

**Planning Commission  
City of Basehor, Kansas**

**Tuesday, January 7, 2014**



**City Hall Council Chambers**

**Regular Meeting – 7:00 p.m.**

Work Session at 6:00 p.m.

**AGENDA**  
**BASEHOR PLANNING COMMISSION**  
**January 7, 2014**  
**7:00 P.M.**  
**Basehor City Hall**

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes of the Preceding Meeting
  - 1. **Minutes of the December 3, 2013 Planning Commission meeting.**
- D. Unfinished Business
- E. New Business
  - 1. **Consider a Special Use Sign Permit for Holy Angels Catholic Church.**
  - 2. **Consider a Special Use Sign Permit for Bohannon's Liquor.**
- F. Open Agenda
- G. Reports from Special Committees
- H. City Engineer's Report
- I. Adjournment

**Minutes of the December 3, 2013  
Planning Commission Meeting**

**MINUTES  
BASEHOR PLANNING COMMISSION  
December 3, 2013  
BASEHOR CITY HALL**

**PLANNING COMMISSION MEETING  
7:00 P.M.**

***A. Call to Order***

Chair Jon Gallion, called the meeting to order at 7:00 p.m.

***Pledge of Allegiance***

***B. Roll Call***

Members Present: Commissioners Jon Gallion, Ed Bush, John Matthews and John Flower.

Absent: Terry Gall, Fred Farris and Tracey Hannah.

Staff Present: Mitch Pleak, City Engineer and Katherine Renn, City Clerk and Connie Leggett, Utility Billing Clerk, (*arrived 7:10pm.* ).

***C. Approval of Minutes***

A motion was made by Commissioner Flower and seconded by Commissioner Bush to approve the September 10, 2013 minutes. Chair Gallion asked for a vote. Motion passed 4-0.

***D. Unfinished Business – None***

***E. New Business –***

**1. Consider 2014 City of Basehor Application and Review Schedule**

Motion was made by Commissioner Matthews to approve the City of Basehor Application and Review schedule and seconded by Commissioner Bush. Motion passed 4-0.

**2. Consider Planning Commission Secretary Appointment**

Mr. Pleak gave Commissioners a brief review that recently Katherine Renn was appointed to be the City Clerk on November 18, 2013 and therefore Connie Leggett the Utility Billing Clerk would be taking her place as the planning secretary for the Planning Commission meetings.

Motion was made by Commissioner Flower to appoint with Staff recommendation for Connie Leggett to be the planning secretary and seconded by Commissioner Bush. Motion passed 4-0.

***F. Open Agenda – None***

***G. Reports from Special Committees*** – John Matthews gave a Leavenworth County Commissioners update.

***H. City Engineer's Report*** – Mitch gave the Commissioners an update on the current status of building permits; and to date 81 have been filed and a few more may come in before year end. 2013 has been a good year for permits.

Mr. Pleak also stated that the January meeting currently had nothing on the agenda but to still hold a work session on January 7, 2014 at 6:00 p.m.

***I. Adjournment -***

Chair Gallion made the motion to adjourn and Commissioner Bush seconded. Chair Gallion called for vote. Motion passed 4-0. There being no further discussion, the meeting was adjourned at 7:40 p.m. from Chair Gallion.

Submitted for approval with/**without** additions or corrections this 7th day of January, 2014.

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Jon Gallion, Chairperson

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Katherine M. Renn, Planning Secretary

# **Unfinished Business**

# **New Business**

**Agenda Item No. E1**  
**Planning Commission – January 7, 2014**

**Consider a Special Use Sign Permit for Holy Angels Catholic Church.**

**Narrative**

A staff report and other supporting information is provided in the agenda packet.

Staff will be available for discussion at the meeting.

**Staff Recommendation**

Planning Commission shall consider the special use permit.

## Staff Report

**Date:** December 30, 2013  
**Subject:** Consider a Special Use Sign Permit for Holy Angels Catholic Church.

### GENERAL INFORMATION

**Applicant:** Bill Loechler  
**Owner:** Holy Angels Catholic Church  
**Address:** 15540 Leavenworth Road  
Basehor, KS 66007

### SITE INFORMATION

**Location:** 15540 Leavenworth Road  
**Current Zoning:** "R-O" Suburban Residential.  
**Future Land Use Map:** Suburban Residential

### STAFF ANALYSIS

#### Site Characteristics:

The property is located on the north side of Leavenworth Road. The property is located on an 18-acre tract of ground with 3 buildings. The tallest building has a height of 55 feet.

#### Character of Neighborhood:

The property abuts single family homes to the north and west. Vacant land is located east of the property. Leavenworth Road abuts the south property line. Single family homes are located south of Leavenworth Road.

#### Adjacent Property:

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

#### Background:

December 23, 2013, Holy Angels Catholic Church submitted a request for a special use sign permit to exceed the size requirements for a temporary sign. The request is for 2 temporary signs. Each sign is 16 square feet with a height of 6 feet. The signs will be placed 33 feet from the edge of pavement. The signs will face towards the south. Attached is the letter of request.

Per the sign regulations (Section 6.1.6), church signs shall adhere to the specific zoning sign regulations as the abutting property. In the case where multiple zoning abuts such property, the more restrictive zoning shall apply.

Residential zoning district regulations apply.

Per the residential zoning district regulations (Section 6.1.16), temporary signs shall not exceed 8 square feet. The maximum height of the sign shall not exceed 4 feet in height. 3 temporary signs shall be permitted per property. Temporary signs may be displayed for 60 days.

**Recommendation by Planning Staff**

The proposed temporary signs do not meet the allowed size and height in residential zoned areas. The proposed signs may have a negative impact to the residents to the south, due to the size and height of the temporary signs.

Planning Commission shall consider the special use permit.

TO: CITY PLANNING COMMISSION.....BASEHOR, KS.

DATE: 23.DEC.13

FROM: HOLY ANGELS CATHOLIC CHURCH...BASEHOR, KS.  
KNIGHTS OF COLUMBUS COUNCIL 3146  
BILL LOECHLER...PRO-LIFE COORDINATOR

SUBJECT: PRO-LIFE SIGN

1...WAVER.. FROM TEMPORARY SIGN CODE

1.1...REQUEST A WAVER FROM THE MAXIMUM SIZE OF 8 SQUARE FEET TO 16 SQUARE FEET....

1.2...REQUEST A WAVER FROM MAXIMUM HEIGHT OF 4 FEET TO 6 FEET...

2...THESE WAVERS ARE REQUESTED SO THAT THE MESSAGE ON THE SIGN WILL BE LARGE ENOUGH TO BE READ FROM THE STREET...( LEAVENWORTH RD )...

3...IN REQUESTING THIS WAVER... IT SIMPLY ALLOWS A CHURCH COMMUNITY THE SAME OPPORTUNITY AS A INDUSTRIAL OR COMMERCIAL BUSINESS...SEE CODE 6.1.16

3.1...MOST VACATION BIBLE SCHOOL PROGRAMS THAT ARE ORDERED PROVIDE A OUTSIDE BANNER THAT IS MUCH BIGGER THAN THE 8 SQUARE FEET ALLOWED..

3.2...MANY PARISH MINISTRIES .... YOUTH...PARISH PICNIC...AND OTHERS ARE ALSO RESTRICTED BY THE 8 SQUARE FEET MAXIMUM...

*Bill Loechler*  
*Pro-Life Coordinator*

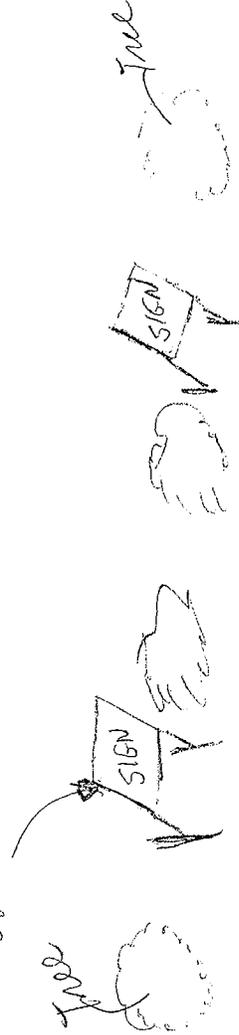
*H-913 369 3137*  
*C-713 488 0106*

Holy ANGELS  
CATHOLIC CHURCH  
PARKING LOT

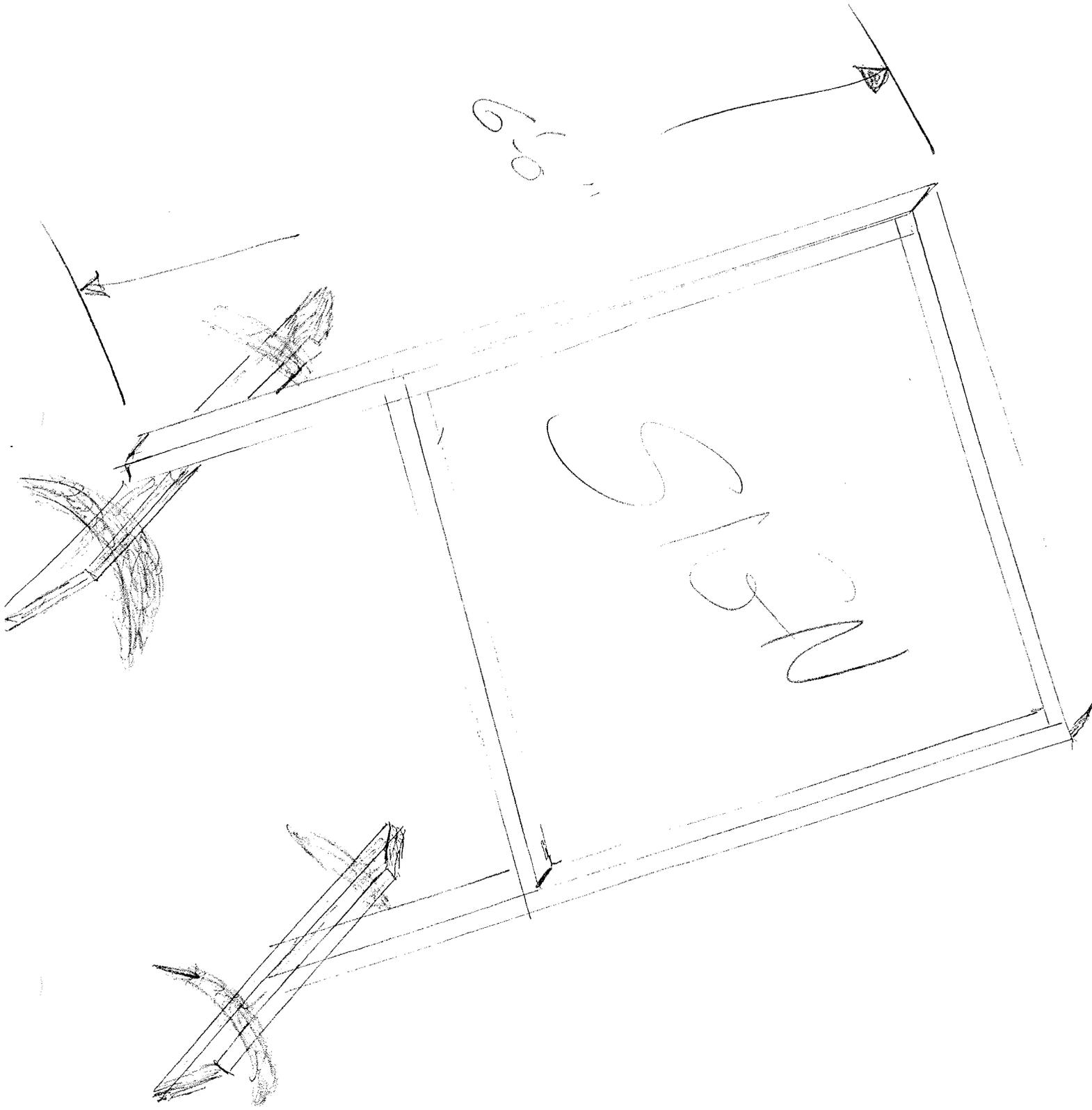
CHAPEL



SIGN'S WITH BESIDE THE LINE

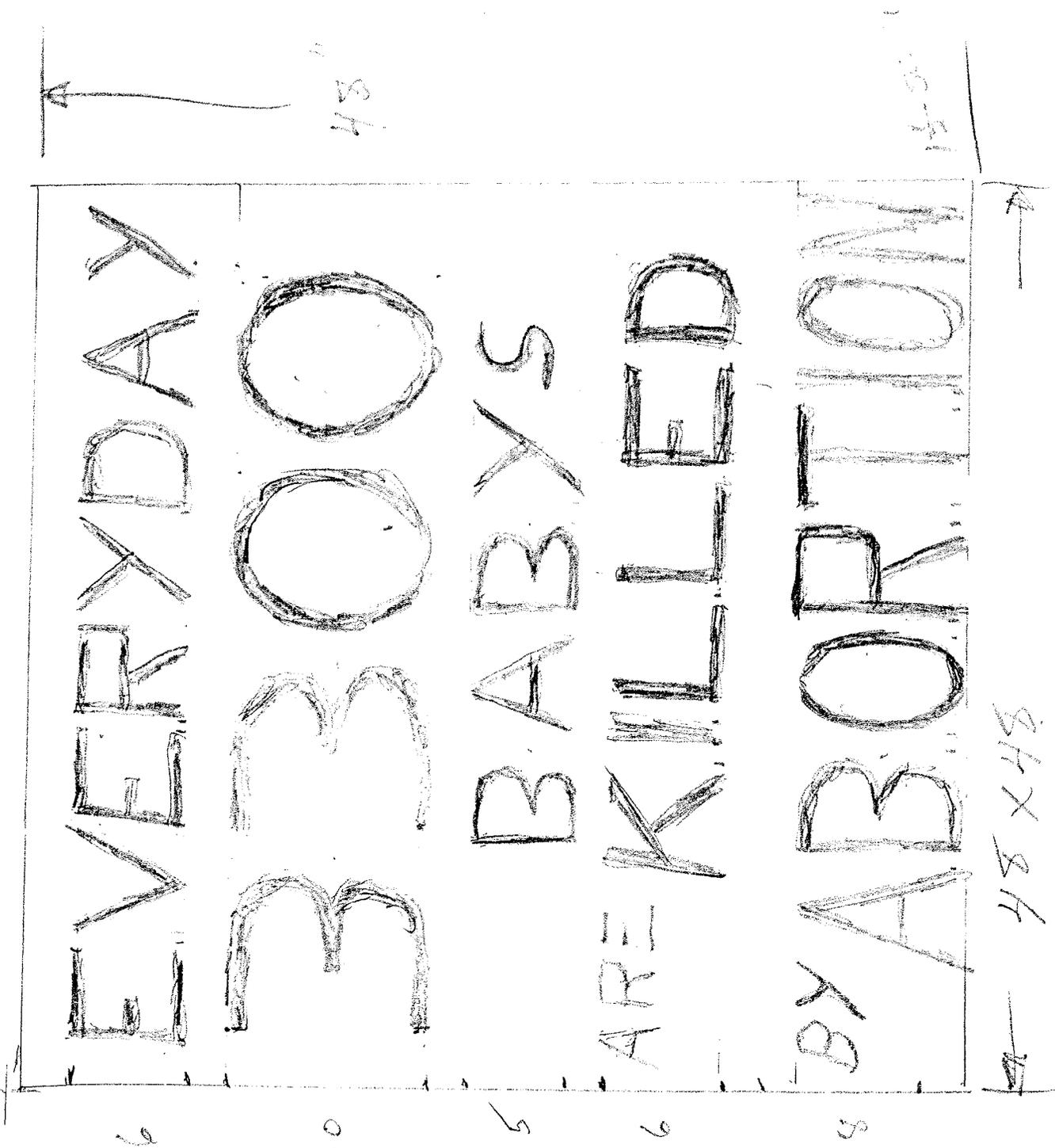


LV. ROAD



2c C13F  
2380

4x4-



Edwda 16 20 27

**Agenda Item No. E2**  
**Planning Commission – January 7, 2014**

**Consider a Special Use Sign Permit for Bohannon's Liquor.**

**Narrative**

A staff report and other supporting information is provided in the agenda packet.

Staff will be available for discussion at the meeting.

**Staff Recommendation**

Planning Commission shall consider the special use permit.

## Staff Report

**Date:** December 30, 2013  
**Subject:** Consider a Special Use Sign Permit for Bohannon's Liquor.

### GENERAL INFORMATION

**Applicant:** Young Sign Co. Inc.  
**Owner:** Bohannon's Liquor  
**Address:** 326 Choctaw  
Leavenworth, KS 66048

### SITE INFORMATION

**Location:** 15518 Pinehurst Drive  
**Current Zoning:** "CP-2" General Business District.  
**Future Land Use Map:** Commercial

### STAFF ANALYSIS

#### Site Characteristics:

The property is located on the north side of Pinehurst Drive, between 158<sup>th</sup> and 155<sup>th</sup> Streets. The property consists of a commercial building that is approximately 9,500 square feet. The lot is 1.1 acres.

#### Character of Neighborhood:

The property is abuts lots zoned "CP-2" Commercial.

#### Adjacent Property:

	<u>Zoning</u>	<u>Use</u>
North:	"CP-2"	General Business
South:	"CP-2"	General Business
East:	"CP-2"	General Business
West:	"CP-2"	General Business

#### Background:

December 23, 2013, staff spoke with Young Sign Co. concerning a sign proposal for the future Bohannon's Liquor store located at 15518 Pinehurst Drive. Bohannon's Liquor is proposing two wall signs, a moment sign, and a directional sign. Per the sign regulations, sign type, height, and size are based on the zoning of the property. The property at 15518 Pinehurst Drive is zoned "CP-2". "CP-2" zoning is provides a mix of retail and commercial services in a concentrated and unified

setting that serves the local community and may also provide a limited draw for the surrounding region. "CP-2" zoning restricts sign sizes to the following:

**"CP-2" Zoning**

Type	Quantity	Face Area (SF)	Height (FT)
Monument	1	100	20
Wall*	**	316	NA
Directional	1	4	4
Changeable Copy	Not Allowed		

\*Face of the building is 158' long. (158 ft x 2 sf/ft = 316 sf)

Face of the building is 2,424 sf. (2,424 sf x 0.25 = 606 sf)

\*\*Each business/tenant is permitted not more than 2 wall signs, limited to 1 per wall.

As part of the sign application, Bohannon's Liquor is requesting a Special Use Permit from the Planning Commission to differ from what is permitted in "CP-2" zoning. Enclosed is a letter of support for the Special Use Permit. The monument sign will be located along US-24/40. The directional sign will be located along Pinehurst Drive.

**Proposed Signs:**

Type	Quantity	Face Area (SF)	Height (FT)
Monument	1	60	18
Wall	*	52	NA
Directional	1	8	4
Changeable Copy**	1	43	NA

\*Each business/tenant is permitted not more than 2 wall signs, limited to 1 per wall.

\*\*The changeable copy sign will be a component to the Monument sign with a total face area of 103 sf.

The proposed Special Use Permit will generate:

- Monument sign face of 103 square feet will exceed the allowed face area by 3 square feet.
- Monument sign will incorporate a changeable copy sign. Changeable copy signs are not allowed in "CP-2" zoning. Changeable Copy signs are allowed in "CP-1" zoning with a maximum area of 32 square feet.
- Monument sign would have 6' set back from an allowed 10' setback.
- Directional sign will exceed the allowed area by 4 square feet.
- Wall signs that meet the sign regulations.

**Surrounding Property Signs**

Type	Property	Face Area (SF)	Height (FT)
Directional Signs			
	Community National Bank	5	3.3
	First State Bank	3.3	3.1
Changeable Copy			
	Community National Bank	39	
	First State Bank	68	

**Surrounding Monument Sign Setbacks**

Type	Property	Distance (FT)
Setback from R/W		
	Community National Bank	5
	First State Bank*	16 & 27

\*First State Bank is a corner lot and has 2 setbacks from the right of way.

**Recommendation by Planning Staff**

The minimum setback for all signs is 10 feet from all property lines or 20 feet from the roadway surface edge, whichever is greater. The proposed monument sign will have six feet of setback from the property line. The property line is approximately 52 feet from the edge of pavement (US-24/40). The total distance from the monument sign to the edge of pavement is approximately 58 feet. Due to the distance from the proposed monument sign to the edge of pavement, a setback of 6 feet from the property line will not influence the traffic along US-24/40.

The surrounding properties are zoned “CP-2”. Changeable copy signs are allowed in “CP-1” zoning. “CP-1” zoning provides a lesser commercial influence than “CP-2” zoning. Existing changeable copy signs are utilized towards the east and west. Staff finds the use of a changeable copy sign on the subject property along US 24/40 would not have any negative impacts to the surrounding properties.

A directional sign is defined as a sign, which serves solely to designate any area or activity such as “exit,” “one-way,” “drive-in,” “auto service,” etc. The building has the potential of 3 tenants including the liquor store. Staff finds the directional sign should have the tenant’s identification on the directional sign to minimize confusion regarding which tenant has the drive thru.

Planning Commission shall consider a special use permit for the following:

- Setback and overall face area of the proposed monument sign.
- Use and face area of the proposed changeable copy sign.
- Size of the proposed directional sign.



326 Choctaw, Leavenworth, KS 66048  
Phone 913-651-5432 Fax 913-651-5435

December 23, 2013

Mitch Pleak  
City Engineer  
City of Basehor, Kansas

Dear Mitch:

Carroll Bohannon, a partner in the ownership and development of a new commercial building at 15518 Pine Hurst Drive in Basehor is requesting a special use permit for the main identification and tenant panel monument sign.

The main ID sign is 6' x 10' wide and incorporates a 4' x 10' internally illuminated sign for Bohannon's Liquor with a 2' x 10' sign to advertise for two tenants. The sign also incorporates the use of a 4' 10" x 8' 10" wide full color digital message center.

We request a special use permit because the code does not allow the use of digital signs without this approval. This property is located by several other businesses that already have the ability to promote their business with the use of this same energy efficient technology.

Mr Bohannon originally requested a single pole design but has agreed that he would create a monument style construction. He is requesting that the 10' set back be adjusted for this situation. The placement of the sign is in the grassy area between his parking lot and the fence indicating his property line.

The request to change to a 6' set back from the allowed 10' set back is important for several reasons. Mr Bohannon does not want to lose a valuable parking space and he would incur more expense if the sign overhangs into the parking area. He would need additional concrete and landscaping to construct a retainer type base to protect the sign from being hit by vehicles.

This monument sign is 18' tall, 2' shorter than the maximum allowed by code. We believe that this sign is designed to be in conformance with the overall look of the building architecture and gives the main owner and other tenants the ability to have an effective advertising sign.

We would also request a consideration for an increased size for the drive-thru entrance sign. The code allows for a 2' x 2' entrance type signs. This would be very limiting and does not provide enough size to create a sign that is readable and effective. The provided layout shows the placement of the sign and with the landscaping and utility markers. The sign shown at 2' x 4' does not look too large or overpowering. It would be easier for customers to read the sign at a greater distance so they can prepare to turn more safely.

The Bohannon's are investing a large amount of resources into their venture and hope to be an integral part of the success of the Basehor area business community. We respectfully hope that this special use modifications will be allowed and thank you for your time.

Sincerely,

Ann Hoins  
Young Sign Co. Inc.

emc - 8'10" wide x 4'10"





BOHANNON'S  
LIQUOR  
WINE & SPIRITS  
DRIVE-THRU

48'

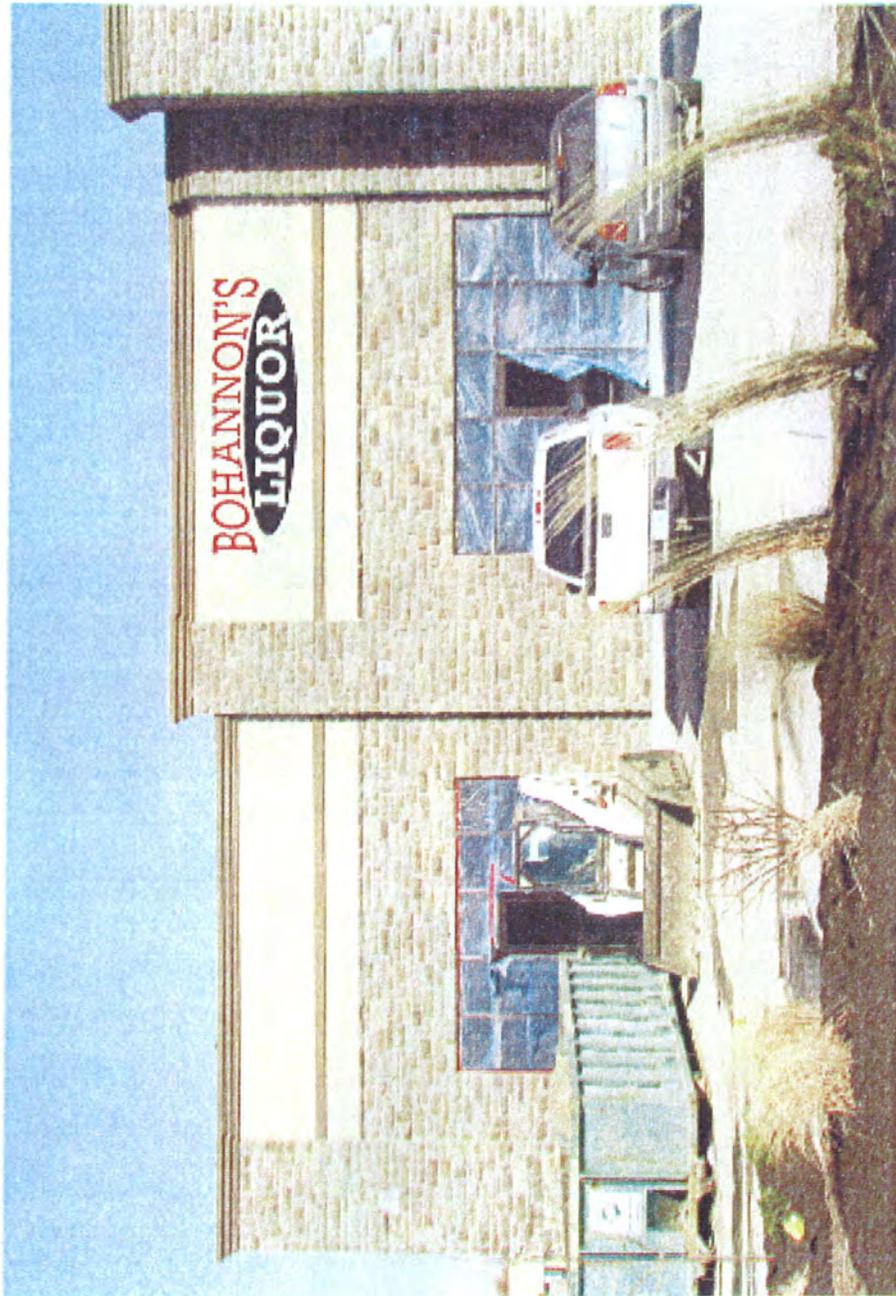
# BOHANNON'S LIQUOR

ESTIMATE 41472-B

4' overall height by 13' wide  
26" tall front lit raceway mount  
RED channel letters

Metal backer panel, 29.5" x 139" wide  
attached front lit raceway mount  
WHITE channel letters

south  
elevation  
of  
building  
- west end



208  
Pine  
1011  
W. University  
45-67088  
251-5402 Fax 251-827-5425

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DATE 12/16/13

DESIGNER Ann Holms

ann@youngsign.com

Bohannon's Liquor  
15518 Pine Hurst Drive  
Basehor, KS 66007



Bohannon's Liquor  
Main ID sign with EMC

## City of Basehor Miscellaneous Permit Application

PROJECT ADDRESS: 15518 Pine Hurst Drive

LEGAL DESCRIPTION: \_\_\_\_\_

Lot Block Subdivision

APPLICANT: Young Sign Co. Inc.

ADDRESS: 326 Choctaw

CITY: Leavenworth STATE: KS ZIP: 66048

### TYPE OF PERMIT

Single Family  Commercial  Industrial  Tenant Finish

(MP) Plumbing	<input type="checkbox"/>	(AB) Accessory Bldg.	<input type="checkbox"/>	(SP) Swimming Pool	<input type="checkbox"/>
(ME) Electrical	<input type="checkbox"/>	(MF) Fence	<input type="checkbox"/>	(MA) Satellite/Antenna	<input type="checkbox"/>
(MH) Mechanical	<input type="checkbox"/>	(MD) Deck	<input type="checkbox"/>	(S) Sign	<input checked="" type="checkbox"/>
(FW) Fireworks	<input type="checkbox"/>	Other	<input type="checkbox"/>		

WORK DESCRIPTION: Installation of Main ID sign and tenant panel sign with full color digital copy board. Pylon base as shown on provided sketch. \*\*See additional page for additional signs.

ESTIMATED VALUE: 57,900.00

<u>CRAFT</u>	<u>CONTRACTOR</u>	<u>PHONE NO.</u>	<u>LICENSE NO.</u>
Plumbing	_____	_____	_____
Electrical	_____	_____	_____
Mechanical	_____	_____	_____
Other	<u>Young Sign Co.</u>	<u>913-651-5432</u>	<u>2014-24</u>

PROVIDE: Building plans, plot plan, complete list of ALL subcontractors. Fireworks applications must provide insurance verification.

Applicant Signature: *Ann M. Haines* Date: 12/23/13

\*\*\*\*\*  
For Office Use Only:

Permit No: \_\_\_\_\_ Occupancy: \_\_\_\_\_  
Zoning Class: \_\_\_\_\_ Reviewed by: \_\_\_\_\_



Bohannon's Liquor  
channel letters and drive-thru sign

*City of Basehor  
Miscellaneous Permit Application*

CONTINUATION OF PAGE ONE

PROJECT ADDRESS: 15518 Pine Hurst Drive

LEGAL DESCRIPTION: \_\_\_\_\_

Lot Block Subdivision

APPLICANT: Young Sign Co. Inc.

ADDRESS: 326 Choctaw

CITY: Leavenworth STATE: KS ZIP: 66048

WORK DESCRIPTION - CONTINUED:

One, double sided DRIVE-THRU sign, 2' x 4' wide face, 4' high overall,  
please see provided layout for placement.

Two sets of raceway mounted channel letters, 4' x 13' wide overall,  
please see provided layout for south elevation placement.

Second set will be mounted on the north elevation, same size as  
the south.

**Open Agenda**

**Reports from Special Committees**

**City Engineer's Report**

**Adjournment**