

**CITY OF LEAVENWORTH
PLANNING COMMISSION
COMMISSION CHAMBERS, CITY HALL
100 N. 5th Street
Leavenworth, KS 66048**

**REGULAR SESSION
Monday, September 8, 2025
6:00 p.m.**

CALL TO ORDER:

- 1. Roll Call/Establish Quorum**
- 2. Approval of Minutes: May 5, 2025**

OLD BUSINESS:

None

NEW BUSINESS:

1. 2025-12 SUP – 510 KIOWA ST.

Conduct a public hearing for Case No. 2025-12 SUP – 510 Kiowa St., wherein the applicant is requesting a Special Use Permit to allow a two-family dwelling in the R1-6 (High Density Single Family Residential District) zoning district.

OTHER BUSINESS:

None

ADJOURN

CITY OF LEAVENWORTH PLANNING COMMISSION
COMMISSION CHAMBERS, CITY HALL
100 N 5th Street, Leavenworth, Kansas 66048
REGULAR SESSION
Monday, May 5, 2025
6:00 PM

CALL TO ORDER:

Commissioners Present

Brian Stephens
Ken Bateman
Bill Waugh
Sam Maxwell
Sherry Hines Whitson Hanson

Commissioners Absent

Don Homan

City Staff Present

Kim Portillo
Michelle Baragary

Chairman Waugh called the meeting to order at 6:00 p.m. and noted a quorum was present.

APPROVAL OF MINUTES – February 3, 2025

Chairman Bill Waugh asked for questions, comments or a motion on the February 3, 2025 minutes presented for approval. Commissioner Stephens moved to approve the minutes as presented, seconded by Commissioner Hines Whitson Hanson and approved by a vote of 5-0.

OLD BUSINESS:

None

NEW BUSINESS:

1. 2025-04 SUP – 414 POTTAWATOMIE ST.

APPROVED 5-0

Conduct a public hearing for Case No. 2025-04 SUP – 414 Pottawatomie St., wherein the applicant is requesting a Special Use Permit to allow the operation of an in-home Child Care Center in the R1-6 (High Density Single Family Residential District) zoning district.

Chairman Waugh called for the staff report.

City Planner Michelle Baragary stated that the applicant, Jessica Wilson, is requesting a Special Use Permit to allow the operation of a Child Care Center in their home located at 414 Pottawatomie. The property is currently zoned R1-6 High Density Single Family Residential District. Child Care Centers are allowed in the R1-6 zoning district with issuance of a Special Use Permit. The operator is licensed by the State of Kansas to care for a maximum of 12 children.

The Child Care Center will operate Monday-Friday from 7:00 a.m. to 5:00 p.m., and is housed on the main floor of the home. The space includes a front room, dining area, a dedicated daycare play space, main bathroom, kitchen and a fenced outdoor play area.

CONDITIONS OF DETERMINATION

The development regulations stipulate specific conditions as a requirement for the approval of Child Care Centers as follows:

1. Shall not be located along an arterial street as designated on the Major Street Plan Map, unless indirect vehicular access to that street, such as with a frontage road is available. The City Planner, with the advice of the DRC, shall determine if the drop off and pick up arrangements of a childcare center or business appear safe. Appeal of any negative decision shall be to the City Commission.

The subject property is located along Pottawatomie St., which is classified as a Residential street. Drop-off and pick-up will be on Pottawatomie St., with parents/guardians escorting their child to the front door. To the east of the subject property are two vacant lots, providing ample parking space.

2. Shall provide at least one hundred (100) square feet of open space per child. This open space shall be 100% enclosed by a minimum four (4) foot high fence or wall.

The subject property includes a back yard area of approximately 4,600 sq ft., enclosed by a 4' high chain link fence.

3. Shall provide a loading zone capable of accommodating at least two (2) automobiles for the easy picking up and discharging of passengers.

The subject property does not include a driveway or other paved off-street loading area. However, in the area of town in which the property is located, the majority of homes do not have a driveway or other off-street paved parking/loading area. There is ample on-street parking in front of the subject property, and access may be obtained off the rear alley if needed.

4. Shall conform to all requirements of the State of Kansas and shall acquire a State of Kansas Child Care Center License.

The applicants have provided a copy of their Family Child Care Home permit from the Kansas Department of Health and Environment (KDHE). KDHE staff has visited and inspected the daycare for all areas of compliance.

5. All childcare centers operated in residential zoning districts shall be the only legal residence of the operator.

The home functions as the only residence of the operator/owner.

6. Childcare centers in residential districts may have one non-illuminated monument sign with no more than 3 square feet per side and a maximum of 2 sides or one non-illuminated sign affixed to the main structure of 3 square feet.

No signage is currently displayed on the property. Any signage displayed in the future will conform to this requirement.

COMMISSION FINDINGS

The Commission may recommend issuance of a special use permit whenever it finds that:

1. The proposed special use complies with all applicable provisions of this ordinance.

Staff believes that this application complies with all provisions of City of Leavenworth Development Regulations, based upon review of all available materials.

2. The proposed special use at the specified location will contribute to and promote the economic development, welfare or convenience of the public.

Child Care Centers are an essential service to working parents in the community, and promote the economic development, welfare and convenience of the public.

3. The special use will not cause substantial injury to the value of other property in the neighborhood in which it is located.

Staff has no indication that the proposed Child Care Center will cause any substantial injury to the value of other property in the neighborhood.

4. The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with it, and the location of the site with respect to streets giving access to it are such that the special use will not dominate the immediate neighborhood so as to prevent development and use of neighboring property in accordance with the applicable zoning district regulations.

No new structures or building modifications are proposed as part of this special use permit. The property will continue to look and function as a residential structure. The daycare could account for an increase in up to 48 car trips per day on the street, when at full capacity of 12 children. Currently, there are 3 children being cared for.

Notification was sent to property owners within 200' of the subject property, as required by Kansas Statute. Since notifications were mailed, staff has received no comments or inquiries.

STAFF RECOMMENDATION:

Staff recommends approval of the Special Use Permit request based on the analysis and findings included herein, subject to the following conditions:

1. A minimum of 1,200 square feet of open space 100% enclosed by a minimum 4' high fence or wall shall be provided and maintained in good condition.
2. A copy of the Child Care Home license shall be provided annually upon renewal by the State of Kansas.
3. The operation shall be limited to a maximum of 12 children.
4. No additional home occupations may be carried out at the residence.
5. Annual payment of the Special Use Permit.

ACTION/OPTIONS:

- Motion, based upon findings as stated and conditions as presented, to recommend approval to the City Commission with included conditions.
- Motion, to recommend denial to the City Commission.
- Table the issue for additional information/consideration.

Chairman Waugh asked the commissioners for questions about the staff report. With no questions, Chairman Waugh opened the public hearing.

Ms. Jessica Wilson, the applicant (414 Pottawatomie St.), stated she is currently caring for 3 children and only wants a max of 6 children. There is a need in her neighborhood for childcare. Ms. Wilson brought 2 letters in favor of the daycare and stated she does have all the requirements that Ms. Baragary put forth. Ms. Wilson said they are looking into off-street parking in the back. There is an alley that leads up to the property's fence and she is looking at options for that in hopes of creating off-street parking.

Commissioner Stephens asked if there were any concerns about traffic.

Ms. Wilson responded there are no concerns, there is plenty of parking since she is on a wide lot and there are 3 vacant lots next to the property.

Commissioner Hines Whitson Hanson asked about the expiration date of the daycare license.

Ms. Baragary responded that the expiration date for the permanent daycare license is March 31, 2026.

With no one wishing to speak, Chairman Waugh closed the public hearing, and called for discussion among the commissioners. The discussion among the commissioners included the need for service, ample parking and licensing.

Commissioner Stephens asked Ms. Baragary if the conditions she spoke about were already met. Ms. Baragary answered yes.

Commissioner Hines Whitson Hanson made comment that there were findings at a previous meeting regarding the fence. These have been corrected.

With no further discussion, Chairman Waugh called for a motion. Based on the findings as stated and conditions as presented, Commissioner Maxwell moved to recommend approval of the SUP to the City Commission, seconded by Commissioner Stephens, and passed by a vote of 5-0.

First consideration for the daycare will go to the City Commission on May 27th.

2. 2025-06 PLN – 800 EISENHOWER RD.

APPROVED 5-0

Consider a site development plan for 800 Eisenhower Rd., Case No. 2025-06 PLN. The applicant team met with the Development Review Committee on Jan 16, 2025 to review the proposed site plan for a new automobile repair shop, known as Les Schwab Tire Center, to be developed on a vacant lot at 800 Eisenhower Road. The property is zoned GBD, General Business District, and the proposed use is allowed by-right.

Chairman Waugh called for the staff report.

Planning Director Kim Portillo stated typically the Commission would not have a site plan brought before them, however this is a unique circumstance because the plat does specifically call out that the development of this lot requires approval through the Planning Commission. Typically, these would go to the DRC for review and approval. DRC is recommending approval.

Ms. Portillo stated the applicant is proposing construction of a tire repair shop/automotive repair shop known as Les Schwab Tire Center. It is to be developed on a 2.8-acre vacant lot at 800 Eisenhower Road. The property is zoned GBD, General Business District, and the proposed use is allowed by-right.

Ms. Portillo offered to field questions.

Commissioner Hines Whitson Hanson asked why it was recommended that the site plan come before the Commission.

Ms. Portillo responded that it might be because it was developed with the residential area to the north and was platted at the same time as the residential area (which is a planned unit development).

Chairman Waugh stated it looked like there is landscaping along the northern edge, between the northern edge of the plat and the residential homes.

Ms. Portillo said yes, there is existing tree canopy that can be seen, which will remain, and some evergreens will be added to surround the development of their lot. There is green space in between that will remain also.

Chairman Waugh asked the applicant if there was anything he'd like to add and asked if the Commissioners had any questions for the staff.

Commissioner Bateman asked what was located to the left and the right of the plat.

Ms. Portillo said there is a car wash to the west and a church to the east.

Commissioner Bateman said they were addressing the note on the plat. He wanted clarification that it is by-right, and Ms. Portillo responded that yes, it is by-right.

Commissioner Bateman made a motion to approve 2025-06 PLN, seconded by Commissioner Maxwell. Motion passed with approval 5-0.

CONDITIONS OF DETERMINATION

The following criteria from section 2.05 of the Development Regulations apply to site plan reviews:

1. The proposed development shall not have any detrimental effect upon the general health, welfare, safety and convenience of persons residing or working in the neighborhood; and shall not be detrimental or injurious to the neighborhood.

Staff review concludes that the proposed development shall not have a detrimental effect upon the general health, welfare, safety and convenience of the neighborhood. This site is located along a major roadway and is zoned for such type of development as is now proposed. Immediately adjacent uses to the east and west have similar intensity with high-traffic volume. To the north is an existing single-family neighborhood, Pine Meadow Place. The applicant has worked with staff on a site design that provides buffering and separation between the two uses, in the form of landscaping and open space.

2. The proposed development shall promote a desirable relationship of structures: to one another; to open spaces; and to the topography on the site and in the surrounding area.

The proposed building is designed and sited to promote a cohesive and visually compatible relationship with surrounding structures and the natural topography of the site. The layout considers existing grade changes and drainage paths to minimize grading and preserve natural features where possible. The northern and eastern portions of the site in particular utilize preservation of existing tree canopy, vegetation and drainage. The orientation and placement of the building support consistent setbacks and scale relative to neighborhood development, maintaining a harmonious streetscape. The orientation of the

building, with overhead doors facing east, also promotes a context-sensitive relationship with the residential uses to the north by directing activity and noise away from those homes.

3. The height, area, setbacks, and overall mass, as well as parts of any structures (building walls, signs, lighting, etc.) and landscaping shall be adequate.

The proposed height, area, setbacks and mass are adequate for the site and surrounding context. The building is setback approximately 50 feet, whereas adjacent buildings are setback approximately 25 feet on the west and 80 feet on the east. The proposed setback of this site provides a transition between the two. Approximately 47% of the site is impervious area, whereas up to 80% impervious area coverage is allowed. The height of the building is 30 feet, whereas the district allows up to 45 feet.

Landscaping is provided throughout the site. Landscaped parking lot islands are located in the parking area and ground mounted mechanical equipment is screened. Some existing vegetation will remain along the north and east areas of the site. There is a heavier concentration of landscaping to the north, to act as a buffer between residential use. In addition to the tree canopy proposed to remain, the applicant will be planting a row of junipers along the northern edge of the parking lot and behind the trash enclosure.

4. Ingress, egress, internal traffic circulation, off-street parking facilities, loading and service areas, and pedestrian walkways shall be designed as to promote safety and convenience.

The site has right-of-way access from Eisenhower Road, where two drives with painted medians are proposed. The internal drive loops around the building, providing sufficient internal circulation. Pedestrian sidewalk connections and crosswalks within the parking lot connect the public sidewalk and parking area to the building in a safe and efficient way. Adequate parking is provided for the use.

5. The architectural character of the proposed structure shall meet the requirements of Article 7, Design Standards.

The proposed structure meets the requirements of Article 7, design standards for architecture. The proposed building uses precast concrete construction with a mix of smooth, exposed aggregate, and vertical relief finishes in a neutral-toned color palette with accents of dark burnt red tone. Additionally, a stone veneer and the horizontal relief pattern are provided to break up the massing of the building. While the primary entrance for the site is on the east façade, the southern street facing façade has been given a similar storefront appearance with increased glazing and canopy feature to maintain a strong visual connection to the public right-of-way.

The proposed trash enclosure is located north of the building, and is of masonry construction using materials that match the building construction. Rooftop mechanical equipment will be screened by the parapet.

6. The proposed development shall not have any detrimental effect upon the general health, welfare, safety and convenience of persons residing or working in the neighborhood; and shall not be detrimental or injurious to the neighborhood.

Staff review concludes that the proposed development shall not have a detrimental effect upon the general health, welfare, safety and convenience of the neighborhood. This site is located along a major roadway and is zoned for such type of development as is now proposed. Immediately adjacent uses to the east and west have similar intensity with high-traffic volume. To the north is an existing single-family neighborhood, Pine Meadow Place. The applicant has worked with staff on a site design that provides buffering and separation between the two uses, in the form of landscaping and open space.

7. The proposed development shall promote a desirable relationship of structures: to one another; to open spaces; and to the topography on the site and in the surrounding area.

The proposed building is designed and sited to promote a cohesive and visually compatible relationship with surrounding structures and the natural topography of the site. The layout considers existing grade changes and drainage paths to minimize grading and preserve natural features where possible. The northern and eastern portions of the site in particular utilize preservation of existing tree canopy, vegetation and drainage. The orientation and placement of the building support consistent setbacks and scale relative to neighborhood development, maintaining a harmonious streetscape. The orientation of the building, with overhead doors facing east, also promotes a context-sensitive relationship with the residential uses to the north by directing activity and noise away from those homes.

8. The height, area, setbacks, and overall mass, as well as parts of any structures (building walls, signs, lighting, etc.) and landscaping shall be adequate.

The proposed height, area, setbacks and mass are adequate for the site and surrounding context. The building is setback approximately 50 feet, whereas adjacent buildings are setback approximately 25 feet on the west and 80 feet on the east. The proposed setback of this site provides a transition between the two. Approximately 47% of the site is impervious area, whereas up to 80% impervious area coverage is allowed. The height of the building is 30 feet, whereas the district allows up to 45 feet.

Landscaping is provided throughout the site. Landscaped parking lot islands are located in the parking area and ground mounted mechanical equipment is screened. Some existing vegetation will remain along the north and east areas of the site. There is a heavier concentration of landscaping to the north, to act as a buffer between residential use. In addition to the tree canopy proposed to remain, the applicant will be planting a row of junipers along the northern edge of the parking lot and behind the trash enclosure.

9. Ingress, egress, internal traffic circulation, off-street parking facilities, loading and service areas, and pedestrian walkways shall be designed as to promote safety and convenience.

The site has right-of-way access from Eisenhower Road, where two drives with painted medians are proposed. The internal drive loops around the building, providing sufficient internal circulation. Pedestrian sidewalk connections and crosswalks within the parking lot connect the public sidewalk and parking area to the building in a safe and efficient way. Adequate parking is provided for the use.

10. The architectural character of the proposed structure shall meet the requirements of Article 7, Design Standards.

The proposed structure meets the requirements of Article 7, design standards for architecture. The proposed building uses precast concrete construction with a mix of smooth, exposed aggregate, and vertical relief finishes in a neutral-toned color palette with accents of dark burnt red tone. Additionally, a stone veneer and the horizontal relief pattern are provided to break up the massing of the building. While the primary entrance for the site is on the east façade, the southern street facing façade has been given a similar storefront appearance with increased glazing and canopy feature to maintain a strong visual connection to the public right-of-way.

The proposed trash enclosure is located north of the building, and is of masonry construction using materials that match the building construction. Rooftop mechanical equipment will be screened by the parapet.

STAFF RECOMMENDATION:

Staff recommends approval of the Phil's Corner site development plan.

ACTIONS/OPTIONS:

- Recommend approval of the site plan for Les Schwab Tire Center located at 800 Eisenhower Road.
- Recommend approval with conditions of the site plan Les Schwab Tire Center located at 800 Eisenhower Road.
- Recommend disapproval of the site plan for Les Schwab Tire Center located at 800 Eisenhower Road.

3. 2025-07 SUB – PHIL'S CORNER PRELIMINARY PLAT

APPROVED: 5-0

Consider a preliminary plat for Phil's Corner Preliminary Plat, Case No. 2025-07 SUB. The applicant is requesting approval of a 24.08-acre, 2 lot preliminary plat for Phil's Corner, located at the north corner of Tonganoxie Road and S. 20th Street. The property is currently zoned R1-9 Medium Density Single Family Residential District and GBD, General Business District. The proposed plat will divide the lot in accordance with the existing zoning. The property is currently occupied by one single-family home, which is on the R1-9 zoned portion.

Chairman Waugh called for the staff report.

Ms. Portillo stated when this property was annexed to the City, there was an agreement made with the property owner at that time that the City would agree to rezone 2 acres to a Commercial Zoning District. After it was annexed, the City undertook rezoning of the 2 acres into GBD. At that time, it was not platted so it has remained as one lot with two separate zoning districts. The owner is now looking to formally separate this into its own separate lot for the purpose of development. Currently, the only development on the lot is a Single Family Home and it will remain R1-9. There are no proposed additional zonings at this time.

Ms. Portillo said this has been reviewed through members of the DRC who are relevant, it has also been reviewed by the County. We do not have any issues with this plat application.

Chairman Waugh asked the applicant if there was anything he'd like to add and asked if the Commissioners had any questions for the staff.

Commissioner Stephens asked for clarification if the intention is to keep this section of land commercial or change it to residential.

Ms. Portillo responded that we are not changing the zoning, we are cutting the commercial portion of the lot out of the residential part. We are making it into two separate lots.

Chairman Waugh clarified that we are making it into two different parcels, to which Ms. Portillo said yes. Commissioner Bateman added that it's creating a saleable lot.

Commissioner Hines Whitson Hanson made a motion to approve the preliminary plat. Commission Maxwell seconded, motion approved 5-0.

Ms. Portillo asked if a motion would like to be made on the final plat as well.

4. 2025-08 SUB – PHIL’S CORNER FINAL PLAT

APPROVED: 5-0

Consider a final plat for Phil’s Corner Final Plat, Case No. 2025-08 SUB.

Chairman Waugh called for a motion. Commissioner Stephens moved to approve the final plat as described, seconded by Commissioner Maxwell, and approved by a vote of 5-0.

Chairman Waugh called for the staff report.

Ms. Portillo stated the applicant is requesting approval of a final plat for one, 2.04-acre lot, known as Lot 1 of Phil’s Corner. This property is located at the north corner of Tonganoxie Road and S. 20th Street. The final plat includes dedication of a 10-foot wide utility easement to the City of Leavenworth along property lines.

This item will go to the City Commission as there are dedications to the City of Leavenworth that the Commission will need to accept. They will need to approve the preliminary plat and then accept the dedications on the final plat.

The plat was reviewed by the Development Review Committee. No issues of note were identified with the plat.

The associated preliminary plat for the development is also on this agenda.

OTHER BUSINESS:

No other business.

Chairman Waugh moved to adjourn, seconded by Commissioner Bateman and approved 5-0.

Meeting adjourned at 6:25 p.m.

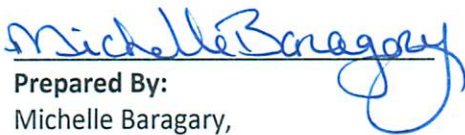
Minutes taken by Planning and CD Assistant Katherine Criscione.

**PLANNING COMMISSION AGENDA ITEM
2025-12 SUP
510 KIOWA**

SEPTEMBER 8, 2025

SUBJECT:

A request for a Special Use Permit to allow a two-family dwelling in the R1-6, High Density Single Family Residential District, zoning district.


Prepared By:
Michelle Baragary,
City Planner


Reviewed By:
Kim Portillo, AICP
Planning & CD Director

NATURE OF REQUEST

The applicant, Mohammed Sazad, is requesting a Special Use Permit (SUP) to allow a two-family dwelling in the R1-6, High Density Single Family Residential District, zoning district. Two-family dwellings are allowed in the R1-6 zoning district with the issuance of a Special Use Permit.

The property is currently an existing nonconforming use as a two-family dwelling, as there is no existing Special Use Permit. Per section 1.05.D of the adopted Development Regulations:

Any lawfully existing nonconforming use of part or all of a structure or any lawfully existing nonconforming use of land, not involving a structure or only involving a structure which is accessory to such use or land, may be continued, so long as otherwise lawful.

Section 1.05.D of the Development Regulations also states in regards to Nonconforming Uses:

If a structure devoted to a nonconforming use is damaged or destroyed by more than fifty percent (50%) of its fair market value, such building shall not be restored if the use of such building is not in conformance with the regulations of the zoning district in which it is located.

According to city records, the structure on the property has been functioning as a two-family dwelling since at least 2018 without City approval. The applicant is requesting a Special Use Permit to adequately represent the current use of the structure and to make the use conforming.

COMMISSION FINDINGS

The Commission may recommend issuance of a special use permit whenever it finds that:

1. The proposed special use complies with all applicable provisions of this ordinance.

Based on all available information, staff believes that this application complies with all provisions of City of Leavenworth Development Regulations.

2. The proposed special use at the specified location will contribute to and promote the economic development, welfare or convenience of the public.

This property has functioned as a two-family dwelling since at least 2018, and contributes to the diversity of housing stock available to Leavenworth residents.

3. The special use will not cause substantial injury to the value of other property in the neighborhood in which it is located.

Based on the information available, staff does not believe that the continued use will cause any substantial injury to the value of other property in the neighborhood.

4. The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with it, and the location of the site with respect to streets giving access to it are such that the special use will not dominate the immediate neighborhood so as to prevent development and use of neighboring property in accordance with the applicable zoning district regulations.

No new structures or building modifications are proposed as part of this special use permit. The property will continue to function as it is currently.

Notification was sent to property owners within 200' of the subject property, as required by Kansas statute. After notifications were mailed, staff received one inquiry.

STAFF RECOMMENDATION:

Staff recommends approval of the Special Use Permit request based on the analysis and findings included herein, subject to the following conditions:

1. The property owner shall register the property with the City of Leavenworth as a two-family rental property.

Failure to maintain compliance with all conditions shall result in revocation of the Special Use Permit.

ACTION/OPTIONS:

- Motion, based upon findings as stated and conditions as presented, to recommend approval to the City Commission with included conditions.
- Motion, to recommend denial to the City Commission.
- Table the issue for additional information/consideration.

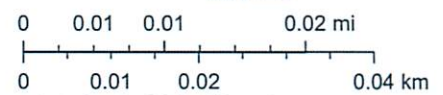
510 Kiowa



9/2/2025, 4:03:55 PM

1:1,128

- Override 1
- Leavenworth City Limits
- Parcels_Current
- City Right-of-Way
- Address (Points)
- RoadCenterline



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510 Kiowa - Zoning



9/2/2025, 4:07:41 PM

- Override 1

Zoning_CURRENT

GBD

OBD

R1-6

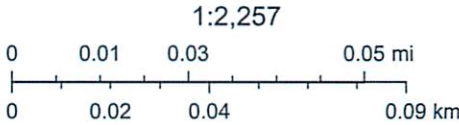
R4-16
- Parcels_Current

Address (Points)

Leavenworth City Limits

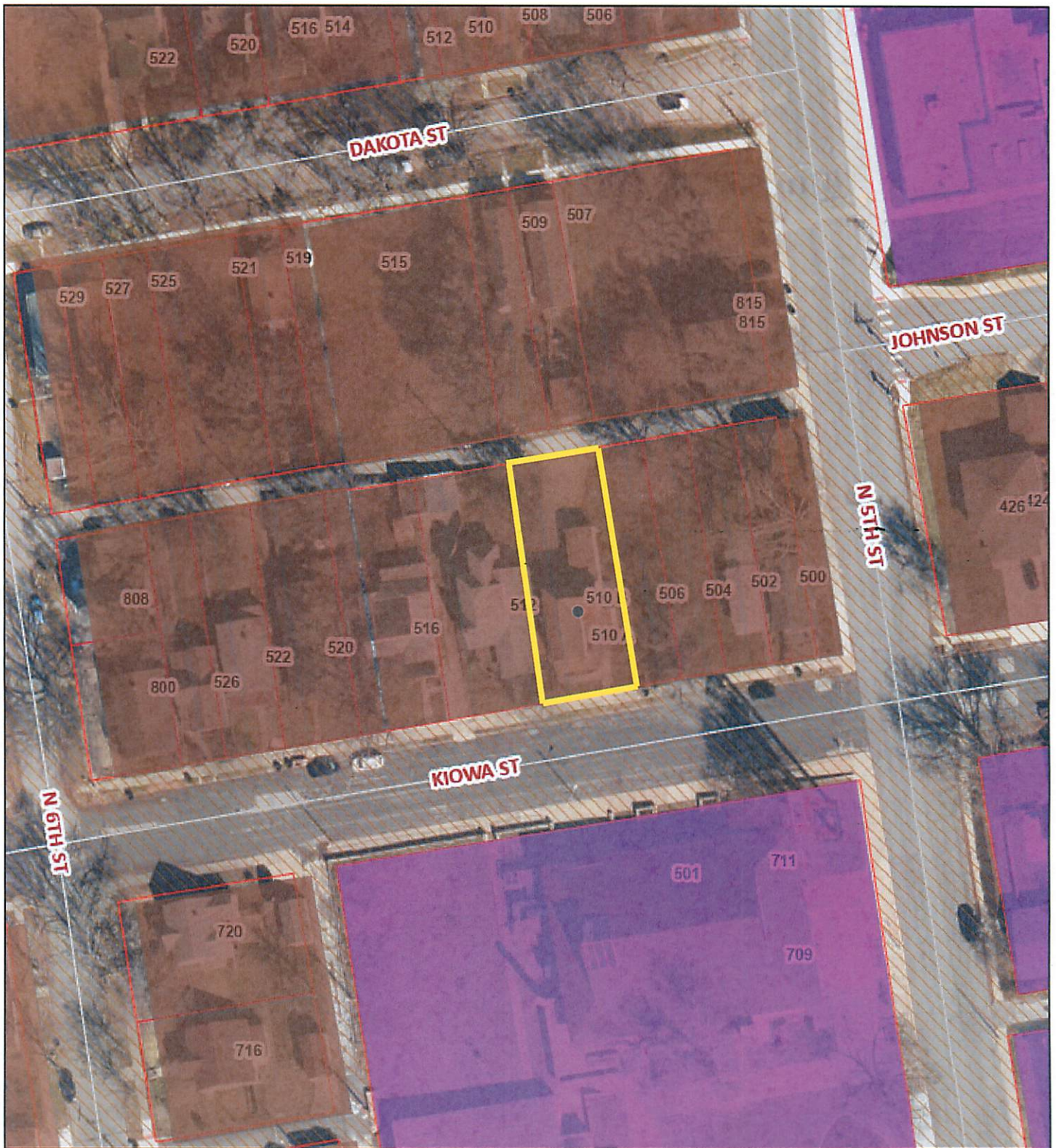
City Right-of-Way

RoadCenterline



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510 Kiowa - Future Land Use



9/2/2025, 4:18:20 PM

- █ Override 1
- Future Land Use (Comp Plan 2030)
 - █ Public/Semi-Public
 - █ Single-Family
 - Parcels_Current
- Leavenworth City Limits
- City Right-of-Way
- RoadCenterline
- Address (Points)



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SPECIAL USE PERMIT
CITY OF LEAVENWORTH, KANSAS

OFFICE USE ONLY

CASE NO.: 2025-12 SUP

Application No.	<u>17516</u>
Fee (non-refundable)	\$350.00
Filing Date	<u>6/26/25</u>
Received By	<u>online</u>
Hearing Date	<u>9/8/25</u>
Publication Date	<u>8/13/25</u>

As provided in Section 2.04 of the 2016 Development Regulations, application is hereby made for a SPECIAL USE PERMIT for the operation of a: 2 Family Dwelling in R1-6
(Existing 2-Family Dwelling)

in accordance with the attached site plan on the following described property:

Subject Property: 510 Kiowa St
Legal Description: (Attach a full legal description provided by the Register of Deeds Office)
Real Estate PID #: 077-25-0-20-18-007.00-0
Zoning: R1-6 Historic District: NA

I/We, the undersigned, depose and state we are the owners of the above described property:

Name(s) of Owner (print): R. Zg and Graham Properties LLC
Owner Address: 2721 SW Gray Lane, Lee's Summit, MO 64081
Contact No. 347-228-9403 Email: FavStop@gmail.com

Signature of Owner(s): [Signature]

State of Kansas

County of Leavenworth (SEAL)



Signed or attested before me on: 6/25/2025

Notary Public: Sarah Roll

My Appointment Expires: 3/22/2027

If business is operated by someone other than the owner, provide name and address of operator(s).

Name of Lessee:

Address:

Contact No.

Email:

NOTE: All signatures must be in ink. Signature of owner(s) must be secured and notarized.

Check list below...

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Non-Refundable Fee of \$350.00 is due at time of application |
| <input checked="" type="checkbox"/> | Certified list of property owners within two hundred (200) feet of the subject property |
| <input checked="" type="checkbox"/> | Attach full legal description obtained through the Register of Deeds Office |
| <input checked="" type="checkbox"/> | Site Plan drawn to scale (See General Instructions) |
| <input checked="" type="checkbox"/> | Supporting documentation (See General Instructions) |









Sarah Roll

From: favstop@gmail.com
Sent: Friday, June 27, 2025 3:34 PM
To: Sarah Roll
Cc: Michelle Baragary
Subject: Re: 510 Kiowa st

Application for Pre-Existing Two-Family Dwelling at 510 Kiowa st, Leavenworth Kansas

Dear Members of the Board,

I am writing to formally express my intent to apply for a Special Use Permit for the continued use of the property located at 510 Kiowa st as a pre-existing 2 family dwelling.

This property has historically been used as a two-family residence, and I am seeking to maintain that use in accordance with local zoning regulations. The purpose of this application is to bring the property into full compliance with any applicable zoning requirements and to continue providing safe, quality housing for two families without any expansion or intensification of use.

There are no proposed structural changes or additions to the existing building. The use of the property will remain consistent with its long-standing configuration. The continued operation as a two-family residence will not adversely affect the surrounding neighborhood, and all health, safety, and building codes will be strictly adhered to.

I respectfully request your consideration and approval of this Special Use Permit. I am happy to provide any additional documentation or attend a hearing to further support my application.

Thank you for your time and attention to this matter.

Sincerely,
Mohammed Sazad

Sent from my iPhone

On Jun 27, 2025, at 4:14 PM, Sarah Roll <Sarah.Roll@firstcity.org> wrote:

Good afternoon.

Thank you for the pictures.

Were you able to prepare a letter of intent for your application? I believe Michelle requested that on your initial visit to our office.

Let me know if you have any questions.