

We encourage everyone to view the meeting live via YouTube.

***Leavenworth County
Board of County Commissioners***

Regular Meeting Agenda
300 Walnut Street, Suite 225
Leavenworth, KS 66048
August 21, 2024
9:00 a.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE/MOMENT OF SILENT PRAYER
- III. ROLL CALL
- IV. PUBLIC COMMENT: Public Comment shall be limited to 15 minutes at the beginning of each meeting and limited to three minutes per person. Anyone wishing to make comments either on items on the agenda or not are encouraged to provide their comments in writing no later than 8:00 AM the Monday immediately preceding the meeting. These comments will be included in the agenda packet for everyone to access and review. This allows the Commission to have time to fully consider input and request follow up if needed prior to the meeting.
- V. ADMINISTRATIVE BUSINESS:
 - a) Replacement of Commissioner Kaaz on committees
- VI. CONSENT AGENDA: The items on the Consent Agenda are considered by staff to be routine business items. Approval of the items may be made by a single motion, seconded, and a majority vote with no separate discussion of any item listed. Should a member of the Governing Body desire to discuss any item, it will be removed from the Consent Agenda and considered separately.
 - a) Approval of the minutes of the meeting of August 14, 2024
 - b) Approval of the schedule for the week August 26, 2024
 - c) Approval of the check register
 - d) Approve and sign the OCB's

VII. FORMAL BOARD ACTION:

- a) Consider a motion to table Resolution 2024-19, Case DEV-24-030, to a date certain as such time that additional information is received from the State Fire Marshall's office.
- b) Consider a motion to table the annexation resolution of the city of Basehor, resolution 2024-13 to September 11, 2024 at 9:00 a.m.

VIII. PRESENTATIONS AND DISCUSSION ITEMS: presentations are materials of general concern where no action or vote is requested or anticipated.

- a) Unfilled vacancies policy
- b) Port Authority budget discussion
- c) Budget discussion as needed

IX. ADJOURNMENT

LEAVENWORTH COUNTY COMMISSIONERS MEETING SCHEDULE

Monday, August 19, 2024

Tuesday, August 20, 2024

12:00 p.m. LCPA meeting

Wednesday, August 21, 2024

9:00 a.m. Leavenworth County Commission meeting
• Commission Meeting Room, 300 Walnut, Leavenworth KS

Thursday, August 22, 2024

Friday, August 23, 2024

ALL SUCH OTHER BUSINESS THAT MAY COME BEFORE THE COMMISSION

ALL MEETINGS ARE OPEN TO THE PUBLIC

COMMENTS SHOULD BE OF GENERAL INTEREST OF THE PUBLIC AND SUBJECT TO THE RULES OF DECORUM

*****August 14, 2024 *****

The Board of County Commissioners met in a regular session on Wednesday, August 14, 2024. Commissioner Culbertson, Commissioner Kaaz, Commissioner Mike Smith, Commissioner Doug Smith and Commissioner Stieben are present; Also present: Mark Loughry, County Administrator; David Van Parys, Senior County Counselor; Janet Klasinski, County Clerk; Shayla Herrera, Community Corrections; John Richmeier, Leavenworth Times

Residents: Brian Lee, Joe Wilson, Willie Dove

PUBLIC COMMENT:

Brian Lee commented.

ADMINISTRATIVE BUSINESS:

Commissioner Culbertson will write a response to the proposed 2 mill levy increase due to the number of emails.

Commissioner Stieben requested the unfilled vacancies policy be placed on the agenda next week for discussion.

A motion was made by Commissioner Kaaz and seconded by Commissioner Mike Smith to accept the consent agenda for Wednesday, August 14, 2024.

Motion passed, 5-0.

A motion was made by Commissioner Doug Smith and seconded by Commissioner Mike Smith to adjourn as the Board of County Commissioners and convene as the Board of County Canvassers.

Motion passed, 5-0.

Ms. Klasinski updated the Board with the turnout of the primary and the audit.

A motion was made by Commissioner Doug Smith and seconded by Commissioner Mike Smith to adjourn as the Board of County Canvassers and reconvene as the Board of County Commissioners.

Motion passed, 5-0.

A motion was made by Commissioner Kaaz and seconded by Commissioner Mike Smith to approve the Notice of Hearing to Exceed Revenue Neutral Rate and Budget Hearing set for August 28, 2024 at 9:00 a.m.

Motion passed, 5-0.

A motion was made by Commissioner Kaaz and seconded by Commissioner Mike Smith to approve the Notice of Hearing to Exceed Revenue Neutral Rate and Budget Hearing for Special Other Funds set for August 28, 2024 at 9:00 a.m.

Motion passed, 5-0.

Shayla Herrera requested approval of the FY2024 Adult Comprehensive Plan budget amendment and Juvenile Crime Community Prevention budget amendment.

A motion was made by Commissioner Doug Smith and seconded by Commissioner Stieben to approve the 2024 Adult Comprehensive Plan budget amendment and 2024 Juvenile Crime Community Prevention budget amendment.

Motion passed, 5-0.

Ms. Herrera presented FY2024 Community Corrections year end outcome reports for the Adult Comp Plan and Juvenile Comp Plan.

A motion was made by Commissioner Mike Smith and seconded by Commissioner Kaaz to approve FY2024 Community Corrections year end outcome reports for the FY2024 Adult Comp Plan and the FY2024 Juvenile Comp Plan.

Motion passed, 5-0.

Ms. Herrera requested approval of an application for FY2025 Community Programs Juvenile Justice Grant.

A motion was made by Commissioner Doug Smith and seconded by Commissioner Mike Smith to approve the application for the FY2025 Community Programs Juvenile Justice Involved Youth Programs Grant.

Motion passed, 5-0.

The Board briefly discussed the budget.

A motion was made by Commissioner Doug Smith and seconded by Commissioner Mike Smith to adjourn as the Board of County Commissioners and convene as the Board of County Canvassers.

Motion passed, 5-0.

Ms. Klasinski indicated there were no changes in the results of the election after counting the Provisionals and requested the Board to certify the election.

A motion was made by Commissioner Doug Smith and seconded by Commissioner Stieben to accept and certify the election of the votes of August 6, 2024 of the primary election.

Motion passed, 5-0.

A motion was made by Commissioner Doug Smith and seconded by Commissioner Mike Smith to adjourn as the Board of County Canvassers and reconvene as the Board of County Commissioners.

Motion passed, 5-0.

Commissioner Mike Smith will address issues on the Lansing Government channel today.

The Mid America Regional Council will be at the Courthouse promoting City Selfie Day on Thursday.

Commissioner Doug Smith reported the city of Basehor opened their Splash Pad.

Commissioner Kaaz attended the KCATA Governing Support meeting and a Mental Health Advisory Board meeting.

A motion was made by Commissioner Mike Smith and seconded by Commissioner Doug Smith to adjourn.

Motion passed, 5-0.

The Board adjourned at 9:44 a.m.

LEAVENWORTH COUNTY COMMISSIONERS MEETING SCHEDULE

Monday, August 26, 2024

Tuesday, August 27, 2024

8:00 a.m. Workforce Partnership meeting

12:00 p.m. MARC meeting

Wednesday, August 28, 2024

9:00 a.m. Leavenworth County Commission meeting
• Commission Meeting Room, 300 Walnut, Leavenworth KS

Thursday, August 29, 2024

Friday, August 30, 2024

ALL SUCH OTHER BUSINESS THAT MAY COME BEFORE THE COMMISSION

ALL MEETINGS ARE OPEN TO THE PUBLIC

COMMENTS SHOULD BE OF GENERAL INTEREST OF THE PUBLIC AND SUBJECT TO THE RULES OF DECORUM

START DATE: 08/10/2024 END DATE: 08/17/2024

warrants by vendor

START DATE: 08/10/2024 END DATE: 08/17/2024

warrants by vendor

START DATE: 08/10/2024 END DATE: 08/17/2024

TYPES OF CHECKS SELECTED: * ALL TYPES

			P.O.NUMBER	CHECK#						
19950	DENNEY JAN	JANICE M DENNEY	343616	110107 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00		
							*** VENDOR	19950 TOTAL	220.00	
5362	DIAMOND DRUGS	DIAMOND DRUGS,INC	343508	110005 AP	08/16/2024	4-001-5-07-219	SHERIFF - INMATE PRESCRIPTIONS	5,706.78		
17551	DIGGER JIM	DIGGER JIM'S	343509	110006 AP	08/16/2024	4-001-5-07-208	CLEANED GREASE PIT IN JAIL KIT	250.00		
12046	DOTY JANN	JANN DOTY	343617	110108 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	200.00		
12046	DOTY JANN	JANN DOTY	343617	110108 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00		
							*** VENDOR	12046 TOTAL	220.00	
30100	ELECTION WORKER	CYNTHIA BARTKO	343618	110109 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	CLINTON BEAIRD	343619	110110 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	CLINTON BEAIRD	343619	110110 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00		
30100	ELECTION WORKER	SUSAN BOGART	343620	110111 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	JOHNNA BRADFORD	343621	110112 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	JOEL BUCK	343622	110113 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	KELLY COLLINS	343623	110114 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	ROBERT (RON) DAVIDS	343624	110115 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	VICTORIA DAVIDS	343625	110116 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	JOHN DONOVAN	343626	110117 AP	08/17/2024	4-001-5-49-340	LECTION WORKER!	175.00		
30100	ELECTION WORKER	JOHN DONOVAN	343626	110117 AP	08/17/2024	4-001-5-49-340	LECTION WORKER!	20.00		
30100	ELECTION WORKER	GWEN ERNZEN	343627	110118 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	GINA GARNER	343628	110119 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	MIKE GRISWOLD	343629	110120 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	100.00		
30100	ELECTION WORKER	JESSIE HAMEL	343630	110121 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	JAMES HANN	343631	110122 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	JAMES HANN	343631	110122 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00		
30100	ELECTION WORKER	DAWN WILKERSON	343632	110123 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	ELLEN HANNON	343633	110124 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	LISA HARKRADER	343634	110125 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	GLINDA HARRIS	343635	110126 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	EULA HOEL	343636	110127 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	SHARON HUFFMAN	343637	110128 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	SHARON HUFFMAN	343637	110128 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00		
30100	ELECTION WORKER	CARL JOHNSON	343638	110129 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	BETTY KLINEDINST	343639	110130 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	JOHN KRUEGER	343640	110131 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	JOHN KRUEGER	343640	110131 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00		
30100	ELECTION WORKER	CAMALLA LEONHARD	343641	110132 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	CYNTHIA LEWIS	343642	110133 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	CYNTHIA LEWIS	343642	110133 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00		
30100	ELECTION WORKER	CYNTHIA LINDSAY	343643	110134 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	CYNTHIA LINDSAY	343643	110134 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00		
30100	ELECTION WORKER	STEVEN LINDSAY	343644	110135 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	STEVEN LINDSAY	343644	110135 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00		
30100	ELECTION WORKER	BETHANY MAGEE	343645	110136 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	SKYLER MARTYNOWSKI	343646	110137 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	SKYLER MARTYNOWSKI	343646	110137 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00		
30100	ELECTION WORKER	PAUL MCENROE	343647	110138 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	REBECCA MEASE	343648	110139 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	REBECCA MEASE	343648	110139 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00		
30100	ELECTION WORKER	JOHANNA MORRIS	343649	110140 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	JOHANNA MORRIS	343649	110140 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00		
30100	ELECTION WORKER	WHITNEY MOULDEN	343650	110141 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	WHITNEY MOULDEN	343650	110141 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00		

warrants by vendor

START DATE: 08/10/2024 END DATE: 08/17/2024

TYPES OF CHECKS SELECTED: * ALL TYPES

			P.O.NUMBER	CHECK#						
30100	ELECTION WORKER	LORI NICHOLS FELLOS	343651	110142 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	LORI NICHOLS FELLOS	343651	110142 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00		
30100	ELECTION WORKER	ED O'BRIEN	343652	110143 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	SANDY OLSON	343653	110144 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	GARY PHILLIPS	343654	110145 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	GARY PHILLIPS	343654	110145 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00		
30100	ELECTION WORKER	MARY ROSE	343655	110146 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	DAVID ROSE JR	343656	110147 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	JOHN ROSSON	343657	110148 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	JOHN ROSSON	343657	110148 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00		
30100	ELECTION WORKER	SHARON SCHEURER	343658	110149 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	MICHAEL THURLOW	343659	110150 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	MICHAEL THURLOW	343659	110150 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00		
30100	ELECTION WORKER	TANNER WALDEN	343660	110151 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	TANNER WALDEN	343660	110151 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00		
30100	ELECTION WORKER	JENNIFER HEIM	343661	110152 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	JENNIFER HEIM	343661	110152 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00		
30100	ELECTION WORKER	GEORGIA DENNY	343662	110153 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	GEORGIA DENNY	343662	110153 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00		
30100	ELECTION WORKER	SHEILA EYE	343663	110154 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30100	ELECTION WORKER	SHEILA EYE	343663	110154 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00		
*** VENDOR 30100 TOTAL									8,375.00	
2900	EMS OVERPAYMENT	PATENT REFUND	343510	110007 AP	08/16/2024	4-001-5-05-290	REIMB TO PT - BCBS PAID AFTER	118.00		
858	ENTERPRI (LVSO)	ENTERPRISE FM TRUST	343426	109932 AP	08/14/2024	4-001-5-07-450	641441 SHERIFF FLEET LEASE PAY	475.69		
8686	EVERGY SIRENS	EVERGY KANSAS CENTRAL INC	343596	242	08/16/2024	4-001-5-05-215	ELE CSVC EMS 9101	932.17		
6055	FLEETHOSTER ACH	FLEETHOSTER	343595	241	08/16/2024	4-001-5-05-271	SEPTEMBER SURFSITE PLAN	140.00		
6055	FLEETHOSTER ACH	FLEETHOSTER	343595	241	08/16/2024	4-001-5-06-222	SEPTEMBER SURFSITE PLAN	19.95		
6055	FLEETHOSTER ACH	FLEETHOSTER	343595	241	08/16/2024	4-001-5-11-271	SEPTEMBER SURFSITE PLAN	19.95		
6055	FLEETHOSTER ACH	FLEETHOSTER	343595	241	08/16/2024	4-001-5-31-230	SEPTEMBER SURFSITE PLAN	59.85		
6055	FLEETHOSTER ACH	FLEETHOSTER	343595	241	08/16/2024	4-001-5-41-271	SEPTEMBER SURFSITE PLAN	120.00		
6055	FLEETHOSTER ACH	FLEETHOSTER	343595	241	08/16/2024	4-001-5-53-220	SEPTEMBER SURFSITE PLAN	99.75		
*** VENDOR 6055 TOTAL									459.50	
12034	FRANK JUDY	JUDY FRANK	343664	110155 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	200.00		
12034	FRANK JUDY	JUDY FRANK	343664	110155 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00		
12034	FRANK JUDY	JUDY FRANK	343664	110155 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	23.45		
*** VENDOR 12034 TOTAL									243.45	
70	FREESTATE ELECTRIC	FREESTATE ELECTRIC COOPERATIVE	343592	238	08/16/2024	4-001-5-05-215	541120106 EMS 9102 ELECTRIC SV	403.55		
833	GENOA HEALTHCARE	GENOA HEALTHCARE LLC	343512	110009 AP	08/16/2024	4-001-5-07-219	00104 JAIL PHARMACY CHARGES FO	530.95		
243	GEOTAB	GEOTAB USA INC	343513	110010 AP	08/16/2024	4-001-5-05-271	LEAV01 JULY GEOLOCATING + SHIP	264.18		
243	GEOTAB	GEOTAB USA INC	343513	110010 AP	08/16/2024	4-001-5-06-222	LEAV01 JULY GEOLOCATING + SHIP	16.33		
243	GEOTAB	GEOTAB USA INC	343513	110010 AP	08/16/2024	4-001-5-11-271	LEAV01 JULY GEOLOCATING + SHIP	16.33		
243	GEOTAB	GEOTAB USA INC	343513	110010 AP	08/16/2024	4-001-5-14-340	LEAV01 JULY GEOLOCATING + SHIP	15.00		
243	GEOTAB	GEOTAB USA INC	343513	110010 AP	08/16/2024	4-001-5-31-230	LEAV01 JULY GEOLOCATING + SHIP	48.99		
243	GEOTAB	GEOTAB USA INC	343513	110010 AP	08/16/2024	4-001-5-41-271	LEAV01 JULY GEOLOCATING + SHIP	97.98		
243	GEOTAB	GEOTAB USA INC	343513	110010 AP	08/16/2024	4-001-5-53-220	LEAV01 JULY GEOLOCATING + SHIP	81.65		
*** VENDOR 243 TOTAL									540.46	
30123	GILLASPIE PEGGY	PEGGY GILLASPIE	343665	110156 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30163	GRISHAM CINDY	CINDY GRISHAM	343666	110157 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30369	GROGAN SHERRI	SHERRI GROGAN	343667	110158 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	200.00		
30369	GROGAN SHERRI	SHERRI GROGAN	343667	110158 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00		
30369	GROGAN SHERRI	SHERRI GROGAN	343667	110158 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	37.52		
*** VENDOR 30369 TOTAL									257.52	

warrants by vendor

START DATE: 08/10/2024 END DATE: 08/17/2024

TYPES OF CHECKS SELECTED: * ALL TYPES

			P.O. NUMBER	CHECK#					
30201	GUNNING CORRINE	CORRINE GUNNING	343668	110159 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00	
1941	HALLEY	LAW OFFICE OF E ELAINE HALLEY	343514	110011 AP	08/16/2024	4-001-5-09-231	COURT APOINTED ATTORNEY	3,000.00	
30380	HEIM KAT	KATHLEEN HEIM	343669	110160 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	200.00	
30380	HEIM KAT	KATHLEEN HEIM	343669	110160 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00	
30380	HEIM KAT	KATHLEEN HEIM	343669	110160 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	15.41	
							*** VENDOR	30380 TOTAL	235.41
430	HENRY CYNT	CYNTHIA HENRY	343670	110161 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00	
430	HENRY CYNT	CYNTHIA HENRY	343670	110161 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	171.00	
							*** VENDOR	430 TOTAL	191.00
30183	HOPPER JOYCE	JOYCE HOPPER	343671	110162 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00	
7904	HUBBEL LESLIE	LESLIE HUBBEL	343672	110163 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	200.00	
7904	HUBBEL LESLIE	LESLIE HUBBEL	343672	110163 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00	
7904	HUBBEL LESLIE	LESLIE HUBBEL	343672	110163 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	51.19	
7904	HUBBEL LESLIE	LESLIE HUBBEL	343672	110163 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	171.00	
							*** VENDOR	7904 TOTAL	442.19
1437	HUFF JACQUELYN K	JACQUELYN K HUFF	343673	110164 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00	
99	JUROR								

warrants by vendor

START DATE: 08/10/2024 END DATE: 08/17/2024

TYPES OF CHECKS SELECTED: * ALL TYPES

P.O.NUMBER CHECK#

99 JUROR

warrants by vendor

TYPES OF CHECKS SELECTED: * ALL TYPES

			P.O.NUMBER	CHECK#						
99	JUROR									
							*** VENDOR	99 TOTAL	3,686.32	
30321	KAISER CARLA	CARLA KAISER	343674	110165 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
66366	KANSAS GAS ACH	KANSAS GAS SERVICE	343597	243	08/16/2024	4-001-5-05-215	510614745 2015657 27 GAS TRANS	92.83		
1851	KANSAS ONE-CALL SYST	KANSAS ONE-CALL SYSTEM INC	343469	109975 AP	08/14/2024	4-001-5-31-290	08-LVPWD01 LOCATES	3.60		
22063	KETTLER SA	SARAH KETTLER	343675	110166 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30323	KNIPP MEDEANA K	MEDEANA K KNIPP	343676	110167 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
30167	KROLL CAROL	CAROL KROLL	343677	110168 AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00		
warrants by vendor										

START DATE: 08/10/2024 END DATE: 08/17/2024

warrants by vendor

START DATE: 08/10/2024 END DATE: 08/17/2024

			P.O.NUMBER	CHECK#						
872	NOLL, GERI	GERI ANN NOLL	343566	110063	AP	08/16/2024	4-001-5-19-251	DIST CT TRANSCRIPT FEE 2024CR0	64.00	
60	NUTRIEN AG SOLUTIONS	NUTRIEN AG SOLUTIONS,INC	343567	110064	AP	08/16/2024	4-001-5-53-305	1692697 NOX WEED CHEMICALS	5,860.00	
60	NUTRIEN AG SOLUTIONS	NUTRIEN AG SOLUTIONS,INC	343567	110064	AP	08/16/2024	4-001-5-53-305	1692697 NOX WEED CHEMICALS	11,570.40	
*** VENDOR									60 TOTAL	17,430.40
30197	O'BRIEN CONNIE	CONNIE O'BRIEN	343694	110185	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00	
30379	PENEGAR JENNIFER	JENNIFER PENEGAR	343695	110186	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00	
30196	PISTORA PEGGY	PEGGY PISTORA	343696	110187	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00	
30184	POWELL DIANA	DIANA POWELL	343697	110188	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00	
30372	PRICE WILLIAM	WILLIAM PRICE	343698	110189	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	200.00	
30372	PRICE WILLIAM	WILLIAM PRICE	343698	110189	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	20.00	
30372	PRICE WILLIAM	WILLIAM PRICE	343698	110189	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	37.52	
*** VENDOR									30372 TOTAL	257.52
21227	PUTTHOFF C	CONSTANCE J PUTTHOFF	343699	110190	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00	
7098	QUILL CORP	QUILL CORP	343569	110066	AP	08/16/2024	4-001-5-07-301	8333027 SHF OFFICE SUPPLIES	109.84	
30302	SCANLON,BETH	BETH SCANLON	343700	110191	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00	
30198	SCHEILZ MAFIE	MAFIE SCHEILZ	343701	110192	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00	
647	SCHELLER L	LARRY E SCHELLER	343702	110193	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	100.00	
647	SCHELLER L	LARRY E SCHELLER	343702	110193	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	100.00	
647	SCHELLER L	LARRY E SCHELLER	343702	110193	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	100.00	
*** VENDOR									647 TOTAL	300.00
30161	SELANDERS DIANNA M	DIANNA M SELANDERS	343703	110194	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00	
637	SMITH KATHLEEN	KATHLEEN SMITH	343704	110195	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00	
30311	SMITH LYN	LYN SMITH	343705	110196	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00	
30384	SNYDER DEBRA	DEBRA SNYDER	343706	110197	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00	
30384	SNYDER DEBRA	DEBRA SNYDER	343706	110197	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	171.00	
*** VENDOR									30384 TOTAL	346.00
30370	SPICKELMIER MICHAEL	MICHAEL SPICKELMIER	343707	110198	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	250.00	
30370	SPICKELMIER MICHAEL	MICHAEL SPICKELMIER	343707	110198	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	171.52	
*** VENDOR									30370 TOTAL	421.52
1793	ST JOHN 956430	ST JOHN HOSPITAL	343572	110069	AP	08/16/2024	4-001-5-07-219	INMATE MEDICAL BILL	10.41	
1793	ST JOHN 956430	ST JOHN HOSPITAL	343572	110069	AP	08/16/2024	4-001-5-07-219	INMATE MEDICAL BILL	280.80	
*** VENDOR									1793 TOTAL	291.21
49	ST LUKES	ST LUKES HOSPITAL	343573	110070	AP	08/16/2024	4-001-5-14-321	SEXUAL ASSAULT EVIDENCE COLLEC	725.00	
6575	STERICYCLE	STERICYCLE, INC	343574	110071	AP	08/16/2024	4-001-5-07-359	1000809211 SHERIFF MEDICAL WAS	202.36	
113	SUMNERONE INC	SUMNERONE INC	343575	110072	AP	08/16/2024	4-001-5-19-204	50ULC08 DIST CT CLERKS FRONT C	72.22	
113	SUMNERONE INC	SUMNERONE INC	343575	110072	AP	08/16/2024	4-001-5-42-301	50COL2 GIS COPIER	13.65	
*** VENDOR									113 TOTAL	85.87
4445	T MOBILE	T-MOBILE USA, INC	343472	109978	AP	08/14/2024	4-001-5-05-210	974536189 EMS WIRELESS	446.67	
829	THOMSON REUTERS	THOMSON REUTERS - WEST	343576	110073	AP	08/16/2024	4-001-5-09-209	1005824053 ONLINE MONTHLY SUBS	216.00	
829	THOMSON REUTERS	THOMSON REUTERS - WEST	343576	110073	AP	08/16/2024	4-001-5-09-307	100090351 FED CIV JUD P&R	88.00	
*** VENDOR									829 TOTAL	304.00
30316	TURNER JANE	JANE TURNER	343708	110199	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	200.00	
30316	TURNER JANE	JANE TURNER	343708	110199	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	24.79	
*** VENDOR									30316 TOTAL	224.79
20113	TYSTAD	DOUGLAS TYSTAD	343709	110200	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00	
4648	WASTE MANAGEMENT	WASTE MANAGEMENT	343594	240		08/16/2024	4-001-5-05-215	5-29530-06667 TRASH - EMS 9102	213.72	
2	WATER DEPT	WATER DEPT	343581	110078	AP	08/16/2024	4-001-5-14-220	WATER SVC COURTHOUSE	1,241.05	
2	WATER DEPT	WATER DEPT	343581	110078	AP	08/16/2024	4-001-5-32-392	WATER SVC JUSTICE CENTER	3,561.22	
2	WATER DEPT	WATER DEPT	343581	110078	AP	08/16/2024	4-001-5-33-392	WATER SVC CUSHING	71.80	
2	WATER DEPT	WATER DEPT	343581	110078	AP	08/16/2024	4-001-5-33-392	WATER SVC CUSHING	530.77	
*** VENDOR									2 TOTAL	5,404.84
1444	WEDEL DEBRA ANN	DEBRA ANNE WEDEL	343710	110201	AP	08/17/2024	4-001-5-49-340	THANK YOU ELECTION WORKER!	175.00	

warrants by vendor

START DATE: 08/10/2024 END DATE: 08/17/2024

warrants by vendor

START DATE: 08/10/2024 END DATE: 08/17/2024

warrants by vendor

FMWARRPTR2		LEAVENWORTH COUNTY						8/16/24	8:34:14	
DCOX		WARRANT REGISTER - BY FUND / VENDOR						Page	13	
		START DATE: 08/10/2024 END DATE: 08/17/2024								
TYPES OF CHECKS SELECTED: * ALL TYPES										
		P.O.NUMBER	CHECK#							
								*** VENDOR	586 TOTAL	415,592.10
								TOTAL FUND 172		432,320.70
870	SPX TECHNOLOGIES	SPX AIDS TO NAVIGATION, INC	343571	110068 AP	08/16/2024	4-174-5-00-210	E911 6 MONTHS MONITORING 13350	240.00		
								TOTAL FUND 174		240.00
2059	MIDWEST OFFICE TECH	MIDWEST OFFICE TECHNOLOGY INC	343564	110061 AP	08/16/2024	4-198-5-18-301	LC02_K EOC/EMPG COPIER	94.50		
								TOTAL FUND 198		94.50
1851	KANSAS ONE-CALL SYST	KANSAS ONE-CALL SYSTEM INC	343469	109975 AP	08/14/2024	4-210-5-00-2	08-LVPWD01 LOCATES	3.60		
								TOTAL FUND 210		3.60
8686	EVERGY SIRENS	EVERGY KANSAS CENTRAL INC	343596	242	08/16/2024	4-212-5-00-2	ELEC SVC SEWER DIST 2	295.49		
8686	EVERGY SIRENS	EVERGY KANSAS CENTRAL INC	343596	242	08/16/2024	4-212-5-00-2	ELEC SVC SEWER DIST 2	42.91		
8686	EVERGY SIRENS	EVERGY KANSAS CENTRAL INC	343596	242	08/16/2024	4-212-5-00-2	ELEC SVC SEWER DIST 2	33.17		
8686	EVERGY SIRENS	EVERGY KANSAS CENTRAL INC	343596	242	08/16/2024	4-212-5-00-2	ELEC SVC SEWER DIST 2	84.69		
								*** VENDOR	8686 TOTAL	456.26
1851	KANSAS ONE-CALL SYST	KANSAS ONE-CALL SYSTEM INC	343469	109975 AP	08/14/2024	4-212-5-00-2	08-LVPWD01 LOCATES	1.20		
								TOTAL FUND 212		457.46
8686	EVERGY SIRENS	EVERGY KANSAS CENTRAL INC	343596	242	08/16/2024	4-218-5-00-2	ELEC SVC SEWER DIST 5	88.02		
								TOTAL FUND 218		88.02
2570	BOND ESCROW REFUND	ALISON ST JOHN	343502	109999 AP	08/16/2024	4-503-5-00-2	8-2 REFUND ENTRANCE PERMIT 262	100.00		
								TOTAL FUND 503		100.00
								TOTAL ALL CHECKS		874,617.04

TYPES OF CHECKS SELECTED: * ALL TYPES

FUND SUMMARY

001	GENERAL	127,803.55
108	COUNTY HEALTH	77.64
126	COMM CORR ADULT	36.33
130	CCH PERMITS	111.04
133	ROAD & BRIDGE	307,168.45
136	COMM CORR JUVENILE	72.66
137	LOCAL SERVICE ROAD & BRIDGE	2,376.70
145	COUNCIL ON AGING	1,465.51
160	SOLID WASTE MANAGEMENT	2,200.88
172	AMERICAN RECOVERY PLAN	432,320.70
174	911	240.00
198	SPECIAL GRANTS	94.50
210	SEWER DISTRICT 1: HIGH CREST	3.60
212	SEWER DISTRICT 2: TIMBERLAKES	457.46
218	SEWER DIST #5	88.02
503	ROAD & BRIDGE BOND ESCROW	100.00
TOTAL ALL FUNDS		874,617.04

Consent Agenda 8-21-2024
Checks 8/10 - 8/17

**Leavenworth County
Request for Board Action
Resolution 2024-19
Special Use Permit for Noyes Family Farm Event Center**

Date: August 21, 2024
To: Board of County Commissioners
From: Planning & Zoning Staff

Department Head Review: John Jacobson, Reviewed

Additional Reviews as needed:

Budget Review ☐ Administrator Review ☒ Legal Review ☒

Action Requested:

1. CHAIRMAN, I MOVE TO TABLE THE REQUEST TO A DATE CERTAIN UNTIL SUCH TIME THAT ADDITIONAL INFORMATION IS RECEIVED FROM THE STATE FIRE MARSHAL'S OFFICE.

Analysis: The applicant is requesting a Special Use Permit to operate an Event Center at 21576 155th Street. The property has an existing barn built in 1903 with three stories. The first floor will be used for the event business and the second and third floors will be used as private space by the owners. The applicant has renovated the interior to include an event space, warming kitchen and two bathrooms. They have exit doors with push bars, smoke detectors, fire extinguishers and will be providing a hydrant near the entrance of their property. Fairmount Fire District has reviewed the proposal and have requested a condition be placed on the permit that the building shall comply with the Kansas Fire Protection Plan. The applicant has requested that all events taking place indoors shall be limited to 99 occupants. Outdoor events shall be limited to 150 attendees. The owners will operate the business with a few part-time employees. Sufficient parking is provided on site. Staff received an email from the applicant agent that the State Fire Marshal's office is in the process of reviewing this project for compliance with State Fire Protection Plan. Staff recommends tabling this item.

Update: This item was considered on the July 31st Board of County Commissioner's meeting and was tabled until August 21, 2024 to allow for the State Fire Marshal's office to review the applicant's project. As of August 14, 2024 no determination from the State Fire Marshal's office has been received. No definitive timeline for review of this plan has been determined by the SFM as of this writing.

Planning Commission Recommendation: The Planning Commission voted 8-0 (1 absent) to recommend approval of Resolution 2024-19 (Case No. DEV-24-030) a Special Use Permit for Noyes Family Farm with conditions as amended during the Planning Commission.

Alternatives:

1. Approve Case DEV-24-030 (Resolution 2024-19), Special Use Permit for the Noyes Family Farm Event Center, with Findings of Fact, and with or without conditions; or

2. Deny Case DEV-24-030 (Resolution 2024-19), Special Use Permit for the Noyes Family Farm Event Center, with Findings of Fact; or
3. Revise or Modify the Planning Commission Recommendation to Case DEV-24-030 (Resolution 2024-19), Special Use Permit for the Noyes Family Farm Event Center, with Findings of Fact; or
4. Remand the case back to the Planning Commission.

Budgetary Impact:

- ☒ Not Applicable
- ☐ Budgeted item with available funds
- ☐ Non-Budgeted item with available funds through prioritization
- ☐ Non-Budgeted item with additional funds requested

Total Amount Requested:

\$0.00

Additional Attachments: Staff Report, Planning Commission Minutes

**LEAVENWORTH COUNTY
PLANNING COMMISSION
STAFF REPORT**

CASE NO: DEV-24-030 Noyes Family Farm Event Center

July 10, 2024

REQUEST: Public Hearing Required

- ☐ Zoning Amendment ☒ Special Use Permit
☐ Temporary Special Use Permit

STAFF REPRESENTATIVE:

Amy Allison
Deputy Director

SUBJECT PROPERTY: 21576 155th Street

FUTURE LAND USE: Mixed Use

APPLICANT/APPLICANT AGENT:

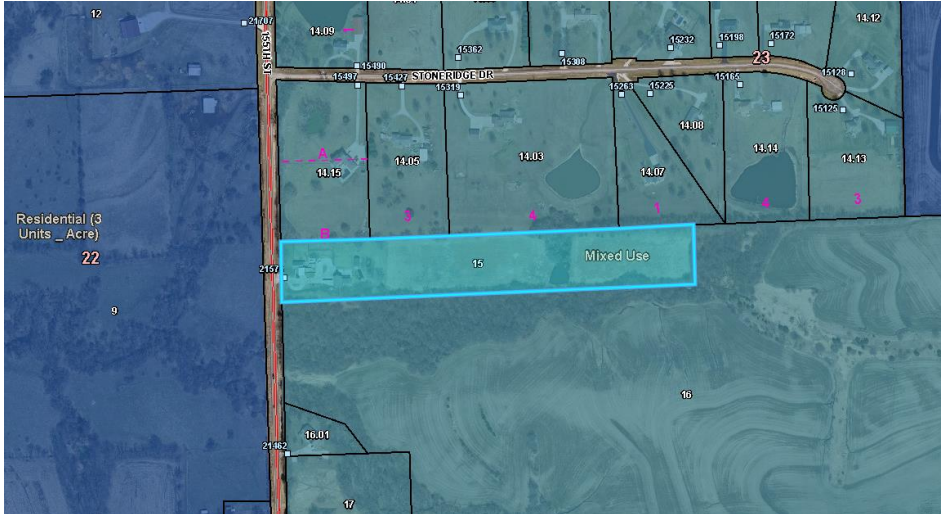
Christopher Storm
Storm Engineering Group, PA
5719 Westfield Drive
Lawrence KS 66049

PROPERTY OWNER:

The Noyes Family Farm, LLC

CONCURRENT APPLICATIONS:

N/A



LAND USE

ZONING: RR-2.5

FUTURE LAND USE DESIGNATION:
Mixed Use

LEGAL DESCRIPTION:

Tract of land of Southwest ¼, Section 23, Township 10 South, Range 22 East of the Sixth P.M., in Leavenworth County, Kansas

SUBDIVISION: N/A

FLOODPLAIN: N/A

STAFF RECOMMENDATION: APPROVAL

PROPERTY INFORMATION

ACTION OPTIONS:

1. Recommend approval of Case No. DEV-24-030, Special Use Permit for Noyes Family Farm, LLC for an Event Center, to the Board of County Commission, with or without conditions; or
2. Recommend denial of Case No. DEV-24-030, Special Use Permit for Noyes Family Farm, LLC for an Event Center, to the Board of County Commission for the following reasons; or
3. Continue the hearing to another date, time, and place.

PARCEL SIZE: 9.7 ACRES

PARCEL ID NO:
156-23-0-00-00-015.00

BUILDINGS:
EXISTING: Single family residence,
event barn and accessory structures

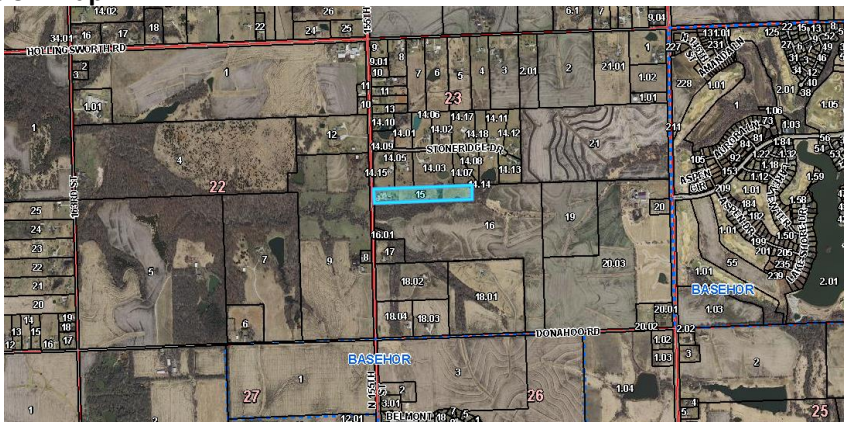
PROJECT SUMMARY:

Request for Special Use Permit to operate an Event Center for Noyes Family Farm LLC at 21576 155th Street.

ACCESS/STREET:

155th STREET
COUNTY COLLECTOR
±24' WIDE, PAVED

Location Map:



UTILITIES

SEWER: SEPTIC
FIRE: FAIRMOUNT
WATER: RWD#1 Cons.
ELECTRIC: EVERGY

NOTICE & REVIEW:

STAFF REVIEW: 6/15/2024

NEWSPAPER NOTIFICATION:
6/18/2024

NOTICE TO SURROUNDING
PROPERTY OWNERS:
6/17/2024

FACTORS TO BE CONSIDERED:		
<i>The following factors are to be considered by the Planning Commission and the Board of County Commissioners when approving or disapproving this Special Use Permit request:</i>	Met	Not Met
1. Character of the Neighborhood: <i>Density: The parcel is in a low density residential area. Properties range in size from 1 to 95.5 acres.</i> <i>Nearby City Limits: The City of Basehor is located approximately 0.44 miles to the south.</i> <i>Initial Growth Management Area: This parcel is not located within the Urban Growth Area.</i>	✓	
2. Zoning and uses of nearby property: <i>Adjacent Uses: Most of the adjacent parcels are residential and agricultural in nature.</i> <i>Adjacent Zoning: All adjacent properties are zoned RR-2.5 and RR-5</i>	✓	
3. Suitability of the Property for the uses to which it has been restricted: <i>The property is 9.7 acres. The property is suitable as a rural residence, for agricultural uses and the proposed use is allowed with a Special Use Permit.</i>	✓	
4. Extent to which removal of the restrictions will detrimentally affect nearby property: <i>The use is unlikely to detrimentally impact neighboring parcels. The event barn is located on the southern side of the property with a significant vegetative area to the south. A subdivision is located to the north of the parcel but the majority of the event activities will take place on the southern side. The applicant has proposed that all musical events will take place inside.</i> <i>Traffic: The applicant is proposing to hold events up to 150 people. 155th Street is a paved road and should be able to accommodate the traffic that is proposed.</i> <i>Lighting: The applicant indicated limited use of exterior lighting. Staff recommends placing a condition that all lighting shall be 0.00 foot-candles, as measured from the property line.</i> <i>Outdoor Storage: Outdoor storage will not be used for the purpose of the event center.</i> <i>Parking: Parking is provided and is adequate for the proposed use.</i> <i>Visitors/Employees: The applicant has indicated two full-time employees (property owners) will be running the business with up to six (6) part-time employees when needed.</i>	✓ (Condition 11) ✓ ✓ (Condition 12) ✓ ✓ ✓	

Waste: The applicant does not store chemicals, lubricants, oils or other chemicals on the property. The structure has restrooms indoors. Any waste generated from the property must be disposed of in compliance with all applicable local, state and federal laws.	✓ (Condition 14)	
5. Length of time the property has been vacant as zoned: <input type="checkbox"/> Vacant: To our knowledge, the property has never been developed. There is an existing water tower. <input checked="" type="checkbox"/> Not Vacant: The property is currently used as a residence.	✓	
6. Relative gain to economic development, public health, safety and welfare: The proposed application would allow for another business to be located within Leavenworth County. There does not appear to be any detrimental effects to the public health, safety or welfare.	✓	
7. Conformance to the Comprehensive Plan: Future Land Use Map: Mixed Use – Proposed Residential and Commercial mixture of uses	✓	

STAFF COMMENTS:

The applicant is requesting a Special Use Permit to operate an Event Center out of a converted barn built in 1903. The applicant began operating the business without a Special Use Permit but when notified by County Staff that a Permit was required, the applicant stopped operations and began the application process. The event space will be located on the first floor with the second and third stories being dedicated to private use of the homeowner. The applicant is proposing to hold events both indoors and outdoors with a maximum occupancy of 150 guests. The Fairmount Fire District has concerns with the building meeting the minimum requirements for the International Fire Code (IFC). Occupancy would also include the any staff hired for the event which could include up to 3-6 additional people. The event barn contains a prep-kitchen (no stove) with two bathrooms. Food and bartending services will be contracted out to third parties.

The applicant is proposing to hold events during both weekdays and weekends. Weekday event hours would be from 5 to 10 pm, whereas weekend events will be from 8 am to 11 pm. The site does have enough area to provide the required minimum parking spaces (39 spaces) but can accommodate parking spaces for up to 73 vehicles. The applicant will be providing two van-accessible ADA spaces. The property has existing tree lines along both property lines but staff does recommend placing a condition that screening to adjacent properties must be maintained. A residential subdivision does abut the property to the north but the event barn is located on the southern half of the property and the applicant has indicated that they will limit DJ equipment to inside the barn. The barn currently has minimal lighting. Staff recommends placing the standard conditions for both noise and lighting on this SUP if approved.

STAFF RECOMMENDED CONDITIONS:

1. The Special Use Permit shall be subject to the written narrative and site plan provided on June 13, 2024.
2. Events shall be limited to the hours of 5:00 PM to 10:00 PM on weekdays and 8:00 AM until 11:00 PM during weekends. All business operations in the Event Center shall cease by 12:00 AM.
3. Occupancy for all events shall be limited to 150 occupants. Employees shall be limited to two full-time employees and unlimited seasonal or part-time employees.
4. A commercial building permit shall be submitted to the Planning & Zoning Department, including engineered building plans for the proposed addition. An affidavit of compliance from the Engineer of Record may be substituted for the building plans and code footprint.
5. An engineered commercial septic plan shall be filed with the Planning & Zoning Department.

6. The proposed business shall be screened from adjacent property via a screening fence or landscaping. Landscaping may include existing vegetation but should any existing landscaping be removed, new plantings shall replace those areas that have been compromised.
7. No signage shall be allowed in the right-of-way. Sign permits shall be required for any on-site or off-site signage. The applicant shall provide an owner authorization form for any off-site signs. All signage shall comply with Article 25, Sign Regulations of the Leavenworth County Zoning and Subdivision Regulations.
8. No on-street parking shall be allowed.
9. One ADA van-accessible parking stall shall be required.
10. The applicant shall provide a certificate of general liability insurance in the amount of \$1,000,000 and shall indicate Leavenworth County as the certificate holder prior to commencement of activities on the site.
11. Any noise generated from the proposed activities shall be limited to 60 dB, as measured from the property line.
12. Any light generated from the proposed activities shall be limited to 0 foot-candles net gain, as measured from the property line. If the existing or proposed lighting for the business exceeds the requirement, the lighting shall be shielded from adjacent properties.
13. No outdoor storage of materials shall be allowed.
14. All waste generated from the proposed business shall be disposed of in a manner that meets all local, state and federal requirements.
15. This conditional SUP requires compliance with all local, state, and federal rules and regulations that may be applicable.
16. The Conditional Special Use Permit must comply with the following memorandums prior to any events taking place:
 - a. Mike Lingenfelter – Fairmount Fire District, dated July 2, 2024
 - b. Mitch Pleak – Olsson/Public Works, dated June 17, 2024
 - c. Chuck Magaha – Emergency Management, dated May 30, 2024
 - d. Boone Heston – Evergy, dated April 5, 2024
 - e. Kyle Anderson – Code Enforcement, dated April 5, 2024
 - f. Mike Fulkerson – Consolidated Water District #1, dated April 4, 2024
17. That no public nuisance be allowed or created upon the subject real property.
18. That the conditional Special Use Permit granted herein is subject to revocation upon the breaching of the conditions set forth herein, or any substantial change in the use of the subject property. The Noyes Family Farm Event Center, and its assigns or successors in interest, hereby consent to, and authorize, entry onto the subject property by employees or agents of the county for the purpose of inspecting the subject property for compliance with the conditions set forth herein.

ATTACHMENTS:

- A: Application & Narrative
- B: Zoning Map
- C: Vicinity Map
- D: Memorandums

SPECIAL USE PERMIT APPLICATION

Leavenworth County Planning Department
300 Walnut, St., Suite 212
County Courthouse
Leavenworth, Kansas 66048
913-684-0465

APPLICANT/AGENT INFORMATION	OWNER INFORMATION (If different)
NAME <u>Storm Engineering Group, P.A.</u>	NAME <u>The Noyes Family Farm, LLC</u>
ADDRESS <u>5719 Westfield Drive</u>	ADDRESS <u>21576 155th Street</u>
CITY/ST/ZIP <u>Lawrence, Kansas 66049</u>	CITY/ST/ZIP <u>Basehor, Kansas 66007</u>
PHONE <u>(785) 766-6661</u>	PHONE <u>(816) 210-8587</u>
EMAIL <u>chris@stormenggrp.com</u>	EMAIL <u>makingnoyes@gmail.com</u>
CONTACT PERSON <u>Christopher M. Storm</u>	CONTACT PERSON <u>Scott Noyes</u>

PROPERTY INFORMATION

PID: 1562300000015000 Zoning District: RR-2.5

Address of property 21576 155th Street, Basehor, Kansas 66007 Parcel size 9.70 acres

Current use of the property Rural single family residence (detached)

Does the owner live on the property? ☒ Yes ☐ No

Proposed Special Use Special Event Venue

TAX ASSESSEMENT STATEMENT

Upon the granting of a Special Use Permit by the Leavenworth County Board of County Commissioners, the assessable nature of the above referenced property and structures on the property may result in a change of the Appraised Class and Value and in the next year's Tax Assessment.

I, the applicant, have read and understand that there may be a change in the appraised value of my property due to the presence of a Special Use Permit for my property. (Check one) ☒ Yes ☐ No

I, the undersigned am the (circle one) owner, duly authorized agent, of the aforementioned property situated in the unincorporated portion of Leavenworth County, Kansas. By execution of my signature, I do hereby officially apply for a Special Use Permit and acknowledge the potential of a change in the Appraised Value of my property as indicated above. I hereby agree to "cease and desist" the operation of the activity upon denial of the permit by the Board of County Commissioners.

Signature  Date 3/28/21

ATTACHMENT A

Entered in the transfer record in my office this

28 day of June, 20 17
Janet Klasterski
by B Jones County Clerk

GENERAL WARRANTY DEED (Statutory)

THE GRANTORS, Norman L. Brooks and Beverly Ann Brooks, husband and wife

convey and warrant to Michelle M. Noyes, a married person

GRANTEE, GRANTEE'S heirs and assigns, all right, title, and interest in and to the following REAL ESTATE in the County of Leavenworth, and the State of Kansas, to-wit:

TRACT OF LAND OF SOUTHWEST 1/4, SECTION 23, TOWNSHIP 10 SOUTH, RANGE 22
EAST OF THE SIXTH P.M., IN LEAVENWORTH COUNTY, KANSAS, MORE FULLY
DESCRIBED AS FOLLOWS: BEGINNING NORTHWEST CORNER OF SAID SOUTHWEST
1/4, THENCE EAST 1760 FEET, THENCE SOUTH 247.5 FEET, THENCE WEST 1760 FEET,
THENCE NORTH 247.5 FEET TO THE POINT OF BEGINNING, LESS THAT PART USED FOR
PUBLIC ROAD.

Per County tax roll records commonly known as: 21576 155th St., Basehor, KS 66007

for the sum of one dollar and other good and valuable consideration.

EXCEPT AND SUBJECT TO: Easements, restrictions and assessments of record, and all the taxes and assessments that may be levied, imposed or become payable hereafter.

Dated this 20th day of June, 2017.

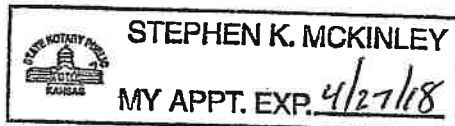
Norman L. Brooks By Beverly Ann Brooks
Norman L. Brooks, By Beverly Ann Brooks, As Attorney-In-Fact
As attorney in fact
Beverly Ann Brooks
Beverly Ann Brooks

6880

STATE OF KANSAS, Wyandotte COUNTY, SS:

The foregoing instrument executed by **Beverly Ann Brooks, Attorney-In-Fact for Norman L. Brooks and Beverly Ann Brooks, husband and wife** was acknowledged before me this 20th day of June, 2017.

(Seal)



Stephen K. McKinley
Notary Public

My Term Expires: 4/27/18



Laura Kelly, Governor
Mark A. Burghart, Secretary

www.ksrevenue.gov

CERTIFICATE OF TAX CLEARANCE

Scott A Noyes

ISSUE DATE

02/28/2024

TRANSACTION ID

TKH4-44KE-4XDP

CONFIRMATION NUMBER

CYER-A36K-78SF

TAX CLEARANCE VALID THROUGH 05/28/2024

*Verification of this certificate can be obtained on our website, www.ksrevenue.org,
or by calling the Kansas Department of Revenue at 785-296-3199*

OWNER AUTHORIZATION

I/WE Scott and Michelle Noyes, hereby referred to as the
"Undersigned", being of lawful age, do hereby on this 29 day of March, 2024, make the following
statements, to wit:

1. I/We the Undersigned, on the date first above written, am the lawful, owner(s) in fee simple absolute of the following described real property

See Attachment "A" attached hereto and incorporated herein by reference.
2. I/We the undersigned, have previously authorized and hereby authorize Christopher M. Storm of Storm Engineering Group, P.A. (Hereinafter referred to as "Applicant"), to act on my/our behalf for the purpose of making application with the Planning Office of Leavenworth County, Kansas, 21576 155th Street, Basehor, Kansas 66007 (common address) the subject real property, or portion thereof, and which authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process.
3. I/We the Undersigned, hereby agree to protect, defend, indemnify and hold the Board of County Commissioners of Leavenworth County, Kansas, its officers employees and agents (hereinafter collectively referred to as the "County"), free and harmless from and against any and all claims, losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities, whether false, fraudulent, meritless or meritorious, of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character (hereinafter "claims"), in connection with, relating to, or arising directly or indirectly out of this authorization and the actions taken by the Applicant and the County in reliance thereof. I, the Undersigned, hereby further agree to investigate, handle, respond to, provide defense for and defend any such claims at my sole expense and agree to bear all other costs at my sole expense and agree to bear all other costs and expenses related thereto, even if such claims are groundless, false or fraudulent.
4. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

[Signature]
Owner

Owner

STATE OF KANSAS
COUNTY OF LEAVENWORTH

The foregoing instrument was acknowledged before me on this 29 day of March 2024
by Stephanie M. Sloup.

My Commission Expires:

Stephanie M. Sloup
Notary Public
Stephanie M. Sloup
ATTACHMENT C

The Noyes Family Farm
21576 155th Street, Basehor
SUP Application - Project Narrative

OVERVIEW: The Noyes Family Farm is located at 21576 155th Street and is owned by Scott and Michelle Noyes. The 9.7-acre property includes the Noyes's house, a barn built in 1903, a storage building, and a silo. The "Big Red Barn" was built in 1903 and renovated in 2022. The main floor has a 16-foot commercial glass door that lets in light on one end and a garage door on the other. These overhead doors can also be raised for accessibility and/or to be opened for integration with outdoor entertainment. There are three additional entry/ exit doors, one on the north side of the barn, and two on the south side of the barn. There are two bathrooms, an industrial prep kitchen with no stove or oven, just preparation tables and a commercial three bin sink. The main floor space easily accommodates multiple uses. The private areas on the second floor consist of a hayloft used for storage and two other rooms, one used as office area and a personal arts and crafts studio. The barn heating and cooling as well as the five overhead fans make the environment comfortable at any time of the year.

SPECIFIC USE: This site is appropriate for hosting special events because of its rural location, property size, and proximity to Basehor, Lansing, and Leavenworth. The site has a stand of mature trees. The land to the south and east is cultivated with pasture to the west. There is a rural subdivision to the north. Weekday evening events will be scheduled between 5 and 10 pm and weekend events may occur between 8 am and 11 pm. The maximum number of guests for an event is 150. There will be no retail sales onsite.

TRAVEL ROUTES: Visitors will likely use Fairmount Road, Hollingsworth Road, or Leavenworth Road from Highway K7/U.S. 73 to 155th Street. The site is located 0.5 miles south of Hollingsworth Road and 1.5 miles north of Leavenworth Road.

EMPLOYEES: Events at the Noyes Family Farm are facilitated by Scott and Michelle. There are no full-time employees. There is a teacher who works part time on a as needed basis for the Noyes Family Farm. Family members and friends will also be there from time to time. Depending on the size of an event there will be 3-6 people there to assist, answer questions, and help with parking.

HOURS OF OPERATIONS: The venue will be open or available for site tours by potential customers by appointment only. The majority of events are expected to occur during the weekend. Those that rent the property will have the option to rent for several hours, the day or weekend. All music by local musicians or a DJ will be turned off by 11 p.m. DJ equipment and speakers will be located inside the event barn.

PARKING: For small events there are several areas around the barn for parking and two accessible spaces and a ramp or zero entry space for wheelchair access to the barn. For safety, the parking area will be illuminated by site lighting during events only. Offsite parking is not allowed. The average number of guests per vehicle for the typical event is three. Based on the average number of guests per vehicle and the number of staff, a large event would require 50 guest spaces and 5 staff/vendor spaces. The existing gravel parking area north and west of the barn will allow for 16 passenger vehicles and five staff/vendor vehicles. For larger events additional parking will be available on grass areas identified on the site plan. The site plan shows additional parking spaces for overflow parking.

FOOD SERVICE: All food served will be catered by licensed and bonded companies for events. A licensed and insured bartender is a requirement in the rental agreement whenever alcohol is going to be offered/served. Catered food can be warmed in the microwave and warming drawer, but there is no stove or oven in the kitchen.

SIGNAGE: There will be an approximate 5-foot by 5-foot landscaping sign at the end of the driveway. It will be made of stone or a naturally made product. On the day of any event two portable A-frame signs will be placed at both ends of the property leading to the driveway to direct as well as alert others of a special event happening that day or evening.

In Case of Emergency:

The safety of our guests during severe weather and emergencies is paramount. The following steps will be taken prior to any events will include:

- Signs posted throughout the event building showing escape routes, fire extinguisher locations, notification procedures, and emergency contacts.
- Smoke detectors to be placed throughout the event building per fire code.
- A NOAA Weather Radio All Hazards (NWR) will be located in the event building and monitored for impending alerts.
- If a tornado or high wind warning is issued, guests will be notified by the event center public address system and directed to shelter in the basement of the existing residence.
- A sign will be posted outside, next to the main entrance of the event center that includes emergency contact information for first responders.

SECURITY: For events larger than 50 people, security will be hired to handle problems that may arise. This will be a size requirement listed within the rental agreement. After speaking with local law enforcement, we plan to use off-duty officers for this purpose.

UTILITIES: Service for the two bathrooms and prep kitchen is provided by an existing septic system located south of the barn. The existing system includes a 1,500-gallon two-compartment septic tank and 300 feet of rock and pipe absorption laterals. Water service from the residence and event barn is provided by Consolidated Rural Water District #1.

Event Venue Focus: Celebrations and seasonal “micro-events” to assist people who need space to enjoy family moments to celebrate but don’t have space in their respective homes.

Most common Year-round venue events:

- Bridal and baby showers
- Birthday parties
- Graduation celebrations
- Anniversary dinners
- Family reunions
- Private dinners

Seasonal venue events:

- Children’s Easter egg hunt
- Spring mother/daughter/granddaughter tea party
- Holiday tree barn (decorated trees for sale)
- Fall (craft) festival
- Several themed children’s events

Venue Goals/Objectives: We live here, care for the property ourselves and have mutually respectful relationships with our neighbors. This is our dream come true personal property. We hope to begin by hosting a few events and grow by hosting several events a month. Our tagline is “A little bit Country and a little bit Country Club” meaning a small, private, intimate setting with detailed personalized upscale venue events. Our property encompasses a hospitable and welcoming atmosphere. Our sincere desire is to share a portion of this property as a unique venue for those who will respect and enjoy it, as well as, become repeat customers having experienced special celebrations shared with family and friends at The Noyes Family Farm.



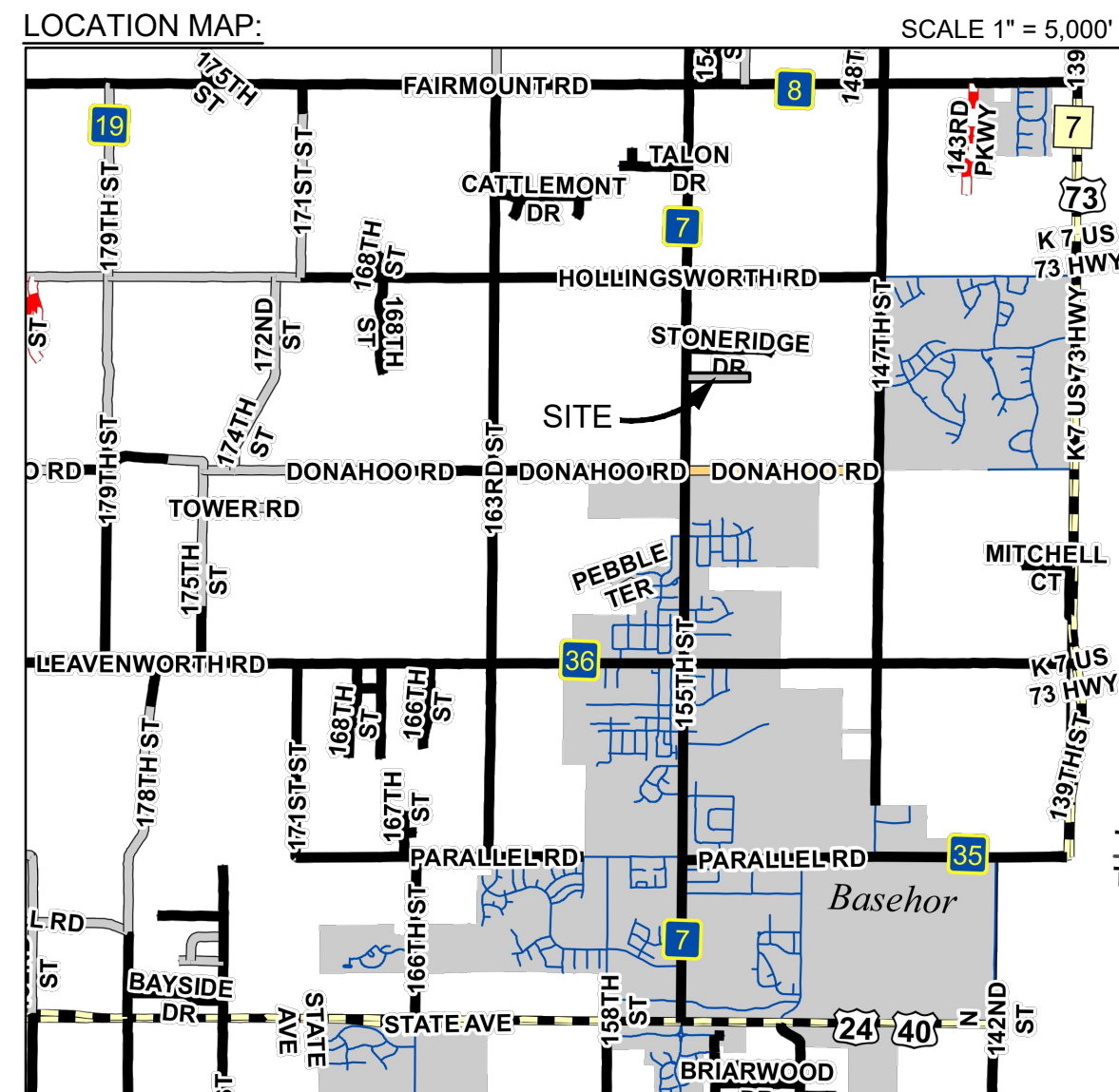
REV	DATE	DESCRIPTION
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DATE:	3/1/2024
PROJECT NO.:	24102
VERSION:	C

SHEET NUMBER:

1

OF **1** SHEETS



PROPOSED LAND USE: EVENT SPACE:

PROPOSED CAPACITY: 150 OCCUPANTS (INSIDE AND OUTSIDE)

EVENT SPACE AREA:	1ST FLOOR	EVENT AREA*	1,525 S.F.
	PATIO AREA	EVENT AREA	965 S.F.
	2ND FLOOR	OFFICE	245 S.F. (NOT USED FOR EVENTS)
	3RD FLOOR	LOFT STUDIO	540 S.F. (NOT USED FOR EVENTS)
	<u>TOTAL</u>		<u>3,275 S.F.</u>

* EVENT AREA EXCLUDES FLOOR AREA FOR TWO RESTROOMS AND PREP KITCHEN

REQUIRED OFF-STREET PARKING:

ASSEMBLY HALL (WITHOUT FIXED SEATING) 1 SPACE / 100 S.F. USEABLE AREA; 2,490 S.F. 25 SPACES

CHURCH / SPORTS ARENA / THEATER 1 SPACE / 4 OCCUPANTS: 155 OCCUPANTS 39 SPACES

FOR AVERAGE EVENT	1 SPACE / 3 VISITORS + STAFF	50 + 5 SPACES
-------------------	------------------------------	---------------

PROPOSED OFF-STREET PARKING

☐ STAFF / VENDOR PARKING

5 SPACES

☐ GRAVEL PARKING / SMALL EVENTS [1

16 SPACES + 2 ACCESSIBLE E

OVERFLOW PARKING / LARGE EVENT

50 SPACES

TOTAL:

71 SPACES + 2 ACCESSIBLE SPACES

GENERAL NOTES:

1. PROPERTY OWNER: SCOTT & MICHELLE NOYES
21576 155TH STREET
BASEHOR, KANSAS 66007
2. LAND PLANNER & CIVIL ENGINEER: STORM ENGINEERING GROUP, P.A.
5719 WESTFIELD DRIVE
LAWRENCE, KANSAS 66049
3. EXISTING ZONING: RR-2.5 - RURAL DISTRICT
4. PROPOSED ZONING: RR-2.5 - RURAL DISTRICT
5. EXISTING LAND USE: RURAL RESIDENTIAL
6. PROPOSED LAND USE: RURAL RESIDENTIAL AND EVENT SPACE
7. SOIL TYPE: PAWNEE CLAY LOAM, 4 to 8% SLOPES, ERODED (7501)
8. SITE DOES NOT INCLUDE SPECIAL FLOOD HAZARD AREAS SUBJECT TO INUNDATION BY THE FLOOD EVENT HAVING A 1-PERCENT CHANCE OF BEING EQUALED OR EXCEEDED IN ANY GIVEN YEAR PER FEMA MAP 20103C0241G AND 20103C0250G, EFFECTIVE 7/16/2015.
9. SPECIAL USE PERMIT VEHICLE GENERATED TRAFFIC SHALL NOT EXCEED ONSITE VEHICLE PARKING.
10. OFFSITE PARKING IS NOT ALLOWED.
11. ENTRANCE COLUMN TO BE RELOCATED PRIOR TO HOSTING ANY EVENTS UNDER THE APPROVED SUP

LEGAL DESCRIPTION:

FROM GENERAL WARRANTY DEED (DOCUMENT 2017R05179, LEAVENWORTH COUNTY REGISTER OF DEEDS)

TRACT OF LAND OF SOUTHWEST 1/4, SECTION 23, TOWNSHIP 10 SOUTH, RANGE 22 EAST OF THE SIXTH P.M. IN LEAVENWORTH COUNTY, KANSAS, MORE FULLY DESCRIBED AS FOLLOWS: BEGINNING NORTHWEST CORNER OF SAID SOUTHWEST 1/4, THENCE EAST 1760 FEET, THENCE SOUTH 247.5 FEET, THENCE WEST 1760 FEET, THENCE NORTH 247.5 FEET TO THE POINT OF BEGINNING, LESS THAT PART USED FOR PUBLIC ROAD.




SCALE: 1" = 20'



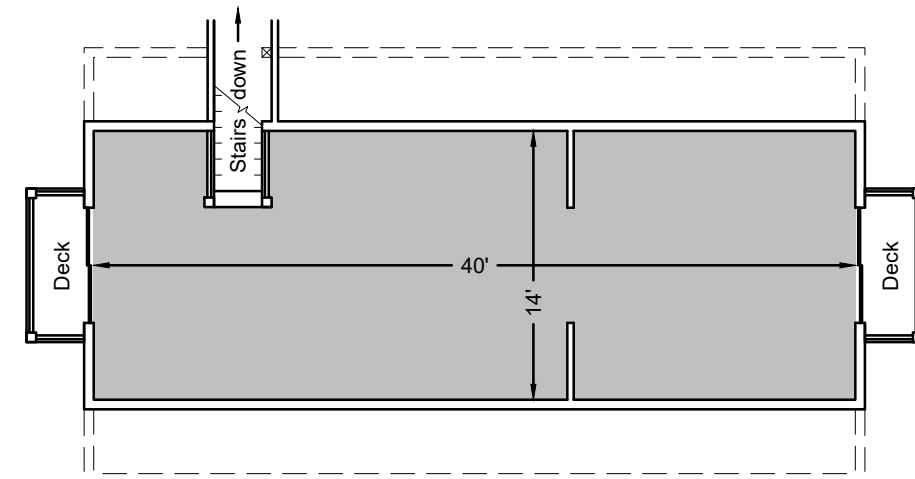
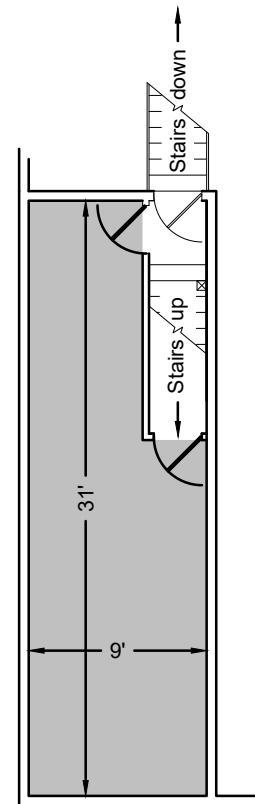
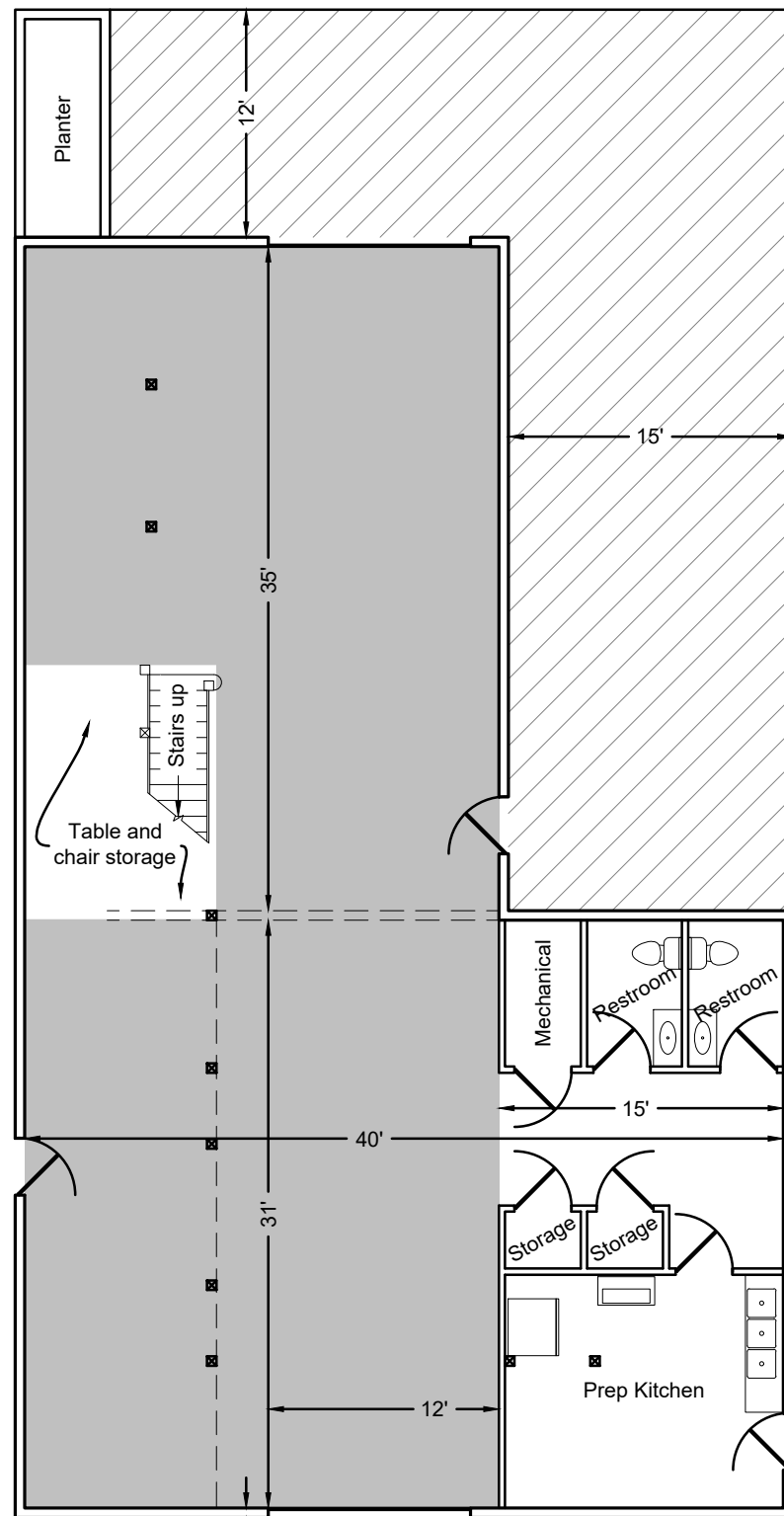
A SITE PLAN FOR

THE NOYES FAMILY FARM

21576 155TH STREET, BASEHOR
LEAVENWORTH COUNTY, KANSAS



THE NOYES FAMILY FARM



"EVENT BARN FLOOR PLAN"
SCALE: 1" = 10' (@ 11"x17")
6/2/2024

PROPOSED SPECIAL USE PERMIT INFORMATION

Name of Business The Noyles Family Farm

Existing and Proposed Structures Existing residence, event building, storage building, silo; no proposed buildings

Number of structures used for Special Use Permit one event building

Will the use require parking? ☒ Yes ☐ No How many parking spaces are proposed/available? 16 gravel, 30 grass
+ 2 accessible

Is the proposed use seasonal? ☐ Yes ☒ No
If yes, what months will the use be active? _____ through _____
Month Month

Reason for requesting a Special Use Permit: _____

Estimated Traffic

In this section, you are determining the impact your proposed use will have on the county roadways. A vehicle visiting your site is to be considered two trips because the visitor/employee/user will use the roadways twice. If you are planning to expand the use that may generate additional traffic during the duration of the permit, provide the traffic generation for the full expansion.

How many total Passenger vehicle trips (both entering and exiting) will be generated by the Special Use Permit?

Daily 0 Weekly 30 - 110 Monthly 0

If applicable, how many total Commercial (delivery, heavy trucks, equipment, etc.) vehicle trips (both entering and exiting) will be generated by the Special Use Permit?

Daily 0 Weekly 6 Monthly 0

If applicable, describe Seasonal trips not accounted for above: What type (Passenger and Commercial) vehicle trips, how many trips per vehicle type in the seasonal timeframe, and describe the seasonal time frame (months, weeks, or days) in a calendar year.

Passenger: Months 0 Weeks 0 Days 0

Commercial: Months 0 Weeks 0 Days 0

When are trips to the site expected to occur (i.e. throughout the day, limited certain hours, etc.)? If applicable, separate occurrences by vehicle type (Passenger, Commercial, Seasonal Passenger, and Seasonal Commercial):

On average, one event per week. Smaller events (about 15 vehicles) on weekdays will generally occur between 5 and 10 pm. Larger events (50 vehicles*+5 staff) only on weekends will occur between 8 am & 11 pm. (*3 visitors/veh.)

What is the anticipated route(s) from the nearest State Highway to the Site? From Highway K7/U.S. 73, west 2 miles on Hollingsworth Rd or Leavenworth Rd, then south 0.5 miles or north 1.5 miles on 155th Street.

Special Use Permit Renewal

Describe any change to operations since the SUP was last issued including traffic trips compared to this SUP:

Have you added any buildings since the SUP was last issued? ☐ Yes ☐ No Any parking? ☐ Yes ☐ No

ATTACHMENT B

WALDEN FAMILY TRUST
UNPLATTED (RR-2.5)

WEST LINE OF THE SW 1/4
SECTION 23, T10S, R22E
S1°27'34"E 247.50'

155TH STREET

* LEAVENWORTH COUNTY PUBLIC WORKS
COMMERCIAL ENTRANCE REQUIREMENTS
WIDTH: MINIMUM 24' MAXIMUM 36'
RADIUS: MINIMUM 10' MAXIMUM 25'

5' ORNAMENTAL
WOODEN FENCE

RESIDENCE
3 STORES

40' FRONT YARD SETBACK

SITE ACCESS

5' MECHANICAL
METAL GATES

PROPOSED
GROUND SIGN
±25 S.F., 10' MAX.

5' ORNAMENTAL
WOODEN FENCE



Storm Engineering Group, P.A.
5719 Westfield Drive
Lawrence, Kansas 66049
chris@stormenggrp.com



April 11, 2024

Joe McAfee, PE
Leavenworth County Public Works
300 Walnut Street, Suite 007
Leavenworth, Kansas 66048
Email: jmcafee@leavenworthcounty.gov

Dear Mr. McAfee:

This letter is in response to the request for an intersection sight distance analysis for the existing access to proposed access points to 21576 155th Street. The owner of this property has submitted a request for a Special Use Permit to the Leavenworth County Planning Department for a special event venue. The calculations in this analysis are based on *A Policy on Geometric Design of Highways and Streets* [1].

The existing 155th Street has two lanes, approximately 25 feet wide, and a posted speed of 50 mph. The existing street has a high point approximately 50 feet north of the entrance, allowing for more sight distance to the north and south.

The calculations of this analysis are based on an intersection with stop control on the minor road (entrance) with left turns (southbound onto 155th Street, Case B1) and right turns (northbound onto 155th Street, Case B2). Other analysis considerations include a posted speed limit of 50 mph (V_{major}), object height of 3.5 feet, driver eye height of 3.5 feet, and the decision point 14.5 feet from the edge of the major road for a stopped passenger car. To make a left or right turn on 155th Street will require time gaps (t_g) of 7.5 and 6.5 seconds for Cases B1 and B2, respectively (Tables 9-6, 9-8). Using Equation 9-1, the intersection sight distance (ISD) for left turns (Case B1) = $1.47 \cdot V_{major} \cdot t_g = 1.47 \times 50 \text{ mph} \times 7.5 \text{ sec} = 551.3 \text{ ft}$, and the ISD for right turns (Case B2) = $1.47 \times 50 \text{ mph} \times 6.5 \text{ sec} = 477.8 \text{ ft}$.

While parked at the subject entrance, approaching vehicles can be seen south to the entrance of 21462 155th Street and north to the entrance of 21707 155th Street. The distances vehicles can be seen on 155th Street exceed the required sight distance for left and right turns of stopped passenger car onto a major road. Pictures of approaching vehicles are included in Attachment A, and distances to the noted entrances are included in Attachment B. A few trees in the east right-of-way of 155th Street may limit the sight distance at the subject entrance if not maintained. I recommend that the sight distance be checked every summer and that trees be trimmed as needed.

Please contact me at (785) 766-6661 if you have any questions about this letter.

A handwritten signature in blue ink that reads 'Christopher M. Storm'.

Christopher M. Storm, PE
Storm Engineering Group, PA

Attachment A: Photos Taken at the Entrance of 21576 155th Street
B: Plan and Profile of 155th Street

[1] AASHTO (2018) *A Policy on Geometric Design of Highways and Streets*. The American Association of State Highway and Transportation Officials, AASHTO Green Book, Washington DC.

21576 155th Street
Intersection Sight Distance Study
Attachment A: Photos Taken at the Entrance of 21576 155th Street
4/11/2024



Photo looking south at entrance of
21576 155th Street (taken 4/10/2024)

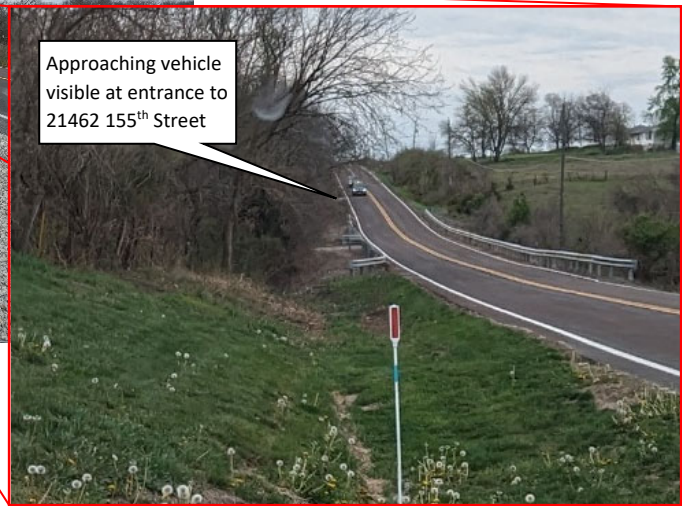
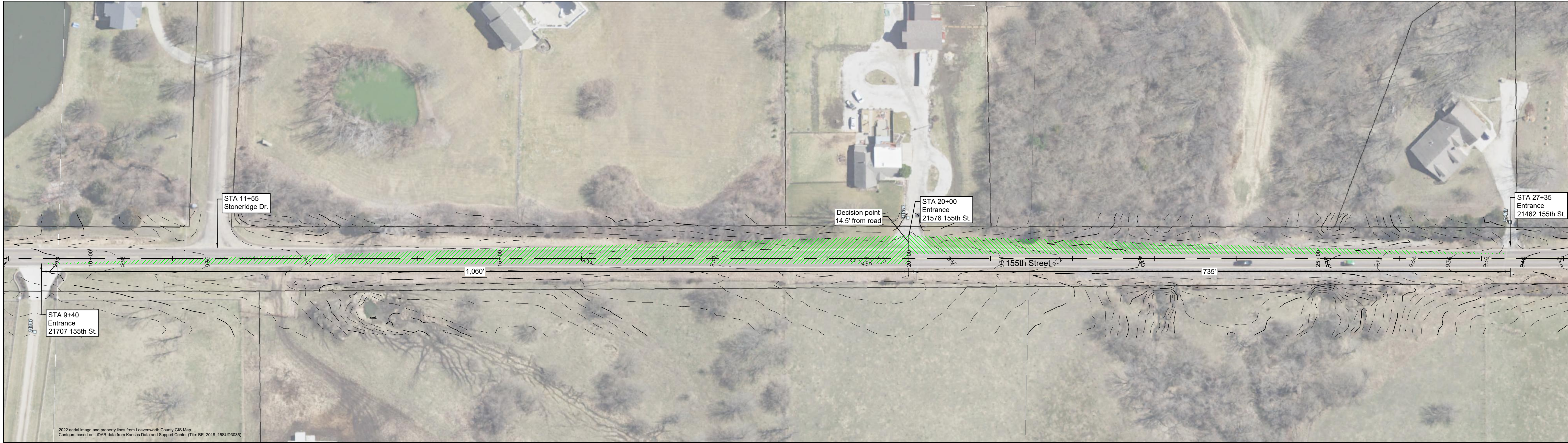


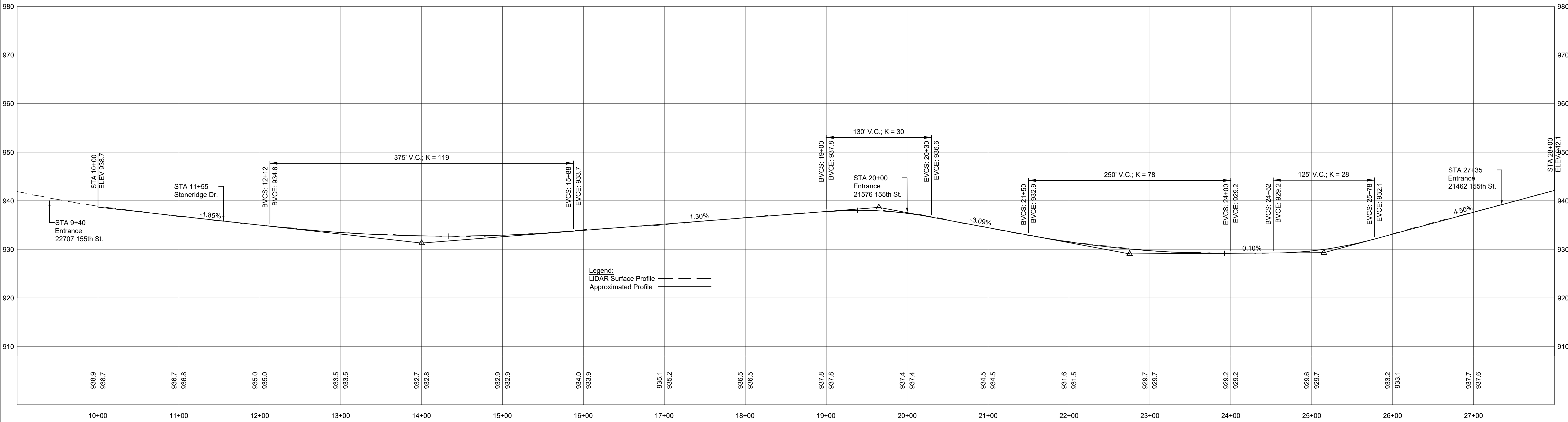
Photo looking north at entrance of
21576 155th Street (taken 4/10/2024)





155TH STREET
HORIZONTAL 1" = 60'
VERTICAL 1" = 10'

Note:
Posted Speed Limit 50 mph
AASHTO Design K Values
for Stopping Sight Distance
Crest Vertical Curve 84
Sag Vertical Curve 96



THE NOYES FAMILY FARM
21576 155TH STREET, BASEHOR, LEAVENWORTH COUNTY
INTERSECTION SIGHT DISTANCE STUDY
ATTACHMENT B: PLAN AND PROFILE OF 155TH STREET

REV DATE DESCRIPTION

DATE: 4/11/2024
PROJECT NO.: 24102
VERSION: A

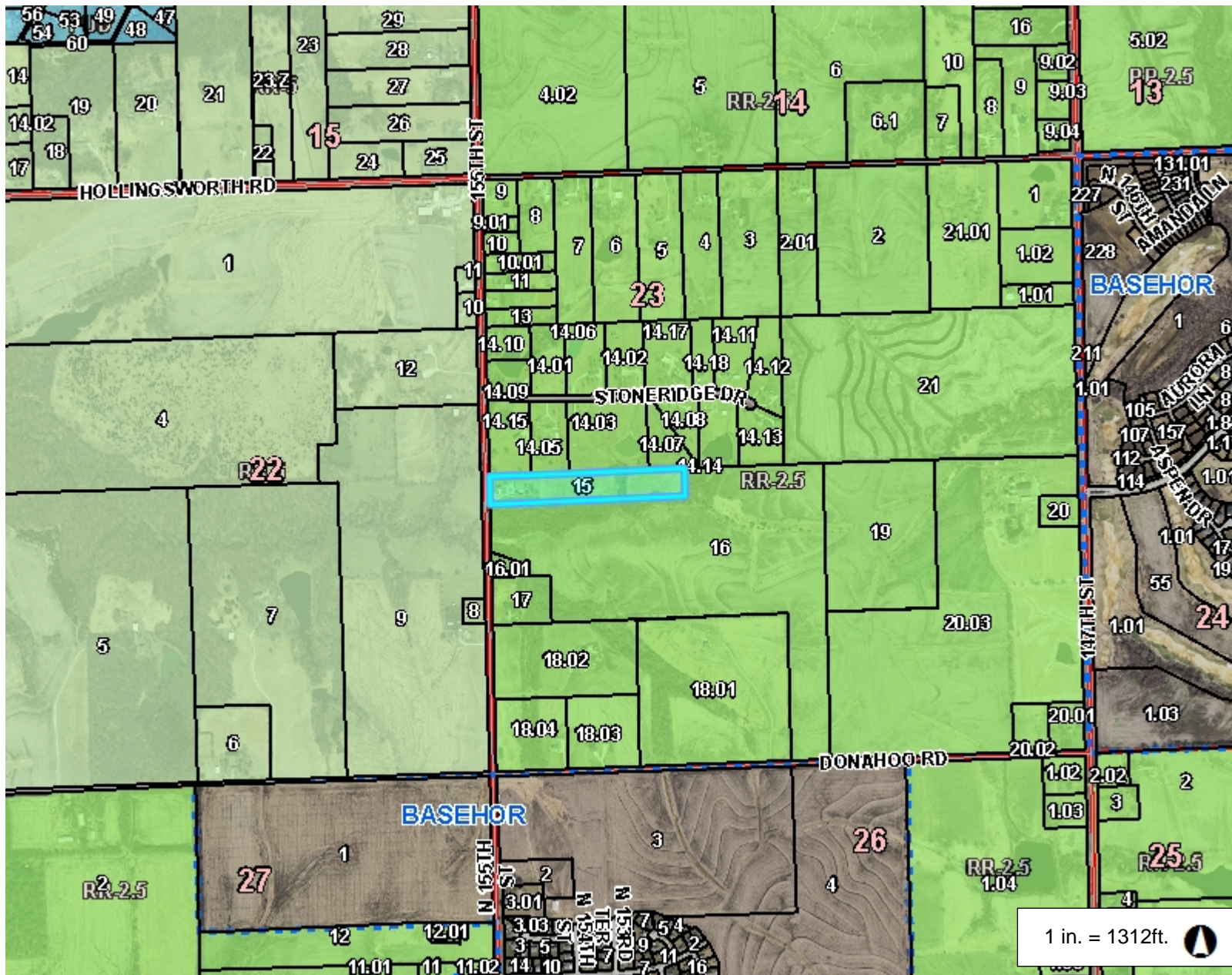
SHEET NUMBER:

1

OF 1 SHEETS



ZONING MAP



Legend

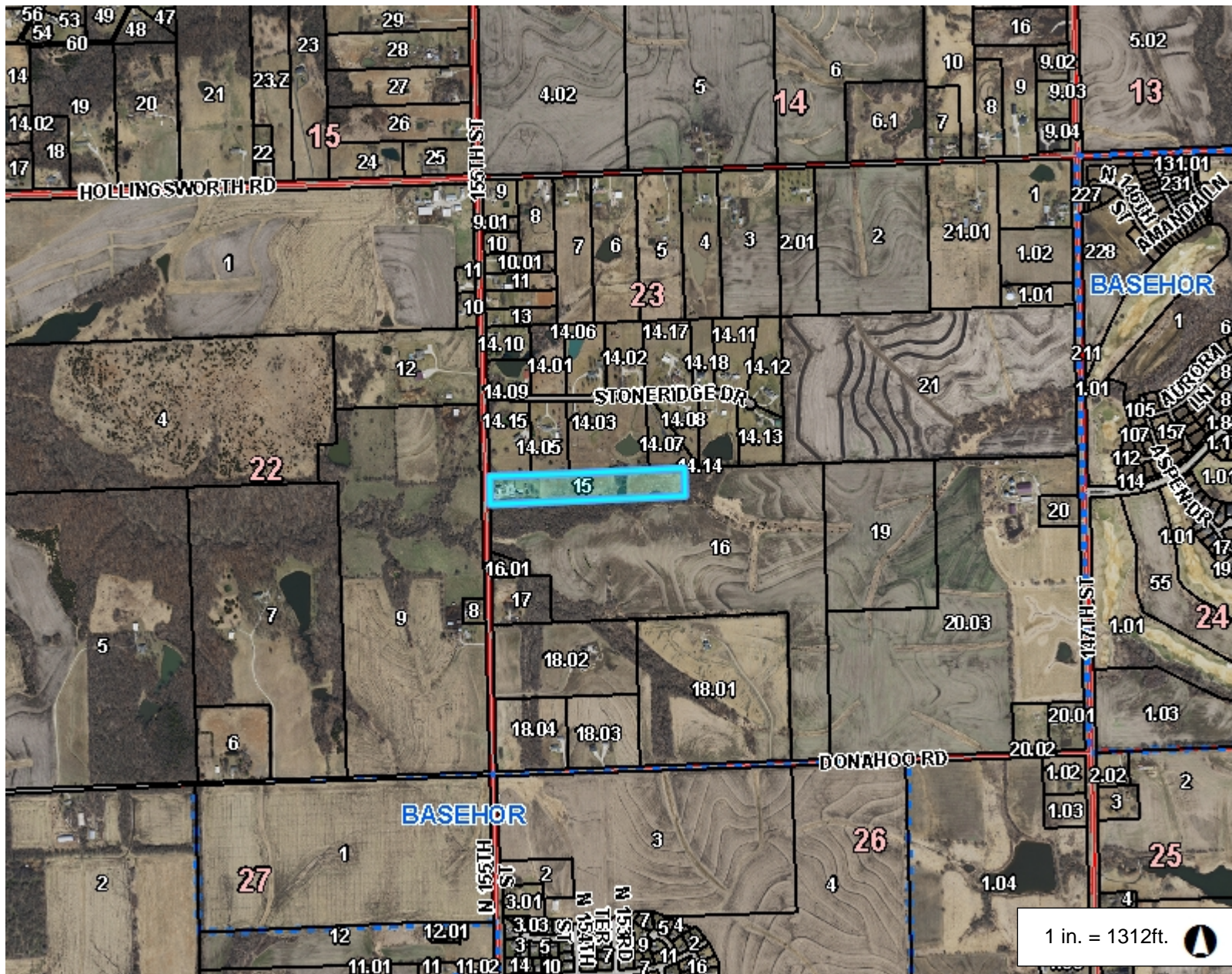
- Parcel Number
- Parcel
- City Limit Line
- Major Road
- <all other values>
- 70
- Road
- <all other values>
- PRIVATE
- Railroad
- Section
- Section Boundaries
- County Boundary
- Zoning
- B-1
- B-2
- B-3
- I-1
- I-2
- I-3
- MXD
- PC
- PI
- PR-1
- PR-2
- PR-3

Notes

This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

VICINITY MAP



Legend

- Parcel Number
- Parcel
- City Limit Line
- Major Road
 - <all other values>
 - 70
- Road
 - <all other values>
 - PRIVATE
- +
- Railroad
- Section
- Section Boundaries
- County Boundary

Notes

This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

April 4, 2022

Amy Allison, AICP
Deputy Director
Leav. Co. Planning and Zoning
300 Walnut
Leavenworth, KS 66048

Re: 21576 155th St. SUP Application

Dear Ms. Allison,

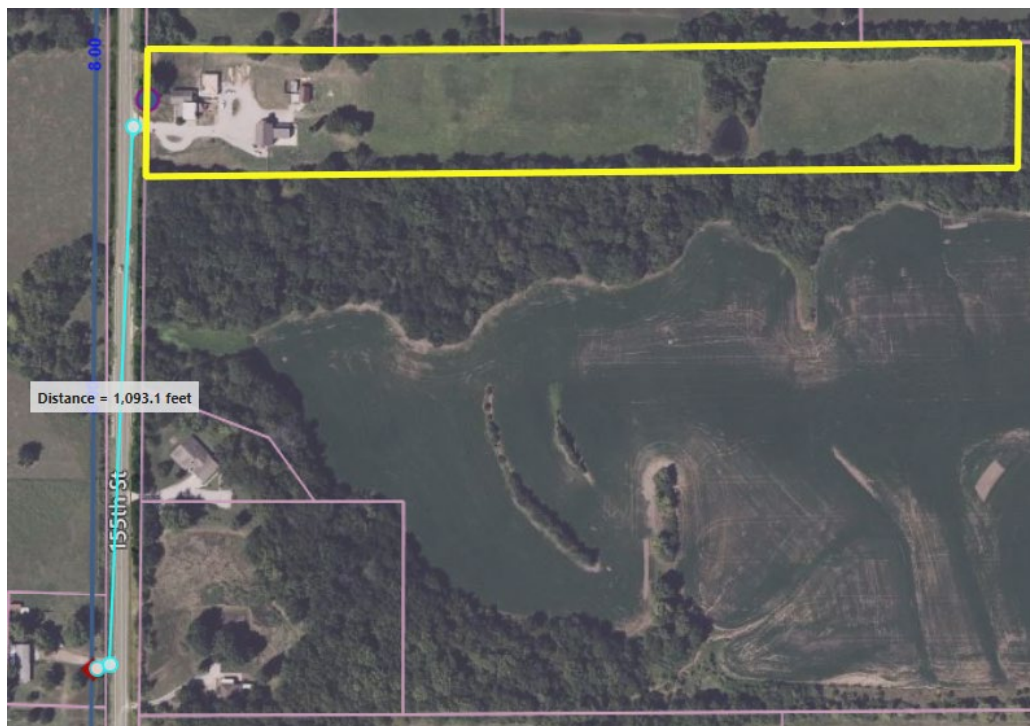
Thank you for providing the opportunity for the water district to provide comments on the proposed SUP. The water district has no objections to the SUP for 21576 155th St. The residence on the property is currently provided domestic water from us. Per our Bylaws, the venue owner will need to purchase a second meter for the event space. We will contact the property owner to inform them of this requirement. Below is a map of the closest fire hydrant location (1,093 feet south) to this address for your information.

If you have any additional questions/comments, please contact me at your convenience.

Respectfully,

Mike Fulkerson

Mike Fulkerson
General Manager



Cc; file

Allison, Amy

From: Anderson, Kyle
Sent: Friday, April 5, 2024 8:50 AM
To: Allison, Amy
Subject: RE: RE: DEV-24-030 Special Use Permit - Noyes Family Farm Event Center

When the event center was discovered and violation letter was sent out, the property owner's agent, Chris Storm, reached out to me quickly to get information and begin the process of putting together a complete SUP application. We will need an engineer to sign off on the existing septic system to verify it is capable of servicing the event center.

Kyle Anderson
Environmental Technician/Code Enforcement
Leavenworth County Planning & Zoning
300 Walnut St. Ste. 212
Leavenworth, KS 66048
913-684-1084

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From: Allison, Amy <AAllison@leavenworthcounty.gov>
Sent: Thursday, April 4, 2024 9:50 AM
To: Magaha, Chuck <cmagaha@lvsheriff.org>; Anderson, Kyle <KAnderson@leavenworthcounty.gov>; Miller, Jamie <JMiller@leavenworthcounty.gov>; Patzwald, Joshua <jpatzwald@lvsheriff.org>; Brown, Misty <MBrown@leavenworthcounty.gov>; McAfee, Joe <JMcAfee@leavenworthcounty.gov>; Noll, Bill <BNoll@leavenworthcounty.gov>; 'mfulkerson@crwd1.com' <mfulkerson@crwd1.com>; 'designgroupshawnee@evergy.com' <designgroupshawnee@evergy.com>; 'lingenfelserm@fairmountfd.org' <lingenfelserm@fairmountfd.org>
Cc: PZ <PZ@leavenworthcounty.gov>
Subject: RE: DEV-24-030 Special Use Permit - Noyes Family Farm Event Center

Good Morning,

The Department of Planning and Zoning has received a Special Use Permit application for an event center at 21576 155th Street.

The Planning Staff would appreciate your written input in consideration of the above request. Please review the attached information and forward any comments to us by Wednesday, April 17, 2024.

If you have any questions or need additional information, please contact me at (913) 684-0465 or at pz@leavenworthcounty.gov

Thank you,

Amy Allison, AICP
Deputy Director
Planning & Zoning

Allison, Amy

From: Boone Heston <Boone.Heston@evergy.com>
Sent: Friday, April 5, 2024 9:59 AM
To: Allison, Amy; Anderson, Kyle; Miller, Jamie; Brown, Misty; McAfee, Joe; Noll, Bill
Cc: PZ
Subject: Re: DEV-24-030 Special Use Permit - Noyes Family Farm Event Center

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Internal Use Only

Good morning,

Evergy is working with this customer to relocate a pole to allow for the widening of the driveway. Once our pole is relocated Evergy has no other concerns with this special use permit.

Thank you all,

Boone Heston

TD Designer
Leavenworth, KS

Evergy

Boone.Heston@evergy.com

O 913-758-2724

From: Jordan Mesmer <Jordan.Mesmer@evergy.com>

Sent: Thursday, April 4, 2024 9:58 AM

To: Allison, Amy <AAllison@leavenworthcounty.gov>; Magaha, Chuck <cmagaha@lvsheriff.org>; Anderson, Kyle <KAnderson@leavenworthcounty.gov>; Miller, Jamie <JMiller@leavenworthcounty.gov>; Patzwald, Joshua <jpatzwald@lvsheriff.org>; Brown, Misty <MBrown@leavenworthcounty.gov>; McAfee, Joe <JMcAfee@leavenworthcounty.gov>; Noll, Bill <BNoll@leavenworthcounty.gov>; 'mfulkerson@crwd1.com' <mfulkerson@crwd1.com>; Design Group Shawnee <designgroupshawnee@evergy.com>; 'lingenfelserm@fairmountfd.org' <lingenfelserm@fairmountfd.org>; Design Group Leavenworth <DesignGroupLeavenworth@evergy.com>

Cc: PZ <PZ@leavenworthcounty.gov>

Subject: Re: DEV-24-030 Special Use Permit - Noyes Family Farm Event Center

Internal Use Only

Hello,

This address looks to be served out of our Leavenworth service center. I have attached their design group to this e-mail.

Thanks,

Jordan Mesmer

Distribution Designer II

Jordan.Mesmer@evergy.com

O (913) 667-5122



From: Allison, Amy <AAllison@leavenworthcounty.gov>

Sent: Thursday, April 4, 2024 9:50 AM

To: Magaha, Chuck <cmagaha@lvsheriff.org>; Anderson, Kyle <KAnderson@leavenworthcounty.gov>; Miller, Jamie <JMiller@leavenworthcounty.gov>; Patzwald, Joshua <jpatzwald@lvsheriff.org>; Brown, Misty <MBrown@leavenworthcounty.gov>; McAfee, Joe <JMcAfee@leavenworthcounty.gov>; Noll, Bill <BNoll@leavenworthcounty.gov>; 'mfulkerson@crwd1.com' <mfulkerson@crwd1.com>; Design Group Shawnee <designgroupshawnee@evergy.com>; 'lingenfelserm@fairmountfd.org' <lingenfelserm@fairmountfd.org>

Cc: PZ <PZ@leavenworthcounty.gov>

Subject: RE: DEV-24-030 Special Use Permit - Noyes Family Farm Event Center

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Report Suspicious

Good Morning,

The Department of Planning and Zoning has received a Special Use Permit application for an event center at 21576 155th Street.

The Planning Staff would appreciate your written input in consideration of the above request. Please review the attached information and forward any comments to us by Wednesday, April 17, 2024.

If you have any questions or need additional information, please contact me at (913) 684-0465 or at pz@leavenworthcounty.gov

Thank you,

Amy Allison, AICP

Deputy Director

Planning & Zoning

Leavenworth County

913.364.5757

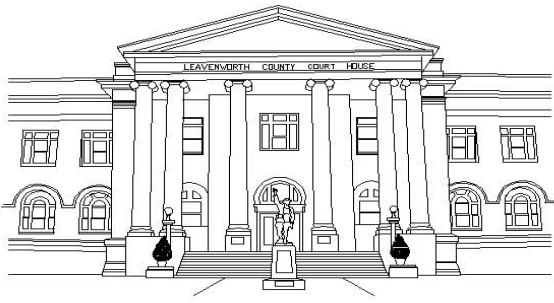
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MEMO

To: Amy Allison
From: Chuck Magaha
Subject: Noyes Family Farm
Date: May 30, 2024

Amy, I have reviewed the special use permit for “The Noyes Family Farm” in the Fairmount Township area. I would like to see an emergency contingency plan be developed for this location in the event of an emergency or severe weather event should occur. This facility should have in place a S.A.M.E. weather alert radio in the meeting/event room along with the emergency plan posted if not already present, such as where to go or location for severe weather events or other emergencies. If the facility does not have emergency contacts posted, they should also have this information available in the meeting room and at the front of the building out side for emergency responders to notify during an emergency. I also would ask that an occupancy amount of patrons be posted in the building for safety. Amy if you have any questions please call me at 684-0455.



COUNTY OF LEAVENWORTH

Department of Public Works

300 Walnut, Suite 007

Leavenworth, Kansas 66048-2815

Phone (913) 684-0470

Fax (913) 684-0473

June 17, 2024

The Noyes Family Farm LLC SUP – Public Works Review

The Public Works Department have reviewed the following documents:

- 24.06.13 Narrative Revised
- 24.06.13 Site Plan ver B
- 24.06.03 Response to Comments
- 24.06.13 Response to Comments
- 24.06.13 Revised Attachment B
- 24.04.11 Intersection Sight Distance Analysis

155th Street and identified route from K-7 is a two-lane hard surfaced roadway. Sign and septic system to be permitted with a separate application. Fire Protection not reviewed by Public Works.

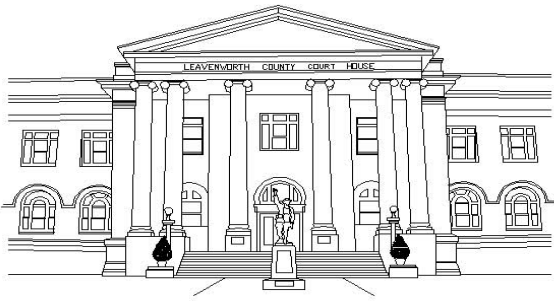
Below are responses from the received documents listed above. Direct any questions to Amy Allison at aallison@leavenworthcounty.gov.

1. Olsson Comment (4.23.24): The application should provide expected daily and weekly trips. If events aren't expected daily then that number may be '0', but the weekly number should encompass event trips (based on the application events could occur weekly, weekday or weekend). Additional requested information assists the reviewer to understand the expected traffic patterns to the site and determines if a traffic impact study is required. Confirm if the monthly trips presented are accurate (currently application is 200 trips, this would be 100 entering and exiting cars per month). Include trips for staff, any commercial vehicles, security, and other support services (trash, catering, etc.) in the SUP Traffic Application.

Applicant Response (6.03.24): No Response.

Olsson Response (06.11.24): No further comment.

2. Olsson Comment (4.23.24): The narrative mentions egg hunts, craft fairs, etc. These types of events would be expected to generate trips over the day versus a defined entry and exit period (dinner, wedding, etc). How many of these events are expected? Would events be one day or a Friday-Sunday? For special events open to the public, how will the applicant manage vehicle trips to available parking on site to avoid on street parking, public street vehicle congestion, maintain a route through site for emergency vehicles, and maintain onsite traffic circulation for visitors coming/going? Open to the public events could generate more than 150 visitors. Provide a



COUNTY OF LEAVENWORTH

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300 Walnut, Suite 007

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Phone (913) 684-0470

Fax (913) 684-0473

statement on the site plan stating Special Use Permit vehicle generated traffic shall not exceed onsite vehicle parking.

Applicant Response (6.03.24): The narrative mentions egg hunts, craft fairs, etc. These types of events would be expected to generate trips over the day versus a defined entry and exit period (dinner, wedding, etc). How many of these events are expected? Estimated six per year (*Easter, Memorial Day, 4th of July, Labor Day, Fall Festival, Winter Festival*) Would events be one day or a Friday-Sunday? *Some events will be one day (Easter, Memorial Day, 4th of July, Labor Day), other events may be Saturday and Sunday (Fall and Winter Festivals).* For special events open to the public, how will the applicant manage vehicle trips to available parking on site to avoid on street parking, public street vehicle congestion, maintain a route through site for emergency vehicles, and maintain onsite traffic circulation for visitors coming/going? *The site plan shows parking for over 80 vehicles and room for many more. During large events, staff and security will direct traffic and make sure site access is maintained.* Open to the public events could generate more than 150 visitors. Provide a statement on the site plan stating Special Use Permit vehicle generated traffic shall not exceed onsite vehicle parking. *Statement added to site plan as general note 9.*

Olsson Response (06.11.24): No further comment.

3. Olsson Comment (4.23.24): Include a statement in the narrative/site plan that offsite parking is not allowed.

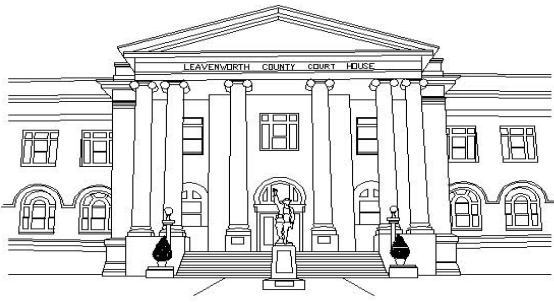
Applicant Response (6.03.24): *Statement added to site plan as general note 10.*

Olsson Response (6.11.24): No further comment.

4. Olsson Comment (4.23.24): It appears that adequate parking is not provided for a maximum capacity event. Parking also needs to consider site staffing/vehicles (3-6 people per narrative), security, event vendors, etc. Assume 2 people per vehicle for event attendees (150 maximum capacity = 75 vehicles). Provide the assumed number of guests per vehicle for a typical event in the narrative.

Applicant Response (6.03.24): *The revised site plan shows available event parking for 80 vehicles, including 5 staff parking. Note that several of the staff will be immediate family and able to use the existing garage of residence.*

Olsson Response (06.11.24): Revise attachment B language stating, "public works says 75 vehicles". Reviewer is not providing the assumed guests per vehicle for events. Said language was an example to support the comment. Assumed number of guests per vehicle to be provided by the applicant. Provide the assumed number of guests per vehicle for a typical event in the narrative and attachment B.



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Fax (913) 684-0473

Applicant Response (6.13.24): *Narrative, site plan, and Attachment B revised to show "The average number of guests per vehicle for the typical event is three." This results with a weekly range of passenger trips from 30 to 110 (150 guests/3 guests/veh. + 5 works/vendors = 55 vehicles → 110 trips), calculated required parking 55 spaces (site plan shows 50 overflow spaces, reduced from 60 overflow shown on version B.*

Olsson Response (6.17.24): No further comment.

5. Olsson Comment (4.23.24): The proposed sign and movable signs must be outside of the sight triangle and placed as to not limit sight distance. Proposed fencing should not limit sight distance.

Applicant Response (6.03.24): *The proposed sign is located outside of the entrance sight triangle and movable signs will be sized and placed to not interfere with sight distance.*

Olsson Response (6.11.24): No further comment.

6. Olsson Comment (4.23.24): Provide additional information on gate operations. Will the gate remain open during an event or be managed by a person? Provide documentation from fire/emergency services regarding how the gate should operate during events.

Applicant Response (6.03.24): *Revised site plan notes that the gate will be open during all public events.*

Olsson Response (6.11.24): No further comment.

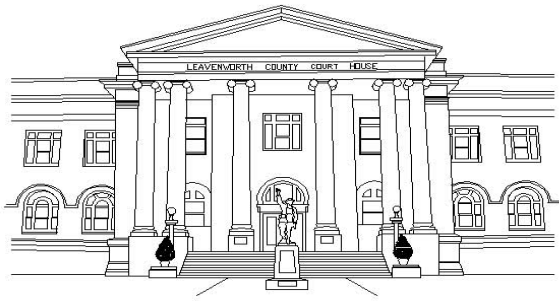
7. Olsson Comment (4.23.24): Gate is +/- 15 feet wide indicating one-way movement through gate causing the potential for queueing on 155th Street. Traffic should not be stopped from entering the site. Widen fence/gate to accommodate commercial driveway entrance standard for two-way traffic into the site.

Applicant Response (6.03.24): *Revised site plans show relocation of south column to provide 20 feet of opening. Note that the owner is coordinating with Evergy to relocate utility pole to shift entrance south.*

Olsson Response (6.11.24): Drive shall be widened and columns relocated prior to site being operational for SUP uses. Add statement on site plan.

Applicant Response (6.13.24): *Requested note added to revised site plan version C. Site plan General Note 11. ENTRANCE COLUMN TO BE RELOCATED PRIOR TO HOSTING ANY EVENTS UNDER THE APPROVED SUP.*

Olsson Response (6.17.24): No further comment.



COUNTY OF LEAVENWORTH

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Leavenworth, Kansas 66048-2815

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Fax (913) 684-0473

-
-
8. Olsson Comment (4.23.24): Update site plan and application documentation on revisions based on comments.

Applicant Response (6.03.24): *Site plan revised as noted above.*

Olsson Response (6.11.24): No further comment.

Allison, Amy

From: Mike Lingenfelser <lingenfelserm@fairmountfd.org>
Sent: Tuesday, July 2, 2024 1:59 PM
To: Allison, Amy
Cc: Tyler Rathe
Subject: Re: FW: DEV-24-030 Noyes Family Farm SUP Review Comments
Attachments: Fire Marshal -Noyes Family Event.docx

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Amy

Currently the Fairmount Township Fire Department does not support the Noyes Family Farm SUP unless the building and occupancy meet the 2006 version of the International Fire Code (IFC). When the Leavenworth County Commission passed Resolution 2020-39, adopted basic building codes in 2020 providing a local amendment to both respective codes (2006 IRC/IBC) exempting existing agricultural buildings when occupancy was converted to a home or commercial use, they didn't exempt the building from the 2006 IFC which is the minimum standard set by the Kansas State Fire Marshal's office. The Fire Marshal has been in contact with Scott Noyes and he is providing them with the requested information. I am in full support of helping the Noyes get their SUP. I just want to make sure they aren't blindsided after they plan events. I have attached some reference material from the Fire Marshal's office.

Mike Lingenfelser, Fire Chief
Fairmount Township Fire Department
2624 N 155th St
Basehor, Kansas 66007
Work-913-724-4911
Cell 913-306-0258

On Mon, Jul 1, 2024 at 3:02 PM Allison, Amy <AAllison@leavenworthcounty.gov> wrote:

Good Afternoon Chief,

I spoke with the project Engineer on the Noyes Event Center SUP and he had indicated that you and the applicant had spoken and were in the process of resolving some of your concerns on the project. Can you update us on any remaining conditions or concerns you have for the project to be included in the staff report?

Thank you,

Amy Allison, AICP

Deputy Director

Planning & Zoning

Leavenworth County

913.364.5757

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From: Mike Lingenfelter <lingenfelterm@fairmountfd.org>
Sent: Monday, June 10, 2024 4:06 PM
To: Allison, Amy <AAllison@leavenworthcounty.gov>
Subject: Re: FW: DEV-24-030 Noyes Family Farm SUP Review Comments

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Amy

I highly recommend that the Kansas State Fire Marshall's office be contacted and utilized to make sure that the event center is operated under the current fire and building codes for the state and county. I would hate to see this end up similar to the events center in Tonganoxie. I just want to make sure that the Noyes family isn't caught unexpectedly with additional cost in the change of occupancy. Some questions I have are: what is the occupancy classification? What is the occupancy load? Will there be visitors or guest on the 2nd and 3rd floor? Should the event center be sprinklered? Are there enough exits? Can the garage door be utilized as an exit if closed during an event? Are there large areas outside the exits for egress away from the building? If the parking lots are full how are the responding emergency vehicles going to operate?

One of my Captains looked through the 2006 IFC, and has the following concerns.

- The biggest concern comes to play with requiring a sprinkler system. What I am seeing in the 2006 IFC, is with this being an A-2 (banquet hall) style occupancy, per section 903.2.1.2 Group A-2, "an automatic sprinkler system shall be provided for Group A-2 occupancies where one of the following conditions exists: 1. The fire area exceeds 5,000 square feet (which this does not) 2. The fire area has an occupant load of 100 or

more; or 3. The fire area is located on a floor other than the level of exit discharge. This event space, having a square footage of 1,525 sq ft on the main event floor would have an occupant load of 101 occupants using table 1004.1.1 - Maximum floor area allowances per occupant, assembly without fixed seats - unconcentrated (tables and chairs) 15 net occupancy per sq ft coming to the occupancy load of 101, which is over the requirement per occupancy to require a sprinkler system.

- The next concern is regarding their prep kitchen. If using a stove, or commercial or domestic cooking device in a commercial setting, section 609.2 requires a commercial cooking hood and duct. There just needs to be some clarification on the purpose of the prep kitchen.
- Lastly is fire flow and available water. The closest hydrant to the facility is 1,200 feet away and would require closing 155th street, not to mention the chaos that would ensue from patrons attempting to leave the facility through only one entrance/exit drive. Looking at required fire flows in section B105.1 this facility would require 1,500 GPM of fire flow which should be obtainable through a long lay in with relay pumping, or drafting operations.

Mike Lingenfelter, Fire Chief

Fairmount Township Fire Department

2624 N 155th St

Basehor, Kansas 66007

Work-913-724-4911

Cell 913-306-0258

On Mon, Jun 3, 2024 at 10:55 AM Allison, Amy <AAllison@leavenworthcounty.gov> wrote:

Good Morning,

Please find the revised application for the Noyes Family Farm SUP attached. Please have all comments back to me no later than Monday, June 10th.

Sincerely,

Amy Allison, AICP

Deputy Director

Planning & Zoning

Leavenworth County

913.364.5757

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From: Christopher Storm <chris@stormenggrp.com>
Sent: Monday, June 3, 2024 10:52 AM
To: Allison, Amy <AAllison@leavenworthcounty.gov>
Cc: PZ <PZ@leavenworthcounty.gov>; Scott Noyes <makingnoyes@gmail.com>
Subject: Re: DEV-24-030 Noyes Family Farm SUP Review Comments

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Amy,

I have attached several documents in response to the review comments received in late April. These documents include:

1. Response to review comments
2. Revised narrative
3. Revised site plan, version B
4. Revised Attachment B, requested by Public Works
5. Event barn floor plan, requested by Planning

We wish to be scheduled for the July 10 planning commission meeting, but understand that the application must be complete by June 14.

Please let me know if you have any questions.

Chris Storm

On Tue, Apr 23, 2024 at 3:16 PM Allison, Amy <AAllison@leavenworthcounty.gov> wrote:

Good Afternoon Chris,

Please find the updated Public Works Comments and Emergency Management's memo attached.

Sincerely,

Amy Allison, AICP

Deputy Director

Planning & Zoning

Leavenworth County

913.364.5757

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From: Allison, Amy <AAllison@leavenworthcounty.gov>
Sent: Wednesday, April 17, 2024 4:34 PM
To: 'Christopher Storm' <chris@stormenggrp.com>
Cc: PZ <PZ@leavenworthcounty.gov>
Subject: DEV-24-030 Noyes Family Farm SUP Review Comments

Good Afternoon Chris,

Attached are comments from the following:

- Public Works – 4/16/2024 & 4/17/2024
- Planning & Zoning – 4/17/2024
- Consolidated WD 1 – 4/4/2024
- Code Enforcement – 4/5/2024
- Evergy – 4/5/2024
- Fairmount FD – 4/16/2024
-

The next public hearing notice deadline is May 17th. If you have any further questions, please let me know.

Sincerely,

Amy Allison, AICP

Deputy Director

Planning & Zoning

Leavenworth County

913.364.5757

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The following is a list of the adopted codes and standards from the Kansas State Fire Marshal.

22-1-3. Adopted codes and standards. The following codes and national fire protection association (NFPA) standards are adopted by reference:

- (a) International building code (IBC), international code council, 2006 edition, including the appendices but excluding the references in chapter 35 to NFPA 13, 13D, 13R, 14, 30, 72, 101, and 110;
- (b) international fire code (IFC), international code council, 2006 edition, including the appendices but excluding the following:
 - (1) Chapters 22, 30, 33, 34, 35, 36, and 38; and
 - (2) the references in chapter 45 to NFPA 10, 13, 13D, 13R, 14, 25, 30, 30A, 52, 72, 101, 110, and 385;
- (c) portable fire extinguishers. NFPA standard no. 10, including annexes A, B, C, D, E, F, G, H, I, J, and K, 2007 edition. The provisions of section 4.4.1 shall be effective only on and after January 1, 2014;
- (d) installation of sprinkler systems. NFPA standard no. 13, including annexes A, B, C, and E, 2007 edition;
- (e) installation of sprinkler systems in one-and two-family dwellings and manufactured homes. NFPA standard no. 13D, including annexes A and B, 2007 edition;
- (f) installation of sprinkler systems in residential occupancies up to and including four stories in height. NFPA standard no. 13R, including annexes A and B, 2007 edition;
- (g) installation of standpipe and hose systems. NFPA standard no. 14, including annexes A and B, 2007 edition;
- (h) dry chemical extinguishing systems. NFPA standard no. 17, including annexes A and B, 2002 edition;
- (i) wet chemical extinguishing systems. NFPA standard no. 17A, including annexes A and B, 2002 edition;
- (j) water-based fire protection systems. NFPA standard no. 25, including annexes A, B, C, D, and E, 2008 edition;
- (k) flammable and combustible liquids. NFPA standard no. 30, including annexes A, B, C, D, E, F, and H, 2008 edition;
- (l) motor fuel-dispensing facilities. NFPA standard no. 30A, including annexes A, B, and D, 2008 edition;
- (m) vehicular fuel systems. NFPA standard no. 52, including annexes A, C, D, and E, 2006 edition;
- (n) national electric code. NFPA standard no. 70, including annexes A, B, C, D, E, F, G, and H, 2008 edition;
- (o) fire alarms. NFPA standard no. 72, including annexes A, B, C, E, F, G, and H, 2007 edition;
- (p) vapor removal from cooking equipment. NFPA standard no. 96, including annexes A and B, 2008 edition;
- (q) life safety code. NFPA standard no. 101, including annexes A and B, 2006 edition;
- (r) alternative approaches to life safety. NFPA standard no. 101A, including annexes A and B, 2007 edition;

- (s) assembly seating, tents, and membrane structures. NFPA standard no. 102, including annexes A and B, 2006 edition;
- (t) emergency and standby power systems. NFPA standard no. 110, including annexes A, B, and C, 2005 edition;
- (u) fire safety symbols. NFPA standard no. 170, including annexes A, B, C, and D, 2006 edition; and
- (v) tank vehicles for flammable and combustible liquids. NFPA standard no. 385, including annexes A, B, and C 2007 edition. (Authorized by and implementing K.S.A. 2008 Supp. 31-133; effective May 10, 1993; amended Feb. 4, 2011.)

Here is the code referencing change of occupancy.

2006 IFC 102.3 Change of use or occupancy. No change shall be made in the use or occupancy of any structure that would place the structure in a different division of the same group or occupancy or in a different group of occupancies, unless such structure is made to comply with the requirements of this code and the International Building Code. Subject to the approval of the fire code official, the use or occupancy of an existing structure shall be allowed to be changed and the structure is allowed to be occupied for purposes in other groups without conforming to all the requirements of this code and the International Building Code for those groups, provided the new or proposed use is less hazardous, based on life and fire risk, than the existing use

The following is a link with good and pertinent information from the Fire Marshal's office.

[Agricultural Venue Properties | State Fire Marshal, KS](#)

The Unruh Family
21402 155th Street
Basehor, Kansas

June 30, 2024

To: The Leavenworth County Commissioners Planning Committee

We live two doors down from The Noyes Family Farm. Our neighbors George & Elizabeth Rebeck told us about the Noyes and the work they have done on their barn over the past five years. We called them to see about having our daughter's Basehor/Linwood high school graduation party as our friends and family would be too large to host at our home. Our daughter and I went over to the Noyes property, met them and got a tour of their lovely barn. They expressed they would gladly host our summer afternoon Grad party. We had a great time in their barn for several hours on a Saturday afternoon. The privacy and space of the barn was the perfect facility for our event. We support their request for a Special Use Permit and know they will be mindful and respectful of us, our property value and neighborhood.

Please contact us with any additional questions,



Anna E. Unruh

Dear members of the Leavenworth County Planning and Zoning Commission,
Thank you for allowing me to speak in support of the Noyes Family Farm
Venue. I am Elizabeth Rebeck. I live at 21462 155th St, the nearest
neighbor to the south of said property.

Let me start by saying that Scott and Michelle Noyes have been up-front,
conscientious, and considerate of the neighbors surrounding their
property since they first purchased that property in 2017. They sent out
invitations to an informal “meet and greet” where they laid out their
plans for the venue. It was then that my husband met Scott and Michelle,
and soon, a bit later, so did I. They quickly became our good friends. We
were supportive of their plans then, and continue to be in support of their
business.

They have done much to improve their property with the barn renovation,
home addition and entry gate which only adds value to their property
and all the surrounding area.

The Noyes Family Farm fills a much-needed spot for people in the
community to have a place to gather and to celebrate those important
life events like graduations, weddings, showers, appreciation dinners,
transplant recipients picnics, and even celebrations of life when a family
has lost a loved one.

We have participated in some of the events at their property—helping with set-up; directing parking; and serving, but mostly as guests, enjoying their hospitality.

Scott and Michelle have been mindful of their neighbors, alerting us of an event and possible increase of traffic. Though it is nice to have fore-warning, we have never experienced any problems from their events either by noise or traffic.

I am here to respectfully ask this commission to approve a special use permit for the Noyes Family Farm and allow them to continue to provide a wonderful venue to our Leavenworth County community. Thank you.

Elizabeth Rebeck

The Walden Family
21417 155th Street
Basehor, Kansas

June 15, 2024

To: The Leavenworth County Commissioners Planning Committee

We have known our neighbors Scott and Michelle Noyes for seven years. They are very considerate and respectful neighbors. We know they have hosted a variety of charity events over the time they have lived across the street from us. We support their desire to use their barn as an event center.

Sincerely,

Therese Walden

The Young Family
15319 Stoneridge Drive
Basehor, Kansas

July 3, 2024

To: The Leavenworth County Commissioners Planning Committee

Our property backs up to The Noyes Family Farm. When they bought their property they invited neighbors from the surrounding area to an open house and shared with all of us about their dream to develop the barn into a small event center. Our grandson Ryan occasionally helps out with yard work for them. We have attended a Christmas event and an Easter party at their barn. We know they love hospitality and sharing their land and barn with others. We support their request for a special use permit to be able to make their dream come true and share their farm with others.

Sincerely,


Carl Young

Allison, Amy

From: Christopher Storm <chris@stormenggrp.com>
Sent: Friday, July 26, 2024 10:20 AM
To: Allison, Amy
Cc: Scott Noyes; PZ; Jacobson, John
Subject: Fwd: Request for Review - Noyes Family Farm Event Barn. 21576 155th Street LvCo

Notice: This email originated from outside this organization. Do not click on links or open attachments unless you trust the sender and know the content is safe.

Amy,

This is the email we received in response to my request for review.

I recommend that the planning department provide guidance to future applicants about Leavenworth County's unique review process for CUPs. I still don't understand why this project has to be reviewed by the State Fire Marshall's office and not at the county or township level.

Chris Storm

----- Forwarded message -----

From: **KSFM Prevention** <prevention@ks.gov>
Date: Tue, Jul 23, 2024 at 1:07 PM
Subject: RE: Request for Review - Noyes Family Farm Event Barn. 21576 155th Street LvCo
To: Christopher Storm <chris@stormenggrp.com>
Cc: Scott Noyes <makingnoyes@gmail.com>

Hello Christopher and Scott,

Our apologies for the delayed response. We have received your documents and scheduled them for review within 30 days. Thank you for your patience during this process. Watch your email for a response from the plan reviewer detailing next steps, if you don't receive it check your junk or spam folder. Please send all correspondence for this facility to prevention@ks.gov and use reference #LV12B1.

Best Regards,

Debra

Debra Tyler

Program Consultant I

Office of the State Fire Marshal

800 SW Jackson, Suite 104

Topeka, KS 66612-1216

TEL: (785) 296-3401

FAX: (785) 296-0151

debra.tyler@ks.gov

This e-mail message, including attachments, if any, is intended for the person or entity to which it is addressed and may contain confidential or privileged information. Any unauthorized review, use, or disclosure is prohibited. If you are not the intended recipient, please contact the sender and destroy the original message, including all copies. Thank you.

From: Christopher Storm <chris@stormenggrp.com>
Sent: Saturday, July 20, 2024 11:32 AM
To: KSFM Prevention <prevention@ks.gov>
Cc: Scott Noyes <makingnoyes@gmail.com>
Subject: Request for Review - Noyes Family Farm Event Barn. 21576 155th Street LvCo

EXTERNAL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Per the condition of approval for a Special Event Permit of an event space at 21576 155th Street, Basehor, Leavenworth County, Kansas; attached is a request for review by the Office of the State Fire Marshal. Also included is a floor plan for the event barn, a site plan, and a project narrative.

Events will only use the first floor of the event barn (2nd-floor private office, 3rd-floor private loft studio) and outdoor space. Food for events will be catered. No food will be prepared onsite as the prep kitchen only has a microwave and no ovens or ranges.

Please contact Scott Noyes or myself with any questions.

Chris Storm

Allison, Amy

From: Mike Lingenfelser <lingenfelserm@fairmountfd.org>
Sent: Thursday, August 15, 2024 11:30 AM
To: Allison, Amy; Jacobson, John
Cc: Scott Noyes
Subject: Noyes Event Center SUP

Notice: This email originated from outside this organization. Do not click on links or open attachments unless you trust the sender and know the content is safe.

Amy and John

Fairmount Township Fire Department supports the SUP Permit for the Noyes Family Event Center as long as it adheres to the Kansas Fire Protection Code. We understand that waiting for the State Fire Marshal is delaying the project; and we are not opposed to the SUP moving forward with the agreement that no events will be held there until the recommendations of the Fire Marshal are in place.

Mike Lingenfelser, Fire Chief

Fairmount Township Fire Department

2624 N 155th St

Basehor, Kansas 66007

Work-913-724-4911

Cell 913-306-0258

RESOLUTION 2024-19

A resolution of the Leavenworth County Kansas Board of County Commission, conditionally issuing a Special Use Permit for an event center – The Noyes Family Farm, LLC on the following described property:

Tract of Land of southwest ¼, Section 23, Township 10 South, Range 22 East of the 6th PM, in Leavenworth County, Kansas more fully described as follows: Beginning Northwest corner of said Southwest ¼, thence East 1760 feet, thence South 247.5 feet, thence West 1760 feet, thence North 247.5 feet to the Point of Beginning, less that part used for Public Road, more commonly known as 21576 155th Street, Basehor, Kansas.

WHEREAS, it is hereby found and determined that a request for a Special Use Permit as described above was filed with the Secretary of the Leavenworth County Planning Commission, on the 9th day of April, 2024, and

WHEREAS, it is hereby found that the Leavenworth County Planning Commission, after notice as required by law, did conduct a public hearing upon the granting of such request for a Special Use Permit on the 10th day of July, 2024; and

WHEREAS, it is hereby found that the Leavenworth County Planning Commission, based upon specific findings of fact incorporated by reference herein, did recommend that the Special Use Permit be approved, subject to special conditions as set forth; and

WHEREAS, the Board of County Commission considered, in session on the 31st day of July, 2024, the recommendation of the Leavenworth County Planning Commission.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commission of Leavenworth County, Kansas, that:

- I. Based upon the recommendation and findings of fact of the Leavenworth County Planning Commission as set forth in the staff report and the findings of fact adopted by the by the Board of County Commission in regular session on the 31st day of July, 2024 and incorporated herein by reference, Case No. DEV-24-030, Special Use Permit for an event center – The Noyes Family Farm, LLC is hereby conditionally approved subject to the performance and observation of the following conditions:
 1. The Special Use Permit shall be subject to the written narrative and site plan provided on June 13, 2024.
 2. Events shall be limited to the hours of 5:00 PM to 10:00 PM on weekdays and 8:00 AM until 11:00 PM during weekends. All business operations in the Event Center shall cease by 12:00 AM.
 3. Occupancy for all indoor events shall be limited to 99 occupants. Occupancy for all outdoor events shall be limited to 150 occupants. Employees shall be limited to two full-time employees and unlimited seasonal or part-time employees.
 4. A commercial building permit shall be submitted to the Planning & Zoning Department, including engineered building plans, for the proposed addition. An affidavit of compliance from the Engineer of Record may be substituted for the building plans and code footprint.
 5. All structures used for the purpose of this business shall comply with the Kansas Fire Protection Plan.
 6. An engineered commercial septic plan shall be filed with the Planning & Zoning Department.

7. The proposed business shall be screened from adjacent property via a screening fence or landscaping. Landscaping may include existing vegetation but should any existing landscaping be removed, new plantings shall replace those areas that have been compromised.
8. No signage shall be allowed in the right-of-way. Sign permits shall be required for any on-site or off-site signage. The applicant shall provide an owner authorization form for any off-site signs. All signage shall comply with Article 25, Sign Regulations of the Leavenworth County Zoning and Subdivision Regulations.
9. No on-street parking shall be allowed.
10. One ADA van-accessible parking stall shall be required.
11. The applicant shall provide a certificate of general liability insurance in the amount of \$1,000,000 and shall indicate Leavenworth County as the certificate holder prior to commencement of activities on the site.
12. Any noise generated from the proposed activities shall be limited to 60 dB, as measured from the property line.
13. Any light generated from the proposed activities shall be limited to 0 foot-candles net gain, as measured from the property line. If the existing or proposed lighting for the business exceeds the requirement, the lighting shall be shielded from adjacent properties.
14. No outdoor storage of materials shall be allowed.
15. All waste generated from the proposed business shall be disposed of in a manner that meets all local, state and federal requirements.
16. This conditional SUP requires compliance with all local, state, and federal rules and regulations that may be applicable.
17. The Conditional Special Use Permit must comply with the following memorandums prior to any events taking place:
 - a. Mike Lingenfelser – Fairmount Fire District, dated July 2, 2024
 - b. Mitch Pleak – Olsson/Public Works, dated June 17, 2024
 - c. Chuck Magaha – Emergency Management, dated May 30, 2024
 - d. Boone Heston – Evergy, dated April 5, 2024
 - e. Kyle Anderson – Code Enforcement, dated April 5, 2024
 - f. Mike Fulkerson – Consolidated Water District #1, dated April 4, 2024
18. That no public nuisance be allowed or created upon the subject real property.
19. That the conditional Special Use Permit granted herein is subject to revocation upon the breaching of the conditions set forth herein, or any substantial change in the use of the subject property. The Noyes Family Farm Event Center, and its assigns or successors in interest, hereby consent to, and authorize, entry onto the subject property by employees or agents of the county for the purpose of inspecting the subject property for compliance with the conditions set forth herein.

II. This Resolution shall be in full force and effect from and after its adoption and publication in the Leavenworth Times.

located in Section 23, Township 10 South, Range 21 East, in Leavenworth County, Kansas more commonly known as 21576 155th Street.

Adopted this 31st day of July, 2024
Board of County Commission
Leavenworth, County, Kansas

Jeff Culbertson, Chairman

ATTEST

Vicky Kaaz, Member

Janet Klasinski

Mike Smith, Member

Doug Smith, Member

Mike Stieben, Member

RBA TO THE MEMBERS OF THE BOARD OF COUNTY COMMISSON

AUGUST 16, 2024

FROM DAVID C. VAN PARYS, SR. COUNTY COUNSELOR

TO: BOARD OF COUNTY COMMISSIONERS

**CC: MARK LOUGHRY, COUNTY ADMINISTRATOR; MISTY POLO BROWN,
COUNTY COUNSELOR**

**RE: ANNEXATION RESOLUTION OF THE CITY OF BASEHOR, KS;
CONSIDERATION BY THE BOCC; SCHEDULING THEREOF.**

**REQUESTED ACTION: SCHEDULING OF THE HEARING BY THE BOARD OF THE
ANNEXATION RESOLUTION OF THE CITY FOR SEPTEMBER 11, 2024.**

Dear Commissioners,

On the 26th of July the city of Basehor, KS, “city”, submitted a resolution of the city requesting that the bocc, “commission”, pursuant to K.S.A. 12-520c(a)(3), “find and determine that the annexation of the land will not hinder or prevent the proper growth and development of the area...” Such finding, supported by 2/3 of the members of the commission, (in this matter 4 supporting votes required), is necessary before the proposed annexation can be finalized by the city. K.S.A. 12-520c(c) requires that the commission to make its findings “within 30 days” following receipt of the resolution of the city. In the present case, that date would be August 26, 2024, requiring a hearing by the commission either on August 21, 2024, or some date prior to, or on the 26th.

County staff has been working with city staff to address certain road maintenance responsibilities between the city and county arising from the proposed annexation. The final resolution of those issues, to be presented to both the city and the commission, has not been finalized but is likely to occur with additional staff discussion. That final resolution will not be feasible prior to the 26th of August.

In realization of that fact, the city has communicated that the city is agreeable to an extension of time for the commission to consider the matter. My interpretation of the time requirement of the statute is that it is “advisory” rather than mandatory and that the city and commission can mutually agree to extend that time. The commission and the city of Tonganoxie recently did just that. While some statutes impose time requirements for the consideration by a governing body of a request, and create a granting or denial of the request if that consideration is not finalized within that time frame, this is not the case in K.S.A. 12-520c.

Taking a justified, optimistic view of the ability of the staffs of the city and the commission to resolve the road maintenance issue to the satisfaction of the city and the

commission, it is my recommendation that the commission schedule this matter for hearing on the 11th of September, 2024, and communicate that scheduling to the city.

The recommended action can be accomplished through the approval by the commission of the following motion:

MR. CHAIRMAN, I MOVE THAT THE BOARD CONSIDER THE ANNEXATION RESOLUTION OF THE CITY OF BASEHOR, RESOLUTION NO. 2024-13, ON THE 11TH OF SEPTEMBER, 2024, AT 9:00 A.M.

Additional information, to include mapping and the RMA will be provided to the commission prior to the date of the hearing.

Sincerely,

/s/ David C. Van Parys

RESOLUTION NO. 2024-13

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF BASEHOR, KANSAS REQUESTING THE BOARD OF COUNTY COMMISSIONERS OF LEAVENWORTH COUNTY, KANSAS TO FIND THAT THE ANNEXATION OF CERTAIN LAND BY THE CITY WILL NOT HINDER OR PREVENT THE PROPER GROWTH AND DEVELOPMENT OF THE AREA OR THAT OF ANY OTHER INCORPORATED CITY LOCATED WITHIN LEAVENWORTH COUNTY, KANSAS.

WHEREAS, the City of Basehor, Kansas has received the consent and request of all owners of certain land described below (the “Property”) to be annexed into the City; and

WHEREAS, the Property does not adjoin the limits of the City, and therefore pursuant to K.S.A. 12-520c(a)(3), a determination must be made by the Leavenworth Board of County Commissioners whether or not the requested annexation will hinder or prevent the proper growth and development of the area of the Property or that of any other incorporated city within Leavenworth County, Kansas; and

WHEREAS the City requests the Leavenworth Board of County Commissioners to make such a determination.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LEAVENWORTH, KANSAS:

Section 1. The City is considering the petition and consent of all of the owners of the real property described on Exhibit A attached to this Resolution (the “Property”) to annex the Property into the City.

Section 2. The Property does not adjoin the limits of the City.

Section 3. The City therefore requests that, pursuant to K.S.A. 12-520c(a)(3), a determination be made by the Leavenworth Board of County Commissioners that the requested annexation will not hinder or prevent the proper growth and development of the area of the Property or that of any other incorporated city within Leavenworth County, Kansas.

Section 4. The Mayor, City Administrator, Deputy City Administrator and City Attorney are hereby further authorized and directed to take such other actions as may be appropriate or desirable to accomplish the purposes of this resolution.


Section 5. Effective Date. This resolution shall be effective upon its adoption by the City Council of the City of Basehor, Kansas.

ADOPTED by the Governing Body this 24th day of July, 2024.

SIGNED by the Mayor this 24th day of July, 2024.

[SEAL]




Dick Drennon, Mayor

ATTEST:


Katherine M. Renn, City Clerk

APPROVED AS TO FORM:


Maria Garcia, City Attorney

Exhibit "A"

DESCRIPTION:

A tract of land in the West Half of Section 14, Township 11 South, Range 22 East of the Sixth Principal Meridian, Leavenworth County, Kansas described as follows:

Beginning at the Southeast Corner of the Southwest Quarter of said Section 14; thence

S 88°26'51" W 804.50 feet; thence

N 01°32'37" W 500.49 feet; thence

S 88°25'55" W 300.08 feet; thence

N 01°33'42" W 444.77 feet; thence

S 88°13'33" W 961.93 feet; thence

N 01°48'27" W 381.80 feet; thence

S 88°02'45" W 377.43 feet; thence

N 01°50'32" W 199.99 feet; thence

N 88°13'23" E 577.37 feet; thence

N 01°45'25" W 417.49 feet; thence

N 88°08'07" E 775.03 feet; thence

N 03°43'47" E 358.96 feet; thence

N 49°02'11" W 25.32 feet; thence

N 03°42'52" E 404.68 feet; thence

S 87°31'10" W 333.76 feet; thence

S 63°35'21" W 421.06 feet; thence

N 46°02'30" W 23.50 feet; thence

N 63°37'01" E 436.25 feet; thence

N 87°37'01" E 459.96 feet; thence

N 89°11'27" E 221.34 feet; thence

N 02°28'24" W 158.55 feet; thence

S 87°54'55" W 219.69 feet; thence

N 01°40'46" W 96.97 feet; thence

N 48°51'10" W 484.78 feet; thence

N 01°47'47" W 370.01 feet; thence

N 01°48'05" W 449.92 feet; thence

N 09°52'34" E 400.45 feet; thence

N 88°33'56" E 414.90 feet; thence

N 01°23'57" W 459.03 feet; thence

N 88°44'26" E 762.70 feet; thence

S 01°49'04" E 2349.25 feet to the Northeast Corner of the Southwest Quarter of said Section 14; thence

S 01°49'23" E 2643.13 feet to the point of beginning, containing 142.83 acres, including road right-of-way.

Tim Sloan, PLS-783, June 7, 2024.

Leavenworth County

POLICY MANUAL

SUBJECT	ISSUED BY	EFFECTIVE DATE	REVISION
Budgeted unfilled positions	Board of County Commissioners	10-01-2018	

POLICY:

No funds budgeted for wages may be used for other expenditures without prior approval by the Board of County Commissioners.

Twice a year at the direction of the County Commission the County Clerk in conjunction with the County Administrator will prepare a report that shows budgeted but unused wages due to vacancies for each department. The Board of Commissioners may direct the Clerk to provide an amended budget reducing budgetary authority by the amount of the unused wages. This will not affect the funding of those positions going forward.

This policy will apply to the Salaries line item only.

BOCC Chairmen

10-01-2018

Date of Adoption

Leavenworth County

POLICY MANUAL

SUBJECT	ISSUED BY	EFFECTIVE DATE	REVISION
Budgeted unfilled positions	Board of County Commissioners	10-01-2018	8-21-2024

POLICY:

No funds budgeted for wages may be used for other expenditures without prior approval by the Board of County Commissioners.

Twice a year, in June and November, the County Administrator will prepare a report that shows budgeted but unused wages due to vacancies for each department. The County Administrator will present the report and a Board Order reducing budgetary authority for any Department with unspent funds in excess of \$50,000.00, due to open positions, to the County Commission. This will not affect the funding of those positions going forward.

This policy will apply to the Salaries line item only.

BOCC Chairmen

8-21-2024
Date of Adoption