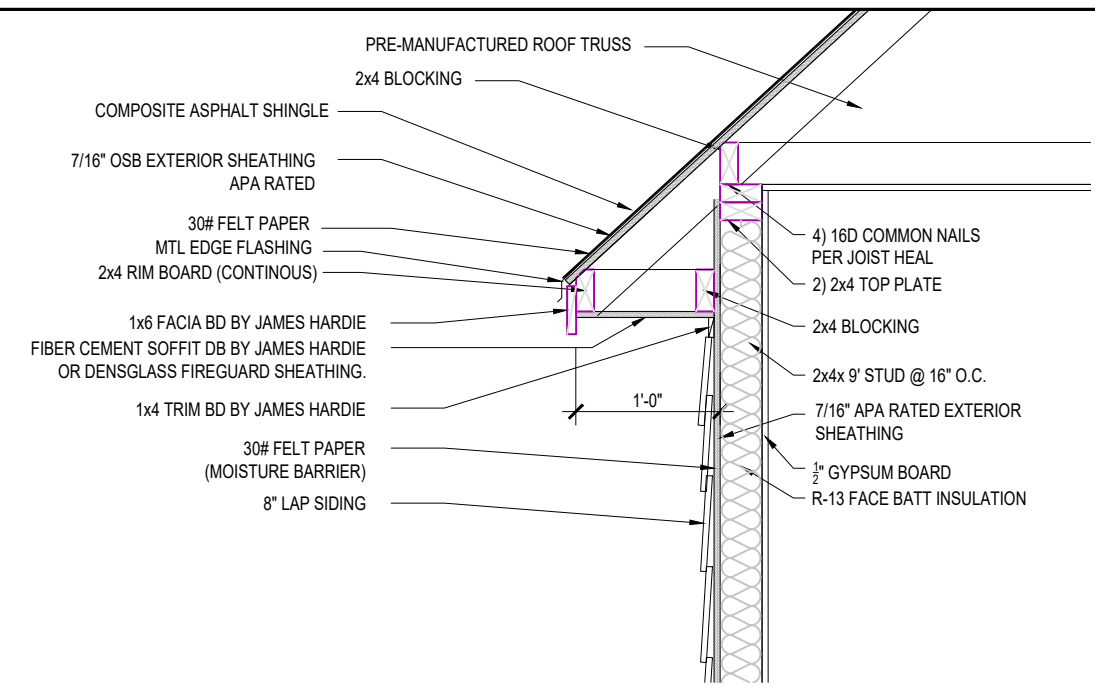


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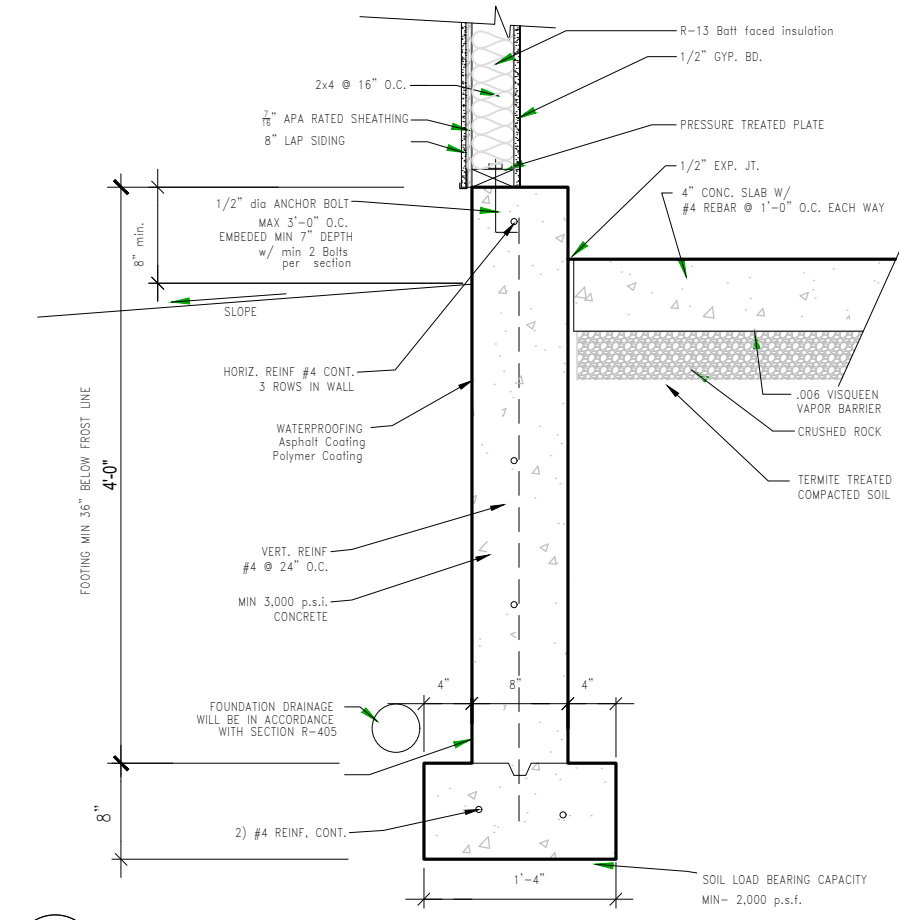
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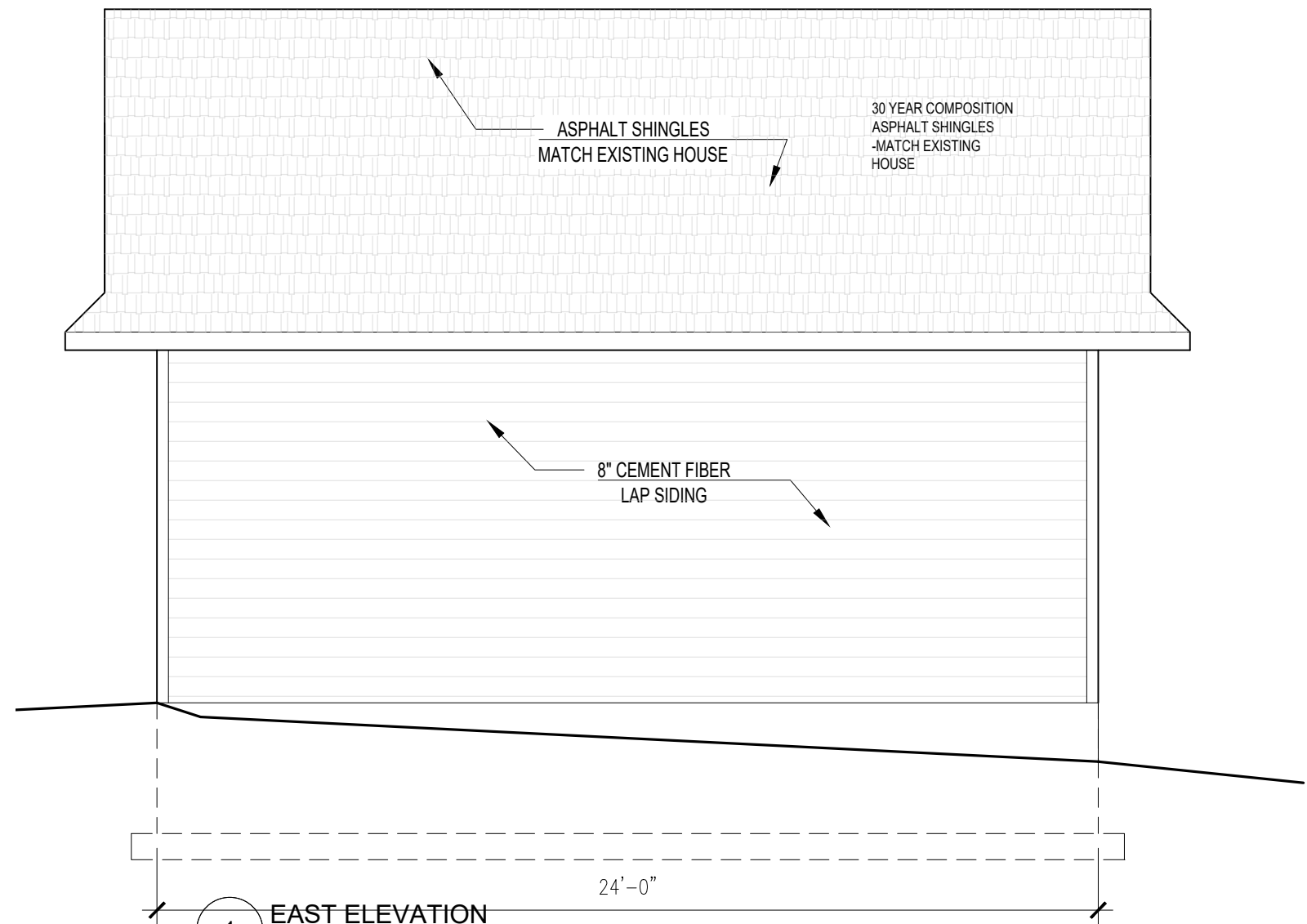
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**3 SOFFIT DETAIL**  
 SCALE 3/4" = 1'-0"



**2 FOOTING DETAIL**  
 SCALE 3/4" = 1'-0"



**1 EAST ELEVATION**  
 SCALE 1/4" = 1'-0"



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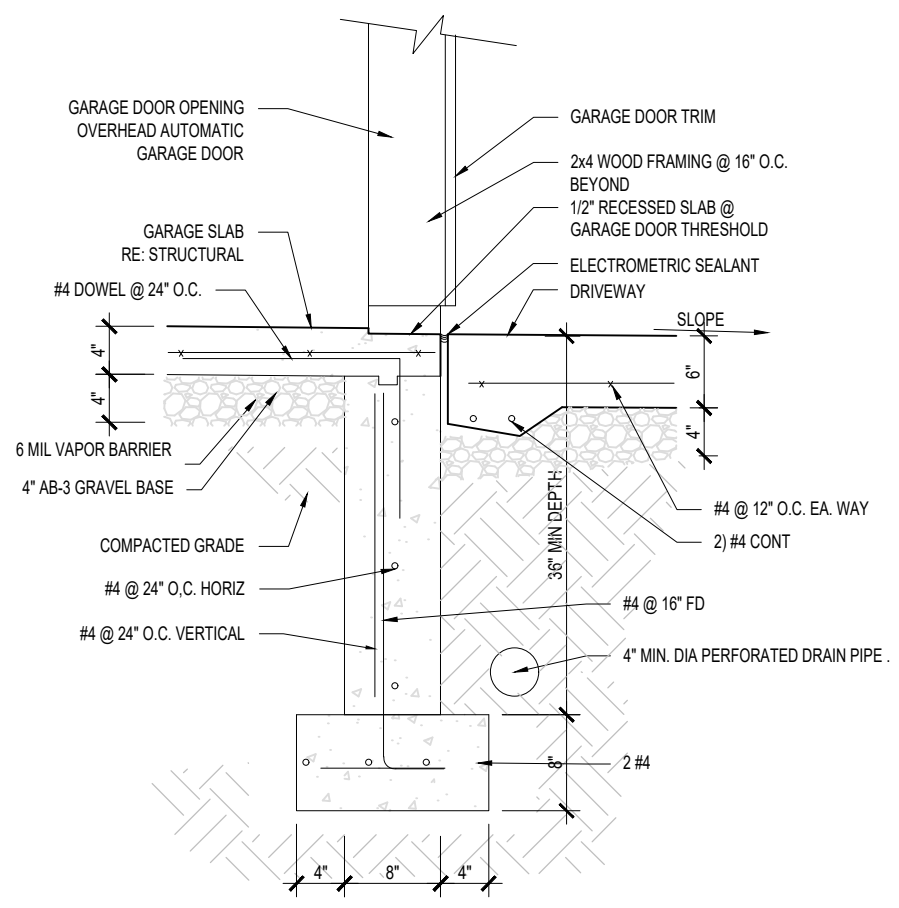


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JOB NO.	6528 GRANADA
DRAWN BY:	sst
ISSUE	DATE

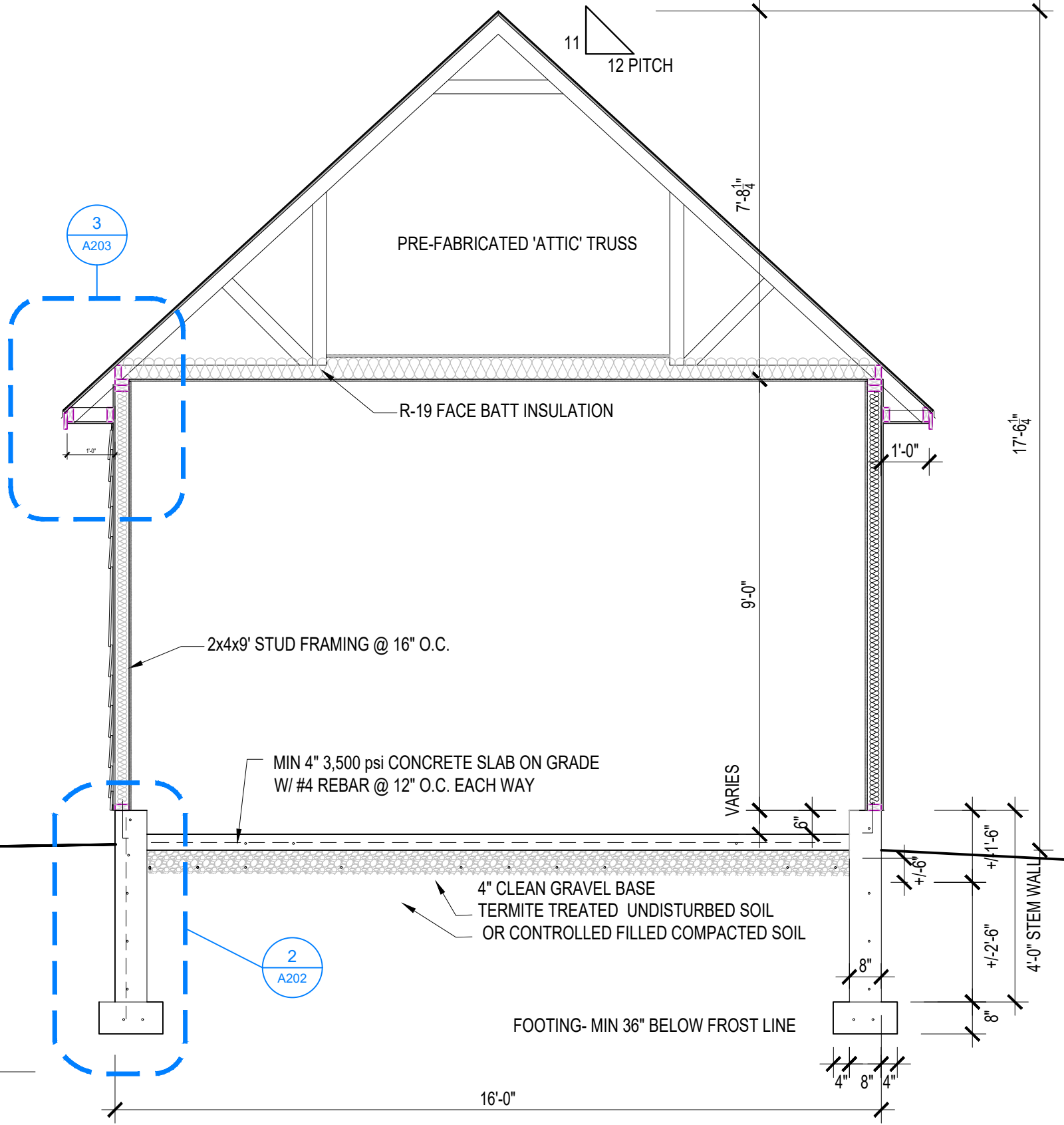
SHEET NUMBER	A301
PERMIT	11-12-24



**2 FTG DETAIL @ O.H. GARAGE DOOR**  
SCALE 3/4" = 1'-0"

**FOUNDATION ANCHORAGE**

Sill plates shall be bolted to the foundation wall with a minimum 1/2" diameter anchor bolts embedded at least 7 inches into the concrete. Bolts shall be spaced no greater than 6 feet on center. There shall be a minimum of two bolts per plate section, with a bolt placed within 12 inches, and not closer than 7 bolt diameters, of the end of each plate section. The bolts shall be located in the middle third of the width of the plate. A properly sized nut and washer shall be tightened on each bolt to the plate. (NOTE: 7" embedment + 1 1/2" sill plate + 3/4" for nut and washer exceeds a 9" long bolt.) [IRC R403.1.6]  
Please note that wall bracing methods per IRC R602 may require additional anchorage



**1 GARAGE SECTION**  
SCALE 3/8" = 1'-0"

3  
A203

2  
A202

**GENERAL STRUCTURAL NOTES**

1. The contractor shall verify dimensions and conditions before construction and notify the engineer of any discrepancies, inconsistencies, or difficulties affecting the work before proceeding.
2. The contractor shall coordinate all disciplines, verifying size and location of all openings, whether shown on structural drawings or not, as called for on architectural, mechanical, or electrical drawings. All conflicts, inconsistencies, or other difficulties affecting structural work shall be called to the architect or engineer's attention for direction before proceeding.
3. All design and construction work for this project shall conform to the requirements of the CURRENT 2018 IRC and the Prairie Village, KS Ordinances
4. These drawings are for this specific project and no other use is authorized.
5. Structural Design Load Criteria-
  - A. Lateral Wind V Load: 115 mph, exposure B
  - B. Rafter Uplift Connection Forces From Wind (ASD)- Table 802.11 16" o.c. Rafter, Spanning 12' Roof Pitch >\_ 5:12 with a 115 Ultimate Wind Speed U (mph) = 70 Pounds Per Connections

AREA	MIN DEAD LOAD	MIN LIVE LOAD
EXTERIOR BALCONIES	10	60
DECKS, STAIRS	10	40
CEILING JOISTS/ ATTICS NO STORAGE	10	10
CEILING JOISTS/ ATTICS W/ STORAGE	10	20
ROOMS - NON SLEEPING	10	40
ROOMS - SLEEPING	10	30
ROOF- LIGHT COVERING	10	20
ROOF- HEAVY ROOF (CONC & TILE)	20	20
GUARDRAILS, HANDRAILS	200# LL NORMAL	

6. Concrete:
  - A. All concrete except exterior flat work shall develop a minimum ultimate compressive design strength of 3,000 psi in 28 days, but not less than 500 pounds of cement shall be used per cubic yard of concrete regardless of strengths obtained, not over 6 gallons of water per 100 pounds of cement and not over 4 inches of slump.
  - B. Concrete for exterior flatwork shall have a minimum design compressive strength of 3,500 psi in 28 days, with not less than 600 pounds of cement per cubic yard of concrete, not over 6 gallons of water per 100 pounds of cement, with 6% +/- 1% air entrainment, and a maximum of 4 inches of slump.
  - C. All concrete is reinforced concrete unless specifically called out as unreinforced. Reinforce all concrete not otherwise shown with same steel as in similar sections or areas. Any details not shown shall be detailed per ACI 315 and meet requirements of ACI 318, current editions.
  - D. Control joints in dirt formed slab to be as shown on plans. Where not shown, limit controlled areas to not more than 225 square feet, or 15 feet on any side.
  - E. Contractor shall verify that all concrete inserts, reinforcing and embedded items are correctly located and rigidly secured prior to concrete placement.
  - F. Construction joints in beams, slabs, and grade beams shall occur at midspan (middle third) unless noted otherwise. Provide 2 x 4 horizontal keys at construction joints for shear transfer.
  - G. No aluminum items shall be embedded in any concrete.
  - H. Vapor Retarder (Vapor Barrier) A 6 mil polyethylene or approved vapor retarder with joints lapped a minimum of 6" is required between the concrete floor slab and the base course per IRC section R506.2.3.
7. Reinforcing steel:
  - A. All reinforcing steel shall conform to the requirements of ASTM A615 grade 60 steel. Welded plain wire fabric shall conform to the requirements of ASTM A185.
  - B. Clear minimum coverage of concrete over reinforcing steel shall be as follows:
    - 1) Concrete placed against earth: 3"
    - 2) Formed concrete against earth: 2"
    - 3) Slabs: 1"
    - 4) Beams or Columns: 1-1/2"
    - 5) Other: 2"
 All coverage shall be nominal bar diameter minimum.
  - C. All dowels shall be the same size and spacing as adjoining main bars (splice lap 40 bar diameters or 24" minimum unless noted otherwise)
  - D. At corners of all walls, beams, and grade beams supply corner bars (min. 2'-0" in each direction or 40 bar diameters) in outside face of wall, matching size and spacing of horizontal bars. Where there are no vertical bars in outside face of wall, supply 3 - #4 vertical support bars for corner bars.
  - E. Bars marked continuous and all vertical steel shall be lapped 40 bar diameters (2'-0" minimum) at splices and embedments, unless shown otherwise. Splice top bars near midspan and splice bottom bars over supports, unless noted otherwise.
  - F. At all holes in concrete walls and slabs, add 2 - #5 bars (opening dimension plus 80 diameters long) at each of four sides and add 2 - #5 x 5'-0" diagonally at each of four corners of hole. Openings in 8" thick walls are reinforced similar, but with 1 - #5 instead of 2 - #5, respectively.
  - G. Accessories shall be as specified in latest edition of the ACI Detailing Handbook and the concrete Reinforcing Steel Institute Design Handbook. Maximum accessory spacing shall be 4'-0" on center, and all accessories on exposed surfaces are to have plastic coated feet.

10. Timber and Wood Framing:
  - A. Quality and construction of wood framing members and their fasteners for load supporting purposes not otherwise indicated on the drawings shall be in accordance with the 2018 International Residential Code .
  - B. Headers and rafters shall conform to #2 Douglas Fir , Southern Pine or SPF visually graded lumber, with an allowable fiber stress in bending of 1,000 psi minimum and an elastic modulus of 1,600,000 psi.
 

MINIMUM SIZES:

    - 1) Studs: 2X4 stud grade, SPF, HF, DF, or fngr. jtd. machine graded studs.
    - 2) Bottom Plate: 2X4 #3, SYP.
    - 3) Top Plate: 2X4 #3, SYP, SPF, HF.
    - 4) Roof Sheathing: 7/16" APA Rated.
  - C. Bridging of stud bearing walls and shear walls shall be solid, matching plywood joints.
  - D. Joist blocking and bridging shall be solid wood or cross bridging of either wood or metal straps. Spacing, in any case, shall not exceed 8'-0".
  - E. Plywood sheathing of shear walls or roof diaphragms shall be edge nailed with 8d nails at 6" on center and nailed to intermediate framing and/or blocking members with 8d nails at 12" on center unless otherwise noted on the drawings.
  - F. Sill plates (termite & decay resistance wood) shall be bolted to concrete walls or steel beams with 1/2" diameter ANCHOR bolts at spaced not more than 3'-0" on center, embedded min 7" and no more than 1'-0" from foundation wall ends. Bolts shall be located in the middle third of the width of the plate. There shall be not fewer than two bolts per plate section with one bolt not less than seven bolt diameter from each end of the plate section.
  - G. Joist hangers shall have Uniform Building Code approval and shall be equal to Simpson Strong Tie "JB" for wood application and "LB" for steel weld-on application.
  - H. Engineered lumber, min design requirements
 

	Fb (psi)	E (psi)	Fv (psi)
LVL	2600	1.8x10^6	285
GLULAM	2400	1.8x10^6	190
PARALLAM	2600	2.0x10^6	290

STRUCTURAL GENERAL NOTES CONTINUED:

8. Structural Steel:
  - A. All anchor bolts shall be 1/2" diameter, ASTM A307 or A36 unless noted otherwise.
9. Foundations:
  - A. Grade beams, and retaining walls are designed to bear on engineered fill or undisturbed soil capable of safely sustaining of safely sustaining 2,000 psf.
  - B. Contractor shall provide for dewatering at excavations from either surface water or seepage.
  - C. All foundation excavations shall be inspected by a qualified soil engineer, approved by the architect and/or structural engineer, prior to placement of steel or concrete. This inspection shall be at the owner's expense.
  - D. All concrete in the structural portion retaining the backfill shall have attained its design strength prior to being backfilled.
  - E. Moisture content in soils beneath building locations should not be allowed to change after footing excavations and after grading for slabs on grade are completed. If subgrade materials become desiccated or softened by water or other conditions, recompact materials to the density and water content specified for engineered fill. Do not place concrete on frozen ground.
  - G. Installation of a continuous foundation drain consisting of a minimum 4 inch perforated pipe around the entire structure is required where habitable or usable space for any portion of the structure is located below grade. The top of the perforated pipe shall be at or below the area being protected. The pipe shall be placed with positive or neutral slope to minimize the accumulation of deposits in the drainage pipe. Placement of the drain tile on top of the footing is acceptable. Vertical drains shall be installed in window wells and connected directly to the perimeter foundation drain. Coarse, clean, rock shall extend 2 inches below and 6 inches above the perforated pipe, and extend 12 inches beyond the outside edge of the footing and covered with an approved filter membrane. The perforated pipe shall terminate to grade or be connected to a minimum 24 inch diameter or 20 inch square sump pit which shall extend a minimum 24 inches below the bottom of the basement floor per IRC section R405.2.3. The sump shall be capable of positive gravity or mechanical drainage to remove any accumulated water and discharge to daylight.
  - H. Backfill - Placing backfill prior to bracing or supporting the top of the foundation wall may cause foundation walls to become displaced or cracked. Backfilling any wall before seven days to allow the wall to gain sufficient strength to support the imposed loads is prohibited. Inspectors may require engineering certification and correction of any cracked or bowed wall conditions observed. Recommendation: Do not backfill an unsupported straight run of wall over 16 feet in length between corners and cross walls unless adequate bracing is provided or the floor framing has been set and nailed in place and anchor bolts tightened. To improve foundation drainage, backfill with washed gravel or clean crushed rock at least one sieve size larger than drain pipe perforations, to a point not less than 2' below finished grade. Encase bottom, dirt side and top of backfill with approved filter membrane. Backfill high enough so there is a minimum 6" fall in the first 10' away from the house.
  - I. Foundation Anchorage
 

Where floor joist and/or blocking are connected to the sill to provide top of wall bracing anchor bolts shall be spaced not more than 3 feet on center. Walls with monolithic slabs may have anchor bolts spaced at 6 feet on center. Sill plates shall be bolted to the foundation with minimum 1/2-inch diameter anchor bolts embedded at least 7 inches into the concrete. A bolt shall be placed within 12 inches, and not closer than 7 bolt diameters, of the end of each plate section. A properly sized nut and washer shall be tightened on each bolt to the plate. For walls over 9 feet use a minimum 2x6 plate and blockings shall be in line with anchor bolts. Design specific anchoring may be required by the designer for walls 9 feet tall or more. These anchoring devices may be required to be secured in place to the forms prior to concrete placement.

Recommendation: It is recommended that a minimum 2x6 inch sill plate be used to ensure sufficient strength is provided to transfer loads from the anchor bolts to the floor system.
  - J. Top of Wall Restraint
 

Where joists run perpendicular to foundation walls, they shall be fastened to plates with three 8d toenails. Where joists run parallel to full height foundation walls, solid blocking for a minimum of three joist spaces shall be provided at a maximum of 3 feet centers to transfer lateral loads on the wall to the floor diaphragm. The blocking shall be securely nailed to the joists and flooring. If ducts are installed in a joist space(s), nail 2 x 4's flat 3 foot o.c. within the joist space(s) and then provide the solid blocking as noted below in a total of 3 joist spaces. Secure each 2x4 to the sill plate with 3-8d nails.
  - K. Grades shall be sloped away from the foundation a minimum of 6 inches in the first 10 feet. Alternate approaches may be approved if the alternate design is equivalent in effectiveness and performance and provides for positive site drainage. Grading shall conform to that illustrated on the approved plot plan.
11. Garage Notes
  - A. The Garage Floor shall slope towards the garage doorways or slope to a trench or untrapped drain that discharges directly to the exterior above grade.
  - B. Insulated Garage doors to meet DASMA 115 mph requirement.
  - C. Garage door H-frame for the attachment of the track and counter balance shall consist of the following: 2x6 vertical jambs running from floor to ceiling attached with 1 3/4" x 120 nails at 7" centers for the attachment of counter balance system.
  - D. Provide weather sealing/ weatherstripping around door perimeter.
12. Exterior Walls Sheathing
  - A. All exterior walls shall be sheathed per any one of these following options:
    1. 7/16" APA-rated plywood/ OSB with 8d nails @ 6" o.c. at edges and 12" o.c. in the field



**HODGES GARAGES**  
845 W 52nd TERR  
KANSAS CITY, MO

913.385.9945

**DETACHED GARAGE PLAN**  
**Sarah Clutter**  
**6528 Granada Dr**  
**Prairie Village, MO 66208**



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JOB NO.	6525 GRANADA
DRAWN BY:	sst
ISSUE	DATE

SHEET NUMBER  
**STRUCTURAL NOTES 1**  
PERMIT 11-12-24

## **Meeting Summary – 3/21/25**

Attendees:

- 1) Phil and Nancy Kuhn – 6537 Granada Drive
- 2) Bill and Kelley Colby – 4408 W. 66<sup>th</sup> Street
- 3) Spencer Yohn and Caroline Yohn – 6525 Granada Drive

We had three families come by. We showed our pictures and answered questions. All were a yes. We did have other families inquire outside of the meeting time. All were in favor of the project-our backyard currently could use a lot of work, so they appreciate the improvements!!

Thank you!

Sarah

3/14/25

Clutter Home

6528 Granada Drive

Prairie Village, KS 66208

Dear Neighbors,

We are writing to make you aware of our plans to build a new garage on our property. We are asking a variance from the city of Prairie Village Board of Zoning Appeals for impervious coverage limits. Our project will slightly exceed the 40% impervious coverage written in the Prairie Village regulations. Because our property backs to a water drainage way, we will be able to drain and grade the flow of water away from our property off to the south into the water way. The garage will match the aesthetic of our home.

The Board of Zoning Appeals requires that we notify all property owners within 200 feet of our property and hold a meeting to provide the opportunity to ask questions and to raise concerns regarding the variance. Accordingly, you are invited but not required to attend a meeting at our home on Friday, March 21, 2025, at 5pm. The meeting will document attendance and views on the project. This is a voluntary opportunity to come and ask questions.

As we realize that this is Spring Break time, if you have any questions or concerns and cannot attend at that time, please reach out to Brad and/or Sarah and we'd be happy to show you drawings.

Sincerely,

Brad and Sarah Clutter

# BY-LAWS OF THE PRAIRIE VILLAGE PLANNING COMMISSION

Adopted January 10, 2023

## ARTICLE ONE

### Creation

1. **Name.** There is hereby established by the City Code of Prairie Village, a City Planning Commission to be named "The Prairie Village Planning Commission. (Hereinafter referred to as "Planning Commission" or "Commission.")
2. **Membership.** The Planning Commission shall consist of seven (7) members. The members shall be appointed by the Mayor with the consent of the Council to serve on the Planning Commission without compensation for their services. Members of the Planning Commission shall serve for a three (3) year term, which shall expire on March 1 three (3) years later. The appointment of the members shall be staggered so that not more than three (3) Commissioners' membership terms expire at the same time. Vacancies on the Commission shall be filled by appointment of the unexpired term.

## ARTICLE TWO

### Purpose

1. **By-Laws.** The purpose of these By-Laws are to establish rules for the internal organization and procedures of operation of the Planning Commission.
2. **Commission.** The function, powers, and duties of the Planning Commission are as authorized by State Law, and by the existing municipal codes establishing the Planning Commission. The Planning Commission adopts its own rules and policies for procedure, consistent with its powers granted in municipal and state law.

## ARTICLE THREE

### Organization

1. **Officers.** The officers of the Commission shall be a Chairman, Vice-Chairman, and Secretary. The Chairman, Vice-Chairman and Secretary shall be elected by the Planning Commission at its regular meeting in January of each year. The term of office shall be one (1) year. The officers may be re-elected by a majority vote of the membership of the Planning Commission.
2. **Chairman.** The chairman shall preside at all meetings of the Planning Commission. At his or her discretion, a Chairman may call special meetings and may also relinquish the Chair to the Vice-Chairman or other specific member. The Chairman may not make or second motions, but he or she may vote on any and all motions to come before the Commission. The Chairman shall appoint all committees of the Planning Commission. The Chairman shall perform all of the duties assigned to the

office by law and by the City Governing Body. If the Chairmanship becomes vacant for any reason, the Vice-Chairman shall succeed to the Chairmanship for the remainder of the term.

3. **Vice-Chairman.** The Vice-Chairman shall act as Chairman in the absence of the Chairman or disability of the Chairman, and, while so serving, shall have all the authority held by the Chairman. In the event the office of the Chairman becomes vacant, the Vice-Chairman shall succeed to that office for the unexpired term and the Planning Commission shall elect a new Vice-Chairman for the unexpired term.
4. **Secretary.** The Commission shall appoint a recording secretary, who shall be provided by the City of Prairie Village and who need not be an appointed member of the Planning Commission.
  - a. The secretary shall attend all meetings of the Planning Commission and shall send notices of all regular and special meetings to all members of the Commission. In addition, the Secretary shall have, under the Chairman, responsibility for books, papers, and records of the Planning Commission and attend to all correspondence of the Planning Commission.
  - b. The secretary is responsible for keeping an accurate record of all regular and special meetings and transcribing them for Planning Commission approval. All motions shall be recorded an accurate record made of all reasons for motions or votes by the members of the Commission shall be made. All meeting minutes shall become a permanent record and part of the official records of the City of Prairie Village.
5. **Attendance.** In the event that the Chairman, Vice-Chairman, or Secretary of the commission shall be absent or unable for any reason to attend to the duties of their offices, the members of the Commission may, at any regular meeting or any special meeting called for that purpose, appoint a Chairman pro tem or a Secretary pro tem, as the case may be, who shall attend to all the duties of such officer until such officer shall return or be able to attend to his or her duties.
  - a. A commission member shall be removed by the Mayor without Council consent as a result of:
    - i. Absence from three (3) consecutive meetings; or
    - ii. Absence from five (5) meetings during the calendar year.

## **ARTICLE FOUR**

### **Meetings**

1. **Regular Meetings.** Regular meetings of the Planning Commission, unless otherwise provided, shall be at Prairie Village Municipal Building at 7:00 p.m. on the first Tuesday

of every month. All meetings shall be open to the public. Meetings shall adjourn no later than 10:00 p.m., unless extended upon motion of a majority of the Planning Commission members present.

- a. Items remaining on the agenda at the end of a meeting may be continued by the Planning Commission until the next regular meeting unless otherwise provided by law.
  - b. The Chairman or Vice-Chairman may authorize the Secretary or designee to poll the members of the Commission for the purpose of cancelling a meeting.
2. **Special Meetings.** Special meetings of the Planning Commission can be called by the Mayor, city staff, or by a majority of the Planning Commission members. The Planning Commission shall provide at least three (3) days' notice to each member prior to any special meeting unless the notice requirement is waived by all members.
  3. **Quorum.** A majority of the membership of the Planning Commission (4 members) shall be necessary to constitute a quorum for the transaction of business and the taking of official action.
  4. **Agenda.** The agenda for all regular meetings shall be available on the City's website by the end of the business day on the Friday prior to the meeting. The order of items on the agenda shall be at the discretion of Deputy City Administrator or his or her designee, with due consideration being given to early consideration of items likely to attract large attendance at the meeting. The Chairman may, for reasons stated to all in attendance, vary from the order of the agenda.
    - a. An item may be added to the agenda only by affirmative vote of a majority of the members.
    - b. An agenda item consisting of a proposed amendment to the zoning regulations may be removed from the agenda only by a motion to recommend approval or denial.
    - c. Other items not pertaining to ordinance approval may be removed by a majority of the members and reasons therefore stated in the record.

## **ARTICLE FIVE**

### **Conduct of Meetings**

1. **Parliamentary Procedure.** Except as otherwise provided, meetings of the Planning Commission shall be conducted in accordance with the procedures proclaimed by Robert's Rules of Order.
2. **Order of Business.**
  - a. The agenda shall be organized in the following order: Roll Call, Approval of Minutes, Public Hearings, Non-Public Hearings, Other Business, and Adjournment.

- b. The Chairman shall call each agenda item and ask staff to provide a report or presentation on the agenda item prior to opening it up to the applicant (if applicable) and questions/debate by the Planning Commission.
3. **Staff Reports.** Staff reports on all agenda items shall be included in the Planning Commission packet posted to the City website and be available the Friday prior to the Planning Commission meeting. All staff reports and recommendations should be sent directly to applicants (if applicable) prior to the Planning Commission meeting.
4. **Continuances by Staff, Commission Member, or Applicant.** Any item may be continued upon request or recommendation by staff or a Commission member except as provided by law. The Commission may continue items requiring a public hearing to a date certain. Other items allowed by law may be tabled and recalled at the request of the staff or Commission. A continued item which fails to be recalled after six (6) months shall be considered withdrawn.
  - a. An applicant may continue his or her own proposal to a date certain by notifying the Secretary not less than two business days prior to the date of the hearing (or 10 days if a public hearing notice was required to be published). Where notification by mail of adjacent property owners has taken place as required by law, the applicant shall further notify the same property owners, by registered mail, return receipt requested, of the continuance and the new date of the hearing. This notification of continuance shall be mailed not less than ten (10) days prior to the date of the originally scheduled hearing and at least twenty (20) days prior to the next hearing date.
  - b. Any proposal not withdrawn prior to preparation of the agenda may be continued at the applicant's request only by affirmative vote of a majority of the Commission members. In consideration of such a motion to allow a continuance, the Commission may question the audience as to the number who have been inconvenienced and/or incurred expense on the presumption that the item would be heard, and the Commission may refuse to continue the proposal and proceed with the hearing and take appropriate action thereon. In any case of continuance, it shall be to a date certain. Only one continuance shall be permitted, and the applicant shall notify by registered mail all parties initially notified of the new hearing date, with such notification to be mailed not less than twenty (20) days prior to the date of the new hearing. In addition, the Commission may direct the applicant to change the posting on the property and direct the staff to publish the new date in the appropriate newspaper at the applicant's expense.
5. **Incomplete Submittals.** The Commission will not hear items that fail to meet submission requirements.
6. **Appearances Before the Commission.** Applicants or their representatives may appear before the Commission to present their views on an agenda item. The

Commission will hear those views at an open meeting. The name and address of the applicant and his or her agent shall be entered in the record, as well as a summary of the presentation. At the conclusion of the applicant's presentation, members of the Commission and staff shall have the opportunity to question the applicant. Any other supporting testimony may then be requested. Public input will then be heard on Public-Hearing items, with the members of the Commission and staff having an opportunity to question any speaker. The applicant will then be given opportunity to present a short summary. All statements shall be directed to the Commission and cross conversation among those in attendance is prohibited.

- a. All persons who wish to speak shall first give their names and addresses for the record. The Chairman may establish limits on time used by all parties making presentations or comments to the Planning Commission; however, the decisions made by the Chairman may be overridden by a majority vote of Commission members.
- b. Questions between opposing parties shall be directed first to the Chairman, who may then ask the proper person to answer, such answer being directed to the Commission. At such time that the Chairman feels testimony has been sufficiently heard, the Chairman shall declare the public hearing closed after which the public in attendance may address the Commission only with the permission of the Chairman, and only to answer a question by a member of the Commission.

**7. Motions after Public Hearings.** Following the closing of public hearings, a motion may be made to recommend approval or denial of the application, to continue the application to a later date certain, or to table the item if allowed by law. A brief statement of reason or reasons for the motion will precede the making of all motions. Any stipulations relative to plans, development procedures, etc., should be listed following the motion to approve.

- a. Upon receiving a second, the motion may be discussed, and, upon the call for question or at the discretion of the Chairman, brought to a vote. A motion to amend, if necessary, must be voted on first. Then, the main motion would be voted on in its amended state. Motions shall require an affirmative vote of a majority of the members of the Planning Commission for passage, except as otherwise provided by law.
- b. A vote shall be by the raising of hands or by roll call, at the discretion of the Chairman. Any member may call for a roll call vote on any issue. Any motion may be tabled or amended in keeping with Robert's Rules of Order. If not prohibited by law, and if the Commission feels that delaying an action would be in the best interests of the parties involved, the hearing may be continued to a date certain. Such a motion for continuance shall include a reason for the action and shall require a majority vote of the Planning Commission Members.

8. **Commission Action.** The Commission shall, at the conclusion of discussion on the item, take action on each item presented. Voting shall be raising of hands or by roll call as determined by the Chairman; however, any member may call for a roll call vote on any issue. All members, including the Chairman, shall have a vote and shall vote when present, except that any member shall automatically disqualify him or herself from voting on any decision in which he or she may have a conflict of interest.
  - a. If the item upon which the Planning Commission action is taken is remanded for reconsideration by the Governing Body, it shall be considered at the next regular meeting of the Planning Commission after notices of the remand is received. If no action is taken on the remanded item at this meeting, the same recommendation will be deemed made and will be returned to the Governing Body.
9. **Abstentions.** If, after considering an item, a Commissioner wishes to abstain from voting, his or her abstention shall be counted as a vote cast in favor of the position taken by the majority of the Commissioners present and voting. If there is a tie vote, an abstention shall be considered a denial.
10. **Failure to Recommend.** If there is a tie vote of the Planning Commission on any item on which the Commission sits as a recommending body, such as a rezoning or text amendment, such a tie vote is considered a failure to recommend and goes to the Governing Body with no recommendation, except as otherwise provided by law. If the tie vote occurs on action on which the Commission sits as a final decision maker, a tie vote defeats the motion. If no subsequent motion is made and approved after the tie vote, the request is deemed denied.
11. **Applicant Not in Attendance.** In case an applicant or his or her agent is not in attendance when the item is called, the item shall be continued to the next month's meeting agenda. If, at the time the item is called again, the applicant is still not present, the Commission may approve or deny the application as it sees fit.

## **ARTICLE SIX** **Miscellaneous**

1. **Conflict of Interest.** When a member of the Commission feels he or she may be in conflict of interest on a particular case before the Commission, he or she shall state so for the record and should not participate in the hearing or discussion and shall not vote on the issue. If this will eliminate a quorum, then the Planning Commission shall continue the hearing to the next regular meeting. The Chairman may ask the member to vacate his or her chair and leave the room if he or she deems it necessary.
2. **Suspension of Rules.** These by-laws may be amended or repealed for stated reasons by affirmative vote of three fourths (2/3) of the members of the Commission

(five out of seven members).

3. **By-Law Review.** The Prairie Village Planning Commission shall review, amend, and approve these by-laws in January of each year.
4. **Disclaimer.** If the Prairie Village Planning Commission fails to strictly follow these by-laws, any action taken will not be invalidated.