



CITY OF WESTWOOD, KANSAS

PLANNING COMMISSION MEETING

4700 RAINBOW BLVD. WESTWOOD, KS 66205

Monday, July 07, 2025 at 7:00 PM

AGENDA

Welcome to your Westwood City Council meeting. This meeting may be attended remotely via Zoom:

Access Online: <https://us02web.zoom.us/j/89009964959>

Access by Phone: (312) 626-6799 / **Webinar ID:** 890 0996 4959

[Note: This agenda is subject to changes, additions, or deletions at the discretion of the Governing Body]

REGULAR MEETING AGENDA

- I. **CALL TO ORDER**
- II. **APPROVAL OF THE AGENDA AND MEETING MINUTES**
 - A. Consider approving the July 7, 2025 Planning Commission meeting agenda
 - [B.](#) Consider approving the May 5, 2025 Planning Commission meeting minutes
- III. **PUBLIC HEARINGS**
- IV. **PRESENTATIONS**
- V. **OLD BUSINESS**
 - [A.](#) Review recodification suggested changes to Chapter 16 of the Westwood City Code
- VI. **NEW BUSINESS**
 - [A.](#) Annual review of the Planning Commission bylaws, per Article 6 Section 4 of the bylaws
- VII. **ANNOUNCEMENTS/PLANNING COMMISSIONER COMMENTS**
- VIII. **STAFF REPORTS**
 - A. Administrative Report (City Administrator Leslie Herring)
 - B. Public Works Report (Public Works Director John Sullivan)
- IX. **UPCOMING ITEMS**
- X. **ADJOURNMENT**

UPCOMING MEETINGS

Regular meetings of the Westwood Planning Commission are held at 7:00 PM on the first Monday of each month. The next regular meeting of the Westwood Planning Commission will be held Thursday, August 4, 2025, at 7:00 PM at Westwood City Hall or virtually, depending on current public health protocols in place. The City Calendar may be accessed at www.westwoodks.org. To receive further updates and communications, please see or sign up for the following:

Westwood Buzz Email: <https://bit.ly/3wA4DWx>

Facebook: [City of Westwood Kansas-Government](#)
[Westwood, KS Police Department](#)

**City of Westwood, Kansas
Planning Commission Meeting
4700 Rainbow Boulevard
May 5, 2025 – 7:00 PM**

Commissioners Present: Clay Fulghum
Ann Holliday
David Kelman
Emily Keyser
Scott McCracken
Mark Neibling
Sarah Page, Chair

Commissioners Absent: Kevin Breer, Vice Chair
Samantha Kaiser

Staff Present: Leslie Herring, City Administrator
John Sullivan, Public Works Director
Kathryn Dumovich, City Attorney for Planning Commission

Call to Order

Chair Sarah Page called the meeting to order at 7:00 PM on May 5, 2025.

Approval of Agenda and Meeting Minutes

Chair Page called for modifications or discussion of the May 5, 2025 Planning Commission meeting agenda, February 24, 2025 City Council-Planning Commission joint work session minutes, and March 3, 2025 meeting minutes or a motion for approval. Commissioner Holliday moved to approve the agenda and meeting minutes. Commissioner Keyser seconded. Motion passed unanimously.

Public Hearings

Presentations

Annual Legalities Training

The Planning Commission received the annual legalities training from MVP Law Attorney Kathryn Dumovich. The presentation was included in the meeting packet.

Old Business – None.

New Business

Election of officers (Chair, Vice-Chair, and Secretary)

Chair Page asked that City Administrator Herring provide the staff report. City Administrator Herring presented the report included in the meeting packet.

Chair Page stated that Commissioner Breer has taken a different role in his professional life and that it has been difficult for him to attend Planning Commission meetings regularly. Page stated that Breer would be open to someone else serving as Vice-Chair and welcomed nominations. Commissioner Neibling asked Commissioner Fulghum if he would be willing to accept the nomination for Vice-Chair.

Fulghum affirmed. Page moved to elect Clay Fulghum as Vice-Chair. Second by Neibling. Motion passed unanimously.

Commissioner Kelman asked Page whether she would be willing to serve another term as Chair. Page affirmed. Kelman moved to elect Page as Chair. Second by Neibling. Motion passed unanimously.

Commissioner Kelman moved to elect Leslie Herring as Secretary. Second by Fulghum. Motion passed unanimously.

Announcements/Planning Commissioner Comments

Chair Page shared that she would like for the Planning Commission to initiate a review of the massing and density of new single-family detached houses in Westwood to determine whether changes to the City’s zoning ordinance are warranted based on community concerns and building trends.

Staff Reports

Administrative Report (City Administrator Leslie Herring)

Herring shared an update on the following items:

- Recodification process
- Mission Road construction project

Adjournment

Motion by Commissioner Fulghum to adjourn the meeting. Second by Commissioner Kelman. Motion passed unanimously. The meeting adjourned at 8:18 PM.

Upcoming Items

APPROVED: _____
Sarah Page, Chair

ATTEST: _____
Leslie Herring, Secretary

WESTWOOD PLANNING COMMISSION

Staff Report

Meeting Date: July 7, 2025

Staff Contact: Leslie Herring, City Administrator

Agenda Item: Review recodification suggested changes to Chapter 16 of the Westwood City Code**BACKGROUND**

Recodification is the process by which all adopted ordinances (and modern, current State and Federal laws, where applicable) are integrated into a City's Codebook so that the Codebook reflects the current and comprehensive laws of the City.

- In January 2023, CivicPlus (which acquired MuniCode) embarked on a recodification of the Westwood Municipal Code. City staff provided access to all necessary City materials and CivicPlus went to work reviewing and preparing the Code for public, searchable online access.
- In February 2024, City staff received the Code sections for review and from there worked with CivicPlus staff, the City Attorney, and the Governing Body and Planning Commission to review and tweak the City Code to prepare it for final review and adoption.
- In July 2024, the Planning Commission reviewed and provided input and changes to the Zoning Ordinance (Chapter 16 of the City Code)
- In October 2024, the City role in review of the Code sections concluded and CivicPlus began finalizing the Code for consideration and adoption by the Governing Body.
- In June 2025, CivicPlus provided the final Code document and ordinance for adoption of the recodification. Once CivicPlus receives the Council-approved ordinance, they will activate the online searchable City Code on the City's website.

STAFF COMMENTS:

The intent of recodification is housekeeping, to ensure consistency and legality of the code provisions and to address any confusion or conflicting elements of the code.

The following is a summary of the notable edits to the Zoning Ordinance, advanced by Planning Commission in July 2024:

- a. 4.3.2(K) – clarifying process for applicants who want to build within 5-foot setback.
- b. 4.3.2 Table – Cleaning up references to side yard setbacks.
- c. 4.3.12 – Cleaning up to be consistent with RV parking regulations in 14-217, which also covers this topic.

[The Zoning Ordinance changes can be viewed via this link to the Planning Commission July 2024 meeting packet.](#) A clean version of the draft for adoption is included in this (July 2025) meeting packet.

STAFF RECOMMENDATION: The Planning Commission should review the Zoning Ordinance as presented and annotated in the meeting packet and should discuss any deviations or additional edits requested. Once the Planning Commission is satisfied with the edits, City staff will schedule a public hearing to formally consider the edits and prepare this Chapter for adoption by City Ordinance by the Governing Body.

Although there is interest from the Planning Commission to make more substantive changes to the zoning ordinance relative to recent cases and matters, that review process can occur simultaneously but

separately from this recodification. Any additional changes to the Zoning Ordinance can be achieved via the text amendment process and recommended to the City Council for adoption by ordinance once the Planning Commission determines what amendments it would like to recommend for consideration.

Suggested Motion:

I move to direct the Secretary to publish notice of public hearing for August 4, 2025 to consider amendments to the City's zoning ordinance.

CHAPTER 16 ZONING[ARTICLE 1 PURPOSE, RESPONSIBILITIES, AND PROCEDURES](#)[ARTICLE 2 DEFINITIONS](#)[ARTICLE 3 GENERAL REGULATIONS](#)[ARTICLE 4 RESIDENTIAL ZONING DISTRICTS](#)[ARTICLE 5 COMMERCIAL ZONING DISTRICTS](#)[ARTICLE 6 PLANNED ZONING DISTRICTS](#)[ARTICLE 7 COMMERCIAL OVERLAY DISTRICTS](#)[ARTICLE 8 SPECIAL USE PERMITS](#)[ARTICLE 9 SIGNS](#)[ARTICLE 10 COMMUNICATION FACILITIES FOR WIRELESS SERVICES](#)**ARTICLE 1 PURPOSE, RESPONSIBILITIES, AND PROCEDURES**[DIVISION 1.1 ZONING ORDINANCE](#)[DIVISION 1.2 ZONING DISTRICT MAP](#)[DIVISION 1.3 GENERAL PROVISIONS](#)[DIVISION 1.4 PLANNING COMMISSION](#)[DIVISION 1.5 PLANS, PLATS, AND LOT SPLITS](#)[DIVISION 1.6 APPLICATIONS AND PROCEDURES](#)[DIVISION 1.7 \(RESERVED\)](#)[DIVISION 1.8 BOARD OF ZONING APPEALS](#)**DIVISION 1.1 ZONING ORDINANCE**[1.1.1 \(Reserved\)](#)[1.1.2 Title](#)[1.1.3 \(Reserved\)](#)**1.1.1 (Reserved)****1.1.2 Title**

The ordinance codified in this chapter is officially titled "The Zoning Ordinance of the City of Westwood, Kansas," and shall be known as the "zoning ordinance" or, herein, "this chapter." The official map designating the various regulating districts shall be titled "The City of Westwood Zoning Map," and shall be known as the "zoning map."

(Code 2008, ch. 16, § 1.1.2; Ord. No. 1024, § 1(1.1.2), 2-10-2022)

1.1.3 (Reserved)**DIVISION 1.2 ZONING DISTRICT MAP**[1.2.1 District Map Incorporated](#)[1.2.2 Zoning District Use Regulations](#)[1.2.3 Zoning District Map Interpretation](#)

1.2.4 Zoning District Map

1.2.1 District Map Incorporated

There is hereby adopted and herein incorporated by reference the city zoning map, which shall be the official map defining the boundaries of zones and showing the district boundaries and classification of such districts. Said map shall be marked "Official Map with Copies Thereof as Incorporated by the Westwood City Code," with modification date. Said map shall be filed with the city clerk and open for public use at all reasonable business hours. The map, and all subsequent amendments to the map, shall also be on file at the office of the city clerk and made available to the public.

(Code 2008, ch. 16, § 1.2.1)

1.2.2 Zoning District Use Regulations

Except as hereinafter provided, no building or premises shall be used for any purpose other than as permitted in the zoning district in which said building or premises is located. No lot area shall be so diminished or reduced that the yards or open spaces shall be smaller than prescribed herein, nor shall the lot area for any family dwelling or residence be reduced in any manner except in conformity to area regulations hereby established for the district in which such building is located.

(Code 2008, ch. 16, § 1.2.2)

1.2.3 Zoning District Map Interpretation

The map entitled "Official Zoning District Map of Westwood, Kansas," certified as such by the city clerk, is hereby declared to be the proper zoning for said districts. For purposes of interpretation of district boundaries as shown on the zoning map, the following rules shall apply:

- A. Boundaries indicated as following approximately the centerline of streets, highways, or alleys shall be construed to follow such centerlines.
- B. Boundaries indicated as following approximately lot lines shall be construed as following such lot lines.
- C. Boundaries indicated as following approximately corporate limits shall be construed as following such corporate limits.
- D. Boundaries indicated as parallel to or extensions of features indicated in this section shall be construed as such. Distances not specifically indicated on the official zoning district map shall be determined by using the scale of the map.
- E. Boundaries indicated as following the boundary limits of the city shall be construed as following such boundaries.

F. Where physical or cultural features existing on the ground are at variance with those shown on the official regulating map, or in other circumstances not covered by this section, the governing body shall have authority to interpret the district boundaries.

(Code 2008, ch. 16, § 1.2.3)

1.2.4 Zoning District Map

The boundaries of such zoning districts are shown upon the city's zoning map on file in the office of the city clerk, and made a part of this chapter. Said map and all of the notations, references, and other features shown thereon shall be incorporated into this chapter as if such notations, references, and features set forth on said map are all fully described herein.

(Code 2008, ch. 16, § 1.2.4)

DIVISION 1.3 GENERAL PROVISIONS

[1.3.1 Enforcement](#)

[1.3.2 Procedure](#)

[1.3.3 \(Reserved\)](#)

[1.3.4 Jurisdiction](#)

[1.3.5 Vesting Of Development Rights](#)

[1.3.6 Building Permit Process](#)

[1.3.7 Penalty](#)

1.3.1 Enforcement

The building official shall enforce the provisions of this chapter.

(Code 2008, ch. 16, § 1.3.1)

1.3.2 Procedure

The governing body may adopt additional rules of procedure governing the administration of this chapter.

(Code 2008, ch. 16, § 1.3.2)

1.3.3 (Reserved)

1.3.4 Jurisdiction

These regulations govern the development and use of all land and structures within the corporate limits of the city and any extraterritorial jurisdiction defined by ordinance and as now or hereafter fixed, said territory being indicated on the zoning map as is on file

at city hall. This map and its boundaries shall be incorporated and made part of this chapter.

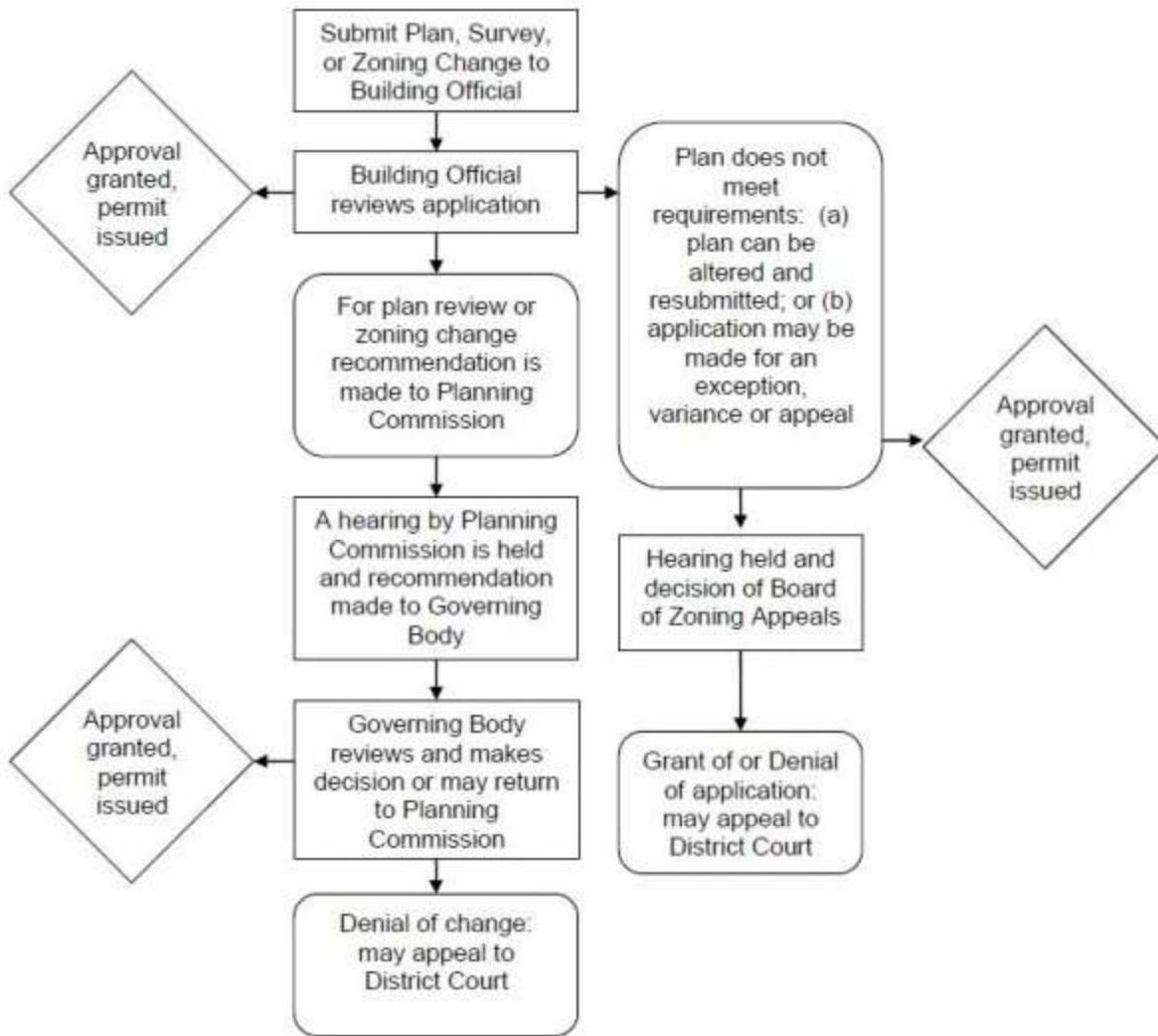
(Code 2008, ch. 16, § 1.3.4)

1.3.5 Vesting Of Development Rights

- A. For the purpose of single-family residential developments, development rights in such land use shall vest upon recording of a plat of such land. If construction is not commenced on such land within five years of recording of the plat, the development rights in such shall expire at that time.
- B. For all purposes other than single-family developments, the right to use land for a particular purpose shall vest after the issuance of all permits required for such use by the city, county, and/or state and construction has begun and substantial amounts of work have been completed lawfully under a validly issued permit.

(Code 2008, ch. 16, § 1.3.5; Ord. No. 1024, § 3, 2-10-2022)

1.3.6 Building Permit Process



1.3.7 Penalty

It shall be unlawful for any party to violate the provisions of this chapter, and any violation thereof shall be punishable by a fine not to exceed \$500.00, or by imprisonment for not more than six months, or by both, for each offense. Each day's violation shall constitute a separate offense. Nothing in this section shall be construed as to affect any other remedy the city may have to abate such violation, or any other remedy or authority at law or equity.

(Code 2008, ch. 16, § 1.3.7; Ord. No. 1024, § 4, 2-10-2022)

DIVISION 1.4 PLANNING COMMISSION

[1.4.1 Commission Created](#)

[1.4.2 Commission Membership And Appointment](#)

[1.4.3 Planning Commission Bylaws](#)

[1.4.4 Comprehensive Plan Adoption And Amendment](#)

[1.4.5 Review Of The Comprehensive Plan](#)[1.4.6 Recommendations As To Zoning Regulations](#)**1.4.1 Commission Created**

A planning commission for the city is hereby created.

(Code 2008, ch. 16, § 1.4.1)

1.4.2 Commission Membership And Appointment

The planning commission shall consist of nine members. All nine members shall be appointed by the mayor, with the consent of the governing body. The members of the planning commission shall be appointed for a term of three years each. Appointments made to fill current vacancies shall be for the balance of the unexpired term only. Members of the planning commission shall serve without compensation for their services. Members of the planning commission may be removed for cause as provided by law.

(Code 2008, ch. 16, § 1.4.2; Ord. No. 1024, § 5(1.4.2), 2-10-2022)

1.4.3 Planning Commission Bylaws

The planning commission shall adopt bylaws for the transaction of business and hearing procedures. Except as otherwise provided in this Code, and unless otherwise provided by law, action shall be taken by the planning commission by a favorable vote of a majority of the members present. A quorum consisting of a majority of the voting members of the planning commission shall be necessary for the planning commission to conduct any business.

(Code 2008, ch. 16, § 1.4.3)

1.4.4 Comprehensive Plan Adoption And Amendment

- A. The planning commission is hereby authorized to make or cause to be made a comprehensive plan for the development of the city.
- B. The planning commission may recommend adopting and amending the comprehensive plan as a whole by a single resolution or by successive resolutions. Such resolutions shall identify specifically any written presentations, maps, plats, charts, or other materials made a part of such plan. In the preparation of such plan, the planning commission shall make or cause to be made comprehensive surveys and studies of past and present conditions and trends relating to land use, population and building intensity, public facilities, transportation and transportation facilities, economic conditions, and natural resources, and may include any other element deemed necessary to the comprehensive plan. Such a proposed plan shall show the commission's

recommendations for the development or redevelopment of the city, including the following:

1. The general location, extent, and relationship of the use of land for agriculture, residence, business, industry, recreation, education, public buildings and other community facilities, major utility facilities, both public and private, and any other use deemed necessary;
2. The population, building intensity standards, restrictions, and the application of the same;
3. Public facilities, including transportation facilities of all types, whether publicly or privately owned, which relate to the transportation of persons or goods; and
4. Public improvement, based upon a determination of relative urgency.

(Code 2008, ch. 16, § 1.4.5; Ord. No. 1024, § 5(1.4.4), 2-10-2022)

1.4.5 Review Of The Comprehensive Plan

At least once each year the planning commission shall review or reconsider the comprehensive plan or any part thereof and may propose amendments, extensions, or additions to the same. The procedure for the adoption of any such amendment, extension, or addition to the plan or any part thereof shall be the same as that required for the adoption of the original plan or part thereof.

(Code 2008, ch. 16, § 1.4.6; Ord. No. 1024, § 5(1.45.), 2-10-2022)

1.4.6 Recommendations As To Zoning Regulations

The planning commission shall recommend the boundaries of city zones and districts to the governing body as required by K.S.A. 12-753 et seq., as amended.

(Code 2008, ch. 16, § 1.4.7; Ord. No. 1024, § 5(1.4.6), 2-10-2022)

DIVISION 1.5 PLANS, PLATS, AND LOT SPLITS

[1.5.1 Procedures](#)

[1.5.2 Subdivision Provisions](#)

[1.5.3 Additional Requirements](#)

1.5.1 Procedures

A. Plats shall be required on any land in the city for which the following is proposed:

1. The subdivision or merger of tracts into new lots, blocks, tracts or parcels;

2. The establishment of any street, alley, right-of-way, park, or other property intended for public use.
- B. Such plat shall accurately describe the subdivision, lots, tracts, or parcels of land, giving the location and dimensions thereof, and the location and dimensions of all streets, alleys, parks, or other properties intended to be dedicated to public use or for the use of purchasers or owners of lots, blocks, tracts, or parcels of land fronting thereon or adjacent thereto.
 - C. All plats shall be verified by the owners thereof. All such plats shall be submitted to the planning commission.
 - D. The planning commission shall determine if the plat conforms to the provisions of the zoning ordinance. If such determination is not made within 60 days after the first meeting of such commission following the date of the submission of the plat to the city clerk, such plat shall be deemed to have been approved, and a certificate shall be issued by the city clerk upon demand. If the planning commission finds that the plat does not conform to the requirements of the zoning ordinance, the planning commission shall notify the owners of such fact. If the planning commission finds that the plat conforms to the requirements of such regulations, the commission's seal and approval shall be affixed thereto.
 - E. The governing body shall accept or refuse the dedication of land for public purposes within 30 days after the first meeting of the governing body following the date of the submission of the plat to the city clerk. The governing body may defer action for an additional 30 days for the purpose of allowing for modifications to comply with the requirements established by the governing body. No additional filing fees shall be assessed during that period. If the governing body defers or refuses such dedication, it shall advise the planning commission of the reasons therefor.
 - F. The city may establish a scale of reasonable fees to be paid to the city by the applicant for approval for each plat filed. The register of deeds shall not file any plat until such plat shall bear the approval hereinbefore provided.
 - G. The register of deeds shall not file any plat until such plat shall bear the approval hereinbefore provided and any land dedicated for public purposes shall have been accepted by the governing body.
 - H. Any lot already platted as of the effective date of the ordinance from which this division is derived may be divided into not more than two lots or tracts without having to replat the original lot, provided that the resulting lots or tracts shall not again be divided without replatting, subject to the following conditions and procedures:
 1. Each resulting lot or tract must have the minimum frontage required within the zoning district.

2. A certificate of survey for each resulting lot or tract, including the certificate by a registered engineer or surveyor that the details contained on the survey are correct, shall be submitted to the city clerk and shall contain the following information:
 - a. The dimension and location of each of the lots or tracts, including a metes and bounds description of each lot or tract on the plat;
 - b. The location and character of all proposed and existing public utility lines and easements, including sewers (storm and sanitary), water, gas, and power lines;
 - c. Building setback lines with dimensions;
 - d. The location of proposed or existing streets and driveways providing access to said lots or tracts; and
 - e. A physical property survey, including topography with contour intervals of not more than two feet and including the location of water courses, ravines, existing significant trees, permanent structures, and proposed drainage structures.
3. Any building or structures existing on the lot or tract at the time of the lot or tract split must remain in compliance with other ordinances of the city after the lot or tract split has been completed.
4. All costs resulting from an application for a lot or tract split shall be paid by the applicant.
5. All applications will be referred to the planning commission for a recommendation to the governing body.
6. Conveyances by an adjacent property owner of a tract less than 15 feet in width is exempt from the approval process, provided that both tracts remain large enough to be built upon lawfully, and, if the tracts are in a residentially zoned area, each tract must remain in the same frontage size category, provided that the resulting lots or tracts shall not be divided without replatting.
 - I. No lot can be platted or replatted as an R-1(A), R-1(B), or R-1(E) residential category lot.
 - J. Plats approved by the governing body shall be filed with the county within 30 days of approval by the governing body. Failure to file is a violation of this Code. No building permit shall be issued before filing is complete.

(Code 2008, ch. 16, § 1.5.1; Ord. No. 1024, § 6, 2-10-2022)

1.5.2 Subdivision Provisions

The following policies shall be used in the design and review of all re-platting within the jurisdiction of this chapter:

- A. All new subdivisions shall be designed so as to facilitate the most advantageous development of the entire neighboring area by protecting and enhancing the stability, character, and environment of the area.
- B. All subdivisions shall be consistent with adopted public plans, such as the city comprehensive plan.
- C. All residential subdivisions shall provide specialized open space as defined in the chapter, which encourages frequent use, attention, and the presence of people through placement and design. Where possible, the natural terrain, drainage, and vegetation of a site shall be preserved.
- D. Streets and development sites shall be designed to protect and preserve stands of significant trees from high ground or water.
- E. Bike paths and pedestrian paths shall be designed to connect with similar planned or existing local and/or regional facilities as shown on official plans and maps of the city, neighboring municipalities, or the county. Streets, pedestrian paths, and bike paths shall contribute to a system of fully connected and interesting routes to all destinations. Their design should encourage pedestrian and bicycle use by being small and spatially defined by buildings, trees, and lighting and by discouraging high speed traffic.
- F. All streets shall be paved to current city standards.
- G. All residential streets may have sidewalks on at least one side, and culs-de-sac may have a sidewalk around their entire perimeter.
- H. Curbs and gutters shall front all lots and shall be built to current city standards.
 - I. Sidewalks shall be concrete or similar material and ADA compliant.
- J. All new subdivisions shall be subject to site plan review.
- K. These regulations may provide for the payment of a fee in lieu of dedication of land and may provide that, in lieu of the completion of any work or improvements prior to the final approval of the plat, the governing body may accept a corporate surety bond, cashier's check, escrow account, letter of credit, or other like security in an amount to be fixed by the governing body and conditioned upon completion of the work or improvements within a specified period, in accordance with these regulations, and the governing body may enforce such bond by all legal or equitable remedies.

(Code 2008, ch. 16, § 1.5.2; Ord. No. 1024, § 7, 2-10-2022)

1.5.3 Additional Requirements

A. *Dedication of right-of-way for abutting streets.*

1. Whenever a proposed plat or subdivision abuts a public street, or a proposed public street as indicated on the plat or the zoning map, and adequate right-of-way does not exist for such street or proposed street in accordance with the standards set forth by the city or such other right-of-way requirements established by a transportation corridor study, traffic analysis, preliminary engineering study or area plan accepted and/or approved by the city, the subdivider shall dedicate to the city, without charge, such right-of-way as is necessary to provide conformity with such standards up to a total of one-half of the indicated right-of-way requirements. New rights-of-way shall have a width of not less than 50 feet.
2. If the street alignment shown in a transportation corridor study, traffic analysis, preliminary engineering study or area plan requires a dedication of more than one-half of the indicated total right-of-way requirements for a particular property, the subdivider shall be required to dedicate the additional right-of-way only if the transportation corridor study, traffic analysis, preliminary engineering study or area plan was the subject of a public hearing with notice to the abutting property owners prior to its acceptance and approval by the city council.
3. However, such dedication requirements shall not apply to thoroughfares unless such dedication can be shown to be reasonably related to the development of the proposed plat or subdivision and the cost of such dedication can be shown to be roughly proportional to the traffic impact of the proposed development. Such dedication shall be shown on the preliminary and final plat.

B. *Dedication of green space.* The city may require reasonable dedication of green space.

C. *Construction of required public improvements.* The subdivider shall be required to construct certain public improvements within the subdivision as hereinafter provided. Such improvements shall not be installed prior to proper recording of the final plat by the city. All improvements installed by the developer shall comply with the specifications and standards of the city as set forth in this chapter or elsewhere in the city's ordinances.

D. *Required improvements; streets.*

1. The subdivider shall be responsible for the installation of all streets, including curbs and gutters, within the boundaries of the subdivision. No grading or other construction shall take place within a street right-of-way until the construction plans have been approved by the city engineer. All street construction shall conform to the specifications of the city and compliance therewith shall be confirmed by the city engineer prior to

release of any surety required hereinafter.

2. The subdivider shall perform whatever grading is necessary so that the subdivision grades are compatible with those depicted for any adjacent existing collector or thoroughfare street in street plans available from the city. Preliminary street plans shall be approved by the city and will be kept on file in the office of the city.

E. *Required improvements; sidewalks.* Within the boundaries of a subdivision, sidewalks shall be installed by the subdivider as required by the city. Sidewalks shall be located in the platted street right-of-way, abutting the property line or in any pedestrian easements.

F. *Required improvements; stormwater and drainage.*

1. The subdivider shall install culverts, storm sewers, rip-rap slopes, stabilized ditches, stormwater retention and/or detention facilities, including, but not limited to, providing for any necessary off-site improvements, and other improvements necessary to adequately handle stormwater. A stormwater study may be required to ensure improvements adequately handle anticipated stormwater runoff resulting from the development.
2. All improvements shall comply with the minimum standards of the city and shall be approved by the city engineer prior to construction. Where developments are determined by the city engineer to be in close proximity to unimproved stream channels, an engineering study may be required to determine the stability of the stream banks. The study shall evaluate the likelihood that normal stream bank slippage failure and erosion will endanger structures proposed as a part of the development or the yards of residential lots. Such studies may analyze the impact of full upstream development and include a complete identification and analysis of the soil profile and underlying bedrock upon which the development is to take place. Based on this analysis, engineering plans shall be submitted showing the structural measures to be used to stabilize those banks which are determined to be unstable. The study shall be submitted concurrent with the application for final plat approval and shall be reviewed and approved by the city engineer prior to recording the plat. Storm drainage easements may be required where necessary to allow on-going maintenance of the stream channel and any stabilization measures.

G. *Required improvements; underground utilities.*

1. Except as otherwise provided in this section, all utilities shall be installed underground within designated easements by the subdivider or utility company prior to the issuance of a certificate of occupancy. For purposes

of this section, the term "utilities" shall include, but not be limited to, all pipes, poles, wires, connections, conductors, switchers, line transformers and insulators which supply natural gas, electricity, sewage or water, or which may be used for communications transmission.

2. The subdivider, developer or owner of any such area or portion thereof shall make the necessary arrangements for the installation of underground utilities. Such arrangements shall be made with the utility company. A letter from the utility company confirming that such underground insulation as required by this section has been completed shall be submitted to the building official at the time that a certificate of occupancy is requested. A certificate of occupancy shall not be granted absent such confirmation.
3. The provisions of this section shall not apply to any of the following uses:
 - a. All electrical power lines rated at or above "feeder" line class. For purposes hereof, a "feeder" line is defined as that portion of an electrical circuit which provides power from a power substation and which has a rated capacity of 3,000 KVA or more.
 - b. All telecable lines rated at or above "trunk" line class. For purposes hereof, the term "trunk" line means that portion of a telecable systems line that is 0.750 inches in diameter.
 - c. Existing poles, overhead wires, and associated overhead structures, when part of a continuous line, or services to individual properties from such existing overhead lines that are within a subdivision previously approved in accordance and in conformance with existing regulations.
 - d. Existing poles, overhead wires, and associated overhead structures, when part of a continuous line, or services to individual properties from such existing overhead lines that serve properties adjacent to but not within areas being subdivided.
 - e. Any communication line which would otherwise be required by this section to be underground that uses an overhead pole or structure exempted by this section.
 - f. Radio and television antennas.
 - g. Structures on corner lots, in streets and alleys, and on easements adjacent thereto, and in cases where electrical and communication wires cross a street or other district boundary from an area where overhead wires are not prohibited, may be connected to said overhead wires.
 - h. Overhead lines attached to the exterior surface of a building by means of a bracket or other fixture and extending from one

location of the building to another location of the building or to an adjacent building without crossing a property line.

- i. Poles used exclusively for street or area lighting or for traffic control facilities.
- j. Service terminals, transformers, regulators, meters or other on and above-ground appurtenance normally used with and as a part of an underground distribution system.

- 4. Nothing in this section will prevent the replacement of poles, overhead wires, and associated overhead structures on these lines when necessary for the purpose of maintaining the line or upgrading the capacity thereof, or in the case of single-phase lines, the addition of the necessary facilities to three-phasing of the line.

H. *Required improvements; sanitary sewers and other utilities.* The subdivider shall be responsible for the proper installation of all utilities and sanitary sewers and connection to approved treatment facilities, water supply approved by the state board of health, natural gas, electricity and telephone services. Such utility shall be installed according to the specifications and minimum standards of the controlling utility company or public agency except as otherwise provided by this division.

I. *Required improvements; street signs.*

- 1. The subdivider shall be responsible for paying the cost of fabrication and installation of street name signs as determined by the public works department at all street intersections within the subdivision.
- 2. Such signs shall follow the street names designated on the approved final plat.
- 3. Signs on public property shall be installed by the city.
- 4. Signs on private property shall be installed by the developer.
- 5. Payment for all signage fabrication and installation charges for work performed by the city shall be made in full prior to approval of construction plans for each phase of development.

J. *Required improvements; street lighting.* Street lighting shall be installed by the subdivider as required by the city.

K. *Improvement bonds.*

- 1. The proper installation of streets, curbs and gutters, sidewalks, storm drainage facilities, pedestrian walkways, streetlights, right-of-way and lot grading and other required improvements shall be guaranteed by the

subdivider or his agent by furnishing surety in the form of a performance and maintenance bond.

2. Said bond shall be to the favor of the city and shall be furnished at the time construction plans are submitted for approval. The amount of the bond shall be for the full cost of the improvements and shall remain in effect for two years from the date of completion and acceptance by the city. Said bond shall be properly executed prior to any grading or construction and shall be released upon written approval of the city engineer.
3. A building permit shall not be issued for a lot or tract in a subdivision which abuts a street for which a bond has not been furnished.

L. Funds for improvement of abutting thoroughfares and collectors.

1. In the event any development or subdivision shall necessitate modification to or improvement of any other public infrastructure in the city, the subdivider may be required to pay for some or all of such modification, including, but not limited to, all engineering, planning, legal, design, or construction costs of such modification or improvement. Examples of such improvements may include, but shall not be limited to, paying for enhancements to nearby or adjacent sanitary sewers, stormwater drainage, or street facilities.
2. All such modifications shall be reasonably proportionate to the imprint of the subdivision or development upon the other public infrastructures. If the amount of work required herein will cost, in the professional opinion of the city engineer, \$50,000.00 or more, the subdivider shall deposit with the city funds equal to the estimated costs of the improvements, either in cash or an irrevocable letter of credit from a financial institution acceptable to the city, such funds to be collectible no later than two years from the date of issuance.

(Code 2008, ch. 16, § 1.5.3; Ord. No. 1024, § 8, 2-10-2022)

DIVISION 1.6 APPLICATIONS AND PROCEDURES

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1.6.1 Who May Apply

- A. Application for a zoning text amendment may be filed only by the governing body or planning commission.
- B. An application for rezoning to a conventional zoning district may be filed by the governing body, the planning commission, the landowner, or the landowner's agent.
- C. An application for an appeal to the board of zoning appeals may be filed by any person aggrieved, or by any officer of the city or any governmental agency or body affected by any decision of an official administering the provisions of this chapter.
- D. All other applications provided for in this chapter may only be filed by the landowner or the landowner's agent.
- E. All applications shall be made on forms prescribed by the city and available by the city clerk.

(Code 2008, ch. 16, § 1.6.1; Ord. No. 960, § 1(1.6.1), 7-9-2015)

1.6.2 Application Fees

Fees for all applications provided for in this chapter shall be established by the governing body by resolution.

(Code 2008, ch. 16, § 1.6.2; Ord. No. 960, § 1(1.6.2), 7-9-2015)

1.6.3 Application; Proof Of Ownership And/Or Authorization Of Agent

- A. Where an application has been filed by, or on behalf of, a landowner, an affidavit of ownership shall be submitted to the city.
- B. Where an application has been filed by an agent of a landowner, an affidavit of the landowner establishing the agent's authorization to act on behalf of the landowner shall also be submitted.
- C. The affidavits required by this section shall be on forms prescribed by the city or in such form as is acceptable to the city clerk, and shall be submitted at the time of filing the application.

(Code 2008, ch. 16, § 1.6.3; Ord. No. 960, § 1(1.6.3), 7-9-2015)

1.6.4 Preapplication Conference

A preapplication conference with city staff may, at the discretion of the mayor or building official, be required prior to submission of any application for a rezoning request, special use permit, preliminary development plan or site plan. The purpose of this conference shall be to: acquaint the applicant with the procedural requirements of this title; provide for an exchange of information regarding the proposed development plan and applicable elements of this title, the city's comprehensive plan and other development requirements; advise the applicant of any public sources of information that may aid the application; identify policies and regulations that create opportunities or pose significant restraints for the proposed development; review any proposed concept plans and consider opportunities to increase development benefits and mitigate undesirable project consequences; and permit staff input into the general design of the project. Specific requirements and provisions related to the proposed development, building, and standards for communication facilities for wireless services are contained within article 10 of this chapter.

(Code 2008, ch. 16, § 1.6.4; Ord. No. 960, § 1(1.6.4), 7-9-2015; Ord. No. 984, § 1, 9-21-2017; Ord. No. 1024, § 9, 2-10-2022)

1.6.5 Submission Of Technical Studies

- A. City staff may require applicants for rezoning requests, special use permits, preliminary development plans, site plans or plats to submit such technical studies as may be necessary to enable the planning commission or governing

body to evaluate the application. The determination of the need and requirement for technical studies shall be made in a reasonable and nondiscriminatory manner. Technical studies reasonably required for applications for communication facilities or applications for special use permits for communication facilities for wireless services shall be subject to the applicable provisions of state and federal law and regulations. Examples of technical studies that may be required shall include, but not be limited to, traffic studies, engineering studies, geologic or hydro-geologic studies, flood studies, environmental impact assessments, noise studies, market studies, or economic impact reports. The persons or firms preparing the studies shall be subject to the approval of city staff. The costs of all studies shall be borne by the applicant. Any decision of city staff to require any such study or to disapprove the persons or firms selected by the applicant to perform the study may be appealed to the planning commission. The decision of the planning commission on any such appeal shall be final, subject to the applicable provisions of state and federal law and regulations.

- B. Notwithstanding the fact that city staff did not require submission of any technical studies in support of the application, either the planning commission or the governing body may require the submission of such studies prior to taking action on the application. In such case, the persons or firms selected to perform the studies shall be subject to the approval of the entity requesting that the studies be performed. Any decision of the planning commission or the governing body to require that studies be performed or to disapprove the persons or firms selected by the applicant to perform the studies shall be final.

(Code 2008, ch. 16, § 1.6.5; Ord. No. 960, § 1(1.6.5), 7-9-2015; Ord. No. 984, § 2, 9-21-2017; Ord. No. 1024, § 10, 2-10-2022)

1.6.6 When An Application Is Deemed Complete

No application shall be deemed complete until all items required to be submitted in support of the application have been submitted subject to the provisions of this chapter, provided that requirements and provisions related to applications for and the definitions, proposed development, and building standards for communication facilities for wireless services contained within article 10 of this chapter.

(Code 2008, ch. 16, § 1.6.6; Ord. No. 960, § 1(1.6.6), 7-9-2015; Ord. No. 984, § 3, 9-21-2017)

1.6.7 Application Submission Deadlines

The building official or the planning commission may administratively provide for submission deadlines for materials required in support of any application provided for in this chapter. Compliance with such deadlines shall generally be required in order to have the application placed on an agenda to be heard by the planning commission. At

the discretion of the planning commission chairperson, nonagenda items may be brought before the planning commission for consideration, provided that the planning commission in its sole discretion may refuse to hear nonagenda items. The planning commission may consider items not on the agenda if a majority of the commission members vote approval to do so.

(Code 2008, ch. 16, § 1.6.7; Ord. No. 960, § 1(1.6.7), 7-9-2015)

1.6.8 Public Hearing Notices

Unless otherwise specifically provided for in this chapter, all publication notices for public hearings required by this chapter shall be published in one issue of the official city newspaper, and at least 20 days prior to the date set for hearing. The publication notice shall fix the time and place for the public hearing. When the hearing is for consideration of changes in the text of this chapter, or a general revision of the boundaries of zoning districts, the notice shall contain a statement regarding the proposed changes in this chapter or in the boundaries of the zone or district. If the hearing is on an application which concerns specific property, the property shall be designated by a general location description and/or general street location.

(Code 2008, ch. 16, § 1.6.8; Ord. No. 960, § 1(1.6.8), 7-9-2015)

1.6.9 Notice To Surrounding Property Owners

Unless otherwise specifically provided in this chapter, whenever notice to surrounding property owners is required for consideration of an application, such notice shall be given as follows: notices shall be mailed at least 20 days prior to the hearing, thus notifying such property owner of the opportunity to be heard. Notice shall be mailed to all owners of record of land within 200 feet of the property subject to the application. Such mailed notice shall be given by first class mail and shall be in letter form stating the time and place of the hearing, a general description of the proposal, a general street location of the property subject to the proposed change, and a statement explaining that the public may be heard at the public hearing. In cases of applications for which protest petitions may be submitted, the notice shall also contain a statement explaining that property owners required to be notified by this section shall have the opportunity to submit a protest petition, in conformance with this chapter, to be filed with the office of the city clerk within 14 days after the conclusion of the public hearing. Mailed notices shall be addressed to the owners of the property, as provided by the applicable county department, and not to mere occupants thereof. When the notice has been properly addressed and deposited in the mail, failure to receive mailed notice shall not invalidate any action taken on the application.

(Code 2008, ch. 16, § 1.6.9; Ord. No. 960, § 1(1.6.9), 7-9-2015)

1.6.10 Posting Of Signs For Rezoning Requests And Initial Special Use Permits

In the case of rezoning requests and initial special use permits, the applicant shall place a sign on the property informing the general public that a public hearing will be held at a specific time and place concerning proposed changes in use. The sign shall be furnished by the city to the applicant, and the applicant shall maintain the sign for at least the 20 days immediately preceding the date of the public hearing. The sign shall be firmly affixed and attached to a wood or metal backing or frame and placed so as to face each of the streets abutting thereto within five feet of the street right-of-way line in a central position on the lot, tract, or parcel of land so that the sign is free of any visual obstructions surrounding the sign. The applicant shall file an affidavit with the city clerk at the time of the public hearing verifying that the sign has been maintained and posted as required by this chapter and applicable resolutions. Failure to submit the affidavit prior to the hearing may result in a continuance of the hearing. The sign may be removed at the conclusion of the public hearing and must be removed at the end of all proceedings on the application or upon withdrawal of the application.

(Code 2008, ch. 16, § 1.6.10; Ord. No. 960, § 1(1.6.10), 7-9-2015)

1.6.11 Public Hearing Process

When the consideration of an application requires a public hearing, the following provisions shall apply:

- A. The purpose of a public hearing is to allow the applicant and all other interested parties a reasonable and fair opportunity to be heard, to present evidence relevant to the application.
- B. An accurate written summary of the proceedings shall be made for all public hearings.
- C. The governing body, planning commission, and board of zoning appeals may adopt rules of procedure for public hearings by resolution or bylaws.
- D. If an item which is subject to a public hearing is continued or otherwise carried over to a subsequent date and the public hearing has been opened, then the public hearing shall not be deemed concluded until the date on which the hearing is formally closed and the planning commission has taken action on the application. No additional notices shall be required once the public hearing is opened.

(Code 2008, ch. 16, § 1.6.11; Ord. No. 960, § 1(1.6.11), 7-9-2015)

1.6.12 Continuances Of Applications

- A. Any applicant or authorized agent shall have the right to one continuance of a public hearing before the planning commission or board of zoning appeals, provided that a written request therefor is filed with the secretary of the planning commission or board of zoning appeals at least two business days prior to the

date of the scheduled hearing. In any event, the applicant shall cause written notice of the rescheduled public hearing date to be sent to surrounding property owners in the same manner and in accordance with the same time schedule as required for notice of the original hearing.

- B. The planning commission, board of zoning appeals, or the governing body may grant a continuance of an application for good cause shown. The record shall indicate the reason such continuance was made and any stipulations or conditions placed upon the continuance. All motions to grant a continuance shall state the date on which the matter is to be heard. A majority vote of those members of the official body present at the meeting shall be required to grant a continuance. The planning commission or board of zoning appeals shall not continue an application for more than six months from the published public hearing date.

(Code 2008, ch. 16, § 1.6.12; Ord. No. 960, § 1(1.6.12), 7-9-2015)

1.6.13 Consideration Of Text Amendments, Rezoning Requests, And Special Use Permits; Process

- A. *Public hearing required.* Consideration of zoning text amendments, rezoning requests, and special use permits shall require a public hearing before the planning commission following publication notice as provided in WCC 1.6.8 through 1.6.11. Applications for communication facilities or applications for special use permits for communication facilities for wireless services shall be processed within the applicable timeframes set forth in WCC 10.4.C.
- B. *Action by planning commission.* A vote either for or against a zoning text amendment, rezoning request, or special use permit by a majority of all of the planning commissioners present and voting shall constitute a recommendation of the planning commission. If a motion for or against the zoning text amendment, rezoning request, or special use permit fails to receive a majority vote of the planning commission, the planning commission may entertain a new motion. A tie vote of the planning commission on any motion shall be deemed to be a failure of the planning commission to make a recommendation. The planning commission's recommendation to approve or disapprove shall be submitted to the governing body for action, accompanied by an accurate written summary of the hearing proceedings. A recommendation to approve a zoning text amendment shall be submitted in the form of an ordinance.
- C. *Governing body action upon planning commission recommendation of a zoning text amendment, rezoning request, or special use permit.* The governing body may:
1. Approve such recommendations by the adoption of the same by ordinance or resolution;

2. Override the planning commission's recommendation by a two-thirds majority vote of the membership of the governing body; or
 3. Return the same to the planning commission for further consideration, together with a statement specifying the basis for the governing body's failure to approve or disapprove.
- D. *Applications returned to planning commission.* Upon receipt of an application returned by the governing body, the planning commission may resubmit its original recommendation giving the reasons therefor or submit a new or amended recommendation. If the planning commission fails to deliver its recommendation to the governing body following the planning commission's next regular meeting after the receipt of the governing body's report, the governing body may consider such course of inaction on the part of the planning commission as a resubmission of the original recommendation and proceed accordingly.
- E. *Reconsideration by governing body.* Upon receipt of the planning commission's recommendation after reconsideration, the governing body, by a simple majority thereof, may take such action as it deems appropriate, including approval, disapproval or amendment of the application and adoption as amended, or the governing body may return the same to the planning commission for further consideration. Unless the governing body returns the application to the planning commission for further consideration or continues its consideration of the matter to another date, the governing body's action on the application shall constitute a final decision.
- F. Notwithstanding the above, applications for special use permits for communication facilities shall follow the process contained in and be subject to the provisions, definitions, time limits and requirements of article 10 of this chapter.

(Code 2008, ch. 16, § 1.6.13; Ord. No. 960, § 1(1.6.13), 7-9-2015; Ord. No. 984, § 4, 9-21-2017)

1.6.14 Protest Petition Procedures

- A. A protest against any rezoning request or special use permit shall be filed in the city clerk's office not later than 4:00 p.m. on the 14th day following the date of the conclusion of the planning commission's public hearing held pursuant to the publication notice. For the purposes of calculating the 14-day period, weekends and holidays shall be counted. However, if the last day is a nonbusiness day for city offices, then the filing deadline shall be 4:00 p.m. on the next regular business day.
- B. In order to be considered a "valid" protest, a protest petition must be timely filed and duly signed and verified by the owners of record of 20 percent of the total

area required to be notified, excepting public streets and rights-of-way and the subject property, located within or without the corporate limits of the city, in accordance with WCC 1.6.9.

- C. Verification of the genuineness and correctness of the signatures on the protest petition, either individually or collectively, shall be made by the city clerk.
- D. Once a valid protest petition has been filed with the city, it may not be withdrawn unless every person that signed the original petition signs a verified affidavit which states and fully explains the rights being waived by the withdrawal of the protest petition. Such affidavits of withdrawal must be filed with the city clerk on or before the last regular business day preceding the governing body meeting for which the protest applies.
- E. *Adoption where protest filed.* Where a valid protest petition has been filed, an ordinance approving the rezoning request, conditional use permit, or special use permit shall not be passed except by the affirmative vote of at least three-quarters of the members of the governing body.

(Code 2008, ch. 16, § 1.6.14; Ord. No. 960, § 1(1.6.14), 7-9-2015)

1.6.15 Consideration Of Appeals

- A. Appeals from the decision of any official administering the provisions of this chapter shall be filed with the city clerk within 30 days from the date of the decision by the officer whose decision is being appealed. A copy of the notice of appeal shall also be served upon the officer whose decision is being appealed. Thereafter, the officer whose decision is being appealed shall prepare and transmit to the secretary of the board of zoning appeals a complete record of all proceedings relating to the appeal.
- B. Consideration of appeals by the board of zoning appeals shall be at a public hearing, following publication notice as provided by WCC 1.6.8.
- C. This section shall not apply to any person who avails themselves of the appeal provisions set forth under K.S.A. 66-2019 (h)(6).

(Code 2008, ch. 16, § 1.6.15; Ord. No. 960, § 1(1.6.15), 7-9-2015; Ord. No. 984, § 5, 9-21-2017; Ord. No. 1024, § 11, 2-10-2022)

1.6.16 Consideration Of Variances

- A. The board of zoning appeals may grant a variance from the specific terms of this division which would not be contrary to the public interest and where, owing to special conditions, a literal enforcement of the provisions of this chapter would result in unnecessary hardship for the applicant, and provided that the spirit of this chapter shall be observed, the public safety and welfare secured and

substantial justice done of the applicant; provided, however, that the board shall not have jurisdiction to grant a variance for property zoned under a planned zoning district.

- B. Variances shall only be considered after a public hearing has been held, following publication notice and notice to surrounding property owners as provided by WCC 1.6.8 through 1.6.9.
- C. An application for a variance may only be granted upon a finding by the board that all the provisions of WCC 1.8.4 have been met.

(Code 2008, ch. 16, § 1.6.16; Ord. No. 960, § 1(1.6.16), 7-9-2015; Ord. No. 1024, § 12, 2-10-2022)

1.6.17 Criteria For Considering Applications

In considering any application for rezoning request, conditional use permit, or special use permit, the planning commission and the governing body may give consideration to the criteria stated below, to the extent they are pertinent to the particular application, provided that any denial of an application for communication facilities or an application for a special use permit for communication facilities for wireless services shall not discriminate against the applicant with respect to the placement of communications facilities of other investor-owned utilities, wireless service providers, wireless infrastructure providers, or wireless carriers as defined and required by article 10 of this chapter and applicable law. In addition, the planning commission and governing body may consider other factors which may be relevant to a particular application.

- A. The conformance of the proposed use to the city's comprehensive plan and other adopted planning policies;
- B. The character of the neighborhood, including, but not limited to, land use, zoning, density (residential), architectural style, building materials, height, structural mass, siting, open space, and floor-to-area ratio (commercial and industrial);
- C. The zonings and uses of nearby properties, and the extent to which the proposed use would be in harmony with such zonings and uses;
- D. The suitability of the property for the uses to which it has been restricted under the applicable zoning district regulations;
- E. The length of time the property has remained vacant as zoned;
- F. The extent to which approval of the application would detrimentally affect nearby properties;
- G. The extent to which the proposed use would substantially harm the value of nearby properties;

- H. The extent to which the proposed use would adversely affect the capacity or safety of that portion of the road network influenced by the use, or present parking problems in the vicinity of the property;
- I. The extent to which the proposed use would create excessive air pollution, water pollution, noise pollution, or other environmental harm;
- J. The economic impact of the proposed use on the community;
- K. The gain, if any, to the public health, safety, and welfare due to denial of the application as compared to the hardship imposed upon the landowner, if any, as a result of denial of the application;
- L. The recommendation of professional staff.

(Code 2008, ch. 16, § 1.6.17; Ord. No. 960, § 1(1.6.17), 7-9-2015; Ord. No. 984, § 6, 9-21-2017; Ord. No. 1024, § 13, 2-10-2022)

1.6.18 Rezoning Applications: Submission Requirements

The planning commission shall adopt a document outlining submission requirements for rezoning applications. This document shall require a legal description, adequate information to provide notice to surrounding property owners (pursuant to WCC 1.6.9), and shall list additional documents and information required to be submitted in support of the application. City staff may also require additional technical studies not listed on the application pursuant to WCC 1.6.5. The building official shall have the authority to refuse or table incomplete applications until the required information is submitted. Any application that has been tabled for more than 60 days shall be considered to have been withdrawn.

(Code 2008, ch. 16, § 1.6.18; Ord. No. 960, § 1(1.6.18), 7-9-2015)

1.6.19 Special Use Permit Applications: Submission Requirements

The planning commission shall adopt a document outlining submission requirements for special use permit applications. This document shall require a site plan, a legal description, adequate information to provide notice to surrounding property owners, and shall list additional documents and information required to be submitted in support of the application. City staff may also require additional technical studies not listed on the application pursuant to section 1.6.5. The building official shall have the authority to refuse or table incomplete applications until the required information is submitted. Any application that has been tabled for more than 60 days shall be considered to have been withdrawn. Notwithstanding the above, applications for special use permits for communication facilities shall follow the process contained in and be subject to the provisions, definitions, requirements and timeframes set forth in article 10 of this chapter.

(Code 2008, ch. 16, § 1.6.19; Ord. No. 960, § 1(1.6.19), 7-9-2015; Ord. No. 984, § 7, 9-

21-2017)

1.6.20 Site Plan Approval

A site plan is required for property zoned C-0, C-1, P-1, or for nonresidential developments within an R-1 zoning district.

- A. The purpose and intent of requiring site plan approval is to encourage the compatible arrangement of buildings, off-street parking, lighting, landscaping, pedestrian walkways and sidewalks, ingress and egress, and drainage on the site and from the site, any or all of these, in a manner that will promote safety and convenience for the public and will preserve property values of surrounding properties.
- B. No property which has a conventional zoning district classification or which requires approval of a site plan may be developed or significantly redeveloped without a site plan which has been submitted to and approved by the planning commission, or the building official indicating that site will conform to the current applicable requirements of this Code. The term "significant redevelopment" means alterations or changes to property in such manner that one or more of the following is applicable:
 - 1. The development results in the construction of a building, structure, or addition that increases the gross square footage of the existing development by more than ten percent;
 - 2. The estimated construction costs of all improvements to the development exceed 25 percent of the most recent appraised fair market value of the existing property as determined by the county appraiser;
 - 3. The construction or paving of a parking lot or facility which covers ground previously not used as a parking lot or facility, or the construction or paving of any parking lot or facility which does not conform to city pavement standards;
 - 4. The intensification of property by a change of use which increases off-street parking requirements pursuant to WCC 5.4.
- C. Approved site plans are valid for two years. The planning commission may grant time extensions up to one additional year. The property owner may appeal disapproval or conditions of approval of a site plan by the planning commission to the governing body by filing a notice of appeal with the city clerk within ten days following the planning commission's decision. An approved site plan shall be required prior to the issuance of a building permit, provided that single-family buildings are hereby expressly exempted.
- D. Modifications to a valid site plan may be approved administratively by the building official if the changes proposed do not significantly deviate from the

approved site plan. The following changes are not considered significant changes to the site plan:

1. An increase in floor area not exceeding five percent;
2. Substitution of landscape materials, provided that the new materials are the same general size and type;
3. Minor changes to elevation, building materials, parking lot design, screening fences or walls, building location, etc., that would improve the site or are needed because of circumstances not foreseen at the time the site plan was approved by the planning commission.

(Code 2008, ch. 16, § 1.6.20; Ord. No. 960, § 1(1.6.20), 7-9-2015; Ord. No. 1024, § 14, 2-10-2022)

1.6.21 Site Plan Approval Criteria

The planning commission shall review the site plan to determine if it demonstrates a satisfactory quality of design in the individual buildings and in its site, the appropriateness of the building or buildings to the intended use, and the aesthetic integration of the development into its surroundings. Satisfactory design quality and harmony will involve, among other things:

- A. The site is capable of accommodating the buildings, parking areas and drives with appropriate open space;
- B. The plan is consistent with good land planning, good site engineering design principles, and good landscape architectural principles;
- C. An appropriate use of quality materials and harmony and proportion of the overall design;
- D. The architectural style should be appropriate for the project in question and compatible with the overall character of the neighborhood;
- E. The siting of the structure on the property, as compared to the siting of other structures in the immediate neighborhood;
- F. The bulk, height and color of the proposed structure as compared to the bulk, height and color of other structures in the immediate neighborhood;
- G. Landscaping to city standards shall be required on the site and shall be in keeping with the character or design of the site;
- H. Ingress, egress, internal traffic circulation, off-street parking facilities and pedestrian ways shall be so designed as to promote safety and convenience, and shall conform to city standards;
- I. The plan represents an overall development pattern that is consistent with the

city's comprehensive plan, the official street map, and other adopted planning policies.

(Code 2008, ch. 16, § 1.6.21; Ord. No. 960, § 1(1.6.21), 7-9-2015)

1.6.22 Site Plans And Final Development Plans; Contents And Submission Requirements

The planning commission shall adopt a document outlining submission requirements for a site plan for a conventional zoning district classification, and for final development plan applications for planned zoning districts. This document shall require a specific number of copies of the site plan or final development plan, outline what information must be shown on the plan, and shall list additional documents or information required to be submitted in support of the application. City staff may also require additional technical studies not listed on the application, pursuant to WCC 1.6.5. The building official shall have the authority to refuse or table incomplete applications until the required information is submitted. Any application that has been tabled for more than 60 days shall be considered to have been withdrawn.

(Code 2008, ch. 16, § 1.6.22; Ord. No. 960, § 1(1.6.22), 7-9-2015)

1.6.23 Preliminary Development Plan; Submission Requirements

The planning commission shall adopt a document outlining submission requirements for preliminary development plan applications. This document shall require a specific number of copies of the preliminary development plan, outline what information must be shown on the plan, require a legal description, require adequate information to provide notice to surrounding property owners (pursuant to WCC 1.6.9), and list additional documents or information required to be submitted in support of the application. City staff may also require additional technical studies not listed on the application, pursuant to WCC 1.6.5. The building official shall have the authority to refuse or table incomplete applications until the required information is submitted. Any application that has been tabled for more than 60 days shall be considered to have been withdrawn.

(Code 2008, ch. 16, § 1.6.23; Ord. No. 960, § 1(1.6.23), 7-9-2015)

1.6.24 Consideration Of Preliminary Development Plans

When property is requested to be rezoned to a planned zoning district, the preliminary development plan shall be considered and approved as part of the rezoning application. In the process of approving preliminary and final plans, the planning commission and governing body may approve deviations from the standard requirements set forth hereinafter or as set forth in an applicable commercial overlay district, provided any approved deviation is in keeping with accepted land planning principles and is clearly set out in the minutes and on the exhibits in the record. When property has been approved for rezoning to a planned zoning district, changes in the

preliminary development plan may be made only after approval of a revised preliminary development plan. Changes in the preliminary development plan which are not substantial or significant may be approved by the building official, and disapproval of such changes by the building official may be appealed to the planning commission. Substantial or significant changes in the preliminary development plan may only be approved after rehearing by the planning commission and governing body; such rehearing shall be subject to the notice and protest provisions set forth in WCC 1.6.8 through 1.6.9.

(Code 2008, ch. 16, § 1.6.24; Ord. No. 960, § 1(1.6.24), 7-9-2015)

1.6.25 Substantial Changes

- A. For purposes of this section, the term "substantial or significant changes in the preliminary development plan" shall mean any of the following:
1. Increases in the density or intensity of residential uses by more than five percent;
 2. Increases in the total floor areas of all nonresidential buildings covered by the plan by more than ten percent;
 3. Increases of lot coverage by more than five percent;
 4. Increases in the height of any buildings by more than ten percent;
 5. Changes of architectural style which will make the project less compatible with surrounding uses;
 6. Changes in ownership patterns or stages of construction that will lead to a different development concept;
 7. Changes in ownership patterns or stages of construction that will impose substantially greater loads on streets and other public facilities;
 8. Decreases of any peripheral setbacks by more than 25 percent;
 9. Decreases of areas devoted to open space by more than five percent or the substantial relocation of such areas;
 10. Changes of traffic circulation patterns that will affect traffic outside of the project boundaries;
 11. Modifications or removal of conditions or stipulations to the preliminary development plan approval.
- B. The determination of whether a proposed revised preliminary development plan contains "substantial or significant changes" shall be made by the building official within five business days following the filing of the application. The determination of the building official may be appealed to the planning

commission, whose decision shall be final.

- C. In the event that the application for the revised preliminary development plan is denied, the previously approved preliminary development plan will remain in effect.

(Code 2008, ch. 16, § 1.6.25; Ord. No. 960, § 1(1.6.25), 7-9-2015)

1.6.26 Consideration Of Final Development Plans

- A. No property which has a planned zoning district classification or which requires approval of a final development plan may be developed or significantly redeveloped without a final development plan having been submitted to and approved by the planning commission indicating that the site will conform to the current applicable requirements of city code. Final development plans for planned zoning districts which contain no modifications or additions from the approved preliminary development plan shall be approved by the planning commission if the commission determines that the landscaping and screening plan is adequate and that all other submission requirements have been satisfied.
- B. A final development plan which contains modifications from the approved preliminary development plan, but is in substantial compliance with the preliminary plan, may be approved by the planning commission without a public hearing, provided that the commission determines that the landscaping and screening plan is adequate and that all other submission requirements have been satisfied. For purposes of this section, lack of "substantial compliance" shall have the same meaning as "substantial or significant changes" as set forth in WCC 1.6.25. Any determination made by the planning commission under this subsection shall be appealable to the governing body by the applicant within ten days of the date of the planning commission determination.
- C. In the event of a determination that the proposed final development plan is not in substantial compliance with the approved preliminary development plan, the application may not be considered except at a public hearing, following publication notice and notice to surrounding property owners as provided in WCC 1.6.8 through 1.6.9.
- D. Revisions to approved final development plans which are insignificant in nature may be approved administratively by the building official. In no event may revisions to approved final development plans be approved administratively if the proposed revised final plan contains "substantial or significant changes" as defined in WCC 1.6.25.
- E. The building official may accept final development plans submitted concurrently with the preliminary development plan. The planning commission may approve a final development plan prior to the approval of a preliminary development plan

by the governing body with the conditions on the final development plan approval that it is consistent with the approved preliminary development plan and subject to the preliminary development plan being approved by the governing body.

(Code 2008, ch. 16, § 1.6.26; Ord. No. 960, § 1(1.6.26), 7-9-2015)

1.6.27 Abandonment Of Final Development Plan

In the event that a plan or a section thereof is given final approval and thereafter the landowner shall abandon said plan or section thereof and shall so notify the city in writing or the landowner shall fail to commence the planned development within two years after final approval has been granted, then such final approvals shall terminate and shall be deemed null and void unless such time period is extended by the planning commission upon written application by the landowner. Whenever a final plan or section thereof has been abandoned as provided in this section, no development shall take place on the property until a new final development plan has been approved.

(Code 2008, ch. 16, § 1.6.27; Ord. No. 960, § 1(1.6.27), 7-9-2015)

1.6.28 Conditional Approvals

When approving any application, the approving authority may stipulate that the approval is subject to compliance with certain specified conditions, including, but not limited to, time of performance requirements, limitation on hours of operation, participation in transportation systems management programs, or participation in improvement districts or other programs for financing public facilities.

(Code 2008, ch. 16, § 1.6.28; Ord. No. 960, § 1(1.6.28), 7-9-2015)

1.6.29 Written Findings

Unless otherwise specifically provided in this title, written findings are not required for a final decision on any application, provided that, in the event of a denial of an application for communication facilities or an application for a special use permit for communication facilities for wireless services, the city shall notify the applicant in writing of the city's final decision, supported by substantial evidence contained in a written record and issued contemporaneously. However, any decision may be expressly made subject to the subsequent adoption of written findings and, in such cases, the decision shall not be considered final until such findings are adopted. When an appeal of any quasi-judicial decision has been filed in the district court of the county pursuant of K.S.A. 12-760 or 60-2101(d) in cases where written findings have not been adopted, written findings shall be adopted by the approving authority within 45 days of service of the appeal on the city and thereafter shall be certified to the district court as part of the administrative record. The 45-day time period for adoption and certification of findings may be extended with the permission of the district court.

(Code 2008, ch. 16, § 1.6.29; Ord. No. 960, § 1(1.6.29), 7-9-2015; Ord. No. 984, § 8, 9-21-2017)

1.6.30 Final Decision When Ordinance Required

In the case of approval of a zoning text amendment, rezoning request, special use permit, or other application where adoption of an ordinance is required, the decision approving the application shall not be deemed to be final until the ordinance has been published in an official city newspaper. In all other cases, the decision shall be deemed final as of the date that the approving authority votes to approve or deny the application.

(Code 2008, ch. 16, § 1.6.30; Ord. No. 960, § 1(1.6.30), 7-9-2015)

1.6.31 Revocation Of Special Use Permits

A. Any special use permit granted under the authority of this chapter is subject to revocation for any or all of the following reasons:

1. Noncompliance with any specified applicable performance standard requirements;
2. Noncompliance with any special conditions imposed at the time of approval of the special use permit or conditional use permit;
3. Violation of any provisions of the Code pertaining to the use of the land, construction or uses of buildings or structures, or activities conducted on the premises by the permittee or agents of the permittee;
4. When conditions in the neighborhood have changed to the extent that approval of the permit would be clearly unwarranted if being applied for at the time of revocation;
5. Violation of any other applicable Code provisions or any state or federal laws or regulations by the permittee or agents of the permittee, provided that such violations relate to the conduct or activity authorized by the permit or the qualifications of the permittee or its agents to engage in such conduct or activity.

B. Revocation proceedings may be initiated by a majority vote of the governing body.

1. The governing body shall hold a public hearing to consider the revocation of the special use permit. The city shall give the permittee and landowner notice of the scheduled revocation hearing at least five days prior to the date scheduled for such hearing. If the permittee and landowner are present at the meeting of the governing body at which the revocation proceedings are initiated, no further notice shall be required; otherwise, notice shall be given by personal service or certified mail,

return receipt requested. If the notice cannot be delivered or is not accepted, notice may be given by publishing a notice of hearing in the official city newspaper and by posting a notice of hearing on the property at least five days prior to the date scheduled for the hearing.

2. No special use permit shall be revoked unless a majority of the governing body is satisfied by a preponderance of the evidence that grounds for revocation exist. Any motion for the revocation of a special use permit shall clearly state the grounds for revocation. In addition, when the basis for revocation is "changed conditions," revocation may only occur upon an explicit finding that revocation is necessary for the protection of the public health, safety, and welfare. Adoption of any motion to revoke a special use permit or conditional use permit may be made subject to subsequent adoption of written findings of fact and conclusions of law, at the discretion of the governing body.
3. An appeal of any decision of the governing body to revoke a special use permit may be filed in the district court of the county, pursuant to K.S.A. 12-760, or amendments thereto. Any appeal taken shall not suspend the order of revocation during the pendency of the appeal unless so ordered by the district court.

(Code 2008, ch. 16, § 1.6.31; Ord. No. 960, § 1(1.6.31), 7-9-2015)

1.6.32 Appeals Of Final Decisions

Except where this chapter provides for an appeal to another quasi-judicial or administrative body, any person, official or agency aggrieved by a final decision on an application provided for in this chapter desiring to appeal said decision shall file the appeal in the district court of the county within 30 days of the making of the decision, provided that this section shall not apply to any person who avails themselves of the appeal provisions set forth under K.S.A. 66-2019 (h)(6).

(Code 2008, ch. 16, § 1.6.32; Ord. No. 960, § 1(1.6.32), 7-9-2015; Ord. No. 984, § 9, 9-21-2017)

DIVISION 1.7 (RESERVED)

(Ord. No. 960, § 2, 7-9-2015)

DIVISION 1.8 BOARD OF ZONING APPEALS

[1.8.1 Board Of Zoning Appeals Created](#)

[1.8.2 Meetings](#)

[1.8.3 Minutes](#)

[1.8.4 Appeals, Exceptions, Variances Generally; Procedure](#)

1.8.1 Board Of Zoning Appeals Created

A board of zoning appeals for the city is hereby created. The members of the planning commission of the city shall sit as the board of zoning appeals.

(Code 2008, ch. 16, § 1.8.1)

1.8.2 Meetings

Meetings of the board shall be held at the call of the chairperson and at such other times as the board may determine. The board shall annually elect one of its members as chairperson and shall appoint a secretary who may be an officer or employee of the city. The board shall fix a reasonable time for the hearing of appeals or any other matters referred to it. Notice of the time, place and subject of such hearing shall be published once in the official city newspaper at least 20 days prior to the date fixed for the hearing. A copy of the notice shall be mailed to each party to the appeal and to the city planning commission.

(Code 2008, ch. 16, § 1.8.2)

1.8.3 Minutes

The board shall keep minutes of such proceedings, showing evidence presented, findings of fact by the board, decisions of the board, and a vote upon each question. Records of all official actions of the board shall be filed in the office of the city clerk and shall be a public record.

(Code 2008, ch. 16, § 1.8.3)

1.8.4 Appeals, Exceptions, Variances Generally; Procedure

- A. Appeals to the board of zoning appeals may be taken by any person aggrieved, or by any officer of the city, county, or any governmental agency or body affected by any decision of the officer administering the provisions of the zoning ordinance or resolution. Such appeal shall be taken within a reasonable time as provided by the rules of the board, by filing a notice of appeal specifying the grounds thereof and the payment of the fee required therefor. The officer from whom the appeal is taken, when notified by the board or its agent, shall transmit to the board all the papers constituting the record upon which the action appealed from was taken. The board shall have power to hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an administrative official in the enforcement of the zoning ordinance or resolution. In exercising the foregoing powers, the board, in conformity with the provisions of this act, may reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination, and to that end shall have all the powers of the officer from whom the appeal is taken, may attach appropriate

conditions, and may issue or direct the issuance of a permit.

- B. Any request for an appeal, variance or exception shall state with specificity the relief sought and all basis or reasons for the relief. All required notices shall state the relief sought with specificity but need not elaborate on the factual or legal bases for the variance, appeal or exception.
- C. When deemed necessary by the board of zoning appeals, the board may grant variances and exceptions from the zoning regulations on the basis and in the following manner:
1. To authorize in specific cases a variance from the specific terms of the regulations which will not be contrary to the public interest and where, due to special conditions, a literal enforcement of the provisions of the regulations, in an individual case, results in unnecessary hardship, and provided that the spirit of the regulations shall be observed, public safety and welfare secured, and substantial justice done. Such variance shall not permit any use not permitted by the zoning regulations in such district. A request for a variance may be granted in such case, upon a finding by the board that all of the following conditions have been met:
 - a. That the variance requested arises from such condition which is unique to the property in question and which is not ordinarily found in the same zone or district; and is not created by an action or actions of the property owner or the applicant;
 - b. That the granting of the permit for the variance will not adversely affect the rights of adjacent property owners or residents;
 - c. That the strict application of the provisions of the zoning regulations of which variance is requested will constitute unnecessary hardship upon the property owner represented in the application;
 - d. That the variance desired will not adversely affect the public health, safety, morals, order, convenience, prosperity, or general welfare; and
 - e. That granting the variance desired will not be opposed to the general spirit and intent of the zoning regulations.
 2. To grant exceptions to the provisions of the zoning regulation in those instances where the board is specifically authorized to grant such exceptions and only under the terms of the zoning regulation. Further, under no conditions shall the board of zoning appeals have the power to grant an exception when conditions of this exception, as established in the zoning regulation by the governing body, are not found to be present.
- D. No variance or exception shall be granted except as explicitly provided by law.

- E. Any person, official or governmental agency dissatisfied with any order or determination of the board may bring an action in the county district court to determine the reasonableness of any such order or determination. Such appeal shall be filed within 30 days of the final decision of the board.

(Code 2008, ch. 16, § 1.8.4; Ord. No. 1024, § 15, 2-10-2022)

ARTICLE 2 DEFINITIONS

2.1 Intent

2.2 Interpretation

2.3 Definitions

2.1 Intent

For the purpose of interpreting this chapter, certain terms, words, concepts, and ideas used herein shall be interpreted or defined as follows, unless more specifically described, limited or qualified within a specific article, section or standard of this chapter.

(Code 2008, ch. 16, § 2.1; Ord. No. 984, § 10, 9-21-2017)

2.2 Interpretation

- A. Except as defined herein, all other words used in this chapter shall be as defined in the latest edition of Webster's International Dictionary.
- B. The word "lot" includes the word "plot" or "parcel" or "tract."
- C. The word "structure" shall include the word "building."
- D. The word "used" or "occupied" as applied to any land or building shall be construed to include the words "intended, arranged, or designed to be used or occupied."
- E. The terms "zoning map," and "city zoning map," shall mean "The City of Westwood Zoning Map."
- F. The term "planning commission" shall mean the "planning commission of Westwood, Kansas."
- G. The term "board of zoning appeals" shall mean the "board of zoning appeals of Westwood, Kansas."
- H. The term "building official" shall mean the "building official of Westwood, Kansas, or designee."

(Code 2008, ch. 16, § 2.2; Ord. No. 1024, § 16, 2-10-2022)

2.3 Definitions

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accessory structure means a structure subordinate in square footage and primary use to the primary structure on a lot. In some instances only in commercial and institutional development, an accessory structure may be larger in square footage than the primary structure and may serve in an auxiliary capacity to the primary structure's primary use (e.g., the meeting hall of a church).

Accessory use means a customary use incidental and subordinate to the primary use of a building, and located on the same lot with such primary use or building.

Alteration means any addition, removal, extension, or change in the location of any exterior surface of a primary building or accessory building.

Apartment house. See *Dwelling, multiple-family*.

Appurtenance means a subordinate or accessory building or structure or portion of a primary structure, the use of which is incidental and customary to that of said primary structure.

APWA means the American Public Works Association.

Arcade means any establishment housing five or more video games, pinball games, air hockey, or similar coin-operated amusement apparatus.

Assisted living, skilled nursing, continuing care retirement facilities means a building, or a group of buildings, where for compensation, care is offered or provided for three or more persons suffering from illness, other than a contagious disease, or sociopathic or psychopathic behavior, which is not of sufficient severity to require hospital attention, or for three or more persons requiring further institutional care after being discharged from a hospital.

Automotive repair means any building, premises, and land in which or upon which the primary use of land is a business which involves the maintenance or servicing of motorized vehicles.

Back yard. See *Yard, rear*.

Baseline elevation means the average elevation of a building, calculated by adding the elevations at each building corner, the elevations of a minimum of the quarter points between each corner, and the lowest elevation between corners regardless of location, then dividing the sum by the total number of elevations used in the summation.

Basement means any floor level four feet or more below grade which is beneath the first story in a building.

Board means the city board of zoning appeals.

Board of zoning appeals means a board appointed by the city governing body, which hears and renders decisions regarding appeals and variances arising out of the zoning ordinance of the city.

Body shop means any building, premises, and land in which or upon which the primary use of land is a business which involves the painting of vehicles or the repair of exterior damage to vehicles.

Building means a structure having a roof supported by columns or walls, whether or not completely enclosed

Building height. See *Height*.

Building line means the plane, parallel to the front property line, formed by the majority of the front facades of buildings in a given block.

Building official means the person authorized by the city to interpret and administer the building codes, the zoning ordinance and any other related ordinances or regulations of the city or designated by the governing body.

Building permit means a written permission issued by the city for construction, as required by the adopted codes and ordinances of the city.

Build-out means the completed construction of all phases of a development as allowed by all ordinances that regulate an area. The scale of build-out can be from a single lot to multiple lots within the city.

Build-to line means the line, parallel to the front property line, at which construction of a building is to occur on a lot.

Carrying capacity means the amount of traffic which can be accommodated on a street without reducing the level of service the street provides as defined by the state department of transportation or street design standards of the city ordinances or other regulations. Carrying capacity is determined by the amount of traffic per lane per hour.

Certificate of occupancy means a certificate allowing the occupancy or use of a commercial building and certifying that the structure of use has been constructed or will be used in compliance with this chapter and all other applicable codes and regulations.

Child care center means a facility which provides care and educational activities for 13 or more children two weeks to 16 years of age for more than three hours and less than

24 hours per day, including day time, evening, and nighttime care; or which provides before and after school care for school-age children. A facility may have fewer than 13 children and be licensed as a center if the program and building meet child care center regulations set out in K.S.A. 65 and K.A.R. ch.28.

City clerk means the person authorized by the city to perform all the duties of his/her position as prescribed by statutes or ordinances.

Club. Class A or Class B club.

- A. *Class A club* means a premises which is owned or leased by a corporation, partnership, business trust or association, and which is operated thereby as a bona fide nonprofit social, fraternal or war veterans' club as determined by the director of alcoholic beverage control of the state department of revenue, for the exclusive use of the corporate stockholders, partners, trust beneficiaries or associates and their families and guests accompanying them.
- B. *Class B club* means a premises operated for profit by a corporation, partnership, or individual to which members of such club may resort for the consumption of food or alcoholic beverages and for entertainment es.

Collector street means, within the city, only Belinder Avenue, West 47th Place, and West 50th Street.

Commission means the city planning commission.

Community living facility means any dwelling or building defined as "group living" or "semi-independent living" by the state department of social and rehabilitation services (see KAR 30-22-31). This category provides residential care and treatment for patients with mental health and substance abuse illnesses. These establishments provide room, board, supervision, and counseling services. Medical services may be provided if they are incidental to the counseling, mental rehabilitation, and support services offered.

Conditional use means a use subject to specific provisions or which requires the approval of the board of zoning appeals before the issuance of a zoning permit.

Condominium dwelling residence means a building containing two or more dwelling units, which dwelling units are separated by a party wall and which dwelling units are designed and intended to be separately owned in fee under the condominium statutes of the state.

Conservatory means a greenhouse or other structure, primarily of glass or other transparent or translucent material, which encloses a pool, patio, or similar space.

Customary home occupation means any use conducted for gain entirely within a residence and carried on by the occupants thereof, which use is clearly incidental and

subordinate to the residential use and which does not change the character thereof and in connection with which there is no display or signage. When observed from beyond the lot on which it is located, a home occupation shall not give visual, audible, sensory, or physical evidence that the property is used for any nonresidential purpose.

Day care means the provision of supervision, training, food, lodging or medical services to persons for less than 24 hours a day.

Day care home means a structure designed and used as a one- or two-family dwelling where day care is provided for a maximum of 12 children, which is regulated under K.S.A. 65 and K.A.R. ch. 28.

Deck means a deck is defined as a wooden flat-floored roofless structure, often attached to a building.

Detached building means a building completely surrounded by open space.

Detention means an engineered method or technique to temporarily store stormwater on a site and control its rate of runoff.

Disability, disabled means a physical or mental impairment which substantially limits one or more of a person's major life activities.

Disturbed ground means any area of ground on a site which during construction is broken, dug up, filled, graded, built on or used for storage or parking.

Drinking establishment, bar or night club means a premises which may be open to the general public, where alcoholic liquor or cereal malt beverage by the individual drink is sold

Dwelling means a building or portion thereof, designed exclusively for residential occupancy, including single-family and multiple-family dwellings, group homes, but not motels, hotels, or mobile homes.

Dwelling, cottage court, means a group of small, detached houses, duplexes, or townhouses centered around a common courtyard. The central courtyard enhances the character of the area through the provision of consolidated open space. A cottage court may be developed on individual lots or with a common form of ownership. The term "cottage court dwelling" includes Bungalow Court.

Dwelling, multifamily, means a residential building containing two or more dwelling units occupying a single building site. The term "multifamily dwelling" includes apartments, multiplexes, and condominiums.

Dwelling, senior adult independent living, means a building containing one or more living units which building and units are designed for exclusive occupancy by persons

55 years of age or older who are in generally good health. This type of residence does not contemplate continuous health care services but may include a resident nurse. The properties do not have central commercial kitchen facilities and generally do not provide meals to residents, but may offer community rooms, social activities, and other amenities.

Dwelling, single-family, means a detached dwelling designed for or occupied exclusively by one family, including residential design manufactured homes.

Dwelling, townhouse, means a dwelling unit that is part of a building that includes at least three dwelling units with such dwelling units being separated by common walls as opposed to one dwelling unit being over another. The term "townhouse dwelling" includes rowhouses, townhomes, single-family attached units, and attached dwelling development.

Dwelling, two-family, means a single structure on a single lot containing two dwelling units, each of which is totally separated from the other by a ceiling, unpierced for any purpose including access, communication, or utility connection.

Dwelling unit means one or more rooms in a residential building or residential portion of a building which are arranged, designed, used or intended for use by one family and which includes cooking space and lawful sanitary facilities reserved for the occupants thereof.

Dwelling unit, accessory (ADU), means a dwelling unit which is an accessory use to a detached single-family dwelling unit on one lot. The term "accessory dwelling unit" includes accessory apartments, garage apartments, and accessory cottage dwellings.

Eave means the overhang of the roof structure of a building beyond its supporting wall, at the point of intersection between the roof and the vertical building wall, typically the lowest part of the roof and where exterior or interior gutters are located.

Encroachment means the part of a structure which intrudes into a defined setback.

Facade means the vertical surface of a building facing any property line.

Family means one or more persons who are related by blood or marriage, living together and occupying a single housekeeping unit, or a group of not more than three, not thusly related, living together by joint agreement and occupying a single housekeeping unit on a non-profit cost sharing basis; plus in either case, usual domestic servants and caregivers.

Fence means a vertical structure, including live material, which may provide privacy, divides or defines a boundary.

Flat roof means roof lines or silhouettes with a pitch which is 4:12 or less; that is, a pitch

which is less than or equal to four units of vertical change for every 12 units of horizontal change.

Floodplain, flood hazard area, any area defined by the Federal Emergency Management Act and shown on its maps to be located in an area subject to flooding.

Footprint means the foundation outline of all buildings or structures.

Fountain, privately owned, means a receptacle of stone, concrete, metal, or other similar material, designed for the aesthetic dispensing and pooling of water, with a reservoir depth not exceeding 12 inches.

Front yard. See *Yard, front*.

Frontage means the lot boundary which coincides with a public thoroughfare or open space; the facade of a structure facing the street.

Frontage build-out means the portion of lot frontage which has a building or wall running parallel to it.

Gable means that portion of a building roof comprised of two sloping roof segments, typically of equal slope, that join together at one end and project to a common point vertically above the exterior building wall. A gable includes that portion of the exterior building wall which is directly beneath the roof, within the slope of the gable.

Garage, commercial, means any building, premises, and land in which or upon which the primary use of land is a business which involves the maintenance or servicing of vehicles but does not involve the painting of vehicles or the repair of exterior damage to vehicles.

Garage, residential, means the building or portions of building that fully encloses space for the storage of one or more vehicles. Garages may be attached or detached from the primary structure.

Gas station means a retail establishment which sells gasoline and other fuels for motor vehicles and may sell and install other automotive products, such as lubricants, tires, batteries, and similar accessories, and which may perform minor vehicle maintenance and repairs.

Gazebo means a freestanding, roofed structure with open sides.

General commercial use means business and retail establishments providing services and products.

Grade means the elevation of the land or land level at any given point.

Green roof means a layer of vegetation planted over a waterproofing system that is installed on top of a flat or slightly-sloped roof. Green roofs are also known as vegetative or eco-roofs.

Group home means any dwelling, licensed by a regulatory agency of the state, which is occupied by no more than ten persons, including no more than eight persons with disabilities who need not be related by blood or marriage, and not more than two staff residents for whom the dwelling is not their primary residence.

Health and welfare facilities means all hospitals and institutions specializing in medical treatment, mental health treatment, physical therapy, alcohol and drug treatment, and/or assisted living for all ages.

Height means the vertical distance from the average ground elevation adjacent to a building or structure grade plane to the average height of the highest roof surface, including, but not limited to, any parapet, roof line, decking of a mansard roof, towers, spires, steeples, and any other roof-top appurtenances, including, but not limited to, mechanical equipment or structures. Height, where not regulated in feet, shall be regulated by stories. A story shall be equal to 12 feet for purposes of measuring structures other than buildings.

Irregularly shaped lot means any lot which is not square or rectangular in shape.

Laboratory means a place equipped for experimentation or observation in a field of study, or devoted to the application of scientific principles in testing and analysis. Quantities of biological or hazardous materials used on site shall be limited to those quantities established by the state and federal requirements.

Land use segregation means the practice of prohibiting mixed-use development or close proximity of residential and nonresidential uses. This is accomplished through zoning standards which emphasize the separation of all uses, and the buffering and screening of dissimilar uses from one another.

Lot means a parcel of land, the boundaries of which have been established by some legal instrument such as a recorded deed or a recorded map, and which is recognized as a separate tract or legal unit of ownership for purposes of transfer of title. According to the recorded plat thereof, a lot shall be the parcel of land as presently platted. An interior lot is bounded on two opposite sides by other lots and on one side faces a single public right-of-way. A corner lot is bounded on two adjacent sides by two public rights-of-way.

Lot coverage means the entire area on a tract or parcel that is covered by a structure, any impermeable surface, or is otherwise built upon, including, but not limited to, the footprint or foundation outline of all buildings and structures. Lot coverage does not include decks which do not have roofs and are less than 30 inches in height from the ground, and driveways, sidewalks, and patios which are flush with the surface of the

ground. Decks which are not roofed and are 30 inches or higher from the ground are to be calculated at 50 percent of the area covered. Overhanging conditions above open-air exterior areas, including, but not limited to, building, roof, or balcony overhangs or cantilevers, shading devices, and light shelves are to be calculated at 50 percent of the covered area. Structures covered by green roofs are to be calculated at 50 percent of the covered area, up to an area equal to 10 percent of the total lot area.

Machine shop means a mechanized workshop which manufactures, sizes or assembles pieces of machinery.

Major addition means any addition or alteration that increases or alters more than 50 percent of the existing structure.

Manufactured structure means a residential or commercial building comprised of one or more component parts constructed in a manufacturing plant and transported to a site for final assembly on a permanent foundation. The city building code standards for traditional on-site construction are not strictly enforced for such structures.

Massing means the shapes, proportions and form of a building. The design elements that may affect the mass of a building may include the following:

- A. Building silhouette;
- B. Spacing between facades;
- C. Setback from property line;
- D. Proportion of windows, bays, and doorways;
- E. Proportion of primary facade;
- F. Location and treatment of entryway;
- G. Exterior materials used;
- H. Building scale;
- I. Geometric shapes offset to create the appearance of less mass.

Mechanical equipment means heating, ventilation, and air conditioning (HVAC) units.

Mixed use means the presence of residential and nonresidential uses within the same building or development complex. It may be different categories of nonresidential uses such as institutional, retail, and office within the same complex of buildings.

Mobile home means a structure that:

- A. Is transportable in one or more sections which, in the traveling mode, is eight body feet or more in width and 36 body feet or more in length and is built on a

permanent chassis and designed to be used as a dwelling, with or without a permanent foundation, when connected to the required utilities, and includes the plumbing, heating, air conditioning and electrical systems contained therein; and

- B. Is not subject to the federal manufactured home construction and safety standards established pursuant to 42 USC 5403.

Modular home means a dwelling unit, a majority of which is assembled in an off-site manufacturing plant and transported to the building site for final assembly on a permanent foundation and constructed in compliance with the city's building codes.

Mother's day out means a day care program operating more than five consecutive hours or more than one day per week and in which any one child is enrolled for not more than one session per week.

Nonconforming use means any lawful use of any land, building, or structure which later becomes unlawful as a result of legal or regulatory changes in, or amendments to, this chapter.

Off-street parking means parking which occurs on a lot and not on a street or other public right-of-way.

Office use means business, professional, service, or governmental occupations within a building.

Open space means any area which does not consist of buildings, streets, rights-of-way, pavement, parking, or easements.

Overlay district means a set of regulations, which add an additional layer of building standards to a specific area within a zoning district.

Parking area means any portion of land designated for the parking of vehicles.

Paved means covered by a contiguous, impervious, hard substance such as concrete, asphalt, brick, stone, or other material which is similar in durability, appearance, and permeability.

Patio means a paved outdoor area adjoining a house.

Pedestrian-oriented development means a land use plan which emphasizes the needs of pedestrians in addition to the needs of automotive traffic.

Permitted uses means uses allowed to occur within a designated zoning district.

Planning commission means a review board appointed by the mayor and approved by the governing body to make recommendations on zoning issues provided herein (see

article 1.4 of this chapter).

Platted lot means a lot surveyed and recorded at the county office of records and tax administration.

Pool means any constructed, outdoor basin or tank designed to hold water greater than 12 inches in depth.

Porch means a structure, attached to the exterior of a building, which leads to an entrance and may be:

- A. Enclosed; roofed, with walls and a second door or doorway;
- B. Open; usually roofed, with no walls, which may have columns or other appurtenances to support the roof;
- C. Screened; roofed with screened sides and a second door or doorway.

Preschool means a day care facility providing educational experiences and operating in compliance with the definitions and regulations of the state.

Primary building means the structure on a multi-structured lot in which the majority of activities occur.

Public safety station means police, fire and rescue stations.

Public street means any right-of-way used for vehicular traffic that is permanently maintained by any city, county, or state agency and is open to all traffic.

Public utility buildings means outside storage of materials and equipment is an accessory use in buildings used by public utilities provided all storage is screened from view off the premises.

Quadrangle means a rectangular area, such as a courtyard, enclosed by buildings.

Rear yard. See *Yard, rear.*

Residential street means all streets within the city except those designated as collector streets or thoroughfares.

Residential-design manufactured homes means a manufactured dwelling affixed to a permanent foundation which has minimum dimensions of 22 body feet in width, a pitched roof, and siding and roofing materials which are customarily used on site-built homes.

Retention means an engineered method to completely retain a specified amount of stormwater without release except by means of evaporation, infiltration, or pumping.

Ridge line means the point at which two sides of a roof meet at their highest edges, which is typically the highest point of the primary roof.

Right-of-way (ROW) means an area of public land dedicated to infrastructure such as streets, sewer lines, water lines, electric lines, gas lines, etc.

Roof line means the shape of a roof, formed by its slope, pitch, eaves, ends, and projections, such as dormers, which are above the eave line.

Satellite dish means any circular or semi-circular dish-shaped receiving antenna used to receive signals transmitted from satellites, generally for highly specialized industrial communications or for receiving television signals from a satellite. The term "satellite dish" does not apply to antennas regulated pursuant to article 10 of this chapter.

Setbacks means the mandatory distance between a lot line and the face or nearest part of a structure.

Shed dormer means a dormer with a roof sloping in the same direction as the roof from which the dormer projects.

Shop-front means a business or retail establishment located on the ground floor of a structure, the facade of which is aligned directly along the frontage line and the entrance of which is at grade.

Side yard. See *Yard, street side and/or yard, interior side.*

Site plan means the plan of a construction site showing the position and dimensions of the building to be erected and the dimensions and contours of the lot; a map done by a surveyor or design professional accurately depicting the scale distances and measurements of all existing and planned structures on a lot, and the location and dimensions of the lot itself.

Stormwater means stormwater runoff, snow melt runoff, surface runoff, and drainage.

Stormwater runoff means rainwater flowing on the surface of the ground.

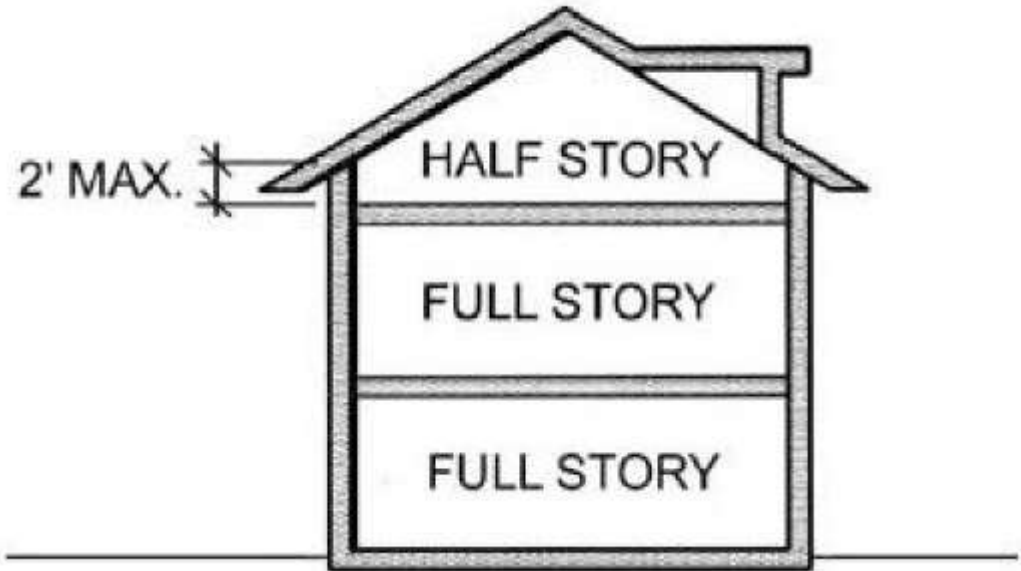
Story means that portion of a building included between the upper surface of any floor and the upper surface of the floor next above, except that the topmost story shall be that habitable portion of a building included between the upper surface of the topmost floor and the ceiling or roof above. An attic, regardless of its interior dimensions, shall not be considered a story provided it remains unconditioned space, is accessible by nothing more substantial than a pull-down stairway or ladder, and contains no dormers with the exception of minimal vent features. Determination of a building's number of stories shall be based on qualifying floor area being situated directly above other qualifying floor area.

Story, above grade, means any story having its finished floor surface entirely above grade, except that a basement shall be considered as a story above grade when the finished surface of the floor above the basement is:

- A. More than six feet above grade plane;
- B. More than six feet above finished ground level for more than 50 percent of the total building perimeter; or
- C. More than 12 feet above the finished ground level at any point.

Story, first, means the street level of a building which is less than four feet below grade for no more than 50 percent of the perimeter and no portion of which is more than eight feet below grade.

Story, half, means a partial story located above a full story and underneath a sloping roof, where the roof planes intersect two opposite exterior walls at a height of no more than two feet above the half-story floor level, and window dormers or other projections out from this roof plane do not exceed more than 50 percent of the horizontal length of the roof for a 2 1/2 level, or 85 percent of the horizontal length of the roof for a 1 1/2 story level, measured along both opposite roof planes at two feet above the half-story floor level or higher.



Street means pavement and sub-grade of a city residential, collector, or thoroughfare roadway, excluding curbs, gutters, and portions adjacent to the pavement and sub-grade of a roadway that lie in a right-of-way.

Street frontage means that portion of a lot that directly faces the public right-of-way along its front property line.

Street yard means the area of land along the front property line parallel to a street (i.e., front yard) that is reserved for tree planting and landscaping.

Structure means anything constructed or erected, including retaining walls, the use of which demands a permanent location on the soil, or which is attached to something having a permanent location on the soil.

Sustainable means having the ability to accommodate and/or maintain future population growth and economic expansion.

Temporary structures means buildings placed on a lot for a specific purpose, which are to be removed within a specified time period. Examples of temporary structures are monitoring stations, mobile classrooms or office space, construction trailers or guard houses, manufactured housing placed on a lot for temporary housing while the primary home renovations are done, and produce stands. The duration permitted for a temporary structure is established by this chapter.

Temporary use permit means a permit issued by the city allowing a specific use for a specific period of time.

Testing and research facilities means primarily office uses or an establishment primarily engaged in commercial research and providing testing services for scientific research. This use can include the design, development, and testing of biological, chemical, electrical, magnetic, mechanical, and/or optical components in advance of product manufacturing. This use does not involve the fabrication, mass manufacture, or processing of the products, and does not include general medical or dental laboratory services.

Thoroughfare means, within the city, only Shawnee Mission Parkway, State Line Road, Rainbow Boulevard, West 47th Street, and Mission Road.

Through lot means a parcel of land that has access to a public right-of-way from both the front and back property line.

Transitional yard means the area of a property running along the side or rear yard of a nonresidential lot when it abuts a residential lot, used as a buffer.

Undercroft means the area underneath any structure that, due to its height above the ground, is exposed to view. Such structure may be a roof or floor.

Utility structure means any cabinet, pedestal, box, building or other structure used for public utility services, public service corporations, or telecommunications providers, including any associated equipment such as condensing units and generators. Towers, poles and traffic signal controllers shall not be considered utility structures. Facilities with a footprint smaller than two square feet, or underground facilities that extend no more than six inches above grade are exempt from this definition.

Vocational center means a teaching or learning business where classes are held, which may be affiliated with an educational institution.

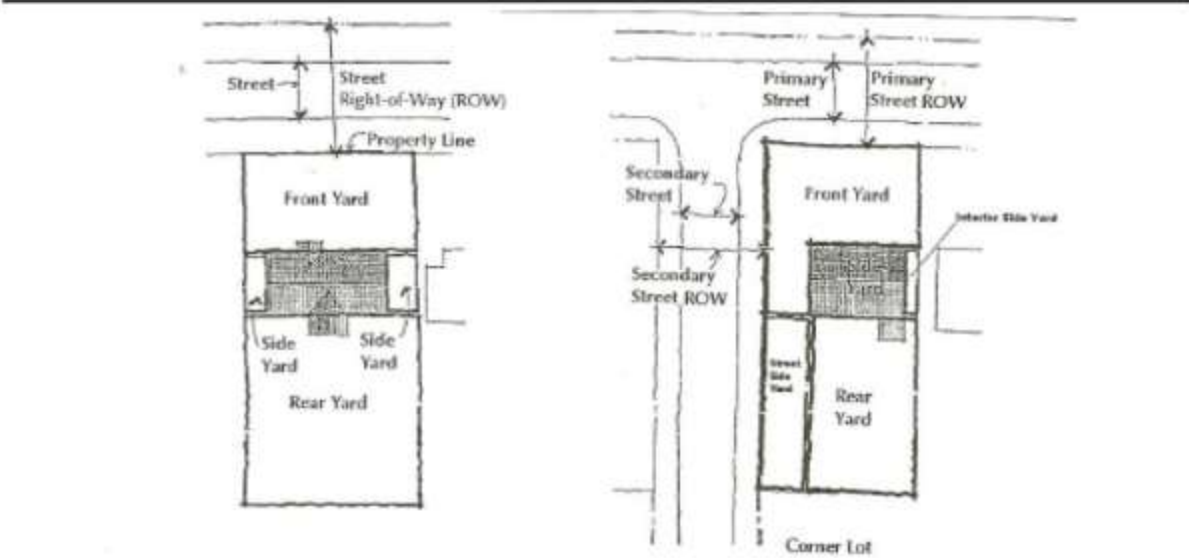
Yard means the part of the building plot not occupied by structures and open to sky.

Yard, front, means open space across the full width of the lot extending from the front line of the primary structure to the front line of the lot where the street right-of-way begins. On corner lots, the front yard shall be determined by the street address but extends around on the exterior or right-of-way side to the rear corner of the primary structure.

Yard, interior side, means open space between the side of the primary structure and the adjacent sideline of the lot, and between the front yard and the rear yard.

Yard, rear, means open space between the rear line of the primary structure and the rear lot line or public right-of-way and between the side lot lines. On corner lots, the rear yard adjacent to the public right-of-way ends at the corner of the primary structure nearest the rear yard and the adjacent side yard public right-of-way.

Yard, street side, means on corner lots, side yards extend along the yard adjacent to the public right-of-way from the rear corner of the primary of the primary structure to the real property line.



(Code 2008, ch. 16, § 2.3; Ord. No. 960, § 3, 7-9-2015; Ord. No. 984, § 11, 9-21-2017; Ord. No. 1000, §§ 1, 2, 3-14-2019; Ord. No. 1024, § 17, 2-10-2022)

ARTICLE 3 GENERAL REGULATIONS

3.1 Applicability

3.2 Nonconforming Uses

3.3 Uses Prohibited

[3.4 Allowed Uses](#)[3.5 Temporary Structures](#)[3.5.1 Construction Trailers, Sanitary Facilities And Roll-Off Dumpsters](#)[3.5.2 Temporary Uses Allowed](#)[3.5.3 Application For Other Uses](#)[3.5.4 Manufactured Homes](#)[3.5.5 Manufactured Structures As A Temporary Conditional Use](#)[3.6 Yard And Garage Sales](#)[3.7 Sale Of Seasonal Products](#)[3.8 General Lot Standards](#)[3.9 Stormwater Runoff Provisions](#)[3.10 Off-Street Parking And Loading](#)[3.11 Solar Collectors](#)**3.1 Applicability**

The following provisions shall apply throughout the jurisdiction of this chapter, regardless of the underlying zoning district.

(Code 2008, ch. 16, § 3.1)

3.2 Nonconforming Uses

The provisions of this article shall not apply to existing buildings or structures, but shall apply to any alteration of a building or structure to provide for its use for a purpose or in a manner different from the use to which it was put before the alteration. However, nothing in this article shall prevent the restoration of a building damaged by fire, explosion, act of God or the public enemy, or prevent the continuance of the use of such building, or part thereof, as such use existed at the time of such damage, except that a building which is damaged by more than 50 percent of its fair market value shall not be restored if the use of such building is not in conformance with the regulations herein. A nonconforming use may be changed to a more restricted use, and when so changed, it shall not be changed again to a less restricted use. When a nonconforming use has been discontinued for a period of 90 days, it shall not be reestablished, and any future use shall be in conformity with the provisions of this chapter, notwithstanding the purpose for which the premises were erected or used.

(Code 2008, ch. 16, § 3.2; Ord. No. 1024, § 18, 2-10-2022)

3.3 Uses Prohibited

- A. Unless a project is subject to a valid building permit, no open excavation, no partially constructed structure, and no building or structure so damaged as to become unfit for use or habitation, shall be permitted, maintained or remain in such condition within the city for a period of more than six months, except by special permission of the governing body.

- B. No building material, construction equipment, machinery, or refuse shall be stored, maintained, or kept in the open on any lot, tract, or parcel within residential (R-I) district, other than during actual construction operations on said premises or related premises. In unusual cases, the governing body may waive this requirement for a limited time.
- C. No building or premises in the city shall be used or occupied for any of the following purposes:
1. Junkyard or junk storage area;
 2. Tourist cabin or trailer camp;
 3. Slaughterhouse, commercial poultry dressing or processing establishment where such is primary and not incidental to some authorized use;
 4. Auto wholesale and retail.
- D. No above-ground construction or planting shall be permitted in any public street, sidewalk or right-of-way, except for traffic and public safety signs, plantings less than 24 inches in height, and hydrants or pedestals less than 30 inches in height and having a width or depth not more than 12 inches, provided that communication facilities for wireless services may be permitted by application and approval subject to the provisions of article 10 of this chapter, as well as city-sponsored improvement projects.
- E. No poles, towers, conduits, or lines for any purpose, including for the purpose of transmission of electricity, data, cable television, voice signals, electronic mail, telecommunications, or other purposes shall be permitted or constructed above ground, provided that communication facilities for wireless services may be permitted by application and approval subject to the provisions of WCC article 10 of this chapter.
- F. Portable storage units, dumpsters, portable toilets, portable on demand storage units (PODS), storage trailers, and other impermanent storage or other facilities are prohibited unless a permit is first obtained. Such a permit shall be for a maximum period of 30 days or as may be required pursuant to any valid building permit. Such permit may be renewable upon a showing of reasonable necessity or as set out in any building permit.

(Code 2008, ch. 16, § 3.3; Ord. No. 920, § 1; Ord. No. 984, § 12, 9-21-2017; Ord. No. 1024, § 19, 2-10-2022)

3.4 Allowed Uses

Uses designated as "permitted uses" and "uses permitted with conditions" are allowed in a district as a matter of right. It is recognized that new types of land use will develop

and forms of land use not anticipated may seek to locate in the city. In order to provide for such changes and contingencies, a determination as to the appropriate classification of any new or unlisted form of land use shall be made as follows:

- A. For any use not listed in this chapter, the owner has the right to appeal to the board of zoning appeals to determine if said use can be reasonably interpreted to fit into a use category where similar uses are described in this chapter and is consistent with the comprehensive plan of the city, as provided herein.
- B. Certain uses preexisting the adoption of the ordinance from which this chapter is derived, are allowed to remain as nonconforming uses in accordance with WCC 3.2. Temporary uses are allowed in accordance with WCC 3.5.2. Unless a use is allowed as "permitted," "permitted with conditions," "conditional," "nonconforming," "temporary," or "special," such use is expressly prohibited in that district.

(Code 2008, ch. 16, § 3.4; Ord. No. 1024, § 20, 2-10-2022)

3.5 Temporary Structures

When in compliance with all applicable provisions of this chapter and all other ordinances of the city, temporary structures and uses shall be permitted as hereinafter provided.

(Code 2008, ch. 16, § 3.5)

3.5.1 Construction Trailers, Sanitary Facilities And Roll-Off Dumpsters

Construction trailers and roll-off dumpsters may be used in conjunction with construction projects, provided that the following conditions are met:

- A. Construction trailers may be located at a building site where there is a valid permit for the construction project.
- B. All construction trailers shall be located at least ten feet off any street right-of-way.
- C. Roll-off dumpsters must be utilized during all such projects and shall be located at least ten feet of any street right-of-way, and shall be emptied at least monthly of all debris or when filled above the top rim.
- D. Temporary sanitary facilities shall be located at least ten feet away from any street right-of-way, and serviced on a weekly basis or more often, as needed.
- E. In addition to construction trailers, at any construction site for a construction project valued at \$1,000,000.00 or more, one or more security guard houses may be installed. Use of such structures may include overnight stay, provided adequate sanitary facilities are provided and the same conditions for

construction trailers, listed above, are met.

(Code 2008, ch. 16, § 3.5.1)

3.5.2 Temporary Uses Allowed

Certain uses of a temporary nature which would not otherwise be permitted in a particular zoning district may be issued a temporary permit as provided in this section. The permit shall be valid for a specified time only, not to exceed 45 days in duration. Upon receipt of an application, the governing body may grant a temporary use permit for the following uses:

- A. Christmas tree sales;
- B. Revivals;
- C. Shows for civic and youth organizations; and
- D. Markets and art fairs.

(Code 2008, ch. 16, § 3.5.2)

3.5.3 Application For Other Uses

All other temporary uses not otherwise listed in WCC 3.5.2 may be granted a temporary use permit only after the governing body has made the following determinations:

- A. The proposed use will not materially endanger the public health, welfare, and safety; and
- B. The proposed use will not have a substantial negative effect on adjoining properties.

In approving such a temporary permit, the governing body may authorize conditions regarding the duration of use, hours of operation, signage, lighting, traffic, and other land use and public safety concerns, and such conditions shall be made part of the permit issued. Violations of such conditions shall be considered a violation of this chapter.

(Code 2008, ch. 16, § 3.5.3)

3.5.4 Manufactured Homes

Manufactured homes may be allowed on a temporary basis in a zoning district in which such use is not listed as a permitted use, if a disaster destroys an occupied single-family dwelling or renders it uninhabitable (i.e., it receives damage greater than 60 percent of its tax value as indicated on the cost current tax listing). In this instance, a

manufactured home may be placed on the lot on which the dwelling was destroyed. The manufactured home is permitted in order to provide living quarters for the residents of the destroyed dwelling while a new dwelling is being constructed or the original dwelling is being repaired. In such instances, the use of a manufactured home is subject to the following conditions:

- A. Such manufactured home shall not be placed in the front yard and shall be located a minimum of 15 feet from the principal residential structures on adjacent lots and a minimum of ten feet from all lot lines.
- B. The building official has the authority to issue a one-time-only temporary use permit for a period of up to 45 days. Said permit may be renewed on a one-time-only basis for a reasonable amount of time by the governing body if it is determined that:
 - 1. Construction of the new dwelling unit is proceeding in a diligent manner; and
 - 2. The granting of such permit will not materially endanger the public health, welfare, or safety; and
 - 3. The location of the manufactured home on the site does not have a negative effect on adjacent properties.

(Code 2008, ch. 16, § 3.5.4)

3.5.5 Manufactured Structures As A Temporary Conditional Use

- A. Manufactured structures may be used for any temporary business space as a temporary conditional use granted by the governing body, provided the following conditions are met:
 - 1. The manufactured structures are necessary for temporary needs due to construction.
 - 2. The manufactured housing shall be provided with underpinning, from the bottom of the walls to the ground, made of vinyl, prepainted aluminum material, or other material specifically manufactured for mobile homes.
 - 3. Additional on-site parking for employees or driving patrons must be provided.
- B. The governing body can impose requirements to protect the public health, welfare, and safety.
- C. If the governing body finds that the of this section conditions are met, and construction and planning of permanent facilities are being carried out diligently, the governing body may issue a temporary use permit for a maximum of one

year.

(Code 2008, ch. 16, § 3.5.5)

3.6 Yard And Garage Sales

Yard, estate sales, auctions, sample sales, garage, and patio sales are permitted as an accessory use on any residentially or institutionally developed lot in any district. Such sales may only be conducted by residents of the city or their representatives, and may take place only on the tract on which said resident actually resides or has resided. A no-fee permit is mandatory, and can be obtained from the city clerk.

(Code 2008, ch. 16, § 3.6)

3.7 Sale Of Seasonal Products

Seasonal goods, including, but not limited to, produce, Christmas trees, and pumpkins may not be displayed for sale in any R-1 zoning district.

(Code 2008, ch. 16, § 3.7)

3.8 General Lot Standards

No building or land shall hereafter be used, and no building or part thereof shall be erected, moved or altered, except in conformity with the regulations herein specified for the district in which it is located.

- A. No lot existing at the time of passage of the ordinance from which this chapter is derived shall be reduced in size or area below the minimum requirements set forth for the subdistrict in which said lot is located. Lots created after 2008 shall meet at least the minimum requirements established by this chapter.
- B. Every building erected, moved, or structurally altered shall be located on a single lot. In no case shall there be more than one principal building and its customary accessory buildings on any lot, except in appropriate regulated districts which permit more than one commercial or residential structure on a lot.

(Code 2008, ch. 16, § 3.8; Ord. No. 1024, § 21, 2-10-2022)

3.9 Stormwater Runoff Provisions

All stormwater collection and runoff systems shall conform to the 2003 APWA Standards, section 5600, as amended.

(Code 2008, ch. 16, § 3.9)

3.10 Off-Street Parking And Loading

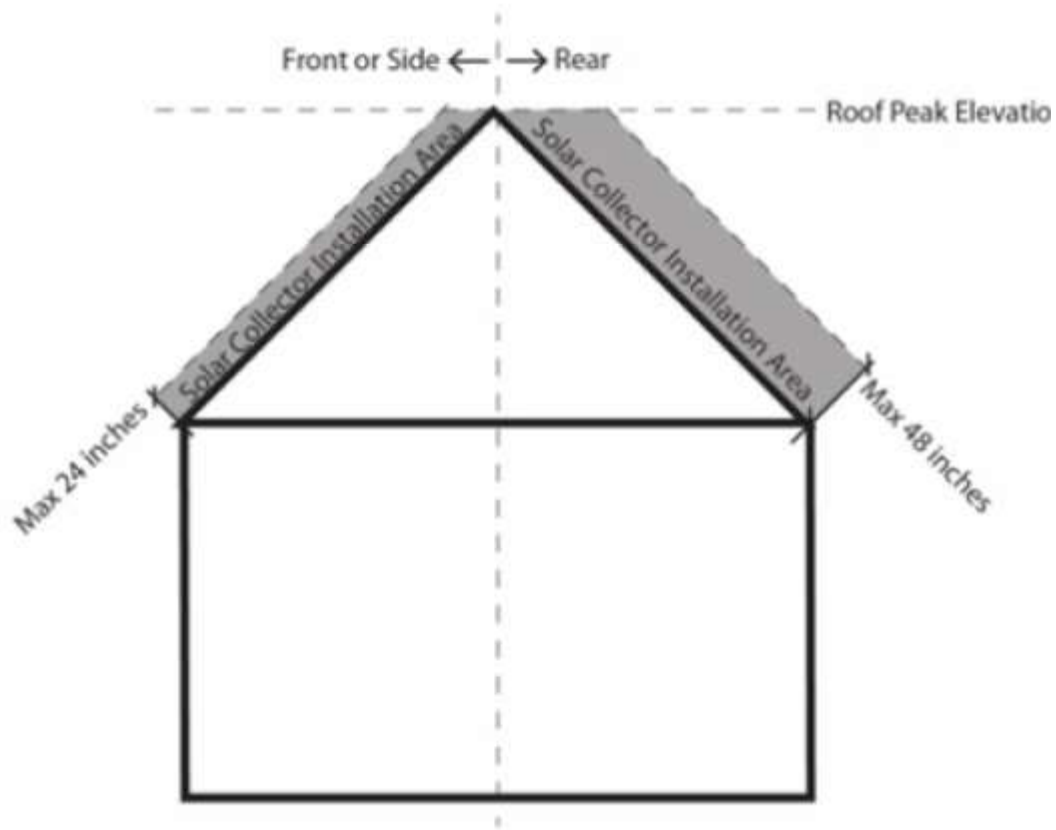
For all buildings or structures hereafter erected, constructed, reconstructed, moved, or altered, off-street parking in the form of garages or areas made available exclusively for that purpose shall be provided. Permanent occupancy shall not be allowed until all provisions for parking have been met.

(Code 2008, ch. 16, § 3.10)

3.11 Solar Collectors

Solar collectors are permitted, provided the following performance standards are met:

- A. Roof-mounted solar collectors visible from the front or side of public right-of-way not extend above the peak of the roof where it is mounted, and no portion of solar collectors shall extend more than 24 inches perpendicular to the point of roof where it is mounted; the support structure shall not be enclosed.
- B. Roof-mounted solar collectors located on the rear side of building roofs shall extend above the peak of the roof where it is mounted, and no portion of such collectors shall extend more than 48 inches perpendicular to the point on the where it is mounted.
- C. Ground-mounted solar collectors shall not exceed six feet in total height and shall be located within the rear yard at least 12 feet inside the property line.
- D. All lines serving a ground-mounted solar system shall be located underground.



(Code 2008, ch. 16, § 3.11)

ARTICLE 4 RESIDENTIAL ZONING DISTRICTS

DIVISION 4.1 RESIDENTIAL DISTRICTS GENERALLY

DIVISION 4.2 USES PERMITTED WITH CONDITIONS

DIVISION 4.3 SINGLE-FAMILY RESIDENTIAL

DIVISION 4.4 NEW INFILL HOUSES AND MAJOR ADDITIONS; SPECIAL CONSIDERATIONS

DIVISION 4.5 WAIVERS AND EXCEPTIONS

DIVISION 4.1 RESIDENTIAL DISTRICTS GENERALLY

4.1.1 Intent

4.1.2 Residential Zoning Districts Described

4.1.1 Intent

The R-1 Single-Family Residential District is established to promote the health of the city's historical neighborhoods as well as providing for their expansion along the same traditional lines used when they were established.

A. The following is a list of objectives to achieve housing that is compatible within the existing neighborhood:

1. Materials and colors should be used to reduce the apparent bulk of the structure.
2. The building height should be in proportion to the style and size of the house and to the lot area.
3. Higher portions of structure should be set back from the lot lines to reduce the impression of height.
4. Architectural features should be used to reduce the impression of bulk.
5. A combination of vertical and horizontal elements should be used to break up long or tall facade walls.
6. Recessed and projecting spaces should be used to create interest.
7. The completed structures must not overcrowd or overwhelm neighboring residences.
8. The creation of a vertical canyon effect between houses should be minimized. When a two-story house is proposed adjacent to one-story houses, the space between the houses should increase as wall height increases.
9. Similar materials, colors and roof pitch should be used on all sides and on all structures on the site.
10. The use of highly reflective materials should be avoided.
11. Mechanical equipment should be screened.
12. Large, continuous, paved areas should be avoided. Paved areas should be broken up by the use of textured or colored materials.

B. Consistent with the city's comprehensive plan, the objectives in development of this district are:

1. To promote positive growth in the city's residential areas;
2. To accommodate the renovation and expansion needs of residents;
3. To allow for future redevelopment;
4. To alleviate problems in compatibility with neighboring properties;
5. To provide clear criteria for new infill houses;
6. To allow for flexibility in expansion and remodeling of existing homes.

C. In addition, the governing body recognizes the unique attributes of the area

known as the Westport Annex, and finds as follows:

1. Whereas the area known as Westwood East of Rainbow (WEBO) consists of the area on 47th Terrace and 48th Street between Rainbow Boulevard and State Line Road, and is unique in its construction, platting, and configuration in the city; and
2. Whereas WEBO consists of lots nearly all of which were originally platted to have uniform dimensions of 40 feet in width by 110 feet in depth; and
3. Whereas the housing stock in WEBO has a significant percentage of smaller, older homes which present remodeling and redevelopment challenges; and
4. Whereas the construction of many homes in WEBO predate the widespread ownership of automobiles, and thus many homes have little or no garage space; and
5. Whereas the scarcity of garage space contributes to parking congestion which may negatively affect the safety, comfort, and convenience of the citizens; and
6. Whereas creative and distinct efforts may be necessary to create an environment for stable and productive redevelopment in WEBO; and
7. Whereas the governing body has received comments from the planning commission, residents of WEBO, other citizens, and others, and has studied the challenges posed by the unique characteristics of WEBO, and has concluded that certain rules or requirements may be too restrictive or otherwise interfere with redevelopment or the most productive use of property in WEBO, and that it is appropriate to create certain rules that pertain to WEBO based on the unique and distinct characteristics that predominate in the neighborhood, and the circumstances of WEBO justify the creation of an overlay district or similar special considerations for this area;
8. Therefore, a category R1-E shall be created as further set forth herein.

(Code 2008, ch. 16, § 4.1.1; Ord. No. 1024, § 22, 2-10-2022)

4.1.2 Residential Zoning Districts Described

The single-family residential areas of the city are divided into the following single-family residential zoning districts as further defined and described herein, including, but not limited to, the definitions and descriptions set forth in WCC 4.3.2:

- (a) R-1(A) are lots which are less than 50 feet in width as measured at the curb

along the front property line;

- (b) R-1(B) are lots which are less than 65 feet in width but at least 50 feet in width as measured at the curb along the front property line;
- (c) R-1(C) are lots which are less than 75 feet in width but at least 65 feet in width as measured at the curb along the front property line;
- (d) R-1(D) are lots which are at least 75 feet in width as measured at the curb along the front property line; and
- (e) R-1(E) are lots which are less than 50 feet in width as measured at the curb along the front property line, and which are located on 47th Terrace or 48th Street between State Line Road and Rainbow Boulevard, otherwise referred to as WEBO.

(Code 2008, ch. 16, § 4.1.2; Ord. No. 1024, § 23, 2-10-2022)

DIVISION 4.2 USES PERMITTED WITH CONDITIONS

[4.2.1 Intent](#)

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4.2.1 Intent

- A. Certain uses exist which may be constructed, continued and/or expanded, provided they meet certain mitigating conditions specific to their design and/or operation. Such conditions ensure compatibility among other building types so that different uses may be located in proximity to one another without adverse effects to either.
- B. Each use shall be permitted in compliance with all conditions listed for the use in this article. A special use permit may be required as identified in article 8 of this chapter for each use permitted with the following conditions. Applications for communication facilities for wireless services and for special use permits for communication facilities for wireless services shall be subject to and processed pursuant to the provisions, definitions, building and design standards, requirements, timelines, and criteria contained within article 10 of this chapter, and the city shall not discriminate against applicants with respect to the placement of communications facilities as to other investor-owned utilities, wireless service providers, wireless infrastructure providers, or wireless carriers.

All uses permitted with conditions in a residential district shall comply with article 5, divisions 5.1, 5.4, 5.5, and 5.6 of this chapter.

(Code 2008, ch. 16, § 4.2.1; Ord. No. 984, § 13, 9-21-2017; Ord. No. 1024, § 24, 2-10-2022)

4.2.2 Customary Home Occupation

- A. Any business operated within a residence shall not change the character of the dwelling.
- B. No outside storage associated with the home occupation is permitted.
- C. No more than 25 percent of the home shall be used in connection with the home occupation, except for a day care service.
- D. A maximum of one nonresident employee is permitted.
- E. No display or advertising on premises is permitted.
- F. Only vehicles used primarily as passenger vehicles shall be permitted in connection with the home occupation.

(Code 2008, ch. 16, § 4.2.2)

4.2.3 Churches And Civic Uses

- A. Churches, schools, and governmental uses shall be placed on a lot so as to front on the street.
- B. Any buildings incidental to the primary structure shall be behind a line a minimum of 20 feet from the front facade of the structure and, if more than one, shall be arranged to create secondary gathering spaces within the lot.
- C. Parking shall be located toward the interior of the lot. On-street parking may be used to fulfill parking requirements, where permitted. Parking may not occur within a front setback or corner side setback.
- D. Site plan review by the planning commission and approval by the governing body is required.

(Code 2008, ch. 16, § 4.2.3; Ord. No. 1024, § 25, 2-10-2022)

4.2.4 Public Safety Uses

- A. All public safety stations shall be similar in architectural design to nearby structures.
- B. Parking shall be to the rear of the lot.

- C. Site plan review by the planning commission and approval by the governing body is required.

(Code 2008, ch. 16, § 4.2.4)

4.2.5 Group Home

- A. All group homes shall be residential in architectural design.
- B. Minimum lot size shall be 7,000 square feet.
- C. Parking shall be to the rear of the home and shall be screened from adjoining properties.
- D. Site plan review by the planning commission and approval by the governing body is required.

(Code 2008, ch. 16, § 4.2.5)

4.2.6 Communications Facilities

- A. Communication facilities are subject to the application, review, building, and performance standards of article 10 of this chapter.
- B. Communication facilities, limited to the following, are a conditionally permitted use:
 1. Towers and base stations, as defined within WCC 10.2, designed as an architecturally compatible element to an existing nonresidential use such as schools, churches, and the like, and that comply with the same height and setback requirements as other structures in residential districts.
 2. Antennas, as defined within WCC 10.2, mounted on and designed as an architecturally compatible element to an existing nonresidential structure or building.
 3. Small cell and distributed antenna systems, as defined within WCC 10.2, mounted or collocated on monopoles, utility poles, or streetlights in the public right-of-way.

(Code 2008, ch. 16, § 4.2.6; Ord. No. 984, § 14, 9-21-2017)

4.2.7 Day Care Center

- A. Any business operated within a residence shall not change the character of the dwelling.
- B. No display or advertising on premises is permitted.

C. A state license is issued to the day care center.

(Code 2008, ch. 16, § 4.2.7)

4.2.8 Parking Space Requirements For Uses With Conditions

- A. The table below includes requirements for employee parking.
- B. Employee parking spaces are included in the ratios in the below table.
- C. No use shall provide more than 125 percent of the minimum required parking without documented evidence of actual parking demand based on studies of similar uses in similar context.
- D. Any parking permitted over 115 percent of the minimum shall require mitigating potential impacts of more parking through one or more of the following strategies:
 - 1. Provide shared parking for other uses on the block or adjacent blocks.
 - 2. Use alternative surfaces designed to infiltrate stormwater or otherwise increase permeability without significantly sacrificing stability and durability.
 - 3. Provide additional buffers and site open spaces to screen parking with at least a ten percent increase in the open space or buffers required for the parking, and at least a 20 percent increase in the landscape material amount required for the parking.
 - 4. Design all parking areas over the 115 percent maximum as dual-purpose space, such as plazas or courtyards, playgrounds, event areas for regular use of the space during non-peak times.

Institutions of higher learning	1 per 5 students/1 per 2 residents
High schools	1.5 per five students
All other schools	1.5 per classroom
Government institutions	1 per 300 sq. ft./1 per 4 seats of meeting area
Religious institutions	1 per 4 seats of meeting area
Civic organizations	1 per 300 sq. ft./1 per 4 seats
Group homes	1 per 3 residents
Nursing homes/retirement	1 per 3 beds
General health and welfare institutions	1.2 per bed

Independent living facilities	1.5 per unit
Convention facilities	1 per 250 sq. ft.
Post office	1 per 400 sq. ft.

(Code 2008, ch. 16, § 4.2.8; Ord. No. 1024, § 26, 2-10-2022)

4.2.9 Essential Utility Structures

Utility structures may only be installed in a utility easement, provided that utility structures may be located within the public right-of-way subject to the approval of the public works director and, if applicable, located behind any sidewalk. Other locations for utility structures may be allowed pursuant to the issuance of a special use permit as provided in article 8 of this chapter.

- A. When placing utility structures, priority will be sought in the following order:
 1. Properties with nonresidential uses.
 2. Thoroughfare easements.
 3. Rear yards.
 4. Street side yards on a corner lot behind the front yard setback.
- B. No newly constructed above-ground facilities shall be located directly in front of any single-family home (or in front of where a single-family home could be constructed, in the case of a vacant lot), provided that if the public works director deems it necessary or appropriate, such facilities may be located in the front yard, at or along the property line between two adjacent properties.
- C. The structure is limited to 66 inches in height above average grade and shall be limited to a footprint of no larger than 20 square feet in area.
- D. Utility structures shall comply with all noise limitations and requirements established by the city.
- E. Landscaping shall be provided for all utility structures with a footprint greater than two square feet, where necessary to substantially screen the utility structure from public view and the view of adjacent landowners. Where landscaping is required for screening, a landscaping plan signed by a registered landscape architect shall be submitted with an application for a right-of-way permit, and, if approved, installed as part of the work performed in accordance with the right-of-way permit.
- F. Any utility structure that is not operated for a continuous period of six months shall be considered abandoned, and the owner of the utility structure shall

remove the structure and return the site to its original condition.

(Code 2008, ch. 16, § 4.2.9; Ord. No. 984, § 15, 9-21-2017)

DIVISION 4.3 SINGLE-FAMILY RESIDENTIAL

[4.3.1 Uses Permitted By Right](#)

[4.3.2 Single-Family Primary Structure Requirements](#)

[4.3.3 Lot Exceptions](#)

[4.3.4 Accessory Structure Setback And Other Requirements](#)

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[4.3.11 Off-Street Parking](#)

[4.3.12 Parking Or Storage Of Boats, Trailers, Commercial And Recreational Vehicles](#)

[4.3.13 Satellite Dishes](#)

4.3.1 Uses Permitted By Right

In the R-1 district, no building or premises shall be used and no building or structure shall be hereinafter erected or altered unless otherwise provided in this division, except for the following uses:

- A. Single-family dwellings and appurtenances incident thereto;
- B. Accessory dwelling unit (ADU);
- C. Public parks or playgrounds, churches on lots of one acre or more, public or parochial school, city halls and police stations;
- D. Group homes;
- E. Accessory uses as provided herein;
- F. Essential utility services subject to the limitations provided herein; or
- G. Communication facilities, limited to the following:
 1. Towers and base stations, as defined within WCC 10.2, designed as an architecturally compatible element to an existing nonresidential use such as schools, churches, and the like, and that comply with the same height and setback requirements as other structures in residential districts.
 2. Antennas, as defined within WCC 10.2, mounted on and designed as an architecturally compatible element to an existing nonresidential structure or building.

3. Small cell and distributed antenna systems, as defined within WCC 10.2, mounted or collocated on monopoles, utility poles, or streetlights in the public right-of-way.
4. Communication facilities (e.g., towers, base stations and antennas) are subject to the application, location, and performance standards of article 10 of this chapter.
5. Communication facilities with conditions as provided herein or as otherwise deemed necessary by the approval authority to protect the public health, safety or welfare.

H. Nonresidential development permitted in a residential district shall be in compliance with divisions 5.1, 5.4, 5.5 and 5.6 of article 5 of this chapter.

(Code 2008, ch. 16, § 4.3.1; Ord. No. 984, § 16, 9-21-2017; Ord. No. 1024, § 27, 2-10-2022)

4.3.2 Single-Family Primary Structure Requirements

- A. Residential lots are described and defined in WCC 4.1.2 and are reaffirmed herein by reference. For lots which have front footage lying on a curve or arc (such as may occur on a lot on a cul-de-sac) or which otherwise are not rectangular and have a front width which is narrower than the width at the back property line, the width shall be measured along the front building line of the primary structure for purposes of determining the lot category.
- B. The primary structure of all residences in R-1(A), R1-(B), R1-(C), and R1-(D) shall be a maximum of two stories in height. Residences in R-1(E) shall be a maximum of 2 1/2 stories.
- C. For all residential tracts in R-1(A) and R-1(E), the total lot coverage of all structures, including, but not limited to, all primary and accessory structures, shall not exceed 40 percent of the area of the lot. For R-1(B), R-1(C), and R-1(D) lots, the total lot coverage of all structures, including, but not limited to, all primary and accessory structures, shall not exceed 35 percent of the area of the lot. However, in calculating lot coverage, decks which are at least 30 inches high, measured from the ground, shall be calculated at 50 percent of the area they encompass. Thus, a deck having an area of 100 square feet shall count as 50 square feet for purposes of calculating total lot coverage. Decks lower than 30 inches in height are not counted toward lot coverage.
- D. Primary structures shall have at least 60 percent of their front facade on the front yard build-to line.
- E. The vertical surface of any building elevation shall not exceed more than 600 square feet or 25 feet measured horizontally without incorporating architectural relief. Architectural relief shall be defined as a building element or elements that

breaks up a wall plane and occurs cumulatively over at least 25 percent of the wall plane requiring relief.

1. Examples may include dormers, projecting primary entrance features, projections or recessions in the building face (either horizontal or vertical), columns, chimneys, arches, eaves, alternating roof pitches, and/or by other architectural means.
 2. Windows, doors, and changes of material do not constitute architectural relief.
- F. Window openings shall match or exceed the existing percentage of wall-to-window openings of the existing house or the construction of adjacent properties for new homes. The requirements of this provision, however, shall not apply to the first floor of attached garages.
- G. Front setback encroachments for all residences shall be no greater than four feet into the front yard setback. See WCC 4.3.3.E.
- H. The maximum height of the primary structure shall be 35 feet.
- I. With respect to lots which have existing primary or accessory structures less than five feet from a side property line, such existing primary or accessory structure's existing wall may be extended further along the property line provided that a distance of ten feet is maintained between the structure and any extension thereof and any structure on any adjacent lot.
 - J. Notwithstanding the above, any construction within such a five-foot setback shall require that any future construction of a structure on the adjacent lot be not less than ten feet away from the new construction. Thus, for example, and not by way of limitation, an extension on one lot that is four feet off the side yard property line would necessitate that any later construction on the adjacent lot be at least six feet off of its side yard.
- K. A permit for construction of a non-conforming primary or accessory structure in the setback will not be granted until the applicant obtains the following in writing signed by the adjacent property owner:
1. A statement advising the adjacent neighbor of the nature of the project or construction under consideration;
 2. An acknowledgement by said adjacent neighbor that that property owner may not build any closer than ten feet to the proposed project or construction in the future;
 3. A statement that said adjacent property owner consent to said project or construction; and
 4. This writing shall be acknowledged before a notary public and said notarized acknowledgement shall be filed with the county office of

records and tax administration, and proof of said filing provided to the city before any building permit shall issue.

L. Except as set forth in WCC 4.3.3, lot exceptions below, specific requirements for each residential zoning district are as follows:

1. R-1(A):

- a. Lots shall be less than 50 feet in width;
- b. Minimum setbacks are established at:
 - (1) 20 feet for the front yard;
 - (2) Seven feet for a second-story side yard;
 - (3) 15 feet for the rear yard;
 - (4) 15 feet for the side yard on corner lots;
 - (5) Ten feet for first story side yard;
 - (6) Other first-story side yard setbacks as set forth in subsection I of this section;
- c. The maximum lot width coverage at front yard setback shall be 80 percent;
- d. The maximum eave height above the first floor shall not be greater than half the width of the lot as measured at the curb along the front property line;
- e. The maximum stories of the primary structure shall be two.

2. R-1(B):

- a. Lots shall be at least 50 feet and less than 65 feet in width and have a minimum area of 5,500 square feet;
- b. Minimum setbacks are established at:
 - (1) 35 feet for the front yard;
 - (2) Seven feet for a second-story side yard;
 - (3) 15 feet for the rear yard;
 - (4) 15 feet for the side yard on corner lots;
 - (5) Ten feet for first story side yard;
 - (6) Other first-story side yard setbacks as set forth in subsection H of this section;

- c. The maximum lot width coverage at front yard setback shall be 80 percent;
 - d. The maximum eave height above the first floor shall not exceed 23 feet;
 - e. The maximum stories of the primary structure shall be two.
3. R-1(C):
- a. Lots shall be at least 65 feet and less than 75 feet in width and have a minimum area of 7,020 square feet;
 - b. Minimum setbacks are established at:
 - (1) 35 feet for the front yard;
 - (2) Seven feet for a second-story side yard;
 - (3) The greater of 15 feet or 20 percent of depth of lot for the rear yard;
 - (4) 15 feet for the side yard on corner lots;
 - (5) Ten feet for first story side yard;
 - (6) Other first-story side yard setbacks as set forth in subsection H of this section;
 - c. The maximum lot width coverage at front yard setback shall be 70 percent;
 - d. The maximum eave height above the first floor shall not exceed 23 feet;
 - e. The maximum stories of the primary structure shall be two.
4. R-1(D):
- a. Lots shall be at least 75 feet width and have a minimum area of 9,000 square feet;
 - b. Minimum setbacks are established at:
 - (1) 35 feet for the front yard, seven feet for a second-story side yard;
 - (2) The greater of 15 feet or 20 percent of depth of lot for the rear yard;
 - (3) 15 feet for the side yard on corner lots;
 - (4) Ten feet for first story side yard;

- (5) Other first-story side yard setbacks as set forth in subsection H of this section;
 - c. The maximum lot width coverage at front yard setback shall be 70 percent;
 - d. The maximum eave height above the first floor shall not exceed 23 feet;
 - e. The maximum height of the primary structure shall be 35 feet;
 - f. The maximum stories of the primary structure shall be two.
5. R-1(E):
- a. Lots shall be less than 50 feet in width;
 - b. Minimum setbacks are established at:
 - (1) 20 feet for the front yard;
 - (2) Five feet for a second-story side yard, seven feet for the third-story;
 - (3) 15 feet for the rear yard but five feet for a detached garage in the rear yard;
 - (4) 15 feet for the side yard on corner lots;
 - (5) Ten feet for first story side yard;
 - (6) Other first-story side yard setbacks as set forth in subsection H of this section;
 - c. The maximum lot width coverage at front yard setback shall be 70 percent;
 - d. The maximum eave height above the first floor shall not exceed 23 feet;
 - e. The maximum stories of the primary structure shall be 2 1/2;
 - f. The total square footage of the one-half story above the second story shall not exceed 50 percent of the total square footage of the second story.

M. The chart below is provided to assist property owners for single-family primary structures, however subsections A through I of this section shall prevail in the event of any question of interpretation or ambiguity with respect to said chart.

Chart 4.3.2. Single-Family Primary Structure Requirements

<i>Primary Structure Requirements</i>	<i>R-1(A)</i>	<i>R-1(B)</i>	<i>R-1(C)</i>	<i>R-1(D)</i>	<i>R-1(E)</i>
Lot width minimum		50'	65'	75'	
Lot width maximum	< 50'	< 65'	< 75'		< 50'
Lot size minimum		5,500 sq. ft.	7,020 sq. ft.	9,000 sq. ft.	
Maximum lot coverage including accessory structures (deck calculated at 50 percent)	40%	35%			40%
Minimum setbacks:					
Front yard build-to line (see WCC 4.2.3.d)	20'	35'			20'
First story side yard setbacks (see WCC 4.3.2.1)	10'	10'	10'	10'	10'
Corner lots side yard**	15'				15'
Rear yard	15'	greater of 15' or 20% of lot depth		15', detached garage at 5'	
Maximum lot width coverage at front yard setback	80%	70%		80%	
Front setback encroachments:					
Open stoops, open porches & raised doorways	4' into the front yard setback				
Maximum eave height above first floor	< 1/2 lot width	23'			
Maximum height of primary structure	35'				
Maximum stories of primary structure	2	2		2 1/2*	

Continuous wall limits	Not to exceed more than 600 square feet or 25' horizontally without incorporating architectural relief. See WCC 4.3.2 E
Attached garages	The front wall of front-facing attached garages shall be located entirely behind the front wall of the primary building (2.3.520). Front porches or colonnades shall not constitute the front wall of the dwelling for this review.

*New home builds should see division 4.4 of this article for special considerations.

*The total square feet of the top one-half story shall not exceed 50 percent of the area of the second story.

**Corner lots side yard diagramed in the definition of the term "yard, street side" in WCC 2.3.

(Code 2008, ch. 16, § 4.3.2; Ord. No. 1024, § 28, 2-10-2022)

4.3.3 Lot Exceptions

- A. No new R-1(A) or R-1(B) lots shall be platted.
- B. A cul-de-sac lot shall have a minimum width of 30 feet at the front building line.
- C. Lot splits of existing platted lots shall be subject to the requirements set forth in article 1.5 of this chapter.
- D. Setback exceptions are as follows:
 - 1. 47th Street Terrace and 48th Street between Rainbow Boulevard and State Line Road: front yard setback 20 feet;
 - 2. 50th Street Terrace east of Belinder Road: front yard setback 30 feet and rear yard setback ten feet;
 - 3. 47th Street Terrace between Belinder Road and Rainbow Boulevard: front yard setback 25 feet;
 - 4. Fairway Road between 49th Street and 50th Street: front yard setback 23 feet;
 - 5. Norwood Road between 49th Street and 50th Street: front yard setback 32 feet;
 - 6. Where irregular front yard setbacks exist and specific setbacks are not indicated above, the front yard shall not be less than the primary structure on either side.
- E. Encroachment exceptions are as follows:

1. Chimneys, open steps, and medically necessary ramps may encroach on front setbacks;
2. Bay windows may encroach on the front yard to a maximum of 30 inches;
3. All encroaching stoops and porches shall be open with no enclosing screens or windows;
4. All the above encroachments shall be constructed using materials and construction methods similar to those of the existing house.

F. Height exceptions are as follows:

1. Roof equipment;
2. Spires;
3. Chimneys and other roof appurtenances not intended for human occupancy and which are necessary to the structure to which they are attached.

(Code 2008, ch. 16, § 4.3.3)

4.3.4 Accessory Structure Setback And Other Requirements

- A. The setback for accessory structures for all residential zoning districts currently established shall be five feet for the rear yard and for the side yards, including the interior side lot of corner lots, except as set out in WCC 4.3.2.H.
- B. On corner lots, the street side yard setback (i.e., the setback for the side yard nearest to the street) for accessory structures shall be equal to the setback of the primary structure (i.e., accessory structures may not encroach on the setback established for the primary structure).
- C. The following chart sets forth other requirements pertaining to accessory structures. Parameters which do not relate to setbacks are set forth in related sections below the chart. The subsections A and B of this section shall prevail over chart data in the event of any question of interpretation or ambiguity.

<i>Accessory Building Setbacks and Other Requirements (WCC 4.3.4, 4.3.5, 4.3.6)</i>	<i>R-1(A)</i>	<i>R-1(B)</i>	<i>R-1(C)</i>	<i>R-1(D)</i>	<i>R-1(E)</i>
Interior lots side yard	See WCC 4.3.2.H				
Rear yard	5'				
Corner lots interior side	5'				

Corner lots side yard	equal to primary structure setback				
Maximum accessory structures per dwelling	2				
Maximum detached garage height	35' or 2 stories				
Detached garage roof pitch	Same roof pitch as primary structure				
All other structure height	16' and 1 story				
Maximum footprint of all accessory structures	662 sq. ft.	704 sq. ft.	704 sq. ft.	704 sq. ft.	662 sq. ft.
Minimum garage size	175 sq. ft.				
Maximum garage door height	9'				
Detached garage allowed in rear yard	Yes				
Tandem garage permitted	Yes				
Adjacent property interior common wall garages (see WCC 4.3.6.D)	Yes				
Materials and construction	Similar to primary structure				

(Code 2008, ch. 16, § 4.3.4; Ord. No. 1024, § 29, 2-10-2022)

4.3.5 Accessory Structures

- A. No more than two accessory structures, including detached garage, shall exist for a single residence.
- B. Accessory structures must be clearly incidental to and customarily and commonly associated with the primary structure and must be located in the rear yard. Accessory structures may have plumbing, heating, ventilation, air conditioning, cooking facilities, or other amenities, and may be used for any purpose which is otherwise lawful in the primary structure, including, but not limited to, garages, storage areas, home offices, studios, or workshops, and accessory dwelling units, provided all applicable building, fire safety, and other codes are met.
- C. Only one accessory dwelling unit (ADU) is permitted on any single-family residential building site. If the ADU is greater than 500 square feet in size, an additional parking space located behind the front yard setback and at least 20 feet from the street side lot line is required. ADUs that are 500 square feet or smaller that have code compliant parking for the principal structure at the time the principal structure was constructed are not required to have an additional parking space for the ADU.

- D. For R-1(A) and R-1(E) tracts, the total coverage of the combined footprints of all accessory structures shall not exceed 662 square feet. For R-1(B), R-1(C), and R-1(D) tracts, the total coverage of the combined footprints of all accessory structures shall not exceed 704 square feet. However, notwithstanding the above, an accessory structure may only be constructed provided that all other zoning, building, and other legal requirements are met.
- E. Accessory structures other than garages which are less than 150 square feet in area and do not have a permanent foundation may be constructed of any permitted residential building wall material and may have a roof pitch different from that of the existing pitch of the roof on the primary structure.
- F. No structure may be set in any utility or other easement.
- G. No structure may be more than 16 feet, and one story, in height, except as provided in WCC 4.3.6.
- H. Dog runs must be in the rear yard and must comply with all setback and fence height requirements, and shall be no more than four feet wide and 12 feet long with a paved floor for sanitation purposes. Each lot shall have no more than one dog run.

(Code 2008, ch. 16, § 4.3.5; Ord. No. 1024, § 30, 2-10-2022)

4.3.6 Garages

- A. Each single-family residence hereinafter constructed within the city limits must have at least a one-car garage.
- B. No remodeling or construction shall be permitted which eliminates all garage space for a single-family residence.
- C. Basement parking garages in R-1(A) and R-1(E) districts may extend above existing grade a maximum of four feet if the front entrance to the first floor faces the street and no exterior entrance to the garage, other than the garage doors, faces the street.
- D. One detached garage on each of two adjacent lots may be built on the side property line and share a common wall. Such a garage may be built only following a hearing before the governing body with notification by certified mail to all property owners who are adjacent, abutting, or opposite the properties upon which the garage is proposed to be built. At the hearing, the governing body may approve such a garage provided that the applicants have appropriate easements, party wall agreements, or other documentation and provided further that no existing easements or property rights will be affected by the garage.
- E. Any detached garage shall have a permanent foundation, cover an area of at least 175 square feet, and be constructed using materials and construction

similar to the primary structure, including the same roof pitch as the existing roof on the primary structure.

- F. The front wall of front-facing attached garages shall be located entirely behind the front wall of the primary building (WCC 2.3.520). Front porches or colonnades shall not constitute the front wall of the dwelling for this review.
- G. Detached garages shall be located entirely behind the rear line of the primary structure.
- H. Any three-car garage must have at least two garage doors for vehicle access.
 - I. No detached garage shall be more than 35 feet and two stories in height.
 - J. No garage door shall be more than nine feet in height.

(Code 2008, ch. 16, § 4.3.6; Ord. No. 1024, § 31, 2-10-2022)

4.3.7 Building Standards

A. Acceptable materials for all structures in all R-1 districts are as follows:

1. The exterior surfaces of residential building walls shall be stone, brick, finished concrete, precast concrete, copper, plaster stucco, EIFS (exterior insulation finishing system), clear glass, wood (clapboard, shingle, drop siding, primed board, or board and batten), brick, metal (for detailing and awnings), vinyl siding and details (including soffits), aluminum siding, or steel siding. Also, vinyl windows are permitted. All other materials shall be prohibited, including, but not limited to, plastic columns or other ornamentation, concrete masonry units, corrugated metal, and mirror or other reflective glass.
2. Residential roofs shall be dressed in wood shingles, slate, asphalt shingles, copper, tern-coat metal, tile, concrete tile, painted metal, or single membrane roof. No person shall construct a green roof prior to first submitting a detailed maintenance plan to the city and obtaining a conditional use permit from the building official.
3. Gutters and downspouts shall be made of copper, galvanized metal, painted metal, baked finish aluminum or vinyl.

B. Configurations for all structures in all R-1 districts shall be as follows:

1. The undercroft of buildings shall be enclosed by a lattice or similar enclosure.
2. All rooftop equipment, such as solar panels or turbines, shall be visually compatible with the structure. Roof penetrations, except chimneys and skylights, shall be located on the rear or side so as not to be visible from the street, whenever possible.

3. Window openings shall match or exceed the existing percentage of wall-to-window openings of the existing house or the construction of adjacent properties.

(Code 2008, ch. 16, § 4.3.7; Ord. No. 1024, § 32, 2-10-2022)

4.3.8 Building Additions; Special Conditions

- A. For new additions facing the street, roofs shall have the same pitch as one of the existing roofs on the primary structure, and any roof extension facing the street must have the same pitch as the roof from which it extends. For roof additions other than those facing the street, the roof shall have the same pitch as one of the existing roofs on the primary structure with a permitted variation in pitch of up to two feet of vertical drop for 12 feet of horizontal distance in either direction. Dormers can have any roof pitch and can be any size.
 1. On corner lots, the front shall be the side with the primary entrance facing the street only.
 2. Notwithstanding the above, in the case of the replacement of a portion of an existing home, the replacement roof line may replicate the previously-existing roof line. For example, if a porch has a roof line that differs from that of the roof to which it is attached, and that porch is torn out to be replaced, the previous roof line can be duplicated on the replaced structure. This provision shall not apply to new additions or modifications that deviate from the existing structure.
 3. Further, a roof over an open porch or stoop on the front of a house may have a roof pitch that is different from the pitch or pitches of any of the existing roofs on the primary structure.
- B. The primary eave lines of house additions shall match in height the existing structure's primary eave lines for both the first and second stories.
- C. Acceptable building materials are as follows:
 1. The building materials on house additions shall match the building materials and construction of the existing house.
 2. The building materials on two-story additions may be different above the first-story eave if the material covering the wall of the first story is the heavier in appearance of the two (e.g., stone on the first story and wood siding on the second story).
- D. Considering massing of two-story additions, the following shall apply:
 1. Structures with the primary roof ridge line parallel to the street frontage

must maintain the existing line along two thirds of their street frontage.

2. For one- or 1 1/2-story structures which have the primary roof's ridge line perpendicular to street frontage, the existing eave line shall be maintained along the full width of street frontage, a distance of at least four feet back from the vertical surface of any building elevation.
3. The primary two-story roof ridge shall run parallel to existing one- or 1 1/2-story primary roof structure.
4. Within the limits set forth in subsection D.2 of this section, where the new second-story roof line meets or extends in front of the existing front building wall, the second-story roof line may be perpendicular to the primary existing roof line.

E. Notwithstanding the above restrictions on materials and roof pitch, a sunroom or conservatory added to an existing primary structure may have a roof constructed primarily of Lexan or a similar translucent material and may have a pitch which differs from pitches on existing roofs on the primary structure.

(Code 2008, ch. 16, § 4.3.8; Ord. No. 1024, § 33, 2-10-2022)

4.3.9 Fence And Wall Standards

No fence may be placed upon any public right-of-way except by the city. No fence or wall detached from or attached to any building shall be erected or constructed upon any lot, plot, tract, or premises without a valid permit specific to said construction project.

A. The requirements for materials and style of construction shall be as follows:

1. The type and design of any fence or wall must be suitable to and in conformity with the improvements on the lot on which it is constructed and shall be compatible with the surrounding neighborhood. Both sides of any fence or wall shall be of equal quality or finish; any fence or wall of post-and-support construction shall be built with the posts facing the interior of the tract. All fences and walls must be kept in good repair and appearance.
2. All fences and walls exceeding four feet in height shall be made of wood and of board-on-board style, or shall be of live material such as bushes or shrubs.
3. All fences and walls constructed of live material must be kept trimmed and of an orderly appearance, may not exceed six feet, and may be situated at any location upon the lot or tract subject to easements and the city's tree ordinance.

B. The requirements for fence and wall height shall be as follows:

1. No fence or wall other than a retaining wall shall exceed six feet in height, except as hereinafter provided.
2. The height requirement established by this section may be exceeded by not more than six inches in situations where additional height is necessary to allow for normal installation.
3. Fences constructed to secure structural, mechanical, electrical, or other devices not customarily found in residential areas, including, but not limited to, electrical substations and churches or schools with electrical equipment, may be up to 12 feet in height in order to ensure public safety.

C. The requirements for placement of fences and walls shall be as follows:

1. No fence or wall shall be closer to the front property line than the front line of the residence.
2. No fence or wall on a vacant lot shall be closer to the property lines than the allowable building lines as set forth in this chapter.
3. On a corner lot, no fence or wall shall be closer than ten feet to the street-side property line.
4. No fence or wall shall restrict or obstruct the sight distance triangle, as defined and illustrated in WCC 9.1.3, or any traffic control sign.

D. Retaining walls may be erected, constructed and maintained on any lot, provided any such wall complies with the following requirements:

1. The erection, construction and maintenance of any such wall is reasonably necessary because of the topography of said lot; and
2. Any such wall is located at least two feet back from any street line; and
3. Any such wall shall extend no more than six inches above ground level of the land retained thereby.

E. Fences or walls around pools may be of solid construction, and shall also be no more than six feet in height, and shall be constructed in accordance with WCC 8-601 through 8-604.

F. Fences or walls which would exceed the height limitation or would fail to comply with any other requirement of this Ordinance may be constructed and maintained, contingent upon the following:

1. Application shall be made to the governing body, which shall study said application to determine the following:
 - a. The fence or wall will not adversely affect the general welfare of

the immediate neighborhood in which the fence or wall is to be erected, taking into consideration factors, including, but not limited to, the value of the property and the safety of residences in said neighborhood;

- b. The appearance, location, and purpose of the proposed fence or wall;
 - c. The effect on adjoining properties;
 - d. The size of the area to be enclosed; and
 - e. The desirability of open views with regard to beauty, value and safety of the neighborhood; and
 - f. With respect to any fence on a lot adjacent to a street, a variance shall not be granted if the proposed fence would interfere with a safe view of the street for vehicular traffic, or would impair the view from any nearby driveway, or would extend closer to the street than the adjacent front yard setbacks.
2. Said application must be approved by at least four of the five members of the governing body.

(Code 2008, ch. 16, § 4.3.9; Ord. No. 1024, § 34, 2-10-2022)

4.3.10 Driveways

- A. Each single-family dwelling is limited to one curb cut or entrance with a corresponding one-lane driveway having a maximum width of 12 feet.
1. However, a single-family residence may have two single-lane curb cuts, each a maximum of 12 feet wide, provided:
 - a. No curb cut may be located within 30 feet of an intersection;
 - b. 75 feet of contiguous property is immediately adjacent to the public right-of-way on the subject tract; and
 - c. There must be at least 36 linear feet of public right-of-way between the driveways, measured at the edge of the right-of-way on the tract.
 2. For multiple curb cut properties, each curb cut must either:
 - a. End at a garage; or
 - b. Be configured so that one driveway arcs or circulates in such a fashion that it connects to the other driveway in the front, or front-

side yard in the case of a corner lot, while the other driveway ends at a garage.

3. The total impervious area of the yards in which the multiple curb cuts and corresponding driveways are located, measured from the edge of the rights-of-way, shall not exceed 40 percent of the total area of the front, side, or back yards on which any part of said driveway lies. This is derived by dividing the total area of the driveway by the sum of the total areas of any front, side, or rear yard on which any part of the driveway or driveways lie on that property.
 4. In the event of an arched, or circular, driveway, the arched driveway must be:
 - a. No wider than 12 feet from the edge of the right-of-way to where it connects to the other driveway; and
 - b. Arched so that there is at least 17 feet between the inside of the arch and the public right-of-way for at least 18 linear feet (i.e., the inside radius of the arch must be sufficient to maintain at least a 17-foot setback from the nearest right-of-way for a distance of 18 feet along that right-of-way).
- B. Any house with a single-car garage may have a driveway that widens to a maximum of 18 feet. This widening is allowed only for the final 18 feet of the driveway closest to the garage. Any such driveway may widen gradually for an additional nine feet of transitional length in which the driveway widens from one lane to the prescribed maximum width.
- C. Any house with a garage built to hold more than one car side-by-side may have a driveway which widens up to the width of the garage or 24 feet, whichever is less. If a house with only one curb cut has a side-by-side two-car garage with street access from the front, and the garage door face is in line with or in front of the closest adjacent rear corner of the house, that driveway and curb cut may be a maximum of 24 feet wide, or the width of the garage, whichever is less, from the edge of the right-of-way to the garage.
- D. Any house with a side-by-side garage with more than two side-by-side garage spaces shall be permitted an additional nine feet of width than that width permitted in the previous section for each additional side-by-side garage space greater than two spaces in the widened area closest to the garage. Widening of the drive to this greater amount adjacent to the garage doors is allowed for the final 24 feet of the driveway closest to the garage, or for a length equal to the width at the garage, whichever is less. Any such widened driveway may widen gradually for an additional ten feet of transitional length in which the driveway widens from one lane to the prescribed maximum for two-car garages, and another additional five feet of transitional length for each additional side-by-side

garage space over the two-car configuration.

- E. Driveways shall be constructed of pavers, concrete, asphalt, brick, or similar hard surfaces, or hard surfaces interspersed with green space, vegetation, or natural stone or a combination thereof. Driveway approaches shall conform to the current city right-of-way ordinance.
- F. Pavement is allowed up to one foot from the side yard property line on all R-1 lots. Notwithstanding, common drives which lie on both sides of a property line to serve both the adjacent properties are allowed.
- G. Any house with garage door access on the rear or side of the house but having drive access only from the front, shall also be constructed with driveways having a maximum width of 12 feet from the edge of the right-of-way to the face of the garage, subject to the other rules set forth herein. The path of travel from the back of the house to the garage door shall be by the most direct path, considering turning radius, entry grade, and the geometry of the existing structures and the lot. For garages facing the rear of the property, horseshoe or U-shaped drives are to be used whenever possible, with the distance between the portions going from the street and the reversed portion going into the garage, or ends of the horseshoe, being as narrow as possible; and the distance of the driveway before reversing, or the depth of the horseshoe, shall be as short as possible. For garages facing either side yard, right-angle or L-shaped driveways are to be built wherever possible. The maximum allowed inside turning radius to accomplish the turn into the garage is 13 feet. An additional hard surface area of up to 162 square feet is permitted behind the front face of the house to permit the turning of vehicles and to allow vehicular access to the garage.
- H. Any house with no garage shall be treated the same as a house with a single car garage, except that:
 - 1. All driveways shall be straight and perpendicular to the curb cut;
 - 2. All driveways shall be located as close as possible to either side yard property lines; and
 - 3. All driveways may widen for the final 18 feet farthest from the street, and such driveways may widen gradually for an additional nine feet of transitional length in which the driveways widen from one lane to the prescribed maximum width. Such driveways shall terminate at least five feet from any rear yard property line and shall not be constructed in a fashion which violates the easement rights of other parties.
- I. Notwithstanding anything to the contrary herein, the entrance to a driveway may widen at the street entrance pursuant to the city's ordinances regarding driveway approaches or right-of-way governance. Any measurements hereunder shall be made from the edge of the right-of-way, wherever applicable. Nothing herein shall be deemed to permit any parking or storage of vehicles on

any right-of-way or in other areas designated for public use.

(Code 2008, ch. 16, § 4.3.10; Ord. No. 915, § 1; Ord. No. 1024, § 35, 2-10-2022)

4.3.11 Off-Street Parking

A minimum of two spaces per primary structure must be provided on the site and off the public right-of-way. Additional off-street parking requirements per accessory structure are outlined in WCC 4.3.5.

(Code 2008, ch. 16, § 4.3.11; Ord. No. 1024, § 36, 2-10-2022)

4.3.12 Parking Or Storage Of Boats, Trailers, Commercial And Recreational Vehicles

- A. No boats, campers, trailers, motorcycles, or jet skis may remain in public view on any portion of any lot, tract, or parcel of land in the city for more than 72 hours, except as provided in this section.
- B. A special permit to park campers, trailers, motorcycles, or jet skis in public view may be obtained from the police department for additional time; however, no permit shall be issued for more than a total of 14 days each in each calendar year.
- C. Repairing and/or mechanical work on any motor vehicle must be done in an enclosed building or garage.
- D. All recreational equipment and vehicles such as boats, campers, trailers, motorcycles, or jet skis, must be stored inside an enclosed structure except as provided under subsection A of this section.
- E. Any vehicle larger than one-ton pickup truck shall be parked in an enclosed garage.
- F. In areas zoned for residential use, vehicles must be parked on driveways or in garages. No part of any vehicle shall be parked on any yard or green space.
- G. The above requirements shall not be interpreted to prohibit vehicles from loading and unloading household goods in any residential district for a period of up to 24 hours.
- H. No boat, trailer, commercial or recreational vehicle shall be used as a dwelling unit or for living, sleeping, or housekeeping purposes. The connection of such vehicle to utility services (other than for periodic maintenance and/or repair purposes), temporarily or permanently, is prohibited. However, this prohibition shall not apply to manufactured homes and structures approved under WCC 3.5.4 and 3.5.5.

(Code 2008, ch. 16, § 4.3.12)

4.3.13 Satellite Dishes

Building- and/or roof-mounted satellite dish antennas are allowed in all residential use districts if the following performance standards are met:

- A. No dish antenna shall exceed 24 inches in diameter.
- B. Every dish antenna must be attached directly to the primary structure.
- C. Every dish antenna shall be located on the rear elevation of the structure, shall not extend above the highest point of the roof, and shall not be visible from the public right-of-way, unless necessary for reception.
- D. No more than one satellite dish antenna shall be allowed per residential lot.

(Code 2008, ch. 16, § 4.3.13)

DIVISION 4.4 NEW INFILL HOUSES AND MAJOR ADDITIONS; SPECIAL CONSIDERATIONS

[4.4.1 Intent](#)

[4.4.2 Tree Preservation.](#)

[4.4.3 Massing](#)

[4.4.4 Sustainability \(Green\) Features](#)

[4.4.5 Plans And Documents](#)

4.4.1 Intent

- A. Consistent with the city's comprehensive plan, these regulations are designed to allow redevelopment in existing neighborhoods, using the same traditional lines along which each neighborhood was established.
- B. All new development shall reflect, complement, and preserve the nature and character of existing adjacent development.
- C. All new residential construction shall conform in street orientation and massing to adjacent homes.

(Code 2008, ch. 16, § 4.4.1; Ord. No. 1024, § (37(4.4.1), 2-10-2022)

4.4.2 Tree Preservation.

- A. A tree protection and removal plan shall be submitted with the site plan. The tree protection and removal plan shall:
 1. Show all existing trees, including size and species;

2. Identify trees proposed for removal and those to be retained; and
3. Include locations of protection fences and other protection measures.

B. Tree removal is only permitted if:

1. The tree is dead;
2. The tree is diseased or dying, and constitutes a threat to healthy trees, property, or public safety;
3. The tree has visible structural deficiencies; or
4. Removal of the tree is necessary for construction, development, or redevelopment under the following criteria:
 - a. All reasonable efforts have been made to avoid removing the tree through comparable alternative design;
 - b. The presence of the tree places an undue financial burden on the applicant; and
 - c. No other reasonable accommodations, including adjustments to the otherwise allowable building footprint or site design can be made to preserve the tree.

C. All removed trees shall be replaced. Replacement trees shall:

1. Be at least two inches in caliper;
2. Be placed in the front yard if the tree removed was in the front yard;
3. Be placed anywhere on site if the tree removed was not in the front yard;
4. Be outside of the right-of-way; and
5. Be planted once construction is complete.

D. All infill construction properties shall:

1. Contain at least one front yard tree;
2. If no front yard trees exist on the property at the time of construction:
 - a. A tree of at least two inches in caliper should be planted in the front yard of the property;
 - b. The new tree shall be planted outside of the right-of-way, once construction is complete.

(Ord. No. 1024, § 37(4.4.2), 2-10-2022)

4.4.3 Massing

- A. All new structures must have enough one-story eaves that a one-story appearance is maintained. Up to one third of any new building structure may be two stories in height without a one-story element in front. The portion of a two-story structure that does not have a one-story structure in front shall have a change in material from the first to the second story, with a line of separation that aligns with the first story eave line.
- B. One-story eave lines shall be apparent as described in subsection A of this section.

(Code 2008, ch. 16, § 4.4.2; Ord. No. 1024, § 37(4.4.3), 2-10-2022)

4.4.4 Sustainability (Green) Features

The city recognizes customer demand for sustainable (green) design and construction practices. These practices offer increased energy efficiency, reduced water consumption, reduced stormwater runoff, resource conservation, and improved indoor air quality. Where a sustainability effort conflicts with this chapter, consideration will be given to granting a waiver or exception.

(Ord. No. 1024, § 37(4.4.4), 2-10-2022)

4.4.5 Plans And Documents

The building official may require documentation from any applicant for a new residential infill building permit necessary to determine whether the project complies with all applicable codes and requirements, including, but not limited to, any plans or drawings of any structure to be built, and a sealed survey which accurately depicts any easements, boundaries, dimensions or structures pertinent to the project.

(Code 2008, ch. 16, § 4.4.3; Ord. No. 1024, § 37(4.4.5), 2-10-2022)

DIVISION 4.5 WAIVERS AND EXCEPTIONS

[4.5.1 Purpose](#)

[4.5.2 Applicability](#)

[4.5.3 Initiation](#)

[4.5.4 Approval Criteria](#)

[4.5.5 Decision](#)

[4.5.6 Scope Of Approval](#)

[4.5.7 Recordkeeping](#)

4.5.1 Purpose

This division creates a flexible, streamlined process where applicants can seek

exceptions from the specific rules in this title where granting the waiver or exception would result in superior design, and the consideration of a variance request by the board of zoning appeals is not suitable or proper in the circumstances.

(Ord. No. 1000, § 3, 3-14-2019)

4.5.2 Applicability

This division applies to a request for a waiver or exception from the building design or site development standards of only the following sections: WCC 4.3.2, single-family primary structure requirements; WCC 4.3.5, accessory structures; WCC 4.3.6, garages; WCC 4.3.7, building standards; WCC 4.3.8, building additions – special conditions; and WCC division 4.4, new infill houses – special considerations.

(Ord. No. 1000, § 3, 3-14-2019; Ord. No. 1024, § 38, 2-10-2022)

4.5.3 Initiation

An exception shall be requested at the time of filing a building permit. Consideration of a request for an exception shall require a public hearing before the planning commission following public notice as provided in WCC 1.6.8 through 1.6.11.

(Ord. No. 1000, § 3, 3-14-2019; Ord. No. 1024, § 39, 2-10-2022)

4.5.4 Approval Criteria

A waiver or exception shall not be approved if it is contrary to the public interest or unnecessarily burdens the city. The approving authority may approve the waiver or exception if the applicant demonstrates one or more of the following:

- A. An alternative higher quality development design in being proposed with no negative impacts to either nearby residential or nonresidential properties.
- B. Relief of the development restrictions imposed on the property will ensure low impact land uses, and quality building and site design arrangements in which adjoining residential properties will not be negatively impacted by any deviations from the applicable regulations.
- C. The granting of the waiver or exception will not be opposed to the general spirit and intent of the adopted comprehensive plan.

(Ord. No. 1000, § 3, 3-14-2019)

4.5.5 Decision

- A. The planning commission may approve, approve with conditions, or deny any requests for an exception or waiver.

- B. The planning commission's decision may be appealed by the applicant only, to the governing body. In that case, the governing body can approve, approve with conditions, or deny the waiver request.

(Ord. No. 1000, § 3, 3-14-2019)

4.5.6 Scope Of Approval

The waiver or exception is a condition of the underlying application for approval, and has the same effect as any approval of that application. In such instances, findings shall be prepared that:

- A. No private rights will be injured or endangered by granting of the waiver or exception.
- B. The public will suffer no loss or inconvenience thereby and that in justice to the applicant the application should be granted.

(Ord. No. 1000, § 3, 3-14-2019)

4.5.7 Recordkeeping

The building official will maintain a record of approved waivers and exceptions.

(Ord. No. 1000, § 3, 3-14-2019)

- ARTICLE 5 COMMERCIAL ZONING DISTRICTS**
- DISTRICT 5.1 COMMERCIAL DISTRICTS GENERALLY**
- DISTRICT 5.2 C-O COMMERCIAL -- OFFICE**
- DISTRICT 5.3 C-1 COMMERCIAL MIXED-USE**
- DIVISION 5.4 OFF-STREET PARKING AND LOADING; ALL COMMERCIAL DISTRICTS**
- DIVISION 5.5 C-O, C-1, P-1 GENERAL DISTRICT PARKING AND LOADING REQUIREMENTS**
- DIVISION 5.6 LANDSCAPING FOR ALL COMMERCIAL DISTRICTS**

DISTRICT 5.1 COMMERCIAL DISTRICTS GENERALLY

- 5.1.1 Intent**
- 5.1.2 (Reserved)**
- 5.1.3 (Reserved)**

5.1.1 Intent

Zoning serves the city in that it maintains property values, stabilizes neighborhoods, provides uniform regulations, provides safe and efficient traffic movement, and promotes aesthetics and architectural harmony. It is the intent of the city to promote high

design standards and safety in its land use policies and ordinances.

A. Consistent with the city's comprehensive plan, the goals of these commercial district ordinances are as follows:

- 1. To be able to accommodate the types of uses desired by the citizens of the city, including, but not limited to, retail, dining, and office services;
- 2. To improve the overall cohesiveness of the commercial areas of the city;
- 3. To enable future development to improve the look and character of the city;
- 4. To accommodate the needs of future expansion and improvements.

B. Several issues are paramount in achieving the goals indicated in the city's comprehensive plan, relating to the continued redevelopment of the commercial districts. They are as follows:

- 1. Creating or improving proper commercial buffering from adjacent residential properties;
- 2. Solving parking and driveway problems to accommodate both vehicles and pedestrians properly;
- 3. Creating consistent sight lines to commercial buildings, thereby strengthening city cohesiveness;
- 4. Providing better access to commercial areas for both pedestrians and vehicles;
- 5. Creating the proper image on the side streets that serve as gateways into the residential neighborhoods adjacent to the commercial corridors; and
- 6. Accommodating a variety of property uses in a small, densely built area.

(Code 2008, ch. 16, § 5.1.1; Ord. No. 984, § 17, 9-21-2017)

5.1.2 (Reserved)

5.1.3 (Reserved)

DISTRICT 5.2 C-O COMMERCIAL -- OFFICE

[5.2.1 Office And Commercial District \(C-O\) Use Regulations](#)

5.2.1 Office And Commercial District (C-O) Use Regulations

In the office and professional district, no building, structure, land, or premises shall be

used, and no building or structure shall be hereafter erected, constructed, reconstructed, moved or altered except for one or more of the following uses:

- A. Office buildings to be used only for the administrative function of businesses, companies, corporations, or social or philanthropic organizations or societies.
- B. Other offices, including, but not limited to, the following:
 - 1. Accountants;
 - 2. Architects;
 - 3. Banks;
 - 4. Brokers;
 - 5. Engineers;
 - 6. Dentists;
 - 7. Lawyers;
 - 8. Insurance offices;
 - 9. Physicians, osteopaths, chiropractors, psychologists, mental health counselors, or other physical or mental health care professionals;
 - 10. Real estate;
 - 11. Advertising, public relations, and graphic arts;
 - 12. Financial planning, stock brokerage, and securities businesses;
 - 13. Computer programming, and technology services;
 - 14. Massage therapists.
- C. Customary accessory uses, provided that accessory uses related to communication facilities for wireless services are subject to the application, location, and performance standards of article 10 of this chapter.
- D. No merchandise shall be handled or displayed, nor equipment, material, or vehicle used for transportation to and from a building in this district.
- E. Communication facilities limited to the following:
 - 1. Antennas, as defined in WCC 10.2, mounted on and designed as an architecturally compatible element to an existing structure or building or affixed to water tower.
 - 2. Small cell or distributed array facilities, as defined in WCC 10.2, on utility poles or streetlights in the public right-of-way.
 - 3. Communication facilities are subject to the application, location, and

performance standards of article 10 of this chapter.

(Code 2008, ch. 16, § 5.2.1; Ord. No. 984, § 18, 9-21-2017)

DISTRICT 5.3 C-1 COMMERCIAL MIXED-USE

[5.3.1 Intent](#)

[5.3.2 Building Use And Mixed Use](#)

[5.3.3 Uses Permitted By Right](#)

[5.3.4 Uses Permitted With Conditions](#)

[5.3.5 Uses Not Permitted](#)

[5.3.6 Lot Coverage](#)

[5.3.7 Street Frontages, Setbacks, Build-To Lines, And Encroachments](#)

[5.3.8 Building Height](#)

5.3.1 Intent

- A. Consistent with the city's comprehensive plan, the C-1 Commercial Mixed-Use District is intended to provide redevelopment or investment opportunities for existing or planned commercial centers within the city. Developments in commercial mixed-use districts are to follow the characteristics of traditional "Main Street" commercial neighborhood developments, and to encourage pedestrian use through connections to adjacent neighborhoods and the construction of mixed-use buildings. The purpose of this district is to allow for the development of fully integrated, mixed-used, pedestrian-oriented neighborhoods.
- B. Within the city, the following uses should be so arranged as to service the needs of the resident population in a convenient walking environment by providing open space, civic buildings, single-family residential, multifamily residential, retail/commercial, business/workplace, and parking.
- C. The streets and sidewalks are the main pedestrian activity centers in commercial mixed-use districts. Minimal setbacks bring buildings close to the street and the pedestrians.
- D. The typical form of the suburban retail center is oriented entirely to the auto and parking. Smaller shops are dependent on their relationship to the anchor stores when arrival is only by vehicle. The C-1 Commercial Mixed-Use design offers an opportunity for a more diverse patronage, both from the traditional auto/anchor and from the walk-in neighborhood and transit activity. To attract foot traffic to local shops, the configuration of streets, entrances, and parking must provide a comfortable route for pedestrians. Large pass-through parking lots and access roads designed for heavy auto traffic are discouraged. Configurations that provide traditional "Main Street" sidewalk storefronts, in combination with artery-oriented anchors, which provide accessibility for both the pedestrians and auto, are encouraged.

- E. The configuration of commercial shops in the C-1 Commercial Mixed-Use District is intended to strike a balance between pedestrian and auto comfort, visibility, and accessibility. While anchor stores may need to orient to an arterial road and parking lots, smaller shops should orient to the main streets that have been made desirable for the pedestrian or to public open space such as plazas. Direct local street pedestrian access from the local neighborhood is required.

(Code 2008, ch. 16, § 5.3.1; Ord. No. 1024, § 40, 2-10-2022)

5.3.2 Building Use And Mixed Use

- A. Consistent with the city's comprehensive plan, new developments in the C-1 commercial areas are to become mixed-use by providing floors of residential and/or office uses above a ground-floor level with retail shops.
- B. Such commercial areas may mix the ground-floor shop-front retail with office and commercial space. Land designated for such shop-front use may contain residential as well as commercial uses. However, residential uses are not permitted on the ground floors of shop-front buildings. All uses shall be conducted within completely enclosed buildings unless otherwise specified.
- C. Mixed-use buildings shall maintain the opportunity and flexibility to accommodate a variety of active uses adjacent to sidewalks and plazas.
- D. In certain locations, multifamily construction, such as condominiums, may be appropriate, since such a use poses many of the same planning concerns that commercial buildings do, such as traffic, drainage, fire safety, and other concerns.

(Code 2008, ch. 16, § 5.3.2; Ord. No. 920, § 2)

5.3.3 Uses Permitted By Right

Unless otherwise provided in this article, no buildings or premises shall be used, and no building or structure shall be erected or altered hereafter in C-1 Commercial Mixed-Use Districts, except for the following uses:

- A. Retail stores;
- B. Retail trade and shops for custom work or the making of articles to be sold at retail on the premises;
- C. Manufacturing, clearly incidental or necessary to a retail business, lawfully conducted on the premises, provided that it is not in any way a nuisance or a hazard, and it meets all city ordinances regarding vibration, noise, and odor;
- D. The place of business of a baker, barber, beauty shop, caterer, light dry cleaning

and dying, confectioner, decorator, dressmaker, electrician, florist, furrier, milliner, theater, public utility station or substation, painter, paperhanger, photographer, plumber, printer, publisher, restaurant, shoe repairer, tailor, upholsterer, small animal veterinarian, health club, aerobics studio or similar facility;

- E. Fire and police stations or other public buildings;
- F. Any and all uses enumerated in division 5.2 of this article;
- G. Other general commercial uses up to 30,000 gross square feet. (Exceptions: automotive repair, garages, welding shops, machine shops, outdoor storage or sales, pool halls, game rooms);
- H. Other office uses up to 30,000 gross square feet;
 - I. Hotels and/or convention facilities up to 50 rooms and 30,000 gross square feet of convention floor area;
- J. Restaurants (exception: drive-through restaurants);
- K. Nursing or assisted living facilities;
- L. In addition to multifamily uses in connection with a mixed-use development, freestanding multifamily residential uses which are restricted to individually owned townhouse developments as defined in the Townhouse Ownership Act (K.S.A. 58-3701 et seq.), as amended, and residential condominium units as defined in the Apartment Ownership Act (K.S.A. 58-3101 et seq.), as amended, shall be permitted in C-1 districts. Any requirement or regulation pertaining to C-1 uses shall apply also to such individually owned townhouse developments and residential condominium units. Furthermore, in addition to meeting all plan, development, building code, and other approvals and regulations imposed by the city, or state or federal law, any such multifamily use shall meet the following criteria:
 - 1. Multifamily condominium or townhouse developments may be located only in areas which have adequate street, drainage, and other infrastructure capabilities, and further must be located so that such developments can be adequately buffered from, or transitioned to, surrounding or nearby properties;
 - 2. Multifamily condominiums or townhouse developments can be located only on or at intersections with Rainbow Boulevard, 47th Street, State Line Road, or Shawnee Mission Parkway.
- M. Multifamily residential as permitted within an applicable commercial overlay district.

(Code 2008, ch. 16, § 5.3.3; Ord. No. 920, § 3; Ord. No. 1024, § 41, 2-10-2022)

5.3.4 Uses Permitted With Conditions

The following uses are permitted in C-1 districts:

- A. Commercial uses exceeding 30,000 gross square feet;
- B. Multifamily over 45 feet in height;
- C. Customary home occupations;
- D. Commercial child care;
- E. Hotels and/or convention facilities exceeding 50 rooms and 30,000 gross square feet of convention floor area;
- F. Office uses exceeding 30,000 gross square feet;
- G. Parking decks;
- H. Restaurants with outdoor seating;
- I. Service stations;
- J. Commercial uses which allow patrons to remain in their automobiles while receiving goods and services.
- K. Communication facilities limited to the following:
 - 1. Antennas, as defined in WCC 10.2, mounted on and designed as an architecturally compatible element to an existing structure or building or affixed to water tower.
 - 2. Small cell or distributed array facilities on utility poles or streetlights in the public right-of-way.
 - 3. Communication facilities are subject to the application, location, and performance standards of article 10 of this chapter.

(Code 2008, ch. 16, § 5.3.4; Ord. No. 984, § 19, 9-21-2017; Ord. No. 1024, § 43, 2-10-2022)

5.3.5 Uses Not Permitted

The following uses are not permitted in C-1 districts:

- A. Drive-through restaurants;
- B. Chemical manufacturing;
- C. Storage or distribution as a primary use;
- D. Enameling, painting, or plating, except artists' studios;

- E. Outdoor advertising or billboard as a primary use;
- F. Carting, moving, or hauling terminal or yard;
- G. Prisons and/or detention centers (except for the city's public safety prisoner holding cell), or halfway houses;
- H. Manufacturing of hazardous materials, or storage or disposal of hazardous materials or hazardous waste materials;
- I. Scrap yards;
- J. Mobile homes;
- K. Sand, gravel, or other mineral extraction;
- L. Any use which produces adverse impacts which violate any city ordinance related to vibration, noise, and odor.

(Code 2008, ch. 16, § 5.3.5; Ord. No. 1024, § 43, 2-10-2022)

5.3.6 Lot Coverage

Mixed-use retail/office/residential buildings with ground-level shop fronts shall cover no more than 60 percent of the lot area. Business use only buildings shall not cover more than 50 percent of the lot area.

(Code 2008, ch. 16, § 5.3.6; Ord. No. 920, § 4)

5.3.7 Street Frontages, Setbacks, Build-To Lines, And Encroachments

- A. Unless otherwise indicated in a specific overlay district, the facade of buildings in the C-1 district shall be constructed directly on the build-to line along at least 70 percent of the length of the building.
- B. Exceptions are allowed for pedestrian walkways and any lots for civic use.
- C. Parking areas and parking garages shall be recessed or placed to the rear of buildings.
- D. Larger setbacks may be permitted for street-side outdoor cafes and patios.
- E. Buildings on such C-1 district lots shall have no setback from at least one side lot line.
- F. Balconies and awnings, shall be permitted to encroach upon sidewalk areas as follows:
 1. Balconies: three feet horizontal with ten feet vertical clearance.
 2. Awnings: six feet horizontal with seven feet vertical clearance.

- G. All buildings shall be parallel or perpendicular to the street frontage or may face the corner on a corner lot.
- H. The required setbacks shall be as indicated in each overlay district, or, in the absence of such criteria, as follows:
 1. Front and side setbacks: zero feet.
 2. Rear setback: 20 feet minimum.
- I. Requirements for transitional yards between residential districts shall be as indicated in WCC 4.3.7 building standards.

(Code 2008, ch. 16, § 5.3.7; Ord. No. 920, § 5)

5.3.8 Building Height

- A. One-, two- and three-story buildings are permitted in the C-1 Mixed-Use Districts.
- B. The maximum height shall be 45 feet, except as provided or restricted in any overlay district herein, and except as set forth herein.
- C. Under certain circumstances, and upon approval of all site and development plans by the city, portions of buildings may reach a maximum of 75 feet in height. Necessary roof-mounted mechanical equipment and its screening may be placed above 75 feet but may not exceed an additional 15 feet in height, for a maximum height of 90 feet. Any building or part thereof with such increased height is also referred to herein as a "mid-rise building." In order for a mid-rise building to be lawfully constructed, the building must conform to all relevant planning and construction requirements, criteria, and regulations, including, but not limited to, the following:
 1. Mid-rise buildings shall be on corner lots only. An entire block of mid-rise buildings shall not be permitted;
 2. Mid-rise buildings must have a street or open space to the north of the building. In no event shall a mid-rise building be permitted if it will cast a shadow during winter months on any property or, in the discretion of the city, will create a possible hazard by casting a shadow which permits ice and snow to remain on streets and sidewalks or otherwise impairs or hampers the city's removal of snow and ice from streets and sidewalks. A green space or the building's parking area lying to the north of the mid-rise building can be used to provide a buffer space to meet these criteria;
 3. Mid-rise buildings must be on lots that are sufficiently large to avoid towering over neighboring properties and to avoid interfering with neighboring properties' access to light and air;

4. Mid-rise buildings must be tiered; only a portion of the building may be the maximum height;
5. Mid-rise buildings are to be located in lower elevations and/or against hillsides, unless the city finds that a mid-rise building which is neither lying in a lower elevation nor against a hillside meets all other criteria established in the zoning and other codes of the city, and further finds that such a building will have no significant negative impact on nearby properties;
6. No mid-rise building shall be approved or constructed unless the city finds that all infrastructure and public safety and welfare needs have been met, including, but not limited to, obtaining appropriate engineering and other studies assuring that traffic, sanitary sewer, surface water drainage, and other infrastructure and public safety and welfare needs which are generated or affected by the project can be properly and safely met;
7. No mid-rise building shall be approved or constructed unless the city finds that all fire safety issues have been addressed, and the city further finds that existing firefighting and other public safety issues will be satisfactorily met by the design of the building and its overall development plans. Included in this fire safety evaluation shall be a consideration by the city and/or the relevant fire safety authority of the firefighting equipment available at the time, and the maximum height accessible by the firefighting authority's equipment, given the proposed design of the building and street or parking access for firefighting equipment.

(Code 2008, ch. 16, § 5.3.8; Ord. No. 920, § 6)

DIVISION 5.4 OFF-STREET PARKING AND LOADING: ALL COMMERCIAL DISTRICTS

- [5.4.1 General Design Standards](#)
- [5.4.2 Parking Space Requirements](#)
 - [5.4.2.1 Minimum Parking Spaces Per Use](#)
- [5.4.3 Drive-Through Services](#)
- [5.4.4 Parking Space Dimensions](#)
- [5.4.5 Aisle And Driveway Widths](#)
- [5.4.6 Cooperative Parking](#)
- [5.4.7 Parking Area Uses](#)

5.4.1 General Design Standards

- A. Unless no practical alternative is available, any off-street parking area in any commercial district shall be designed so that vehicles may exit such areas

without backing onto a public street.

- B. Off-street parking areas of all developments shall be designed so that sanitation, emergency, and other public service vehicles can serve such developments.
- C. Every off-street parking area shall be designed so that vehicles cannot extend onto public rights-of-way, sidewalks and shall be designed to prevent damage to any wall, vegetation, or other obstruction.
- D. Parking spaces may be located either on the premises or within 300 feet of land zoned for retail business.
- E. Circulation areas shall be designed so that vehicles can proceed safely without posing danger to pedestrians and without interfering with parking areas.
- F. Stormwater shall be collected on site and run underground to the nearest storm sewer. Retention or detention facilities shall be provided if a runoff study so dictates.
- G. Lighting used to illuminate the parking area in any district shall be so arranged as to direct the light away from any adjacent premises in a residential district.
- H. Curbs and islands are required pursuant to city standards.
 - I. All drives and parking surfaces shall be constructed of concrete, asphalt, paving stones, masonry, or similar dust-free, non-granular surfaces and shall have curbs that conform to city standards.
- J. All disabled parking spaces shall conform to all legal design requirements.

(Code 2008, ch. 16, § 5.4.1)

5.4.2 Parking Space Requirements

- A. Mixed-use parking is as indicated in the specific overlay district.
- B. The table in WCC 5.4.2.1 includes requirements for employee parking.
- C. Any use not specifically addressed or referred to in this list shall have parking requirements determined by the planning commission.
- D. All square footage is in leasable square feet.
- E. No use shall provide more than 125 percent of the minimum required parking without documented evidence of actual parking demand based on studies of similar uses in similar context.
- F. Any parking permitted over 115 percent of the minimum shall require mitigating potential impacts of more parking through one or more of the following strategies:
 1. Provide shared parking for other uses on the block or adjacent blocks.

- 2. Use alternative surfaces designed to infiltrate stormwater or otherwise increase permeability without significantly sacrificing stability and durability.
- 3. Provide additional buffers and site open spaces to screen parking with at least a ten percent increase in the open space or buffers required for the parking, and at least a 20 percent increase in the landscape material amount required for the parking.
- 4. Design all parking areas over the 115 percent maximum as dual-purpose space, such as plazas or courtyards, playgrounds, event areas for regular use of the space during non-peak times.

(Code 2008, ch. 16, § 5.4.2; Ord. No. 1024, § 44, 2-10-2022)

5.4.2.1 Minimum Parking Spaces Per Use

Offices	1 per 333 sq. ft.
Retail	1 per 250 sq. ft.
Theaters	1 per 3 seats
Night clubs, lounges, bars, restaurants	1 per 75 sq. ft. of patron area
Drive-through (procession lanes)	12 car lengths for first window, 8 lengths per additional window
All other commercial uses	1 per 300 sq. ft.

(Code 2008, ch. 16, § 5.4.2.1; Ord. No. 1024, § 44, 2-10-2022)

5.4.3 Drive-Through Services

Where allowed by this division, businesses offering drive-through services shall provide stacking lanes in sufficient number and of sufficient length to provide a safe and efficient flow of traffic. Procession lanes shall be of sufficient length to accommodate a minimum of 12 cars for the first service window and a minimum of eight cars for each additional window.

(Code 2008, ch. 16, § 5.4.3)

5.4.4 Parking Space Dimensions

- A. In all lots other than single-family dwellings, each parking space (other than those designed for the disabled) shall contain a rectangular area at least 18 feet long and nine feet wide. Parking space lines may be drawn at various angles in relation to curbs or aisles, provided the parking spaces so created contain the

rectangular area required by this section.

- B. In all lots other than for single-family dwellings, wherever parking areas consist of spaces set aside for parallel parking the dimensions of such parking shall not be less than 20 feet long by eight feet wide.
- C. All uses shall be required to provide the number of disabled accessible parking spaces as required by law.

(Code 2008, ch. 16, § 5.4.4)

5.4.5 Aisle And Driveway Widths

- A. In all lots other than for single-family dwellings, parking area aisle widths shall conform to the following table, which varies the width requirement according to the angle of parking. In all cases, where an aisle serves two or more angles of parking, the larger minimum width shall prevail.

<i>Aisle Widths for One-Way Traffic</i>		<i>Aisle Widths for Two-Way Traffic</i>	
<i>Angle of Parking</i>	<i>Aisle Width</i>	<i>Angle of Parking</i>	<i>Aisle Width</i>
Parallel (zero degrees)	13 feet	Parallel (zero degrees)	19 feet
30 degrees	13 feet	30 degrees	19 feet
45 degrees	13 feet	45 degrees	20 feet
60 degrees	18 feet	60 degrees	22 feet
90 degrees	20 feet	90 degrees	24 feet

- B. Except for a lot containing a single-family dwelling, all uses shall be required to provide driveways which are not less than ten feet in width for one-way traffic and 18 feet in width for two-way traffic, except that driveways ten feet in width are permissible for two-way traffic when:
 1. The driveway is not longer than 50 feet;
 2. It provides access to not more than six spaces; and
 3. Sufficient turning space is provided so that vehicles need not back into a public street.
- C. In no case shall a driveway exceed 30 feet in width, except when required by the state department of transportation.

(Code 2008, ch. 16, § 5.4.5)

5.4.6 Cooperative Parking

- A. Cooperative provisions for off-street parking may be made by contract between two or more adjacent property owners. The parking area provided on any one lot may be reduced to not less than one half of the number of required parking spaces for the use occupying such lot.
- B. To the extent that property owners who wish to make joint use of the same parking spaces operate at different times, up to one half of the parking spaces may be credited to both uses (e.g., one use, such as a church, theater, or assembly hall, has peak hours of attendance at night or on Sundays, and the other use or uses are closed at night or on Sundays). Such contract shall be recorded with the county register of deeds.

(Code 2008, ch. 16, § 5.4.6)

5.4.7 Parking Area Uses

Parking and loading areas for nonresidential properties shall be used only for access and parking necessary for the use of any business in the building served by said parking lot and loading areas. Vehicles which are necessary for persons using said building and guests or customers of occupants or tenants of said building are permitted, as are delivery and other commercial vehicles used by or necessary for any business located in such building. However, no vehicles unrelated to the use of the occupants or tenants of any nonresidential building shall be parked or stored on any property. Such parking areas also shall not be used for the storage of any vehicles over 24 hours except those vehicles which are operable and necessary to the commercial function of the occupants or tenants or any business located in said building. Such parking areas shall not serve for any other uses.

(Code 2008, ch. 16, § 5.4.7)

DIVISION 5.5 C-O, C-1, P-1 GENERAL DISTRICT PARKING AND LOADING REQUIREMENTS

[5.5.1 Location](#)

[5.5.2 Access](#)

[5.5.3 Minimum Commercial Off-Street Loading Requirements](#)

5.5.1 Location

- A. Generally, parking lots shall be located at the rear or side of buildings and shall be screened from the sidewalk by low walls, fences, or hedges.
- B. In C-1 districts, off-street parking of no less than 75 percent of the parking places shall be to the rear or side of the building.

- C. Parking for existing structures, which are not built out to the front build-to line can occur within the front setback. Parking within front setbacks shall be five feet from the right-of-way.
- D. Parking can extend to side and rear lot lines only (including corner lots).
- E. Parking shall be a minimum of four feet from the rear of any building.
- F. Parking on or in side yards on corner lots adjacent to the secondary street must not encroach upon the public right-of-way, and maintain a minimum of four feet from the side of the building.

(Code 2008, ch. 16, § 5.5.1)

5.5.2 Access

Ingress and/or egress will be reviewed during the site plan review process. Such entries shall be separated by a minimum of 20 feet unless otherwise indicated on a specific overlay district development plan.

(Code 2008, ch. 16, § 5.5.2)

5.5.3 Minimum Commercial Off-Street Loading Requirements

The following minimum off-street loading requirements shall apply:

- A. Buildings of less than 10,000 square feet: none.
- B. Buildings of 10,000 to 50,000 square feet: one bay.
- C. Buildings of over 50,000 square feet: two bays.

(Code 2008, ch. 16, § 5.5.3)

DIVISION 5.6 LANDSCAPING FOR ALL COMMERCIAL DISTRICTS

[5.6.1 Parking Areas](#)

[5.6.2 Utility, Storage, And Loading Areas](#)

[5.6.3 Transitional Yards And Buffers](#)

[5.6.4 Satellite Dishes](#)

[5.6.5 Mechanical Equipment Placement And Screening](#)

5.6.1 Parking Areas

The following landscaping standards apply to all new development within all commercial zoning districts:

- A. Parking areas within 50 feet of the right-of-way shall have a planted screen between the parking perimeter and the front property line.

- B. Screening shall be three feet high with no gaps greater than four feet (excluding driveways).
- C. Walls may be substitute for vegetation. Walls may not exceed four feet in height.
- D. Interior plantings required for new lots include two shade trees per 2,400 square feet of surface area, or one for every eight spaces, whichever is less.

(Code 2008, ch. 16, § 5.6.1)

5.6.2 Utility, Storage, And Loading Areas

Utility, storage, and loading areas shall be screened as follows:

- A. Screening shall be by walls or fences;
- B. One-third of the surface area of the wall or fence must be screened from the right-of-way with plants; and
- C. Plant screening must be evergreen.

(Code 2008, ch. 16, § 5.6.2)

5.6.3 Transitional Yards And Buffers

Transitional yards are all nonresidential properties that abut a residential or mixed-use district.

- A. Standards for types of transitional fences, walls, and berms are:
 1. Rear yard fences and walls shall be a maximum height of six feet.
 2. Side yard fences and walls, where permitted, shall be a maximum height of six feet.
 3. A minimum of one tree per 20 feet of linear fence or wall shall be planted.
 4. Plantings must be located between the fence or wall and the adjoining property line.
 5. If required landscaping of a transitional yard makes up over 20 percent of a lot, the use of an earth berm may reduce the yard requirement, as recommended by the planning commission and approved by the governing body.
 6. Fences shall be constructed of brick, stucco, stone, wrought iron, and/or wood (excluding farm-type fencing, such as chicken wire, barbed wire, razor wire, or the like). The heavier material shall be below.
 7. Chain link may be used only when necessary for security upon review

by the planning commission and approval by the governing body.

The above requirements may be waived by the city upon proof of impossibility of performance.

- B. No fence or wall, freestanding or attached to any building, shall be erected or constructed upon any lot, plot, tract, or premises, without a specific, valid permit therefor, issued by the building official. Said fence shall be erected or constructed pursuant to the specifications set forth on the permit application.
- C. Open parking areas and access drives for commercial, civic, and apartment uses shall be located a minimum of eight feet from any property line abutting a street or an R-1 district.

(Code 2008, ch. 16, § 5.6.3)

5.6.4 Satellite Dishes

- A. Ground-mounted satellite dish antennas are permitted in commercial districts if the following performance standards are met:
 - 1. No satellite dish antenna shall exceed 13 feet in height above the grade where it is mounted.
 - 2. All satellite dish antennas shall be located behind the required yard setback of each district.
 - 3. All satellite dish antennas must have a detailed site and landscaping plan approved by the building official prior to the issuance of any permit. If any antenna is proposed to be located within 300 feet of any property zoned residential district or office commercial district, said plans shall require the screening of the antenna to the fullest extent possible without interfering with the operation of the antenna.
 - 4. All cables and lines serving the satellite dish antenna shall be located underground or concealed inside the building enclosure. No exposed or surface-mounted conduit is allowed.
- B. Roof-mounted satellite dish antennas are permitted if the following performance standards are met:
 - 1. Any satellite dish antenna shall be located within the rear yard and shall be located a distance inside the property line at least equal to its height;
 - 2. The top edge of satellite dish antenna shall not exceed 13 feet above the roof surface;
 - 3. Any roof-mounted satellite dish antenna shall be screened from view to the fullest extent possible without interfering with its operation. The permit for such antenna shall be issued only after a final development

plan indicating the screening is reviewed by the planning commission and approved by the governing body;

4. Landscape screening shall be provided which prevents all antennas from being observed from any street or from surrounding properties to the fullest extent possible not to interfere with the operation of the antenna or to impose undue cost or hardship;
5. All cables and lines serving the satellite dish antenna shall be located underground or concealed inside the building enclosure. No exposed or surface-mounted conduit is allowed.

- C. All satellite dish antennas shall be required to have a final development plan reviewed by the planning commission and approved by the governing body prior to issuance of any permit that the antenna is screened from view to the fullest extent possible without interfering with the operation of the antenna or to impose undue cost or hardship.

(Code 2008, ch. 16, § 5.6.4)

5.6.5 Mechanical Equipment Placement And Screening

- A. All roof-mounted equipment shall be set back from any edge of the roof upon which it is mounted a distance greater than or equal to the height of the mechanical equipment.
- B. Screening walls shall be made of materials that comply with appropriate district regulations.
- C. Screening walls materials shall be consistent with those of the primary structure and shall match or be compatible with the primary structure with regard to color and composition.
- D. All rooftop equipment shall be enclosed in building material that matches the structure or is visually compatible with the structure.

(Code 2008, ch. 16, § 5.6.5)

ARTICLE 6 PLANNED ZONING DISTRICTS

DIVISION 6.1 P-1 PLANNED PARKING DISTRICT

DIVISION 6.2 PD PLANNED DEVELOPMENT DISTRICT

DIVISION 6.3 PLANNED RESIDENTIAL CLUSTER DEVELOPMENT (PRCD) DISTRICT

DIVISION 6.4 PLANNED MEDIUM DENSITY RESIDENTIAL (PMDR)

DIVISION 6.1 P-1 PLANNED PARKING DISTRICT

6.1.1 Uses Allowed

6.1.1 Uses Allowed

- A. In P-1 parking districts, no building or structure shall be erected and no land or premises shall be used except for the parking of motor vehicles, for recurrent periods not in excess of 24 consecutive hours. Parking areas shall not be used for permanent or long-term storage of such vehicles, a parking lot for dealerships, privately advertising used vehicles for sale, or other non-parking uses.
- B. Additional zoning regulations which apply to P-1 districts, including parking, landscaping, fences and walls, transitional yards, and screens, are set forth in WCC divisions 5.4, 5.5 and 5.6.

(Code 2008, ch. 16, § 6.1.1)

DIVISION 6.2 PD PLANNED DEVELOPMENT DISTRICT

[6.2.1 Intent](#)

[6.2.2 Planned Zoning Incorporated](#)

6.2.1 Intent

The zoning of land in the city to one of the planned districts shall be to encourage and require orderly development and redevelopment on a quality level generally equal to or exceeding that which prevails in the city, but shall permit deviations from certain requirements. The use of planned zoning procedure is intended to encourage efficient development and redevelopment of small tracts, innovative and imaginative site planning, conservation of natural resources, and a minimal waste of land. The following are specific objectives of this section:

- A. A proposal to rezone land to a planned district shall be subject to the same criteria relative to compliance with the city's comprehensive plan, land use policies, neighborhood compatibility, adequacy of streets and utilities and other elements, which are established and customary development techniques in the city.
- B. The submittal by the developer and the approval by the city of development plans represent a firm commitment by the developers that development will follow the approved plans in such areas as concept, intensity of use, aesthetic levels and quantities of open space.
- C. Deviations in yard requirements, setbacks and relationship between buildings, as set out in standards of development in this chapter, may be recommended by the planning commission and approved by the governing body if it is deemed that other amenities or conditions will be gained to the extent that an equal or higher quality of development will be produced.

- D. Commercial areas are to be planned and developed so as to result in attractive, viable and safe centers and clusters, as opposed to strip patterns along thoroughfares. Control of vehicular access, circulation, architectural quality, landscaping and signs will be exercised to soften the impact on nearby residential neighborhoods, and to ensure minimum adverse effects on the street system and other community services.
- E. The developer will be given latitude in using innovative techniques in the development of land not feasible under the strict application of standard zoning requirements.
- F. Planned zoning shall not be used as a refuge from the standard requirements of the zoning district as to intensity of land use, amount of open space or other established development criteria.
- G. Any building or portion thereof may be owned in condominium.
- H. For purposes of this article, the terms "shopping center," "business park," "office park," or other grouping of buildings shall mean developments that were planned as integrated units or clusters on property under unified control or ownership at the time the zoning was approved by the governing body. The sale, subdivision, or other partition of the site after zoning approval does not exempt the project or any portion thereof from complying with development standards that were committed at the time of zoning.
- I. Additional zoning regulations which apply to PD-1 districts, including parking, landscaping, fences and walls, transitional yards, and screens, are set forth in WCC divisions 5.4, 5.5 and 5.6.

(Code 2008, ch. 16, § 6.2.1)

6.2.2 Planned Zoning Incorporated

Planned zoning districts and their equivalent districts are as follows:

<i>Planned District</i>	<i>Equivalent</i>
PD Planned Development	C-1

(Code 2008, ch. 16, § 6.2.2; Ord. No. 1024, § 47, 2-10-2022)

DIVISION 6.3 PLANNED RESIDENTIAL CLUSTER DEVELOPMENT (PRCD) DISTRICT

- [6.3.1 Intent](#)
- [6.3.2 Permitted Uses](#)
- [6.3.3 Height And Area Regulations](#)
- [6.3.4 Parking Regulations](#)
- [6.3.5 Development And Performance Standards](#)

6.3.1 Intent

The Planned Residential Cluster Development District (PRCD) is established to provide for small-scale medium density housing options. The developments can incorporate the permitted uses described in this division, with flexible yard requirements. Projects may be developed on a single lot or parcel of land. Cottage style developments and patio homes, and other cluster subdivision developments that create a higher density single-family residential environment are encouraged.

(Code 2008, ch. 16, § 6.3.1; Ord. No. 960, § 4(6.3.1), 7-9-2015; Ord. No. 1024, § 48, 2-10-2022)

6.3.2 Permitted Uses

No building, structure, land, area or premises shall be used, and no building or structure shall be hereafter erected, constructed, reconstructed, remodeled, moved or altered except for one or more of the following uses:

- A. Single-family dwellings;
- B. Multifamily dwellings limited to the following building types: two-family, townhouse, and cottage court;
- C. Group homes;
- D. Accessory structures; or
- E. Accessory uses, as provided in WCC 4.2.2, 4.2.5, 4.2.6, 4.2.7, 4.3.12, and 4.3.13;
- F. Communication facilities as defined in WCC division 10.2, limited to:
 1. Towers and base stations, as defined within WCC division 10.2, designed as an architecturally compatible element to an existing nonresidential use such as schools, churches, and the like, and that comply with the same height and setback requirements as other structures in such districts.
 2. Antennas, as defined within WCC division 10.2, mounted on and designed as an architecturally compatible element to an existing nonresidential structure or building.
 3. Small cell and distributed antenna systems, as defined within WCC division 10.2, mounted or collocated on monopoles, utility poles, or streetlights in the public right-of-way.

(Code 2008, ch. 16, § 6.3.2; Ord. No. 960, § 4(6.3.2), 7-9-2015; Ord. No. 984, § 20, 9-21-2017; Ord. No. 1024, § 49, 2-10-2022)

6.3.3 Height And Area Regulations

The maximum height of buildings, the minimum dimensions of yard areas, and the minimum lot area per dwelling permitted on any parcel shall be as follows, except as otherwise provided in this chapter:

A. Maximum height:

1. Residential structures, 2 1/2 stories, not exceeding 35 feet.
2. Detached garages, 1 1/2 stories, not exceeding 26 feet and not exceeding the height of the main structure.
3. All other accessory structures and uses, one story, not exceeding 20 feet and not exceeding the height of the main structure.

B. Minimum yard areas/setbacks:

1. *Front yards.* No principal or accessory structure shall be closer than ten feet to a public street right-of-way, and 25 feet from back of curb if fronting on a private street.
2. The perimeter setback along a public street shall not be less than the average setback for residential uses along the same and facing block faces, and shall not be greater than 15 feet back from the average existing setback.
3. *Structure separation.* No portion of any principal structure shall be located less than ten feet from any other principal structure. Each accessory building shall provide a yard area between the building and the property line of the project, other than a street line, of not less than five feet.

C. Area regulations:

1. The minimum net site area per dwelling unit shall be 3,500 square feet of the project area.
2. The aggregate total lot coverage of all structures, both principal and accessory, shall not exceed 40 percent of an individual lot for detached principal residences.
3. Maximum total lot coverage of all buildings and hard surface areas shall not exceed 65 percent of the total project area.

(Code 2008, ch. 16, § 6.3.3; Ord. No. 960, § 4(6.3.3), 7-9-2015; Ord. No. 1024, § 50, 2-10-2022)

6.3.4 Parking Regulations

Two off-street parking spaces shall be provided for each principal dwelling, at least one of which shall be in a garage or carport. To fulfill the off-street parking requirements, the development may develop accessory off-site parking areas within common open space areas. The off-site parking areas must be accessible to all units for which they are intended. These accessory off-site parking areas shall be indicated on the initial development plan.

(Code 2008, ch. 16, § 6.3.4; Ord. No. 960, § 4(6.3.4), 7-9-2015)

6.3.5 Development And Performance Standards

- A. Attached principal dwellings which otherwise comply with the ordinances of the city may be divided at the party wall (or ceiling in the case of two-family dwellings) as to ownership and owned as separate dwelling units by separate owners and such ownership shall not constitute violation of the lot and yard requirements of this chapter.
- B. Private gated communities are not encouraged.
- C. All driveways shall be at least 20 feet long to accommodate off-street parking,
- D. Pedestrian circulation systems (sidewalks, walkways and paths) should be located and designed to provide adequate physical separation from vehicles along all public and private streets and drives and within any parking area.
- E. Site drainage patterns shall be designed, graded and constructed to prevent surface drainage from collecting on and flowing across pedestrian paths, walks and sidewalks.
- F. Detached accessory buildings, including garages and carports, shall not be located in any required front or setback area, but may be located in the rear yard area provided that no such building may be closer than five feet to any interior property line, closer than 20 feet from any street right-of-way line, or in front of any building setback line. No more than two detached accessory buildings shall be permitted for each residence.
- G. Common open space is encouraged, but not required with this type of planned development. Such common open space shall be perpetually owned and maintained by a homeowners' association. The owners shall cause a final plat to be recorded which clearly describes the open spaces, required deed restrictions, and conditions thereof, prior to the issuance of any building permits.
- H. An orderly transition from adjacent lower-density to higher density developments is encouraged by providing well designed transition area between existing residential parcels and structures, and the proposed project.
- I. Prior to issuance of any building permit, final development plan approval shall be obtained as provided for in WCC 1.6.21 and 1.6.25.

(Code 2008, ch. 16, § 6.3.5; Ord. No. 960, § 4(6.3.5), 7-9-2015; Ord. No. 1024, § 51, 2-10-2022)

DIVISION 6.4 PLANNED MEDIUM DENSITY RESIDENTIAL (PMDR)

6.4.1 Intent

6.4.2 Permitted Uses

6.4.3 Height And Area Regulations

6.4.4 Parking Regulations

6.4.5 Development And Performance Standards

6.4.1 Intent

The Planned Medium Density Residential Zoning District (PMDR) is established as a planned zoning district to allow attached and/or detached dwelling units, consisting of one or several buildings designed as a planned unified development in a higher-density setting upon a finding of compatibility with surrounding uses while ensuring that livability, property values, open spaces, high levels of landscaping, safety and the general welfare will be sustained. Projects may be developed on a single lot or parcel of land. Higher density and intensity residential developments are to be located bordering a designated thoroughfare: Shawnee Mission Parkway, State Line Road, Rainbow Boulevard, West 47th Street, and Mission Road.

(Code 2008, ch. 16, § 6.4.1; Ord. No. 960, § 5(6.4.1), 7-9-2015; Ord. No. 1024, § 53, 2-10-2022)

6.4.2 Permitted Uses

No building, structure, land, or premises shall be used, and no building or structure shall be hereafter erected, constructed, reconstructed, moved or altered except for one or more of the following uses:

- A. Residential buildings containing one to eight dwelling units;
- B. Senior adult independent living dwellings;
- C. Community living facility;
- D. Assisted living, skilled nursing, continuing care retirement facilities;
- E. Accessory structures; or
- F. Accessory uses as provided in WCC 4.2.2, 4.2.5, 4.2.6, 4.2.7, 4.3.12, and 4.3.13;
- G. Communication facilities as defined in WCC division 10.2, limited to:
 1. Towers and base stations, as defined within WCC division 10.2, designed as an architecturally compatible element to an existing nonresidential use such as schools, churches, and the like, and that

comply with the same height and setback requirements as other structures in such districts.

2. Antennas, as defined within WCC division 10.2, mounted on and designed as an architecturally compatible element to an existing nonresidential structure or building.
3. Small cell and distributed antenna systems, as defined within WCC division 10.2, mounted or collocated on monopoles, utility poles, or streetlights in the public right-of-way.

(Code 2008, ch. 16, § 6.4.2; Ord. No. 960, § 5(6.4.2), 7-9-2015; Ord. No. 984, § 21, 9-21-2017; Ord. No. 1024, § 54, 2-10-2022)

6.4.3 Height And Area Regulations

The maximum height of buildings, the minimum dimensions of lots and yards, and the minimum lot area per dwelling permitted on any lot shall be as follows:

A. Maximum height:

1. Three-story maximum not exceeding 48 feet.
2. Accessory structures and uses, 1 1/2 stories, not exceeding 26 feet and not exceeding the height of the main structure.

B. Minimum setbacks:

1. All main structures shall be located at least 20 feet from any lot line or street rights-of-way.
2. All accessory structures shall be located at least five feet from any interior lot line or structure.
3. All accessory structures shall be at least 20 feet from any lot line which abuts a street or any property zoned R-1.

C. Minimum yard areas/setbacks:

1. Where a lot line abuts a public street, the minimum setback for main structures shall be ten feet from any street.
2. The perimeter setback along a public street shall not be less than the average setback for residential uses along the same and facing block faces.
3. *Structure separation.* No portion of any principal structure shall be located less than ten feet from any other principal structure. Each accessory building shall provide a yard area between the building and

the property line of the project, other than a street line, of not less than five feet.

D. The minimum net site area per dwelling unit shall be 1,500 square feet.

(Code 2008, ch. 16, § 6.4.3; Ord. No. 960, § 5(6.4.3), 7-9-2015)

6.4.4 Parking Regulations

A. Parking spaces shall be provided at the following rates for multifamily, senior adult, or elderly housing dwellings:

<i>Dwelling Unit</i>	<i>Number of Spaces Required per Unit</i>
Studio/efficiency	1
1 bedroom	1.25
2 bedroom	1.5
More than 2 bedrooms	2.0

B. Parking spaces shall be provided at the following rates for assisted living, skilled nursing, and continuing care retirement facilities:

C. Not less than three off-street parking spaces shall be provided on the premises for every four apartments or congregate living units.

D. One space shall be provided for every five beds, and not less than one space shall be provided for each employee on the premises on the maximum shift.

E. No parking or access drives shall be located within 15 feet from any lot line which abuts a property zoned R-1

F. No parking area shall be located within 15 feet of any public street rights-of-way.

G. Lighting used to illuminate parking areas shall be arranged, located or screened to direct light away from any adjoining or abutting residential district or any street right-of-way.

(Code 2008, ch. 16, § 6.4.4; Ord. No. 960, § 5(6.4.4), 7-9-2015; Ord. No. 1024, § 55, 2-10-2022)

6.4.5 Development And Performance Standards

A. Attached principal dwellings which otherwise comply with the ordinances of the city may be divided at the party wall as to ownership and owned as separate dwelling units by separate owners and such ownership shall not constitute

violation of the lot and yard requirements of this chapter.

- B. Pedestrian circulation systems (sidewalks, walkways and paths) shall be located and designed to provide adequate physical separation from vehicles along all public and private streets and drives and within any parking area.
- C. Site drainage patterns shall be designed, graded and constructed to prevent surface drainage from collecting on and flowing across pedestrian paths, walks and sidewalks.
- D. Detached accessory buildings including garages and carports shall not be located in any required front or side yard setback area, but may be located in the rear yard setback area provided that no such building may be closer than five feet to any interior property line, closer than 20 feet from any street right-of-way line, or in front of any building setback line. No more than two detached accessory buildings shall be permitted for each residence.
- E. An orderly transition from adjacent lower-density to higher density developments is encouraged by providing well designed transition area between existing residential parcels and structures, and the proposed project.
- F. Prior to issuance of any building permit, final site plan approval shall be obtained as provided for in WCC 1.6.21 and 1.6.25.

(Code 2008, ch. 16, § 6.4.5; Ord. No. 960, § 5(6.4.5), 7-9-2015; Ord. No. 1024, § 56, 2-10-2022)

ARTICLE 7 COMMERCIAL OVERLAY DISTRICTS

DIVISION 7.1 COMMERCIAL OVERLAY DISTRICTS, GENERALLY

DIVISION 7.2 COD-1 47TH AND MISSION ROAD AREA OVERLAY DISTRICT

DIVISION 7.3 COD-2 COMMERCIAL OVERLAY DISTRICT NUMBER 2 (RAINBOW BOULEVARD -- WEST SIDE)

DIVISION 7.4 COD-3 COMMERCIAL OVERLAY DISTRICT NUMBER 3 (RAINBOW BOULEVARD -- EAST SIDE)

DIVISION 7.5 COD-4 COMMERCIAL OVERLAY DISTRICT NUMBER 4 (47TH PLACE AND RAINBOW BOULEVARD)

DIVISION 7.1 COMMERCIAL OVERLAY DISTRICTS, GENERALLY

7.1.1 Intent

7.1.2 Building Design

7.1.3 Pedestrian Emphasis

7.1.4 Building Entries

7.1.5 Commercial Overlay District Map

7.1.1 Intent

Consistent with the city's comprehensive plan, the overlay districts herein described

have been established to assist in directing the appropriate redevelopment within certain commercial areas of the city. These specific areas are as indicated on the following diagrams and are described and guided by the criteria established within each specific overlay district. In brief, the goals of the city's comprehensive plan related to the redevelopment within these commercial overlay districts are as follows:

- A. To encourage high quality mixed-use office/retail and/or residential footprint in two- and three-story buildings;
- B. To promote consistent clusters of parking behind the buildings;
- C. To promote consistent drive lane locations to access parking/buildings;
- D. To allow parking/drives to serve as components of buffers and pedestrian access from adjacent neighborhood streets.

Consistent with the overall intent of the C-1 Commercial/Mixed-Use District, general building criteria have been established relating to the following commercial overlay districts.

(Code 2008, ch. 16, § 7.1.1; Ord. No. 920, § 8)

7.1.2 Building Design

- A. Building facades that are varied and exhibit architectural relief are key to making a place pedestrian-oriented, as set forth in the city's comprehensive plan. Streets with monotonous and unarticulated buildings are not conducive to pedestrian activity and make walking less appealing.
- B. Buildings should differentiate between the building facade at the sidewalk level and the floors above in order to recognize the differences in the character of activities at pedestrian level.
- C. Buildings should incorporate elements at the street level that draw pedestrians and reinforce street activity. Street-side buildings should encourage window shopping, heavy foot traffic in and out of stores, and people watching from outdoor seating areas. Building facades should be varied and articulated to provide visual interest to pedestrians. Street level windows and numerous building entries are required in the core commercial areas. Building materials such as concrete masonry, tile stone, and wood should be encouraged.
- D. Buildings shall be built of materials of Class C or better as defined in Marshall Valuation Service 2006 as amended; however, deviations may be permitted in conjunction with site plan review where there is ample evidence that said deviation will not adversely affect the neighboring properties or constitute the mere granting of a privilege on a project-specific basis.
- E. Buildings should integrate roof shape, surface materials, colors, mechanical

equipment, and other penthouse functions into the total building design. Roof terraces and gardens are permitted.

(Code 2008, ch. 16, § 7.1.2)

7.1.3 Pedestrian Emphasis

The following concepts are encouraged:

- A. Reinforce and enhance the pedestrian system. Maintain an attractive access route for pedestrian travel where a public right-of-way exists or has existed. Recognize the different zones of a sidewalk: curb, street furniture zone, walking zone, and window shopping zone. Where appropriate, develop pedestrian routes through sites and buildings to supplement the public right-of-way.
- B. Provide an attractive, convenient pedestrian access-way to building entrances. Integrate an identification, signage, and lighting system that offer interest, safety, vitality, and diversity to the pedestrian.
- C. Protect the pedestrian. Protect the pedestrian environment from bicycle and vehicular movement.
- D. Bridge pedestrian obstacles. Bridges across barriers and obstacles by connecting pedestrian pathways with strongly marked crossings and inviting sidewalk design.
- E. Provide stopping and viewing places. Increase the pleasure of the community experience by providing safe, comfortable places where people can visit, meet, stop, and rest without conflicting with other street uses.
- F. Plazas, parks, and open spaces should be inviting and maximize opportunities for public use. These spaces should be well defined, accommodating, and create a secure environment. Such area should be oriented to receive sunlight, work well with pedestrian circulation patterns, and accommodate special events.
- G. Consider sunlight, shadow, glare, reflection, wind, and rain.
- H. Consider view opportunities. Create new viewing opportunities through the situation of windows, entrances, and adjacent exterior spaces as they relate to surrounding points of interest and activity.
 - I. Pedestrian landscape. Where appropriate, enhance the pedestrian way with landscaped setbacks, decorative features, planters, trees, and other devices.
 - J. Develop or strengthen gateways at locations identified by the comprehensive plan.

(Code 2008, ch. 16, § 7.1.3; Ord. No. 1024, § 57, 2-10-2022)

7.1.4 Building Entries

- A. All buildings, except accessory structures, shall have their main entrance opening onto the street or a plaza that faces the street.
- B. Secondary entries from the interior of a block (i.e., from rear parking lots) are also permitted.
- C. Entries into all shops and offices must face directly onto the street. Each first floor shop or office must have a door facing the street. Buildings with multiple retail tenants should have numerous entries to the street; small single-entry malls are not allowed. Off-street parking should also be located at the rear of buildings with openings leading between the buildings to the street and primary entrances.
- D. Retail anchor stores (those over 30,000 square feet), such as grocery stores, may have parking lot access to the primary entry. Anchor tenant retail buildings may have their entries from off-street parking lots; however, on-street entries are also required. Pedestrian access to the entry should be provided from the street and configured so pedestrians are not required to walk through the parking lot to enter the store.
- E. Along walls without entries, building elevations shall include windows and display areas and/or be lined with retail shops.

(Code 2008, ch. 16, § 7.1.4)

7.1.5 Commercial Overlay District Map

The boundaries of such districts are shown upon an overlay district map of the city on file in the office of the city clerk and made a part of this article, being designated as the "COD Map," and said map and all of the notations, references, and other things shown thereon shall be as much a part of this division as if the matters and things set forth by said map are all fully described herein.

(Code 2008, ch. 16, § 7.1.5; Ord. No. 1024, § 58, 2-10-2022)

DIVISION 7.2 COD-1 47TH AND MISSION ROAD AREA OVERLAY DISTRICT

[7.2.1 47th And Mission Road Area Design Review Overlay District Purpose And Authority](#)

[7.2.2 Applicability](#)

[7.2.3 Type Of Development](#)

[7.2.4 Other Regulations](#)

[7.2.5 Definitions](#)

[7.2.6 Underlying Zoning Uses](#)

[7.2.7 Overlay Uses](#)

[7.2.8 Commercial Site Design Standards](#)

[7.2.9 Building Placement](#)

[7.2.10 Site Access](#)

[7.2.11 Parking](#)

[7.2.12 Architecture Feature](#)

[7.2.13 Landscape Requirements And Screening](#)

[7.2.14 Signs](#)

[7.2.15 Multifamily Public Improvements And Notification](#)

[7.2.16 Depiction Of 47th And Mission Road Area Design Review Overlay District And 47th And Mission Road Area Concept Plan](#)

7.2.1 47th And Mission Road Area Design Review Overlay District Purpose And Authority

- (a) The 47th and Mission Road Area Design Review Overlay District is established by this chapter, enacted to implement the goals and policies of the 47th and Mission Road Area Concept Plan, adopted by the cities of Westwood, Roeland Park, and the Unified Government of Wyandotte County and Kansas City, Kansas. The 47th and Mission Road Area Concept Plan was drafted pursuant to:
- (1) The interlocal cooperation acts, K.S.A. 12-2901—12-2909.
 - (2) K.S.A. 12-744(c); and
 - (3) The interlocal agreement between the Cities of Roeland Park, Westwood, and the Unified Government of Wyandotte County/Kansas City, Kansas (collectively, jurisdictions).
- (b) This division translates the relevant portion of the division within the boundaries of the city into this chapter, in addition to all current regulations. This division will accompany a similar ordinance adopted by each jurisdiction to ensure consistent implementation of the 47th and Mission Road Area Concept Plan, as shown in WCC 7.2.16.

(Code 2008, ch. 16, § 7.2.1; Ord. No. 1024, § 59(7.2.1), 2-10-2022)

7.2.2 Applicability

- A. This division shall apply to all property within the city and within the 47th and Mission Road Area Design Review Overlay District. The official zoning map of the city is hereby amended to reflect the 47th and Mission Road Area Design Review Overlay District.
- B. The standards in this division shall apply to all property currently or subsequently zoned for commercial or multifamily use.
- C. Any property zoned for single-family residential use is included within this

overlay to indicate neighborhood areas to be protected by buffers and design enhancements established in this division for commercial or multifamily use. In addition, to further protect existing neighborhoods, any property currently zoned for single-family residential use which is subsequently rezoned to multifamily or commercial uses must satisfy all design standards in this division.

- D. Any legal nonconforming structure or use cannot increase its level of nonconformity without complying with this division.

(Code 2008, ch. 16, §§ 7.2.2, 7.2.3; Ord. No. 1024, § 59(7.2.2), 2-10-2022)

7.2.3 Type Of Development

These standards shall be applied to new development, redevelopment, or exterior modifications that alters the appearance of a building or site within the overlay district, including, but not limited to, building additions, facade improvements, or landscaping improvements. Only those standards required by this division and directly related to proposed development, redevelopment, or exterior modification shall be applied.

(Code 2008, ch. 16, § 7.2.4; Ord. No. 1024, § 59(7.2.3), 2-10-2022)

7.2.4 Other Regulations

Within the overlay district, all city ordinances, policies, regulations, and plans shall apply. Where conflicts occur regarding development standards in this division, the standards established in this division shall supersede those in the conflicting ordinance, policy, regulation, or plan.

(Code 2008, ch. 16, § 7.2.5; Ord. No. 1024, § 59(7.2.4), 2-10-2022)

7.2.5 Definitions

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. All other terms and phrases shall use definitions given in the city zoning ordinance or other codes, unless context indicates that a standard dictionary definition is more appropriate. Terms and phrases not defined in this section or by any city code shall have the standard dictionary definition.

Adjacent lot means a lot having a common border or endpoint with subject lot, or lots that would have a common border or endpoint in the absence of an existing right-of-way.

Development means the construction of man-made site elements on an improved or unimproved parcel of land.

Distinctly different hours of operation means uses with hours of operation where 50

percent or more of one use's hours of operation, including peak hours of operation based on a parking demand study, are mutually exclusive of the hours of operation of the other uses which it proposes to share parking.

Distinctly different peak hours of operation means the peak hours of operation, based on a parking demand study, of uses proposing to share parking are mutually exclusive.

Exterior modification means any maintenance, improvement, construction, or reconstruction of a structure or site, or any portion of a structure or site, that will result in an apparent change visible from the right-of-way or adjacent property.

Redevelopment means the reconstruction, enlargement, conversion, relocation of a human-made structure.

(Code 2008, ch. 16, § 7.2.6; Ord. No. 1024, § 59(7.2.5), 2-10-2022)

7.2.6 Underlying Zoning Uses

The uses allowed in the 47th and Mission Road Area Design Review Overlay District shall be those uses allowed by the current or any future underlying zoning classification, provided that all future development and redevelopment meets the standards established in this division. Any future rezoning shall be to a use district consistent with the 47th and Mission Road Area Concept Plan.

(Code 2008, ch. 16, § 7.2.11; Ord. No. 1024, § 59(7.2.6), 2-10-2022)

7.2.7 Overlay Uses

In addition to those uses allowed by the underlying zoning, all property zoned for commercial use within the 47th and Mission Road Area Design Review Overlay District shall be allowed residential uses as a supplemental use, subject to the following:

- A. No property with an underlying zone for commercial use may have residential uses on the ground floor or at street level.
- B. No structures with supplemental residential uses may exceed 40 feet in height or 3 1/2 stories, whichever is less.
- C. All structures with supplemental residential uses, whether new or existing at the time of adoption of the ordinance from which this chapter is established, must comply with all other standards established in this chapter in order to be eligible for supplemental residential uses.

(Code 2008, ch. 16, § 7.2.12; Ord. No. 1024, § 59(7.2.7), 2-10-2022)

7.2.8 Commercial Site Design Standards

Commercial site design in the 47th and Mission Road Area Design Review Overlay District shall conform to the principles outlined in the 47th and Mission Road Concept Plan. The design standards provided in WCC 7.2.9 are implemented and shall be interpreted consistent with the plan.

(Code 2008, ch. 16, § 7.2.13; Ord. No. 1024, § 59(7.2.8), 2-10-2022)

7.2.9 Building Placement

Site design in the 47th and Mission Road Area shall conform to the following design standards:

- A. The provisions of this section shall apply to new development.
- B. *Front setback.* All new buildings shall be built to the right-of-way line unless an additional setback is required to meet the minimum sidewalk width and buffer requirements in the pedestrian access requirement in WCC 7.2.10.
- C. *Side setbacks.* The minimum side setbacks shall be:
 - 1. Zero feet;
 - 2. Property abutting residential districts shall have a side setback equivalent to this of the abutting residential district. In this case, the side setback area shall be used to provide a buffer according to division 7.5 of this article.
- D. *Rear setback.* Minimum rear setbacks shall be as defined by the zoning regulations of the municipality that the property is located in, unless the property is abutting a residential zoned property on its rear yard property line. If abutting a residential zoned property, the setback shall be equal to the residential properties rear yard setback requirements.
- E. *Continuous building frontage.* Building facades on the street frontage should be maximized to provide continuous corridors within the overlay district. All lot frontages should be occupied by building frontages except for entrance drives or alleys to rear parking, courtyards or patios, or any side parking. In the case of courtyards and patios, or side parking, the appearance of a continuous building frontage shall be maintained by a 2 1/2- to four-foot fence or wall constructed out of the same material as the building facade, or by a continuous landscape element.
- F. *Main entrance.* The main entrance of all buildings shall be oriented to the street. In the case of the corner lots, a building may have one entrance on each street or may have one corner entrance facing the intersection at a 45-degree angle.

(Code 2008, ch. 16, § 7.2.14; Ord. No. 1024, § 59(7.2.9), 2-10-2022)

7.2.10 Site Access

- A. *Pedestrian access.* All buildings shall have a continuous sidewalk along the frontage of the lot. The sidewalk shall be seven feet wide. All sidewalks shall be buffered from vehicular traffic with a minimum three-foot buffer zone that includes landscaping, street trees, street furniture, pedestrian lighting, bicycle facilities, or other amenities that provide physical separation from vehicular traffic.
1. *Alternative.* Sidewalks outside the village area (as identified in the 47th and Mission Road Area Design Review Overlay District may be a minimum of five feet in width, but the three-foot buffer zone must be maintained.
 2. *Alternative.* Where unique site characteristics prevent a seven-foot sidewalk and three-foot buffer zone from being achievable in the village area, sidewalk widths shall be maximized on that site.
- B. *Vehicle access.* Curb cuts in the 47th and Mission Road area should be minimized. Wherever possible, adjacent properties are encouraged to minimize curb cuts by use of shared parking or shared access to separate parking lots.
- C. *Connections.* Continuous pedestrian connections shall be provided through all parking lots and between parking lots and store-front sidewalks. These pedestrian connections shall primarily be pedestrian-only sidewalks but may include crosswalks across parking lot drive aisles and driveways where necessary. The following design elements shall be used to maintain pedestrian connections and minimize conflicts with vehicles:
1. Alleys, driveways, and parking lot drive aisles shall not exceed 24 feet for two-way access or 12 feet for one-way access.
 2. Bulb outs for pedestrian-only travel should be used to minimize the distance of pedestrian walkways across driveways, alleys, parking lots, or other vehicle accessways.
 3. All pedestrian walkways across driveways, alleys, parking lots, or other vehicle accessways shall be distinguished from the vehicle accessway by a visually identifiable path or distinctly textured surface.

(Code 2008, ch. 16, § 7.2.15; Ord. No. 1024, § 59(7.2.10), 2-10-2022)

7.2.11 Parking

- A. *Required parking.* The parking required for uses in the overlay district shall be established by the applicable standards for the underlying zoning district.

- B. *Location.* Parking shall be provided primarily behind buildings in the village area. Parking on commercial lots outside the village area should be located primarily behind the building but may be located on the side of the building.
- C. *Shared parking.* Parking requirements in the overlay district may be met through shared parking according to the following conditions and standards:
1. A written agreement for the joint use of the parking facilities shall be executed by the parties, approved by the city and recorded with the register of deeds for any county in which property subject to the agreement is situated. The agreement shall include any necessary cross access easements among property owners. Must meet all other shared parking standards of the said jurisdiction.
 2. Parking requirements are cumulative except that parking may be shared based on uses either on the same site or on other sites that meet the requirements of this subsection C, at the sole discretion of the city, according to the following standards:
 - a. When two or more uses have distinctly different hours of operation (e.g., commercial office and residential, or church and school), 100 percent of the required parking may be shared. Required parking shall be based on the use that demands the greatest amount of parking per the underlying chapter requirement.
 - b. When two or more uses have distinctly different peak hours of operation (e.g., office and restaurant/entertainment), 50 percent of the required parking spaces may be shared among the uses.
 - c. Shared parking shall meet jurisdiction standards. If the parking spaces are more than 800 feet from the main entrance of the building.
 3. Direct pedestrian access, meeting the requirements of WCC 7.2.10, is required between any shared parking and the main entrance of any building proposing to share parking.
 4. Applicants for shared parking shall submit a statement indicating the ability of the proposed shared parking arrangement to meet the demands of all uses involved. The statement shall include hours of operation, hours of peak operation, forecasted demand, and other data indicating the appropriateness of shared parking.
 5. Any change of use or other change causing violation of the shared parking agreement or these standards shall invalidate the shared parking eligibility, and the parking requirements of the underlying zoning ordinance shall be met. A plan for meeting the parking requirements of this chapter if the shared agreement is invalidated must be submitted

with the proposed agreement.

- D. *On-street parking.* Any on-street parking, authorized by the city and within 300 feet of the lot, may be credited towards the on-site parking requirements. A maximum of ten percent of the required parking may be satisfied by on-street parking credits. On-street parking spaces may be counted by more than one user in meeting this requirement.
- E. *Bicycle parking.* Bicycle parking facilities are required at a rate of one bicycle for every 15 required vehicle parking spaces, with a minimum of two bicycle parking spaces. Bicycle parking facilities may be counted by more than one property in meeting this requirement, as long as the facility is within 150 feet of the entrance and the total required parking is met for each property.
- F. *Landscape elements.* Parking lots larger than 20 spaces shall incorporate at least one internal landscape island into the lot design. Landscape islands shall be at least ten percent of the parking lot area. Each required landscape island shall be a minimum of 20 square feet and a maximum of 500 square feet. Landscape islands shall maintain a minimum five-foot width at all times. Landscape islands shall be planted with landscape elements consistent with WCC 7.2.13. Landscape elements along the perimeter of a parking lot shall not count towards the landscape island requirement. Where a parking lot incorporates internal rows of parking, each row shall be terminated with a landscape element.
- G. *Lighting.* Exterior lighting on commercial properties shall be designed to have minimal light trespass onto adjacent residential properties.
- H. All exterior lighting on the building must be full cut-off with nonadjustable heads to direct light 90 degrees downward. No light may cast light or glare off the property or onto the public street.
- I. Any lighting used to illuminate an off-street parking area, sign or other structure shall be arranged as to deflect light away from any adjoining residentially zoned property or from public streets. Direct or sky-reflected glare, from floodlights or commercial operations, shall not be directed into any adjoining property. The source of lights shall be full cut-off with nonadjustable heads to direct light 90 degrees downward. Bare light bulbs shall not be permitted in view of adjacent property or public right-of-way.
- J. Any light or combination of lights that casts light on a public street shall not exceed one foot-candle (meter reading) as measured from the centerline of the street. Any light or combination of lights that cast light on adjacent residentially zoned property shall not exceed 0.5 footcandles (meter reading) as measured from that property line.
- K. Applicants shall be required to submit a base meter reading as part of their application materials.

(Code 2008, ch. 16, § 7.2.16; Ord. No. 1024, § 59(7.2.11), 2-10-2022)

7.2.12 Architecture Feature

- A. *Enhanced entrances.* All main entrances shall be enhanced by architectural details. Such details may include, but are not limited to, slightly protruding entrances, building material variations, color variations, or artistic elements and other special treatments.
- B. *Windows.* All buildings shall be predominantly transparent at the street level, with a minimum of 40 percent and a maximum of 80 percent of the facade occupied by windows. Upper levels may be less transparent, with a minimum of 25 percent of the facade occupied by windows.
- C. *Awnings and canopies.* Awnings or canopies are encouraged on facades to provide weather protection and shade to pedestrians, and to add visual appeal to the 47th and Mission Road Area Design Review Overlay District. Awnings and canopies may project into the building setback or right-of-way provided they are a minimum of 7 1/2 feet above grade. Any awnings provided shall be fabric and shall not be back-lit. Permanent canopies may be constructed if designed as an integral part of the structure. All awnings or canopies on a single block shall be hung at the same height above finished floor elevation of the building it is associated with.
- D. *Facade lighting.* Facade lighting is encouraged within the overlay district. Facade lighting may be used to highlight architectural features of a building, provide secondary light to the pedestrian zone, or to enhance visibility of signs. Facade lighting shall be shielded so that the light source is applied to the building and does not provide any direct light or glare on sidewalks or streets.
- E. *Roof.* Flat and pitched roofs are allowed. Flat roofs shall incorporate a roof-screening element, such as a parapet or pediment, as part of the building design. Pitched roofs shall be complementary to the building design. All mechanical equipment shall be screened from view, preferably mounted to the roof and behind a parapet.

(Code 2008, ch. 16, § 7.2.17; Ord. No. 1024, § 59(7.2.12), 2-10-2022)

7.2.13 Landscape Requirements And Screening

- A. *Residential buffers.* All commercial uses and multifamily residential uses shall provide a landscape buffer from any single-family uses. The landscape buffer shall be of a density to provide an all-season visual screen from the single-family property. Treatments may include any combination of earth berms, walls or fences approved by the jurisdiction having authority, and tree, bush, and shrub plantings. The buffer zone shall be a minimum of ten feet in width.

- B. *Screening*. Specialty equipment, such as antennas, satellite dishes, trash and recycling containers, meter and utility boxes, and HVAC equipment, shall be screened from direct view from streets, sidewalks, and other areas of regular public access. Ground-mounted equipment and trash enclosures shall be screened from view with year-round landscape coverage or masonry wall enclosure consistent with the main building material. Roof-mounted equipment shall be placed far enough from the roof edge, or shall be screened with architectural elements, such as parapets, incorporated into the design of the building, so as not to be seen from the sidewalk across any adjacent street.

(Code 2008, ch. 16, § 7.2.18; Ord. No. 1024, § 59(7.2.13), 2-10-2022)

7.2.14 Signs

The following signs are allowed in the overlay district:

- A. *Facade sign*. One facade sign shall be allowed per building tenant, identifying the business or tenant. A facade sign shall be allowed on each facade fronting a street utilized for pedestrian or vehicular access, except no such sign should face a local street.
- B. *Pedestrian signs*. One pedestrian sign shall be allowed per building tenant, identifying the business of the tenant. Pedestrian signs may be suspended from canopies or awnings, or affixed perpendicular to a building. Pedestrian signs shall not be lower than seven feet, six inches from grade level and shall not exceed ten square feet. Building-affixed pedestrian signs shall not protrude more than three feet from the building surface.
- C. *Murals*. Murals are allowed in the overlay district.
1. *Definition*. The term "mural" means a hand produced or machined graphic applied or affixed to the exterior of a building wall through the application of paint, canvas, tile, metal panels, applied sheet graphic or other medium generally so that the wall becomes the background surface or platform for the graphic, generally for the purpose of decoration or artistic expression, including, but not limited to, painting, fresco or mosaic.
 2. *Standards*.
 - a. Murals are not permitted on the primary facade. The term "primary facade" means, for purposes of this section, as a building elevation that faces the adjacent street right-of-way and is the primary customer entrance. Buildings located on a block corner with the primary customer entrance located diagonally at the building corner to both intersecting streets has two primary facades.

- b. On lots that share a property line with a residential zoning district, murals are not allowed on building walls that face a residential zoning district.
- c. Up to 20 percent of a mural may include text or commercial copy. No more than five items of information may be included in the area used for text or commercial copy. However, murals should not include any textural reference to the associated business or shall be considered a sign.
- d. The mural shall be kept in good condition for the life of the mural according to the maintenance schedule and responsibilities approved by the director and incorporated into the sign permit. A mural is in a state of disrepair when ten percent or more of the display surface area contains peeling, faded or flaking paint, or is otherwise not preserved in the manner in which it was originally created.
- e. The display surface shall be kept clean, neatly painted, and free from corrosion.
- f. Murals shall be subject to the jurisdiction ordinances and requirements.

(Code 2008, ch. 16, § 7.2.19; Ord. No. 1024, § 59(7.2.14), 2-10-2022)

7.2.15 Multifamily Public Improvements And Notification

Prior to placement of any public improvements on the capital improvements program, or construction of public improvements within the 47th and Mission Road Area Design Review Overlay District, the city shall send notice of the intent to construct public improvements to the each jurisdiction. This notice shall provide the opportunity for the jurisdictions to coordinate for construction of public improvements consistent with the 47th and Mission Road Area Concept Plan and streetscape design concept plans. For any proposed development, re-zoning, variance, or other action within the overlay district that would require a public hearing and notification to neighbors, notification will also be sent to the other jurisdictions.

(Code 2008, ch. 16, § 7.2.26; Ord. No. 1024, § 59(7.2.15), 2-10-2022)

7.2.16 Depiction Of 47th And Mission Road Area Design Review Overlay District And 47th And Mission Road Area Concept Plan

The 47th and Mission Road Area Design Review Overlay District is hereby amended such that the overlay district shall consist of that are identified below as the "Suggested District Boundary." The Village Area, as used in this overlay district Ordinance, shall

mean that area identified below as the "Suggested Village Boundary."

(Ord. No. 1024, § 59(7.2.16), 2-10-2022)

DIVISION 7.3 COD-2 COMMERCIAL OVERLAY DISTRICT NUMBER 2 (RAINBOW BOULEVARD -- WEST SIDE)

[7.3.1 District Requirements](#)

[7.3.2 Building Standards](#)

Commercial lots west of Rainbow Boulevard bounded by 47th Terrace and 48th Terrace.

(Code 2008, ch. 16, § 7.3)

7.3.1 District Requirements

<i>District Requirements</i>	<i>COD-2</i>
Uses permitted by right	Retail and office use
Build-to lines	35' from street right-of-way
Corner lot build-to lines	35' from both street rights-of-way
Maximum lot coverage	35%
Minimum setback lines:	
Interior side yard	10'
Rear yard	10'
Maximum building height	35'
Maximum building stories	2

(Code 2008, ch. 16, § 7.3.1)

7.3.2 Building Standards

Commercial building walls shall be wood clapboard, wood shingle, wood drop siding, primed board, wood board and batten, brick, stone, stucco or similar material, and glass.

(Code 2008, ch. 16, § 7.3.2)

DIVISION 7.4 COD-3 COMMERCIAL OVERLAY DISTRICT NUMBER 3 (RAINBOW BOULEVARD -- EAST SIDE)

[7.4.1 District Requirements](#)

[7.4.2 Parking](#)

7.4.3 Building Standards

Commercial lots east of Rainbow Boulevard within the WEBO beginning with Lot 1 south to the city limits, including lots 1-2, 31-36, 91-93; provided, however, that COD-3 shall specifically not include any portion of COD-4, as described in WCC 7.5.

(Code 2008, ch. 16, § 7.4; Ord. No. 920, § 9; Ord. No. 1024, § 60, 2-10-2022)

7.4.1 District Requirements

<i>District Requirements</i>	<i>COD-3</i>
<i>Uses Permitted by Right</i>	
Ground floor	Retail and office use
Second floor	All permitted commercial & residential uses
Third floor	All permitted commercial & residential uses
Lot provisions	Continuous street frontage along Rainbow and 47th Place
Build to lines	35' from property line
Corner lot build to lines	35' from both property lines
Maximum lot coverage	35%
Minimum setback lines:	
Interior side yard	10'
Rear yard	10'
Maximum building height	48'
Maximum building stories	3
Parking	75% rear parking

(Code 2008, ch. 16, § 7.4.1)

7.4.2 Parking

- A. All parking to be provided to the rear of the building.
- B. *Drives and driveways.* No drives are allowed onto Rainbow Boulevard. Driveway access shall be from adjacent side streets. Provide two-lane drive in north-south direction along rear of parking lot, with buffers as required to adjacent residential lots.

(Code 2008, ch. 16, § 7.4.2)

7.4.3 Building Standards

- A. Commercial building walls shall be wood clapboard, wood shingle, wood drop siding, primed board, wood board and batten, brick, stone, stucco or similar material, and glass.
- B. Two primary siding materials, maximum, and the heavier in appearance being at the bottom.

(Code 2008, ch. 16, § 7.4.3)

DIVISION 7.5 COD-4 COMMERCIAL OVERLAY DISTRICT NUMBER 4 (47TH PLACE AND RAINBOW BOULEVARD)

[7.5.1 District Requirements](#)

[7.5.2 Building Standards](#)

The properties located on the east side of Rainbow Boulevard on the south and north side of the intersection of 47th Place, legally described as follows: All of lot 5, Westport View and now legally described as: Lots 1 and 2 of Woodside Village North, a subdivision of land in the city, and all of lots 1 and 2, Woodside Club Complex, subdivisions lying in the northwest quarter of section 2, township 12 south, range 25 East, in the city, along with all adjoining rights-of-way, easements, and appurtenances.

(Code 2008, ch. 16, § 7.5; Ord. No. 920, § 9; Ord. No. 969, § 1(7.5), 4-14-2016)

7.5.1 District Requirements

<i>District Requirements</i>	<i>COD-4</i>
<i>Uses Permitted by Right</i>	
Ground floor	All permitted commercial uses, multifamily residential (including condominiums and apartments), and fitness and health club use
Second floor	All permitted commercial uses within an approved live/work unit, multifamily residential uses (including condominiums and apartments), and fitness and health club uses
Third floor	Multifamily residential (including condominiums and apartments)
Fourth floor	Multifamily residential (including condominiums and apartments)
	Multifamily residential (including condominiums and

Fifth floor	apartments) in accordance with the approved final site plan
Build to lines	Per approved final site plan
Corner lot build to lines	In accordance with the approved final site plan
Maximum coverage lot	In accordance with the approved final site plan
Minimum setback lines	In accordance with the approved final site plan
Front yard	In accordance with the approved final site plan
Interior side yard	In accordance with the approved final site plan
Rear yard	In accordance with the approved final site plan
Maximum building height	In accordance with the approved final site plan
Maximum building stories	5 stories - in accordance with the approved final site plan
Parking	Set forth in WCC 7.5.2

(Code 2008, ch. 16, § 7.5.1; Ord. No. 920, § 10; Ord. No. 969, § 1(7.5.1), 4-14-2016)

7.5.2 Building Standards

- A. Mechanical equipment and roof appurtenances shall be included in the building height limitations.
- B. Commercial building walls shall be wood clapboard, wood shingle, wood drop siding, primed board, wood board and batten, brick, stone, stucco, or similar material and glass.
- C. *Parking.* Surface and up to a five-story parking structure at the rear of the lot, subject to and in accordance with approval of a final site plan for the same.

(Code 2008, ch. 16, § 7.5.2; Ord. No. 920, § 11; Ord. No. 969, § 1(7.5.2), 4-14-2016)

ARTICLE 8 SPECIAL USE PERMITS

- [8.1.1 Special Uses](#)
- [8.1.2 Special Uses Designated](#)
- [8.1.3 Special Uses Not Permitted](#)
- [8.1.4.010 Amusement Centers And Arcades](#)
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[8.1.4.030 Day Care Homes, Group Day Care Homes, Child Care Centers, Preschools, And Mother's Day Out Programs](#)

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[8.1.4.050 Radio And Television Towers](#)

[8.1.4.055 Testing And Research Facilities, Laboratories](#)

[8.1.4.060 Temporary Uses Of Land For Commercial Or Industrial Purposes](#)

8.1.1 Special Uses

Certain uses of land or buildings may not be appropriate under all circumstances in any zoning district, but may be appropriate where adequate precautions can be taken to ensure the compatibility of the use with surrounding uses and protect the public health, safety and welfare. It is the intent of this article to allow for such WCC by the granting of a special use permit, subject to the same procedures applicable to a rezoning set forth in section 1.6. Communication facilities and communication facilities for wireless services are subject to the application, location, building and design standards of article 10 of this chapter.

(Code 2008, ch. 16, § 8.1.1; Ord. No. 960, § 6(8.1.1), 7-9-2015; Ord. No. 984, § 22, 9-21-2017)

8.1.2 Special Uses Designated

Any building, structure, land or premises may be used, and any building or structure may be erected, constructed, reconstructed, moved or altered, for one or more of the following special uses, subject to approval of a special use permit by the governing body and subject to the development and performance standards set forth in WCC 8.1.4:

- A. Amusement centers and arcades;
- B. Clubs and drinking establishments; bar or night club;
- C. Community living facility;
- D. Communications facilities and antennas;
- E. Day care homes, group day care homes, child care centers, preschools, and Mother's Day Out programs;
- F. Hospitals;
- G. Off-street parking lots/structures of a temporary or permanent nature;
- H. Public utility services or public service corporations; buildings, structures, and premises;

- I. Radio and television towers;
- J. Communication facilities (towers, base stations, antennas, and the like);
- K. Testing and research facilities, and laboratories;
- L. Temporary use of land for commercial or industrial purposes.

(Code 2008, ch. 16, § 8.1.2; Ord. No. 960, § 6(8.1.2), 7-9-2015; Ord. No. 984, § 23, 9-21-2017)

8.1.3 Special Uses Not Permitted

It shall be presumed that any use listed in WCC 8.1.2 shall not be permitted in the city without a special use permit unless that use is also specifically listed as a use permitted by right or as an accessory use in a given zoning district.

(Code 2008, ch. 16, § 8.1.3; Ord. No. 960, § 6(8.1.3), 7-9-2015)

8.1.4.010 Amusement Centers And Arcades

- A. No permit shall be approved unless a determination is made that the impacts of traffic, access and parking, noise and litter will not adversely affect the surrounding neighborhood.
- B. The initial special use permit may be granted for a period of up to 12 months, with renewals for a period of up to five years.

(Code 2008, ch. 16, § 8.1.4.010; Ord. No. 960, § 6(8.1.4.010), 7-9-2015)

8.1.4.015 Clubs And Drinking Establishments; Bar Or Night Club

- A. No permit shall be approved unless a determination is made that the impacts of traffic, access and parking, noise and litter will not adversely affect the surrounding neighborhood.
- B. An initial permit may be issued for a maximum time period of two years. Subsequent renewals may be issued for a maximum time period of five years. Provided, however, that establishments within facilities such as convention centers, health clubs, hotels, or similar structures determined not to have traffic, parking, noise, litter or other adverse impacts on surrounding properties, may be issued a special use permit for an indefinite time period.

(Code 2008, ch. 16, § 8.1.4.015; Ord. No. 960, § 6(8.1.4.015), 7-9-2015)

8.1.4.020 Community Living Facility

- A. No permit shall be approved unless a determination is made that the impacts of traffic, access and parking, noise and litter will not adversely affect the surrounding neighborhood.
- B. An initial permit may be issued for a maximum time period of one year. Subsequent renewals may be issued for a maximum time period of three years.

(Code 2008, ch. 16, § 8.1.4.020; Ord. No. 960, § 6(8.1.4.020), 7-9-2015)

8.1.4.025 Communications Facilities (Including Towers, Base Stations And Antennas)

- A. Applications for special use permits for communication facilities for wireless services shall be subject to and processed pursuant to the provisions, definitions, building and design standards, requirements, timelines, and criteria contained within article 10 of this chapter, and the city shall not discriminate against applicants with respect to the placement of communications facilities as to other investor-owned utilities, wireless service providers, wireless infrastructure providers, or wireless carriers.
- B. Each application for a special use permit shall follow the process set forth and submit the information listed in WCC division 10.5.
- C. A special use permit for communications facilities shall be subject to the performance standards WCC division 10.7.
- D. A special use permit for communications facilities shall be for a term of not less than ten years.
- E. A denial of a special use permit for communications facilities shall comply with the provisions and requirements set forth in WCC division 10.8.

(Code 2008, ch. 16, § 8.1.4.025; Ord. No. 960, § 6(8.1.4.025), 7-9-2015; Ord. No. 984, § 24, 9-21-2017)

8.1.4.030 Day Care Homes, Group Day Care Homes, Child Care Centers, Preschools, And Mother's Day Out Programs

- A. A special use permit is require only on property zoned District R-1 or residentially zoned property, which are not otherwise permitted as an accessory use or as a permitted use.
 - 1. Day care homes shall be allowed subject to the following standards:
 - a. The day care provider shall be licensed by the state and shall reside on the premises.
 - b. Outside play areas shall be fenced.

- c. Only one employee, other than persons residing on the premises, shall be permitted.
2. Child care centers, preschools and Mother's Day Out programs may be allowed as an accessory use only in religious, educational and community buildings.
- a. Such programs shall be subject to a general traffic circulation plan being submitted. Such plan shall not permit parking on any adjacent public street, and shall include a drop-off and pick-up site designed to prevent traffic congestion or vehicles stacking up onto the public streets.
 - b. The day care operation shall be licensed or registered with the state.
 - c. The planning commission and governing body may, as a part of any special use permit renewal, require that the number of children and/or employees be reduced until, in their judgment, the adjoining properties are not adversely impacted.
 - d. Where the day care operation is operated from a residential dwelling, the owner or operator shall occupy the structure as his or her private residence.
 - e. No signs identifying the day care operation shall be permitted on the premises.

- B. An initial permit may be issued for a maximum time period of two years. Subsequent renewals may be issued for a maximum time period of three years.

(Code 2008, ch. 16, § 8.1.4.030; Ord. No. 960, § 6(8.1.4.030), 7-9-2015)

8.1.4.035 Hospitals

- A. The following uses are accessory uses within a hospital where located within the main building and designed to serve hospital personnel, visitors or patients:
- 1. Florist.
 - 2. Food service and vending machines.
 - 3. Gift shops.
 - 4. Laundry, cleaning and garment services; pickup and delivery.
 - 5. Nursing and personal care facilities.
 - 6. Pharmacies.

- 7. Residential quarters for staff and employees.
- 8. Fitness centers, pools, game rooms

- B. An initial permit may be issued for a maximum time period of two years. Subsequent renewals may be issued for a maximum time period of five years.
- C. The planning commission and governing body may, upon a finding that time restrictions on the permit are not required to protect the public health, safety and welfare, approve a special use permit for an indefinite period of time.

(Code 2008, ch. 16, § 8.1.4.035; Ord. No. 960, § 6(8.1.4.035), 7-9-2015)

8.1.4.040 Off-Street Parking Lots/Structures Of A Temporary Or Permanent Nature

- A. No permit shall be approved unless a determination is made that the impacts of traffic, access and parking, noise and litter will not adversely affect the surrounding neighborhood.
- B. An initial permit may be issued for a maximum time period of two years. Subsequent renewals may be issued for a maximum time period of three years

(Code 2008, ch. 16, § 8.1.4.040; Ord. No. 960, § 6(8.1.4.040), 7-9-2015)

8.1.4.045 Public Utility Services Or Public Service Corporations; Buildings, Structures, And Premises

- A. Outside storage of materials and equipment is an accessory use in buildings used by public utilities provided all storage is screened from view off the premises.
- B. The initial special use permit may be granted for a period of up to two years, with renewals for a period of up to five years, provided that a special use permit for communications facilities for wireless services shall be for a term of not less than ten years.
- C. Applications for special use permits for communication facilities for wireless services shall be subject to and processed pursuant to the provisions, definitions, building and design standards, requirements, timelines, and criteria contained within article 10 of this chapter and WCC 8.1.4.025, and the city shall not discriminate against applicants with respect to the placement of communications facilities as to other investor-owned utilities, wireless service providers, wireless infrastructure providers, or wireless carriers.
- D. The planning commission and governing body may, upon a finding that time restrictions on the permit are not required to protect the public health, safety and welfare, approve a special use permit for an indefinite period of time.

(Code 2008, ch. 16, § 8.1.4.045; Ord. No. 960, § 6(8.1.4.045), 7-9-2015; Ord. No. 984, § 25, 9-21-2017)

8.1.4.050 Radio And Television Towers

- A. The property owner must provide maintenance and inspection reports for towers and all supporting structures, guys, and attachments. Such reports shall follow the guideline and checklist set forth in TIA-EIA-222-F, Annex E.
- B. The property owner shall maintain \$1,000,000/\$2,000,000 aggregate commercial general liability insurance on each tower or in the alternative the applicant shall maintain \$2,000,000/\$4,000,000 aggregate commercial general liability insurance for any casualty occurring with respect to either tower.
- C. The property owner shall provide a certificate of insurance, with a 30-day notice in the event of cancellation, to the city clerk, evidencing that it has obtained the requisite liability insurance.
- D. The initial special use permit may be granted for a period of up to two years, with renewals for a period of up to five years, provided that a special use permit for communications facilities for wireless services shall be for a term of not less than ten years.
- E. Applications for special use permits for communication facilities for wireless services shall be subject to and processed pursuant to the provisions, definitions, building and design standards, requirements, timelines, and criteria contained within article 10 of this chapter, and the city shall not discriminate against applicants with respect to the placement of communications facilities as to other investor-owned utilities, wireless service providers, wireless infrastructure providers, or wireless carriers.

(Code 2008, ch. 16, § 8.1.4.050; Ord. No. 960, § 6(8.1.4.050), 7-9-2015; Ord. No. 984, § 26, 9-21-2017)

8.1.4.055 Testing And Research Facilities, Laboratories

- A. No permit shall be approved unless a determination is made that the impacts of traffic, access and parking, noise and litter will not adversely affect the surrounding neighborhood.
- B. The initial special use permit may be granted for a period of up to two years, with renewals for a period of up to five years.
- C. The planning commission and governing body may, upon a finding that time restrictions on the permit are not required to protect the public health, safety and welfare, approve a special use permit for an indefinite period of time.

(Code 2008, ch. 16, § 8.1.4.055; Ord. No. 960, § 6(8.1.4.055), 7-9-2015)

8.1.4.060 Temporary Uses Of Land For Commercial Or Industrial Purposes

- A. Special use permits for temporary uses of land for commercial or industrial purposes may be granted for a period not to exceed two years, subject to renewal for one or more periods of time not to exceed a maximum of two years for each renewal.
- B. If a building or structure is constructed on said land in connection with the approved temporary use, and such structure is not otherwise permitted in that district, the building or structure shall be temporary and, along with any stored equipment or material, shall be removed on or before the expiration date of the special use permit.
- C. This provision shall not be used as a means of seeking approval for occupations which are not permitted as accessory uses in residential districts under WCC 4.2.2.

(Code 2008, ch. 16, § 8.1.4.055; Ord. No. 960, § 6(8.1.4.060), 7-9-2015)

ARTICLE 9 SIGNS

DIVISION 9.1 PURPOSE, DEFINITIONS, PROHIBITED SIGNS

DIVISION 9.2 REGULATIONS APPLICABLE TO ALL DISTRICTS

DIVISION 9.3 REGULATIONS APPLICABLE TO SPECIFIC DISTRICTS

DIVISION 9.4 SIGN STANDARDS APPLICABLE TO NEW AND EXISTING MULTI-TENANTED OFFICE BUILDINGS, MULTI-TENANTED RETAIL BUILDINGS, AND MULTI-TENANTED COMPLEXES

DIVISION 9.1 PURPOSE, DEFINITIONS, PROHIBITED SIGNS

9.1.1 General Regulations

9.1.2 Statement Of Purposes And Objectives

9.1.3 Definitions

9.1.4 Prohibited Signs

9.1.1 General Regulations

Signs shall be permitted in the various districts in accordance with the following regulations, which shall apply to all signs that are visible from beyond the lot line. Signs not authorized by the provisions of this article are not authorized.

(Code 2008, ch. 16, § 9.1.1; Ord. No. 991, § 1(9.1.1), 6-14-2018)

9.1.2 Statement Of Purposes And Objectives

The governing body declares that the purpose of this article is to protect, preserve, and promote the health, safety, general welfare, and beauty of the city, by regulating the location, size, placement, physical materials, and illumination of signs. The city further

intends to regulate signage in order to promote economic development and protect property values from the effect of visual blight, and to promote the rights of individuals to convey messages through temporary signs, while preventing the unrestricted proliferation of signs, both permanent and temporary. The city finds that certain signs, by their quantity, size, placement, appearance, or other characteristics, can create a hazard to traffic by blocking the view of and distracting motorists and others, particularly with respect to signs in the rights-of-way of the city. The city further finds that the rights-of-way of the city are subject to ongoing street, sidewalk, and other infrastructure and utility construction and repair, and are subject to digging, excavation, and other construction activities at any time. The city also finds that the rights-of-way are widely used for such subsurface purposes as fiber optic lines, natural gas lines, and other structures, and placing signs or other structures in the rights-of-way could interfere with or damage such structures. The city finds that the use of the rights-of-way is also subject to statutory and other legal rights and interests, including, but not limited to, use of the rights-of-way by certain utilities or other providers of goods or services to the public. The city intends to promote the substantial governmental goals of safety and aesthetics, but not to impair protected Constitutional rights, including freedom of speech.

(Code 2008, ch. 16, § 9.1.2; Ord. No. 991, § 1(9.1.2), 6-14-2018)

9.1.3 Definitions

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Animated sign means any device such as flashing, blinking, rotating, or moving action intended to attract the attention of the public to an establishment or to a sign.

Awning means a temporary shelter, supported entirely from the exterior wall of a building, and composed of a non-rigid material, except for a rigid, stationary supporting framework.

Back-lighted sign means a sign with concealed illumination, which provides backlighting that silhouettes the message.

Banner means a temporary sign printed on fabric or other pliant material.

Billboard means an outdoor freestanding panel or advertising structure which stands over three feet above ground or above grade at its base and which advertises a product or service, relays a message to the public, or carries an advertising message.

Building means a roofed and walled structure.

Building, multi-tenanted, means a building, or a group of two or more attached buildings

under unified control or ownership, housing two or more tenants.

Business facade means the architectural front of a building, relating to a particular business, lying between the ground level of the pedestrian walkway and the lowest level of the roofline.

Complex means a group of two or more buildings with two or more tenants, developed in a related manner and under unified control and ownership.

Detached sign means any sign located on the ground or on a structure or support located on the ground and not attached to any building.

Directional sign means any sign directing traffic to a location or event.

Dissolve means a mode of message transition on an EMC accomplished by varying the light intensity or pattern, where the first message gradually appears to dissipate and lose legibility simultaneously with the gradual appearance and legibility of the second message.

Electronic message center (EMC) means a sign that utilizes computer-generated messages or some other electronic means of changing copy, including LED, LCD or similar displays.

Externally illuminated sign means any sign which is partially or completely illuminated by a light source which is shielded so that the light source is external to the sign and not visible.

Facade means the principal face or front of a building.

Fade means a mode of message transition on an EMC accomplished by varying the light intensity, where the first message gradually reduces intensity to the point of not being legible and the subsequent message gradually increases intensity to the point of legibility.

Flashing sign means any sign which is internally or externally illuminated by flashing, flowing, alternating or blinking lights.

Ground sign means a freestanding sign, not more than five feet in height, supported by uprights, braces, columns, poles, or other vertical members which are not attached to the building.

Height of sign means the vertical distance, measured from the average grade of the sign foundation or point of sign support to the highest point on the sign. The average grade shall be determined by deriving the average elevation of property extending 15 feet from all sides of the proposed sign location.

Identification sign means a sign giving the name and address of a building, business, development or establishment. Such signs may be wholly or partially devoted to a readily recognizable symbol.

Illuminated channel cut letter signage means dimensional lettering with internal illumination.

Internally illuminated sign means any sign (other than illuminated channel cut letter signage) illuminated by diffused light through a translucent material so that the light source is not directly discernable.

Memorial sign or tablet means a sign cut into a masonry or rock surface that is a part of a building, or a bronze, or similar material, tablet inset into such building.

Monument sign means a freestanding sign made of brick, natural stone materials, concrete, metal, wood, or plastic, which harmonizes with the architecture of the building or complex it serves, and is constructed of materials consistent with the building. The monument sign copy area must be attached in a continuous fashion to a proportionate base. The proportionate base must be continuous and the width of the base must be at least one half of the width of the widest part of the sign.

Nonconforming sign means any advertising structure or sign which has been erected and maintained prior to such time as it came within the purview of this article and any amendments thereto, and which fails to conform to all applicable regulations and restrictions of this article, or a nonconforming sign for which a special use permit has been issued.

Off-site sign means any sign which directs the attention of the public to any goods, merchandise, property (real or personal), business, service, entertainment, or amusement conducted, produced, bought, sold, furnished, or offered on any premises other than where the sign is located.

Parcel means a tract of land comprised of one or more lots or portions thereof zoned for a single dwelling or for a single business single business development under common ownership.

Permanent sign means any wall, monument or other sign that is fixed, lasting, stable, enduring, not subject to change, and generally opposed to temporary, but not always meaning perpetual.

Pole-mounted banner sign means a temporary sign printed on fabric or other pliant material, mounted to a streetlight or utility pole, typically within the city right-of-way.

Pole sign means a freestanding sign, more than five feet in height, supported by uprights, columns, poles, or other vertical members which are not attached to a building.

Portable sign means any sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels; signs converted to an A-frame or sandwich frame sign, balloons or other gas or air-filled objects used as commercial signs; and signs attached to or painted on vehicles parked and visible from the public right-of-way, unless said vehicle is used in the normal day-to-day operations of the business.

Projecting sign means any sign extending more than one foot from the face of the building to which it is attached.

Public right-of-way means the area on, below, or above public streets, alleys, bridges, and parkways, and the area immediately adjacent thereto, that is, the dedicated roadway area.

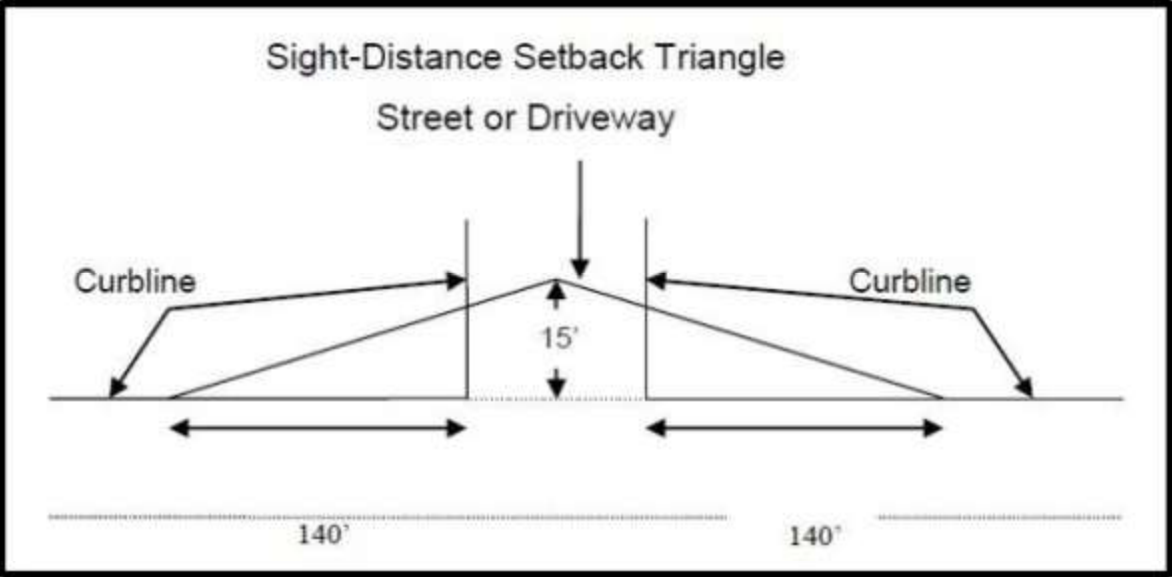
Roof means the cover of a building, including roofing and all other materials and construction (such as supporting members) necessary to carry and maintain it on the walls or uprights.

Roof sign means any sign constructed and maintained partially or wholly upon or over the roof eave of a building, or the eave of a false roof.

Scroll means a mode of message transition on an EMC where the message appears to move across the display surface.

Sight distance triangle means the two areas of all corner lots within the triangles formed by a short leg 15 feet in length and a long leg 140 feet in length, both distances measured along the curb line or edge of the pavement.

Sight-Distance Setback Triangle Street or Driveway



Sign means any posting, board, symbol, or other physical or material device which communicates or functions as an announcement, message, attracting device, declaration, demonstration, display, illustration, identification, description, insignia, symbol, or logo which is used to transmit a message, is used to advertise or promote, or which directs attention to any idea, cause, opinion, business, product, activity, service, place, institution, or person, or which functions as a device for solicitation, or anything on which a message is displayed. The term "sign" includes any supporting structure appurtenant thereto when the same is in public view.

Sign area calculation means the entire area within a single continuous perimeter enclosing all elements of a sign that form an integral part of the display including the perimeter border. Signs with more than one face shall be taken as one face only for purposes of determining size area only. Each sign shall have no more than two faces.

Sign maintenance means the normal care and minor repair necessary to retain a safe, attractive, uniformly lit (if applicable), and finished structure, brackets or surface. Repainting or repairing copy or logo shall be considered maintenance if the information, product or service remains the same and if the sign is to serve the identical establishment using the same business firm name as before the change.

Sign structure means the supports, uprights, braces and framework of a sign.

Structure means that which is built or constructed; an edifice or building of any kind.

Temporary sign means any sign that is intended for a temporary period of posting on public or private property, and is typically constructed from nondurable materials, including paper, cardboard, cloth, plastic, and/or wall board, and which may have a plastic, metal, or wooden support, or which does not constitute a structure subject to the city's building code or zoning provisions.

Tenant means one who holds or possesses a house, building, land or tenement by any right or title, whether in fee, for life, for years, at will, or otherwise.

Transition means a visual effect used on an EMC to change from one message to another.

Travel means a mode of message transition on an EMC where the message appears to move horizontally or vertically across the display surface.

Wall sign means any vertical sign attached flat against the surface of a wall, awning, or facade (other than a false roof facade), of a building, but not projecting horizontally from the vertical surface more than 12 inches or above the vertical surface.

Window sign means any sign which is displayed in, attached to or applied to the exterior or interior of any transparent glass or acrylic plastic surface that could be considered a window.

(Code 2008, ch. 16, § 9.1.3; Ord. No. 991, § 1(9.1.3), 6-14-2018; Ord. No. 1024, § 61, 2-10-2022)

9.1.4 Prohibited Signs

All signs not expressly permitted within this article or exempted herein are prohibited in the city. Such prohibited signs include, but are not limited to:

- A. Animated signs.
- B. Billboards.
- C. Electrically lighted signs that create a nuisance to neighboring property owners and/or the general public. A nuisance is defined as any electrically lighted sign which gives offense to or endangers life or health, causes pollution such as light pollution, obstructs the reasonable and comfortable use and enjoyment of the property of another, interferes with the rights of citizens whether in person, property, or enjoyment of property or comfort, annoys or causes trouble or vexation, is offensive or noxious, or works hurt, inconvenience, or damage. To constitute a nuisance, the interference must be both substantial and unreasonable.
- D. Electronic message centers (EMCs) with the exception of installations noted in WCC 9.3.1.E.
- E. Flashing or blinking signs, including excessive change in the color of the illumination.
- F. Off-site signs.
- G. Pole signs.
- H. Portable signs.
- I. Roof signs.
- J. Any sign attached to a tree, fence, or utility pole except warning signs issued and properly posted by the utility company having ownership or control of said utility pole, and also excepting any signs required by governmental or legal authority.
- K. Any illuminated awnings.

(Code 2008, ch. 16, § 9.1.4; Ord. No. 942, § 1; Ord. No. 991, § 1(9.1.4), 6-14-2018; Ord. No. 1024, § 62, 2-10-2022)

DIVISION 9.2 REGULATIONS APPLICABLE TO ALL DISTRICTS

[9.2.1 Sign Permit](#)

[9.2.2 Signs Exempt From Permit Requirement](#)

[9.2.3 Exceptions To Permit Process](#)

- [9.2.4 Traffic Hazards](#)
- [9.2.5 Maintenance And Inspection](#)
- [9.2.6 Public Rights-Of-Way](#)
- [9.2.7 Temporary Signs](#)
- [9.2.8 Sign Area Calculations](#)
- [9.2.9 Setback](#)
- [9.2.10 Permanent Signs Secured](#)
- [9.2.11 Projecting Signs](#)
- [9.2.12 Wall Signs](#)
- [9.2.13 Illuminated Signs](#)
- [9.2.14 Obscene Materials](#)
- [9.2.15 Substitution Of Messages](#)

9.2.1 Sign Permit

- A. Except as provided herein, or as may be provided by other ordinances or resolutions of the city, it shall be unlawful for any person to erect, install, alter, move or replace any new or existing sign without first obtaining a permit and making payment of the sign permit fee as established in the city master fee schedule on file in the city clerk's office. A permit is not required for ordinary maintenance and repair of a sign, nor is a permit or fee required to post temporary signs.
- B. Any person desiring to erect a sign for which a permit is required shall submit to the building official an application upon a form to be provided by the city that shall contain the following information:
1. Name, address, and telephone number of the applicant;
 2. Location of the building, structure, or lot to which or upon which the sign is to be attached or erected;
 3. Position of the sign in relation to nearby building or structures, streets and sidewalks;
 4. Drawing of the sign, showing elevation or elevations of the sign at a scale of one half inch to the foot, or larger, showing the sign, including structural supports, height to bottom of the sign, as well as material, color, and lighting;
 5. Length of time the sign will be displayed;
 6. Written consent of the owner of the building, structure or land to which or on which the sign is to be erected; and
 7. Such other information as the building official shall require showing full compliance with this and all other laws and ordinances of the city.
- C. It shall be the duty of the building official, upon filing of an application for a sign

permit, to review the application and to conduct such other investigation as is necessary to determine the accuracy of the application and reach a decision within 14 days of the application being completed and filed with the city. If it shall appear that the applicant has provided the information requested in the application, and that the proposed sign will comply with the ordinances of the city, the building official shall forward the sign permit to the planning commission for a review of the sign. The building official shall record and maintain all documents pertaining to sign permits. Notwithstanding the above, signs may be approved as part of a comprehensive site plan review or otherwise as part of a zoning procedure provided that any such signs meet the criteria set forth herein.

- D. If the building official determines that the proposed sign is not in compliance with all requirements of this chapter or any other laws or any other ordinances of the city, the building official shall not issue the requested permit, and shall notify the applicant of such denial and the reason therefor within 14 days of the application being completed and filed with the city.
- E. If the building official finds that a sign meets the criteria herein for approval, and is not a type of sign that requires specific planning commission approval, then the building official shall issue a permit.
- F. Any applicant aggrieved by a decision of either the building official shall be entitled to an appeal to have said decision reviewed by the governing body. Said appeal must be taken within 30 days of the decision from which an appeal is taken. The governing body shall hear such appeal at the earlier of its next regularly scheduled meeting or the passage of 20 days from the decision from which an appeal is taken.
- G. All rights and privileges acquired under the provisions of this article, or any amendments thereto, are revocable at any time by the city for cause, and all such permits shall contain this provision.

(Code 2008, ch. 16, § 9.2.1; Ord. No. 991, § 1(9.2.1), 6-14-2018)

9.2.2 Signs Exempt From Permit Requirement

The following signs are exempt from the permit process and are not subject to this division:

- A. Street markers, traffic signs, warning signs, and other appropriate or mandatory signs displayed by the city or other governmental subdivision in the exercise of the police power to ensure the public health, safety, and welfare;
- B. Any sign required by the city's building or fire codes or other governmental authority;
- C. Official notice by public officers or employees in the performance of their duties; and

- D. Signs required or specifically authorized by statute or ordinance, or otherwise required by law.

(Code 2008, ch. 16, § 9.2.2; Ord. No. 991, § 1(9.2.2), 6-14-2018; Ord. No. 1024, § 64, 2-10-2022)

9.2.3 Exceptions To Permit Process

The following types of signs are exempt from permit requirements but must be in conformance with all other requirements of this division:

- A. Temporary signs;
- B. Memorial signs or tablets not in excess of four square feet;
- C. Name plate signs for single-family dwellings; and
- D. In the district zoned for retail sales, temporary window signs which do not exceed ten percent of the area of the window in which the sign is placed.

(Code 2008, ch. 16, § 9.2.3; Ord. No. 991, § 1(9.2.3), 6-14-2018)

9.2.4 Traffic Hazards

No sign shall be constructed at the intersection of any street in such a manner as to obstruct the free and clear vision of motorists, or any location where, by reason of the position, shape or color, said sign may interfere with obstruct the view or be confused with any authorized traffic signal or device.

(Code 2008, ch. 16, § 9.2.4; Ord. No. 991, § 1(9.2.4), 6-14-2018)

9.2.5 Maintenance And Inspection

All signs now or hereinafter erected shall at all times be kept in good repair and structurally safe. Any sign which may be at any time deemed to be in disrepair or unsafe by the building official shall be removed and costs of the removal paid by the owner.

(Code 2008, ch. 16, § 9.2.5; Ord. No. 991, § 1(9.2.5), 6-14-2018)

9.2.6 Public Rights-Of-Way

With the exception of city pole-mounted banner signs, no sign, including any part of a sign or sign structure, shall be located within the public right-of-way, except approved directional and traffic control signs, or except as permitted under the regulations herein. No sign, or sign structure, shall be erected or maintained over, across, or upon any sidewalk or street except as provided herein or otherwise as required or permitted by

law.

(Code 2008, ch. 16, § 9.2.6; Ord. No. 991, § 1(9.2.6), 6-14-2018)

9.2.7 Temporary Signs

- A. The city enacts the ordinance from which this article is derived to establish reasonable regulations for the posting of informational signs on public and private property. Recognizing that temporary signs, left completely unregulated, can become a threat to public safety as a traffic hazard, and a detriment to property values as an aesthetic nuisance, the city intends to:
1. Protect the rights of all individuals to convey their message through temporary signs and at the same time recognize the right of the public to be protected against the unregulated proliferation of signs;
 2. Further the objectives of the city's comprehensive plan;
 3. Protect the health, safety, and welfare;
 4. Reduce traffic and pedestrian hazards;
 5. Protect property values by minimizing the possible adverse effects and visual blight caused by signs;
 6. Promote economic development; and
 7. Ensure the fair and consistent enforcement of the temporary sign regulations specified hereinafter.
- B. Temporary signs may be posted on property in all zoning districts of the city, subject to the following requirements:
1. The total square footage per parcel for temporary signage in any district, in the aggregate, shall not exceed 18 square feet, with no individual sign exceeding six square feet. The area of a sign is to be calculated as set forth above.
 2. Signs shall not exceed three feet in height measured from the average grade at the base of the sign.
 3. No sign shall obstruct or impair access to a public sidewalk, public or private street or driveway, traffic control sign, bus stop, fire hydrant, or any other type of street furniture, or otherwise create a hazard, including a tripping hazard.
 4. No sign shall be illuminated or painted with light reflecting paint.
 5. A sign shall only be posted with the consent of the property owner or occupant.

6. A temporary sign may be posted for a period of up to 90 days, at which time the sign shall be removed or replaced.
 7. Signs shall not be posted on trees, utility poles, and other similar structures within the rights-of-way.
- C. The removal or replacement of temporary signs shall be governed by the following regulations:
1. The person who posted or directed the posting of the sign is responsible for the removal or replacement of that sign.
 2. If the person does not remove or replace the sign in accordance with these regulations, then the property owner or occupant of the building or lot where the sign is posted is responsible for the sign's removal or replacement.
 3. If the building official finds that any sign is posted in violation of these regulations on public property, the building official is authorized to remove any such signs. If the building official finds that any sign is posted in violation of these restrictions on private property, the building official shall give written notice to the person who has posted or directed the posting of the sign. If that person fails to remove or replace the sign so as to comply with the standards herein within 72 hours after such notice, such sign may be removed by the building official.

(Code 2008, ch. 16, § 9.2.7; Ord. No. 991, § 1(9.2.7), 6-14-2018)

9.2.8 Sign Area Calculations

- A. The area for monument signs shall include the sign panel but not the sign base on which it is mounted or the structural elements or frames that form the perimeter of the panel.
- B. If a wall sign is contained within a panel, the sign area calculation shall be the area of the panel. If the sign consists of individual letters, symbols, or words, either painted or mounted on the wall, the area shall be the smallest rectangular figure that can encompass all of the letters, words, logos, or symbols.

(Code 2008, ch. 16, § 9.2.8; Ord. No. 991, § 1(9.2.8), 6-14-2018)

9.2.9 Setback

No sign, except approved directional signs, shall be placed within the required sight-distance setback triangle (see diagram in WCC 9.1.3), unless specifically authorized by the planning commission.

(Code 2008, ch. 16, § 9.2.9; Ord. No. 991, § 1(9.2.9), 6-14-2018)

9.2.10 Permanent Signs Secured

Permanent signs shall be secured fastened to the ground or to some other substantial supporting structure so that there is virtually no danger that either the sign or the supportive structure may be moved by the wind or other forces of nature and cause injury to persons or property. Sign structures may be required to have a building permit, at the discretion of the building official.

(Code 2008, ch. 16, § 9.2.10; Ord. No. 991, § 1(9.2.10), 6-14-2018)

9.2.11 Projecting Signs

- A. No sign projecting at right angles from a building wall shall extend over a street, alley, sidewalk, or other property, or within 18 inches of the curb line or automobile parking area, except for signs over privately owned sidewalks. No projecting sign shall be so constructed that the lowest overhanging part thereof is less than nine feet above the level of any private sidewalk.
- B. Projecting signs shall be securely attached to the building or structure by bolts, anchors and guys or non-corrosive metals or plated metals.

(Code 2008, ch. 16, § 9.2.11; Ord. No. 991, § 1(9.2.11), 6-14-2018)

9.2.12 Wall Signs

- A. Any wall sign:
 - 1. Shall not project or extend more than 12 inches from the face of the wall surface, or 18 inches above the awning, provided that the awning is at least a minimum of 18 inches below the parapet.
 - 2. Shall not exceed 20 square feet in area.
 - 3. Shall not extend above, below or beyond the wall surface on which mounted.
 - 4. Must be placed only on flat wall areas where the sign touches the wall surface continuously on all sides.
- B. Wall surfaces shall not be leased for outdoor advertising to persons other than the tenant.

(Code 2008, ch. 16, § 9.2.12; Ord. No. 991, § 1(9.2.12), 6-14-2018)

9.2.13 Illuminated Signs

Illuminated signs shall not constitute a traffic hazard. Lighting shall be directed away and shielded from normal traffic view.

(Code 2008, ch. 16, § 9.2.13; Ord. No. 991, § 1(9.2.13), 6-14-2018)

9.2.14 Obscene Materials

Obscene signs, flags, banners, or any sign of any type are prohibited. The term "obscene" means any material that:

- A. The average person, applying contemporary community standards, would find that, taken as a whole, appeals to the prurient interest; and
- B. The work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
- C. The work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

(Code 2008, ch. 16, § 9.2.14; Ord. No. 991, § 1(9.2.14), 6-14-2018)

9.2.15 Substitution Of Messages

Subject to the landowner's consent, a noncommercial message of any type may be substituted for any duly permitted or allowed commercial message or duly permitted or allowed noncommercial message, provided that the sign or sign structure is legal without consideration of the message content. This substitution of message may be made without any additional approval or permitting. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over noncommercial speech, or favoring of any particular noncommercial message over any other noncommercial message. This section does not create a right to increase the total amount of signage on a parcel or land use, nor does it affect the requirement that a sign structure or mounting device be properly permitted. This provision does not allow for the substitution of an off-site commercial message in place of an on-site commercial message.

(Code 2008, ch. 16, § 9.2.15; Ord. No. 991, § 1(9.2.15), 6-14-2018)

DIVISION 9.3 REGULATIONS APPLICABLE TO SPECIFIC DISTRICTS

[9.3.1 Residential Districts R-1\(A\), R-1\(B\), R-1\(C\), R-1\(D\), R-1\(E\)](#)

[9.3.2 Office And Professional Districts; C-O](#)

[9.3.3 Retail And Business Districts; CP-1, C-1, P-1](#)

[9.3.4 Planned Commercial Districts](#)

9.3.1 Residential Districts R-1(A), R-1(B), R-1(C), R-1(D), R-1(E)

The following signs shall be permitted in residential districts:

- A. Non-illuminated temporary signs not requiring a permit, as described in WCC 9.2.7.
- B. Building address numbers visible from the public right-of-way shall not exceed eight inches in height, and/or numbers painted on the curb not to exceed four inches in height.
- C. Ground signs for the purpose of guiding pedestrian and vehicular traffic to parking lots shall be permitted, provided that such signs do not identify tenants.
- D. Each church, school, and other public building, single or multi-tenanted, allowed in the residential district, shall be allowed one non-illuminated, or externally illuminated sign, not to exceed five feet in height, along the frontage of each public street abutting the property. The copy on the sign may be changed from time to time, provided that the structure of the sign is not changed from that approved. Signs in such areas shall be subject to review by the planning commission as set forth hereinabove.
1. Buildings or complexes with less than 100 feet of street frontage shall be restricted to signs not exceeding 20 square feet in area per face, and be limited to two faces per sign.
 2. Buildings with more than 100 feet of street frontage shall not exceed 30 square feet of area per face and be limited to two faces per sign, and one non-illuminated wall sign, not to exceed 15 feet in area.
- E. Places of worship or religious observation and schools allowed in the residential district shall be permitted one electronic message center (EMC). EMCs shall be submitted to the planning commission for specific approval. Details, including siting, materials, size, display brightness (measured at 35 feet and at the property lines), display type, frequency of message transitions, and method of method transition shall be submitted.
1. EMCs shall be sited, detailed, and programmed so as not to be a nuisance or hazard to pedestrians, motorists, or neighbors.
 - a. *Brightness.* Brightness on electronic message boards shall be limited to no more than 0.3 footcandle over ambient lighting conditions when measured at a distance of 35 feet. EMCs shall be equipped with a sensor or other device that automatically determines the ambient illumination and programmed to automatically dim according to ambient light conditions.
 - b. EMCs shall be limited to zero footcandles over ambient conditions when measured at the property lines.
 2. Permitted EMCs shall be monument signs only. All requirements of monument signs shall apply. The area of the electronic display shall not

exceed 12 square feet per face, and be limited to two faces per sign. The total area of the sign shall not exceed 30 square feet per face, and be limited to two faces per sign.

3. No more than one EMC installation is permitted per property.
4. On all EMCs, only the static display of messages is permitted with at least 15 seconds between changes in display and no more than one second for transitions. Messages shall be changed only through dissolving or fading transition methods. No scrolling, travelling, flashing, or animated transitions are allowed.
5. EMCs shall be placed so that the sign face is perpendicular to the street they are addressing. On corner lots, the applicant shall indicate which street the sign will be addressing.
6. EMCs shall be set back 150 feet from adjacent property lines parallel to the sign face, and 15 feet from the right-of-way perpendicular to the sign face.

(Code 2008, ch. 16, § 9.3.1; Ord. No. 991, § 1(9.3.1), 6-14-2018)

9.3.2 Office And Professional Districts: C-O

The following signs shall be permitted in office and professional districts:

- A. Any sign allowed in the residential districts.
- B. Each building or complex, single or multi-tenanted, shall be allowed one non-illuminated or indirectly illuminated monument sign, not to exceed five feet in height, along the frontage of each dedicated public street abutting the property. Such sign shall identify only the name of the building or complex and list the tenants housed therein.
 1. Buildings or complexes with less than 100 feet of street frontage shall be restricted to signs not exceeding 20 square feet in area per face, and be limited to two faces per sign.
 2. Buildings or complexes with more than 100 feet of street frontage shall not exceed 30 square feet area per face and be limited to two faces per sign.
- C. In addition to the monument signs, each business or commercial establishment shall be permitted one non-illuminated, illuminated channel cut letter, or indirectly illuminated wall, projecting, or awning sign along the frontage of each dedicated public street abutting the property. The total area of each sign shall not exceed ten percent of the area of the business facade on which it is placed, and the facade must be continuous with the tenant's gross leasable floor area.

- D. In addition to the wall, projecting, or awning sign referenced in this section, each business or commercial establishment shall be permitted window signage, the area of which will be calculated against the gross allowable wall sign area.

(Code 2008, ch. 16, § 9.3.2; Ord. No. 991, § 1(9.3.2), 6-14-2018)

9.3.3 Retail And Business Districts; CP-1, C-1, P-1

The following signs shall be permitted in retail and business districts:

- A. Any sign allowed in the residential districts and the office and residential districts.
- B. Each building or complex, single or multi-tenanted, shall be allowed one non-illuminated or indirectly illuminated, monument sign, not to exceed five feet in height along the frontage of each dedicated public street abutting the property. Such sign shall identify only the name of the building or complex and list the tenants housed therein.
1. Buildings or complexes with less than 100 feet of street frontage shall be restricted to signs not exceeding 20 square feet in area per face and limited to two faces per sign.
 2. For multi-tenanted retail buildings or complexes, with eight or more storefronts or tenant spaces, the owner may double the allowable area for one street frontage by either doubling the area of the sign, not to exceed five feet in height, or by doubling the number of signs on one street frontage.
- C. In addition to the monument signs, each business or commercial establishment shall be permitted one non-illuminated, illuminated channel cut letter, or indirectly illuminated wall, projecting, or awning sign. The total area of each sign shall not exceed ten percent of the area of the business facade on which it is placed, and the facade must be continuous with the tenant's gross leasable floor area. Business establishments having frontage on more than one dedicated public street may have the aforementioned wall or awning sign on each frontage.
- D. Ground signs specifically for the purpose of guiding and directing vehicular traffic shall be permitted in parking districts.
- E. Notwithstanding any other provisions herein, in any district zoned for retail sales, a tenant or property owner may have an additional temporary sign for cumulative periods not to exceed 14 days in any calendar year, and such sign shall be no larger than 32 square feet. A no-fee permit shall be required for such additional temporary sign.

(Code 2008, ch. 16, § 9.3.3; Ord. No. 991, § 1(9.3.3), 6-14-2018)

9.3.4 Planned Commercial Districts

Signs shown on the approved final development plan or approved amended development plan shall be permitted in planned commercial districts.

(Code 2008, ch. 16, § 9.3.4; Ord. No. 991, § 1(9.3.4), 6-14-2018)

DIVISION 9.4 SIGN STANDARDS APPLICABLE TO NEW AND EXISTING MULTI-TENANTED OFFICE BUILDINGS, MULTI-TENANTED RETAIL BUILDINGS, AND MULTI-TENANTED COMPLEXES

[9.4.1 Site Plan Review](#)

[9.4.2 Compliance](#)

[9.4.3 Nonconforming Signs](#)

[9.4.4 Permit Fees](#)

[9.4.5 Appeal](#)

9.4.1 Site Plan Review

Nothing in this division is intended to supersede the plan review process provided in the city's ordinances and regulations. The development of consistent graphics to avoid confusion, to comply with health and safety concerns, and to avoid visual clutter and pollution may be considered as part of the plan review process. However, nothing in the plan review shall be construed to override the requirements set forth herein.

(Code 2008, ch. 16, § 9.4.1; Ord. No. 991, § 1(9.4.1), 6-14-2018; Ord. No. 1024, § 65, 2-10-2022)

9.4.2 Compliance

- A. The standards shall be within the regulations set out by this division.
- B. Such standards shall run with all leases or sales of portions of the development. The sale, subdivision, or other partition of the site does not exempt the project or portions thereof from complying with these regulations.
- C. With respect to projects which require a plan review, sign permits shall not be issued until after approval of the design standards by the planning commission as part of the plan review process. A copy of the approved sign standards shall be kept on file in the office of the city clerk for reference in the issuance of sign permits.
- D. The planning commission shall follow the additional criteria set forth herein.

(Code 2008, ch. 16, § 9.4.2; Ord. No. 991, § 1(9.4.2), 6-14-2018)

9.4.3 Nonconforming Signs

All existing nonconforming signs which existed as of 2008 may remain and, further, provided that no changes in the basic structure, source of illumination, location of appearance shall be made in such signs and, further, provided that if the business to which the sign is related should move to another site, which move creates in effect an off-site advertising sign, then such device shall be removed or otherwise brought into full conformance with this article.

(Code 2008, ch. 16, § 9.4.3; Ord. No. 991, § 1(9.4.3), 6-14-2018)

9.4.4 Permit Fees

Sign permit fees are calculated as shown on the appropriate fee schedule at the office of the city clerk. If any sign is installed or placed on any property prior to receipt of a sign permit, the specified permit fee shall be doubled. However, payment of the doubled permit fee shall not relieve any person of any other requirements or penalties of this section.

(Code 2008, ch. 16, § 9.4.4; Ord. No. 991, § 1(9.4.4), 6-14-2018)

9.4.5 Appeal

Any person aggrieved by the terms of this section may seek an appeal before the governing body within 30 days of the decision by the city building official by which the person is aggrieved. The governing body shall meet and decide the appeal at the earlier of its next regularly-scheduled meeting or the passage of 20 days from the appeal being filed, unless the applicant shall request or agree to a continuance of the matter. The status quo shall be maintained during any approval or appeal process.

(Code 2008, ch. 16, § 9.4.5; Ord. No. 991, § 1(9.4.5), 6-14-2018)

ARTICLE 10 COMMUNICATION FACILITIES FOR WIRELESS SERVICES

10.1 Statement Of Intent

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10.1 Statement Of Intent

The Telecommunications Act of 1996 affirmed the city's authority concerning the placement, construction, and modification of communications facilities. The intent of this article is to ensure the provision of quality wireless services within the city limits; establish a fair and efficient process for the review and approval of communications facility applications; ensure an integrated, comprehensive review of environmental impacts of communications facilities, and promote the public health, safety, security, and general welfare of the city.

(Code 2008, ch. 16, § 10.1; Ord. No. 984, § 27(10.1), 9-21-2017; Ord. No. 1024, § 66, 2-10-2022)

10.2 Definitions

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accessory facility means an accessory facility, building, structure or equipment serving or being used in conjunction with communications facilities and generally located on the same site as the communications facilities, including, but not limited to, utility or transmission equipment, power supplies, generators, batteries, cables, equipment buildings, storage sheds or cabinets, or similar structures.

Antenna means communications equipment that transmits or receives electromagnetic radio signals used in the provision of wireless services.

A. *Distributed antenna system (DAS)* means a network that distributes radio frequency signals and consisting of:

1. Remote communications or antenna nodes deployed throughout a desired coverage area, each including at least one antenna for transmission and reception;
2. A high capacity signal transport medium that is connected to a central communications hub site; and
3. Radio transceivers located at the hub's site to process or control the communications signals transmitted and received through the antennas to provide wireless or mobile service within a geographic area or structure.

B. *Small cell facility* means a communications facility that meets both of the following qualifications:

1. Each antenna is located inside an enclosure of no more than six cubic feet in volume, or in the case of an antenna that has exposed elements, the antenna and all of the antenna's exposed elements could fit within an

imaginary enclosure of no more than six cubic feet; and

2. Primary equipment enclosures that are no larger than 17 cubic feet in volume, or facilities comprised of such higher limits as the FCC has excluded from review pursuant to 54 USC 306108. Accessory facilities may be located outside the primary equipment, and if so located, are not to be included in the calculation of equipment volume. Accessory facilities includes, but is not limited to, any electric meter, concealment, telecommunications demarcation box, ground-based enclosures, back-up power systems, grounding equipment, power transfer switch, cut-off switch and vertical cable runs for the connection of power and other services.

C. *Small cell network* means a collection of interrelated small cell facilities designed to deliver wireless service.

Applicant means any person or entity that is engaged in the business of providing wireless services or the wireless infrastructure required for wireless services and that submits an application pursuant to this article.

Application means all necessary and appropriate documentation that an applicant submits in order to receive approval for a communications facility.

Approval authority means the building official for all applications pursuant to WCC 10.4.A, and means the governing body for all applications pursuant to WCC 10.4.B.

Base station means a station that includes a structure that currently supports or houses an antenna, transceiver, coaxial cables, power cables or other accessory facilities at a specific site that enables FCC-licensed or authorized wireless service to mobile stations, generally consisting of radio transceivers, antennas, coaxial cables, power supplies and other associated electronics. The term "base station" does not mean a tower or equipment associated with a tower; and does not include any structure that, at the time the relevant application is filed with the city, does not support or house equipment described in this definition or that was not previously approved under the applicable zoning or siting process. The term "base station" includes a non-tower support structure; for example, a building, church steeple, water tower, sign, streetlight, utility pole or other non-tower structure that can be used as a support structure for antennas or the functional equivalent of such.

Collocation means the mounting or installation of transmission equipment on an eligible support structure for the purpose of transmitting and/or receiving radio frequency signals for wireless service.

Communications facility means a structure, facility, or location designed, or intended to be used as, or used to support antennas or other transmission equipment used in wireless services. This includes without limit, towers of all types, and base stations,

including, but not limited to, buildings, church steeples, water towers, signs, or other structures that can be used as a support structure for antennas or the functional equivalent of such. The term "communications facility" further includes all related accessory facilities associated with the site. It is a structure and facility intended for transmitting and/or receiving, wireless services, specialized mobile radio (SMR), personal communications services (PCS), commercial satellite services, microwave services, radio, television, and any commercial wireless service not licensed by the FCC.

Eligible facilities request means any request for modification of an existing tower or base station that does not substantially change (see definition) the physical dimensions of such tower or base station, involving:

- A. Collocation of new transmission equipment;
- B. Removal of transmission equipment; or
- C. Replacement of transmission equipment.

Eligible support structure means any tower or base station, provided that it is existing at the time the relevant application is filed.

Existing means the following: a constructed tower or base station is existing if it has been reviewed and approved under the applicable zoning or siting process, provided that a tower that has not been reviewed and approved because it was not in a zoned area when it was built, but was lawfully constructed, is existing for purposes of this definition.

FAA means the Federal Aviation Administration.

FCC means the Federal Communications Commission.

Modification or modify means the addition, removal or change of any of the physical and noticeably visible components or aspects of a communications facility such as antenna, cabling, radios, equipment shelters, landscaping, fencing, utility feeds, changing the color or materials of any noticeably visible components, vehicular access, parking, upgrade or exchange of equipment for better or more modern equipment. Modification shall not include replacement of such components in kind. A collocation which changes the physical configuration of the existing facility or structure shall be considered a modification. The building official shall determine when changes such as enlarging the ground-mounted equipment area, increasing the screen wall height or installing additional equipment changes the physical and noticeably visible aspects of a communications facility.

Replacement means replacement of an existing communications facility that exists on a previously approved site, utility easement, or an approved special use permit area, with

a new facility of comparable proportions and of comparable height or such other height that would not constitute a substantial change to an existing structure to support communications facilities or accommodate collocation. A replacement includes any associated removal of the pre-existing communications facilities. A replacement tower shall be within 15 feet, as measured horizontally along the ground, of an existing tower, and the existing tower shall be removed within 30 days from the installation of the replacement tower. The building official may approve a separation greater than 15 feet.

Site means, for towers other than towers in the public rights-of-way, the current boundaries of the leased or owned property surrounding the tower and any access or utility easements currently related to the site, and, for other eligible support structures, further restricted to that area in proximity to the structure and to other transmission equipment already deployed on the ground.

Stealth or *stealth technology* means using the least visually and physically intrusive facility by minimizing adverse aesthetic and visual impacts on the land, property, buildings and other facilities adjacent to, surrounding, and generally in the same area as the requested location of a communications facility. Specifically, this means ensuring that all antenna arrays, cables, and other accessory facilities used for providing the wireless service are not obtrusive or noticeably visible from adjacent properties or adjacent rights-of-way. Any accessory facilities mounted onto a tower or structure shall not project greater than one foot, as measured horizontally, from the surface of the tower or structure and shall be painted or screened with materials that are a complementary color as the tower or structure. Cables shall not be allowed to travel along the exterior of a tower or structure. Understanding that new technologies are anticipated to change the components of communications facilities, the building official may determine if a communications facility or component of a communications facility is designed to be stealth or utilizes stealth technology.

Substantial change means a modification that substantially changes the physical dimensions of an eligible support structure (tower or base station) by any of the following criteria:

A. Height.

1. For towers not in the public rights-of-way, an increase in the height of the tower by more than ten percent or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed 20 feet, whichever is greater.
2. For other eligible support structures (e.g., towers in the public rights-of-way or base stations), an increase in the height of the structure by more than ten percent or more than ten feet, whichever is greater.
3. Changes in height are measured from the original support structure in cases where deployments are or will be separated horizontally (such as on buildings' rooftops); in other circumstances, changes in height are

measured from the dimensions of the tower or base station, inclusive of originally approved appurtenances and any modifications that were approved prior to the passage of the Spectrum Act (title VI of the Middle Class Tax Relief and Job Creation Act of 2012, Pub. L. 112–96).

B. Width/girth.

1. For towers not in the public rights-of-way, adding an appurtenance to the body of the tower that protrudes from the edge of the tower more than 20 feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater.
2. For other eligible support structures (e.g., towers in the public rights-of-way or base stations), adding an appurtenance to the body of the structure that would protrude from the edge of the structure by more than six feet.

C. New equipment cabinets.

1. For any eligible support structure, the installation of more than the standard number of new equipment cabinets for the technology involved, but not to exceed four cabinets.
2. For towers in the public rights-of-way and base stations, the installation of any new equipment cabinets on the ground if there are no pre-existing ground cabinets associated with the structure, or else the installation of ground cabinets that are more than ten percent larger in height or overall volume than any other ground cabinets associated with the structure.

D. Any excavation or deployment outside the current site.

E. Defeating the stealth technology or concealment elements of the eligible support structure.

F. Not complying with conditions associated with the siting approval of the construction or modification of the eligible support structure or base station equipment, provided that this limitation does not apply to any Modification that is noncompliant only in a manner that would not exceed the thresholds identified in subsections A through D of this definition.

Transmission equipment means equipment that facilitates transmission for any FCC-licensed or authorized wireless service, including, but not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, and regular and backup power supply. The term "transmission equipment" includes equipment associated with wireless services, including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.

Tower means any structure built for the sole or primary purpose of supporting any FCC-

licensed or authorized antennas and their accessory facilities, including structures that are constructed for wireless services, including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul, and the associated site.

- A. *Monopole* means a tower consisting of a single pole, constructed without guy wires and ground anchors.
- B. *Lattice tower* means a guyed or self-supporting three- or four-sided, open, steel frame structure used to support antennas and transmission equipment.

Wireless services means "personal wireless services" and "personal wireless service facilities" as those terms are defined in 47 USC 332(c)(7)(C), including commercial mobile services as defined in 47 USC 332(d), provided to personal mobile communication devices through communications facilities or any fixed or mobile wireless services provided using communications facilities.

(Code 2008, ch. 16, § 10.2; Ord. No. 984, § 27(10.2), 9-21-2017; Ord. No. 1024, § 67, 2-10-2022)

10.3 Overall Policy

In order to ensure that the placement, construction, and modification of communications facilities protect the public health, safety, security, and general welfare of the city, the following policies are hereby adopted (subject to applicable state and federal law):

- A. Optimize the number of communications facilities in the city.
- B. Encourage opportunities for user collocation on existing communications facilities, buildings and other structures and maximize replacement strategies.
- C. Comply fully with established planning guidelines regarding land use and building, design and performance standards.
- D. Emphasize the use of stealth technology to integrate the appearance of communications facilities with many architectural and nature themes throughout the city and to use existing communications facilities instead of building new communications facilities.
- E. Protect the public interests, where practical and applicable, in a competitively neutral, nondiscriminatory manner.
- F. Protect the public health, safety and welfare.

(Code 2008, ch. 16, § 10.3; Ord. No. 984, § 27(10.3), 9-21-2017)

10.4 Application Approval Authority

A. *Administrative approval.* The building official may approve applications for communications facilities for the following:

1. The modification of an existing tower or base station that does not incur a substantial change to the tower or base station or that otherwise qualifies as an eligible facilities request. (See subsection C.1 of this section for timeframe.)
2. New small cell/DAS facilities on an existing tower, utility pole or streetlight in the public right-of-way. This provision is also applicable when the existing tower, utility pole or streetlight is replaced by a tower, utility pole or streetlight that is not a substantial change from the original. (See subsection C.1 of this section for timeframe.)
3. New antenna (including small cell/DAS facilities) on an existing tower or base station that does not incur a substantial change to the tower or base station and that:
 - a. Is permitted by right in the underlying zoning district; and
 - b. Meets applicable building, design, and performance standards. (See subsection C.1 of this section for timeframe.)
4. New antenna (including small cell/DAS facilities) on an existing tower or base station that incurs a substantial change to the tower or base station and that:
 - a. Is permitted by right in the underlying zoning district; and
 - b. Meets applicable building, design, and performance standards. (See subsection C.2 of this section for timeframe.)
5. New tower permitted by right in the underlying zoning district that meets applicable building, design, and performance standards. (See subsection C.3 of this section for timeframe.)
6. New tower or utility pole for small cell/DAS facilities in the public right-of-way, subject to the issuance of a right-of-way permit pursuant to WCC chapter 13. (Sees subsection C.3 of this section for timeframe.)

B. *Special use permit approval.* A special use permit (SUP) reviewed by the planning commission and approved by the governing body is required for applications for communications facilities for the following:

1. A substantial change to an existing tower or base station that is not permitted by right in the underlying zoning district. (See subsection C.2 of this section for timeframe.)
2. Any other application for placement, installation or construction of

transmission equipment that does not constitute an eligible facilities request. (See subsection C.2 of this section for timeframe.)

3. New tower that is not permitted by right in the underlying zoning district. (See subsection C.3 of this section for timeframe.)

C. Application timeframe.

1. A final decision shall be issued for applications under subsections A.1, A.2, and A.3 of this section within 60 calendar days.
2. A final decision shall be issued for applications under subsections A.4, B.1 and B.2 of this section within 90 calendar days.
3. A final decision shall be issued for applications under subsections A.5, A.6 or B.3 of this section within 150 calendar days.
4. The timeframes set forth in subsections C.1 through C.3 of this section begin to run when a completed application is filed following the pre-application conference. The applicable timeframe may be tolled by mutual agreement or in cases where the city determines that the application is incomplete. To toll the timeframe for incompleteness, the city may provide written notice to the applicant within 30 days of receipt of the application, clearly and specifically delineating all missing documents and information. The timeframe begins running again when the applicant makes a supplemental submission responding to the city's notice. The city then has ten days to notify the applicant that the supplemental submission did not provide the information identified in the original notice. The timeframe is tolled in the case of second or subsequent notices pursuant to this subsection. Second or subsequent notices may not specify missing documents or information that were not delineated in the original notice of incompleteness.

D. Small cell and DAS facilities; consolidated application and exemption.

1. *Consolidated application.* Pursuant to state statutes, an applicant may file one consolidated application for a small cell network up to 25 individual small cell facilities of a substantially similar design. Notwithstanding, the city may require a separate application for any small cell facilities that are not of a substantially similar design.
2. *Exemption.* No zoning or siting approval is required for the construction, installation or operation of any small cell or DAS facilities located in an interior structure or upon the site of any campus, stadium or athletic facility; provided, however, this exemption does not exempt any such facility from any applicable building or electrical code provision.

(Code 2008, ch. 16, § 10.4; Ord. No. 984, § 27(10.4), 9-21-2017)

10.5 Application Process And Requirements

- A. *Pre-application conference.* A pre-application conference is required before filing an application for the replacement or modification of an existing communications facility or the construction of a new communications facility, unless waived by the building official. The purpose of the pre-application conference is to ensure the applicant understands all requirements, to establish a tentative timeline, and to determine the approval authority for the application. The pre-application conference should address issues that will expedite the review and approval process. Pre-application conferences for small cell/DAS facilities in the public right-of-way will be conducted with the city's director of public works.
- B. *Application fee.* At the time an application is filed for a communications facility, the applicant will pay a nonrefundable application fee as determined in the current version of the governing body resolution establishing applicable fees, provided the application fee shall be subject to any applicable statutory maximum. An application shall not be deemed submitted unless the applicable fee is paid.
- C. *Application requirements.* An application for the replacement or modification of an existing communications facility or the construction of a new communications facility shall include the following information and requirements, unless waived by the building official:
1. A site plan or preliminary development plan, and if applicable, any other special use permit submission requirements set forth in this chapter, as amended, and specifically as amended by Ordinance No. 960, division 1.6 of this chapter and the subsections thereto, division 8.1 of this chapter and the subsections thereto, or as otherwise required by or provided for within the city's zoning ordinance.
 2. A descriptive statement of the proposed communications facility. For towers or base stations, the statement shall provide the capacity of the structure, including the number and type of antennas it can accommodate.
 3. An affidavit from the applicant stating that it conducted a thorough analysis of available collocation opportunities within the applicable search ring.
 4. Elevation drawings of the proposed communications facilities showing all towers, base stations, antennas, transmission equipment, accessory equipment, cabinets, fencing, screening, landscaping, lighting, and other improvements related to the facility. The applicant shall note all specific colors and materials to be used.

5. Digital photo simulations of the site providing "before and after" views demonstrating the true visual impact of the proposed communications facilities on the surrounding environment. Staff or the approval authority may require photo simulations from any specific vantage point.
6. A report from a licensed professional engineer which describes the communications facility's structural capacity, including a statement to the effect that the communications facility can safely accommodate all antennas, transmission equipment and/or accessory equipment. This may include structural calculations, geotechnical foundation studies, and other data as determined by the building official, as applicable, and in compliance with all city codes. In the event an existing communications facility is to be used, the report shall describe the condition of the existing communications facility based on a physical inspection and its ability to accommodate any additional accessory equipment and/or antennas.
7. A landscape plan that demonstrates the effective screening of the proposed communications facility and any accessory facilities as required by this chapter and the city's manual of infrastructure standards. The landscape plan shall be sealed by a professional landscape architect, unless this requirement is waived by the approval authority.
8. If lighting is required by the FCC or the FAA, the applicant shall submit the proposed lighting plan and identify an available lighting alternative. If security lighting is to be used, the applicant may be required to submit a photometric plan to ensure that lighting is unobtrusive and inoffensive and that no light is directed towards adjacent properties or rights-of-way. All lighting will meet any requirement of this chapter.
9. If an emergency power system will be utilized, the applicant will provide sufficient details showing the location and proposed use of the same; a proposed plan for any intended non-emergency use (e.g., testing); and certification that the system will not violate local health and safety requirements and local noise control ordinances.
10. A statement that the proposed communications facility and any accessory facilities and/or landscaping shall be maintained within city ordinances, under what arrangement, and by whom. The statement shall provide contact information for the responsible party.
11. An engineer's certification that the proposed communications facility and the cumulative effect of all communications facilities on the site comply with all FCC standards, including, but not limited to, certifying that all facilities meet all provisions and regulations for radio frequency (RF) emissions or exposure, and that anticipated levels of electromagnetic radiation to be generated by all facilities on the site, including the

effective radiated power (ERP) of the transmission equipment, shall be within the guidelines established by the FCC.

12. When applicable, a signed copy of the lease between the applicant and the landowner or other acceptable documentation signed by the landowner evidencing the landowner's approval for the proposed communications facility. The lease or other documentation shall contain a provision stating that the landowner shall be responsible for the demolition and/or removal of the communications facility in the event the lessee fails to remove it upon abandonment of the facilities or the termination of the lease.
13. Applicants for communications facilities in the right-of-way shall provide notice by first class mail, postage prepaid, to the owners of record of all property within 200 feet of the proposed location. The notice shall provide:
 - a. A city-issued case number (if available);
 - b. A description of the proposed facility;
 - c. The location of the proposed facility;
 - d. A plan sheet showing the proposed location and the facility improvements; and
 - e. The applicant's contact information and a statement that the owner shall have 20 days from the date of the notice to provide the city with any input regarding the application. Each communications facility location shall be provided with its own notice; notices for multiple locations, even if under the same city case number, may not be provided in a single letter. No application will be approved until the applicant submits an affidavit affirming that the required notice was sent.
14. Any other information to satisfy the performance standards set forth for the applicable zoning district as required by this chapter and the city's manual of infrastructure standards or that, as determined by the building official, will assist the review and approval process for communications facilities.

D. Independent third-party review.

1. The applicant may be required to provide an independent review of the application as determined by the building official.
2. The building official will select and approve a list of acceptable consultants to be used for the third-party independent review.
3. The scope of the third-party review will be determined by the building

official and may vary with the scope and complexity of the application; the scope will be determined following the pre-application conference. The independent third-party review will generally be focused on the technical review of wireless services and verification of the information submitted by the applicant such as federal RF emissions standards, and other technical requirements to ensure that the modeling parameters and data used in developing these technical requirements are valid and representative of the proposed communications facility.

(Code 2008, ch. 16, § 10.5; Ord. No. 984, § 27(10.5), 9-21-2017)

10.6 Location Of Communications Facilities

When possible, the city encourages, but does not require, new communications facilities to be located on Existing communications facilities or on existing structures (for example, commercial buildings, water towers, utility poles and streetlights) whereby the new communications facilities can be architecturally integrated or otherwise camouflaged in a stealth manner in order to minimize the intrusion upon the public and adjacent properties. If and when a new tower or new base station is installed for communications facilities, said new tower or new base station should be located and designed in a manner to minimize the intrusion upon the public and adjacent properties, and when possible, to be architecturally integrated or camouflaged in a stealth manner with surrounding structures.

(Code 2008, ch. 16, § 10.6; Ord. No. 984, § 27(10.6), 9-21-2017)

10.7 Building And Design Standards For Communications Facilities

A. Height.

1. *Towers.* The maximum height which may be approved for a tower is 150 feet, which includes any transmission equipment on top of the tower. A lightning rod, ten feet in height or less, shall not be included within the height limitations. While tower height shall be controlled based on the specific context consistent with the provisions of this article and this chapter, in no case shall towers or antennas exceed the following:
 - a. 150 feet in the commercial zoning districts;
 - b. 130 feet in the commercial overlay zoning districts;
 - c. 100 feet in all residential districts;
 - d. No more than 20 feet above the top of a building when mounted on the roof or include a stealth on-building design in the commercial or commercial overlay districts.

2. *Towers in right-of-way.* The maximum height which may be approved for a tower and related transmission equipment in the public right-of-way is: 50 feet along an arterial thoroughfare street; 40 feet along a collector street; and 20 feet along a local street as defined within WCC chapter 13.
3. *Base stations.* Base stations shall comply with any applicable height requirement for its particular type of structure as set forth in the applicable zoning district.

B. *Design and color.*

1. *Towers.*
 - a. *Design.* Towers shall be a monopole or of some other stealth or stealth technology design unless required by the approval authority to be architecturally compatible to the surrounding development. Guy and lattice towers are not allowed. Furthermore, towers must be designed in compliance with all current applicable technical, safety, and safety-related codes adopted by the city or other applicable regulatory authority.
 - b. *Color and finish.* Towers shall have a galvanized finish unless an alternative stealth or camouflaged finish is approved by the approval authority.
2. *Base stations.* Base stations shall comply with any applicable color and design requirement for its particular type of structure as set forth in the applicable zoning district, and shall blend with the surrounding buildings and/or natural environment.
3. *Antennas.*
 - a. *Design on towers.* Antenna bridges and platforms on towers are not allowed. Antennas on towers may be:
 - (1) Internal;
 - (2) A panel of slim-line design mounted parallel with the tower;
 - (3) A design deemed by the approval authority to be less obtrusive or stealth than the designs described above; or
 - (4) An omni-directional antenna placed at the top of the tower when it gives the appearance of being a similarly sized or smaller extension of the tower. (The latter will be included in the tower height calculation.)

- b. *Design on base stations.* Antennas and visible accessory facilities on a base station or other building/structure shall be comprised of materials that are consistent with the surrounding elements so as to blend architecturally with said building/structure and to camouflage their appearance in a stealth manner. Such facilities on rooftops may require screening that is architecturally compatible with the building. As applicable, the following additional requirements apply:
- (1) Antennas may be installed on any existing building or structure (such as a water tower but excluding single-family residences and accessory uses) three stories in height or greater but no less than 35 feet provided that the additional antennas shall add no more than 20 feet to the height of said existing structure.
 - (2) Antennas which are architecturally compatible to the building architecture may locate on nonresidential buildings less than three stories or 35 feet in height.
 - (3) Antennas and/or accessory facilities installed or located in a commercial overlay district shall comply with the applicable architectural, building, design, screening and similar standards established for the particular commercial overlay district.
 - (4) Attached antennas on a roof shall be located as close to the center of the roof as possible; and antennas mounted on a building or structure wall shall be as flush to the wall as technically possible, and shall not project above the top of the wall.
 - (5) Accessory facilities for antennas may be permitted on the roof so long as they are screened from view and so long as they are screened, constructed, and colored in conformity with and to otherwise match the structure to which they are attached, provided that ground-mounted accessory facilities shall otherwise fully comply with the provisions of this section.
- c. *Color and finish.* Antennas and visible accessory facilities shall be colored and finished in a manner consistent with the tower or base station and any surrounding elements so as to camouflage their appearance in a stealth manner. Such facilities shall be of a neutral color that is identical to, or closely compatible with, the color of the tower or base station so as to make such facilities as visually unobtrusive as possible. Antennas mounted on the side

of a building or structure shall be painted to match the color of the building or structure or the background against which they are most commonly seen.

C. Setbacks.

1. Communications facilities in the commercial zoning districts, commercial overlay districts, and planned business districts (CP-1) set forth in this chapter shall meet the setback requirements for other types of commercial structures of a similar size that are allowed by right in the zoning districts in which the facilities are located. In the event the proposed communications facilities will exceed the height allowed for other types of commercial structures in the district in which the facilities are located, the communications facilities shall meet the greater of the maximum setback requirements for the zoning district or a setback equal to the height of the facility, unless the approval authority reasonably finds that a greater setback is required in the interest of the public health, safety and welfare.
2. Communications facilities in residential zoning districts, planned residential cluster development zoning districts, and planned multifamily residential zoning districts shall meet the greater of the maximum setback requirements for the applicable zoning district or a setback equal to the height of the facility, unless the approval authority reasonably finds that a greater setback is required in the interest of the public health, safety and welfare.
3. In addition to the above setback requirements set forth in subsection C.1 of this section regarding commercial and commercial overlay districts, towers shall have a minimum setback of 200 feet from any surrounding property which is shown as residential, unless such tower:
 - a. Does not exceed the height requirement for other types of commercial structures in the district in which the tower is located;
 - b. Is a utility pole or streetlight or a monopole similar in size thereof;
or
 - c. Is designed as an architecturally compatible element in terms of material, design and height to the existing or proposed use of the site.
4. Small cell/DAS facilities on utility poles or streetlights shall not be subject to the setback requirements in subsections C.1 through C.3 of this section, provided that such small cell/DAS facilities on utility poles or streetlights placed within the right-of-way shall comply with the city's requirements and permits for the use of the public right-of-way as set

forth with WCC chapter 13 and in the city's manual of infrastructure standards.

5. All towers, antennas, and accessory structures shall meet the required setbacks of the applicable zoning district. In addition to complying with the district regulations, the tower and antenna shall be set back from the property lines a distance equal to the height of the tower or antenna, provided that the city or approval authority shall not impose nor shall this provision be interpreted to require a greater setback or fall-zone requirement for a tower, antenna, or communication facility than for other types of commercial structures of a similar size. A lesser setback may be approved with the special use permit, upon demonstration by a licensed structural engineer registered in the state that the fall zone of the tower, antenna, or communication facility is within the radius of the setback.
- D. *Accessory facilities.* Accessory facilities shall include only such structures and facilities necessary for transmission functions for wireless services, but shall not include broadcast studios, offices, vehicle storage areas, or other similar uses not necessary for the transmission function. Accessory facilities shall be constructed of building materials consistent with the primary use of the site and shall be subject to the applicable approval process. Where there is no primary use other than the communications facility, the accessory facility and the building materials for the accessory facility shall be subject to the review and approval of the applicable approval authority.
- E. *Equipment storage.* Mobile or immobile equipment not used in direct support of a communications facility shall not be stored or parked on the site of the communications facility unless repairs to the communications facility are being made or pursuant to emergency approval as set forth in WCC division 10.9.
- F. *Parking areas and drives.* All parking areas and drives associated with a communications facility shall comply with WCC 10.9, provided that the applicable approval authority may waive the requirements for curbing and drainage facilities when they are not needed for drainage purposes. All access roads and turn-arounds shall be provided to ensure adequate emergency and service access.
- G. *Screening.* Accessory facilities located at the base of a tower or base station shall be screened from view with a solid screen wall a minimum of six feet in height. The materials of the wall, including any proposed razor wire or other security wire, shall be of a material designed to match the architecture of the surrounding structures, and shall be subject to the review and approval of the applicable approval authority. The landowner or provider shall be responsible for maintenance of the screening. The applicable approval authority shall have the ability to waive or reasonably modify this requirement where the design of the accessory facility is architecturally compatible to the primary use of the site or where the accessory facility will have no visible impact on the public right-of-

way and any other nearby property.

- H. *Landscaping.* A landscape plan shall be required in accordance with the provisions of this chapter for the applicable zoning district and use. The landscape plan shall be sealed by a professional landscape architect, unless waived by the applicable approval authority. A continuous landscaped area shall be provided around the perimeter of the accessory building or screening wall; and utility boxes will comply with any applicable utility box screening requirement. All plant materials are subject to this chapter for the applicable zoning district and use and shall include a mixture of deciduous and coniferous planting materials. Drought tolerant plant materials are encouraged. The owner or provider shall be responsible for maintenance of all approved landscaping. Where the visual impact of the equipment building would be minimal, the landscaping requirement may be reduced or waived by the applicable approval authority.
- I. *Lighting.* Communications facilities shall only be illuminated as required by the FCC and/or the FAA. If lighting is required, the approval authority may review the available lighting alternatives and approve the design that would cause the least disturbance to the surrounding views. Security lighting around the base of a tower may be provided if the lighting is shielded so that: no light is directed towards adjacent properties or rights-of-way; the lighting avoids illuminating the tower; and the lighting meets any other applicable city requirements.
- J. *Utilities.* All utilities at a communications facility site shall be installed underground and in compliance with applicable codes.
- K. *Security.* All communications facilities shall be located, fenced, or otherwise secured in a manner that prevents unauthorized access.
- L. *Signage.* Signage at the site is limited to non-illuminated warning and equipment identification signs required by the FCC or applicable regulatory body or otherwise approved by the approval authority.
- M. *Building codes and inspection.*
1. *Construction and maintenance standards.* To ensure structural integrity, communications facilities shall be constructed and maintained in compliance with the standards contained in applicable local building codes and the applicable standards for communications facilities published by the Electronic Industries Association, (EIA) or any applicable regulatory authority (as amended from time to time). If upon inspection the city concludes that a communications facility fails to comply with such codes and standards and constitutes a danger to persons or property, then the facility owner or landowner shall have 30 days following written notice to bring such facility into compliance. If the facility owner or landowner fails to bring such facility into compliance within this period, the city may order the removal or cause the removal of

such facility at the facility owner or landowner's expense. Failure of the city to inspect the facility shall not relieve the facility owner or landowner of their responsibility to comply with this provision.

2. *Inspection.* Not less than every 24 months, the communications facility shall be inspected by an expert who is regularly involved in the maintenance, inspection and/or erection of communications facilities. At a minimum, this inspection shall be conducted in accordance with the inspection check list provided in the Electronic Industries Association (EIA) Standard 222, Structural Standards for Steel Antenna Towers and Antenna Support Structures (as amended from time to time). A copy of the inspection record shall be provided to the city upon request. The inspection shall be conducted at the facility owner or landowner's expense.

N. *Operational standards.*

1. Communications facilities shall meet or exceed all minimum structural, height, radio frequency radiation and other operational standards as established by the FCC, FAA, Environmental Protection Agency, and/or other applicable federal regulatory agencies. If such standards and regulations are changed, then the communications facilities shall be brought into compliance with the revised standards and regulations within six months of the effective date of the ordinance or law from which these standards and regulations are derived, unless a more stringent compliance schedule is mandated by the controlling federal agency. Failure to bring communications facilities into compliance with any revised standards and regulations shall constitute grounds for the removal of the facility at the owner or provider's expense.
2. It is the responsibility of the wireless service provider to promptly resolve any electromagnetic interference problems in accordance with any applicable law or FCC regulation.

- O. *Removal of abandoned communications facilities.* Any communications facility that is not operated for a continuous period of 12 months shall be considered abandoned and a nuisance, and the owner of such facility or the landowner shall remove the same within 90 days of a receipt of notice from the city. If such facility is not removed within said 90 days, the city may remove such facility at the facility owner or landowner's expense. If there are two or more users of a single tower, then this provision shall not become effective until all users cease using the tower.

- P. *Unsafe communications facilities.* Any communications facility which is not maintained to a suitable degree of safety and appearance (as determined by the city and any applicable code, statute, ordinance, law, regulations or standard) will be considered a nuisance and will be upgraded or removed at the owner or

provider's expense.

(Code 2008, ch. 16, § 10.7; Ord. No. 984, § 27(10.7), 9-21-2017)

10.8 Denial Of Application

A. The city may deny an application for any of the following reasons:

1. Failure to submit any or all required application documents and information.
2. Conflict with safety and safety-related codes and requirements.
3. Conflict with the historic nature or character of the surrounding area pursuant to federal or state law.
4. The use or construction of a communications facility is contrary to the previously stated purpose of a specific zoning or land use designation, fails to comply with the city's land development code, and/or creates an unacceptable risk to the public health, safety, and welfare.
5. The placement and location of the communications facility would create an unacceptable risk, or the reasonable probability of such, to residents, the public, businesses, city employees, or employees of the wireless service provider.
6. Conflict with a public health, safety and welfare issue, including, but not limited to, violation of noise ordinance, flashing or other light nuisance, and conflict with required sidewalk widths (including ADA accessibility requirements).
7. Conflict with planned future public improvements.
8. Conflict with or violation of any provision contained within this article or any other applicable city code or with any applicable federal or state law.

B. In the event of a denial, the approval authority or the city shall notify the applicant in writing of the city's final decision, supported by substantial evidence contained in a written record and issued contemporaneously. Such notice shall be made within the applicable timeframe set forth in WCC division 10.4.

C. Any denial shall not discriminate against the applicant with respect to the placement of communications facilities of other investor-owned utilities, wireless service providers, wireless infrastructure providers, or wireless carriers.

(Code 2008, ch. 16, § 10.8; Ord. No. 984, § 27(10.8), 9-21-2017)

10.9 Emergencies And Disasters

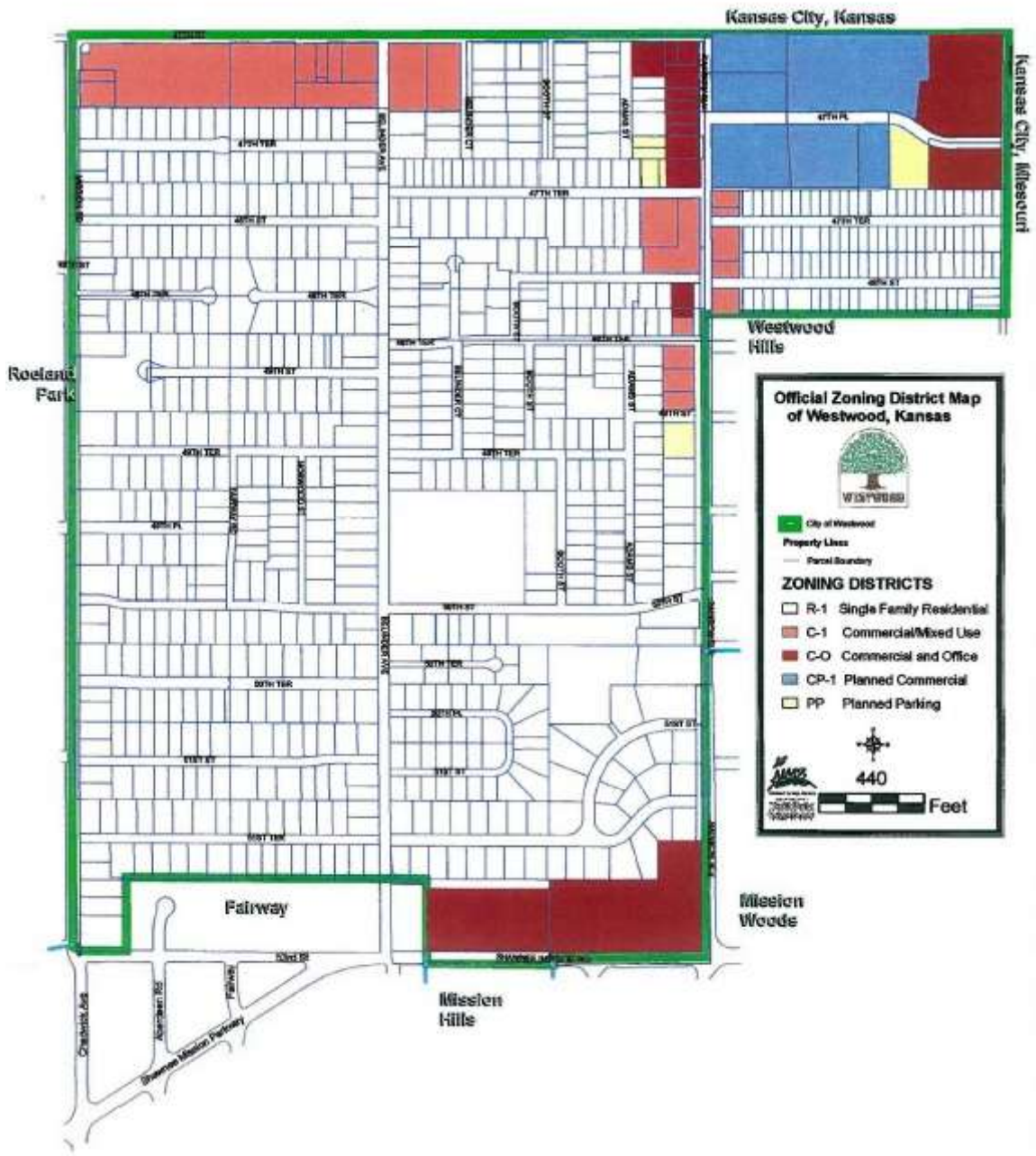
In the event of a declared emergency or disaster, the city administrator, or his or her designee, or the building official may authorize any temporary towers, base stations, transmission equipment or accessory equipment necessary to temporarily restore wireless services.

(Code 2008, ch. 16, § 10.9; Ord. No. 984, § 27(10.9), 9-21-2017)

10.10 Interpretation

The provisions of this article shall be construed in a manner consistent with all applicable federal, state and local laws and standards regulating communications facilities. In the event any federal or state law or standard is mandatory or is more stringent than provisions of this article, then such provisions shall be revised accordingly.

[Zoning District Map](#)



[Overlay District Map](#)



(Code 2008, ch. 16, § 10.10; Ord. No. 984, § 27(10.10), 9-21-2017)

WESTWOOD PLANNING COMMISSION

Staff Report

Meeting Date: July 7, 2025

Staff Contact: Leslie Herring, City Administrator

Agenda Item: Conduct Annual Review of Planning Commission Bylaws

Background/Description of Item

The Planning Commission bylaws provide for the following:

ARTICLE SIX
Miscellaneous

SECTION THREE: Amendment of Rules. These Bylaws may be amended or repealed for stated reasons by affirmative vote of three-fourths (3/4) of the voting members of the Commission.

SECTION FOUR: Bylaw Review. The Westwood Planning Commission shall review, amend and approve these Bylaws in June of every year.

Staff Comments/Recommendation

The Planning Commission members are encouraged to review the Bylaws ([available via this link to the City's website](#)) ahead of the meeting. Any modifications identified by individual members should be raised and discussed amongst the Planning Commission at the meeting. If and when the Planning Commission feels comfortable proceeding with any amendment to the Bylaws or approval of the Bylaws without revision, a motion may be made from the floor.

Suggested Motion:

I move to amend/approve the Planning Commission Bylaws following this July 2025 annual review of the Bylaws, in accordance with the provisions of same.