

# OTTAWA CITY COMMISSION

Monday, April 19, 2021—4:00 pm



# STUDY SESSION AGENDA

Ottawa Memorial Auditorium-Public Via Zoom

Due to efforts to mitigate the spread of COVID-19, physical access to the City Commission meeting will be restricted.

In accordance with Kansas Open Meetings Act (KOMA), the meeting can be viewed live on Channel 23 and via Facebook Live or listened to by dialing: 1-312-626-6799 and entering meeting ID 919 2144 9005#.

If you need this information in another format or require a reasonable accommodation to attend this meeting, contact the City's ADA Coordinator at 785-229-3621. Please provide advance notice of at least two (2) working days. TTY users please call 711.

Citizens may attend VIA ZOOM or submit comments (300 words or less) for the City Commission to be read during public comment or during discussion on an agenda item. To submit your public comment or to request the meeting Zoom link to give a public comment, email [publiccomments@ottawaks.gov](mailto:publiccomments@ottawaks.gov) no later than **2:00 pm on April 19, 2021**; all emails must include your name and address.

Participants who generate unwanted or distracting noises may be muted by the meeting host. If this happens, unmute yourself when you wish to speak.

## **PUBLIC COMMENTS**

Subject to the above restrictions, persons who wish to address the City Commission regarding items on the agenda may do so as that agenda item is called. Persons who wish to address the City Commission regarding items not on the agenda and that are under the jurisdiction of the City Commission may do so at this time when called upon by the Mayor. Comments on personnel matters and matters pending in court or with other outside tribunals are not permitted. Speakers are limited to three minutes. Any presentation is for information purposes only. No action will be taken.

## **INTERVIEWS FOR BOARDS & COMMISSIONS** (Pp. 3-7)

1. Airport Advisory Board (*2 openings - at least 1 must be Ottawa resident*) (Pp. 3-5)  
4:00 pm: Jack Miller  
4:10 pm: Bob Terhune  
4:20 pm: Luke Douglass
2. Planning Commission (*2 openings - 1 must live outside City limits, but within 3 miles; 1 must be Ottawa resident*) (Pp. 6-7)  
4:30 pm: Diana Staresinic-Deane  
4:40 pm: Pete Weber

## **ITEMS TO BE PLACED ON THE REGULAR CITY COMMISSION AGENDA**

1. Minutes (Pp. 8-10)
  - A. April 12, 2021 Study Session
  - B. April 12, 2021 Special Call Meeting

## **ITEMS FOR PRESENTATION AND DISCUSSION**

1. Update from Franklin County Development Council - Paul Bean, Executive Director
2. Continued Discussion of Ordinance for Conditional Use Permit at 27 E. Rockwood Drive to Allow for Two Additional Residents at Morningstar Care Homes - Sarah Anzick / Wynndee Lee (Pp. 11-32)
3. Resolution to Amend the Neighborhood Revitalization Program to Add Area to the Residential District Plus a Recommendation to Add Nine Residential Structures to the Program - Wynndee Lee (Pp. 33-65)
4. Reappointments to City Boards and Commissions - Glora Mathews / Richard U. Nienstedt (P. 66)
5. Report by City Manager
  - A. 2022 Budget Process
6. Reports by City Commissioners
7. Report by Mayor

## **ANNOUNCEMENTS**

1. April 21, 2021 Regular Meeting - 10:00 am, Ottawa Memorial Auditorium (public to join via Zoom)
2. April 21, 2021 Joint City/County/USD 290 Meeting - 12:00 pm, Hosted by USD 290
3. April 26, 2021 Study Session - 4:00 pm, Ottawa Memorial Auditorium (public to join via Zoom)

**ITEMS ALREADY PLACED**

1. Minutes From April 5, 2021 Study Session and April 7, 2021 Regular Meeting
2. Proclamation Recognizing April 30, 2021 as Arbor Day
3. Applications for Construction Board of Appeals

City of Ottawa, Kansas  
Application to Serve on a Board or Commission



Name of Board(s) you wish to serve on Airport Advrsory Board

Name Jack R. Miller

Address [REDACTED]  
Ottawa, Ks 66067

Do you live within the City limits? ☐ yes ☒ no

Home phone number [REDACTED] Cell phone number [REDACTED]

Email address [REDACTED]

Place of employment Honeywell Areaospace - Retired

How long have you been a resident of Ottawa? 18 Years

How long have you been a resident of Franklin County? 18 Years

How much time can you devote to serving each month? As Needed

Are you related to a Board/Commission member or a City employee? ☐ yes ☒ no

Briefly describe why you are interested in serving on a Board for the City of Ottawa.  
I feel with my past experience in Aviation I can bring some good ideals to the Airport Advrsory Board.

List any groups or activities to which you belong and which may demonstrate your involvement in the community.

AOPA volunteer for the Airport. former Airport Advrsory Board Member  
Airport Manager for onr year.

Have you read the Functions of the Board/Commission you're applying for? ☒ yes ☐ no  
(Found on City's Website at [www.ottawaks.gov](http://www.ottawaks.gov) / Government / Boards and Commissions)

Signature \_\_\_\_\_ Date 4/6/2021

Thank you for your interest in serving on a City Board/Commission. Please complete this form and return it to the City Manager's Office, City Hall, PO Box 60, Ottawa, KS 66067; or bring to the Second Floor of City Hall at 101 S. Hickory. Receipt of applications will be acknowledged.  
If you have questions, please contact Glora Mathews at 785-229-3637, or by email at: [gmathews@ottawaks.gov](mailto:gmathews@ottawaks.gov).



**City of Ottawa, Kansas**  
**Application to Serve on a Board or Commission**

Name of Board(s) you wish to serve on Airport

Name Bob Terhune

Address [REDACTED]

Eudora, Ks. 66025

Do you live within the City limits? ☐ yes ☒ no

Home phone number N/A Cell phone number [REDACTED]

Email address [REDACTED]

Place of employment retired

How long have you been a resident of Ottawa? N/A

How long have you been a resident of Franklin County? N/A

How much time can you devote to serving each month? 1-3 hrs

Are you related to a Board/Commission member or a City employee? ☐ yes ☒ no

Briefly describe why you are interested in serving on a Board for the City of Ottawa.

I keep my plane at Ottawa Airport & I am interested  
in ideas to improve the airport & promote  
aviation.

List any groups or activities to which you belong and which may demonstrate your involvement in the community.

N/A

Have you read the Functions of the Board/Commission you're applying for? ☒ yes ☐ no  
(Found on City's Website at [www.ottawaks.gov](http://www.ottawaks.gov) / Government / Boards and Commissions)

Signature Bob Terhune Date 2/15/2021

Thank you for your interest in serving on a City Board/Commission. Please complete this form and return it to the City Manager's Office, City Hall, PO Box 60, Ottawa, KS 66067; or bring to the Second Floor of City Hall at 101 S. Hickory. Receipt of applications will be acknowledged. If you have questions, please contact Glora Mathews at 785-229-3637, or by email at: [gmathews@ottawaks.gov](mailto:gmathews@ottawaks.gov).





**City of Ottawa, Kansas**  
**Application to Serve on a Board or Commission**

Name of Board(s) you wish to serve on Airport Board

Name Luke Douglas

Address [REDACTED]

Do you live within the City limits?

☒ yes ☐ no

Home phone number N/A Cell phone number [REDACTED]

Email address [REDACTED]

Place of employment Self employed

How long have you been a resident of Ottawa? 5 years

How long have you been a resident of Franklin County? 5 years

How much time can you devote to serving each month? 2-3 hr. More if needed

Are you related to a Board/Commission member or a City employee? ☐ yes ☒ no

Briefly describe why you are interested in serving on a Board for the City of Ottawa.

I'm a pilot, so naturally I'm interested in the well-being of my local airport. Being on the airport board is a good way to help maintain our airport.

List any groups or activities to which you belong and which may demonstrate your involvement in the community.

Middle school club, Aviation Explorers Post 8000

Have you read the Functions of the Board/Commission you're applying for? ☒ yes ☐ no  
(Found on City's Website at [www.ottawaks.gov](http://www.ottawaks.gov) / Government / Boards and Commissions)

Signature LD Date 04/14/2021

**Thank you for your interest in serving on a City Board/Commission. Please complete this form and return it to the City Manager's Office, City Hall, PO Box 60, Ottawa, KS 66067; or bring to the Second Floor of City Hall at 101 S. Hickory. Receipt of applications will be acknowledged. If you have questions, please contact Glora Mathews at 785-229-3637, or by email at: [gmathews@ottawaks.gov](mailto:gmathews@ottawaks.gov).**

City of Ottawa, Kansas  
Application to Serve on a Board or Commission



Name of Board(s) you wish to serve on Planning Commission

Name Diana Staresinic-Deane

Address [REDACTED]

Do you live within the City limits?



yes



no

Home phone number [REDACTED]

Cell phone number [REDACTED]

Email address [REDACTED]

Place of employment Franklin County Historical Society

How long have you been a resident of Ottawa? Since 2012 (9 years)

How long have you been a resident of Franklin County? Since 2012 (9 years)

How much time can you devote to serving each month? 2-4 hours per month

Are you related to a Board/Commission member or a City employee?



yes



no

Briefly describe why you are interested in serving on a Board for the City of Ottawa.

Through my role with the historical society, I have had the opportunity to see historically why communities thrive or falter  
and how planning can contribute to either outcome. I believe I can bring a forward-thinking perspective that is  
committed to both preserving Ottawa's heritage as well as planning for a healthy, prosperous future for our city.

List any groups or activities to which you belong and which may demonstrate your involvement in the community.

Past involvement includes Leadership Franklin County, the Franklin County Tourism Committee,  
USD 290 school board member, Franklin County Historical Society board member, and professionally,  
any opportunity to connect with community organizations interested in sharing history.

Have you read the Functions of the Board/Commission you're applying for?  
(Found on City's Website at [www.ottawaks.gov](http://www.ottawaks.gov) / Government / Boards and Commissions)



yes



no

Signature Diana Staresinic-Deane

Digitally signed by Diana Staresinic-Deane  
Date: 2021.04.12 09:30:32 -05'00'

Date April 12, 2021

**Thank you for your interest in serving on a City Board/Commission. Please complete this form and return it to the City Manager's Office, City Hall, PO Box 60, Ottawa, KS 66067; or bring to the Second Floor of City Hall at 101 S. Hickory. Receipt of applications will be acknowledged.**

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**City of Ottawa, Kansas**  
**Application to Serve on a Board or Commission**



Medical Boards, Rugby Boards for State of WI, American Lung Association of WI Board, WI Board for Respiratory Care

Name of Board(s) you wish to serve on \_\_\_\_\_

Name Pete Weber

Address [REDACTED]  
Ottawa, Kansas 66067

Do you live within the City limits? ☐ yes ☒ no

Home phone number \_\_\_\_\_ Cell phone number [REDACTED]

Email address [REDACTED]

Place of employment BeneSpirint LLC

How long have you been a resident of Ottawa? Since Oct 2019

How long have you been a resident of Franklin County? Since Oct 2019

How much time can you devote to serving each month? 2 days a week

Are you related to a Board/Commission member or a City employee? ☐ yes ☒ no

Briefly describe why you are interested in serving on a Board for the City of Ottawa.  
I live just outside the city limits. I have lived in many communities in the US.

I enjoy the small city feel and living near larger cities. I grew up in Northern Wisconsin  
near Dairy Farms and I would like to help Ottawa/Franklin County continue to be great.

List any groups or activities to which you belong and which may demonstrate your involvement in the community.

I just moved here. I joined the Ottawa Chamber of Commerce this year.

Have you read the Functions of the Board/Commission you're applying for? ☒ yes ☐ no  
(Found on City's Website at [www.ottawaks.gov](http://www.ottawaks.gov) / Government / Boards and Commissions)

Signature Pete Weber Date 09 APR 2021

**Thank you for your interest in serving on a City Board/Commission. Please complete this form and return it to the City Manager's Office, City Hall, PO Box 60, Ottawa, KS 66067; or bring to the Second Floor of City Hall at 101 S. Hickory. Receipt of applications will be acknowledged.**  
**If you have questions, please contact Glora Mathews at 785-229-3637, or by email at: [gmathews@ottawaks.gov](mailto:gmathews@ottawaks.gov).**

**Study Session Minutes  
Ottawa, Kansas  
Minutes of April 12, 2021**

The Governing Body met at 4:00 pm this date at Ottawa Memorial Auditorium with the following members present and participating to wit: Mayor Caylor, Mayor Pro Tem Crowley, Commissioner Jorgensen, Commissioner Weigand and Commissioner Skidmore. A quorum was present.

Mayor Sara Caylor called the meeting to order.

Opening statement was read by City Clerk Melissa Reed who provided information on accessing the meeting remotely and guidelines followed for this meeting.

**Public Comments**

None offered at this time.

**Interviews—Boards and Commissions**

The Governing Body conducted the following interviews for open positions:

**Construction Board of Appeals**

Bryan Mille—4:00 pm

Dennis Nowatzke—4:10 pm

The Mayor thanked each applicant and there was a consensus to place them on the next regular meeting agenda on April 21, 2021. Each applicant will be contacted by City staff after the meeting.

**Minutes to Review**

The Governing Body reviewed minutes from the April 5, 2021 Study Session and April 7, 2021 Regular Meeting. The Governing Body agreed by consensus to place these items on the next regular meeting agenda on April 21, 2021.

**Proclamation—Arbor Day**

The Governing Body reviewed a proclamation recognizing Arbor Day on April 30, 2021 and agreed to place this item on the next regular meeting agenda on April 21, 2021.

**Ordinance for Conditional Use Permit at 27 E. Rockwood Drive**

The Governing Body continued their discussion of the ordinance and reviewed updated information from Sarah Anzicek, City Planner:

- 2<sup>nd</sup> study session on proposed conditional use permit
- Staff's recommendation was approval; Planning Commission denied application
- Commission had received a letter from the neighborhood
- Requested all previous correspondence shared with the Planning Commission to be given to Governing Body for review
- Heard from applicant and neighbors on concerns

The Governing Body agreed by consensus to place this item for review on the next Study Session agenda on April 19, 2021.



### **Purchase of Property for Parks Department Building**

The Governing Body heard from Michael Haeffele, Public Works Director who reviewed the property for the parks building and discussed:

- Looked at several buildings in town to replace the current parks department building
- 115 West Keokuk for \$320,000 was selected as the best facility
- 6,800 square feet with 9 overhead doors
- Would need to add a fence for security and remodel some office area at approximately \$70,000
- Would be split between the various departments at Parks 67%, Police Department, 11% and Utilities 22%
- Sell of Don Woodward building would help fund and the rest will be cash reserves
- Staff have looked very closely at reserves and feel comfortable with this purchase

Commissioner Jorgensen made a motion, seconded by Commissioner Skidmore, to approve the purchase of 115 West Keokuk and funds to remodel. The motion was considered and upon being put, all present voted aye. The Mayor declared the purchase and remodel duly approved.

### **City Manager's Report**

City Manager Richard U. Nienstedt thanked the Governing Body for solving a long-term problem we have been trying to address in the purchase of the Parks Building. He reported he is still working on the Director of Finance position and hopes to have an announcement by the end of the week. 2022 budget work will begin soon and urged them to be thinking about the process. The Governing Body will receive an update on Senate Bill 13 and how that will impact future budget processes.

### **Commissioner's Reports**

Commissioner Skidmore commented that he was excited for the purchase of the parks building. It has been on the Capital Improvement Plan for 16 years and the ability to be used for multiple parts for the city is an added benefit. He reflected back to one year ago on how concerned we were with COVID and how it was going to impact sales tax. He thanked everyone for shopping local and supporting our area businesses.

### **Mayor's Report**

Mayor Caylor had no report.

### **Adjournment**

There being no further business to come before the Governing Body, the Mayor declared the meeting duly adjourned at 5:00 pm.

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Melissa Reed, City Clerk

**Special Call Commission Meeting  
City Commission Retreat  
Ottawa Memorial Auditorium  
301 S. Hickory, Ottawa, Kansas  
Monday, April 12, 2021 5:05 pm**

The Governing Body met in Special Session Monday, April 12, 2021 immediately following the Study Session at 5:05 pm with the following members present and participating to wit: Mayor Caylor, Mayor Pro Tem Crowley, Commissioner Skidmore, Commissioner Weigand, and Commissioner Jorgensen. A quorum was present.

The Governing Body met in Special Session to participate in the City Commission Retreat with Leadership Consultant John Divine and City Manager Richard U. Nienstedt.

The meeting was adjourned at 6:38 pm.

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Melissa Reed, City Clerk

## STAFF MEMORANDUM

**TO:** Richard U. Nienstedt, City Manager

**FROM:** Wynndee S. Lee, AICP, Community Development Director

**DATE:** March 30, 2021

**SUBJECT:** **An Ordinance** for a conditional use permit to allow 12 residents in a group home, in an R-1 Low Density Residential District located at 27 E. Rockwood Drive.

Comments: Loyd Builders, on behalf of Morningstar Care Homes of Ottawa is seeking approval of a conditional use permit to modify the existing conditional use permit to allow for an additional 2 residents. This would bring the total of residents to 12. The proposal was to remodel the garage for the additional residents.

The City of Ottawa's Planning Commission reviewed the conditional use permit request and held a public hearing. Attached is a copy of the findings. Several of the residents spoke against allowing 2 more residents at this location and provided a power point. Their main concerns were varied including loud noise due to car alarms going off, emergency vehicles coming in and out at all hours; lights from vehicles shining into their windows; delivery trucks coming in and out, the narrow roadway making walking unsafe, speed of visitors and staff; and suggested they make an entrance off Lincoln Street for deliveries and staff to use. The neighbors indicated they could not do anything about the group home being there per state statute. Statute provides that locally there can be no barrier to group homes up to 8 residents and 2 staff. With a previous amendment, the city granted the increase to 10 residents and 2 staff.

The Planning Commission continued the public hearing to their March 10<sup>th</sup> meeting to get clarification from the City Attorney about the statute language. Blaine Finch, City Attorney, indicated group homes can be placed in a residential district with 8 residents and 2 staff without any consent from the city. If they would want more residents, they would have to apply for a conditional use permit as indicated in the city's Zoning Regulations, which they have. Thus, it is within the city's purview at this point.

The recommendation of staff was to approve the conditional use permit and allow the additional residents. The planning commission had a lot of discussion during their two meetings. However, there was ultimately a recommendation from them to deny the request for two additional residents. Both the applicant and neighbors supplied documents supporting their position. There has been no appeal submitted by the applicant.

The Planning Commission recommends to the City Commission by a vote of 4-2 to deny the conditional use permit. The Commission can disapprove the application, remand the item, or override the Planning Commission's recommendation with a super majority vote. If there has been any communication with parties on either side, please disclose during the discussion.

Attachments: Ordinance  
Staff Findings  
Planning Commission Findings  
Location Map

April 12, 2021

Dear Ottawa City Commissioners,

We are submitting this letter on behalf of 26 citizens representing 13 households who live in Rockwood Acres where **Morningstar Care Homes** is located. In two forums we have expressed our concerns regarding Morningstar requesting to **increase their number of residents by 2 more**. To ensure our point of view is clearly understood and not misconstrued, please find the background, main concerns and request below.

We fully respect the purpose and value Morningstar provides to their residents, and at the same time, our needs, those of us who have chosen our home in a **residential neighborhood** and in a highly desired place to live for the last 70 years, must not be overlooked. On the surface what can seem by those not close to the situation as 'just two more residents', is not an accurate picture of what the overall concerns are. Allowing 12 residents is a 50% increase in residents from where it first started. Where does it stop? Why keep allowing expansion, when it's not required by the Kansas Statute? Do we know if additional staff will be needed to care for 12 residents? If the demand is there, maybe a second Ottawa facility should be considered in another neighborhood.

#### Background of Morningstar Care Homes and Rockwood Acres

- Early 2014 – Morningstar began dialogue with our HOA members regarding interest/plans to renovate and occupy #27 Rockwood Drive for the purposes of a memory care facility for **up to 8 residents and 2 staff** – allowable per [KSA 12-736](#).
- March 5, 2014 - Introductory letter to Homeowners stated that there was "no commercial activity" – specifically stating "no food delivery trucks" and traffic was described as "resembling a family with perhaps three teenagers".
- Late 2014 – Renovations complete and facility opened.
- February 3, 2016 – Morningstar was issued a Conditional Use Permit (CUP) by the City of Ottawa **allowing 10 residents** in a group home. An increase from 8 to 10.
- Late January 2021 – "Notice of Public Hearing" letters sent from City of Ottawa Planning Commission regarding a request by Morningstar to amend the current Conditional Use Permit to **increase resident count by 2 to a total of 12**.

#### Traffic and activity (of the current 10 residents and staff)

- **It is a business operating in a residential area and all that goes along with a business is present.**
- "2" staff = likely means there are 4-5 employees covering all shifts, all days of the week; employees likely change throughout the year
- 10 residents = 10 additional families and visitors frequenting the neighborhood
- A Semi-truck Food Delivery happens on a regular schedule of 1-2 times per week
- Other large emergency vehicles such as fire trucks and ambulances are present every few weeks or more which give the feeling of living next to a medical facility, not a residential home
- Additional traffic occurs through service providers. Per Morningstar's website, services provided by outside agencies are: In-house physician, Chiropractor & acupuncture – holistic medicine, Therapy – Physical, Occupational and Speech, Skilled Nursing Services, Laboratory, Radiology, Podiatry, Spiritual Care, Hospice & End of Life, Dental Hygienist.

#### Our main concerns

- Rockwood Drive is not a typical through-way street that people use to get from one place to another like many other streets in town. It has maintained its appeal over the years because it is quiet, with minimal traffic. It was not developed for a place of a business.
- Traffic is already heavy enough and this can increase by adding more staff, services or visitors.
- Cars speed in and out. Sometimes this happens in early hours when neighbors are walking (with minimal street lighting). Many are simply going to-from a place of business, or visiting a relative, and have no connection to our neighborhood.
- The neighbor next to Morningstar specifically experiences nuisances such as headlights in windows and loud vehicle noises frequently.



#### Why no formal complaints

- Specific complaints have been shared with Morningstar prior to this new permit being considered.
- The first time the resident number increased in early 2016 it had only been operating for a little over a year. We were all 'new' to this situation, and no neighbors (who still remain in the neighborhood today) recall receiving a letter about the increase.
- The majority of the concerns/issues have been experienced in an individual manner over the past few years and most refrained from complaining to officials because it was felt the options for resolving the issues were limited with this specific scenario.
- This request for the CUP has activated us to come together to share personal experiences and discuss if we're supportive of more residents. Hence the reason we've been able to formally collect our concerns.
- With the pandemic, the world changed. Some of the traffic issues remained the same, but the volume of traffic reduced with the reduction of visitors and other services to Morningstar. However, life will get back to normal at some point and that's where our concerns come from.

#### What would address our concerns (if two additional residents are permitted)

- To mitigate traffic concerns and related issues (headlights, noises, etc.), we would like to see a service entrance off Lincoln constructed and utilized for non-visitor traffic, and parking in the rear to be used for deliveries, special needs services and employee parking. This was suggested early on in 2014 as a means to offload traffic, but not implemented.
- Screening should be added along the South Property Line to mitigate headlights and some noise.
- New Stipulations and Conditions to be listed in the amended CUP and enforced by the City of Ottawa.

Although the nature of this letter may come across differently, we want to reiterate we do support the mission of Morningstar - one of us have family that reside there. In addition, we respect the Kansas Statute that allows this type of facility in a residential neighborhood. However, if the City Commission intends to keep allowing for more residents and expansion, when this is not required by the Statute, we hope our feedback as citizens who raise families and live our daily lives in Rockwood Acres, will be strongly considered. Thank you.

Kind regards,  
Rockwood Acres residents

David & Susie Vague

Jesse & Ginny Vega

Bud & Mary Lynn Gollier

Roland & Liza Jaworski

Brent & Emily Mathis

Chris & Cathy Patton

Greg & Amy Bulmer

Gerry & Donna Didde

Mike & Megan Cevoli

Joe & Peg McFadden

Rich & Cassie Schultheis

Gregg & Beverly Colbern

Adam & Staci Weingartner



### Memorandum

To: Ottawa City Commission and City Manager  
From: Scott D. Schultz, President/Owner  
Date: March 30, 2021  
Subject: CUP Application for 27 E Rockwood Drive Group Home

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Regarding a conditional use permit (CUP) application filed to request an increase in occupancy from 10 residents to 12, the maximum allowed by licensure with the Kansas Department for Aging and Disability Services:

Friends,

Given that at least three of the five City Commissioners are intimately familiar with the real estate and/or operations of our care home at the above address, I'm providing a brief description of the conditional use application process to date, as my introduction to this matter.

I've attended planning hearings representing both the public side and private side of various transactions in multiple cities in eastern Kansas over 15-20 years, but this is an unusual instance where I'm not completely clear what action has been taken, when an appeal of such action would have been due, when the issue is on the City's agenda, or how the City's process will continue under the City Commission, despite having been through the process in Ottawa in 2014 and again in 2016 when our Conditional Use Permits were unanimously approved by both the sitting Planning Commission and by the sitting City Commission. The last thing I saw in writing yesterday stated, "the item will likely be discussed by the City Commission next Monday if you want to 'listen in'" (on Zoom, quotation marks mine). It seems the issue automatically appears on your agenda at some point, even if the applicant files no appeal.

We have not appealed, and will follow, respect and honor your decision. We do not seek redress with any governing body or staff member and hope you will reach a final conclusion on the matter the first time it comes before you, as we need closure, even if reaching closure results in unfortunate precedent for future applicants. My team agrees that the project to expand should be inactivated by us in light of the City process to date. Please note the focus on process throughout, not on outcomes.

Objective: Our objectives are as follows:

1. Provide clear communication on the planning process to date as we understand it, and
2. Eliminate any further need to have community members, appointed, non-elected, or elected city officials provide any further unfounded, inappropriate **public** criticism of the model of care we legally provide to local elderly residents who need assistance as they approach the end of life--doing so in a warm, gracious, well-kept home setting under the direction of a licensed geriatric physician and his staff.

Following are several considerations that have helped me find peace in processing the difficult City process experience we've had over the past two months.

Planning Commission Outcome: I was invited by staff on February 10 to attend a hearing on the CUP application to be held that evening; the hearing was continued to March 10, and apparently there were study sessions as well where voting took place.

**As best I understand**, on March 10, Commissioner Crowley proposed, by motion, a driveway entrance from Lincoln Street onto our property and a privacy fence for the benefit of the nearest neighbor to the driveway, accompanying an



increase from 10 to 12 residents, as a compromise. Three neighbors (of some 30 noticed, who could have chosen to be on the call and weigh-in) opined on this proposal at the invitation of the Commission, two voicing they were for the compromise, and one against, for 67% "approval," clearly an unenthusiastic compromise on the part of the neighbors who spoke. Four Commissioners voted to reject this proposal with two voting for approval of the Crowley motion, again 67% but in the opposite direction. A second motion to recommend denial of the application to increase from 10 to 12 residents was approved 4-2, another 67%, divided outcome.

A vote was apparently held at a following study session to formalize the outcome, which is confusing.

Technical: Planning Staff found that some 11 criteria were all met for approval. Planning Commissioners found that some were not met, as detailed in staff's memorandum, apparently altered by direction of the Commission, again something I'd not experienced previously. The City Attorney apparently opined on some issues in study sessions. One legal issue dealing with discrimination was advised on during the March 10 meeting without counsel being present.

Neighborhood concerns: Valid concerns to me, but not necessarily germane to the issue at hand, of what appeared to be some 6-12 neighbors attending part or all of the two hearing dates were mitigated by Morningstar (memo in planning staff file) during the time the public hearing was continued from February 10 to March 10. Two concerns that could be objectively evaluated were found invalid, one being that Linda and I have sold the business (and as a result don't have a primary interest); and the second being dismissed by Sarah Anzicek's photographic evidence that there were **not** ruts cut in a neighbor's yard by a vehicle leaving the asphalt drive, as alleged. Some matters, such as emergency vehicle siren noise were deemed irrelevant. Some matters judged by staff to be non-germane probably remain unresolved in the minds of some neighbors. It is unfortunate we can't all agree.

Political: I'm not sure how to address two-party politics in what seems to be apolitical deliberations, but as it played a role throughout the pandemic, I factored it in. On one side, former US Representative Dennis Moore lives in a small, single-family residence like ours in Johnson County where care is provided to no more than 12 residents, as reported in the media; and on the other side, we received the Kansas Governor's Award of Excellence from sitting Lieutenant Governor David Toland and the Department of Commerce, publicized by the Ottawa Area Chamber of Commerce in 2019, making us the only long-term care provider so honored in the 25-year history of the award.

Financial impact: According to our national trade association, most long-term care homes are currently operating at a deficit following the global pandemic's onset, including Morningstar, with many not expected to survive. The increased capacity of two residents at the 93% occupancy we've always enjoyed, at market value, would reverse negative cash flow by a substantial amount, helping us overcome the damage to our business resulting from the regulatory response to the pandemic.

Conclusion: We accept the recommendation, in as far as we understand it, of the Planning Commission without protest or appeal. However, based on years of experience, we don't understand the process taken to arrive at a recommendation. The matter is yours to decide as a Commission. You can look to decades of precedent in Ottawa with group homes for those who suffer intellectual/developmental disabilities, and with other group home providers of elderly care services.

Since a formal presentation by Morningstar is not part of the process at the Planning or City Commission level, and as most of you understand our model of care, I don't feel I'm needed at the meeting, but I don't intend this to be taken as a slight to you, but as an attempt to gain closure after a very unfortunate process. You deserve and have my respect. We do not plan to challenge any decision arrived at by the City and remain grateful to be operating as a 10-bed home under the existing CUP, as do our residents and their family members. We believe Ottawa is better for our arrival in town as a business. Thank you for your consideration.

## Sarah Anzicek

**From:** Scott Schultz <scott@morningstarcarehomes.com>  
**Sent:** Friday, February 19, 2021 9:38 AM  
**To:** Sarah Anzicek; Wynndee Lee  
**Subject:** Fwd: planning commission  
**Attachments:** scott.png

**USE CAUTION - EXTERNAL EMAIL:** Please do not open attachments or click links from an unknown or suspicious source

Hi Sarah,

Here's the cost estimate on the driveway.

Scott

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

**From:** Bridget Mallin <[bridget@loydbuildsbetter.com](mailto:bridget@loydbuildsbetter.com)>  
**Date:** Fri, Feb 19, 2021 at 9:35 AM  
**Subject:** RE: planning commission  
**To:** Scott Schultz <[scott@morningstarcarehomes.com](mailto:scott@morningstarcarehomes.com)>, Josh Walker <[josh@loydbuildsbetter.com](mailto:josh@loydbuildsbetter.com)>

Scott,

Approximate cost for a 12 ft wide asphalt driveway and concrete approach is \$34,791. This is for a drive "in line" with current drive/parking area or parallel to property line. Let me know if you need any additional information.

off of Lincoln to go through property & meet  
existing drive. No design services included, tree  
removal. Very conservative estimate



**Bridget Mallin**

**Project Manager**

**Loyd Builders, Inc.**

2126 South Elm, PO Box 266

Ottawa, Kansas 66067

**Office:** 785.242.1213

**Mobile:** 913.800.0574

**Email:** [Bridget@LoydBuildsBetter.com](mailto:Bridget@LoydBuildsBetter.com)

[LoydBuildsBetter.com](http://LoydBuildsBetter.com)





**From:** Scott Schultz <[scott@morningstarcarehomes.com](mailto:scott@morningstarcarehomes.com)>  
**Sent:** Wednesday, February 17, 2021 12:37 PM  
**To:** Josh Walker <[josh@loydbuildsbetter.com](mailto:josh@loydbuildsbetter.com)>; Bridget Mallin <[bridget@loydbuildsbetter.com](mailto:bridget@loydbuildsbetter.com)>  
**Subject:** planning commission

Hi guys,

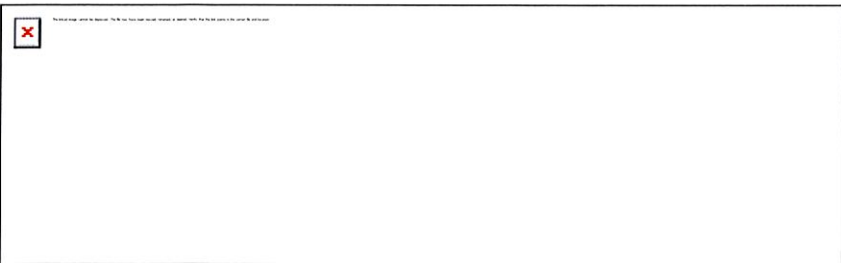
Attached is my mitigation memo that I'll send Sarah at planning to circulate prior to the continuation hearing on March 10. I'm going to try to get that over to them by Monday. Please copy me when you have a cost on the driveway onto Lincoln sent over to them.

Thanks

Scott

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# MORNINGSTAR CARE HOMES

REAL CARE. REAL HOMES.

## Memorandum

To: Ottawa Associates  
From: Scott D. Schultz, President/Owner  
Date: February 17, 2021  
Subject: Neighborhood Concerns

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I have been apprised in a February 10 meeting that the neighbors on Rockwood Drive have some valid concerns about the operations of the care home. Please help Morningstar by addressing the following issues effective immediately.

### Speeds on Rockwood Drive

The speed limit on Rockwood Drive is 30 mph, but my request is that you slow it down to 20 mph when driving inside the subdivision. In the months with better weather, neighbors like to exercise or walk their pets, and there is a general feeling that our Associates do not have a personal connection to the neighborhood and thus drive too fast.

You may know that Chief of Police Adam Weingartner lives directly across the street at Number 32. He and his wife told me last year at the Chamber of Commerce banquet that they are very supportive of the care home being in the neighborhood, and he has raised no concerns. Nevertheless, I spoke with Sergeant Brian Luft about speeds on Rockwood Drive being given attention, and he agreed that his unit would try to make time to monitor this street. Whether it is our Associates, Amazon deliveries, UPS or whomever, it is fair to everyone to reduce speeds in subdivisions in Ottawa.

### Driveway Issues

I'm not clear on this point as we have quite a bit of property south of the driveway, but apparently there is some concern about the EVCO food truck, or cars stuck in the snow, not staying on our property. I'll address food deliveries below, but as you may know, we have crushed gravel aprons along the paved driveway at Dunn's Vista to prevent tire tracks on our own property. I'm having Dave Hull, our maintenance supervisor look into this issue. It will be easier to assess next week when the snow melts.

### Food Deliveries

As you know, EVCO delivers food on Thursdays. Our Associates are inconvenienced by how this has been done, and certainly the neighbors prefer as little tractor/trailer traffic on Rockwood as possible. Beginning on February 25, we are going to have EVCO deliver the Ottawa food to the east end of the garage at Dunn's Vista. Within an hour of delivery, we are going to ask our LPN Jamie to move that food with the Morningstar van to the Ottawa garage, where the caregivers will organize and store the food as usual. If this transport doesn't coordinate with Jamie's Thursday visits to the care home, she will alert Lacey or Michelle, and other arrangements will be made.

### Headlights

At the 6am and 10pm shift changes, please take care not to shine headlights in the windows of other homes without violating any traffic laws requiring your lights to be on in the dark.

### Trash Carts

The neighborhood has always tried to keep its trash containers brought into the garage soon after the trash company empties the containers. I'm not sure what the practice is when no one is home during the day at some of the houses, but our 4 carts not being put back behind the fence after they are emptied is causing the neighbors to be unhappy. I'd like to have you return the carts within an hour of them being emptied. I know this is inconvenient because your primary responsibility is to care for the residents, but please do the best you can.

### Summary

Thank you in advance for your cooperation in making the neighborhood a better place. We've converted a house that was deteriorating from 2012 to 2014 into what is arguably the nicest home on the block without adding any square footage or untoward structures. Please help us use the home in a way that demonstrates the great asset the home is to the entire Ottawa community.



## Sarah Anzicek

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**From:** Wynndee Lee  
**Sent:** Wednesday, February 10, 2021 3:51 PM  
**To:** Sarah Anzicek  
**Subject:** FW: Group home location under Kansas Law

Here is Kaup's take, very similar

**From:** kaup@kauplawoffice.com <kaup@kauplawoffice.com>  
**Sent:** Wednesday, February 10, 2021 3:48 PM  
**To:** Wynndee Lee <wlee@ottawaks.gov>  
**Subject:** Group home location under Kansas Law

**USE CAUTION - EXTERNAL EMAIL:** *Please do not open attachments or click links from an unknown or suspicious source*

Wynndee—

I understand some citizens have raised questions regarding the location or operation of a group home in a single-family zoned neighborhood.

As you know this is a subject specifically regulated by the State of Kansas. While the State as a general rule does not preempt city and county determination of what use of land is proper at a given location, group homes are an exception. Since 1988 the State has restricted city and county zoning regulations from excluding group homes from locations where single family residences are a permitted use.

The state law, KSA 12-736, starts off with the state's policy that is behind the restriction: that persons with a disability shall not be excluded from the benefits of single family residential surroundings by any municipal zoning ordinance. "Disability" is defined to include persons with physical and/or mental impairments.

KSA 12-736(e) provides "No municipality shall prohibit the location of a group home in any zone or area where single family dwellings are permitted." Under State law a group home is a "dwelling occupied by not more than 10 persons, including eight or fewer persons....and not to exceed two staff residents...".

Ottawa's zoning regulations track, to my knowledge, with all provisions of the State law. If the City laws conflicted with KSA 12-736 the City law would be invalid. Relevant Ottawa regs include the definition of Group Home, and Table 6-1 where group homes (as defined by both the City and the State) are permitted uses in R-1, R-2 and R-3. Large group homes, as defined by the City, are permitted uses in R-3 and Conditional uses in R-2. Large group homes have more than 10 residents, including staff residents.

It is also important to note that the State law sets a floor below which the City cannot fall. It does not set a ceiling. In other words the City could define a "group home" as, for example, having 12 or 15 or 20 residents, and 3 or 5 or 8 staff residents. Such would not violate State law.

Let me know if I can provide you with more detailed information on this subject. I was general counsel for the League of Municipalities in 1988, the year the Legislature passed the group home law, and testified on the bill that became KSA 12-736.

Jim



## Sarah Anzicek

---

**From:** Wynndee Lee  
**Sent:** Wednesday, February 10, 2021 3:48 PM  
**To:** Sarah Anzicek  
**Subject:** Fwd: Group Home

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**From:** Blaine Finch <Blaine@harriskelsey.com>  
**Sent:** Wednesday, February 10, 2021 3:23:32 PM  
**To:** Wynndee Lee <wlee@ottawaks.gov>  
**Subject:** RE: Group Home

**USE CAUTION - EXTERNAL EMAIL:** *Please do not open attachments or click links from an unknown or suspicious source*

Wynndee,

The statute does not use words of limitation saying that cities cannot allow more than 12. It is instead a limitation on cities which prohibits us from barring group homes in residential areas if they are for 10 or fewer. The city is free to bar or allow larger group homes at its own discretion after there are more than 10 people.

I hope that answers the question. Let me know if not.

Blaine



**Blaine Finch**

Partner

*Integrity. Experience. Excellence.*

101 West Second Street | Ottawa, Kansas 66067  
785.242.6400 | Fax 785.242.3058

[HarrisKelsey.com](http://HarrisKelsey.com)

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**From:** Wynndee Lee <wlee@ottawaks.gov>  
**Sent:** Wednesday, February 10, 2021 3:18 PM  
**To:** Blaine Finch <Blaine@harriskelsey.com>  
**Subject:** Group Home  
**Importance:** High

**From:** Marcus Huffman <marcushuffman@gmail.com>  
**Sent:** Wednesday, February 10, 2021 1:19 PM  
**To:** planning codes <planningcodes@ottawaks.gov>  
**Subject:** 27 East Rockwood Drive Petition

**USE CAUTION - EXTERNAL EMAIL:** *Please do not open attachments or click links from an unknown or suspicious source*

After receiving a number of mailings I wished to provide a statement about perceived issues regarding the group home

Unsafe vehicle operation/traffic:

Camera footage shows that traffic associated with the group home (a short-semi, various service providers, guest and staff) actually drive at average speed when compared to area traffic.

Camera footage shows that in reality it is other neighbors, their guest and Amazon, UPS, FedEx drivers who consistently drive through the area in an unsafe manner.

Headlights/Parking/Traffic density:

The group homes drive way and approach face directly into the majority of our windows and we have no concerns. We understand the home has shift changes, staff meetings, visitors and other traffic and we find that this is all done at reasonable hours and of no concern.

Actual nuisance issues:

Other residents back into garages or have a driveway layout and multiple vehicles that shine lights directly into our home for much longer periods of time than any of the traffic associated with the group home.

The all hours of the day and night traffic, loud amplified base music that shakes homes, unsafe driving, accidents and multiple near accidents from vehicles associated with a nearby multi family set up are more of an actual nuisance.

One improvement that could be made at the group home is improved trash and trash can management. It's not a real issue currently but could be improved especially if more residents will be present.

EMS traffic:

Is to be expected and we have no concerns. We do have a concern though that because this matter was brought up that an EMS call may be delayed or not made when it is needed.

Lincoln street access/ parking area:

Lincoln street access and a parking area would give the property a permanent commercial appearance. Expose staff, visitor and others to accidents on a street were high speed racing is common. Homes on Rockwood Drive and Lincoln Street could be affected in yet unknown ways. The neighborhood watershed, a wetland restoration area and wildlife could be impacted.

But if Lincoln access and a parking area are desired we have no objections.

Summary:

We believe it is a well managed group home, offers a vital community service, provides local employment opportunities and is a positive presence. We are in favor of granting the petition to increase from 10 residents to 12 at the group home located at 27 E. Rock wood Drive.

Sincerely,

Marcus Huffman

Next door neighbor and homeowner of 25 E Rockwood Drive since 1972.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE GRANTING A CONDITIONAL USE PERMIT TO ALLOW A GROUP HOME WITH 12 RESIDENTS ON THE PROPERTY LOCATED AT 27 E. ROCKWOOD DR., IN AN R-1 LOW DENSITY DWELLING DISTRICT REQUESTED BY MORNINGSTAR CARE HOMES OF OTTAWA, IN THE CITY OF OTTAWA, KANSAS.

BE IT ORDAINED, By the Governing Body of the City of Ottawa, Kansas:

**Whereas**, findings were created for the Conditional Use for Morningstar Care Homes of Ottawa in favor of the application by staff prior to the hearing;

**Whereas**, testimony and written objection was received by the Planning Commission during the course of the public hearing;

**Whereas**, the Planning Commission, during the public hearing, continued hearing, and discussion, adopted different findings and recommended by vote of 4-2 denial of the application.

**Section 1.** Written findings have been made by City Staff, the Planning Commission, therefore the City Commission of Ottawa find that the application from Morningstar Care Homes of Ottawa, dated January 12, 2021, for a conditional use permit is in compliance with Ordinance No. 3501-05, Article 6, Residential Zoned Districts (R-1; R-3), Table 6-1, and override the Planning Commission recommendation.

**Section 2.** A conditional use permit is hereby granted to allow a group home with 12 residents on the property located at 27 E. Rockwood Dr., in an R-1 Low Density Dwelling District with the following conditions:

1. Compliance with all applicable State, County, and local requirements.
2. All applicable state licenses to operate a group home are obtained/maintained.

The property is legally described as: Lots 11 and 12, Rockwood Acres Addition, Section 01, Township 17, Range 19 East, in the City of Ottawa, Franklin County, Kansas.

**Section 3.** A certified copy of this ordinance signed by the City Clerk for the City of Ottawa, Kansas, shall be recorded in the Office of the Register of Deeds, Franklin County, Kansas.

**Section 4.** EFFECTIVE DATE; PUBLICATION. This ordinance shall be effective from and after its passage, approval, and publication in the official city newspaper.

**Section 5.** PASSED AND ADOPTED by the Governing Body of the City of Ottawa, Kansas, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



## STAFF MEMO

**TO:** Ottawa City Commission

**FROM:** City Staff

**MEETING DATE:** January 28, 2021 Study Session  
February 10, 2021 Regular Meeting

**SUBJECT:** Conditional Use Permit: to modify existing Conditional Use Permit from 10 residents to 12 residents in the R-1, Low Density Residential District, located at 27 E. Rockwood Drive.

Loyd Builders, on behalf of Morningstar Care Homes of Ottawa, has applied for a Conditional Use Permit to allow up to 12 residents to occupy the structure at 27 E. Rockwood Drive. The subject property is located on a tract zoned R-1, Low Density Residential. The surrounding area is residential.

The current zoning regulations require a conditional use permit (CUP) for group homes located in low, medium, and high-density residential districts when there are 10 or more residents including staff. The home has been occupied with 10 residents since the previous CUP was approved in 2016. The residence currently has 6 bedrooms, and the reason for the CUP submittal is that the applicant is planning to convert the garage into 2 additional bedrooms and storage space to accommodate a total of 12 residents.

### Findings

The Planning Commission may recommend approval of a conditional use that is expressly authorized to be permitted in a particular zoning district, and the Governing Body may approve such conditional use, using the following factors as guidelines:

**1. Whether approval of the conditional use would be consistent with the intent and purposes of these regulations;**

The intent of the R-1 District is to provide primarily for one-family dwellings with accommodation for two- and three-family dwellings and related residential uses such as churches and certain public uses which tend to be located at the edge of higher density, and more centrally located residential uses. The district is intended to accommodate a low population density for specified types of dwelling units on large to medium sized lots with emphasis on adequate open space around the buildings.

### Staff Finding:

As the CUP currently allows 10 residents and has been operating in this manner for a number of years, the conversion of the garage to allow two additional residents is consistent with the intent and purposes of the Zoning Regulations.

**2. Whether the location of the proposed use is compatible to other land uses in the surrounding neighborhood;**

Compatibility of use is the primary question for a use such as this. The area surrounding the subject property is a single-family neighborhood.

**2. Whether the location of the proposed use is compatible to other land uses in the surrounding neighborhood;**

Compatibility of use is the primary question for a use such as this. The area surrounding the subject property is a single-family neighborhood.

***Staff Finding:***

The structure has been used as a group home since August 2014 with 8 residents, then increasing to 10 in 2016. Moreover, the structure is adequate and the lot is large, providing plenty of distance to separate it from other uses.

**3. Whether the proposed use places an undue burden on the existing transportation, utility and service facilities in the area affected and, if so, whether such additional facilities can be provided;**

Although the proposed use may consume more utilities than a single-family home, overall, it creates little burden on public services and is consistent with a large family.

***Staff Finding:***

As the structure is currently being used by 10 residents, the addition of two residents will have no effect on public services.

**4. Whether the proposed use is made necessary or desirable because of changed or changing conditions in the area affected;**

The proposed use is not made necessary or desirable because of changed or changing conditions in the area affected.

***Staff Finding:***

This factor is not applicable, though it is necessary to the community in a general sense of providing needed services for a specific population.

**5. The length of time the subject property has remained vacant or undeveloped as zoned;**

The lot was developed with a single-family residence in 1957.

***Staff Finding:***

This factor is not applicable in this proposal.

**6. Whether the applicant's property is suitable for the proposed conditional use;**

The property has adequate size to accommodate the proposed use.

***Staff Finding:***

The site is suitable for the proposed use.

**7. The recommendations of professional staff;**

The proposed use currently exists and has been in operation at the location for a number of years – the applicant is simply adding bedrooms to accommodate two additional residents in the home. In staff opinion, two additional residents will not create a hazard to the surrounding area and offers needed housing for the intended population.

8. **Whether the proposed conditional use would be in conformance to and further enhance the implementation of the City's Comprehensive Plan;**  
Ottawa's Comprehensive Plan recommends "residential" land uses at the subject site.

**Staff Finding:**

The site is conforming to the future land use plan and narrative sections.

9. **Whether the proposed conditional use, if it complies with all the conditions upon which the approval is made contingent, will not adversely affect the property in the area affected;**

The proposed use would not adversely affect the property in the area.

**Staff Finding:**

In staff opinion, the proposed use is proper and has existed for quite some time - adding two residents would not adversely affect the surrounding property.

10. **Such other factors as the Planning Commission may deem relevant from the facts and evidence presented in the application; and**

Staff has found no other relevant factors to present to the Planning Commission on this proposal.

11. **For uses as solid waste disposal facilities, including sanitary landfills, construction and demolition landfills and transfer stations, whether the proposed conditional use is consistent with the adopted Solid Waste Management Plan of Franklin County, and amendments thereto.**

This factor is not applicable.

**Recommendation:**

Staff recommends that this Conditional Use Permit be approved, subject to the following conditions:

1. Compliance with all applicable State, County and local requirements.
2. All applicable state licenses to operate a group home are obtained.



## STAFF MEMO

**TO:** Ottawa City Commission

**FROM:** Planning Commission

**MEETING DATE:** January 28, 2021 Study Session  
February 10, 2021 Regular Meeting  
February 25, 2021 Study Session  
March 10, 2021 Regular Meeting  
***Update on Status -March 25, 2021 Study Session***

**SUBJECT:** ***Update to staff report regarding findings*** for a Conditional Use Permit: to modify existing Conditional Use Permit from 10 residents to 12 residents in the R-1, Low Density Residential District located at 27 E. Rockwood Drive.

### **Update for March 25, 2021 Study Session**

***The Planning Commission considered the Conditional Use Permit during two study sessions and two regular meetings and, after a great deal of discussion, voted to ultimately deny the proposal. Due to a procedural error, the Commission did not vote to approve or deny staff findings or make their own findings but did instruct staff to reflect the Commission's discussion and reasoning for why the permit was denied. Those findings are below – not every finding was questioned, but after public/neighborhood comments were presented, the body as a whole found alternative factors to be at play.***

Loyd Builders, on behalf of Morningstar Care Homes of Ottawa, has applied for a Conditional Use Permit to allow up to 12 residents to occupy the structure at 27 E. Rockwood Drive. The subject property is located on a tract zoned R-1, Low Density Residential. The surrounding area is residential.

The current zoning regulations require a conditional use permit (CUP) for group homes located in low, medium, and high-density residential districts when there are 10 or more residents including staff. The home has been occupied with 10 residents since the previous CUP was approved in 2016. The residence currently has 6 bedrooms, and the reason for the CUP submittal is that the applicant is planning to convert the garage into 2 additional bedrooms and storage space to accommodate a total of 12 residents.

### **Findings**

The Planning Commission may recommend approval of a conditional use that is expressly authorized to be permitted in a particular zoning district, and the Governing Body may approve such conditional use, using the following factors as guidelines:

#### **1. Whether approval of the conditional use would be consistent with the intent and purposes of these regulations:**

The intent of the R-1 District is to provide primarily for one-family dwellings with accommodation for two- and three-family dwellings and related residential uses such as churches and certain public uses which tend to be located at the edge of higher density, and more centrally located residential uses. The district is intended to accommodate a low population density for specified types of dwelling units on large to medium sized lots with emphasis on adequate open space around the buildings.

The intent of the R-1 District is to provide primarily for one-family dwellings with accommodation for two- and three-family dwellings and related residential uses such as churches and certain public uses which tend to be located at the edge of higher density, and more centrally located residential uses. The district is intended to accommodate a low population density for specified types of dwelling units on large to medium sized lots with emphasis on adequate open space around the buildings.

***Staff Finding:***

As the CUP currently allows 10 residents and has been operating in this manner for a number of years, the conversion of the garage to allow two additional residents is consistent with the intent and purposes of the Zoning Regulations.

***Planning Commission Finding:***

***The Planning Commission finding is in agreement with staff findings.***

**2. Whether the location of the proposed use is compatible to other land uses in the surrounding neighborhood;**

Compatibility of use is the primary question for a use such as this. The area surrounding the subject property is a single-family neighborhood.

***Staff Finding:***

The structure has been used as a group home since August 2014 with 8 residents, then increasing to 10 in 2016. Moreover, the structure is adequate and the lot is large, providing plenty of distance to separate it from other uses.

***Planning Commission Finding:***

***The Planning Commission agreed that the use is more commercial in nature, rather than residential. They also agreed that adding two more residents, further increasing the use and density, would not be a use compatible to other land uses in the surrounding neighborhood.***

**3. Whether the proposed use places an undue burden on the existing transportation, utility and service facilities in the area affected and, if so, whether such additional facilities can be provided;**

Although the proposed use may consume more utilities than a single-family home, overall, it creates little burden on public services and is consistent with a large family.

***Staff Finding:***

As the structure is currently being used by 10 residents, the addition of two residents will have no effect on public services.

***Planning Commission Finding:***

***The Planning Commission, after hearing discussion from the surrounding neighbors, found that adding two more residents at this location would place an undue burden on the facilities in the area affected. The most significant factor within this finding was the increased traffic due to more visitors and more emergency service visits to the facility. The Commission found that the first Conditional Use Permit, granted in 2016, already allowed a 25% increase in the number of residents***

**allowed in a facility, and further found that this increase, if allowed, would increase that capacity by 50 percent.**

**4. Whether the proposed use is made necessary or desirable because of changed or changing conditions in the area affected;**

The proposed use is not made necessary or desirable because of changed or changing conditions in the area affected.

**Staff Finding:**

This factor is not applicable, though it is necessary to the community in a general sense of providing needed services for a specific population.

**Planning Commission Finding:**

***The Planning Commission finding is in agreement with staff finding.***

**5. The length of time the subject property has remained vacant or undeveloped as zoned;**

The lot was developed with a single-family residence in 1957.

**Staff Finding:**

This factor is not applicable in this proposal.

**Planning Commission Finding:**

***The Planning Commission finding is in agreement with staff finding.***

**6. Whether the applicant's property is suitable for the proposed conditional use;**

The property has adequate size to accommodate the proposed use.

**Staff Finding:**

The site is suitable for the proposed use.

**Planning Commission Finding:**

***The Planning Commission finds that, for the existing level of residents (10 residents and 2 staff), the site is suitable. The Planning Commission also finds that the addition of two more residents would, essentially, "take it over the top" and not be suitable on the site.***

**7. The recommendations of professional staff;**

The proposed use currently exists and has been in operation at the location for a number of years – the applicant is simply adding bedrooms to accommodate two additional residents in the home. In staff opinion, two additional residents will not create a hazard to the surrounding area and offers needed housing for the intended population.

**8. Whether the proposed conditional use would be in conformance to and further enhance the implementation of the City's Comprehensive Plan;**

Ottawa's Comprehensive Plan recommends "residential" land uses at the subject site.



**Staff Finding:**

The site is conforming to the future land use plan and narrative sections.

**Planning Commission Finding:**

*The Planning Commission finds that adding two more residents at this location would make the facility more commercial in nature rather than residential and would not enhance the implementation of the City's Comprehensive Plan.*

9. Whether the proposed conditional use, if it complies with all the conditions upon which the approval is made contingent, will not adversely affect the property in the area affected;

The proposed use would not adversely affect the property in the area.

**Staff Finding:**

In staff opinion, the proposed use is proper and has existed for quite some time – adding two residents would not adversely affect the surrounding property.

**Planning Commission Finding:**

*The Planning Commission finding is in agreement with staff finding.*

10. Such other factors as the Planning Commission may deem relevant from the facts and evidence presented in the application; and

Staff has found no other relevant factors to present to the Planning Commission on this proposal.

11. For uses as solid waste disposal facilities, including sanitary landfills, construction and demolition landfills and transfer stations, whether the proposed conditional use is consistent with the adopted Solid Waste Management Plan of Franklin County, and amendments thereto.

This factor is not applicable.

**Recommendation:**

Staff recommends that this Conditional Use Permit be approved, subject to the following conditions:

1. Compliance with all applicable State, County and local requirements.
2. All applicable state licenses to operate a group home are obtained.

**Planning Commission Recommendation:**

*The Planning Commission, by a vote of 4-2 (Chairperson Wilcox – No, Member Crowley – No, Member Wenyika – Yes, Member Dodson – Yes, Member Lantis – Yes, Member Walburn – Yes) recommends that this Conditional Use Permit be denied.*





# Memorandum

**To:** Richard U. Nienstedt, City Manager  
**From:** Charlotte Newkirk, Administrative Assistant  
**Date:** March 5, 2021  
**Re:** Neighborhood Revitalization

---

The Neighborhood Revitalization Program Review Committee has recommended nine residential structures to be included into the Neighborhood Revitalization Program. The properties are within the established Neighborhood Revitalization District and meet the criteria to be eligible for the full rebate the properties are listed below under the correct rebate.

Also attached is a request to annex Funston & Mason Streets into the neighborhood revitalization eligibility area.

## **Residential New (Selling) Address**

609 N. Hickory St.  
733 S. Pine St.  
415 E. 4<sup>th</sup> St.

## **Maximum Rebate Available**

95% for 10 years

## **Residential Remodel (Selling) Address**

819 N. Mulberry St.  
716 S. Sycamore St.  
732 S. Willow St.  
726 W. 5<sup>th</sup> St.  
616 S. Ash St.  
914 W. 6<sup>th</sup> St.

## **Maximum Rebate Available**

95% for 5 years

## **Annexation**

Funston and Mason Streets

## **Attachments:**

Approval Form  
Application  
Summary Sheet



**Neighborhood Revitalization Program**  
Governing Body Approval of an Application



On \_\_\_\_\_, 2021 the City of Ottawa City Commission passed a motion with a \_\_\_\_\_ vote to include the following applications into the Neighborhood Revitalization Program.

**Residential New (Selling) Address**

609 N. Hickory St.  
733 S. Pine St.  
415 E. 4<sup>th</sup> St.

**Maximum Rebate Available**

95% for 10 years

**Residential Remodel (Selling) Address**

819 N. Mulberry St.  
716 S. Sycamore St.  
732 S. Willow St.  
726 W. 5<sup>th</sup> St.  
616 S. Ash St.  
914 W. 6<sup>th</sup> St.

**Maximum Rebate Available**

95% for 5 years

The properties listed above will receive a rebate of property tax increments, authorized by K.S.A. 12-17,118 the next five or ten years after completion. The rebates of property tax increments will only be given when the property owner successfully completes the project and meets all the established program criteria.

ATTEST:

\_\_\_\_\_  
City Clerk



# Neighborhood Revitalization Plan Application – Part 1



Date: 3-25-2021 Application Fee: \$25.00 Date Received: 3-25-21  
 Owner/Contractor Name: George Ogle Legacy Homes of Ottawa, LLC  
 Owner/Contractor Mailing Address: 1305 S. Elm Street Ottawaks 66067  
 Phone #: 785.893.4457 E-Mail: georgeogle55@yahoo.com

Address of Property: 609 N Hickory  
 Zoning District: \_\_\_\_\_ Tax ID #: 0TC1940  
Tax ID, Parcel Number, Legal Description can be obtained from the Franklin Co. Web page – [www.franklincooks.org](http://www.franklincooks.org); click on "Departments" then "Appraiser" then "Parcel Search" then "Public Access"  
 Parcel Identification Number: 030-087-25-0-30-23-007, 00-0  
 Legal Description of Property: Block 24 Lot 27 29 Section 25 Township 16  
Range 19 E of Bowles Sheldon & Toppings

Type of Structure: Single-Family ☒ Duplex [ ] Multi-Family [ ] Commercial [ ]  
 Type of Usage: Homeowner/Occupied [ ] Rental [ ] Selling [ ] Commercial [ ]  
 List of Buildings proposed to be demolished: \_\_\_\_\_  
 Detail Description of work to be done: New construction of a 2bed 1bath  
888 sqft home.

## Commencement of Construction – Part 2

Estimated Cost of Improvements: 88,000<sup>00</sup>  
 Construction Estimated to Begin On: 4-1-2021  
 Estimated Date of Completion of Construction: 8-1-2021  
 Signature: [Signature] Date: 3-25-2021  
 Owner/Contractor



### Part 3 – City Use Only

**Franklin County Appraisal:** As of January 1, 2021 the certified appraised valuation is:

Land: \$ 7,500 Improvements: \$ — Total: 7,500

Percent (%) to be met: 25 Dollar amount that must be met: 1,875

By: \_\_\_\_\_ **Information obtained from Franklin County Web Site** Date: 3-26-21

**Franklin County Treasurer's Information:** As of 3-26-21 taxes on this parcel ARE ☒ or ARE NOT ☐ current.

By: \_\_\_\_\_ **Information obtained from Franklin County Web Site** Date: 3-26-21  
r's Office

**Review Committee Approval:** Date: 4-2-21

City of Ottawa: See Signature Sheet  
Franklin County: See Signature Sheet  
U.S.D. 290: See Signature Sheet

#### Governing Body Approval:

City Commission approval date: \_\_\_\_\_

Franklin County Commission approval date: \_\_\_\_\_

U.S.D. 290 School Board approval date: \_\_\_\_\_

**Franklin County Appraisal:** As of January 1, \_\_\_\_\_ the certified appraised valuation is:

Land: \$ \_\_\_\_\_ Improvements: \$ \_\_\_\_\_ Total: \_\_\_\_\_

**Improvements:** ☐ Meets the 25% increase in assessed valuation for residential property.  
☐ Meets the 20% increase in assessed valuation for commercial or industrial property.  
☐ Meets the 10% to 19% increase in assessed valuation for commercial or industrial property.  
☐ DOES not meet the percentage increase needed.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Franklin County Web Page

**Franklin County Treasurer's Information:** As of \_\_\_\_\_ taxes on this parcel ARE ☐ or ARE NOT ☐ current.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Franklin County Web Page



# NRP Summary Sheet

**Meeting Date:** April 2, 2021

**Property Address:** 609 N. Hickory

**Owner Name:** Legacy Homes of Ottawa, LLC, George Ogle

**Legal Description:** Lots 27 & 29, Block 24, Bowles Sheldon & Toppings Addition, Section 25,  
Township 16, Range 19 East, in the City of Ottawa, Franklin County, Kansas.

**Parcel I.D. #:** 030-087-25-0-30-23-007.00-0

**Description of property improvements:** New Single-family dwelling.

**Estimated Value of improvement:** 88,000

**Date Project to start:** 04-2021

**Appraised Date:** 01-01-2021

Appraisal: Land 7,500

Improvement                     

Total 7,500

**Estimated Date Completed:** 08-2021

**Appraised Date:**

Appraisal: Land                     

Improvement                     

Total                     

Type of Structure: Single-Family Dwelling

Taxes Current: Yes

Property meets value improvement requirement: Yes

Property approved by Review Committee: Yes

**Rebate: 95% for 10 Years.**







# Neighborhood Revitalization Plan Application – Part 1



Date: 2-26-21 Application Fee: \$25.00 Date Received: 2-26-21

Owner/Contractor Name: Home Star Builders LLC

Owner/Contractor Mailing Address: 1523 S. Main Ottawa, Ks. 66067

Phone #: 785-248-6062 E-Mail: shawn@myauconcepts.com

Address of Property: 733 S. Pine

Zoning District: R1 Tax ID #: UTC 2701

Tax ID, Parcel Number, Legal Description can be obtained from the Franklin Co. Web page – [www.franklincoks.org](http://www.franklincoks.org); click on "Departments" then "Appraiser" then "Parcel Search" then "Public Access"

Parcel Identification Number: 131-02-0-20-03-006 & 00 & 0

Legal Description of Property: SEE ATTACHMENT

All of Lots 33 & 35 & N 1/2 Lot 37, Blk 2, Latrops Add.  
S-02 T-17 R-19 E

Type of Structure: Single-Family ☒ Duplex ☐ Multi-Family ☐ Commercial ☐

Type of Usage: Homeowner/Occupied ☐ Rental ☐ Selling ☒ Commercial ☐

List of Buildings proposed to be demolished: N/A

Detail Description of work to be done: Construct New 3 Bedroom 2 Bathroom  
2 Car Garage Single Family Dwelling

## Commencement of Construction – Part 2

Estimated Cost of Improvements: 149,000

Construction Estimated to Begin On: 4-1-21

Estimated Date of Completion of Construction: 7-30-21

Signature: [Signature]  
Owner/Contractor

Date: 2-26-21



### Part 3 – City Use Only

**Franklin County Appraisal:** As of January 1, 2021 the certified appraised valuation is:

Land: \$ 14,250 Improvements: \$ — Total: 14,250

Percent (%) to be met: 25 Dollar amount that must be met: 3,562.50

By: Information obtained from Franklin County Web Site Date: 3-26-21

**Franklin County Treasurer's Information:** As of 3-26-21 taxes on this parcel ARE ☒ or ARE NOT ☐ current.

By: Information obtained from Franklin County Web Site Date: 3-26-21

**Review Committee Approval:** Date: 4-2-21

City of Ottawa: See Signature Sheet  
Franklin County: See Signature Sheet  
U.S.D. 290: See Signature Sheet

#### Governing Body Approval:

City Commission approval date: \_\_\_\_\_

Franklin County Commission approval date: \_\_\_\_\_

U.S.D. 290 School Board approval date: \_\_\_\_\_

**Franklin County Appraisal:** As of January 1, \_\_\_\_\_ the certified appraised valuation is:

Land: \$ \_\_\_\_\_ Improvements: \$ \_\_\_\_\_ Total: \_\_\_\_\_

**Improvements:** ☐ Meets the 25% increase in assessed valuation for residential property.  
☐ Meets the 20% increase in assessed valuation for commercial or industrial property.  
☐ Meets the 10% to 19% increase in assessed valuation for commercial or industrial property.  
☐ DOES not meet the percentage increase needed.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Franklin County Web Page

**Franklin County Treasurer's Information:** As of \_\_\_\_\_ taxes on this parcel ARE ☐ or ARE NOT ☐ current.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Franklin County Web Page



# NRP Summary Sheet

**Meeting Date:** April 2, 2021

**Property Address:** 733 S. Pine

**Owner Name:** Home Star Builders, LLC

**Legal Description:** All of Lots 33 & 35, and the North ½ of Lot 37, Block 2, Lathrops Addition, Section 02, Township 17, Range 19 East, in the City of Ottawa, Franklin County, Kansas.

**Parcel I.D. #:** 030-131-02-0-20-03-006.00-0

**Description of property improvements:** New Single-family dwelling.

**Estimated Value of improvement:** 149,000

**Date Project to start:** 04-2021

**Appraised Date:** 01-01-2021

Appraisal: Land 14,250

Improvement                     

Total 14,250

**Estimated Date Completed:** 07-2021

**Appraised Date:**

Appraisal: Land                     

Improvement                     

Total                     

Type of Structure: Single-Family Dwelling

Taxes Current: Yes

Property meets value improvement requirement: Yes

Property approved by Review Committee: Yes

**Rebate: 95% for 10 Years.**





## Neighborhood Revitalization Plan Application – Part 1



This section is to be filled out by the applicant. Make sure you date stamp the application when you received it or write the date in and initial it.

Date: 2-12-21 Application Fee: **\$25.00** Date Received: 2/16/21  
Owner/Contractor Name: Eric Crowley Advantage Elec. LLC  
Owner/Contractor Mailing Address: 419 S Main  
Phone #: 785-214-8563 E-Mail: eric@advantageelectrics.com

This section is to be filled out by the applicant. This is the information for the property they are requesting the program for. The zoning district is usually filled out by staff and sometimes the applicant does not get the parcel ID number which we can obtain from the County's web page. The legal description may be an attachment.

Address of Property: 415 E 4th  
Zoning District: R1 Tax ID #: OTC 0840A  
Tax ID, Parcel Number, Legal Description can be obtained from the Franklin Co. Web page – [www.franklincooks.org](http://www.franklincooks.org); click on "Departments" then "Appraiser" then "Parcel Search" then "Public Access"  
Parcel Identification Number: 030-087-36-0 -30-09-008.01-0

Legal Description of Property:

Ottawa Original Town, E/2 Even Lots 30-36  
B1K 88 Section 36 Township 16 Range 19E

Type of Structure: Single-Family ☒ Duplex ☐ Multi-Family ☐ Commercial ☐

Type of Usage: Homeowner/Occupied ☒ Rental ☐ Selling ☐ Commercial ☐

List of Buildings proposed to be demolished: \_\_\_\_\_

Detail Description of work to be done:

Construction of new home

## Commencement of Construction – Part 2

This section is filled out by the applicant. All information must be filled in. Make sure the applicant has signed and dated the application.

Estimated Cost of Improvements: 174,000

Construction Estimated to Begin On: 3-1-21

Estimated Date of Completion of Construction: 7-1-21

Signature: \_\_\_\_\_

Owner/Contractor

Date: 2-12-21





### Part 3 – City Use Only

**Franklin County Appraisal:** As of January 1, 2021 the certified appraised valuation is:

Land: \$ 4,010 Improvements: \$ \_\_\_\_\_ Total: 4,010

Percent (%) to be met: 25 Dollar amount that must be met: 1,002.50

By: \_\_\_\_\_ **Information obtained from Franklin County Web Site** Date: 3-26-21

**Franklin County Treasurer's Information:** As of 3-26-21 taxes on this parcel ARE ☒ or ARE NOT ☐ current.

By: \_\_\_\_\_ **Information obtained from Franklin County Web Site** \_\_\_\_\_ urer's Office Date: 3-26-21

**Review Committee Approval:** \_\_\_\_\_ Date: 4-2-21

City of Ottawa: See Signature Sheet  
Franklin County: See Signature Sheet  
U.S.D. 290: See Signature Sheet

#### Governing Body Approval:

City Commission approval date: \_\_\_\_\_

Franklin County Commission approval date: \_\_\_\_\_

U.S.D. 290 School Board approval date: \_\_\_\_\_

**Franklin County Appraisal:** As of January 1, \_\_\_\_\_ the certified appraised valuation is:

Land: \$ \_\_\_\_\_ Improvements: \$ \_\_\_\_\_ Total: \_\_\_\_\_

**Improvements:** ☐ Meets the 25% increase in assessed valuation for residential property.  
☐ Meets the 20% increase in assessed valuation for commercial or industrial property.  
☐ Meets the 10% to 19% increase in assessed valuation for commercial or industrial property.  
☐ DOES not meet the percentage increase needed.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Franklin County Web Page

**Franklin County Treasurer's Information:** As of \_\_\_\_\_ taxes on this parcel ARE ☐ or ARE NOT ☐ current.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Franklin County Web Page

# NRP Summary Sheet

**Meeting Date:** April 2, 2021

**Property Address:** 415 E. 4<sup>th</sup>

**Owner Name:** Eric Crowley

**Legal Description:** The East ½ of even Lots 30 to 36, Block 88, Ottawa Original Town, Section 36, Township 16, Range 19 East, in the City of Ottawa, Franklin County, Kansas.

**Parcel I.D. #:** 030-087-36-0-09-008.01-0

**Description of property improvements:** New Single-family dwelling.

**Estimated Value of improvement:** 174,000

**Date Project to start:** 04-2021

**Appraised Date:** 01-01-2021

Appraisal: Land 4,010

Improvement                     

Total 4,010

**Estimated Date Completed:** 07-2021

**Appraised Date:**

Appraisal: Land                     

Improvement                     

Total                     

Type of Structure: Single-Family Dwelling

Taxes Current: Yes

Property meets value improvement requirement: Yes

Property approved by Review Committee: Yes

**Rebate: 95% for 10 Years.**







## Neighborhood Revitalization Plan Application – Part 1



**This section is to be filled out by the applicant. Make sure you date stamp the application when you received it or write the date in and initial it.**

Date: 3/23/21 Application Fee: **\$25.00** Date Received: 3-25-21  
 Owner/Contractor Name: Brian Jones  
 Owner/Contractor Mailing Address: 4200 Winbeldon Lawrence, Ks. 66047  
 Phone #: 636-544-8098 E-Mail: whobjones@hotmail.com

**This section is to be filled out by the applicant. This is the information for the property they are requesting the program for. The zoning district is usually filled out by staff and sometimes the applicant does not get the parcel ID number which we can obtain from the County's web page. The legal description may be an attachment.**

Address of Property: 819 N Mulberry  
 Zoning District: R1 Tax ID #: OTC1740  
Tax ID, Parcel Number, Legal Description can be obtained from the Franklin Co. Web page – [www.franklincoks.org](http://www.franklincoks.org); click on "Departments" then "Appraiser" then "Parcel Search" then "Public Access"  
 Parcel Identification Number: 030-087-25-0-30-13-006.00-0

Legal Description of Property:

BOWLES SHELDON & TOPPINGS , LT 17 & N/2 LT 19 BLK 8 SECTION 25 TOWNSHIP 16 RANGE  
 19E

Type of Structure: Single-Family ☒ Duplex ☐ Multi-Family ☐ Commercial ☐

Type of Usage: Homeowner/Occupied ☐ Rental ☐ Selling ☒ Commercial ☐

List of Buildings proposed to be demolished: \_\_\_\_\_

Detail Description of work to be done:

See Attachment Remodel

## Commencement of Construction – Part 2

**This section is filled out by the applicant. All information must be filled in. Make sure the applicant has signed and dated the application.**

Estimated Cost of Improvements: 4\$45,000  
 Construction Estimated to Begin On: April 2021  
 Estimated Date of Completion of Construction: July 2021

Signature: Willone Eubanks DocuSigned by: Euco llc Date: 3/25/2021  
 Owner/Contractor



### Part 3 – City Use Only

**Franklin County Appraisal:** As of January 1, 2021 the certified appraised valuation is:

Land: \$ 14,790 Improvements: \$ 37,110 Total: 51,900

Percent (%) to be met: 25 Dollar amount that must be met: 12,975

By: \_\_\_\_\_ **Information obtained from Franklin County Web Site** Date: 3-26-21

**Franklin County Treasurer's Information:** As of 3-26-21 taxes on this parcel ARE ☒ or ARE NOT ☐ current.

By: \_\_\_\_\_ **Information obtained from Franklin County Web Site** Date: 3-26-21

**Review Committee Approval:** Date: 4-2-21

City of Ottawa: See Signature Sheet  
Franklin County: See Signature Sheet  
U.S.D. 290: See Signature Sheet

#### Governing Body Approval:

City Commission approval date: \_\_\_\_\_

Franklin County Commission approval date: \_\_\_\_\_

U.S.D. 290 School Board approval date: \_\_\_\_\_

**Franklin County Appraisal:** As of January 1, \_\_\_\_\_ the certified appraised valuation is:

Land: \$ \_\_\_\_\_ Improvements: \$ \_\_\_\_\_ Total: \_\_\_\_\_

**Improvements:** ☐ Meets the 25% increase in assessed valuation for residential property.  
☐ Meets the 20% increase in assessed valuation for commercial or industrial property.  
☐ Meets the 10% to 19% increase in assessed valuation for commercial or industrial property.  
☐ DOES not meet the percentage increase needed.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Franklin County Web Page

**Franklin County Treasurer's Information:** As of \_\_\_\_\_ taxes on this parcel ARE ☐ or ARE NOT ☐ current.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Franklin County Web Page



**Scope of work**

Preliminary Renovation Scope  
819 Mulberry St.  
Ottawa, Kansas

1. Masonry
2. Siding
  1. repair as necessary
3. Gutters and Downspouts
  1. Clean/repair or replace gutters, splash blocks and downspouts
4. Roof
5. Shutters
6. Exteriors
7. Walks
8. Driveways
9. Painting Exterior
  1. Prep and Paint All Exterior Surfaces
10. Caulking
  1. caulk siding and windows to provide air barrier
11. Fencing
12. Grading and Landscaping
  1. trim and dispose of all vegetative debris
  2. cut grass
13. Windows
  1. prep to assure airtight installation.
  2. make adjustments to assure proper operation.
14. weather strip
15. Doors Exterior
  1. repair or replace exterior doors to assure airtight installation.
  2. Repair or replace all exterior door hardware
16. Doors Interior
  1. repair or replace interior door hardware.
  2. replace damaged or deteriorated interior doors adjust to assure proper operation.
17. Partition Walls
18. Plaster/Drywall
  1. Repair existing or install new sheet rock throughout the house on all walls and ceilings.
19. Decorating
  1. prep and paint all interior walls and ceilings
20. Wood Trim
  1. repair all trim were missing or deteriorated and paint as directed
21. Stairs –
22. Closets
  1. repair/replace all hanging rods, and shelves as necessary
23. Wood floors
  1. install wood floors in designated areas
24. Finished Floors
  1. install flooring as directed by owner
25. Ceramic Tile
26. Bath Accessories
  1. provide and install new bathroom cabinet type and style selected by owner
  2. provide towel bars, TP holder, shower doors and other accessories as directed
27. Plumbing
  1. inspect entire plumbing system to assure proper operation repair or replace any defective components. Provide supply line shutoffs in bathroom and kitchen. System is to be upgraded to current standards
28. Electrical
  1. electrician is to inspect entire electrical system replace mast, and meter box if needed.
  2. System is to be upgraded to current standards.
29. HVAC
  1. contractors to inspect and service HVAC system to assure proper operation of the entire system
30. Insulation
31. insulation Cabinetry
  1. provide and install new countertops in kitchen area as directed.
32. Appliances
33. Basement –
34. clean up
  1. contractor shall provide dumpster and maintain a clean site
35. Miscellaneous
  - 1.

# NRP Summary Sheet

**Meeting Date:** April 2, 2021

**Property Address:** 819 N. Mulberry

**Owner Name:** Brian Jones

**Legal Description:** Lot 17 and the North ½ of Lot 19, Block 8, Bowles Sheldon & Toppings Addition, Section 25, Township 16, Range 19 East, in the City of Ottawa, Franklin County, Kansas.

**Parcel I.D. #:** 030-087-25-0-30-13-006.00-0

**Description of property improvements:** Remodel a Single-family dwelling.

**Estimated Value of improvement:** 45,000

**Date Project to start:** 04-2021

**Appraised Date:** 01-01-2021

Appraisal: Land 14,790

Improvement 37,110

Total 51,900

**Estimated Date Completed:** 07-2021

**Appraised Date:**

Appraisal: Land \_\_\_\_\_

Improvement \_\_\_\_\_

Total \_\_\_\_\_

Type of Structure: Single-Family Dwelling

Taxes Current: Yes

Property meets value improvement requirement: Yes

Property approved by Review Committee: Yes

**Rebate: 95% for 5 Years.**





## Neighborhood Revitalization Plan Application – Part 1



This section is to be filled out by the applicant. Make sure you date stamp the application when you received it or write the date in and initial it.

Date: 3-1-21 Application Fee: \$25.00 Date Received: 3-1-21  
Owner/Contractor Name: Crow Properties  
Owner/Contractor Mailing Address: 419 S. Main  
Phone #: 214-8563 E-Mail: \_\_\_\_\_

This section is to be filled out by the applicant. This is the information for the property they are requesting the program for. The zoning district is usually filled out by staff and sometimes the applicant does not get the parcel ID number which we can obtain from the County's web page. The legal description may be an attachment.

Address of Property: 716 S. Sycamore  
Zoning District: \_\_\_\_\_ Tax ID #: 0TC2259  
Parcel Identification Number: 030-131-01-0-20-02-016.00-0

Tax ID, Parcel Number, Legal Description can be obtained from the Franklin Co. Web page – [www.franklincocks.org](http://www.franklincocks.org); click on "Departments" then "Appraiser" then "Parcel Search" then "Public Access"

Legal Description of Property:

8 1/2 Lf 12 All Lf 14, 16, 18 BUX 2 Ellis & Darnell  
S-02 T-17 R-19E

Type of Structure: Single-Family ☒ Duplex ☐ Multi-Family ☐ Commercial ☐

Type of Usage: Homeowner/Occupied ☐ Rental ☐ Selling ☒ Commercial ☐

List of Buildings proposed to be demolished: None

Detail Description of work to be done:

Complete remodel of house

## Commencement of Construction – Part 2

This section is filled out by the applicant. All information must be filled in. Make sure the applicant has signed and dated the application.

Estimated Cost of Improvements: 70,000  
Construction Estimated to Begin On: 3-1-21  
Estimated Date of Completion of Construction: 6-1-21

Signature: \_\_\_\_\_  
Owner/Contractor

Date: 3-1-21





### Part 3 – City Use Only

**Franklin County Appraisal:** As of January 1, 2021 the certified appraised valuation is:

Land: \$ 17,480 Improvements: \$ 35,230 Total: 52,710

Percent (%) to be met: 25 Dollar amount that must be met: 13,177.50

By: Information obtained from Franklin County Web Site Date: 3-26-21

**Franklin County Treasurer's Information:** As of 3-26-21 taxes on this parcel ARE ☒ or ARE NOT ☐ current.

By: Information obtained from Franklin County Web Site Date: 3-26-21  
Treasurer's Office

**Review Committee Approval:** Date: 4-2-21

City of Ottawa: See Signature Sheet

Franklin County: See Signature Sheet

U.S.D. 290: See Signature Sheet

#### Governing Body Approval:

City Commission approval date: \_\_\_\_\_

Franklin County Commission approval date: \_\_\_\_\_

U.S.D. 290 School Board approval date: \_\_\_\_\_

**Franklin County Appraisal:** As of January 1, \_\_\_\_\_ the certified appraised valuation is:

Land: \$ \_\_\_\_\_ Improvements: \$ \_\_\_\_\_ Total: \_\_\_\_\_

**Improvements:** ☐ Meets the 25% increase in assessed valuation for residential property.  
☐ Meets the 20% increase in assessed valuation for commercial or industrial property.  
☐ Meets the 10% to 19% increase in assessed valuation for commercial or industrial property.  
☐ DOES not meet the percentage increase needed.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Franklin County Web Page

**Franklin County Treasurer's Information:** As of \_\_\_\_\_ taxes on this parcel ARE ☐ or ARE NOT ☐ current.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Franklin County Web Page



# NRP Summary Sheet

**Meeting Date:** April 2, 2021

**Property Address:** 716 S. Sycamore

**Owner Name:** Crow Properties

**Legal Description:** The South ½ of Lot 12 and All of Lots 14, 16, & 18, Block 2, Ellis & Darnell, Section 02, Township 17, Range 19 East, in the City of Ottawa, Franklin County, Kansas.

**Parcel I.D. #:** 030-131-01-0-20-016.00-0

**Description of property improvements:** New Single-family dwelling.

**Estimated Value of improvement:** 70,000

**Date Project to start:** 03-2021

**Appraised Date:** 01-01-2021

Appraisal: Land 17,480

Improvement 35,230

Total 52,710

**Estimated Date Completed:** 06-2021

**Appraised Date:**

Appraisal: Land \_\_\_\_\_

Improvement \_\_\_\_\_

Total \_\_\_\_\_

Type of Structure: Single-Family Dwelling

Taxes Current: Yes

Property meets value improvement requirement: Yes

Property approved by Review Committee: Yes

**Rebate: 95% for 5 Years.**





## Neighborhood Revitalization Plan Application – Part 1



**This section is to be filled out by the applicant. Make sure you date stamp the application when you received it or write the date in and initial it.**

Date: 2/9/21 Application Fee: \$25.00 Date Received: 2-9-21

Owner/Contractor Name: Brian Jones Enterprises LLC

Owner/Contractor Mailing Address: 4200 Wimbledon Dr. Lawrence, KS 66047

Phone #: 636.544.8098 E-Mail: whobjones@hotmail.com

**This section is to be filled out by the applicant. This is the information for the property they are requesting the program for. The zoning district is usually filled out by staff and sometimes the applicant does not get the parcel ID number which we can obtain from the County's web page. The legal description may be an attachment.**

Address of Property: 732 S Willow St.

Zoning District: R1

Tax ID #: OTC3443

Tax ID, Parcel Number, Legal Description can be obtained from the Franklin Co. Web page – [www.franklincooks.org](http://www.franklincooks.org); click on "Departments" then "Appraiser" then "Parcel Search" then "Public Access"

Parcel Identification Number: 030-131-02-0-10-08-018.00-0

Legal Description of Property:

TOPPING'S , LOT 32 34 , SECTION 02 T-17 R-19E

Type of Structure: Single-Family ☒ Duplex ☐ Multi-Family ☐ Commercial ☐

Type of Usage: Homeowner/Occupied ☐ Rental ☐ Selling ☒ Commercial ☐

List of Buildings proposed to be demolished: \_\_\_\_\_

**Detail** Description of work to be done:

Remodel of home. New Windows, new flooring, new kitchen sink, ext and int. paint, new trim, new HVAC and Furnace and Hot Water Heater.

## Commencement of Construction – Part 2

**This section is filled out by the applicant. All information must be filled in. Make sure the applicant has signed and dated the application.**

Estimated Cost of Improvements: 60,000

Construction Estimated to Begin On: 2/15/21

Estimated Date of Completion of Construction: 4/15/21

Signature: Brian Jones  
Owner/Contractor

Date: 2/9/21





### Part 3 – City Use Only

**Franklin County Appraisal:** As of January 1, 2021 the certified appraised valuation is:

Land: \$ 19,580 Improvements: \$ 35,520 Total: 55,100

Percent (%) to be met: 25 Dollar amount that must be met: 13,775

By: \_\_\_\_\_ **Information obtained from Franklin County Web Site** Date: 3-26-21

**Franklin County Treasurer's Information:** As of 3-26-21 taxes on this parcel ARE ☒ or ARE NOT ☐ current.

By: \_\_\_\_\_ **Information obtained from Franklin County Web Site** Date: 3-26-21  
F \_\_\_\_\_ er's Office

**Review Committee Approval:** Date: 4-2-21

City of Ottawa: **See Signature Sheet**  
Franklin County: **See Signature Sheet**  
U.S.D. 290: **See Signature Sheet**

#### Governing Body Approval:

City Commission approval date: \_\_\_\_\_

Franklin County Commission approval date: \_\_\_\_\_

U.S.D. 290 School Board approval date: \_\_\_\_\_

**Franklin County Appraisal:** As of January 1, \_\_\_\_\_ the certified appraised valuation is:

Land: \$ \_\_\_\_\_ Improvements: \$ \_\_\_\_\_ Total: \_\_\_\_\_

**Improvements:** ☐ Meets the 25% increase in assessed valuation for residential property.  
☐ Meets the 20% increase in assessed valuation for commercial or industrial property.  
☐ Meets the 10% to 19% increase in assessed valuation for commercial or industrial property.  
☐ DOES not meet the percentage increase needed.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Franklin County Web Page

**Franklin County Treasurer's Information:** As of \_\_\_\_\_ taxes on this parcel ARE ☐ or ARE NOT ☐ current.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Franklin County Web Page



# NRP Summary Sheet

**Meeting Date:** April 2, 2021

**Property Address:** 732 S. Willow

**Owner Name:** Brian Jones Enterprises LLC

**Legal Description:** Lots 32 & 34, Topping's Addition, Section 02, Township 17, Range 19 East, in the City of Ottawa, Franklin County, Kansas.

**Parcel I.D. #:** 030-131-02-0-10-018.00-0

**Description of property improvements:** Remodel a Single-family dwelling.

**Estimated Value of improvement:** 60,000

**Date Project to start:** 02-2021

**Appraised Date:** 01-01-2021

Appraisal: Land 19,580

Improvement 35,520

Total 55,100

**Estimated Date Completed:** 04-2021

**Appraised Date:**

Appraisal: Land \_\_\_\_\_

Improvement \_\_\_\_\_

Total \_\_\_\_\_

Type of Structure: Single-Family Dwelling

Taxes Current: Yes

Property meets value improvement requirement: Yes

Property approved by Review Committee: Yes

**Rebate: 95% for 5 Years.**





## Neighborhood Revitalization Plan Application – Part 1



This section is to be filled out by the applicant. Make sure you date stamp the application when you received it or write the date in and initial it.

Date: 3-25-21 Application Fee: \$25.00 Date Received: 3-25-21

Owner/Contractor Name: Diamond Real estate LLC

Owner/Contractor Mailing Address: 18206 W 191st St Spring Hill KS 66083

Phone #: 913-325-3026 E-Mail: goodell@yahoo.com

This section is to be filled out by the applicant. This is the information for the property they are requesting the program for. The zoning district is usually filled out by staff and sometimes the applicant does not get the parcel ID number which we can obtain from the County's web page. The legal description may be an attachment.

Address of Property: 726 W 5th Ottawa KS

Zoning District: \_\_\_\_\_ Tax ID #: OTC1521 Tax ID, Parcel Number, Legal Description can be obtained from the Franklin Co. Web page – [www.franklinco.org](http://www.franklinco.org); click on "Departments" then "Appraiser" then "Parcel Search" then "Public Access"

Parcel Identification Number: 087-35-0-30-06-003.00-0

Legal Description of Property:

Baldwin & Taylor, W60 N125 LT 1 Section 35 township 16 range 19e

Type of Structure: Single-Family ☒ Duplex ☐ Multi-Family ☐ Commercial ☐

Type of Usage: Homeowner/Occupied ☐ Rental ☐ Selling ☒ Commercial ☐

List of Buildings proposed to be demolished: N/A

Detail Description of work to be done:

HVAC, Roof, sheet rock, Paint, flooring, Cabinets, windows

## Commencement of Construction – Part 2

This section is filled out by the applicant. All information must be filled in. Make sure the applicant has signed and dated the application.

Estimated Cost of Improvements: \$35,000

Construction Estimated to Begin On: 3-20-21

Estimated Date of Completion of Construction: 6-20-21

Signature: [Signature] member Date: 3-25-21  
Owner/Contractor





### Part 3 – City Use Only

**Franklin County Appraisal:** As of January 1, 2021 the certified appraised valuation is:

Land: \$ 18,340 Improvements: \$ 43,760 Total: 62,100

Percent (%) to be met: 25 Dollar amount that must be met: 15,525

By: \_\_\_\_\_ **Information obtained from Franklin County Web Site** Date: 3-26-21

**Franklin County Treasurer's Information:** As of 3-26-21 taxes on this parcel ARE ☒ or ARE NOT ☐ current.

By: \_\_\_\_\_ **Information obtained from Franklin County Web Site** Date: 3-26-21  
\_\_\_\_\_  
Treasurer's Office

**Review Committee Approval:** Date: 4-2-21

City of Ottawa: See Signature Sheet  
Franklin County: See Signature Sheet  
U.S.D. 290: See Signature Sheet

#### Governing Body Approval:

City Commission approval date: \_\_\_\_\_

Franklin County Commission approval date: \_\_\_\_\_

U.S.D. 290 School Board approval date: \_\_\_\_\_

**Franklin County Appraisal:** As of January 1, \_\_\_\_\_ the certified appraised valuation is:

Land: \$ \_\_\_\_\_ Improvements: \$ \_\_\_\_\_ Total: \_\_\_\_\_

**Improvements:** ☐ Meets the 25% increase in assessed valuation for residential property.  
☐ Meets the 20% increase in assessed valuation for commercial or industrial property.  
☐ Meets the 10% to 19% increase in assessed valuation for commercial or industrial property.  
☐ DOES not meet the percentage increase needed.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Franklin County Web Page

**Franklin County Treasurer's Information:** As of \_\_\_\_\_ taxes on this parcel ARE ☐ or ARE NOT ☐ current.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Franklin County Web Page



# NRP Summary Sheet

**Meeting Date:** April 2, 2021

**Property Address:** 726 W. 5<sup>th</sup>

**Owner Name:** Diamond Real Estate LLC

**Legal Description:** The West 60 feet of the North 125 feet of Lot 1, Baldwin & Taylor Addition, Section 35, Township 16, Range 19 East, in the City of Ottawa, Franklin County, Kansas.

**Parcel I.D. #:** 030-087-35-0-30-06-003.00-0

**Description of property improvements:** Remodel a Single-family dwelling.

**Estimated Value of improvement:** 35,000

**Date Project to start:** 03-2021

**Appraised Date:** 01-01-2021

Appraisal: Land 18,340

Improvement 43,760

Total 62,100

**Estimated Date Completed:** 06-2021

**Appraised Date:**

Appraisal: Land \_\_\_\_\_

Improvement \_\_\_\_\_

Total \_\_\_\_\_

Type of Structure: Single-Family Dwelling

Taxes Current: Yes

Property meets value improvement requirement: Yes

Property approved by Review Committee: Yes

**Rebate: 95% for 5 Years.**





# Neighborhood Revitalization Plan Application – Part 1



Date: 1/29/2021 Application Fee: **\$25.00** Date Received: \_\_\_\_\_

Owner/Contractor Name: Tim Magee (Paula)

Owner/Contractor Mailing Address: 616 S. Ash

Phone #: 785-242-4049 E-Mail: paulamages@hotmail.com

Address of Property: 616 S. Ash

Zoning District: R1 Tax ID #: DTC1537

Tax ID, Parcel Number, Legal Description can be obtained from the Franklin Co. Webpage – [www.franklinco.org](http://www.franklinco.org); click on "Departments" then "Appraiser" then "ParcelSearch" then "Public Access"

Parcel Identification Number: 030-087-35-D-30-D7-033.00-D

Legal Description of Property: Baldwin & Taylor, tract beginning  
150.55 NE1/4 LT 2 W252 S75 E50 S51 E202 N126  
to point of beginning Section 35, Township 16,  
Range 19E

Type of Structure: Single-Family ☒ Duplex ☐ Multi-Family ☐ Commercial ☐

Type of Usage: Homeowner/Occupied ☒ Rental ☐ Selling ☐ Commercial ☐

List of Buildings proposed to be demolished: \_\_\_\_\_

Detail Description of work to be done: new garage - move & attach existing  
garage to new structure

## Commencement of Construction – Part 2

Estimated Cost of Improvements: \$45,000.00

Construction Estimated to Begin On: June 30, 2021

Estimated Date of Completion of Construction: Dec 1, 2021

Signature: \_\_\_\_\_

Timothy C. Magee  
Owner/Contractor

Date: 1/29/2021





### Part 3 – City Use Only

**Franklin County Appraisal:** As of January 1, 2021 the certified appraised valuation is:

Land: \$ 42,730 Improvements: \$ 120,570 Total: 163,300

Percent (%) to be met: 25 Dollar amount that must be met: 40,825

By Information obtained from Franklin County Web Site Date: 3-26-11

**Franklin County Treasurer's Information:** As of 2-2-21 taxes on this parcel ARE ☒ or ARE NOT ☐ current.

By: Information obtained from Franklin County Web Site Date: 2-2-21

**Review Committee Approval:** Date: 4-2-21

City of Ottawa: See Signature Sheet  
Franklin County: See Signature Sheet  
U.S.D. 290: See Signature Sheet

#### Governing Body Approval:

City Commission approval date: \_\_\_\_\_

Franklin County Commission approval date: \_\_\_\_\_

U.S.D. 290 School Board approval date: \_\_\_\_\_

**Franklin County Appraisal:** As of January 1, \_\_\_\_\_ the certified appraised valuation is:

Land: \$ \_\_\_\_\_ Improvements: \$ \_\_\_\_\_ Total: \_\_\_\_\_

**Improvements:** ☐ Meets the 25% increase in assessed valuation for residential property.  
☐ Meets the 20% increase in assessed valuation for commercial or industrial property.  
☐ Meets the 10% to 19% increase in assessed valuation for commercial or industrial property.  
☐ DOES not meet the percentage increase needed.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Franklin County Web Page

**Franklin County Treasurer's Information:** As of \_\_\_\_\_ taxes on this parcel ARE ☐ or ARE NOT ☐ current.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Franklin County Web Page/Verified by Franklin County Treasurer's Office



# NRP Summary Sheet

**Meeting Date:** April 2, 2021

**Property Address:** 616 S. Ash

**Owner Name:** Tim & Paula Mages

**Legal Description:** A tract beginning 150.5 feet South of the Northeast Corner of Lot 2, thence West 252 feet, thence South 75 feet, thence East 50 feet, thence South 51 feet, thence East 202 feet, thence North 126 feet to Point of Beginning, Baldwin & Taylor Addition, Section 35, Township 16, Range 19 East, in the City of Ottawa, Franklin County, Kansas.

**Parcel I.D. #:** 030-087-35-0-30-07-033.00-0

**Description of property improvements:** Adding a new garage.

**Estimated Value of improvement:** 45,000

**Date Project to start:** 06-2021

**Appraised Date:** 01-01-2021

Appraisal:	Land	<u>42,730</u>
	Improvement	<u>120,570</u>
Total		<u>163,300</u>

**Estimated Date Completed:** 12-2021

**Appraised Date:**

Appraisal:	Land	<u>                    </u>
	Improvement	<u>                    </u>
Total		<u>                    </u>

Type of Structure: Garage

Taxes Current: Yes

Property meets value improvement requirement: Yes

Property approved by Review Committee: Yes

**Rebate: 95% for 5 Years.**





# Neighborhood Revitalization Plan Application – Part 1



Date: 2/1/21 Application Fee: \$25.00 Date Received: \_\_\_\_\_

Owner/Contractor Name: Dana Ohlmeier

Owner/Contractor Mailing Address: 914 W. 6th St, Ottawa, KS 66067

Phone #: 913-302-3883 E-Mail: 4dana0@gmail.com

Address of Property: 914 W. 6th St, Ottawa, KS 66067

Zoning District: R-1 Tax ID #: 07C1579

Tax ID, Parcel Number, Legal Description can be obtained from the Franklin Co. Web page – [www.franklincoks.org](http://www.franklincoks.org); click on "Departments" then "Appraiser" then "Parcel Search" then "Public Access"

Parcel Identification Number: 030-087-35-0-30-07-011.00-0

Legal Description of Property: Baldwin & Taylor, TR BEG 118E NW1/4 LT 6

E75 S204 W75 N204 TO POB Section 35

Township 16 Range 19E

Type of Structure: Single-Family ☒ Duplex ☐ Multi-Family ☐ Commercial ☐

Type of Usage: Homeowner/Occupied ☒ Rental ☐ Selling ☐ Commercial ☐

List of Buildings proposed to be demolished: Detached Garage (valued @ \$2,110.)

Detail Description of work to be done: Demolish & remove existing garage & replace w/ 30x40 garage.

## Commencement of Construction – Part 2

Estimated Cost of Improvements: \$30,000.00

Construction Estimated to Begin On: 3/1/21

Estimated Date of Completion of Construction: 3/10/21

Signature:

Dana Ohlmeier  
Owner/Contractor

Date: 2/1/21





### Part 3 – City Use Only

**Franklin County Appraisal:** As of January 1, 2021 the certified appraised valuation is:

Land: \$ 27,700 Improvements: \$ 62,600 Total: 90,300

Percent (%) to be met: 25 Dollar amount that must be met: 22,575

By: Information obtained from Franklin County Web Site Date: 3-26-21

**Franklin County Treasurer's Information:** As of 2-2-21 taxes on this parcel ARE ☒ or ARE NOT ☐ current.

By: Information obtained from Franklin County Web Site Date: 2-2-21

**Review Committee Approval:** Date: 4-2-21

City of Ottawa: See Signature Sheet  
Franklin County: See Signature Sheet  
U.S.D. 290: See Signature Sheet

#### Governing Body Approval:

City Commission approval date: \_\_\_\_\_

Franklin County Commission approval date: \_\_\_\_\_

U.S.D. 290 School Board approval date: \_\_\_\_\_

**Franklin County Appraisal:** As of January 1, \_\_\_\_\_ the certified appraised valuation is:

Land: \$ \_\_\_\_\_ Improvements: \$ \_\_\_\_\_ Total: \_\_\_\_\_

**Improvements:** ☐ Meets the 25% increase in assessed valuation for residential property.  
☐ Meets the 20% increase in assessed valuation for commercial or industrial property.  
☐ Meets the 10% to 19% increase in assessed valuation for commercial or industrial property.  
☐ DOES not meet the percentage increase needed.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Franklin County Web Page

**Franklin County Treasurer's Information:** As of \_\_\_\_\_ taxes on this parcel ARE ☐ or ARE NOT ☐ current.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Franklin County Web Page/Verified by Franklin County Treasurer's Office



# NRP Summary Sheet

**Meeting Date:** April 2, 2021

**Property Address:** 914 W. 6<sup>th</sup>

**Owner Name:** Dana Ohlmeier

**Legal Description:** A Tract beginning 118 feet East of the Northwest Corner of Lot 6, thence East 75 feet, thence South 204 feet, thence West, 75 feet, thence North 204 feet to Point of Beginning, Baldwin & Taylor Addition, Section 35, Township 16, Range 19 East, in the City of Ottawa, Franklin County, Kansas.

**Parcel I.D. #:** 030-087-35-0-30-07-011.00-0

**Description of property improvements:** New Garage

**Estimated Value of improvement:** 30,000

**Date Project to start:** 03-2021

**Appraised Date:** 01-01-2021

Appraisal:	Land	27,700
	Improvement	62,600
Total		90,300

**Estimated Date Completed:** 03-2021

**Appraised Date:**

Appraisal:	Land	
	Improvement	
Total		

Type of Structure: Garage

Taxes Current: Yes

Property meets value improvement requirement: Yes

Property approved by Review Committee: Yes

**Rebate: 95% for 5 Years.**



## NEIGHBORHOOD REVITALIZATION PROGRAM MEMORANDUM

**TO:** USD 290 School Board  
Franklin County Commissioners  
City of Ottawa Commissioners

**FROM:** Charlotte Newkirk, Administrative Assistant II

**DATE:** April 7, 2021

**SUBJECT:** Neighborhood Revitalization Program

**Comments:** When the Neighborhood Revitalization Program (NRP) Review Committee held their meeting on April 2, 2021, to review applications, they also reviewed an annexation request for Funston and Mason Streets to be added into the Neighborhood Revitalization Program area.

They reviewed the annexation request with a map of the area to be included. There are several vacant properties that would benefit from this program. The members of the review committee indicated they would support the area being annexed into the program.



With the annexation request into the Neighborhood Revitalization Program, a new resolution needs to be adopted by all three governing bodies, accepting the new boundaries.

If the annexation is approved, staff will make the necessary changes to the map showing the new boundaries of the Neighborhood Revitalization Program.

Attachments:  
Resolution for the adoption new boundaries.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION TO AMEND THE NEIGHBORHOOD REVITALIZATION PROGRAM BY ADDING AN AREA TO THE RESIDENTIAL DISTRICT AS DESCRIBED IN ATTACHMENT A.**

**WHEREAS** K.S.A. 12-17, 114 et. Seq. provides a program for neighborhood revitalization; and

**WHEREAS** it is the desire of the City of Ottawa to provide incentives to property owners to improve or develop their property.

**NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF OTTAWA, KANSAS.**

**Section 1.** The Governing Body agrees to amend the neighborhood revitalization plan by adding the area outlined on the attached map and describe in attachment A.

**Section 2.** This resolution shall be in full force and effect from its adoption.

PASSED AND ADOPTED by the Governing Body of the City of Ottawa, this \_\_\_\_\_, day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk



## Attachment A

Starting at East 7<sup>th</sup> Street and Funston Street, thence South on Funston Street, including both sides of Funston Street, to 9<sup>th</sup> Street, thence East on 9<sup>th</sup> Street, including only the North side of 9<sup>th</sup> Street, to Mason Street, thence North on Mason Street, including both sides of Mason Street, to 7<sup>th</sup> Street, thence West on 7<sup>th</sup> Street, including only the South side of 7<sup>th</sup> Street, to Funston Street.



City of Ottawa

101 S. Hickory  
Ottawa, KS 66067

785.229.3600

[www.ottawaks.gov](http://www.ottawaks.gov)

## MEMORANDUM

**TO: RICHARD U. NIENSTEDT, CITY MANAGER**  
**FROM: GLORA MATHEWS, EXECUTIVE ASSISTANT**  
**DATE: APRIL 19, 2021**  
**SUBJECT: REAPPOINTMENTS TO CITY BOARDS AND COMMISSIONS**

Below is a list of those currently serving on City of Ottawa boards/commissions with terms expiring in April, 2021. Each has agreed to be reappointed. I've also noted how many open positions each board/commission has currently. We are advertising for the open positions.

<b><u>Board/Commission</u></b>	<b><u>Reappointments / New Term</u></b>	<b><u>Openings</u></b>
Accessibility Advisory Board	Joshua Robinson / 2021-2024	2
Airport Advisory Board	N/A	2
Board of Zoning Appeals	N/A	1
Construction Board of Appeals	N/A	2
Library Board	Deborah Henningsen / 2021-2025 Tom Shrimplin / 2021-2025	1
OMA Advisory Board	Tim Van Leiden / 2021-2024 Kris Ramcharan / 2021-2024	1
Ottawa Recreation Commission (City Representative)	N/A	1
Planning Commission	Reggies Wenyika / 2021-2024	2