

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, JUNE 3, 2025  
7700 MISSION ROAD  
COUNCIL CHAMBERS  
7:00 P.M.**

**I. ROLL CALL**

**II. APPROVAL OF PLANNING COMMISSION MINUTES - April 1, 2025**

**III. PUBLIC HEARINGS**

**IV. NON-PUBLIC HEARINGS**

PC-25-6            Site plan for installation of temporary lighting  
7500 Mission Road  
Zoning: R-1A  
Applicant: Kent Glazer

PC-25-8            Site plan - exception for exposed foundation  
7900 Canterbury Street  
Zoning: R-1A  
Applicant: Whitney Coulas

PC-25-10          Site plan review for a fence/wall with an exception  
8714 Mission Road  
Zoning: R-1A  
Applicant: Matthew Browne

**V. OTHER BUSINESS**

Amendments to Planning Commission bylaws regarding meeting times and remote participation

**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  
APRIL 1, 2025**

**ROLL CALL**

The Planning Commission of the City of Prairie Village met in regular session on Tuesday, April 1 at 6:30 p.m. in the Council Chambers at 7700 Mission Road. Chair Greg Wolf called the meeting to order at 6:30 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**

Mr. Valentino made a motion to approve the minutes of the March 4, 2025, regular Planning Commission meeting as presented. Ms. Brown seconded the motion, which passed unanimously.

**OLD BUSINESS**

None.

**PUBLIC HEARINGS**

None.

**NON-PUBLIC HEARINGS**

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

Mr. Brewster said that the applicant wished to build a detached garage and pool in the rear yard, as well as cover an existing patio with a roof, and was requesting an exception to the 40% impervious surface limit. The application included a 15.5' x 40' pool and a 16' x 24' 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 located mid-block on the south side of Granada Drive between Mission Road and Roe Avenue, and is zoned R-1A. The block features larger R-1A lots, 110' to 130' wide and approximately 16,000 to 20,000 square feet. The subject lot is 17,380 square feet, and 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 Drive. This adds to the impervious surface calculation of the lot and also reduces the amount of the lot to be used for typical back yard functions.

Mr. Brewster said that based on a plan review of the proposed pool and deck area, the application did not meet the 40% lot coverage limit, as it totals 43.96% (lot size = 17,380 s.f.; existing impervious coverage 6,636 s.f.; proposed pool/garage = 1,004 s.f.). However, he noted that public works had a policy to exclude drainage channels from the impervious calculation, which results in the removal of 381 s.f. from the existing impervious coverage. As a result, the effective impervious total for the request is 7,259 s.f., (41.7%), or 307 s.f. above the permitted amount.

Section 19.06.015(b)(2)b of the City's zoning regulations 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. Mr. Brewster said that a drainage permit associated with this application had already been approved by public works. The criteria state the following:

- (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.

Mr. Brewster stated that the specific exceptions for lot coverage primarily impact criteria (2), and the additional requirement for public works to approve a drainage study. 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. He

added that the building coverage of the lot is below 30% even with the addition of the detached garage and the covered patio (existing building coverage = 3,652 s.f., or 21%; proposed building coverage = 4,370 s.f., or 25.14%). Therefore, approval of the drainage permit is the more critical criteria for lot coverage exceptions, and in this case public works has approved a drainage permit associated with this application.

The following site plan review criteria are generally reviewed in conjunction with the specific neighborhood design exception criteria:

**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.**

Mr. Brewster stated that the application met 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 coverage 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.

**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.**

The 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, 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 complement the existing building. The application does not need an exception for any of the building design standards or criteria other than 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 meet all other standards and all proposed elements are on the rear portion of the lot. The application would not have significant impacts on the streetscape or surrounding property, and do not impact the landscape design criteria.

Mr. Brewster said staff recommended 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 prior to the implementation of both the neighborhood design standards and lot impervious coverage standards, and the application meets the scenarios that were anticipated to warrant consideration of exceptions to those standards based on an approved drainage permit.

Applicant and property owner Sarah Clutter was present to discuss the application.

Mr. Kersten asked if a concrete seating area or deck would be built around the proposed swimming pool. Ms. Clutter said that there was an existing patio near the pool, but there would be grass between the patio and the pool.

Mr. Valentino asked if the proposed pool size was typical relative to other pools. Mr. Dringman said that it was similar in size to other pools that had been approved by the City.

Mr. Valentino asked whether Ms. Clutter would need to come back before the Planning Commission if she decided to install a pool apron or deck in the future. Mr. Brewster said that further impervious surface additions would require approval from the Planning Commission.

Ms. Brown noted that having a concrete surface between the pool and patio would be preferable to grass, and in order to avoid having to come back to the Planning Commission again, the applicant should consider adding it as part of the current project.

Mr. Herron suggested that a 40' x 3' concrete addition between the pool and patio, totaling 120 square feet, would be appropriate. Mr. Brewster noted that adding it would only increase the coverage exception being requested by 0.7%.

**After further discussion, Ms. Temple made a motion to approve the lot coverage exception to the extent shown on the site plan submitted with the application, with an allowance of up to 120 square feet of additional impervious surfaces beyond what was represented in the site plan. The motion was seconded by Ms. Brown and passed unanimously.**

## **OTHER BUSINESS**

Annual review of Planning Commission bylaws

Mr. Geffert stated that per Article 6, Section 3 of the bylaws, the Planning Commission “shall review, amend, and approve” the bylaws each year. He said that amendments had last been made in 2023.

Mr. Valentino asked about holding meetings virtually when necessary. Ms. Lee noted that state statute required that a physical space, such as the council chambers, needed to be made available for the public to attend a meeting, even if the meeting was virtual. Ms. Brown added that allowing out-of-area applicants to attend remotely should be considered. Ms. Lee said that virtual attendance was an option for applicants, though it was not specifically addressed in the bylaws. Mr. Wolf asked that language be added to the bylaws regarding virtual participation by both applicants and commission members when necessary. He suggested adopting a hybrid-meeting process similar to the one used by the Johnson County Board of County Commissioners.

Ms. Lee stated that staff had also considered moving the meeting start time from 7:00 p.m. to earlier in the evening. She noted that other cities in the region currently held Planning Commission meetings both before and after 7:00 p.m., and said staff recommended beginning meetings at 6:00 p.m. If a BZA application needed to be

considered, the meeting would still begin at 6:00 p.m., and the Planning Commission portion of the meeting would start after the conclusion of the BZA meeting.

Ms. Lee said that a review of fence regulations and exceptions would also be considered at an upcoming meeting based on the request of commission members. Mr. Valentino stated that a review of massing, especially for structures near lot lines, should be reviewed as well.

## **ADJOURNMENT**

With no further business to come before the commission, Mr. Wolf adjourned the meeting at 7:21 p.m.

Adam Geffert  
City Clerk/Planning Commission Secretary

# STAFF REPORT

**TO:** Prairie Village Planning Commission  
**FROM:** Chris Brewster, Multistudio, Planning Consultant  
**DATE:** June 3, 2025 Planning Commission Meeting

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**Application:** PC 25-6

**Request:** Site Plan for temporary lighting

**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:** 7500 Mission Road

**Applicant:** Kent Glaser, Director of Athletics & Activities, Shawnee Mission School District

**Current Zoning & Use:** R-1A Single-Family Residential – SME High School

**Surrounding Zoning & Use:** **North:**R-1B Single-Family Residential - Single-Family Dwellings  
**East:** C-O Commercial Office – Office Building; R-1A Single-Family Residential - Single-Family Dwellings and Office Buildings  
**South:** R-1A Single-Family Residential – Municipal Complex  
**West:** R-1A Single-Family Residential - Single-Family Dwellings; R-1B Single-Family Residential – Single-Family Dwellings

**Legal Description:** School Block 1, except east 12 feet

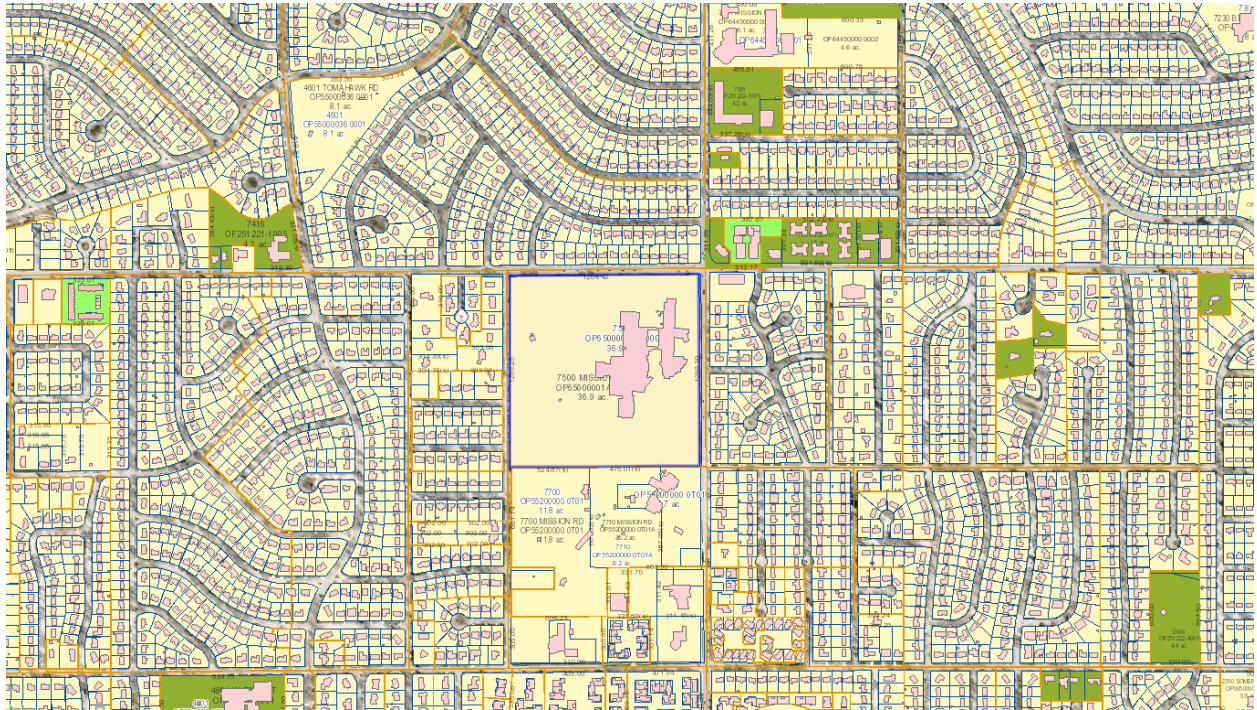
**Property Area:** 36.94 acres (1,608,976.10 sq.ft.)

**Related Case Files:** PC 2024-112 Site Plan - Temporary Lighting  
PC 2015-106 Site Plan – Monument Sign  
PC 2007-106 Site Plan  
PC 97-01 SUP for Storage Building

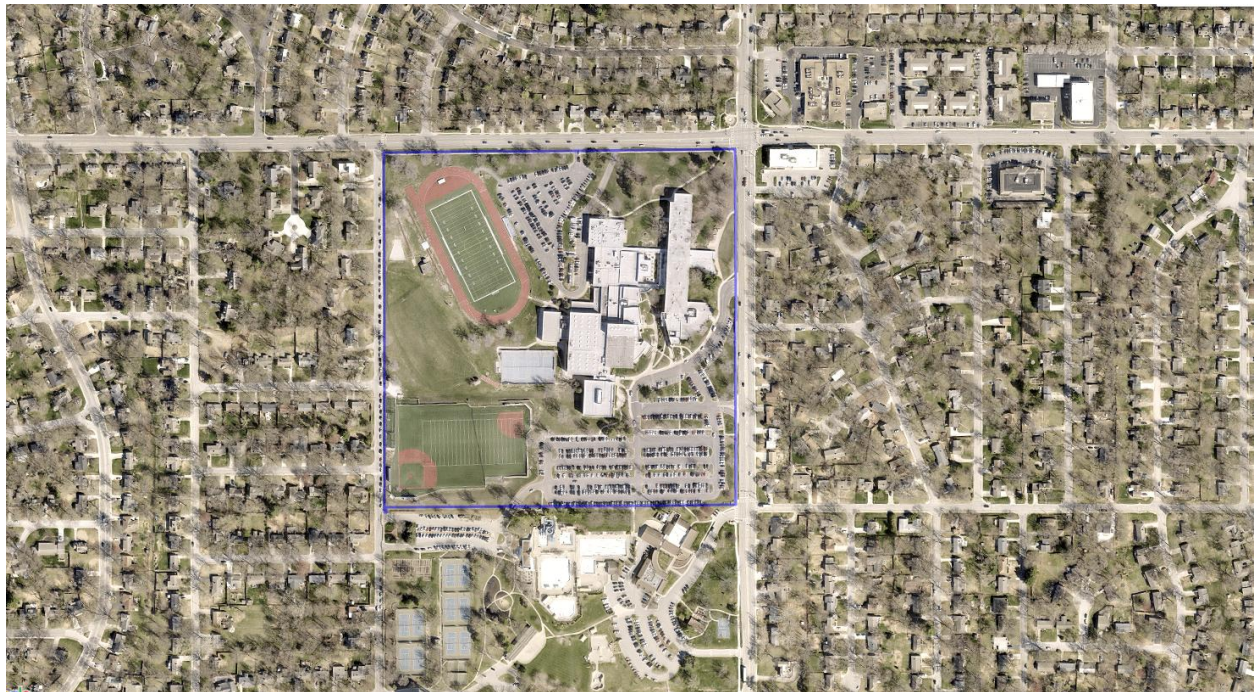
**Attachments:** Application, Site Plan, Lighting Specifications

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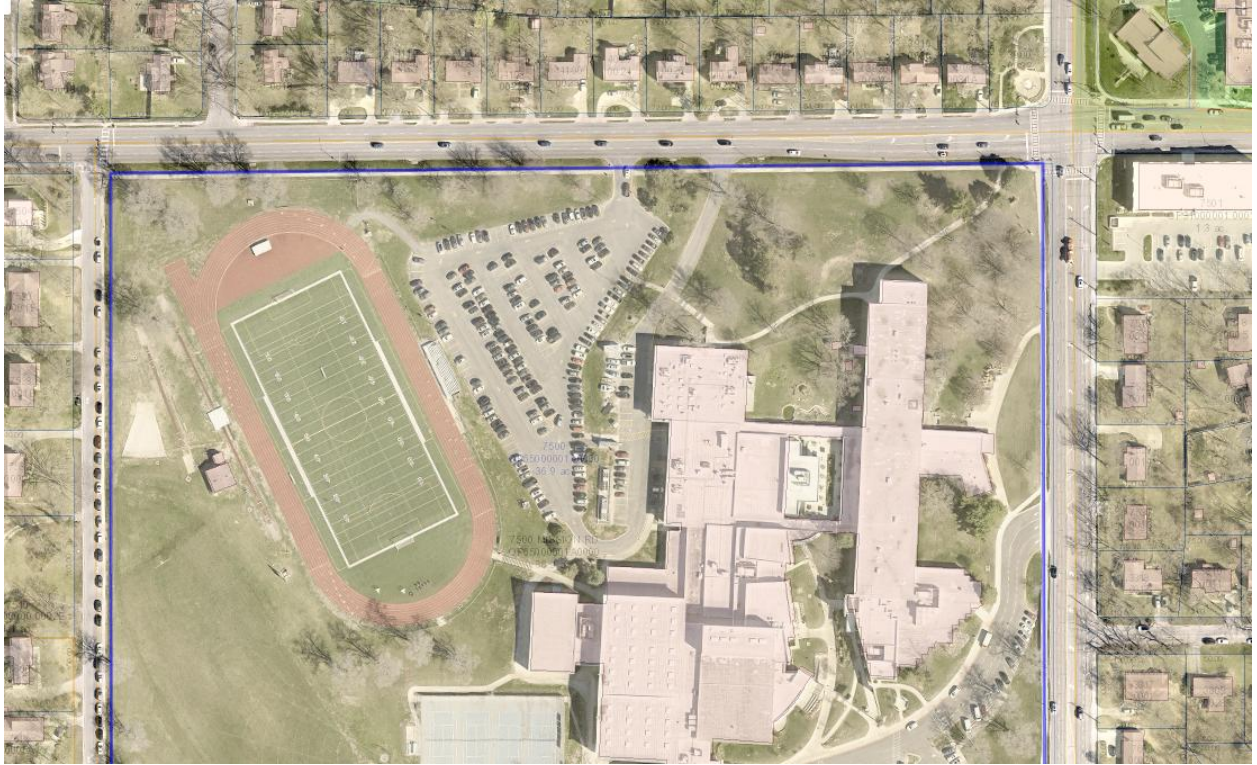
### General Location Map



### Aerial Map



Site



*Aerial view of site*



*Bird's eye view of block*

**Street Views**



*Street view (looking southeast at fields from Delmar)*



*Street view (looking southwest at the fields from 75<sup>th</sup> Street)*

**Background:**

The applicant is proposing to use temporary lighting on the northwest field at Shawnee Mission East High School for athletic practices. The need for this is generated by health and safety concerns for athletes during heat events and is in furtherance of a Kansas State High School Athletic Association (KSHSAA) policy. The applicant anticipates needing the lights in August and September when weather conditions would prevent practice during normal after school times (3:00PM to 6:00PM). During these periods, early morning practices are most favorable to the health and safety of the student athletes and would meet the KSHSAA policy. The limited periods where risk is the highest is based on a combination of heat and humidity (Wet Globe Bulb Temperature), but basically occurs when readings exceed 87.8 degrees, and restrictions on normal practice begin at readings of 84.7 degrees. The applicant has supplied anticipated utilization based on past years' records but is requesting lighting during any future weather events that achieve this condition, and specifically to use the lights between 5:00AM and 7:40AM on these days (noting that sunrise is typically around 6:30 during this period and lights may not be needed long after the sun rise).

This is a renewal of a similar site plan request for temporary lighting proposed and approved at the July 2024 planning commission for last summer and fall practice season. The city received one complaint from an adjacent neighbor during a lighting event and the applicant adjusted the lighting in response to the complaint. There were no further complaints after this adjustment.

The applicant used the lights for five days last year, between August 26 - 29, and September 20<sup>th</sup>. This year practices would begin on August 18<sup>th</sup>.

Key specifications for the proposed light units are:

- EPA Tier 4 engine – Yamar 2TNV
- Average sound 60dB(A) at 7 meters away
- 4 320W LED bulbs
- 211,200 LM – Luminous flux (power at the light source)
- 9,436 square meter illuminated area (1 lux)
- 27.34 max height (8,834 mm)

These specifications generally produce an effective lighting range of approximately 200 feet from the source and direction of the light fixture according to typical industry specifications.

The applicant held a neighborhood meeting on May 13, 2025, in accordance with the City's Resident Participation Policy, and has provided background on the meeting to supplement the application.

**Lighting Standards:**

The zoning ordinance uses performance criteria for all outdoor lighting. It required light levels to not exceed 0.0 footcandles when adjacent to a residential zoned and 0.2 footcandles with adjacent to a non-residential zoned, measured five feet above grade at the property line [[19.34.050\(d\)\(1\)](#)]. A variety of standards for specific types of lighting

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also impact what types of lights may be permitted within this broad performance standard. The standards also have two exceptions which are applicable to this specific circumstance. Outdoor sports facilities and park lighting is independently reviewed by the Planning Commission, which may approve lights that do not strictly conform to the standards. [\[19.34.050\(d\)\(9\)\]](#) Additionally, temporary outdoor lighting that does not conform to the standards may be permitted by the Planning Commission subject to three specific criteria: (1) public and/or private benefits from the lighting; (2) any annoyance or safety problems that may result; and (3) duration of temporary nonconforming lighting. [\[19.34.050\(d\)\(8\)\]](#)

The latter exception is most applicable to the applicant's proposal.

The applicant is proposing 4 temporary lighting units to be located one at each diagonal corner of the field facing inward. The lighting is supported by a generator unit and the lights extend to approximately 27 feet high. The closest of the proposed locations is approximately 175 feet from the property line and approximately 280 feet from the nearest residence (west across Delmar), and is more than 300 feet from most. Additionally, further to the south on Delmar and north across 75<sup>th</sup> Street is partially screened from this area by grades between the street and the field.

#### **Site Plan Criteria:**

Specific lighting plans, and this particular exception to the lighting standards, require a site plan reviewed by the Planning Commission. The following are the site plan review criteria, supplemented with the specific lighting standards where applicable: [Section 19.32.030]

#### **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 property is zoned R-1A and institutional uses including schools are allowed in R-1A. The relevant surrounding property is zoned R-1A (west of the field) and R-1B (north of the field). Under general lighting standards the ordinance would require light levels to be no more than 0.0 foot candles at the property line. Note: foot candles measure the amount of light that falls on the property at any one particular location. Although it is related to the amount of light at the light source, it is based on many other factors and cannot necessarily be measured except by a performance reading of actual field conditions. It is possible that the proposed lighting system would meet the generally applicable lighting standards. Specifically, the proposed lighting sources will be at least 175 feet from the property line, and in most cases over 300 feet. Lights closer to the property line will be directed inward and should not have a significant direct light effect on the property line, right-of-way, or abutting property. The more evident aspect of the proposed plan will be the view of the illuminated area (i.e. the glow when viewing the field) rather than the spill of any direct light beyond the property.

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Additionally, temporary outdoor lighting beyond lighting that meets the standards may be approved subject to the Planning Commission evaluation of the following criteria:

- (1) public and/or private benefits from the lighting;
- (2) any annoyance or safety problems that may result; and
- (3) duration of temporary nonconforming lighting.

[\[19.34.050\(d\)\(8\)\]](#)

The applicant has proposed only using the lights in limited situations when the health and safety of student athletes could be at risk based on KSHSAA policies. The proposed lighting is a significant distance from the perimeter of the property, and light levels and sound levels from the generators appear to be within industry standards and comparable to city ordinances measuring both light and noise. Additionally, the temporary and mobile nature of the proposed plan could allow for adjustments in the use of the equipment, should lighting or noise have any unexpected impacts beyond what the ordinance or limited exceptions would allow. Further, the applicants proposed use of the lights would be limited to the lower field area, between the hours of 5:00AM and 7:40AM, and only to facilitate practices on days that exceed heat conditions during normal practice hours according to the KSHAA policy (likely August and September).

**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.**

No specific changes to access and parking are proposed with this plan. The proposed lighting units are mobile and temporary, powered by their own generator and engines and do not require any utility connections

**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.**
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There are no building plans associated with this plan.

**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.**

The proposed equipment is mobile and temporary and is not significantly different than other accessory equipment commonly used by the school for operations and co-curricular activities. Therefore, no specific site design, landscape, or screening is required. However, it is anticipated that due to the temporary nature of this proposal lights will be lowered when not in use, and equipment will be stored in a discrete location when *not in operation and removed or stored in a structure when not in season*.

**RECOMMENDATION:**

Staff recommends approval of the site plan for temporary outdoor lighting at 7500 Mission Road subject to the following conditions:

1. The use of the lights is only to facilitate practices during heat events that limit practice in normal hours according to the KSHSAA policy.
  2. The anticipated use of the lights is during the following periods (although some use outside of these parameters could be permitted if meeting the overall intent of the exceptions)
    - a. Days where forecasted temperatures (or other combination of conditions) exceed 87.8 degrees or otherwise arise to the Red or Black conditions of the KSHSAA policy during the normal practice hours of 3:00PM to 6:00PM
    - b. Hours of operation are limited to morning hours between 5:00 AM and 7:40AM.
    - c. Anticipated months of operation are August 18<sup>th</sup> through the end of September, although use later than that date could occur based on weather.
  3. The location of the lights shall be on the lower field as shown in the application, or any other locations that are at least 300 feet from the property lines.
  4. The applicant shall take all measures to direct light to the fields and away from adjacent property – particularly for any light location that is less than 300 feet from the property line.
  5. The application shall work with surrounding residents should any unexpected impacts of noise or lighting occur – particularly those that could exceed the light standard of the ordinance at the property lines or noise level according to the noise ordinance, including other reasonable limitations on the location, operation of facilities, or direction / performance of the lighting units.
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6. The equipment be stored out of sight from surrounding property or removed from the site in prolonged periods of non-use (i.e. out of season) and lowered and located to minimize visibility from adjacent property in other non-operational periods (i.e. days not needed during season).
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## **Project Description**

Requested Action\*

Commercial Site Plan Review/Exception Request

Legal Description\*

Seeking temporary lighting permit for outdoor athletic practices during the fall season when heat restrictions are in place from KSHSAA.

## **Applicant Information**

What are you applying for?

Planning Commission

Applicant Name\*

Kent Glaser

Address\*

Shawnee Mission School District, 8200 W 71st St, Shawnee Mission KS 66204

Phone Number\*

913-993-6438

E-Mail\*

kentglaser@smsd.org

Owner Name\*

Shawnee Mission School District

Location of Property\*

SM East HS, 7500 Mission Rd

Owner Phone Number\*

913-993-6414

Owner E-Mail\*

kentglaser@smsd.org

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

Seeking temporary lighting permit to utilize on outdoor athletic facilities during the fall season when heat restrictions from KSHSAA are in place.

**Acknowledgement**

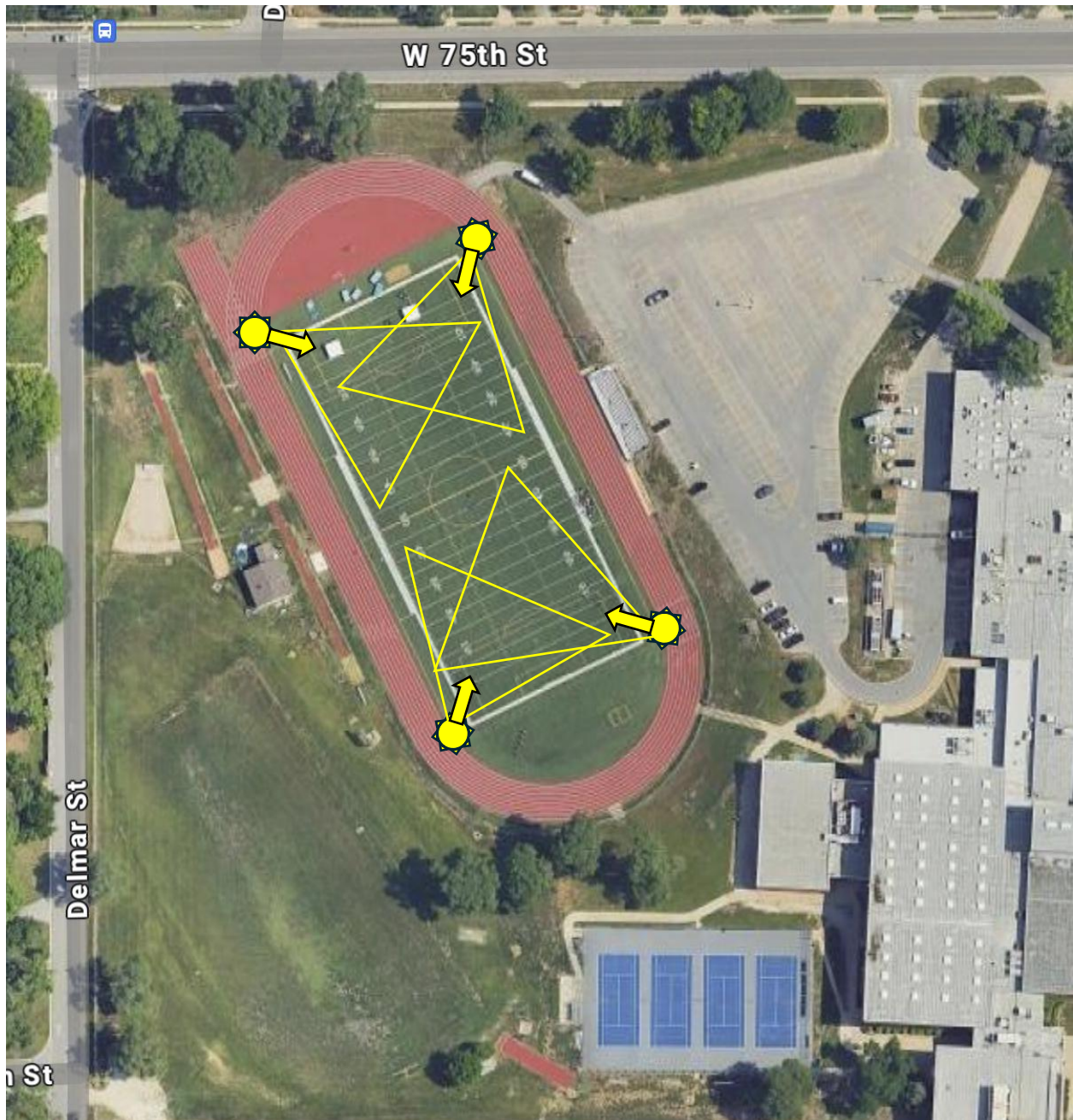
Applicant intends to file an application with the Prairie Village Planning Commission or the Prairie Village Board of Zoning Appeals of the City of Prairie Village, Kansas (City). As a result of the filing of said application, the City may incur certain expenses, such as publication costs, consulting 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\*

Kent Glaser

Apr 17, 2025

# Sample Temporary Lighting Orientation with 4 lights



Here is the summary of our conversation.

One attendee at our neighborhood meeting this year. Patron first stated that he was disappointed there was not a meeting last year and we informed that we did have a meeting (6-25-2024) and all received the same notification similar to this year's meeting. He was appreciative of this notice and opportunity. His direct concern was the lights and how they were cast onto the field and he stated he complained last year. We let him know we received that concern and immediately made adjustments to the lights for the remaining days. We discussed the reasons for the need to practice in the morning due to heat and he understood but was still concerned that this effected his early morning hours. We showed him the dates that the practices occurred Aug 26, 27, 28, 29 and that we also measured the lights with a light meter. He was still concerned about the glow. We discussed further about how we appreciated his feedback and we will be certain to aim appropriately to avoid any direct aim and minimize the glow. I did let him know that on the NW corner of the field we measured the lights at 410FC and on the NE corner they measured 280FC and that when you moved off the field at approximately 70 feet the light meter registered 0. We visited more about the need for the lights and the safety of students avoiding the highest temperatures in the afternoon and that the morning was the best option and we did not want practice in the morning and would only do so when heat restrictions were in place (last year that was 5) times. It was a good conversation and he understood the need for safety and why this was being done.

We continued other conversations about the high school but they were unrelated to the temporary lighting permit.

I will upload this as a document into the portal as well.

Thank you,

Kent Glaser

Director of Athletics and Activities

913-993-6414





**Public Notice Letter**

DATE: 4/29/2025  
SUBJECT: 7500 Mission Rd  
Prairie Village, KS 66208  
Johnson County, KS

Dear Property Owner:

This letter is intended to provide public notice to surrounding property owners within 200', per the included boundary map, for the proposed temporary lighting at Shawnee Mission East High School, located at 7500 Mission Road, in Prairie Village, Kansas. The Shawnee Mission School District has filed an application with the City Planning Commission for site plan approval. The Owner intends to place temporary lighting on the turf practice field inside the track. The proposal is explained more in the included proposal documents and is intended to allow safer practices in the AM hours during heat restricted days. The application will be heard by the City Planning Commission on Tuesday, June 3<sup>rd</sup>, 2025.

You are invited to attend an informal neighborhood meeting on Tuesday, May 13<sup>th</sup>, 2025, at 6 pm. The meeting will be held at the Shawnee Mission East High School Little Theater. Attendees should enter through door #2 on the southeast side of the building.

We look forward to meeting with you to discuss the temporary lights.

Sincerely,  
Shawnee Mission School District

A handwritten signature in black ink, appearing to read 'Kent Glaser'.

Kent Glaser  
Director of Athletics and Activities  
Shawnee Mission School District

# Proposal for Temporary Lighting on the SM East Practice Field

June 3<sup>rd</sup>, 2025

Purpose: Provide temporary lighting to allow safer practices in the AM hours during heat restricted days.

Additional information:

The KSHSAA heat policy for practices has changed. Guidelines now involve taking a WBGT (Wet Globe Bulb Temperature) reading and then applying modifications to practices. At times in August and early September this means our weather conditions may reach the Red and Black Zone levels and thus limit or prevent practices from occurring during the normal after school time frame (3PM – 6PM). During these high heat and humidity days, the best environmental conditions for practices exist in the AM hours, especially for football due to the equipment they wear.

This table displays the zones we determine based on the WBGT readings. Please note that WBGT is not the same as Temperature.

WBGT LEVEL/ZONES	ACTIVITY MODIFICATION
≤ 79.9° F	<ul style="list-style-type: none"> <li>Normal activities</li> <li>Provide at least 3 separate rest breaks each hour with a minimum duration of 3 minutes each.</li> </ul>
80° - 84.6° F	<ul style="list-style-type: none"> <li>MINIMUM 3 separate rest breaks each hour with a minimum duration of 4 minutes each.</li> <li>Cold water immersion tub or other rapid cooling method should be prepared and ready.</li> </ul>
84.7° - 87.7° F	<ul style="list-style-type: none"> <li>MINIMUM 4 separate rest breaks each hour with a minimum duration of 4 minutes each.</li> <li>2 HOUR MAXIMUM length of practice (not including rest breaks)</li> <li>Cold water immersion tub or other rapid cooling method prepared and ready</li> <li>Consider competition alterations                             <ul style="list-style-type: none"> <li>Coordinate with contest officials to allow for additional breaks</li> <li>Shorten length of sub-varsity competitions</li> <li>Shorten length of course (Cross Country)</li> </ul> </li> <li>Football specific:                             <ul style="list-style-type: none"> <li>Protective equipment should be limited to helmets and shoulder pads, and these should be removed for conditioning.</li> <li>If practice begins in a cooler range (green or yellow), but increases to orange during practice, players may continue practice in full protective gear.</li> </ul> </li> </ul>
87.8° - 89.7° F	<ul style="list-style-type: none"> <li>1 HOUR MAXIMUM length of practice (not including rest breaks)</li> <li>MINIMUM 20 minutes of rest breaks distributed throughout the 1 hour of practice</li> <li>Cold water immersion tub or other rapid cooling method prepared and ready</li> <li>Consider competition alterations                             <ul style="list-style-type: none"> <li>Coordinate with contest officials to allow for additional breaks</li> <li>Shorten length of sub-varsity competitions</li> <li>Shorten length of course (Cross Country)</li> </ul> </li> <li>Consider delaying practice/competitions until a cooler WBGT is reached</li> <li>Football specific:                             <ul style="list-style-type: none"> <li>No protective equipment should be worn.</li> <li>No conditioning activities</li> </ul> </li> </ul>
≥ 89.8° F	<ul style="list-style-type: none"> <li>No outdoor workouts. Delay practice/competitions until a cooler WBGT is reached.</li> </ul>

Knowing that we will have heat restricted days we are seeking the ability to take advantage of the morning hours for practices on the SM East turf practice field that is inside of the track. To do so we will rent portable lighting from Herc Rental. KSHSAA allows practices to begin on Monday, August 18<sup>th</sup>, 2025. Last year in tracking all our red and black zone days we had a total of 5 days. Those days were August 26-29 and September 20<sup>th</sup>. While we cannot predict the days ahead of time that heat restrictions will be in place, based off past data we know there are not significant number of days involved.

What we do know is that sunrise in mid-August is approximately 6:30 AM and we would need to light the AM practices for approximately an hour and half (5AM – 6:30AM) and then turn them off as sunrise occurs. Morning practices are limited in overall time duration due to the start of the school day which is 7:40 AM. While after school practices are the preferred time slot, we need to have the option of AM practices due to the KSHSAA guidelines. Since East does not have any lighted fields the AM practice times are further restricted, and temporary lighting is currently the best option to extend that timeframe.

Proposed Temporary Lighting:



## Vertical Mast Towable LED Light Tower

Engine Driven LED Light Towers | 510-1055

Telematics

Mobile Access Control

This light tower for rent from Herc Rentals provides much-needed illumination on dimly lit sites while improving security. This vertical mast towable LED light tower features a high performance EPA Tier 4 engine, ensuring superior fuel efficiency while minimizing environmental harm. It includes 320W LED bulbs for an ultrabright output, significantly improving visibility in even the darkest areas. You can use your light tower overnight or on a 7-day scheduler for customized timings.



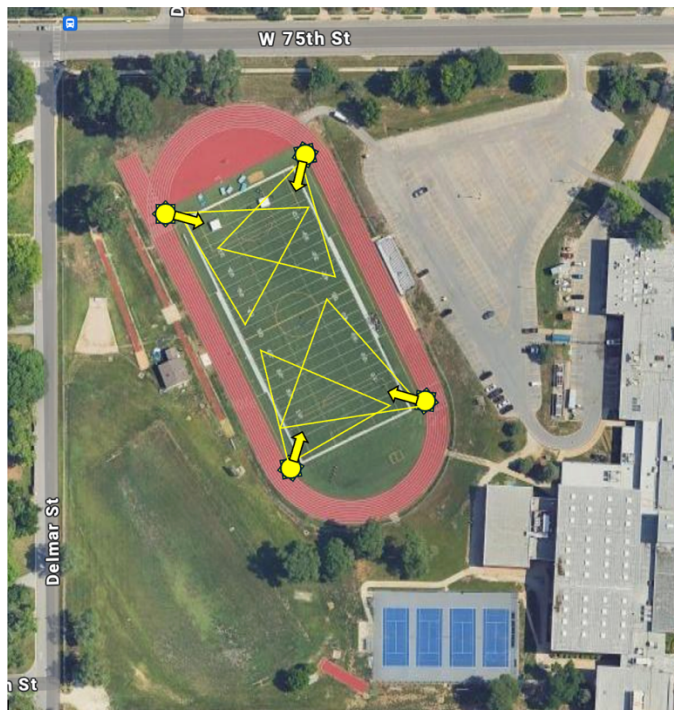
**GLT4-A Y2**  
Yanmar 2TNV

LIGHT TOWERS  
DIESEL LINE

GLT4-A Y2	Technical Data
Minimum dimensions (L x W x H)	2156 x 1400 x 2403 mm
Maximum dimensions (L x W x H)	3096 x 2166 x 8334 mm
Dry weight	923 kg
Mast lifting system	Hydraulic
Mast rotation	340°
Floodlights	4 x 320 W G5 LED
Luminous flux	211200 Lm
Illuminated area (1 lux min)	9436 m <sup>2</sup>
Engine	Yanmar 2TNV
Engine cooling	Liquid
Cylinders (q.ty)	2
Engine speed (50/60 Hz)	1500 / 1800 rpm
Alternator (50/60 Hz)	3.5kVA 230V / 4.2kV 240V
Outlet socket (16A)	√
Inlet plug (16A)	√
Avg. sound pressure	60 dB(A) @ 7m
Tank capacity (gross/net)	200/180 l
Running time	225 h
Liquid containment (110%)	√
Wind speed resistance	110 km/h

The above specifications show both the lumens and sound that the light towers emit.

Sample Temporary Lighting Orientation with 4 lights



We are prepared to place 4 light towers in the corners of the field. We also note that the field sits in a lower elevation location compared to the neighborhood directly west and that will significantly assist in keeping the light to the field location only.

In summary, we are seeking approval to temporary light the SM East practice field with 4 light towers, as shown in the previous diagram, on days when the heat prevents practices to occur during the normal afternoon starting August 18<sup>th</sup> through approximately September 27<sup>th</sup>.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kent Glaser'.

Kent Glaser  
Director of Athletics and Activities



1/2

# Neighborhood Meeting SM East Temporary Lighting 6PM, ~~Tuesday, June 25th~~

wed MAY 13 2025

Attendee List	First and Last Name	Do you live within 200' of SM East HS (circle one)
1	Michael Torres	<input checked="" type="radio"/> YES <input type="radio"/> NO
2		YES - NO
3		YES - NO
4		YES - NO
5		YES - NO
6		YES - NO
7		YES - NO
8		YES - NO
9		YES - NO
10		YES - NO

# STAFF REPORT

**TO:** Prairie Village Planning Commission  
**FROM:** Chris Brewster, Multistudio, Planning Consultant  
**DATE:** June 3, 2025 Planning Commission Meeting

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**Application:** PC 25-8

**Request:** Site Plan - Exception for Exposed Foundation

**Property Address:** 7900 Canterbury Street

**Action:** *An exception to the neighborhood design standards requires the Planning Commission to review a site plan, and based on specific criteria the Planning Commission may grant exceptions.*

**Applicant:** Whitney Coulas

**Current Zoning & Use:** R-1A Single-Family Residential - Single-Family Dwelling

**Surrounding Zoning & Use:** **North:** R-1A Single-Family Residential - Single-Family Dwellings  
**East:** R-1A Single-Family Residential - Single-Family Dwellings  
**South:** R-1A Single-Family Residential - Single-Family Dwellings  
**West:** R-1 Single-Family Residential - Single-Family Dwellings

**Legal Description:** THE PALISADES LT 12 BLK 3 PVC 616 52

**Property Area:** 0.29 Ac (12,498.57. ft.)

**Related Case Files:** N/A

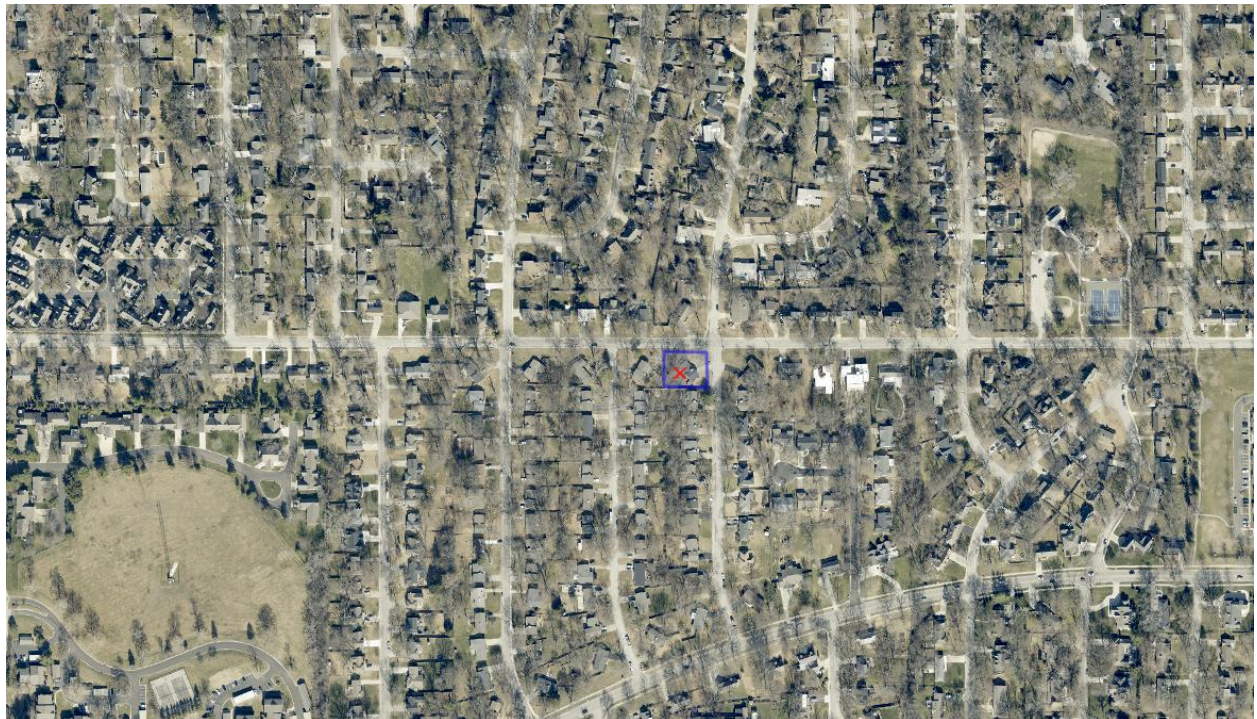
**Attachments:** Application, Site Plan, Elevations

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**General Location Map**



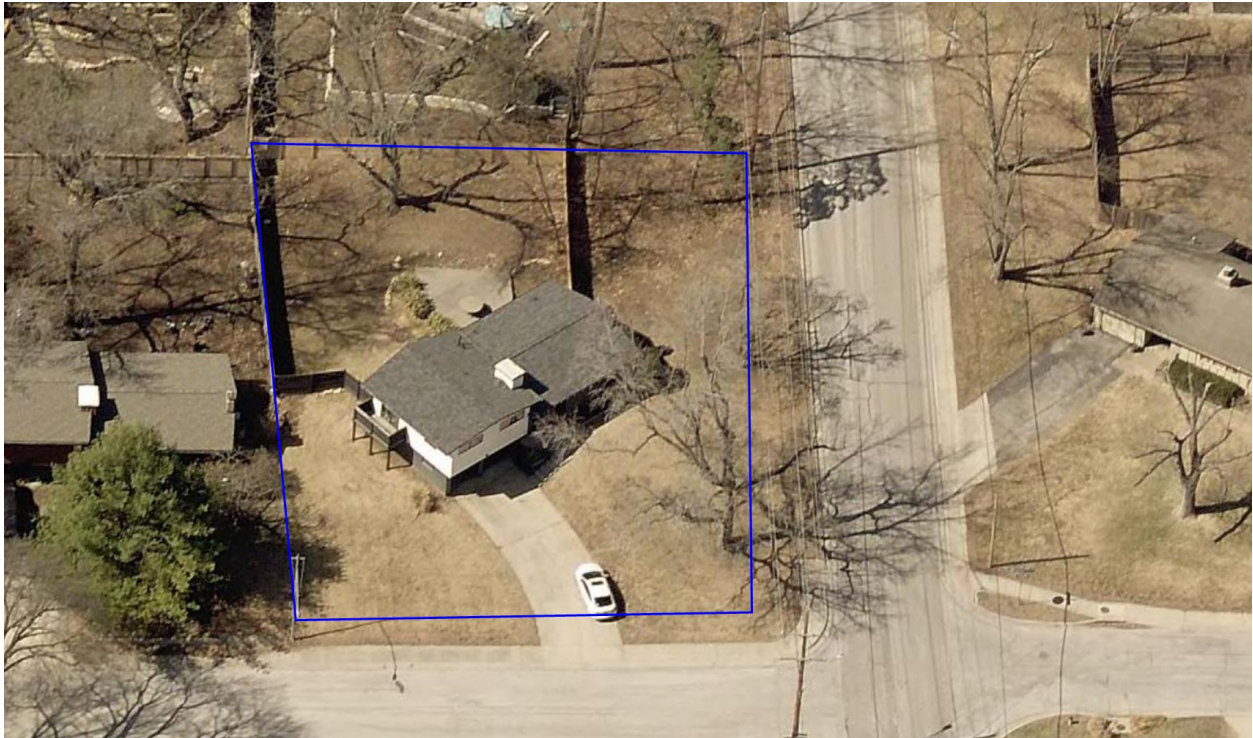
**Aerial Map**



**Lot**



**Birdseye View**



**Street View**

*Subject property looking west at 7900 Canterbury Dr.*

**BACKGROUND:**

The applicant is requesting an exception to the exposed foundation limits of the Neighborhood Design Standards in [Section 19.06.025.\(e\)](#), and to build an addition that extends the current condition with an exposed foundation over 24 inches above grade. The proposed plan includes a 2-story addition to the rear lower portion of a split-level house. The south elevation of the home has a two-story profile and includes a garage on the lower level and living areas on the upper level. The lower level is a “foundation” in that it extends to the entire portion of the structure including the single-story living portion of the split level to the north. The south elevation is exposed CMU block on the lower level and board and batten siding on the upper level. Each is painted in a scheme that matches all other materials on the building, including painted brick on the front elevation. The plan extends this same 2-story elevation approximately 10 feet to the rear of the home.

**ANALYSIS:**

Section [19.06.025.\(e\)](#) of the Neighborhood Design Standards includes the following regarding foundations:

- (4) Any elevation that has more than 24 inches of foundation exposed due to grade changes shall cover the foundation by extending the siding to within 24 inches of

finished grade, or by covering the foundation with decorative materials such as stone or brick that compliments the principal materials of the building.

The design objective of this standard is to give a finished look to all visible elevations, and this standard exists within an entire subsection on foundations that has the intent of maintaining the scale and mass of 2 story homes by limiting either “grading up” to gain additional habitable space on lower levels or raising the overall profile of homes with greater exposed foundations. Neither is the case in this situation.

The plan is for an extension to an existing home that has an exposed foundation, and the existing home is a split-level house, which typically include an exposed lower level. There is no effort to raise the profile of the home and in fact split-level homes do the opposite by blending single-story elements with 2-story habitable spaces. Additionally, the portion of the existing house and proposed addition with the exposed foundation material is painted to coordinate the design with the overall appearance of the house. A final grading plan has not been completed but will be addressed through permitting; however, the grade and orientation of the house results in a comparable or less extent of foundation being exposed, and this portion of the lot is not prominently visible from the streetscape and adjacent areas.

All other components of the proposed plan meet the development and neighborhood design standards, or will be confirmed to meet those standards through permitting.

The proposed exception is justified based on the following:

- It is a continuation of an existing condition, compatible with the overall design of the existing home.
- The plan and exception meet the intent of the design standards
- The application involves a split-level home which presents different design and foundation issues than other typical model homes.

**CRITERIA:**

[Section 19.06.025.\(f\)](#) provides that the Planning Commission may grant exceptions to any of the Neighborhood Design Standards, including the foundation standards, subject to the site plan process. It includes the following criteria relevant to this specific application:

- (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.
  - ...
  - (6) The exception will equally or better serve the design objectives stated in Section 19.08.025.A and the intent stated for the particular standard being altered.
-

[\[19.08.025.\(f\).\]](#)

In this case, the design objectives relevant to this exception include:

- (3) Reinforce the existing scale and patterns of building in neighborhoods for new construction
- (4) Manage the relationship of adjacent buildings and promote compatible transitions.

...

- (6) Locate and orient buildings to maintain the existing grade of the street, block and lot frontages and design them in a manner that reduces the perceived massing from the streetscape and abutting lots.

[\[19.08.025.\(a\)\]](#)

Additionally, the Building Foundation section also has the following criteria for exceptions to the foundation standards:

- a. the design of the building elevations, and specifically any design details that reduce the scale and massing of the building compared to what could otherwise be built under the zoning standards.
- b. The relationship of the proposed dwelling to existing structures, and whether their grading, elevation and design is appropriate for the context.
- c. Any special considerations of the lot with respect to the existing grades, propose appropriate grades and the drainage patterns in relation to adjacent properties and the proposed structure.

[\[19.08.025.\(e\).5.\]](#)

All of the above design objectives and criteria are applicable to this case, and the application demonstrates consistency with the exception criteria. The proposed home will meet all other applicable design standards.

**RECOMMENDATION:**

Staff recommends approval of the exception, subject to the following conditions:

1. The exception is limited to the plans included in the application.
2. The applicant receives all further necessary permits from Public Works and the building official demonstrating compliance with all other applicable standards

## **Project Description**

Requested Action\*

Variance

Legal Description\*

Wanting to continue CMU block from southeast and south west side of home to continue at same height as existing structure and siding to be above the 24" requirement so from the street you don't see the addition and it blends. The current cmu block in the neighborhood is used as a manor like brick or stone and exposed on every side split.

## **Applicant Information**

What are you applying for?

Planning Commission

Applicant Name\*

Whitney

Address\*

7900 canterbury street, pv, ks 66208

Phone Number\*

9134854539

E-Mail\*

Wcoulas@outlook.com

Owner Name\*

Whitney

Location of Property\*

7900 canterbury street Prairie village ks 66208

Owner Phone Number\*

9134854539

Owner E-Mail\*

wcoulas@outlook.com

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

Wanting to continue CMU block from southeast and south west side of home to continue at same height as existing structure and siding to be above the 24" requirement so from the street you don't see the addition and it blends. The current cmu block in the neighborhood is used as a manor like brick or stone and exposed on every side split.

### **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\*

Whitney Coulas

May 1, 2025

Date\*

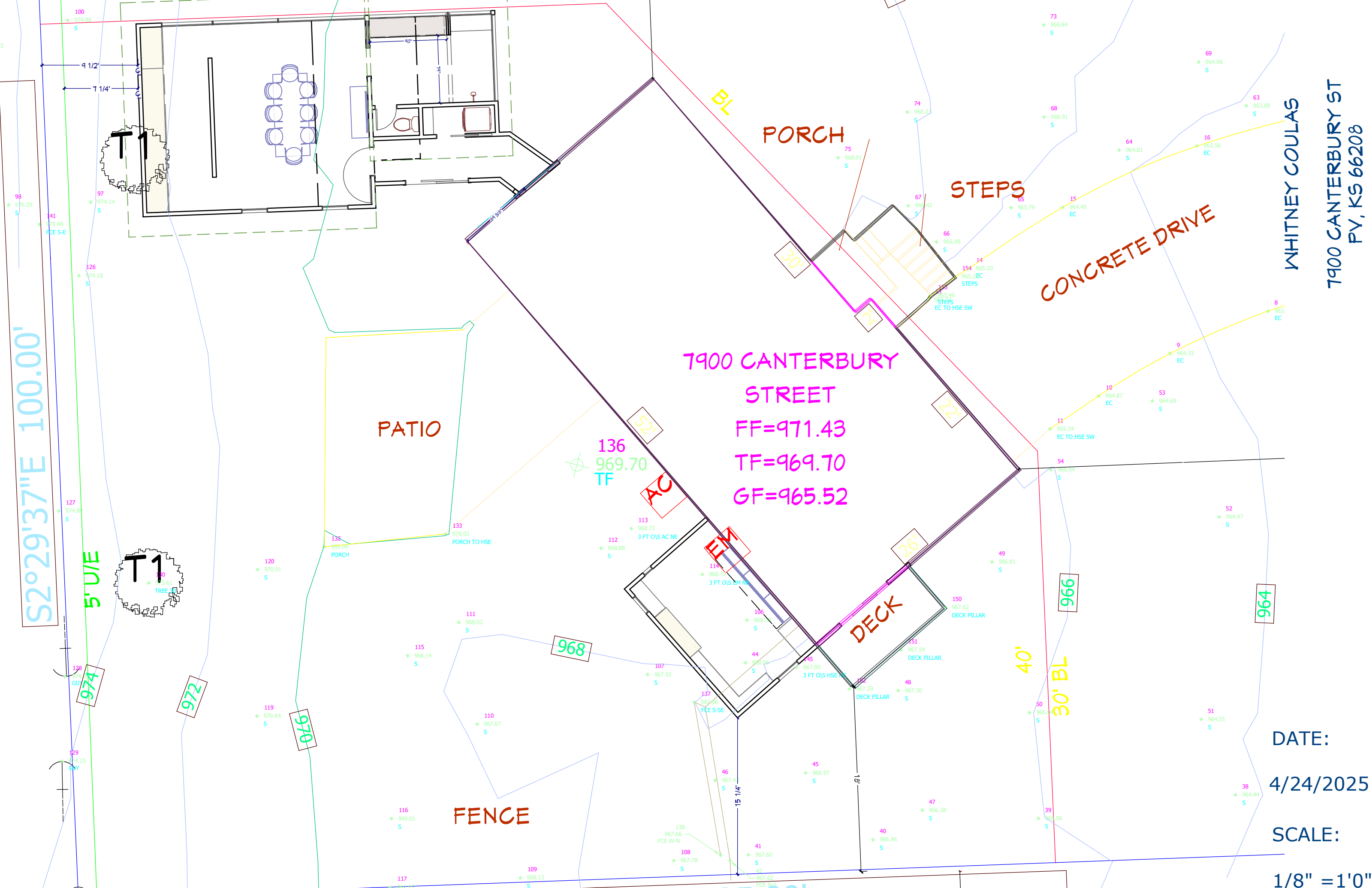
05/01/2025

S2°29'37"E 100.00'

5' U/E

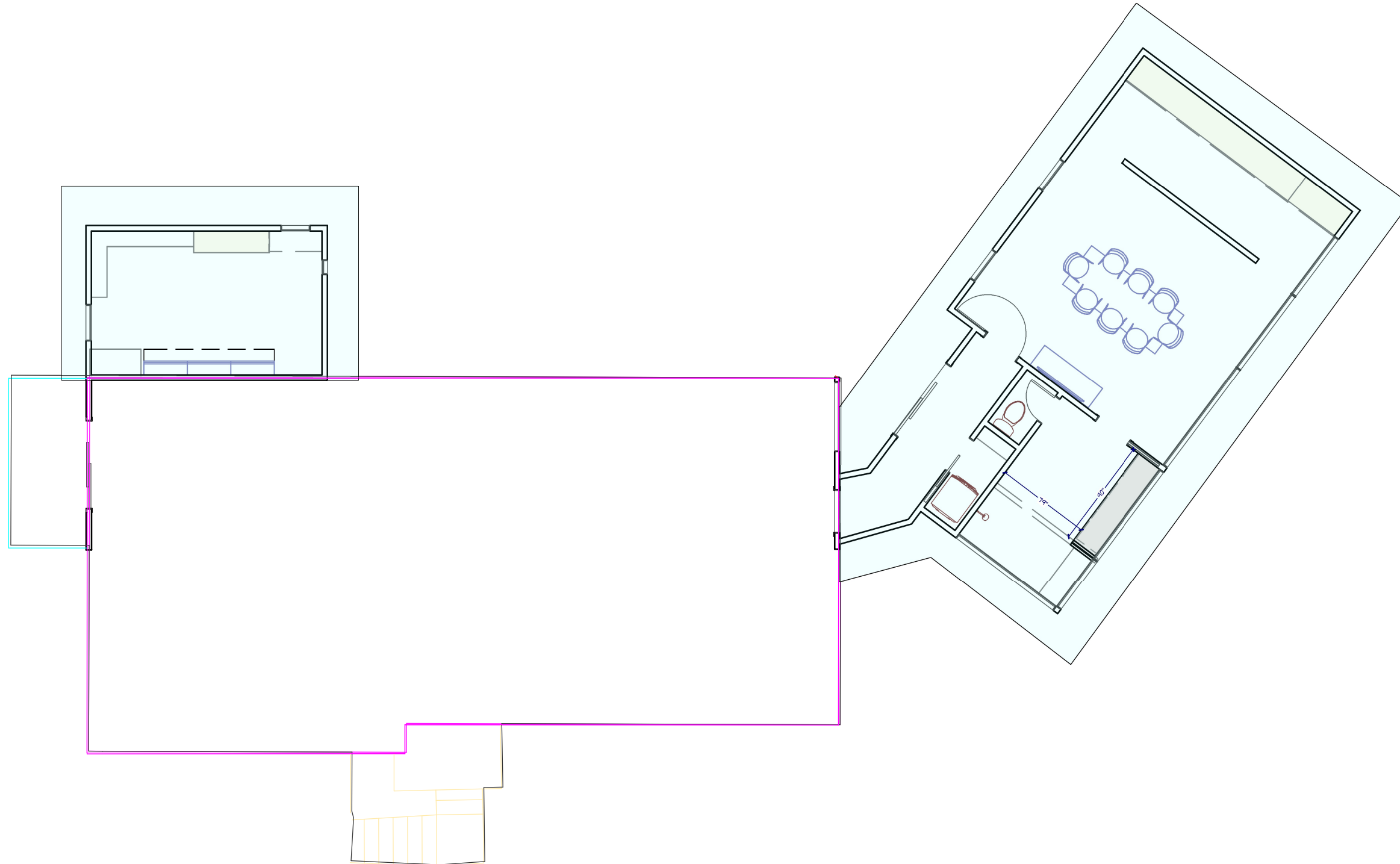
WHITNEY COULAS  
7900 CANTERBURY ST  
PY, KS 66208

7900 CANTERBURY STREET  
FF=971.43  
TF=969.70  
GF=965.52



DATE:  
4/24/2025  
SCALE:  
1/8" = 1'0"

ADDITIONS IN BLUE



WHITNEY COULAS  
7900 CANTERBURY ST  
PY, KS 66208

DATE:

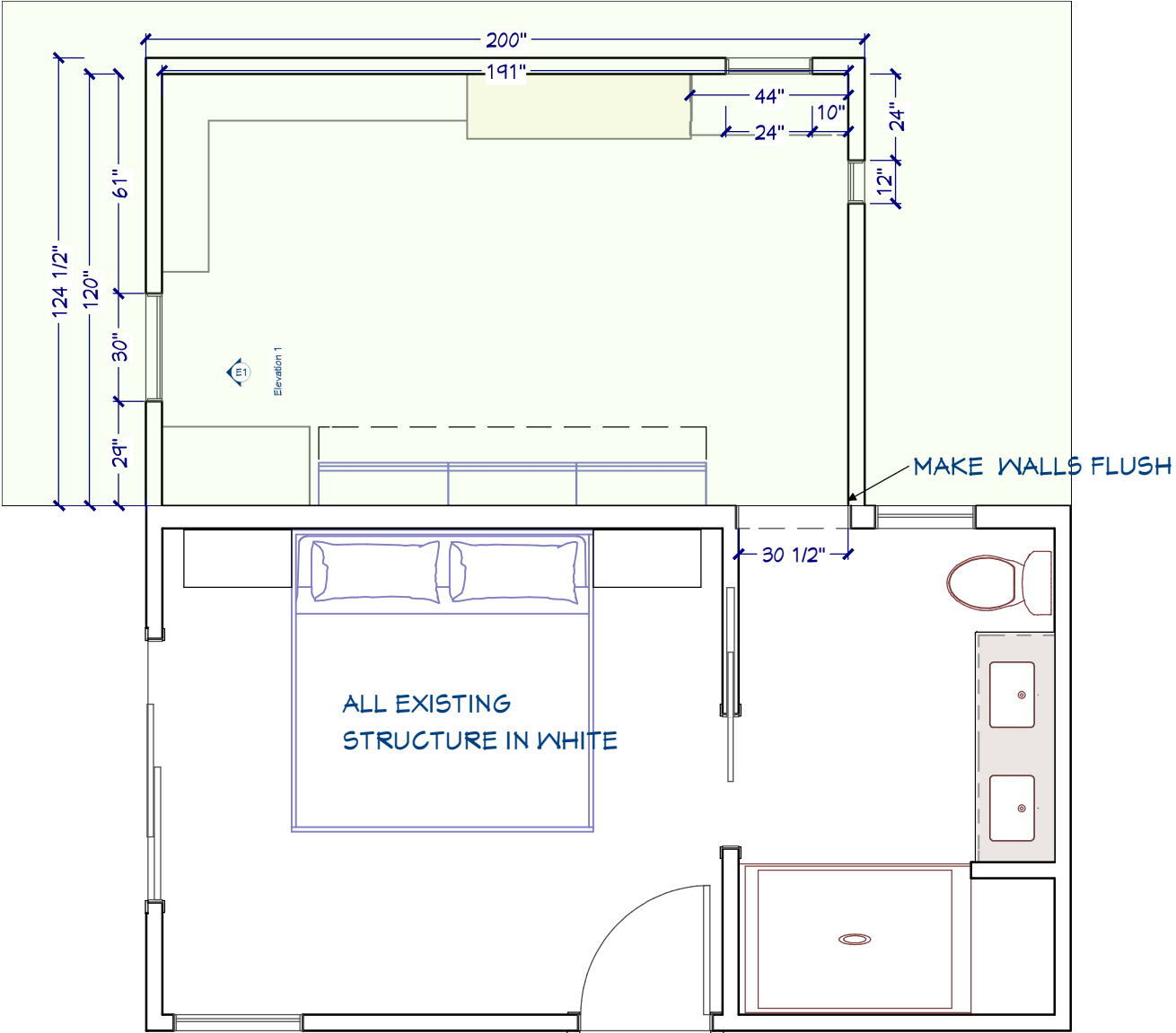
4/24/2025

SCALE:

1/8" = 1'0"

CLOSET ADDITION

WHITNEY COULAS  
7900 CANTERBURY ST  
PY, KS 66208



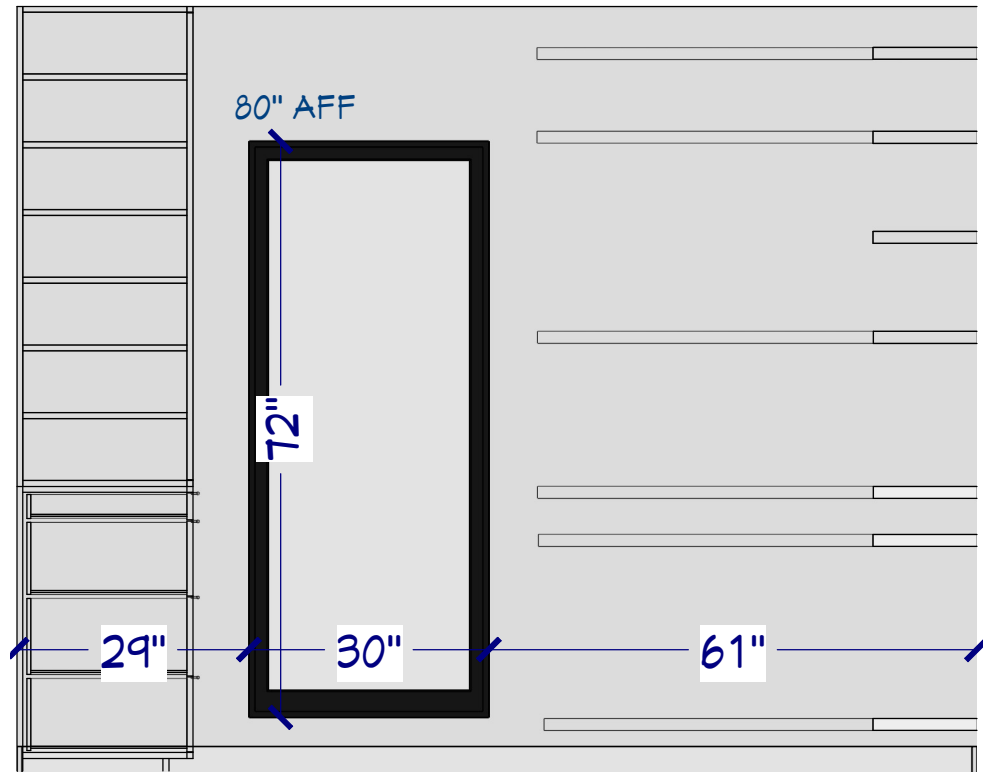
DATE:

4/24/2025

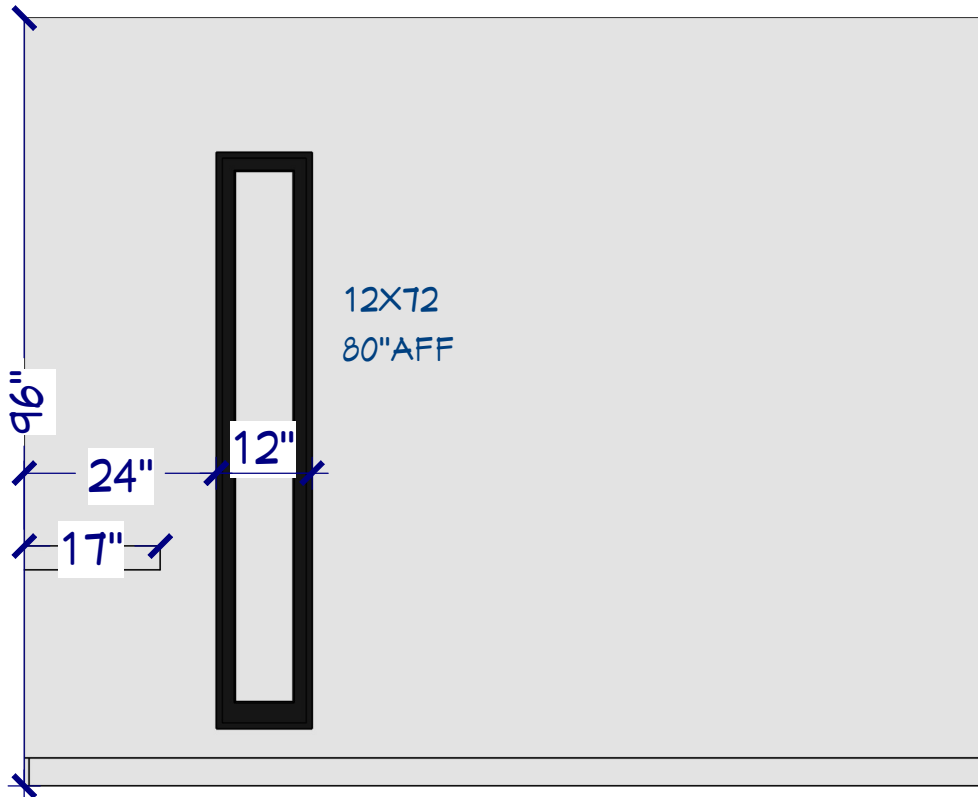
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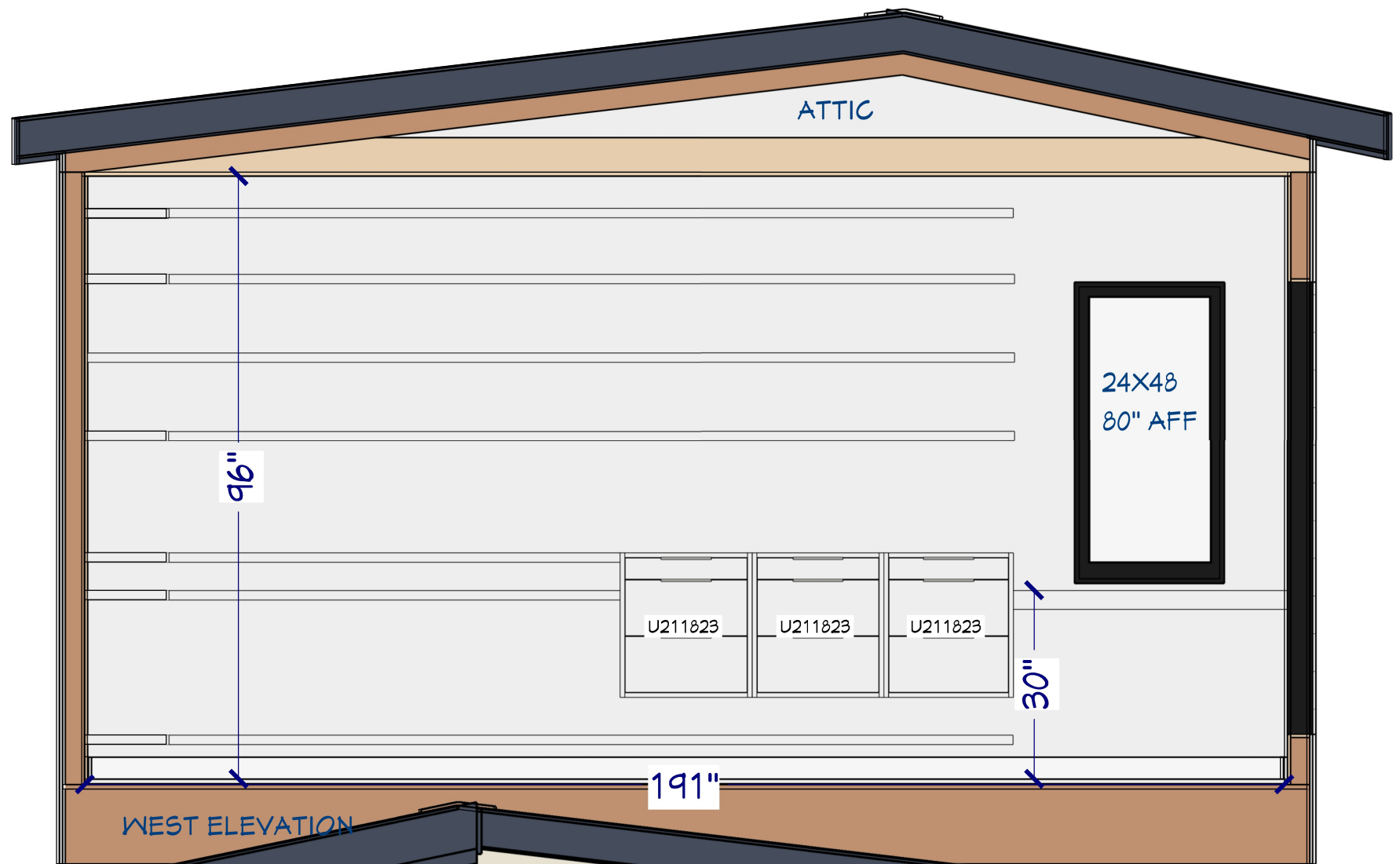
# CLOSET ADDITION



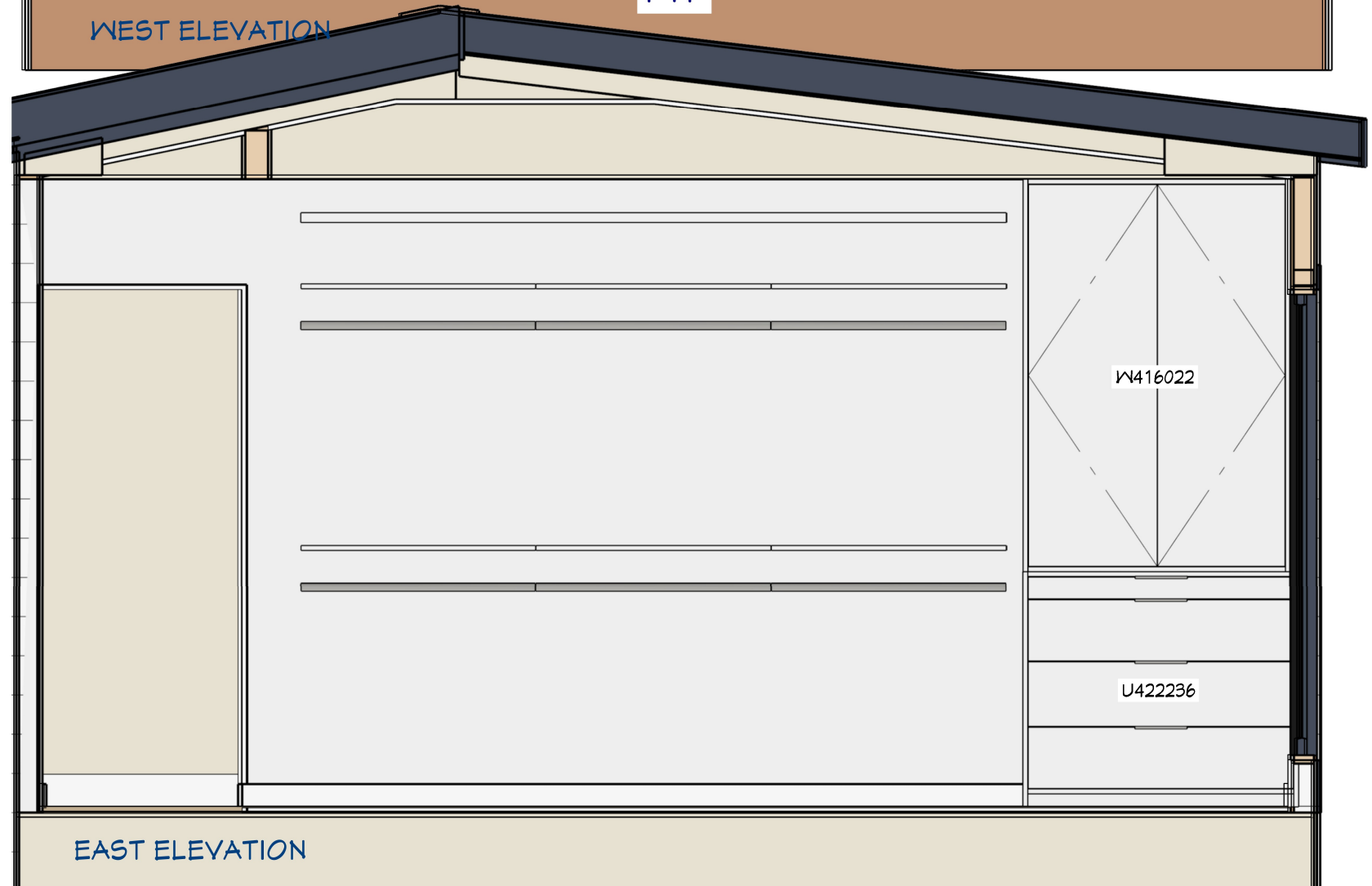
SOUTH ELEVATION



NORTH ELEVATION



WEST ELEVATION



EAST ELEVATION

WHITNEY COULAS  
7900 CANTERBURY ST  
PY, KS 66208

DATE:

4/24/2025

SCALE:

1/2" = 1'0"

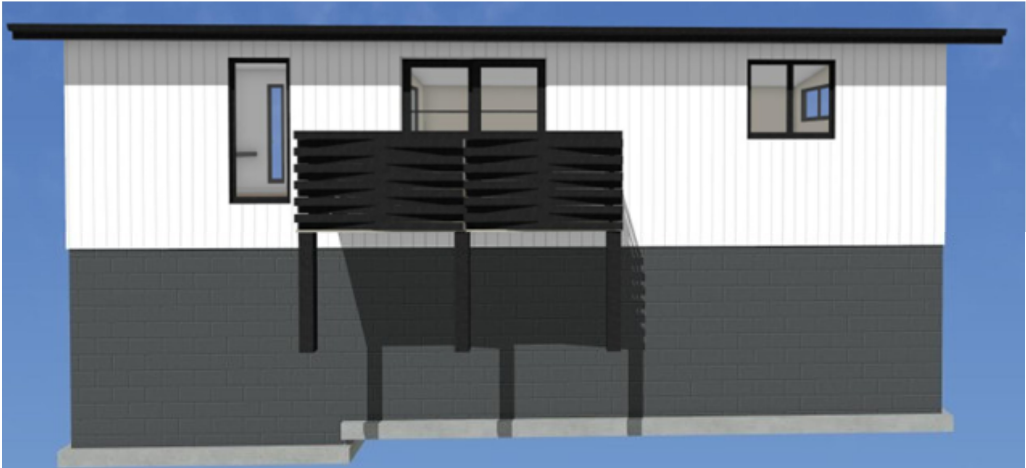
CLOSET SIDE ELEVATION OF HOME



GRADING HERE. CURRENTLY ROUGHLY 54" IS EXPOSED ON BACK END.  
 WANT TO MATCH THE EXISTING BLOCK EXPOSED SO IT IS CONTINUOUS FROM THE SIDE VIEW FOR THE ADDITION TO BE A SEAMLESS TRANSITION



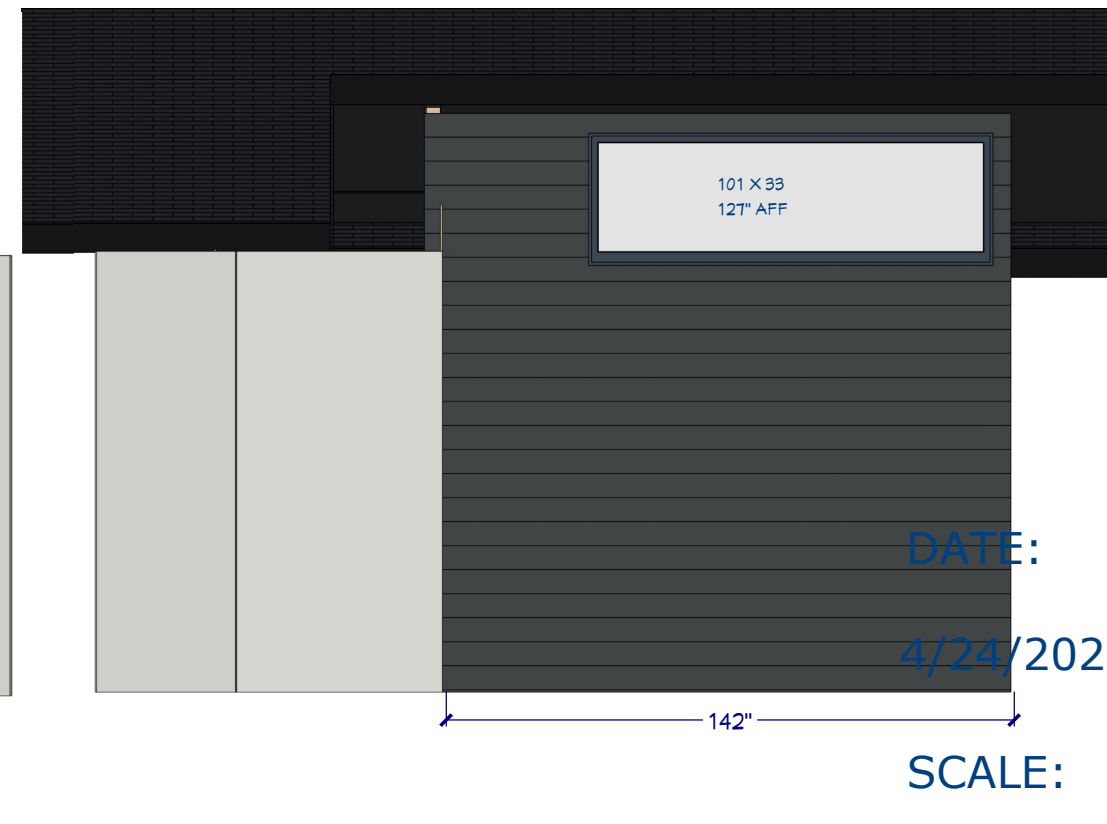
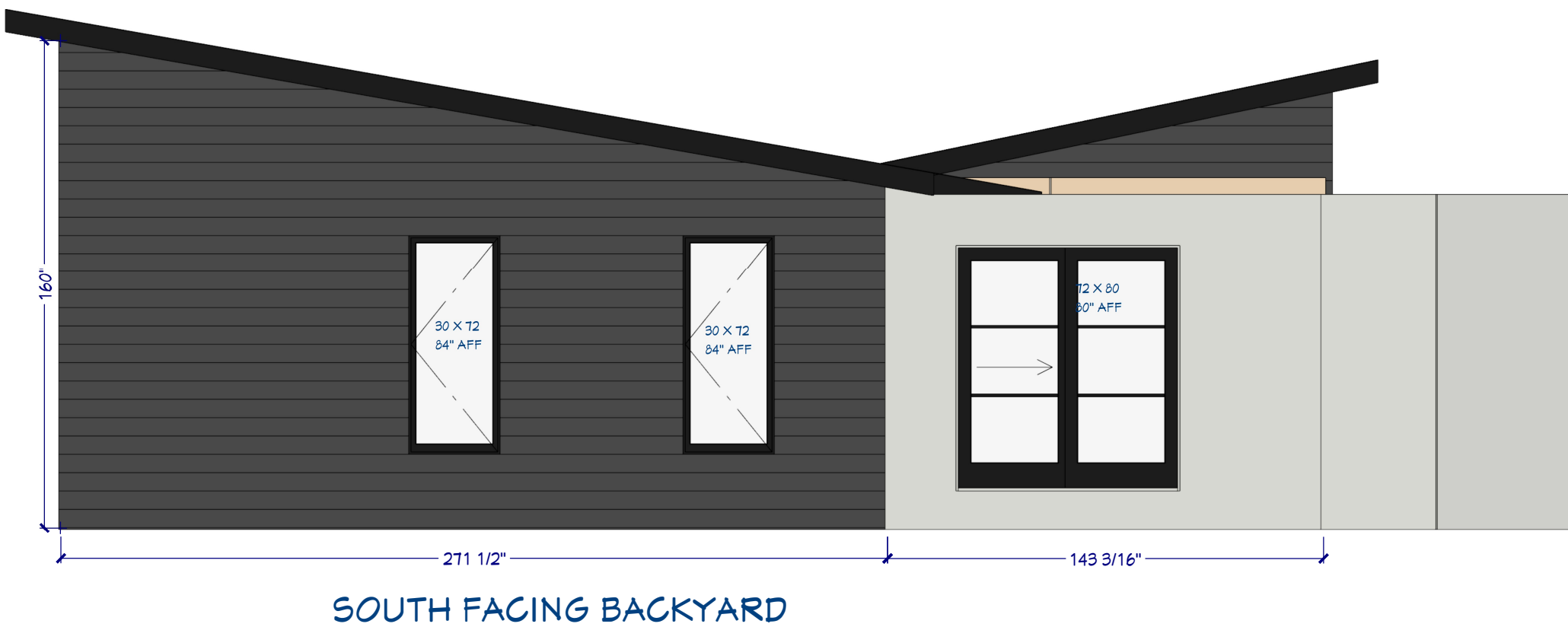
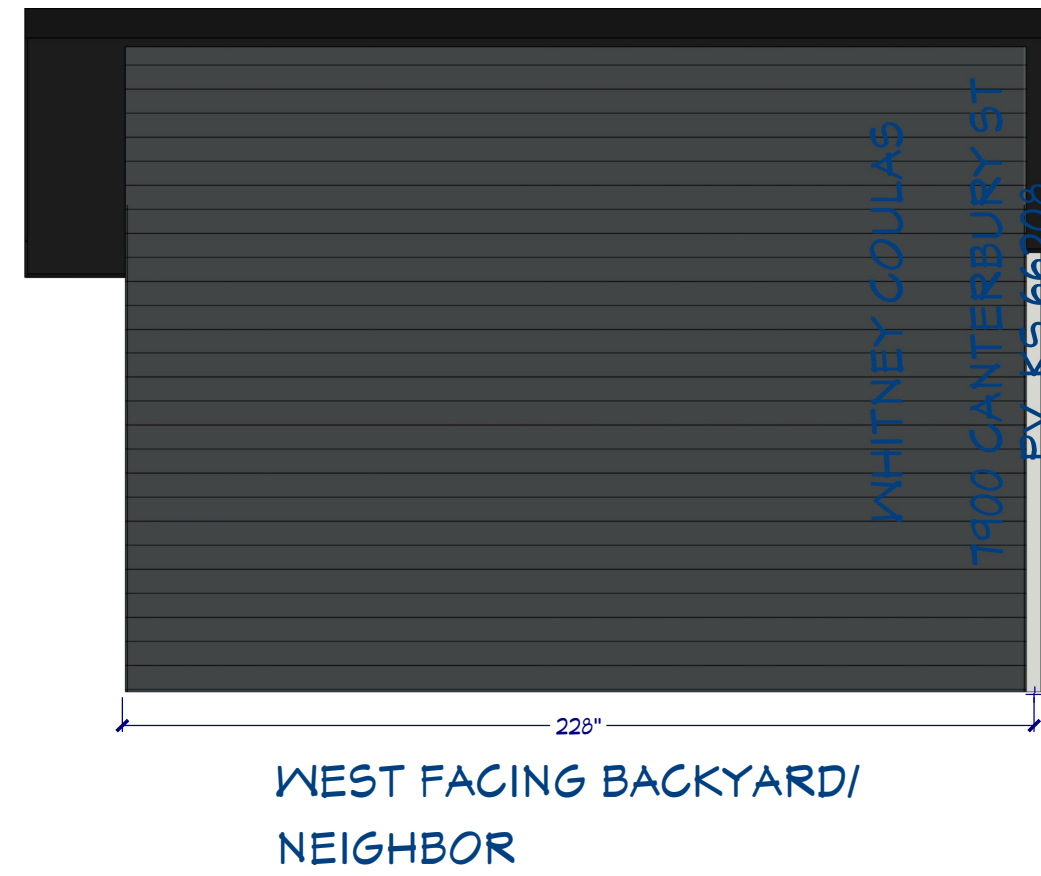
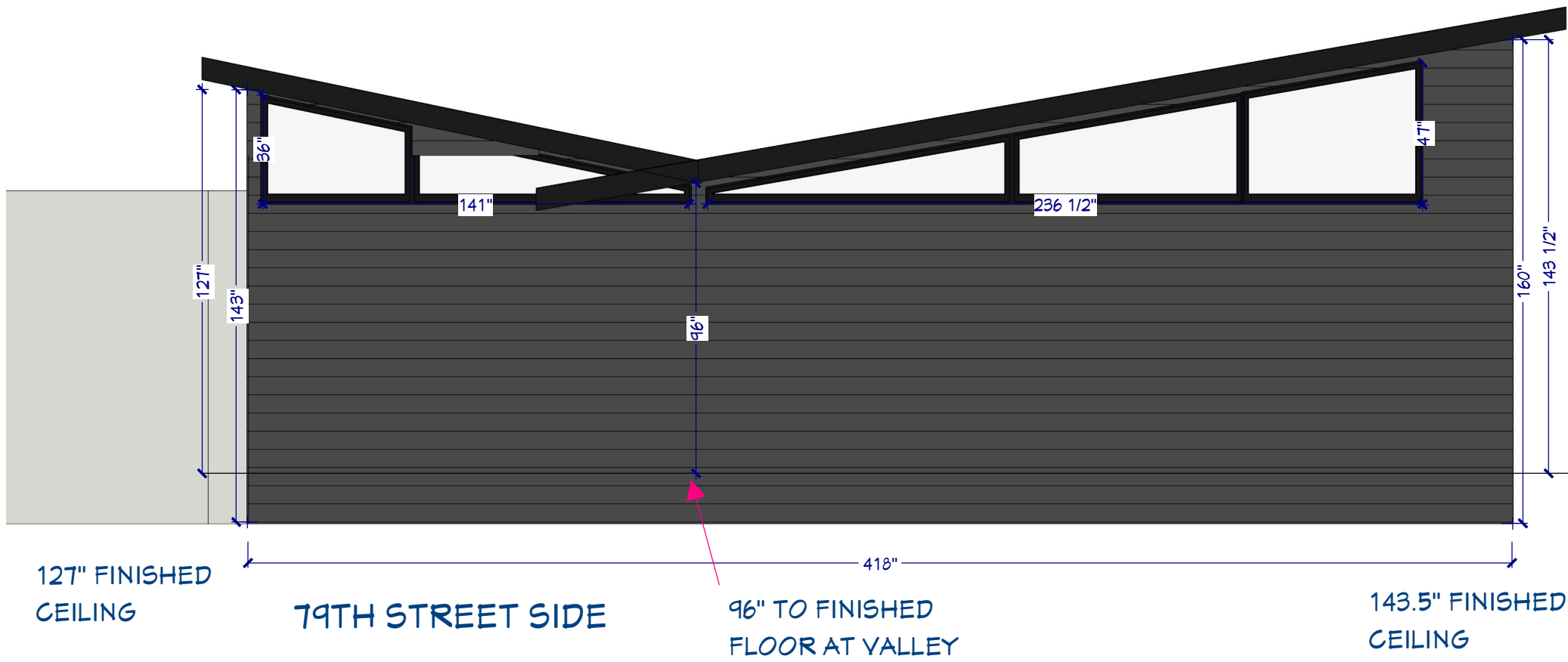
CURRENT SIDE PROFILE OF BLOCK FROM STREET PAINTED A DIFFERENT TONE. ALL NEIGHBORS WITH SIDE SPLITS HAVE THIS BLOCK EXPOSED



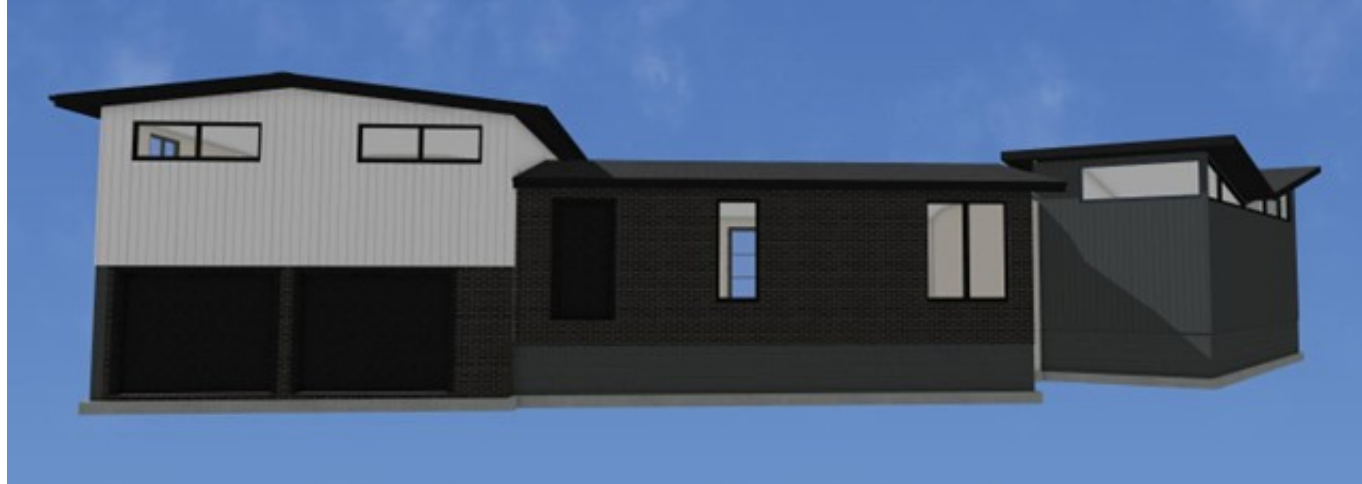
WHITNEY COULAS  
 7900 CANTERBURY ST  
 PY, KS 66208

DATE:  
 4/25/2025  
 SCALE:  
 NTS





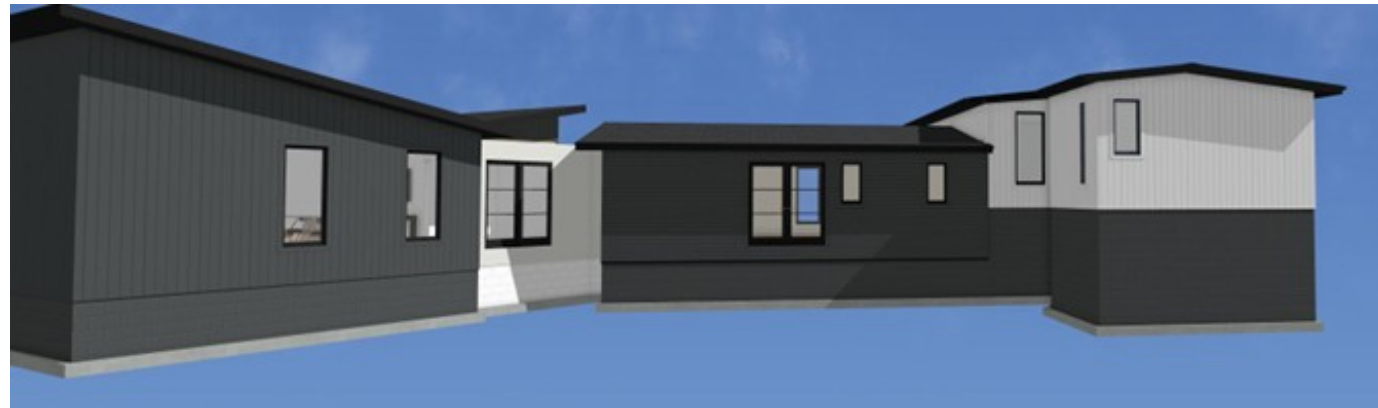
RENDERINGS OF ENTIRE HOME WITH  
ADDITIONS + FOUNDATION



FRONT FROM CANTERBURY



79TH STREET SIDE



BACK FACING NE



BACK FACING NORTH

WHITNEY COULAS  
7900 CANTERBURY ST  
P.Y., KS 66208

DATE:

4/25/2025

SCALE:

NTS

Hey Adam,

No one ended up showing up yesterday.

Sue Hamilton had emailed saying they were coming but did not attend.

I texted my neighbors across (Don Brooks) & next to me on the South side (Brian Gay) and neither of them had any issues with the additions and CMU block.

Thank you!

*Whitney Coulas*  
REALTOR & DESIGNER

Head Interior Designer

Licensed REALTOR® KS & MO, Platinum Realty

**IG** @coulashomes

**(913) 485.4539**

[www.CoulasHomes.com](http://www.CoulasHomes.com)



May 3rd, 2025

Property location: 7900 Canterbury Street  
Prairie Village, KS 66208

Dear Neighbor,

The purpose of this letter is to bring awareness of my application requesting a variance from the City of Prairie Village for my property's CMU block height for my addition. The variance request is to keep the CMU block the same level with existing block from the South side of the addition so that the transition is seamless and undetectable from the street. The key point of the variance request is keep the integrity of the original architectural compared to dropping the new siding down within 24" of grading.

Example photos & renderings will be available to review.

Prairie Village Planning Commission requires an opportunity for nearby residents to ask questions or address concerns regarding our fence plans. I am hosting this opportunity at my home on Monday, May 19th at 6:00 pm. Attendance is not mandatory, though encouraged.

We will then submit a record of the meeting to the Planning Commission. This record will list attendees and document any expressed concerns.

Once the city approves the variance, the proposed plans will be sent to architecture and city permitting. We are targeting this project to start End of July 2025.

If you plan to attend this meeting, please email Whitney @ [wcoulas@outlook.com](mailto:wcoulas@outlook.com) or call/text at 913-485-4539.

Thank you.

Whitney Coulas

# STAFF REPORT

**TO:** Prairie Village Planning Commission  
**FROM:** Chris Brewster, Multistudio, Planning Consultant  
**DATE:** June 3, 2025 Planning Commission Meeting

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**Application:** PC 25-10

**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:** 8714 Mission Road

**Applicant / Owner:** Matthew Browne

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

**Surrounding Zoning & Use:** **North:** R-1A Single-Family District – Single-Family Dwellings  
**East:** R-1 Single-Family District (Leawood, KS) - Single-Family Dwellings  
**South:** R-1A Single-Family District – Single-Family Dwellings  
**West:** R-1A Single-Family District - Single-Family Dwellings

**Legal Description:** SOMERSET ACRES WEST (metes and bounds)

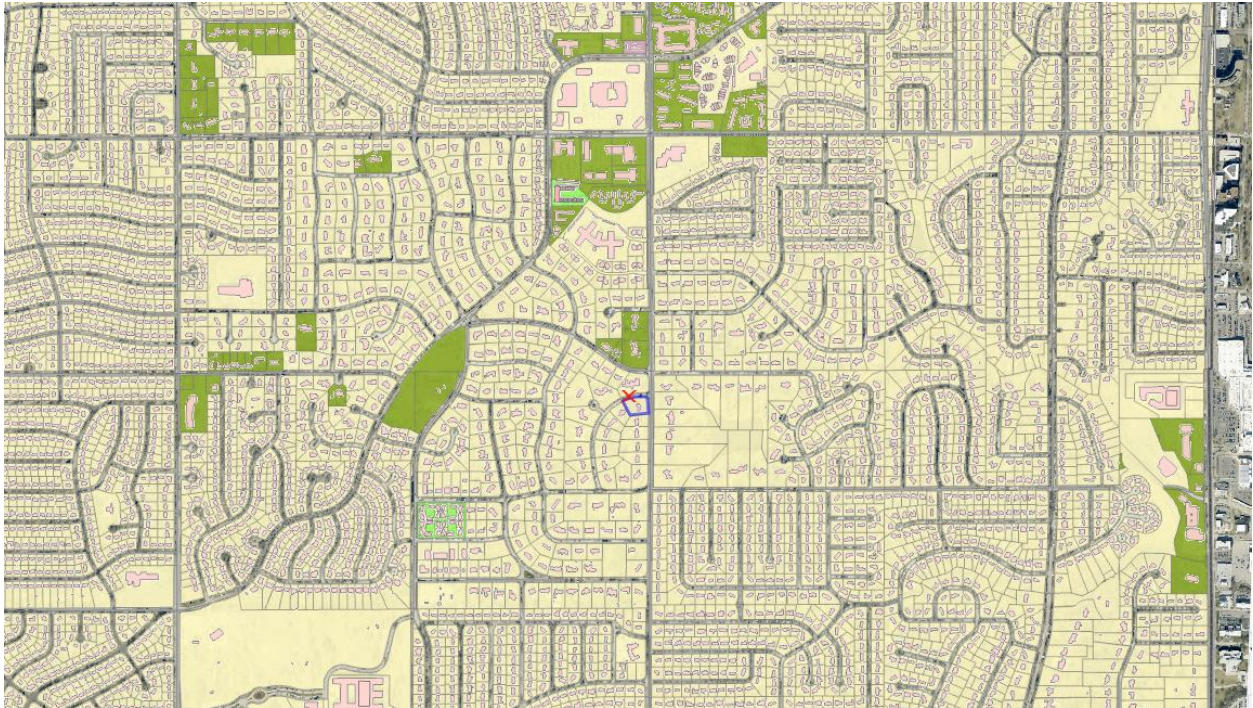
**Property Area:** 47,593.45 sq. ft. (1.09 ac.)

**Related Case Files:** none

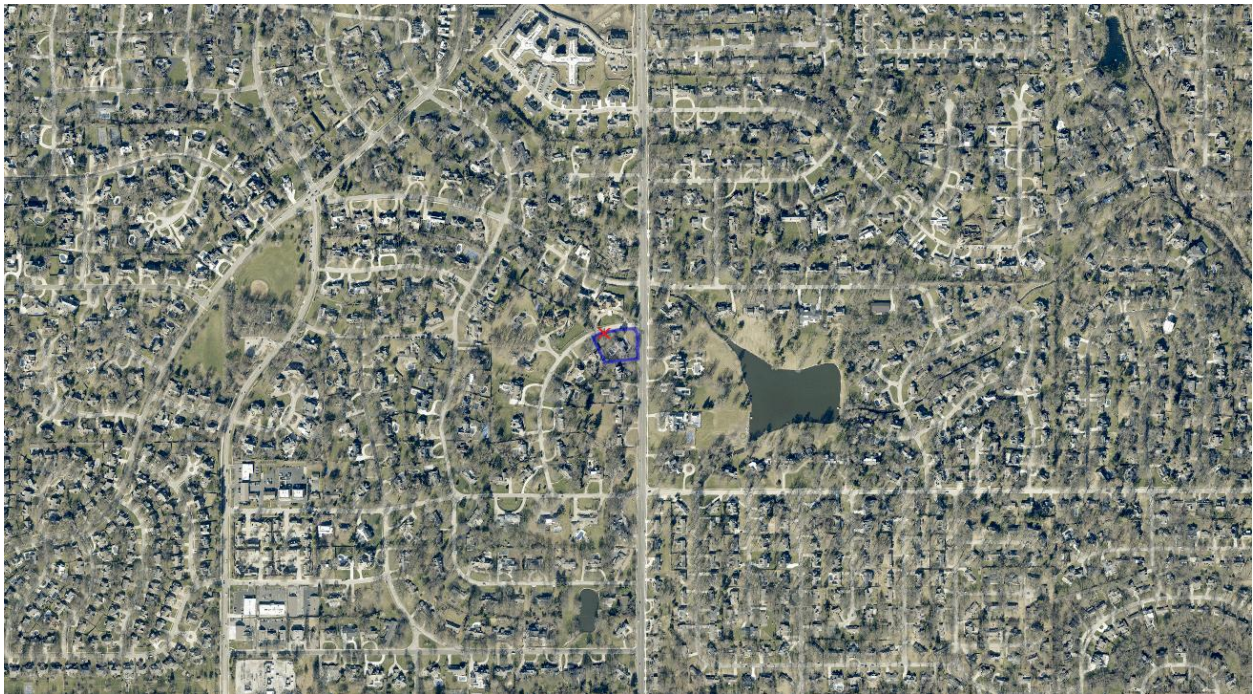
**Attachments:** Application, lot plan, fence samples

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**General Location – Map**



**General Location – Aerial**



**Block / Lot – Aerial**



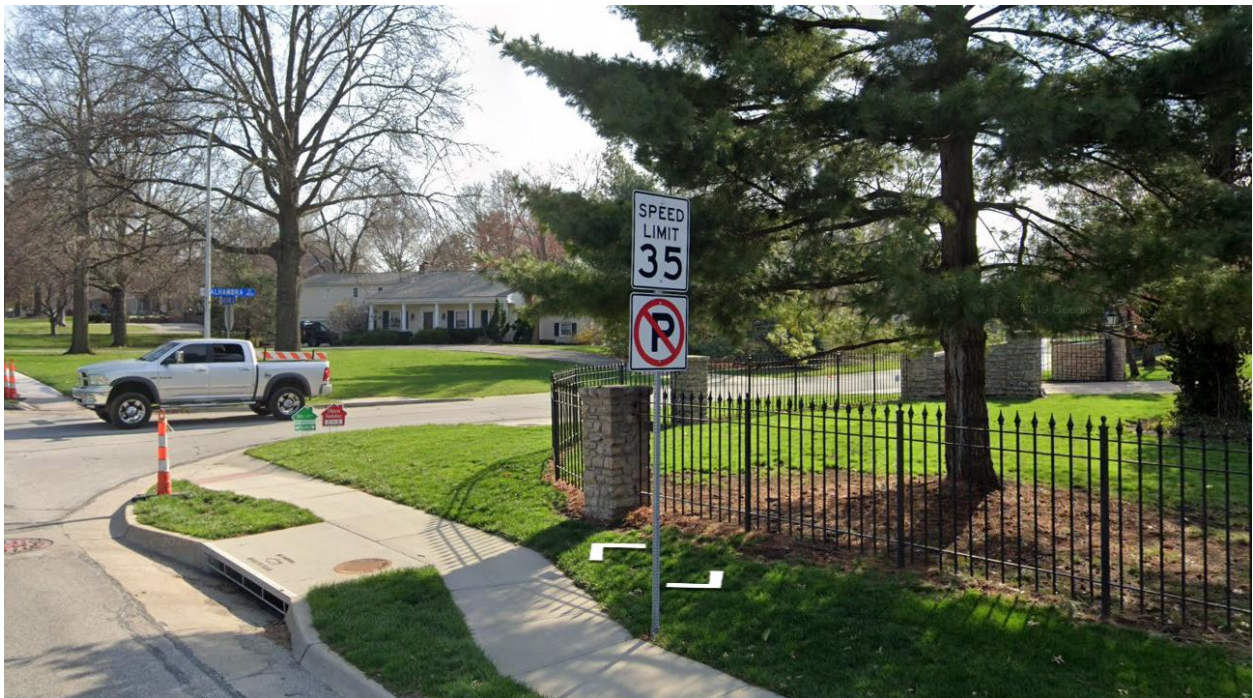
**Birdseye**



**Street View**



*(looking south on Mission Road)*



*(looking south on Mission Road - comparable fence across street from subject property in foreground)*

**BACKGROUND:**

The applicant is applying for a fence/wall exception to construct a perimeter fence, including around the front yard which does not meet the front yard fence standards. The property is a large corner lot on the southwest side of Mission Road and Alhambra Street. The lot generally fronts Mission Road but has a slight corner orientation to both streets. In this configuration, the front yard includes all of the Mission Road lot line, a large portion of the Alhambra lot line, and a smaller portion of the shared lot line of the abutting lot to the south. The zoning ordinance only allows decorative fences in the front yard, and they are limited to 10 feet from the right-of-way line [[19.44.025.\(c\).1](#)] and limited to 2.5 feet high [[19.44.025.\(b\).4](#)].

The proposal is to build a 5-foot ornamental steel fence (simulated wrought iron) around the perimeter of the property including along the property lines of both Alhambra and Mission Road. This does not meet the standards for the location and height of front yard fences and does not meet the standards for the location of street-side fences for the rear portion along Alhambra.

The standards allow the Planning Commission to consider exceptions to the fence standards through site plan review and subject to specific criteria in [19.44.025.\(g\)](#).

The applicant held a neighborhood meeting on May 20, 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 fence standards in Section [19.44.025](#) apply to this property, and the following specific section is the subject of this application:

(b). Design.

- (4) Decorative Fences. Decorative fences shall be designed so they are at least 50 percent open and do not exceed two and a half feet in height. Split rail and wrought iron fences are examples of this type of fence. [[Section 19.44.025\(b\)\(4\)](#)]

and;

(c). Location

- (1) Fences located in the front yard are limited to decorative fences no closer than ten feet from the street right-of-way line. [[Section 19.44.025\(c\)\(1\)](#)].
- (2) Fences located on the side street of a corner lot shall be on private property and at least 18 inches from any public sidewalk, whichever is greater, except that if an adjacent lot faces the side street, the fence shall be setback from the right-of-way line a distance of 15 feet or not less than one-half the depth of the front yard of an adjacent building, whichever is the greater setback. [[Section 19.44.025\(c\)\(1\)](#)].

The proposal is for an exception to authorize a fence/wall that was constructed up to 5 feet high. The fence is proposed to be 18 inches from the public sidewalk on Mission Road. This requires exceptions to two standards - the requirement that front fences be

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“decorative” and only 2.5’ high and the requirement that front fences be 10 feet from the front property line. The fence is proposed to be 10’ from the curb on Alhambra (there is no sidewalk on this street side). This requires exceptions to the same two standards for the portion that is considered in the front yard (in front of the extended front building line) and requires an exception to the street-side fence standards for the remainder portion along Alhambra (15’ from right-of-way or at least 50% of the adjacent houses’ front setback, whichever is greater).

The intent of the applicable 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. The street-side standards are anticipating fences that are “privacy fences” typical of rear yards and guarding against the situation when a rear yard fence could impact the front yard / streetscape view when abutting lots face the side street.

The following factors that affect this situation:

- The lot is a unique circumstance due to (a) a corner situation; (b) large lot and corner orientation with an extensive “front yard” limiting allowed perimeter fence designs; and (c) fronting on a busy street.
- The fence maintains an ornamental design and is highly transparent despite the location and height exceptions.
- The ornamental design and open profile does not negatively impact any streetscape views or the views of public streetscapes from adjacent property.
- There are instances of similar fence arrangements on nearby property, including the two opposite this house on Alhambra Street.

#### **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 three of these criteria (all but the stormwater criteria for which there is no impact). The proposed fence/wall location will allow better utilization of the site based on the corner location, orientation of the house, and preserve views of the streetscape - including better than if the fence were located at permitted locations (a fence 10’ back from Mission Road and approximately 30’ back from Alhambra, which would interrupt views of the yards and streetscapes greater than the proposed locations). The ornamental and open / transparent nature of the proposed fence meets the intent of the standards.

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**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, subject to the following:

1. The fence along Mission Road be located on private property and at least 18 inches from the public sidewalk.
  2. The fence along Alhambra be located the greater of 1' on private property or 10' from the curbline.
  3. That Prairie Village code officials stake these permitted locations in accordance with the fence permit and prior to construction.
-

**Project Description**

Requested Action\*

Residential Site Plan Review/Exception Request

Legal Description\*

8714 Mission Road, Prairie Village, KS 66206

**Applicant Information**

What are you applying for?

Planning Commission

Applicant Name\*

Matthew

Address\*

8714 Mission Road

Phone Number\*

6465101010

E-Mail\*

matthewbrowne@me.com

Owner Name\*

Matthew Browne

Location of Property\*

8714 Mission Road, Leawood KS 66206

Owner Phone Number\*

2106438637

Owner E-Mail\*

matthewbrowne@me.com

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

Looking for site plan exception for fence installation

## **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\*

Matthew Browne

May 8, 2025

Date\*

05/08/2025

8714 MISSION RD

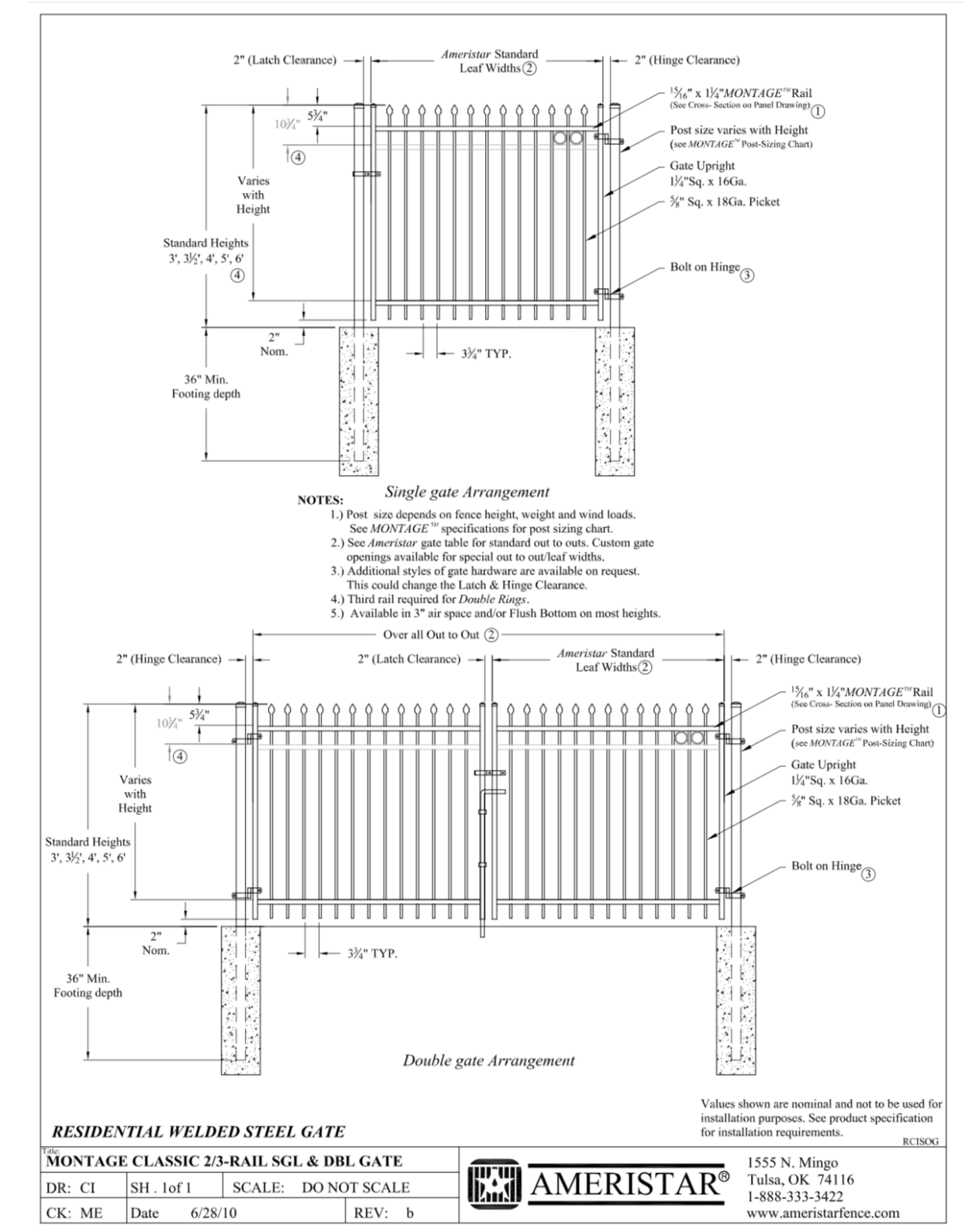
Search Map

Clear



Proposed fence 10' from back of curb.

Proposed fence 18" from sidewalk



Fence Height 5'



Experience traditional grace.

The extended pickets — topped with arrow-pointed spears — of this classic style capture the look of traditional wrought iron fencing. Single, double and arched walk gates are also available to match this style.



**Owner/ Operator:**  
**Tobias Sandoval**  
**3914 N 59th St**  
**Kansas City, KS 661 04**  
**(913) 687-8464**  
**Sergiosfencekc@gmail.com**

**Client Information : Mathew Browne**

**Address : 8714 Mission Rd Prairie Village KS 66206**

**Contact Information: 646-510-1010**

**Disclaimer:**

This Estimate is valid for 30 DAYS after **3-18-2025** we do not require a deposit "Some exceptions apply"

We expect to be paid in FULL when the project is completed in CASH OR CHECK! WE DO ACCEPT ELECTRONIC PAYMENTS WITH 3 % SERVICE FEE PRICE AND TIME FRAME ARE SUBJECT TO CHANGE TO MATERIAL AVAILABILITY AND JOB CONDITIONS .

Sergios fence and more are not responsible for any damages occur to irrigation system while digging

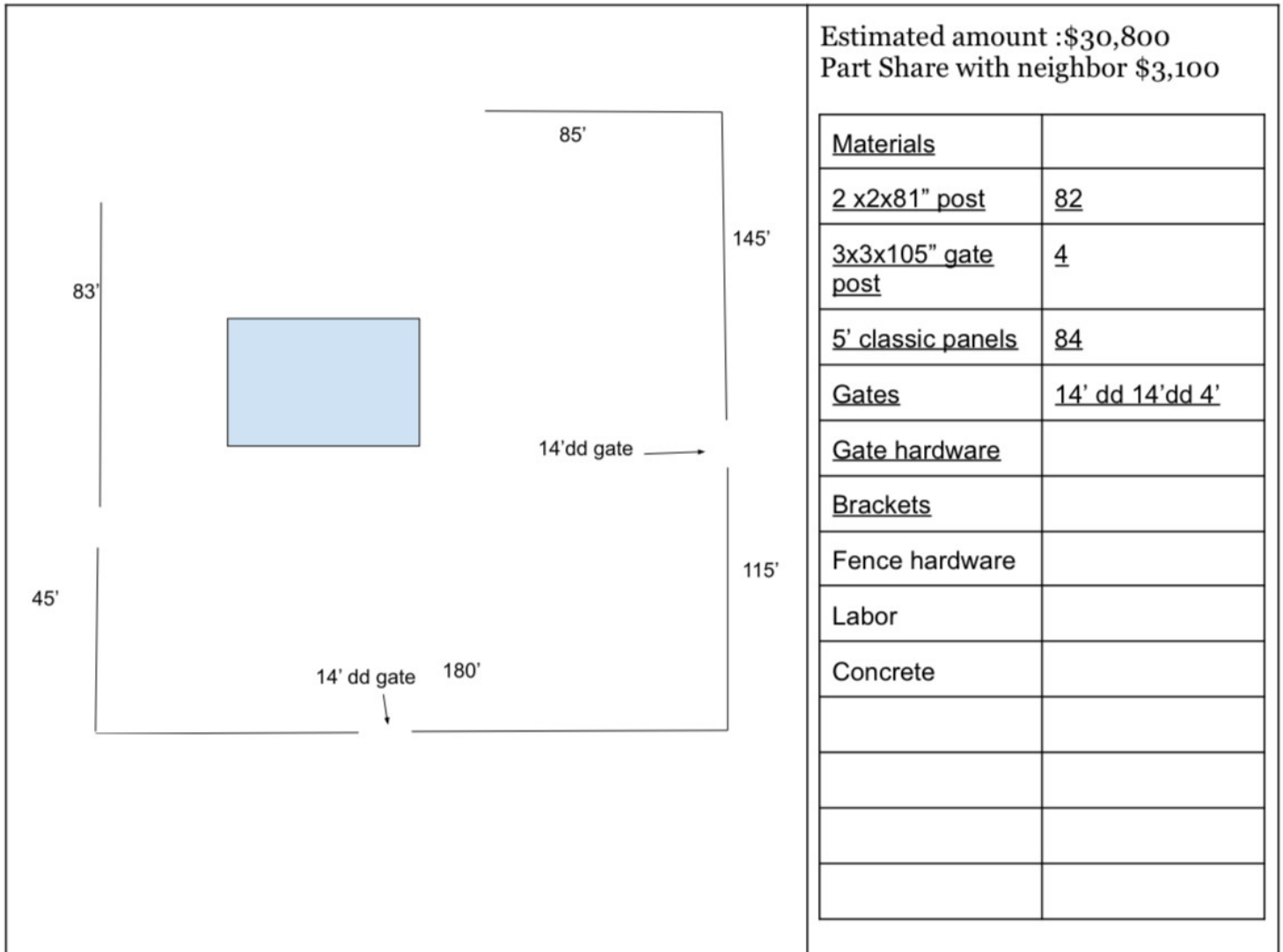
Any repair required will result in extra cost at the client expenses

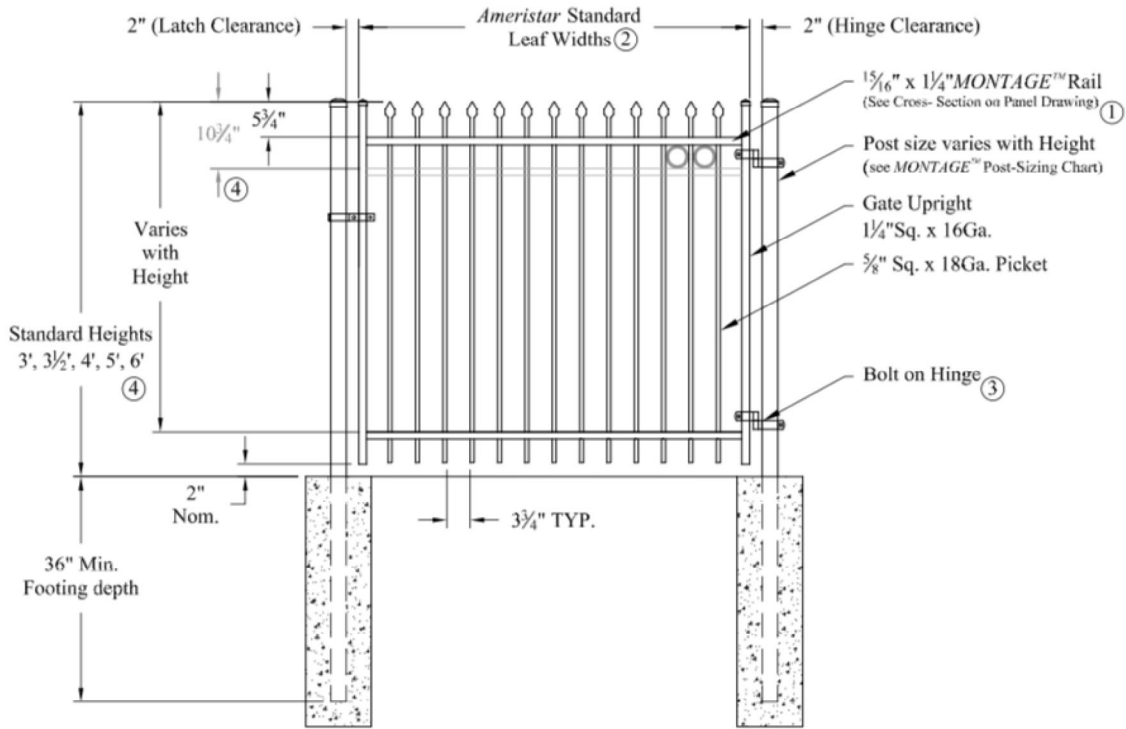
Significant difficulty digging holes and any additional work requested on the project will result in extra cost at the client expense.

Sergios fence and more offer 1 year warranty "LABOR ONLY "

**Job Description**

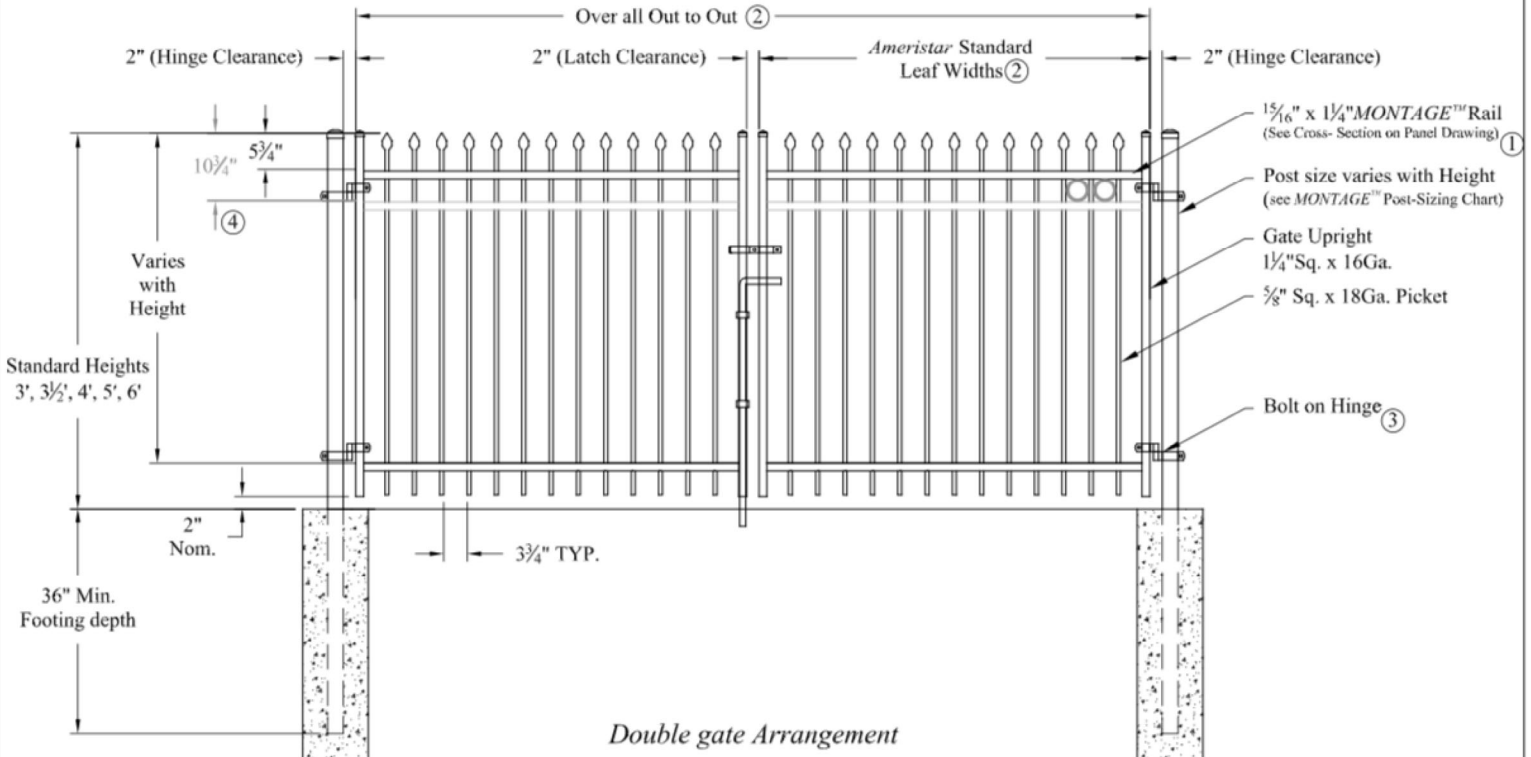
Install 653' of 5' ameristar montage Classic style with 2 double drive gates 14' (manual ) and one 4' walk gate





**NOTES:**      *Single gate Arrangement*

- 1.) Post size depends on fence height, weight and wind loads. See MONTAGE™ specifications for post sizing chart.
- 2.) See Ameristar gate table for standard out to outs. Custom gate openings available for special out to out/leaf widths.
- 3.) Additional styles of gate hardware are available on request. This could change the Latch & Hinge Clearance.
- 4.) Third rail required for Double Rings.
- 5.) Available in 3" air space and/or Flush Bottom on most heights.



Values shown are nominal and not to be used for installation purposes. See product specification for installation requirements.

RCISOG

**RESIDENTIAL WELDED STEEL GATE**

Title: MONTAGE CLASSIC 2/3-RAIL SGL & DBL GATE

DR: CI      SH. 1 of 1      SCALE: DO NOT SCALE

CK: ME      Date 6/28/10      REV: b



**AMERISTAR®**

1555 N. Mingo  
Tulsa, OK 74116  
1-888-333-3422  
www.ameristarfence.com

Good Morning Adam,

Yes my wife & I held the meeting on Tuesday May 20th at 7pm.

Out of the list of neighbours I dropped letters to only two houses turned up.

Evan & Naama from 8718 Mission Road came & have no objections.

Edward & his wife from 8700 Alhambra St came & have no objections.

Additionally my neighbour Peggy who resides at 8721 Alhambra St text me as she could not make it. She has no objections with the fence.

Thanks,

Matt

[matthewbrowne@me.com](mailto:matthewbrowne@me.com)

646-510-1010

8714 Mission Road  
Prairie Village, KS 66206  
May 13th, 2025

Hello new neighbors,

We just moved into the neighborhood over at 8714 Mission Road and wanted to let you know that we're hoping to get a new fence built. We're on the corner of 87th and Mission Rd, and our plan is to have the fence on the East & South side of our house facing Mission Rd & Alhambra st. The reason for this letter

is that we were told the position of the fence is not in conformance with current Prairie Village zoning regulations. We haven't been given a very concise reason as to why that's the case, but rules are rules, so here we are.

We've applied to the City of Prairie Village Planning Commission for approval to place the fence where we hope to, and they require us to provide an opportunity for our lovely new neighbors (you) to review our request and pose any questions or concerns. We want to stress there is absolutely no obligation for you to do anything if you don't want to. You can stop reading this and throw it away right now if you want. There's a chance you aren't reading it at all. And that would be fine.

But in case you do want to chat about it, we're planning to have a meeting in our driveway at 8714 Mission Rd on Tuesday, May 20th at 7 p.m. that you're invited to attend and express any concerns. And by "meeting" we mean we'll be having a couple drinks out in our driveway which you're free to partake in. We'll then submit a summary of the "meeting" to the Prairie Village Planning Commission which will identify who showed up and what concerns (if any) were brought forward. Again, zero requirement for you to attend.

The fence in question will be a five foot high, black steel fence that will mimic the look of a lot of the fences we've seen in the neighborhood. The reason for the fence is that we have an almost two year old son who just loves to run, and another boy arriving this July! We absolutely love our new home but Mission Road has us afraid to let our son enjoy our beautiful yard. In October last year our dog Finn was struck by a car on Mission Rd, just a month after we moved in. She survived the incident but unfortunately passed away a month later due to injuries caused. We also have a huge polar bear of a dog named Big Steve, he is a 180 lbs Great Pyrenees. If you see us walking him around the neighbourhood, he is a gentle giant! Don't be afraid to come say hello.

If you plan to attend, shoot me (Matthew) a text at 646-510-1010 or just swing by and say hi. Can't wait to meet you!

Your new neighbors,  
Matthew and Tara Browne

## 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~~ 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 4:00 p.m., unless extended upon motion of a majority of the Planning Commission members present. If applications to the Board of Zoning Appeals are to be considered, the board meeting will begin at 6:00 p.m., and the Planning Commission meeting will begin immediately after its conclusion.

- 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.

In-person meeting participation is preferred and encouraged. However, in certain circumstances, such as illness or travel, commission members may attend meetings via remote participation. If situations arise in which inclement weather may impact the ability for commission members to travel to the municipal building safely, the Chair, at their discretion, may call for a meeting to be held entirely remotely. In such cases, City staff will provide a space in the municipal building for the public to watch the meeting via livestream.

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.

Applicants may attend the meeting via remote participation if they reside outside of the Kansas City metropolitan area, and/or if travel would be burdensome.

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## 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.