COMMUNITY BETTERMENT INITIATIVE

Dear Business Owner and/or Property Owner,

The Unified Government (UG) is stepping up its efforts to improve community appearance as part of its Stabilization, Occupation and Revitalization (SOAR) initiative. As part of this effort, the UG is providing businesses and property owner’s information related to landscape and sign codes. The goal is to improve the community appearance by reducing the number of landscape and sign (zoning) violations. The SOAR initiative is in response to the community survey conducted by the Unified Government in 2016 that indicated strong support for improving the City’s appearance.

As a business and/or property owner, the UG is asking that you take the initiative to maintain your property in compliance with City Codes and Ordinances. Attached to this letter are overviews of common landscape and sign violations. Please review your property and remedy any of these common violations to help meet the community’s expectations for the appearance of local businesses.

UG Zoning Enforcement staff will begin contacting those continuing to be in violation after August 31, 2017. In some cases we may need to develop a compliance plan due. The UG’s goal of this communication is to resolve these violations without a formal code enforcement process.

You may find additional information on the SOAR initiative at: http://www.wycokck.org/Government/Initiatives-Programs/SOAR.aspx

If you have any questions about this initiative, please contact me.

Thank you!

Jason Faust
Zoning Enforcement Specialist
Urban Planning and Land Use Department
jfaust@wycokck.org
913-573-5756

PS: If you are looking to expand or move your business we have a new tool to help! You may find properties zoned for business purposes that are currently for sale, for lease or in the landbank at: http://online.encodeplus.com/regs/kansascity-ks/webtools/landuselookup/landuselookup.aspx
COMMON LANDSCAPE VIOLATIONS

Maintenance:
- The owner, developer, their agents, and successors are responsible for all maintenance.
- All landscaping must be maintained in a healthy and orderly appearance, and kept free of debris and dead plant material.
- Plant material that has died or has been severely damaged must be replaced by the next planting period (not more than 4 months).
- All property not covered by buildings or improved surfaces, including the right of way area between the property line and the street curb must be landscaped and completely covered by turf grass, appropriate ground cover or approved landscaping.

Mowing:
- Grass on your property and adjacent to your property between the property line and the curb or edge of the street **must** be maintained (mowed) by the property owner.
- Mowing should be regular to keep a well maintained appearance.

Irrigation:
- Most development after 1988 was required to have an irrigation system. That system must be used to keep a healthy landscape.
- Older developments should irrigate to keep a healthy landscape and a quality appearance.

Approved plans:
- Approved landscape plans are a matter of record and the site must be maintained in accordance with the original approved landscape plan.

The Unified Government Code of Ordinances may be viewed on the department website [http://www.wycokck.org/planning](http://www.wycokck.org/planning) by selecting the Zoning button near the bottom and then reading Chapter 27 > Article VIII > Division 10 – Landscaping and Screening.

If you have any questions about these common landscape violations or any portion of the requirements for landscaping, or other zoning issues, please contact me, Jason Faust at jfaust@wycokck.org or 913-573-5756
COMMON SIGN VIOLATIONS

Prohibited signs:

- Any attention-getting device such as a wind or banner sign, portable sign, pennant, search light, twirling sign, or balloon or other gas filled or air filled object (wavy tube man).
- Any sign mounted on a platform, trailer, or motor vehicle that is placed on or near the premises of the business being advertised.
- Any sign that may be confused with a traffic sign, traffic signal, or emergency vehicle, or that hides from view any traffic sign, traffic signal, or emergency vehicle.
- Any sign off of the premises (lot or parcel) of the business being advertised.
- Any sign that is not specifically allowed by this ordinance.
- Signs cannot be installed or placed:
  - On any public property, on a public street, or in the right of way of any street (with very limited exceptions);
  - Blocking ADA or pedestrian access along any street, sidewalk, or walkway; or
  - Anywhere causing an obstruction of view for traffic or pedestrians, or blocking any traffic sign or signal, or in sight triangles.

Other sign restrictions:

- All signs must be maintained in good repair and/or working order.
- Window signs are only allowed when attached on the interior side of a window. Signs are not allowed on the exterior side of any window. Signs may not cover more than 25% of the window glass area.
- Digital signs are only allowed in commercial C-D, C-1, C-2, C-3, and industrial districts.
- Illuminated signs are only allowed in commercial and industrial districts, with restrictions.

The next 3 pages are the regulations for Temporary signs, Incidental signs, Banners, and Feather signs. The same information can also be accessed through the department website: http://www.wycokck.org/planning by selecting the Zoning button near the bottom and then reading Chapter 27 > Article VIII > Division 11 – Signs.

If you have any questions about these common sign violations or any portion of the requirements for these signs, or about the process for obtaining sign permits, please contact me, Jason Faust, at jfaust@wycokck.org or 913-573-5756.
Temporary Sign

A sign typically made of lightweight or flimsy material that can be easily or quickly mounted or removed (such as cloth, canvas, vinyl, cardboard, wallboard, or other light temporary materials), with or without a structural frame, intended for a temporary period of display. Note: Examples include real estate signs, election signs, opinion signs, placards, construction signs, or signs that advertise a grand opening or special event. This paragraph is provided to clarify the regulations and does not limit the content of incidental signs.

Incidental Sign

A sign with copy located on a panel and mounted on a pole or a wall or similar structure, with or without a structural frame, that is normally incidental to the allowed use of the property, but can contain any message or content. Note: examples of incidental signs include directional signs, flags, menu boards, property or tenant identification names or numbers, names of occupants, signs on mailboxes or newspaper tubes, signs posted on private property relating to private parking, political signs or signs warning the public against trespassing or danger from animals. This paragraph is provided to clarify the regulations and does not limit the content of incidental signs.

c. Display period. A detached temporary sign may be erected for the following maximum continuous time periods:
   1. Signs mounted with standard wire stakes or T-posts: 30 days.
   2. Signs mounted with metal or wood frames, or mounting methods of similar durability: 90 days.

<table>
<thead>
<tr>
<th>Zoning Districts/TND T-Zone</th>
<th>A-G, R, R-1, R-1(B), R-2, R-2(B), TND T-1, T-2, T-3, CS</th>
<th>R-3, R-4, R-5, R-6, R-M, TND T-4</th>
<th>C-O</th>
<th>C-1, TND T-5</th>
<th>C-D, TND T-6</th>
<th>C-2, C-3, M-1, B-P, TND D</th>
<th>M-2, M-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permitted?</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Permit required for temporary signs?</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Permit required for incidental signs?</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Number-total (max.)</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
</tbody>
</table>

Dimensions

<table>
<thead>
<tr>
<th>Sign area, cumulative (maximum-sf) (up to the maximum area listed here or 10% of the building façade if attached, whichever is less)</th>
<th>36</th>
<th>48</th>
<th>48</th>
<th>100</th>
<th>150</th>
<th>300</th>
<th>300</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height (maximum-feet)</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>6</td>
<td>4</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>

Location

<table>
<thead>
<tr>
<th>Property Line Setback (minimum-feet)</th>
<th>5</th>
<th>5</th>
<th>5</th>
<th>5</th>
<th>5</th>
<th>5</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spacing between other detached signs (minimum-feet)</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

Design Characteristics

Rules of Interpretation:
Yes = the sign type or characteristic is permitted;
No = the sign type or characteristic is not permitted; “—” the standard does not apply.
(c) **Banners.**

(1) **Definition.** A "banner" means any strip of cloth, bunting, plastic, paper, or similar material, attached to any structure or framing. This definition does not include flags, pennants or streamers.

(2) **Standards.** Banners shall comply with table VIII-11-13 banners and the following:
   a. A banner may be displayed for no more than 60 continuous days during any calendar year.
   b. Banners shall be replaced or removed if they deteriorate by becoming frayed, faded, torn, or shredded in any manner.

(3) **Wall banners.** Banners mounted on a wall shall:
   a. Comply with the standards for attached signs (see subsection 27-728(b)(2)) and count toward the applicable attached sign allocation (see section 27-727), and
   b. Be securely attached flat against the building with metal brackets, expansion bolts, through bolts, or lag bolts and screws.

(4) **Pole banners.** Banners are exempt from the maximum number, dimensions, and location requirements of table VIII-11-13 banners below and the sign allocation system in section 27-727, if they:
   a. Are mounted on a pole that provides a separate functional purpose such as street lighting, and
   b. Contain no text or other elements found in a "sign" as defined in this division.

<table>
<thead>
<tr>
<th>Zoning Districts/TND T-Zone</th>
<th>A-G, R, R-1, R-1(B), R-2, R-2(B), TND T-1, T-2, T-3, CS</th>
<th>R-3, R-4, R-5, R-6, R-M, TND T-4</th>
<th>C-O</th>
<th>C-1, TND T-5</th>
<th>C-D, TND T-6</th>
<th>C-2, C-3, M-1, B-P, TND D</th>
<th>M-2, M-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.  Permitted?</td>
<td>Yes *</td>
<td>Yes *</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>2.  Permit required?</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>3.  Number (maximum per frontage for residential lots, per tenant for a multi-tenant building in a commercial or industrial district, or per single-tenant non-residential building)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

**Dimensions**

<table>
<thead>
<tr>
<th>Sign area (maximum-sf)</th>
<th>6</th>
<th>6</th>
<th>32</th>
<th>32</th>
<th>32</th>
<th>32</th>
<th>32</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height (maximum-feet)</td>
<td>5</td>
<td>5</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>

**Location**

<table>
<thead>
<tr>
<th>Property Line Setback (minimum-feet)</th>
<th>5</th>
<th>5</th>
<th>5</th>
<th>5</th>
<th>5</th>
<th>5</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spacing between other signs (minimum-feet)</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

**Rules of Interpretation:**

Yes = the sign type or characteristic is permitted;
No = the sign type or characteristic is not permitted; * Advertising is not permitted.
(d) Feather signs.

(1) Definition. A "feather sign" means a banner in the shape of a feather, quill, sail, blade or teardrop, and mounted on a solid or flexible pole or cord. These are sometimes referred to as "quill signs" or "sail banners."

(2) Standards. Feather signs shall comply with table VIII-11-14 feather signs and the following:

a. Feather signs are not allowed in the public right-of-way. Where feather signs are installed in the right-of-way in violation of this ordinance, the unified government may require the applicant to pay the costs of removing the feather signs to the extent allowed by law.

b. Feather signs may only be installed for a maximum of three continuous days during any 60 day period.

<table>
<thead>
<tr>
<th>Zoning Districts/TND T-Zone →</th>
<th>A-G, R, R-1, R-1(B), R-2, R-2(B), TND T-1, T-2, T-3, CS</th>
<th>R-3, R-4, R-5, R-6, R-M, TND T-4</th>
<th>C-0</th>
<th>C-1, TND T-5</th>
<th>C-D, TND T-6</th>
<th>C-2, C-3, M-1, B-P, TND D</th>
<th>M-2, M-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Permitted?</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Permit required?</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>3. Number (maximum per frontage)</td>
<td>—</td>
<td>—</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 for first 100 ft, then 1 per 200 ft max. 3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dimensions

4. Sign area (maximum-sf) | — | — | 32 | 32 | 32 | 32 | 32 | 32 |
5. Height (maximum-feet)  | — | — | 12 | 12 | 12 | 12 | 12 | 12 |

Location

6. Property Line Setback (minimum-feet) | — | — | 5 | 5 | 5 | 5 | 5 | 5 |
7. Spacing between other signs (minimum-feet) | — | — | 20 | 20 | 20 | 20 | 20 | 20 |

Rules of Interpretation:
Yes = the sign type or characteristic is permitted;
No = the sign type or characteristic is not permitted;
"—" = the standard does not apply.