



AGENDA
BASEHOR PLANNING COMMISSION
February 10, 2026
Regular Meeting 6:00 p.m.
Basehor City Hall

- 1. Call to Order**
- 2. Pledge of Allegiance and Roll Call**
- 3. Recognition of New Planning Commissioner – Dennis Barts**
- 4. Approval of Minutes of the Preceding Meeting**
 - a. January 13, 2026 Planning Commission Meeting

Declarations of the receipt of communications by Planning Commissioners
Disclosure of ex parte communications for each hearing item
Declarations of abstention from specific agenda items by a Planning Commissioner

5. Planning Directors Report

Old Business

New Business

6. Text Amendment Regarding Site Lighting and Photometric Plan Standards.
Public Hearing pg. 7-14
7. Reports from Special Committees
8. Adjournment of Regular Meeting

To obtain a copy of any materials where redactions of personal information occur, please contact City Hall staff at 913-724-1370 or info@cityofbasehor.org



MINUTES
BASEHOR PLANNING COMMISSION
January 13, 2026
Regular Meeting 6:00 p.m.
Basehor City Hall

1. Call to Order 6:00pm

2. Pledge of Allegiance and Roll Call

Chair Jon Gallion, Commissioners, Stacy Tatkenhorst, Tom Lally, Janice Spillman

Staff, City Administrator Leslee Rivarola, Deputy City Administrator Maddie Bouton, Planning and Zoning Director Jim Sherman, City Planner Alex Van Dyke, Planning Secretary Diana Jacobson

3. Approval of Minutes of the Preceding Meeting

a. November 18, 2025, Planning Commission Meeting

Commissioner Tatkenhorst motioned to approve the November 18, 2025, Planning Commission meeting with Commissioner Spillman seconding. Motion carried 4-0.

Declarations of the receipt of communications by Planning Commissioners

Disclosure of ex parte communications for each hearing item

Declarations of abstention from specific agenda items by a Planning Commissioner

4. Planning Directors Report

Old Business

5. An application for rezoning from R-0 to R-2 Two-Family Residential for a parcel located on the north side of Evans Road., East of 166th Street.

Alex Van Dyke presented a report stating why this was remanded back to Planning Commission by the City Council at the December 10, 2025 meeting to consider given certain factors with the Golden Factors criteria of conformance to the comprehensive plan, suitability to the neighborhood and hardship to the owner compared to the relative gains of public health safety and welfare. Staff are recommending approval as staff says it meets the Golden Factors and there is sufficient buffer with the flood plain from the existing homes to allow for R-2 zoning.

Commissioner Lally moved to change the recommendation of the Planning Commission to approval of the rezoning request to R-2 Two-Family Residential District for Ad Astra Basehor Property LLC Tract 2. In support of this motion, I adopt by reference the Golden criteria evaluation contained in the Staff Report for this Item. Commissioner Tatkenhorst seconded the motion. Motion carried 4-0.

New Business

6. Consideration of findings related to the Residences on the Boulevard Tax Increment Financing Project Plan.

Commissioner Tatkenhorst moved to find that the anticipated uses as set forth in the Project Plan for the Residences on the Boulevard Project meet the intent of the Comprehensive Plan and authorize the Chairman to sign a resolution indicating this finding. Commissioner Spillman seconded the motion. Motion carried 4-0.

7. Preliminary Plat for Dodd Farms

Alex Van Dyke presented a staff report for a preliminary plat for a 52-acre lot that will have approximately 124 residential lots to be constructed in two phases and is recommending approval.

Commissioner Tatkenhorst motioned to approve with Commissioner Spillman seconding. Motion carried 4-0.

8. An application for rezoning to CP-2, General Business District for Epic Estates 4 LLC.
Public Hearing Required

Alex Van Dyke presented a staff report for rezoning request from R-0 to CP-2 for a parcel of land located at the southwest corner of State Avenue (24/40) and 158th Street and is recommending approval

Commissioner Tatkenhorst motioned to open the public hearing with Commissioner Spillman seconding. Motion carried 4-0.

Public comment

None

Commissioner Tatkenhorst motioned to close the public hearing with Commissioner Spillman seconding. Motion carried 4-0.

Commissioner Tatkenhorst moved to recommend approval of the rezoning request to CP-2, General Business District. In support of this motion, I adopt by reference the Golden criteria evaluation contained in the Staff Report for this Item. Commissioner Lally seconded. Motion carried 4-0.

9. An application for rezoning to R-2, Two-Family Residential District for Epic Estates 4 LLC.
Public Hearing Required

Alex Van Dyke presented the staff report for a parcel of land located just south of State Avenue on 158th Street consisting of approximately 110.10-acres. The applicant is requesting a rezoning from R-0 to R-2. Staff are recommending approval.

Commissioner Lally motioned to open the public hearing with Commissioner Tatkenhorst seconding. Motion carried 4-0.

Public comment

Albert Knapp, 18291 158th Street, Basehor, Ks. spoke against the rezoning request and does not want to be next to 110 duplexes and already deals with quite a bit of runoff from the property.

Commissioner Tatkenhorst motioned to close the public hearing with Commissioner Lally seconding. Motion carried 4-0.

Commissioner Lally moved to recommend approval of the rezoning request to R-2, Two-Family Residential District. In support of this motion, I adopt by reference the Golden criteria evaluation contained in the Staff Report for this Item. Commissioner Tatkenhorst seconded the motion. Motion carried 4-0.

10. An application for rezoning to R-3, Multi-Family Residential District for Epic Estates 4 LLC. *Public Hearing Required*****

Alex Van Dyke presented the staff report for a parcel of approximately 18.90 acres along State Avenue west of 158th Street. Applicant is requesting to rezone from the current R-0 to R-3, staff is recommending approval.

Commissioner Tatkenhorst motioned to open the public hearing with Commissioner Spillman seconding. Motion carried 4-0.

Public comment

Erica Grover, 15607 Cedar Street, Basehor, Ks. is against the rezoning and the impact it will have on the schools.

James Vinzant 18050 158th Street, Basehor, Ks. is against the rezoning to multi-family and want to keep it for single-family. He also said it would have an impact on traffic and taxes.

Stephen Brooks, 18100 165th Street, Basehor, Ks. is against the rezoning and the impact it will have on traffic and schools.

Commissioner Tatkenhorst motioned to close the public hearing with Commissioner Spillman seconding. Motion carried 4-0.

Commissioner Tatkenhorst moved to recommend approval of the rezoning request to R-3, Multi-Family Residential District. In support of this motion, I adopt by reference the Golden criteria evaluation contained in the Staff Report for this Item. Commissioner Spillman seconded. Motion carried 4-0.

11. Reports from Special Committees

None

12. Adjournment of Regular Meeting

Commissioner Tatkenhorst motioned to adjourn with Commissioner Lally seconding.
Motion carried 4-0, meeting adjourned at 6:42pm.

Submitted without corrections or revisions on this 10th day of February 2026.

Jon Gallion, Chair

Diana Jacobson, Secretary

To obtain a copy of any materials where redactions of personal information occur, please contact City Hall staff at 913-724-1370 or info@cityofbasehor.org



City of Basehor

Agenda Item Cover Sheet

Planning Directors Report

Single Family Residential YTD

| | <u>2026</u> | <u>2025</u> | <u>2024</u> | | <u>2026</u> | <u>2025</u> | <u>2024</u> |
|-----------|-------------|-------------|-------------|--|-------------|-------------|-------------|
| January | 9 | 1 | 1 | | 5 | 0 | 0 |
| February | 9 | 8 | | | 0 | 0 | 0 |
| March | 5 | 3 | | | 0 | 0 | 0 |
| April | 11 | 8 | | | 3 | 0 | 0 |
| May | 9 | 6 | | | 0 | 2 | |
| June | 11 | 5 | | | 0 | 0 | 0 |
| July | 8 | 2 | | | 0 | 7 | |
| August | 6 | 6 | | | 0 | 1 | |
| September | 6 | 4 | | | 1 | 6 | |
| October | 13 | 16 | | | 3 | 0 | |
| November | 8 | 9 | | | 0 | 1 | |
| December | — | 13 | 7 | | 0 | 0 | 0 |
| Total | 9 | 99 | 75 | | 5 | 7 | 17 |

Commercial YTD

| | <u>2026</u> | <u>2025</u> | <u>2024</u> |
|-----------|-------------|-------------|-------------|
| January | 0 | 0 | 0 |
| February | 0 | 0 | |
| March | 0 | 0 | |
| April | 0 | 0 | |
| May | 0 | 0 | |
| June | 0 | 0 | |
| July | 0 | 0 | |
| August | 0 | 0 | |
| September | 0 | 0 | |
| October | 0 | 1 | |
| November | 0 | 0 | |
| December | — | 0 | 0 |
| Total | 0 | 0 | 1 |



City of Basehor

Agenda Item Cover Sheet

Planning Commission Agenda Item No. 6

Meeting Date:

February 10, 2026

Staff Contact:

Jim Sherman, Planning and Zoning Director

Topic:

Outdoor Lighting/Photometric

Narrative:

Staff in the fall of 2025 identified several areas of the zoning ordinance that requires updating and presented these to the Planning Commission during a work session for future 2026 agendas.

With anticipated commercial development along State Avenue this year and potential future multifamily sites throughout the community, addressing areas of the code such as lighting and photometric standards became a pressing need to address before plans are submitted to staff for review.

Creating standards for site lighting is very common among developing communities as glare, light bleed and directional lighting can cause impacts on adjacent neighborhoods and occupied sites.

Within the recommended lighting plan requirements, staff will be setting footcandle limits at the property line in concert with other communities protecting existing neighborhoods and properties from excess light. Measurements will now be provided for photometric plan designers to follow when submitting plans for review. A specific area recommended for adoption is under canopy lighting at convenience stores and gas stations, an area that can create significant impacts on adjacent properties if not well regulated.

Staff have reviewed other regional jurisdictions and the pole heights in parking lots recommended will be similar to those peer communities.

Staff Recommendation:

Staff recommends approval of PADM-001-26 amending the Basehor Zoning Regulations, Article 12, Section 12.04 Site Plan Review, by adding Outdoor Lighting/Photometric Standards.

Recommended Motion:

I move to approve Case No PADM-001-26 amending the Basehor Zoning Regualtions Article 12, Section 12.04 Site Plan Review by adding Outdoor Lighting/Photometric Standards.

Attachments:

- A. Zoning Regulations Article 12.04 – Redline
- B. Zoning Regulations Article 12.04.08 – Outdoor Lighting/Photometric Plan Updated Text



12.04 Photometric Standard Text Amendment – Redline

ARTICLE 12 DEVELOPMENT PLAN & SITE PLAN PROCEDURES

(Ord. No. 894, 11/08/2023)

12.04 Site Plan Review (R-3, CP-1, CP-2, I-1, I-2, MH-1, MH-2, and RV)

The owner, applicant, or developer shall submit to the Planning & Zoning Director a site plan for any building(s) or addition(s) to be constructed in the following zoning districts R-3, CP-1, CP-2, I-1, I-2, MH-1, MH-2, and RV. (P-I, MU-1, MU-2, and MU-3 zoning districts are subject to the Planned District Submittal and Approval Requirements)

Review and Approval

All applications shall be reviewed and approved administratively by the Planning & Zoning Director.

An approved site plan shall be valid if a building permit is issued within one year (365 days) from the date of approval.

If a building permit is not issued within that period the site plan shall be deemed to have expired.

A written request for an extension with explanation for the request may be submitted to the Planning & Zoning Director.

If a site plan has expired, a new application shall be required for review and approval by the Planning & Zoning Director.

Site plan approval allows for the applicant to submit permit documents.

Site Plan Submittal Requirements

All applications shall be reviewed and approved administratively by the Planning & Zoning Director.

An approved site plan shall be valid if a building permit is issued within one year (365 days) from the date of approval.

If a building permit is not issued within that period the site plan shall be deemed to have expired.

A written request for an extension with explanation for the request may be submitted to the Planning & Zoning Director.

If a site plan has expired, a new application shall be required for review and approval by the Planning & Zoning Director.

Site plan approval allows for the applicant to submit permit documents.

Site Plan Submittal Requirements

1. Application, Application Fee, Legal Description, and Pre-application meeting completed.
2. Site Plans
 - A) Date, North Arrow, and Scale (1" = 50' Maximum) on all plan sheets
 - B) Location of proposed structures



- C) Location of existing site features including but not limited to fire hydrants, existing structures, existing utilities (poles, lines, meters), existing trees
- D) Provide a data table with the following information if applicable
 - i. Current zoning
 - ii. Lot and tract areas in square feet
 - iii. Building, parking, and landscape setback requirements and proposed setbacks
 - iv. Parking requirement calculation and proposed parking count
 - v. Maximum allowable building height and proposed building height
 - vi. Proposed building square footage by building
 - vii. Proposed number of dwelling units
 - viii. Existing and proposed impervious areas in square feet

- E) Location of trash receptacles and height of screening fence/enclosure
- F) Location of proposed stormwater detention areas
- G) General site dimensions, radius of curbs, and streets
- H) Easements, setbacks, streets, right-of-way, section lines, township and range lines to be shown

3. Site Landscape Plans

- A) Show planting locations along with a table of minimum quantity, size, common name, and botanical name
- B) List minimum planting requirements and proposed plantings to meet the requirements.
- C) Screening requirements
- D) Plan shall comply with [ARTICLE 21](#) of the 2021 City of Basehor Zoning Regulations

4. Site Grading Plan

- A) Show existing and proposed 2' contours at a minimum

5. Site Utility Plan

- A) Location of existing utilities and routing of proposed services
- B) Public utility extensions required to service the subject property
- C) Existing and proposed fire hydrant locations and locations from existing and proposed structures
- D) Existing and proposed storm sewer

6. 4 sided architectural elevations

- A) Include proposed colors and materials
- B) Provide percentages of proposed exterior materials

7. Sign Plan (May be deferred for later submittal)

8. [Site Lighting/Photometric Plan](#)

- A) ~~Show proposed light levels (in footcandles) throughout the site and extending 25' beyond the site boundary~~
- B) ~~Provide a cut sheet of all freestanding light fixtures and poles~~
- C) ~~Note proposed pole height~~
- D) ~~Note maximum footcandle measurement at property lines~~
- E) ~~Note average maintained luminance for all paved areas~~



8. Outdoor Lighting/Photometric Plan

A. Applicability. The following outdoor lighting regulations apply to the following:

1. All new outdoor lighting.
2. Replacement of existing lighting fixtures, including changes to pole heights or locations and changes to the lighting source.

B. Light Plan Requirements. All new construction lighting plans shall be prepared by a Kansas licensed engineer. Design qualifications for existing or replacement projects shall be determined by the Planning Director. The following shall be shown on a lighting plan:

1. Adjacent uses to the site.
2. The location, size, type and quantity of all proposed exterior fixtures and light poles.
3. Cut sheets for each light fixture with highlights on the exact model attributes.
4. Point by point calculation using a five-foot grid to show compliance with the lighting standards.
5. The horizontal calculations shall be measured at 5 feet above grade for lighting levels within the development site.
6. A development table containing average maintained footcandles, average to minimum, and maximum to minimum uniformity ratios.
7. A vertical footcandle calculation at 5-foot intervals at 5 feet above grade for property lines abutting residential properties.

C. General Requirements.

1. All light fixtures, including security lighting, must be zero uplight, per the IES Luminaire Classification System, non-adjustable type fixtures, with a mounting angle not exceeding 90 degrees.
2. All lighting shall be shielded or aimed in a manner as to not direct light onto neighboring properties.
3. House side shields shall be provided on all perimeter parking lot lighting within 100 feet of any neighboring single family residential property lines.
4. The maximum maintained vertical footcandles at the property line of a residentially zoned property shall be 0.5 footcandles measured at 5 feet above grade at 5-foot intervals.
5. Any light or combination of lights that cast light on a public street shall not exceed 1 footcandle as measured from the centerline of the street.
6. The Light Loss Factor for design calculations of LED lights is 0.91.
7. Color Rendering Index (CRI) shall be a minimum of 70.
8. Glare and excessive light trespass at the adjacent boundary where the origination of the illumination is sited shall be avoided.

D. Additional Requirements.

1. Searchlights and similar spotlight fixtures, such as moving, flashing, chasing and strobe lights, are prohibited.
2. Building mounted lighting installations are subject to the Architectural Design Standards.
3. Public and Private streetlights are subject to the Design Manual and Technical specifications.

E. Development Standards. Parking lot lighting, including building and pole mounted lighting, is subject to the following standards for residential zoning and non-residential uses in residential districts:

1. Maximum Light Temperature- 4000K.
2. Maximum Average Footcandles- 2.0



3. Minimum Average Footcandles- 1.0
4. Average to Minimum Ratio- less than 6:1
5. Maximum to Minimum Ratio- less than 20:1
6. Parking lot pole height shall be no less than 17 feet and no taller than 22 feet in height, including the pole base.

Commercial and Industrial Uses:

1. Maximum Light Temperature- 4000K.
2. Maximum Average Footcandles- 3.0
3. Minimum Average Footcandles- 1.0
4. Average to Minimum Ratio- less than 6:1
5. Maximum to Minimum Ratio- less than 20:1
6. Parking lot pole height shall be no taller than 33 feet in height, including the pole base.

F. Gas Station and Drive-Thru Canopy Lighting.

1. The maximum average maintained footcandles under the canopy shall not exceed 35 footcandles.
2. Lighting temperatures may exceed 4000K so long as the fixture is fully recessed and the cover is flush with the bottom surface (ceiling) of the canopy.

G. Nonconforming Lighting. Outdoor lighting fixtures installed prior to March 30, 2026, that do not conform to this Chapter shall be deemed legally nonconforming and may remain until replaced.

9. Traffic Study as required by the City Engineer. Project specific requirements should be discussed at the preapplication meeting.
10. Preliminary Stormwater Drainage Study as required by the City Engineer. Project specific requirements should be discussed at the preapplication meeting.
 - A) Description of existing site runoff conditions and downstream receiving waters.
 - B) Existing and proposed drainage area maps
 - C) Existing and proposed impervious area maps
 - D) FEMA maps indicating the flood zone of the site. If existing Zone AE, verification of no-rise in the existing 100-year flood level.
 - E) USGS site soil information
 - F) Indicate tie-in points to the existing system or outlets to existing streams or other bodies of water.
 - G) Detention calculations for the 1-year, 10-year, and 100-year design storms such that the post development release rate does not exceed the pre-developed release rate at each site outfall.
 - H) Must comply with the most recent edition of the City of Basehor Design Manual and Technical Specifications for Public and Private Improvement Projects.
 - I) Studies must be signed and sealed by a registered technical professional in the State of Kansas.

12.04 SITE STANDARD REVIEW TEXT AMENDMENT – PROPOSED

8. Outdoor Lighting/Photometric Plan

A. Applicability. The following outdoor lighting regulations apply to the following:

1. All new outdoor lighting.
2. Replacement of existing lighting fixtures, including changes to pole heights or locations and changes to the lighting source.

B. Light Plan Requirements. All new construction lighting plans shall be prepared by a Kansas licensed engineer. Design qualifications for existing or replacement projects shall be determined by the Planning Director. The following shall be shown on a lighting plan:

1. Adjacent uses to the site.
2. The location, size, type and quantity of all proposed exterior fixtures and light poles.
3. Cut sheets for each light fixture with highlights on the exact model attributes.
4. Point by point calculation using a five-foot grid to show compliance with the lighting standards.
5. The horizontal calculations shall be measured at 5 feet above grade for lighting levels within the development site.
6. A development table containing average maintained footcandles, average to minimum, and maximum to minimum uniformity ratios.
7. A vertical footcandle calculation at 5-foot intervals at 5 feet above grade for property lines abutting residential properties.

C. General Requirements.

1. All light fixtures, including security lighting, must be zero uplight, per the IES Luminaire Classification System, non-adjustable type fixtures, with a mounting angle not exceeding 90 degrees.
2. All lighting shall be shielded or aimed in a manner as to not direct light onto neighboring properties.
3. House side shields shall be provided on all perimeter parking lot lighting within 100 feet of any neighboring single family residential property lines.
4. The maximum maintained vertical footcandles at the property line of a residentially zoned property shall be 0.5 footcandles measured at 5 feet above grade at 5-foot intervals.
5. Any light or combination of lights that cast light on a public street shall not exceed 1 footcandle as measured from the centerline of the street.
6. The Light Loss Factor for design calculations of LED lights is 0.91.
7. Color Rendering Index (CRI) shall be a minimum of 70.
8. Glare and excessive light trespass at the adjacent boundary where the origination of the illumination is sited shall be avoided.

D. Additional Requirements.

1. Searchlights and similar spotlight fixtures, such as moving, flashing, chasing and strobe lights, are prohibited.

2. Building mounted lighting installations are subject to the Architectural Design Standards.

3. Public and Private streetlights are subject to the Design Manual and Technical specifications.

E. Development Standards. Parking lot lighting, including building and pole mounted lighting, is subject to the following standards for residential zoning and non-residential uses in residential districts:

1. Maximum Light Temperature- 4000K.
2. Maximum Average Footcandles- 2.0
3. Minimum Average Footcandles- 1.0
4. Average to Minimum Ratio- less than 6:1
5. Maximum to Minimum Ratio- less than 20:1
6. Parking lot pole height shall be no less than 17 feet and no taller than 22 feet in height, including the pole base.

Commercial and Industrial Uses:

1. Maximum Light Temperature- 4000K.
2. Maximum Average Footcandles- 3.0
3. Minimum Average Footcandles- 1.0
4. Average to Minimum Ratio- less than 6:1
5. Maximum to Minimum Ratio- less than 20:1
6. Parking lot pole height shall be no taller than 33 feet in height, including the pole base.

F. Gas Station and Drive-Thru Canopy Lighting.

1. The maximum average maintained footcandles under the canopy shall not exceed 35 footcandles.
2. Lighting temperatures may exceed 4000K so long as the fixture is fully recessed and the cover is flush with the bottom surface (ceiling) of the canopy.

G. Nonconforming Lighting. Outdoor lighting fixtures installed prior to March 30, 2026, that do not conform to this Chapter shall be deemed legally nonconforming and may remain until replaced.