



AGENDA
BASEHOR CITY COUNCIL
October 21, 2013 7:00 p.m.
Basehor City Hall

1. **Roll Call** by Mayor David K. Breuer and Pledge of Allegiance
2. **Consent Agenda** *(Items to be approved by Council in one motion, unless objections raised)*
 - a. City Council Minutes
 - b. Treasurer's Report
 - c. Conditional Use Permit for an In-Home Beauty Salon, Located at 14922 Parallel Road

3. Call to Public

Members of the public are welcome to use this time to comment about any matter relating to City business that is listed on this Agenda. The comments that are discussed under "Call to Public" may or may not be acted upon by the Council during this meeting. There is a five-minute time limit. (Please wait to be recognized by the Mayor then proceed to the podium; state your name and address).

4. Unfinished Business - (None at this time)

New Business

5. **City Administrator's Report**
6. **Mayor's Report**
7. **Council Members Report**
8. **Executive Session** (if needed)
9. **Adjournment**



MINUTES
BASEHOR CITY COUNCIL
September 16, 2013 7:00 p.m.
Basehor City Hall

1. Roll Call by Mayor David K. Breuer and Pledge of Allegiance

Mayor David K. Breuer called the meeting to order at 7:00 p.m. and led the audience in the Pledge of Allegiance.

Council Members present: Mayor David K. Breuer, City Council President, Travis Miles, Vernon Fields, Richard Drennon and Brian Healy

Council Member Ty Garver was not present.

Staff Present: Interim City Administrator/Police Chief, Lloyd Martley; City Superintendant, Gene Myracle; City Engineer, Mitch Pleak; City Attorney, Shannon Marcano; Finance Director/City Clerk, Corey Swisher

2. Consent Agenda

- a. 8-19-2013, City Council Regular Meeting Minutes
- b. Treasurer's Report

Healy moved to approve the Consent Agenda with Miles seconding. The motion passed unanimously, 4-0.

3. Call to Public

There was none.

4. Unfinished Business

There was none.

5. Consideration of Ordinance No. 634 – Comprehensive Plan Update

Drennon moved to approve the Ordinance with Healy seconding the motion. The motion passed unanimously, 4-0.

6. Comprehensive Plan Implementation

Healy asked for an outline for the implementation of the City's Comprehensive Plan. Staff stated they would return with that information.

New Business

Leavenworth County Commissioner Bixby – Roads and EMS

7. City Administrator's Report

Martley reported 155th Street would be briefly closed for the annual BLHS Home Coming Parade. He then mentioned Country Place Living (assisted living facility) would be hosting a grand opening in the near future. He finished his comments by stating the City had issued 63 building permits.

8. Mayor's Report

There was none.

9. Council Members Report

Drennon mentioned that due to the City's pavement management the streets were looking very good.

10. Executive Session

Healy moved to enter Executive Session for 15 minutes with Miles seconding the motion. The motion passed unanimously, 4-0.

No action was taken or decisions made.

11. Adjournment

Healy moved to adjourn the meeting at 8:15 p.m. with Miles seconding. The motion passed unanimously, 4-0.

David K. Breuer, Mayor

Attest:

Corey Swisher, City Clerk



The City of Basehor

Date: October 14, 2013

To: Basehor Mayor & City Council
Lloyd Martley, Interim City Administrator/Chief of Police

From: Corey Swisher, City Clerk/Finance Director

Re: October 2013, Treasurer's Report

Background:

The attached report contains the financial summaries of the revenue and expenditure activities of the City of Basehor for the month ending September 30, 2013.

Attachments:

- City-Wide Financial Snapshot
- Monthly Sales Tax Report
- Solid Waste Enterprise Fund Report
- Sewer Enterprise Fund Report
- Monthly Check Register

CITY OF BASEHOR

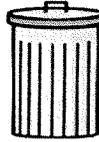
OCTOBER 2013 FINANCIAL SNAPSHOT

Funds

Fund	Budget	Revenues	Expenditures	% Utilized
General	\$2,494,293	\$1,450,655	\$986,449	40%
Special Park	\$47,500	\$13,645	\$3,150	7%
Sewer	\$1,397,071	\$959,102	\$375,209	27%
Cedar Lake Maintenance	\$40,000	\$1	\$12,074	30%
Bond & Interest	\$1,528,997	\$707,212	\$201,704	13%
Solid Waste	\$292,258	\$163,857	\$101,192	35%
Special Highway	\$890,000	\$357,942	\$164,449	18%
Municipal Equipment Reserve	\$84,884	\$205	\$119,782	141%
Capitol Improvement	\$20,000	\$45,313	\$0	0%
Employee Benefit	\$554,382	\$375,524	\$265,286	48%
LCSD#3	\$33,000	\$9	\$18,331	56%

Department

Department	Budget	Expenditures	Remaining Balance	% Utilized
General				
Clerk	\$325,115	\$212,742	\$112,373	65%
Street	\$207,515	\$121,377	\$86,138	58%
Governing Body	\$544,100	\$32,348	\$511,752	6%
Police	\$834,432	\$416,112	\$418,320	50%
Facilities	\$123,346	\$57,999	\$65,347	47%
Administrator	\$160,000	\$18,974	\$141,026	12%
Park & Recreation	\$30,225	\$32,172	-\$1,947	106%
Miscellaneous	\$91,783	\$19,323	\$72,460	21%
HR	\$25,150	\$14,297	\$10,853	57%
Planning	\$152,206	\$61,104	\$91,102	40%



SOLID WASTE FUND HIGHLIGHTS

For the Month of September 2013

MONTH	2012	2013	% DIFFERENCE
	SOLID WASTE COUNT	SOLID WASTE COUNT	
January	1,653	1,702	2.88%
February	1,655	1,703	2.82%
March	1,665	1,700	2.06%
April	1,672	1,706	1.99%
May	1,690	1,727	2.14%
June	1,688	1,732	2.54%
July	1,690	1,750	3.43%
August	1,701	1,753	2.97%
September	1,701		
October	1,697		
November	1696		
December	1697		
AVERAGE	1,684		

MONTH	2012	2013	% DIFFERENCE
	SOLID WASTE BILLED	SOLID WASTE BILLED	
January	\$23,276.77	\$23,938.92	2.77%
February	\$23,320.00	\$23,990.00	2.79%
March	\$23,379.98	\$23,957.46	2.41%
April	\$23,518.26	\$24,029.09	2.13%
May	\$23,794.81	\$24,307.75	2.11%
June	\$23,774.99	\$24,383.90	2.50%
July	\$23,719.21	\$24,471.61	3.07%
August	\$23,858.00	\$24,615.50	3.08%
September	\$23,922.17		
October	\$23,821.96		
November	\$23,784.36		
December	\$23,856.66		
TOTAL	\$284,027.17	\$193,694.23	

MONTH	2012	2013	% DIFFERENCE
	AVERAGE BILL	AVERAGE BILL	
January	\$14.08	\$14.07	-0.07%
February	\$14.09	\$14.09	0.00%
March	\$14.04	\$14.09	0.35%
April	\$14.07	\$14.09	0.14%
May	\$14.08	\$14.08	0.00%
June	\$14.07	\$14.08	0.07%
July	\$14.04	\$13.98	-0.43%
August	\$14.03	\$14.04	0.07%
September	\$14.06		
October	\$14.04		
November	\$14.02		
December	\$14.06		
AVERAGE	\$14.06	\$14.07	0.06%



SEWER FUND HIGHLIGHTS

For the Month of September 2013

MONTH	2012	2013	% DIFFERENCE
	SWR COUNT	SWR COUNT	
January	1789	1812	1.27%
February	1792	1807	0.83%
March	1797	1805	0.44%
April	1799	1809	0.55%
May	1801	1829	1.53%
June	1798	1832	1.86%
July	1799	1850	2.76%
August	1806	1848	2.27%
September	1805	1848	2.33%
October	1806		
November	1806		
December	1801		
AVERAGE	1800	1827	1.46%

MONTH	2012	2013	% DIFFERENCE
	SWR BILLED	SWR BILLED	
January	\$89,188.63	\$92,268.23	3.45%
February	\$89,662.48	\$92,212.85	2.84%
March	\$88,970.52	\$91,555.12	2.91%
April	\$89,233.29	\$92,074.43	3.18%
May	\$91,548.66	\$92,301.51	0.82%
June	\$89,646.47	\$91,539.56	2.11%
July	\$90,508.05	\$92,674.56	2.39%
August	\$90,985.23	\$91,649.64	0.73%
September	\$92,083.69	\$93,264.40	1.28%
October	\$90,721.14		
November	\$90,453.78		
December	\$90,682.84		
TOTAL	\$1,083,684.78	\$829,540.30	

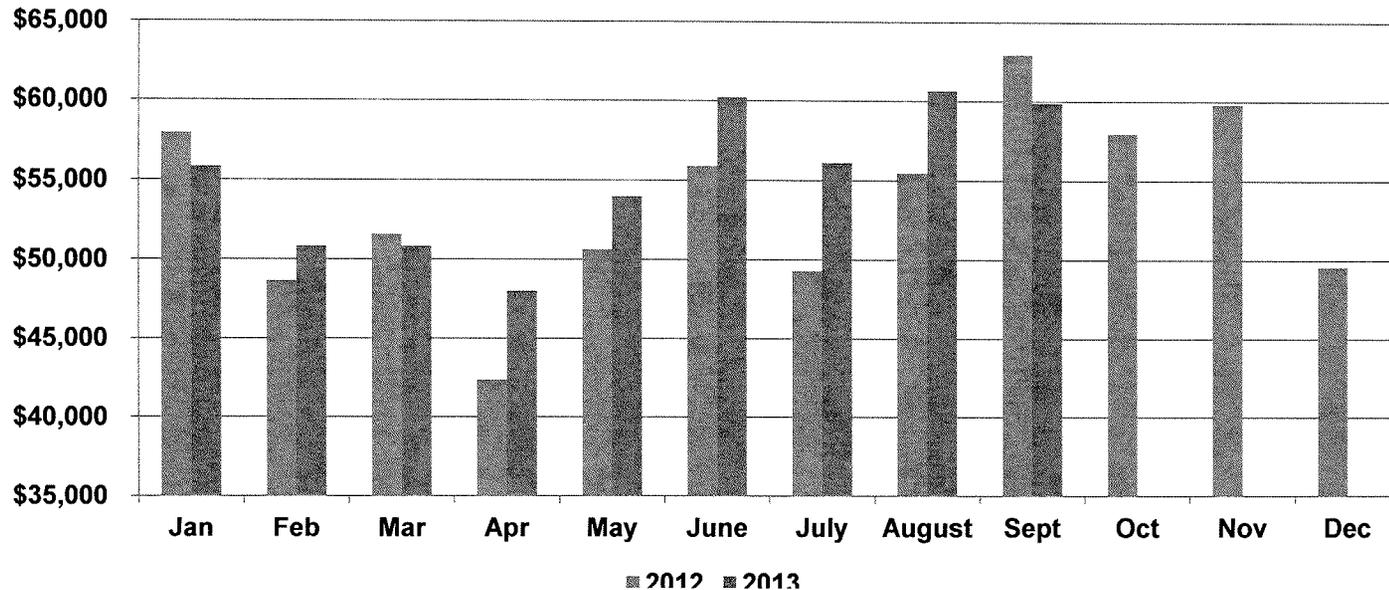
MONTH	2012	2013	% DIFFERENCE
	AVERAGE SWR BILL	AVERAGE SWR BILL	
January	\$49.85	\$50.92	2.15%
February	\$50.03	\$51.03	2.00%
March	\$49.51	\$50.72	2.44%
April	\$49.60	\$50.90	2.62%
May	\$50.83	\$50.47	-0.71%
June	\$49.86	\$49.97	0.22%
July	\$50.31	\$50.09	-0.44%
August	\$50.38	\$49.59	-1.57%
September	\$51.02	\$50.47	-1.08%
October	\$50.23		
November	\$50.09		
December	\$50.35		
AVERAGE	\$50.17	\$50.46	0.58%

MONTHLY SALES TAX COLLECTIONS 2009-2013

	2009	2010	2011	2012	2013	Monthly Diff. '12 - '13	% Difference	2012 YTD	2013 YTD	Diff. '12 -'13	% Difference
Jan	43,726.32	44,933.16	43,677.78	57,962.61	55,854.63	-2,107.98	-3.8%	57,962.61	55,854.63	-2,107.98	-3.8%
Feb	49,937.92	59,338.25	48,453.55	48,668.43	50,846.50	2,178.07	4.3%	106,631.04	106,701.13	70.09	0.1%
Mar	59,417.29	44,064.14	48,692.52	51,596.39	50,846.50	-749.89	-1.5%	158,227.43	157,547.63	-679.80	-0.4%
Apr	41,900.26	46,686.51	42,633.11	42,372.82	48,009.19	5,636.37	11.7%	200,600.25	205,556.82	4,956.57	2.4%
May	41,070.02	47,865.00	48,186.99	50,639.59	53,986.75	3,347.16	6.2%	251,239.84	259,543.57	8,303.73	3.2%
June	43,320.60	48,059.05	47,682.94	55,921.34	60,215.87	4,294.53	7.1%	307,161.18	319,759.44	12,598.26	3.9%
July	46,612.85	43,151.43	44,834.43	49,304.00	56,140.33	6,836.33	12.2%	356,465.18	375,899.77	19,434.59	5.2%
Aug	50,284.61	52,935.19	49,903.11	55,484.63	60,644.35	5,159.72	8.5%	411,949.81	436,544.12	24,594.31	5.6%
Sept	52,550.48	52,062.71	49,250.84	62,953.65	59,886.19	-3,067.46	-5.1%	474,903.46	496,430.31	21,526.85	4.3%
Oct	52,382.92	47,483.47	51,883.08	57,986.12							
Nov	47,111.87	44,789.92	49,270.35	59,821.88							
Dec	56,073.14	46,693.70	51,874.96	49,586.00							
	584,388.28	578,062.53	576,343.66	642,297.46	496,430.31						

2013 TDD \$14,698.65

2012-13 Month to Month Comparison



Check Register Report

Date: 09/20/2013
 Time: 9:57 AM
 Page: 1

City Of Basehor

BANK: FIRST STATE BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
FIRST STATE BANK Checks							
20868	09/18/2013	Printed		SMITH	RALPH SMITH	PUMP SEPTIC TANK @ FOD	480.00
20869	09/20/2013	Printed		ADAIR	ANDREW & LISA ADAIR	YOUTH SPORTS REBATE X2	90.00
20870	09/20/2013	Printed		AFFINIS	AFFINIS CORP	DESIGN SVCS/WC PKWY 155-158	6,463.13
20871	09/20/2013	Printed		ANGELOTTI	APRIL ANGELOTTI	YOUTH SPORTS REBATE X2	72.50
20872	09/20/2013	Printed		APACKANSAS	APAC-KANSAS INC	AB-3/PWD PROJECTS	107.25
20873	09/20/2013	Printed		BALLARD	MICHAEL & TAMMY BALLARD	YOUTH SPORTS REBATE	50.00
20874	09/20/2013	Printed		CAPPER/JOD	JODI CAPPER	YOUTH SPORTS REBATE	70.00
20875	09/20/2013	Printed		CLAIBORN/D	DANIEL C. CLAIBORN	FIT FOR DUTY EVAL/POLICE	240.00
20876	09/20/2013	Printed		CORDT	JONATHAN CORDT	YOUTH SPORTS REBATE	22.50
20877	09/20/2013	Printed		DARTING	DUSTIN L DARTING	YOUTH SPORTS REBATE	40.00
20878	09/20/2013	Printed		DRENNON E	ERIN DRENNON	YOUTH SPORTS REBATE	50.00
20879	09/20/2013	Printed		DUKES MO	MORGAN DUKES	YOUTH SPORTS REBATE	70.00
20880	09/20/2013	Printed		ETS	ETS	CITYWIDE CREDIT CARD FEES	207.77
20881	09/20/2013	Printed		FASTENAL	FASTENAL COMPANY	MISC ITEMS/PWD & WWTF	1,356.54
20882	09/20/2013	Printed		GRIFFITH	WES GRIFFITH	YOUTH SPORTS REBATE	70.00
20883	09/20/2013	Printed		GUERRA	JOSE GUERRA	YOUTH SPORTS REBATE X3	115.00
20884	09/20/2013	Printed		HALE	CODY L HALE	REIMB CITATION OVERPAY	4.00
20885	09/20/2013	Printed		HARRIS/DER	DEREK HARRIS	YOUTH SPORTS REBATE X3	160.00
20886	09/20/2013	Printed		HINTON	BILLY & KACY HINTON	YOUTH SPORTS REBATE X2	62.50
20887	09/20/2013	Printed		HOWARD M	MARK & SUE HOWARD	YOUTH SPORTS REBATE	50.00
20888	09/20/2013	Printed		HR HAVEN	HR HAVEN INC	MONTHLY HR SUPPORT-SEPT	500.00
20889	09/20/2013	Printed		IDEAL LAWN	IDEAL LAWN & LANDSCAPE	BASEHOR BLVD MOWING/AUG	172.00
20890	09/20/2013	Printed		INGRAM C	CORI INGRAM	YOUTH SPORTS REBATE X2	110.00
20891	09/20/2013	Printed		JANKOWSKI	JOSHUA JANKOWSKI	YOUTH SPORTS REBATE	40.00
20892	09/20/2013	Printed		JOHNNY	JOHNNY ON THE SPOT	PORTABLE RSTRMS/FOD/AUG	257.99
20893	09/20/2013	Printed		JO CO GOVT	JOHNSON COUNTY GOVERNMENT	MONTHLY FLOW TEST/WWTF	281.00
20894	09/20/2013	Printed		KANSAS ONE	KANSAS ONE-CALL SYSTEMS, INC.	MONTHLY LOCATVE SVC/AUG-103	123.60
20895	09/20/2013	Printed		KANSAS PAY	KANSAS PAYMENT CENTER	PAYROLL DIRECTED DEDUCTION	978.48
20896	09/20/2013	Printed		KC CONCRET	KC CONCRETE CARE LLC	MUDJACKING DRIVEWAYS/WELLNGTN	1,355.30
20897	09/20/2013	Printed		KEOPKE	REBECCA & RON KEOPKE	YOUTH SPORTS REBATE	22.50
20898	09/20/2013	Printed		KPF EFT	KPF EFT PROGRAM	POLICE RETIREMENT CONTRIB	10,939.80
20899	09/20/2013	Printed		LEAVEN ASP	LEAVENWORTH ASPHALT MATERIAL	HOT MIX SURFACE ASPHALT/REPAIR	1,682.82
20900	09/20/2013	Printed		LV SHERIFF	LEAVENWORTH COUNTY SHERIFF	JAIL BOARD FEES/AUGUST	52.50
20901	09/20/2013	Printed		LEE	MARK LEE	YOUTH SPORTS REBATE	50.00
20902	09/20/2013	Printed		LINAWEAVER	CASSIE LINAWEAVER	YOUTH SPORTS REBATE	70.00
20903	09/20/2013	Printed		LUCAS	DORIS LUCAS	YOUTH SPORTS REBATE	70.00
20904	09/20/2013	Printed		MASS M	MASS MUTUAL FINANCIAL GROUP	401/457 RETIREMENT CONTRIB	5,570.35
20905	09/20/2013	Printed		MCBRATNEY	KIANN MCBRATNEY	CITY PROSECUTOR SERVICES	400.00
20906	09/20/2013	Printed		MILLER/ABB	ABBY MILLER	YOUTH SPORTS REBATE	70.00
20907	09/20/2013	Printed		MURKIN	LAURA MURKIN	YOUTH SPORTS REBATE	70.00
20908	09/20/2013	Printed		PRAY	WILLIAM E. PRAY	MUNICIPAL JUDGE SERVICES	450.00
20909	09/20/2013	Printed		REGISTER	REGISTER OF DEEDS	MONTHLY LAREDO BILLING/AUG	253.99
20910	09/20/2013	Printed		REID	KATHY & ERIC REID	YOUTH SPORTS REBATE	70.00
20911	09/20/2013	Printed		SCOTT/ERIC	ERIC & KIMBERLY SCOTT	YOUTH SPORTS REBATE	70.00
20912	09/20/2013	Printed		SMITH/CHRI	CHRIS SMITH	YOUTH SPORTS REBATE	70.00
20913	09/20/2013	Printed		SONNTAG	SONNTAG LAW OFFICE	COURT APPOINTED ATTORNEY	400.00
20914	09/20/2013	Printed		SPECTRA	SPECTRA	SURFACTANT/PESTICIDE	2,099.65
20915	09/20/2013	Printed		SPOTS OFF	SPOTS OFF LLC	CAR WASHES/POLICE/AUG	75.93
20916	09/20/2013	Printed		STEWART	JEFF & LEANN STEWART	YOUTH SPORTS REBATE	70.00
20917	09/20/2013	Printed		SUCHY	CARRY & JAMIE SUCHY	YOUTH SPORTS REBATE	70.00
20918	09/20/2013	Printed		SULLIVAN L	LISA SULLIVAN	YOUTH SPORTS REBATE	25.00
20919	09/20/2013	Printed		TORKELSON	KURT & AMY TORKELSON	YOUTH SPORTS REBATE X2	140.00

Check Register Report

Date: 09/20/2013

Time: 9:57 AM

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City Of Basehor

BANK: FIRST STATE BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
FIRST STATE BANK Checks							
20920	09/20/2013	Printed		TRAINING A	TRAINING AT YOUR PLACE	PHONE/WEB SUPPORT-POLICE	522.50
20921	09/20/2013	Printed		VANCE BROS	VANCE BROTHERS	ROAD OIL/158TH PARALEL 155-161	13,170.09
20922	09/20/2013	Printed		WESTAR GRP	WESTAR ENERGY	ELECTRIC USAGE	4,093.50
20923	09/20/2013	Printed		WILLIAMS/A	APRIL WILLIAMS	YOUTH SPORTS REBATE	25.00
20924	09/20/2013	Printed		WILLIAMS J	JOHN WILLIAMS	YOUTH SPORTS REBATE X3	160.00
20925	09/20/2013	Printed		WILSON/TAM	TAMMY WILSON	YOUTH SPORTS REBATE	22.50
20926	09/20/2013	Printed		WRIGHT EX	WRIGHT EXPRESS	CITYWIDE FLEET FUEL CHGS/AUG	3,483.97

Total Checks: 59

Checks Total (excluding void checks):

57,869.66

 9-20-13
 Lloyd Martley Date
 Interim City Administrator

 9/20/13
 Corey Swisher Date
 City Clerk/Finance Director

 9/20/13
 Kristi Olson Date
 Accounting Clerk

Check Register Report

Date: 09/27/2013
Time: 2:14 PM
Page: 1

City Of Basehor

BANK: FIRST STATE BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
FIRST STATE BANK Checks							
20927		VOID			PROBLEMS OCCURRED WITH		0.00
20928		VOID			PRINTER		
20929	09/27/2013	Printed		COMMERCE	COMMERCE PURCHASING CARD	CITYWIDE PCARD CHARGES	46,942.58
20930	09/27/2013	Printed		EDUC TRAIN	EDUCATION & TRAINING SERVICES	REG/MYRACLE, GENE/KS UTIL TRNG	499.00
Total Checks: 2						Checks Total (excluding void checks):	47,441.58

[Signature] 9-27-13

Lloyd Martley Date
Interim City Administrator

[Signature] 09/27/13

Corey Swisher Date
City Clerk/Finance Director

[Signature] 9/27/13

Kristi Olson Date
Accounting Clerk

Check Register Report

Date: 10/03/2013
 Time: 4:03 PM
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City Of Basehor

BANK: FIRST STATE BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
20931		VOID	10/03/2013		NO CHECK NEEDED		
20932	10/03/2013	Printed		ADVANCE IN	ADVANCE INSURANCE COMPANY	GROUP LTD/STD/ADD/LIFE	598.16
20933	10/03/2013	Printed		AFLAC	AFLAC	EMP CAFETERIA PLAN/SEPT	1,107.90
20934	10/03/2013	Printed		ATMOS ENER	ATMOS ENERGY	GAS SERVICE/SEPT	96.98
20935	10/03/2013	Printed		BLUE CROSS	BLUE CROSS & BLUE SHIELD OF KS	GROUP MEDICAL INS	15,011.67
20936	10/03/2013	Printed		CONS	CONS RURAL WATER DISTRICT #1	WATER MAIN RELOCATE/WC PKWY	164,733.86
20937	10/03/2013	Printed		CROFT	CROFT RENTAL CENTER	AIR COMPRESSOR RENT/PWD PROJ	175.00
20938	10/03/2013	Printed		EIDSON	AMY EIDSON	YOUTH SPORTS REBATE X2	92.50
20939	10/03/2013	Printed		IIMC	INTL INST OF MUN CLERKS	MBRSHP/RENN, KATHERINE	85.00
20940	10/03/2013	Printed		KBI LAB	KANSAS BUREAU OF	LAB FEE COSTS/RANDALL	400.00
20941	10/03/2013	Printed		KANSAS PAY	KANSAS PAYMENT CENTER	PAYROLL DIRECTED DEDUCTION	489.24
20942	10/03/2013	Printed		KS TREASUR	KANSAS STATE TREASURER	STATE MANDATED COURT FEES	1,045.50
20943	10/03/2013	Printed		KPF EFT	KPF EFT PROGRAM	POLICE RETIREMENT CONTRIB	4,966.07
20944	10/03/2013	Printed		LAWN TAMER	LAWN TAMERS	CONTRACT MOWS/3	910.00
20945	10/03/2013	Printed		MASS M	MASS MUTUAL FINANCIAL GROUP	401/457 CONTRIBUTION	2,787.91
20946	10/03/2013	Printed		MIDWEST PU	MIDWEST PUBLIC RISK	GROUP DENTAL INS/OCT 2013	1,251.43
20947	10/03/2013	Printed		PAVING MAI	PAVING MAINTENANCE SUPPLY INC	MISC EQUIP & SUPPLIES	2,293.00
20948	10/03/2013	Printed		PITNEY RES	PITNEY BOWES RESERVE ACCT	REPLENISH CITY POSTAGE METER	125.00
20949	10/03/2013	Printed		PROPAYROLL	PROPAYROLL	NEW HARDWARE/TIMECLOCK	2,499.00
20950	10/03/2013	Printed		HEART BUIL	STEPHEN R MARSDEN	JANITORIAL SVCS/SEPTEMBER	387.00
20951	10/03/2013	Printed		TYLER TECH	TYLER TECHNOLOGIES, INC.	YEARLY MAINT/FUND BAL SYSTEM	3,185.97
20952	10/03/2013	Printed		VANCE BROS	VANCE BROTHERS	ROAD OIL/158TH ST & PARALLEL	6,023.70
20953	10/03/2013	Printed		VISION SER	VISION SERVICES PLAN	GROUP VISION INSURANCE	373.15
20954	10/03/2013	Printed		WESTAR GRP	WESTAR ENERGY	ELECTRIC USAGE	9,192.06
20955	10/03/2013	Printed		WHITE GOSS	WHITE GOSS BOWERS MARCH	CONTRACT LEGAL SVCS TO 9/15/13	3,000.00

Total Checks: 24

Checks Total (excluding void checks):

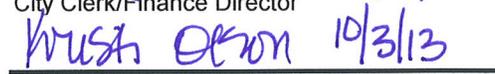
220,830.10

 10-7-13

Lloyd Martley Date
 Interim City Administrator

 10/9/13

Corey Swisher Date
 City Clerk/Finance Director

 10/3/13

Kristi Olson Date
 Accounting Clerk

Check Register Report

Date: 10/10/2013
Time: 2:52 PM
Page: 1

City Of Basehor

BANK: FIRST STATE BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
FIRST STATE BANK Checks							
20956	10/10/2013	Printed		MILES EXCA	MILES EXCAVATING INC	WOLF CRK PKWY (158TH-155TH)	372,779.06

Total Checks: 1

Checks Total (excluding void checks):

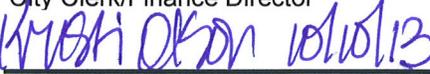
372,779.06



Lloyd Martley Date 10-11-13
Interim City Administrator



Corey Swisher Date 10/16/13
City Clerk/Finance Director



Kristi Olson Date 10/10/13
Accounting Clerk

City of Basehor
Agenda Item Cover Sheet

Consent Agenda Item C.

Topic: Conditional Use Permit for an in-home beauty shop, located at 14922 Parallel Rd.

Action Requested: Consider Ordinance No. 635.

Narrative:

Faye Vestal located at 14922 Parallel Rd has made application for a conditional use permit to allow her to work two (2) days a week. September 10th, 2013, the Planning Commission conducted a public hearing and approved the conditional use permit for a five (5) year term.

Presented by:

Mitch Pleak, City Engineer

Administration Recommendation:

Approve Ordinance 635.

Committee Recommendation:

Attachments:

Ordinance No. 635 (3 pages)

Staff Report (7 pages)

Projector needed for this item?

No

Ordinance No. 635

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT FOR A BEAUTY SHOP AT 14922 PARALLEL ROAD, BASEHOR, LEAVENWORTH COUNTY, KANSAS.

WHEREAS, under the Zoning Ordinance of the City of Basehor, Kansas, as amended, the Governing Body of the City of Basehor, Kansas, has the power to approve beauty shops as conditional uses in the R-1, single family residential zoning district, by ordinance; and

WHEREAS, application was made for a Conditional Use Permit for a beauty shop located on the property located at 14922 Parallel Road, and described in Section 1 of this ordinance, in accordance with the Basehor Zoning Ordinance; and

WHEREAS, after due and lawful notice, the Planning Commission held a public hearing on September 10, 2013 and made findings that the approval of a Conditional Use Permit for a beauty shop located on the property located at 14922 Parallel Road and described in Section 1 of this ordinance complies with the Zoning Ordinance, that the approval of a Conditional Use Permit for a beauty shop located on the property located at 14922 Parallel Road and described in Section 1 of this ordinance will contribute to and promote the economic development, welfare, and convenience of the community, that the approval of a Conditional Use Permit for a beauty shop located on the property located at 14922 Parallel Road and described in Section 1 of this ordinance will not cause substantial injuries to the value of other property in the neighborhood in which it is located, and that the approval of a Conditional Use Permit for a beauty shop located on the property located at 14922 Parallel Road and described in Section 1 of this ordinance shall not dominate the neighborhood or be of such nature as to significantly impact other development in the neighborhood; and

WHEREAS, the Planning Commission recommended approval of a Conditional Use Permit for a beauty shop located on the property located at 14922 Parallel Road and described in Section 1 of this ordinance subject to the following stipulation of approval:

1. The Conditional Use Permit shall expire on October 21, 2018, five (5) years from the date of approval; and

WHEREAS, the Planning Commission's recommendation was presented to the Governing Body on October 21, 2013.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF BASEHOR, KANSAS:

Section 1: That a Conditional Use Permit for a beauty shop on the following described property be approved for a period of five (5) years:

Parcel 1:

A tract of land in the South ½ of Section 35, Township 10 South; Range 22 East, in Leavenworth County, Kansas described as follows: Beginning at a point 327.6 feet East and 30 feet North of the Southwest corner of said Section 35; thence North 218 feet; thence East 200 feet; thence South 218; thence West 200 feet to beginning, less any part thereof taken or used for road purposes, in Leavenworth County, Kansas.

And

Parcel 2:

A tract of land in the Southeast ¼ of Section 35, Township 10 South, Range 22 East of the 6th P.M., more fully described as follows: Beginning at a point that is 1596.00 feet West and 248.00 feet North from the Southeast corner of the said Section 35; thence West 385 feet; thence North 218.00; thence East 185.00 feet; thence Southeasterly 295.84 feet to the point of beginning, less any part thereof taken or used for road purposes, in Leavenworth County, Kansas.

More commonly known as 14922 Parallel Road.

Section 2: That the Conditional Use Permit shall be subject to the following stipulation:

1. The Conditional Use Permit shall expire on October 21, 2018, five (5) years from the date of approval.

Section 3: That this ordinance shall take effect and be in force from and after its publication in the official newspaper of the City of Basehor, Kansas as provided by law.

PASSED by the City Council this 21st day of October, 2013.

APPROVED by the Mayor this 21st day of October, 2013.

SEAL

David K. Breuer, Mayor

ATTEST:

Corey Swisher, City Clerk

APPROVED AS TO FORM:

Shannon M. Marcano, City Attorney

Staff Report

Date: October 2, 2013

Subject: Conditional Use Permit for an in-home beauty shop, located at 14922 Parallel Rd. Currently zoned "R-1" – Single Family Residential District.

GENERAL INFORMATION

Applicant: Faye Vestal
Owner: Faye Vestal
Address: 14922 Parallel Rd.
Basehor, KS 66007
Engineer: NA

SITE INFORMATION

Location: 14922 Parallel Rd.
Current Zoning: "R-1" – Single Family Residential District
Future Land Use Map: "R-1" – Single Family Residential District

STAFF ANALYSIS

Site Characteristics:

The conditional use permit (CUP) is located on a 2.2 acre tract. The tract consists of a house and 2 detached buildings. The property is currently used as a single family residence.

Character of Neighborhood:

The surrounding properties are zoned single family residential and suburban residential consisting of residential houses.

Adjacent Property:

	<u>Zoning</u>	<u>Use</u>
North:	"R-1"	Single Family Residential
South:	"R-O"	Suburban Residential
East:	"R-1"	Single Family Residential
West:	"R-1"	Single Family Residential

Conformance with the Comprehensive Plan:

The applicant is requesting a CUP for a beauty shop with no new buildings or additions to the existing structures on the property. **The CUP is in conformance with "R-1" Single Family Residential.**

Conformance with the Future Land Use Map:

The Future Land Use Map outlines this property as "R-1" Single Family Residential. Under appendix A of the zoning regulations, home occupations are permitted and beauty shops are a

conditionally permitted use. **The proposed Conditional Use Permit is in conformance with the Future Land Use Map.**

Traffic Impact:

The subject property is currently accessed from Parallel Rd. Per the zoning regulations, the applicant will be allowed only 1 station. The applicant is planning to work 2 days a week. The applicant is the only employee. Parking will be on the property and not along Parallel Rd. **The Conditional Use Permit will have a minimal effect on the existing street network.**

Drainage Impact:

Due to no new structures, the proposed Conditional Use Permit will not have any added impact to the drainage system.

Conditional Use Requirements:

1. The proposed conditional use complies with all applicable provisions of these regulations, including intensity of use regulations, yard regulations and use limitations, unless specifically exempted by the provisions elsewhere in these regulations. **The zoning regulations have additional requirements for beauty shops. The additional requirements are:**
 - a. **There shall be no exterior evidence of the use other than any permitted sign.**
 - b. **There shall be no more than 1 "Beauty" station for the purposes of providing the services allowed, under the State Board of Cosmetology, of the proposed beauty shop.**
 - c. **The beauty shop shall comply with all regulations governing the occupation of cosmetology as outlined by the State Board of Cosmetology.**
2. The proposed conditional use at the specified location will contribute to and promote the welfare or convenience of the public. **The proposed CUP provides additional beauty salon services to community.**
3. The proposed conditional use will not cause substantial injury to the value of other property in the neighborhood in which it is to be located. **There are no proposed changes to the property as it currently exists resulting in no additional hardship to surrounding properties.**
4. The location and size of the conditional use, the nature and intensity of the operation involved or conducted in connection with it, and the location of the site with respect to streets giving access to it are such that the conditional use will dominate the immediate neighborhood so as to prevent development and use of neighboring property in accordance with the applicable zoning district regulations. In determining whether the conditional use will not dominate the immediate neighborhood, consideration shall be given to:
 - a. The location, nature and height of buildings, structures, walls and fences on the site. **The property consists of a house and 2 detached buildings typical of surrounding properties. Business will be conducted inside the existing house without remodeling the house.**
 - b. The nature and extent of landscaping and screening on the site. **Per the zoning regulations, there shall be no exterior evidence of the use other than any permitted sign.**
 - c. The number of employees and traffic generated by the proposed use. **The CUP consists of 1 employee which is the owner of the house. The zoning regulations allow for 1 station. The applicant will be working 2 days a week. Traffic generated by the CUP will have minimal effect to Parallel Rd.**

- d. Off-street parking and loading areas will be provided in accordance with the standards set forth in these regulations, and such areas shall be screened from adjoining residential uses and located so as to protect such residential uses from any injurious effect. **Clients will park at the house on the existing paved driveway.**
- e. Adequate utility, drainage, and other such necessary facilities have been or will be provided. **The beauty shop will be located in the existing house. Restroom and storm shelter facilities will be provided.**
- f. Adequate access roads or entrance and exit drives will be provided and shall be so designed to prevent traffic hazards and to minimize traffic congestions in public streets and alleys. **An existing driveway will be utilized by customers.**

Leavenworth County, KS



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Affidavit in Proof of Publication

STATE OF KANSAS
Leavenworth County

(Published in The Chieftain, Thursday, August 15, 2013)

PUBLIC HEARING NOTICE
CITY OF BASEHOR
PLANNING COMMISSION

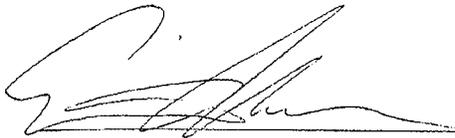
Eric Moore of the Legal Dept. of the Basehor Sentinel being first duly sworn, deposes and says:

That this weekly newspaper printed in the State of Kansas, and published in and of general circulation in Leavenworth County, Kansas, with a general paid circulation on a weekly basis in Leavenworth County, Kansas, and that said newspaper is not a trade, religious or fraternal publication, and which newspaper has been admitted to the mails as periodicals class matter in said County, and that a notice of which is hereto attached, was published in the regular and entire issue of the Basehor Sentinel

Said newspaper is published weekly 52 weeks a year; has been so published continuously and uninterruptedly in said county and state for a period of more than one year prior to the first publication of said notice and been admitted at the post office of Basehor in said County as second class matter.

That the attached notice is a true copy thereof and was published in the regular and entire issue of said newspaper for 1 consecutive weeks the first publication thereof being made as aforesaid on 08/15/2013 with publications being made on the following dates:

08/15/2013



Subscribed and sworn to before me this



Notary Public

My Appointment expires: March 15, 2015

Notary And Affidavit	\$0.00
Additional Copies	\$0.00
Publication Charges	\$45.00
	<hr/>
	\$45.00

Notice is hereby given that the Planning Commission of the City of Basehor, Kansas, will hold a public hearing on Tuesday, September 10, 2013, at 7:00 PM in the meeting room of City Hall to consider a Conditional Use Permit for an in-home beauty shop consisting of one station, submitted by Faye Vestal, on the following described property:
Parcel 1:

A tract of land in the South 1/2 of Section 35, Township 10 South; Range 22 East, in Leavenworth County, Kansas described as follows:
Beginning at a point 327.6 feet East and 30 feet North of the Southwest corner of said Section 35; thence North 218 feet; thence East 200 feet; thence South 218; thence West 200 feet to beginning, less any part thereof taken or used for road purposes, in Leavenworth County, Kansas.

And

Parcel 2:

A tract of land in the Southeast 1/4 of Section 35, Township 10 South, Range 22 East of the 6th P.M., more fully described as follows:
Beginning at a point that is 1596.00 feet West and 248.00 feet North from the Southeast corner of the said Section 35; thence West 385 feet; thence North 219.00; thence East 185.00 feet; thence Southeasterly 295.84 feet to the point of beginning, less any part thereof taken or used for road purposes, in Leavenworth County, Kansas.

All persons who desire to comment for or against said Conditional Use Permit are invited to appear at the time and place mentioned above. Copies of the application and full legal description are available for review during normal business hours at Basehor City Hall.

PLANNING COMMISSION
CITY OF BASEHOR, KANSAS



APPLICATION FORM

CITY OF BASEHOR

Planning & Zoning Department
 2620 N. 155th Street, PO Box 406, Basehor, KS 66007
 Phone: 913-724-1370 Fax: 913-724-3388
 www.basehor.org



Project Name & Description		Total Site Acreage	Present Zoning
Legal Description (May be attached as separate sheet)		Proposed Zoning	
Project Address / General Location <i>14922 Parallel Rd Basehor Ks 66007</i>		Presubmittal Date	
Parcel ID Number (CAMA Number)		Floor Area Classification	
Property Owner Name <i>C. Faye Vestal</i>	Phone	Fax	
Property Owner Address <i>14922 Parallel Rd</i>	City <i>Basehor</i>	State <i>Ks</i>	Zip <i>66007</i>
Applicant's Name (if different from above)	Phone	Fax	
Applicant's Address	City	State	Zip
Applicant's mobile phone <i>816-898-4108</i>	Property Owner and/or Applicant's E-mail address <i>211.4184@sbcglobal.net</i>		

APPLICATION TYPE	
<input type="checkbox"/> Annexation	<input type="checkbox"/> Preliminary Development Plan (Submit Sheet A)
<input type="checkbox"/> Rezoning (Submit Sheet A)	<input type="checkbox"/> Final Development Plan (Submit Sheet A)
<input checked="" type="checkbox"/> Conditional Use Permit (Submit Sheet A)	<input type="checkbox"/> Lot Split
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Preliminary Plat
<input type="checkbox"/> Variance (Submit Sheet B)	<input type="checkbox"/> Final Plat / Replat

PROJECT INFORMATION	
Existing Use <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Agriculture <input type="checkbox"/> Vacant <input type="checkbox"/> Other _____	
Proposed Use <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Agriculture <input type="checkbox"/> Other _____	

COMPLETE THIS AREA IF APPLYING FOR SITE PLAN, CONDITIONAL USE PERMIT, AND PRELIMINARY OR FINAL DEVELOPMENT PLANS (in acres)			
Total Site Area	Existing Floor Area <i>12'8" X 11'5"</i>	Existing Building Footprint	Open Space Area
No. of Buildings	Proposed Floor Area	Proposed Building Footprint	Pavement Coverage

COMPLETE THIS AREA IF SUBDIVIDING PROPERTY			
Proposed Number of Lots	Maximum Lot Size	Minimum Lot Size	Average Lot Size

Property Owner/Agent Consent – I am the legal owner of record of the land specified in this application or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application.

x <i>C. Faye Vestal</i> Signature _____ Date _____	Office Use Only <input checked="" type="checkbox"/> Filing Fee \$ <i>150.00</i> <input checked="" type="checkbox"/> Received by <i>[Signature]</i> <input type="checkbox"/> # of Plans _____ <input type="checkbox"/> Attached Legal Description <input type="checkbox"/> Property Ownership List
---	---

CITY OF BASEHOR

Planning & Zoning Department
2620 N. 155th Street, PO Box 406, Basehor, KS 66007
Phone: 913-724-1370 Fax: 913-724-3388
www.basehor.org



Please respond to the following questions to the best of your knowledge (Attach additional sheets if needed)

1. Reason for This Request? to work from home
2 Days per week, light traffic will not bother neighbors
will be working by myself

2. What is the Suitability of Subject Property for the Uses to Which it Has Been Restricted? single family - no building no add on sun room already there

3. To What Extent Will Removal of Restrictions Detrimentially Affect Nearby Property? None

4. What is the Relative Gain to the Public Health, Safety, and Welfare by the Destruction of the Value of the Petitioner's Property as Compared to the Hardship Imposed upon the Individual Landowners? None

5. How Does Your Request Conform with the Comprehensive Plan? _____

If the application is for a Development Plan (Planned Residential, Planned Industrial or Mixed Use) please provide the following additional information.

1. Please provide a statement regarding why the development plan would be in the public interest. _____

2. Please provide a statement with regard as to why the PUD would be consistent with the statement of Objectives for Planned Unit Development as found in Section 20-1002. _____