

# City of Leawood

4800 Town Center Drive  
Leawood, KS



## SPORT COURTS – WITH LIGHTING

### Development Guidelines

In accord with various Federal and State civil rights legislation, the City of Leawood does not discriminate against individuals regardless of race, ethnicity, color, religion, gender, national origin, age, marital status, medical condition or disability.



# City of Leawood

## 2020 Planning Commission Schedule and Deadlines

| Planning Commission Meeting<br>6:00:00 PM at Leawood City Hall | Application Deadline<br>Rezoning, SUP, Preliminary Plan/Plat, Final<br>Plan/Plat | Deadline for Publication<br>Public Notices, Rezoning & SUP Sign<br>Posting |
|--|--|--|
| Tuesday, January 28, 2020                                      | Tuesday, December 24, 2019   | Tuesday, January 7, 2020   |
| Tuesday, February 25, 2020                                     | Tuesday, January 21, 2020  | Tuesday, February 4, 2020  |
| Tuesday, March 24, 2020  | Tuesday, February 18, 2020   | Tuesday, March 3, 2020   |
| Tuesday, April 28, 2020  | Tuesday, March 24, 2020  | Tuesday, April 7, 2020   |
| Tuesday, May 26, 2020  | Tuesday, April 21, 2020  | Tuesday, May 5, 2020   |
| Tuesday, June 23, 2020   | Tuesday, May 19, 2020  | Tuesday, June 2, 2020  |
| Tuesday, July 28, 2020   | Tuesday, June 23, 2020   | Tuesday, July 7, 2020  |
| Tuesday, August 25, 2020                                       | Tuesday, July 21, 2020   | Tuesday, August 4, 2020  |
| Tuesday, September 22, 2020                                    | Tuesday, August 18, 2020   | Tuesday, September 1, 2020   |
| Tuesday, October 27, 2020                                      | Tuesday, September 22, 2020  | Tuesday, October 6, 2020   |
| Tuesday, November 24, 2020                                     | Tuesday, October 20, 2020  | Tuesday, November 3, 2020  |
| Tuesday, December 8, 2020                                      | No New Applications - Old Business Only  |  |
| Tuesday, January 26, 2021                                      | Tuesday, December 22, 2020   | Tuesday, January 5, 2021   |

# APPLICATION CHECKLIST

## (Sport Court – With Lighting)

At a minimum, all applications must include the following to be accepted. Additional information may be required to take the application forward to the Planning Commission and Governing Body. See the information within the application package for details about each item listed below.

- A completed application with the signature of the property owner on which the project is proposed to be located.
- Appropriate application fee.
- A site plan showing the location of existing and proposed structures. Please also show dimensions to buildings and property lines.
- A landscape plan showing how the sport court will be screened from the right-of-way and all adjacent properties.
- A drainage study completed by a Kansas registered professional engineer.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

|                 | <b>OTHER PLAN APPROVALS</b>   | <b>Fee</b>                    |
|-----------------|---|-------------------------------|
| <b>Planning</b> | <b>Hardscape Plan, Landscape Plan, Sign Plan</b>  | <b>\$200.00 each</b>          |
|                 | <b>Sport Court Application</b>  | <b>\$75.00 each</b>           |
|                 | <b>Roofing Material &amp; Color Application</b>   | <b>\$75.00 each</b>           |
|                 | <b>Modification of Stipulations</b>   | <b>\$200.00 @ application</b> |
|                 | <b>Final Plan for Changes to Building Façade/Elevations Application</b>                                   | <b>\$300.00 each</b>          |
|                 | <b>Final Plan Re-Inspection Fee</b>   | <b>\$75.00 each</b>           |
|                 | <b>Wireless Communication Facilities Co-locations and Modifications to Existing Tower or Base Station</b> | <b>\$300.00 each</b>          |
|                 | <b>Administrative Review of Electric Car Charging Stations</b>  | <b>\$100.00 each</b>          |
|                 | <b>Administrative Review of Ground Mounted Utility Box</b>  | <b>\$100.00 each</b>          |
|                 | <b>Administrative Review of DAS/SCF Facility</b>  | <b>\$125.00 each</b>          |
|                 | <b>Administrative Review of WiFi Antennae Systems</b>   | <b>\$200.00 each</b>          |

|                 | <b>SIGNS &amp; BANNERS</b>  | <b>Fee</b>                             |
|-----------------|---|--|
| <b>Planning</b> | <b>Monument Sign/Structures- All sizes [Additional electrical permit required]</b>                              | <b>\$200.00</b>                        |
|                 | <b>Permanent Sign – Wall Sign- All sizes [Additional electrical permit required]</b>                            | <b>\$4.00 @ sq. ft. [min. \$25.00]</b> |
|                 | <b>Permanent Sign - Canopy Sign – All sizes</b>   | <b>\$4.00 @ sq. ft. [min. \$25.00]</b> |
|                 | <b>Permanent Sign - Awning Sign – All sizes</b>   | <b>\$4.00 @ sq. ft. [min. \$25.00]</b> |
|                 | <b>Permanent Sign - Blade Sign – All sizes [Additional electrical permit required]</b>                          | <b>\$4.00 @ sq. ft. [min. \$25.00]</b> |
|                 | <b>Permanent Sign - Building Identification Symbols – All sizes [Additional electrical permit required]</b>     | <b>\$4.00 @ sq. ft. [min. \$25.00]</b> |
|                 | <b>Permanent Sign - Directional Sign – All sizes [Additional electrical permit required]</b>                    | <b>\$4.00 @ sq. ft. [min. \$25.00]</b> |
|                 | <b>Permanent Sign - Directory Sign – All sizes [Additional electrical permit required]</b>                      | <b>\$4.00 @ sq. ft. [min. \$25.00]</b> |
|                 | <b>Permanent Sign - Signage on Architectural Structures – All sizes [Additional electrical permit required]</b> | <b>\$4.00 @ sq. ft. [min. \$25.00]</b> |
|                 |   |  |

## LEAWOOD PLANNING COMMISSION

The Leawood Planning Commission is a nine member non-partisan body whose members are appointed by the Mayor and confirmed by the Governing Body.

The Planning Commission prepares the Comprehensive Plan that is used as a general guide for the development of the community. The Comprehensive Plan is reviewed and updated annually as part of the commission's ongoing process of evaluating trends and patterns. The Commission also reviews all zoning, special use permit, and site plan and plat applications prior to making recommendations to the governing body for final action.

The regular scheduled public meetings of the Planning Commission are held at 6:00 PM on the fourth Tuesday of each month in the City Council chambers, 4800 Town Center Drive. The Commission may also schedule a special meeting and/or conduct a study session on the second Tuesday of each month.

Anyone wishing to appear on the Planning Commission agenda or study session agenda should contact Planning Services at (913) 339-6700.

### REZONING, PRELIMINARY PLAN AND SPECIAL USE PERMIT PROCEDURES FOR LEAWOOD, KANSAS

Newspaper publications: The city will be responsible for publishing the notice of public hearing in the official City newspaper not less than 20 days prior to the end of the public hearing.

Posting of the sign: Upon submission of the application, the City will supply the applicant with a sign to be posted on the property. The sign must be posted not less than 20 days prior to the public hearing.

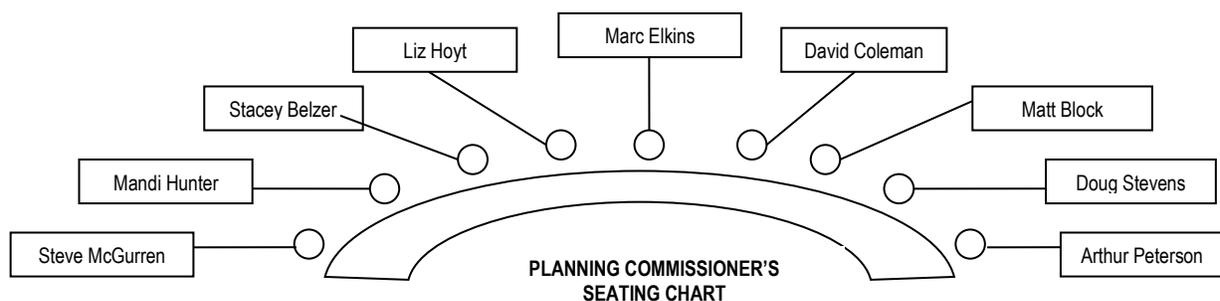
Letters of notification: The applicant will be responsible for mailing notices by certified mail, return receipt requested, of the proposed zoning change to all land owners located within 200 feet of the area proposed to be altered. These notices must be sent a minimum of 20 days prior to the Planning Commission hearing.

Public hearing: The Planning Commission hears all zoning requests, hearing from the applicant and anyone in the audience wishing to speak for or against the proposal. The Commission will then make a recommendation for approval or denial to the City Council or continue the application to another Planning Commission agenda. The following is an outline of the public hearing process.

1. Staff summarization of comments and recommendations.
2. Applicant presentation and response to staff comments and recommendations.
3. Public Hearing
  - a. Anyone wishing to speak, either in favor or in opposition has an opportunity to speak.
  - b. It is appreciated if the speakers keep repetition to a minimum.
4. The applicant will have an opportunity to respond to points raised during the hearing.
5. Planning Commission discussion.
6. Motion and second by the Planning Commission.
7. Planning Commission discussion of motion.
8. Planning Commission vote on the motion.

Protest period: Certain property owners may file a petition protesting the application within 14 days after the close of the Planning Commission public hearing. The petition must be signed by the owners of record of 20% or more of any real property proposed to be rezoned, or by the owners of record of 20% or more of the total real property within the area required to be notified in Article 16-5-4.1 of the proposed zoning of specific property, excluding streets and public ways and property excluded pursuant to 16-5-4.3.

City Council Action: After the protest period has concluded, the application will be placed on an agenda for a City Council meeting. The Council may then take action on the proposal. The Council may approve the Planning Commission's recommendation, or it may amend and approve or remand the proposal to the Planning Commission for further consideration.





**To all the developers in the City of Leawood, Kansas:**

The information contained in this packet will explain Leawood's procedures and requirements necessary for the construction of a sport court. A sport court is defined as paved areas and other surfaces designed for sports or similar recreational uses. If no lighting for the sport court is proposed, a sport court may be approved as an authorized accessory use subject to required administrative approval through an administrative special use permit approved by the Director of Community Development for location and design. However, if lighting is proposed, a sport court requires a special use permit as recommended by the Planning Commission and approved by the Governing Body.

These procedures and regulations are governed by the Leawood Development Ordinance.

Please contact the Planning and Development Department if there are any questions, (913) 663-9160.

Planning and Development Department  
City of Leawood, Kansas  
January, 2020

## **Sport Court Special Use Permit Procedure**

### Pre-Application Conference:

The applicant will make an appointment for a pre-application conference with the Planning and Development Department. The items to be brought to the meeting include: legal description, sketches, thoughts and ideas.

### Sport Court approval process:

Sports courts/Tennis courts. Paved areas and other surfaces designed for sports or similar recreational uses (hereinafter referred to as "courts"), may be approved as an authorized accessory use subject to required administrative approval by the Director of Planning for the location and design.

In order to prevent a negative influence on the neighborhood and creation of a potential nuisance the following conditions shall be considered minimum requirements to be met.

- a. Courts must be accessory to the principal use it is intended to serve. Courts on separate lots will not be considered as stand alone structures.
- b. Plans shall be submitted for approval and shall be based upon compliance with the following standards: 1) The need for screening to protect the privacy of adjoining properties, including noise and lighting, if proposed, and 2) appropriate management of surface water runoff. These standards are to be considered minimums and other factors may be considerations for approval by the Director of Planning.
- c. Courts shall not be constructed within a required front yard and shall be located a minimum of 10 feet from any rear or side lot line. Screen plantings of a height necessary to muffle noise and block lights may be required as a condition to the special use approval.
- d. Fences for courts may be up to 12 feet in height and shall be of a green or black PVC coated chain link fabric. Said fences shall be located a minimum of 10 feet from any rear or interior side lot line.
- e. Courts shall be designed so that the surface water will be carried to the street or storm drainage system on the owner's property, or by underground pipe to the public street or storm drainage system, or if across other ownership's, easements must be obtained. A statement along with a detailed drawing from a professional engineer, P.E., shall be submitted showing and stating that these drainage requirements have been or will be met.

- f. All court lighting shall be subject to approval either in conjunction with the application for a sport court or separately as an addition at a later date. Existing courts requesting lighting shall be authorized only by issuance of a special use permit. A lighting plan shall be submitted which indicates the lumens (footcandles) at the property line and distance to the nearest structures. Footcandles shall not exceed 0.5 footcandle measured anywhere along the adjacent property lines. Illumination levels shall be measured with a photoelectric photometer having a spectral response similar to that of the human eye, following the standard spectral luminous efficiency curve adopted by the International Commission on Illumination. A lighted court may be required to have additional screening in order to mitigate the affect of lighting on any adjoining properties. Cutoffs shall be provided to eliminate the view of the light source from adjoining properties.
- g. No court lighting shall be permitted between the hours of 10:00 p.m. and 7:00 a.m.
- h. A landscape plan shall be submitted at the time of application indicating plant material, size, location and spacing proposed.
- i. All courts shall require a building permit prior to grading and/or installation.

Summary:

The applicant is responsible for meeting all applicable City, County, State and Federal codes in their submission. Incomplete submissions may be rejected. It is the applicant's responsibility to ensure that all of the required documents have been submitted to staff.

# Proof of Ownership Affidavit

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being duly sworn upon his/her oath, deposes and states as follows:

1. That \_\_\_\_\_ is/are the legal owner(s) of the property affected by Case # \_\_\_\_\_; or

2. That \_\_\_\_\_, a \_\_\_\_\_, is the holder of a contract to purchase the property

affected by Case # \_\_\_\_\_ from the owner(s), and is therefore "landowner" within the meaning of K.S.A.12-726, and any amendments thereto; and

3. That he/she is the \_\_\_\_\_ of said \_\_\_\_\_ (contract holder) and was duly authorized to file the application for Case # \_\_\_\_\_ on its behalf.

\_\_\_\_\_  
Signature

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My appointment expires:  
\_\_\_\_\_



City of Leawood

# SPECIAL USE PERMIT APPLICATION – SPORT COURT

Please read the application fully before completing. This application cannot be processed unless complete with all the required documents attached. If you need any assistance in completing the form, please call the Planning and Development Department at (913) 339-6700 x 160. Fax: (913) 339-6736 **Fee: \$75.00**

# \_\_\_\_\_

Describe the type of activities proposed: \_\_\_\_\_  
Example: basketball, tennis, volleyball, etc.

Property address: \_\_\_\_\_

Standard times of use: from: \_\_\_\_\_ to: \_\_\_\_\_

Are building or site improvements or alterations proposed with this request? No \_\_\_ Yes \_\_\_

If yes, describe and attach a detailed site plan showing the changes.

Will a fence be added? No \_\_\_ Yes \_\_\_

If so, please complete the following:

Height \_\_\_\_\_ Materials \_\_\_\_\_ Color \_\_\_\_\_

Will there be lighting added? No \_\_\_ Yes \_\_\_

Is there any existing lighting that pertains to the court? No \_\_\_ Yes \_\_\_

If so, please designate where it is on the site plan.

Is the proposed court on the lot of the main use? No \_\_\_ Yes \_\_\_

Anticipated attendance per week (beyond normal activity on the site): \_\_\_\_\_ persons \_\_\_\_\_ vehicles

## APPLICANT

## OWNER OF PROPERTY

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

**DEVELOPER:**

Business Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**ARCHITECT:**

Business Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**ENGINEER/SURVEYOR:**

Business Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**LANDSCAPE ARCHITECT/PLANNER:**

Business Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

I certify that the information contained in and attached to this Application is correct, and I agree to abide by the specific terms and stipulations of this permit.

I authorize the applicant to conduct the special event outlined in this application and its attachments, according to the specific terms and stipulations of this permit.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Owner's Signature

**IMPORTANT APPLICATION REQUIREMENTS**

The following is a checklist of requirements that must be complete and submitted with the application.

- \_\_\_\_\_ 1. A site plan showing the location of existing and proposed structures. Please also show dimensions to buildings and property lines.
- \_\_\_\_\_ 2. A landscape plan.
- \_\_\_\_\_ 3. A drainage study completed by a Kansas registered professional engineer.

This space is for additional information you would like to provide in response to the questions on this form. Attach additional sheets if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE ONLY**

Date Filed: \_\_\_\_\_ Accepted by: \_\_\_\_\_ Fee Collected: \_\_\_\_\_

APPROVED     DENIED    Reasons for Denial: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**STIPULATIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_