

NOTICE OF OPEN MEETING

Public Notice is hereby given that the Planning & Zoning Commission of the City of Excelsior Springs Regular Meeting **at 6:00 PM, March 30, 2026** to consider and act upon the matters on the following agenda and such other matters as may be presented at the meeting and determined to be appropriate for discussion at the time.

The tentative agenda of this meeting is as follows.

Planning & Zoning Commission City of Excelsior Springs

A G E N D A



Planning & Zoning Commission Meeting
6:00 PM
Monday, March 30, 2026
City Council Chambers
201 E. Broadway
Excelsior Springs, MO

-
1. CALL TO ORDER
 2. ROLL CALL
 3. APPROVAL OF MEETING SUMMARY
 - A. Meeting summary February 23, 2026
 4. PUBLIC HEARINGS
 - A. RZ-26-001 – An application by Robert McLaughlin to rezone all 16 lots in the Marocco Estates subdivision from R-2 (Two-Family Residential) to R-3 (Cluster, Townhouse, or Garden Apartment).
 - B. RZ-26-002 – An application by Gualtieri Holdings, LLC to rezone the property at 101 W Excelsior Street from C-2 (General Business) to R-3 (Cluster, Townhouse, or Garden Apartment).
 - C. C. ZTA-26-001 – An application by The City of Excelsior Springs to add a section to Chapter 400 of the Zoning Code concerning certain exceptions to the zoning regulations.
 - D. D. ZTA-26-005 – An application by The City of Excelsior Springs to add a section to Chapter 404 of the Zoning Code to create a special sign permit and a corresponding approval process.
 5. NEW BUSINESS

A. Application Deadlines and Meeting Schedule for 2026

6. COMMENTS

A. Comments from the Public

B. Comments from Staff

C. Comments from the Commission

7. ADJOURN

Representatives of the news media may obtain copies of this notice by contacting the City Manager's office, 201 East Broadway. Phone (816) 630-0752.

If any accommodations are required in order to attend this meeting (i.e. qualified interpreter, large print, reader, hearing assistance), please notify the City Manager's office no later than 48 hours prior to the beginning of the meeting.

Date and Time of Posting: March 17, 2026 11:45am

PLANNING AND ZONING COMMISSION

MEETING SUMMARY

February 23, 2026

1. CALL TO ORDER

Vice Chairperson Creyton Vincent called the meeting to order at 6:05 p.m.

2. ROLL CALL

PRESENT: Laurie Gehrt (via Zoom) Don Kelley, Christy Marker, Whitney Sparks, and Vincent Creyton.

ABSENT: Betty Bissell, Dustin Borchert

STAFF PRESENT: Mallory Brown, Joshua Garrett, Julia Goldstein, Melinda Mehaffy, Mayor Mark Spohn, and Council Member Reggie St. John.

VISITORS: Lindsay Baxter, Marsha Broadbent, Kim Halfhill, Rob Lanphier, Dustin Lloyd, Dr. Kent Powell, Brian Rice, Phillip Scherer, Chad Taylor, and Lisa Watkins.

3. APPROVAL OF MEETING SUMMARY FOR November 24, 2025

Commissioner Sparks made a motion to approve the meeting summary.
Commissioner Marker seconded the motion. Motion Carried.

Vote: Motion Approved 5-0-0

Yes: Commissioners: Gehrt, Kelley, Marker, Sparks and Vincent

No: None

Abstain: None

4. PUBLIC HEARINGS

A. **ZTA-26-002** – An application by The City of Excelsior Springs to amend the zoning regulations regarding drive-through services at marijuana dispensaries.

Public hearing opened at 6:08pm and closed at 6:12pm

Robert Lanphier asked what other cities have the same restrictions; are we in alliance with our neighbors? Neighboring cities do not have the same restriction. Laurie Gehrt stated that in Kansas City, people can order on line and then drive through for pick-up.

Commissioner Sparks made a motion to approve the meeting summary.
Commissioner Kelley seconded the motion. Motion Carried.

Vote: Motion Approved 5-0-0

Yes: Commissioners: Gehrt, Kelley, Marker, Sparks and Vincent

No: None

Abstain: None

B. **ZTA-26-003** – An application by The City of Excelsior Springs to amend the zoning regulations concerning temporary short-term rental regulations for major regional events.

Public hearing opened at 6:21pm and closed at 6:24pm

Mark Spohn asked if the business license would be event specific. Josh Garrett confirmed that The City Council would determine the dates that this was applicable; yes, it will be event specific. This change will eliminate the need for a special use permit during special events. It would not alter the density requirements, but would change the way the separation is measured to “as the crow flies”, rather than walking routes.

Commissioner Marker made a motion to approve ZTA-26-003.
Commissioner Kelley seconded the motion. Motion Carried.

Vote: Motion Approved 5-0-0

Yes: Commissioners: Gehrt, Kelley, Marker, Sparks and Vincent

No: None

Abstain: None

- C. **ZTA-26-004** – An application by The City of Excelsior Springs to amend the zoning regulations concerning minimum floor area for residential dwellings.

Joshua Garrett explained that the minimum square footage requirements is not consistent within different zoning codes. This will bring some uniformity across the zoning codes and allow smaller homes (800 sq ft) to be built in AG and R-1 residential development (without HOA restrictions) and set a minimum standard for R-2 and R-3.

Public hearing opened at 6:30pm and closed at 6:34pm

Mark Spohn asked how this works with the Cottage Housing that was approved by the city council a couple of years ago. Josh Garrett explained that there currently aren't any planned neighborhoods with cottage zoning. This amendment is directed towards infilling vacant lots throughout the city.

Commissioner Kelley made a motion to approve ZTA-26-004.
Commissioner Marker seconded the motion. Motion Carried.

Vote: Motion Approved 5-0-0

Yes: Commissioners: Gehrt, Kelley, Marker, Sparks and Vincent

No: None

Abstain: None

- D. **COMPREHENSIVE PLAN** – Consideration of the proposed comprehensive plan for the City of Excelsior Springs, entitled “Embrace the Current.”

Public hearing opened at 6:55pm and closed at 6:56pm

Mayor Mark Spohn stated that this plan was not devised by “the city or the council” but by all of the stakeholders throughout the city willing to donate their time to

Commissioner Sparks made a motion to approve The Comprehensive Plan “Embrace the Current”.
Commissioner Kelley seconded the motion. Motion Carried.

Vote: Motion Approved 5-0-0

Yes: Commissioners: Gehrt, Kelley, Marker, Sparks and Vincent

No: None

Abstain: None

5. COMMENTS OF VISITORS:

None.

6. STAFF COMMENTS:

Joshua Garrett stated they can expect at least one rezoning, possible two cases and two zoning text amendments for the March meeting. At this time, we expect that the elevator repairs will be complete and the March meeting should take place in the Council Chambers at The Hall of Waters.

7. COMMENTS OF THE COMMISSIONERS

Commissioner Marker asked that they could be notified of the location for the next meeting in advance.

8. ADJOURN The meeting was adjourned at 6:58 p.m.

Meeting summary prepared by Julia Goldstein, Administrative Assistant.



Planning and Zoning

Application Form

001 YM 8X2000

Community Development
 201 E. Broadway Avenue
 Excelsior Springs, MO 64024
 (816) 630-0756
 planner@excelsiorsprings.gov

Application Type (check all that apply)

Land Use	Land Subdivision	Site Development	Other
<input checked="" type="checkbox"/> Rezoning <input type="checkbox"/> Planned Rezoning <input type="checkbox"/> Special Use Permit <input type="checkbox"/> Land Use Permit	<input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Lot Split <input type="checkbox"/> Lot Combination	<input type="checkbox"/> Major Site Plan <input type="checkbox"/> Standard Site Plan <input type="checkbox"/> Development Plan	<input type="checkbox"/> Certificate of Appropriateness <input type="checkbox"/> Variance <input type="checkbox"/> ROW Vacation

Project Information and Location

Project Name: Maverick Estates

Project Address/Location: Kearney Rd Excelsior Springs MO

Sq. Ft. of Building: R2 Acreage: 8 Number of Lots/Tracts: 16 Flood Hazard: NO

Existing Zoning: R2 Proposed Zoning: R3 Existing Land Use: NO Proposed Land Use: NO

Basic Application Requirements

- Completed and signed application
- Application fee
- Cover letter describing details of project
- One 24"x34" set of plans for Land Sub. & Site Dev.
- One PDF copy of plat map or site plan
- Legal description of property

Contact Information

Applicant
 Name: Robert McLaughlin Company: [REDACTED]

Name: Robert McLaughlin Company: MO

Address: [REDACTED]

Phone: [REDACTED] Email: [REDACTED]

Surveyor/Engineer/Other:

Name: _____ Company: _____

Address: _____

Phone: _____ Email: _____

Surveyor/Engineer/Other:

Name: _____ Company: _____

Address: _____

Phone: _____ Email: _____

The applicant hereby agrees that the information provided above is accurate.

Applicant's Signature: [Signature] Date: 1/12/21

Owner's Signature: [Signature] Date: 1/12/21

Christa McLaughlin

From: Meyer, Joshua P <JMeyer7@ameren.com>
Sent: Tuesday, November 25, 2025 1:31 PM
To: Christa McLaughlin
Subject: RE: Marocco Estates

The Ameren approved single phase 4-Gang meter bases are rated at 125A per meter socket. That has the same load rating as the single phase 2-Gang meter bases that are rated at 200A per socket. In this configuration, it will be acceptable to build 4-plexes instead of duplexes.

Joshua Meyer : : T 816-629-2843; C 660-624-7540; F 816-629-2820
Ameren Missouri : : 2101 N Jesse James Rd : : Excelsior Springs MO 64024

From: Christa McLaughlin [REDACTED]
Sent: Tuesday, November 25, 2025 1:27 PM
To: Meyer, Joshua P <JMeyer7@ameren.com>
Subject: [EXTERNAL] Re: Marocco Estates

So, this will work for 4 plex's instead of duplexes correct ?

[Get Outlook for iOS](#)

From: Meyer, Joshua P <JMeyer7@ameren.com>
Sent: Tuesday, November 25, 2025 1:04:50 PM
To: Christa McLaughlin [REDACTED]
Subject: RE: Marocco Estates

I was looking at the 4-Gang Ameren approved single phase meter packs and they are rated for 400A bus and 125A per socket. This will be acceptable for the current layout of Marocco Estates.

Joshua Meyer : : T 816-629-2843; C 660-624-7540; F 816-629-2820
Ameren Missouri : : 2101 N Jesse James Rd : : Excelsior Springs MO 64024

From: Christa McLaughlin [REDACTED]
Sent: Tuesday, November 25, 2025 11:55 AM
To: Meyer, Joshua P <JMeyer7@ameren.com>
Subject: [EXTERNAL] Marocco Estates

EXTERNAL SENDER STOP.THINK.QUESTION.

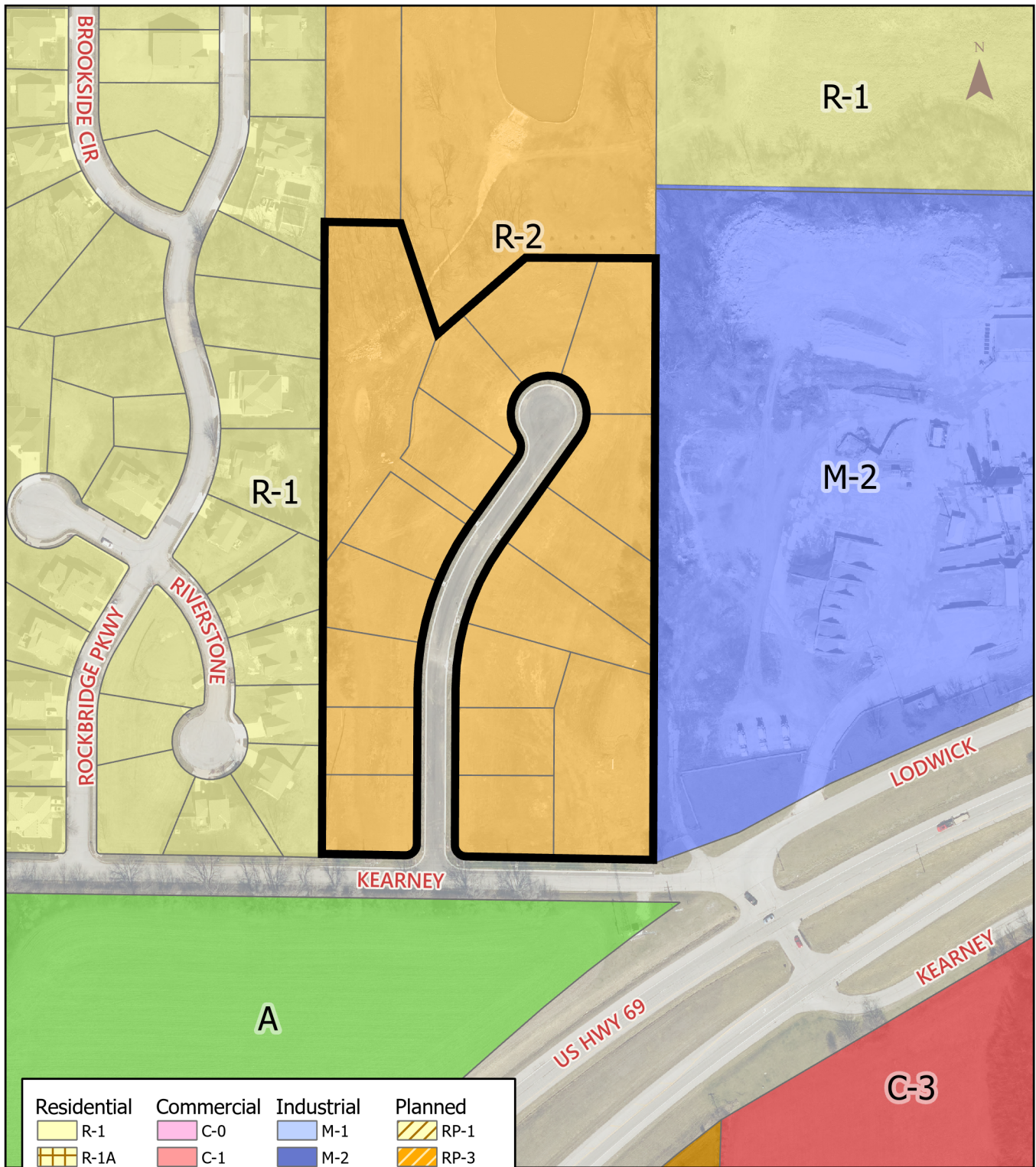
Verify unexpected requests before opening links or attachments.

This is Christa McLaughlin . We just spoke about the 4 plex's. Please email me here.

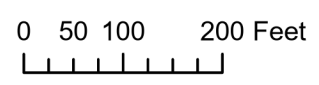
Current Zoning Map for Subject Property Area

Marocco Estates

Case: RZ-26-001



Residential	Commercial	Industrial	Planned
R-1	C-0	M-1	RP-1
R-1A	C-1	M-2	RP-3
R-2	C-2	Other	CP-0
R-3	C-2A	A	RP-4
R-4	C-3	PARK	CP-3
RMP			MP-1
			MP-2

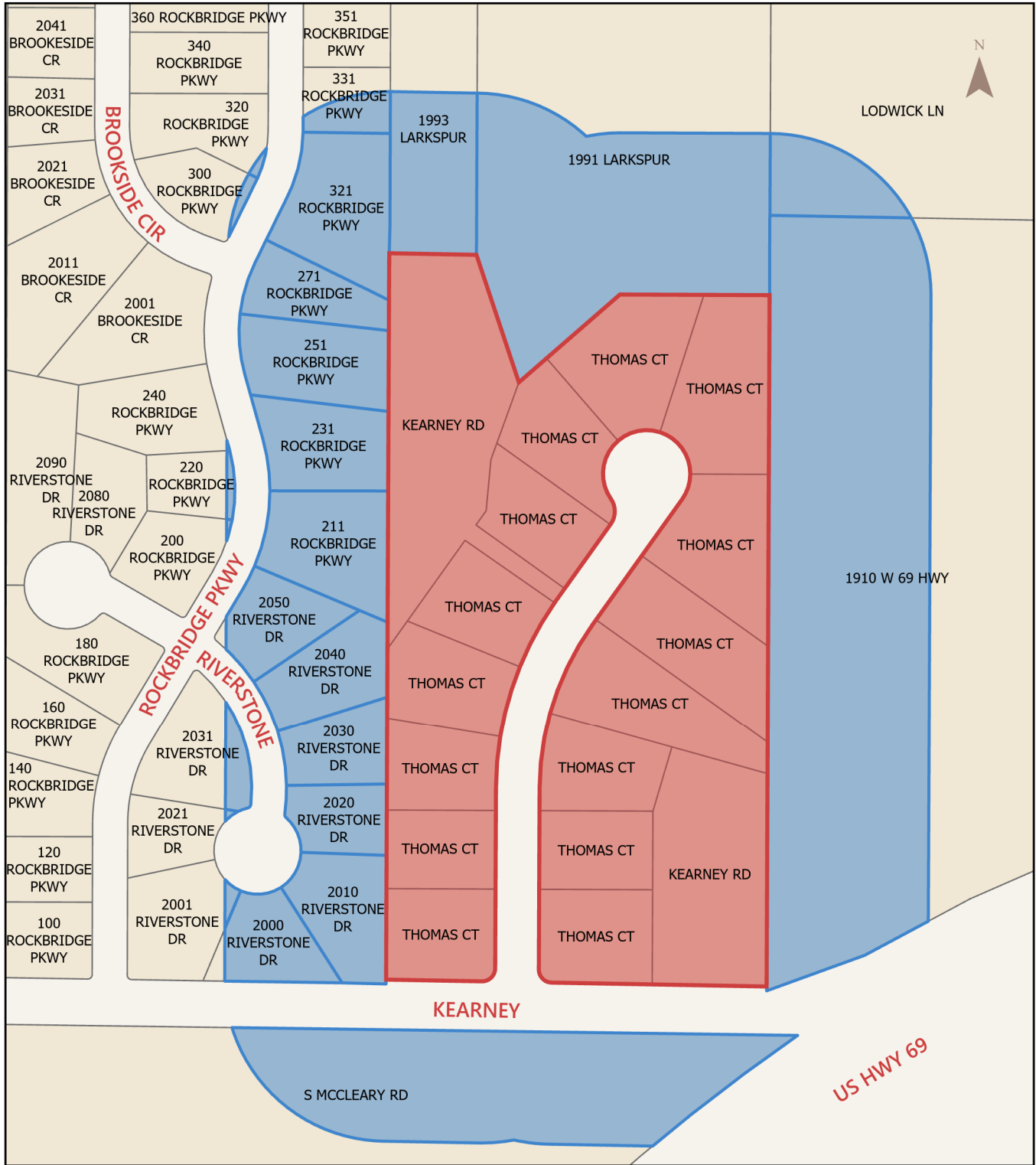


Prepared by Joshua Garrett
Community Development
1/27/2026

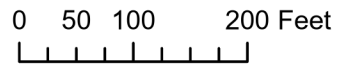
Properties Notified of Public Hearing

Marocco Estates Subdivision Rezoning

Case: RZ-26-001



- Subject Property
- Area within 185 Feet



Prepared by Joshua Garrett
Community Development
1/27/2026



Community Development Department
201 E Broadway
Excelsior Springs, MO 64024

March 13, 2025

RE: Proposed Zoning Map Amendment for all properties within the Marocco Estates Subdivision in Excelsior Springs, MO 64024

Case Number: RZ-26-001

To: Property Owner or Current Resident

This notice is to advise you that the Excelsior Springs Planning and Zoning Commission will conduct a public hearing for the following application:

An application by Robert McLaughlin to rezone the properties within the Marocco Estates subdivision from an R-2 (Two-Family Residential) district to R-3 (Cluster, Townhouse, or Garden Type Residential) district.

You are receiving this notice because our records indicate that you either own property or occupy a dwelling within 185 feet of the subject property. **The proposed zoning map amendment is not a request to rezone your property.** You are invited to attend the public hearing and express any thoughts or concerns regarding the proposed map amendment.

The public hearing will be held on:

Monday, March 30, 2026 @ 6:00pm
City Council Chambers, Hall of Waters
201 E Broadway Avenue
Excelsior Springs, MO 64024

The Planning and Zoning Commission will take testimony on the application at this hearing and forward a recommendation to the City Council for final action.

If you have any questions, please contact my office at (816) 630-0756. If you are unable to attend the meeting, you may call or email planner@excelsiorsprings.gov and I will share your comments with the Commission during the public hearing.

Thank you,

A handwritten signature in black ink, appearing to read "Joshua Garrett".

Joshua Garrett, MPA
City Planner

Community Development Department Planning & Zoning



March 30, 2026

To: Chairman and Commissioners
Planning & Zoning Commission

Re: Staff Report for Case No. RZ-26-001 – Zoning Map Amendment

Proposal Summary:

An application by Robert McLaughlin to rezone the properties within the Marocco Estates subdivision from an R-2 (Two-Family Residential) district to R-3 (Cluster, Townhouse, or Garden Type Residential) district. (*Public Hearing*)

General Information:

Applicant/Owner: Robert (Rocky) McLaughlin, Marocco Estates, LLC
Address: East of Stone Crossing Subdivision
Current Zoning: R-2 (Two-Family Residential District)
Current Land Use: Vacant/Undeveloped

Surrounding Zoning & Land Use: North: R-2, Large lot single-family homes
East: M-2, Concrete plant
South: A, Vacant/cemetery
West: R-1, Single-family homes

Background:

The subject properties, along with the Clacton Estates development that lies directly north of the subject properties, were initially part of the same proposed residential development. As such, both areas were rezoned in 2020 from R-1 (Single-Family Residential) to the current designation of R-2 (Two-Family Residential). The southern part of that proposed development was acquired by the applicant and platted as “Marocco Estates” in 2022. The staff report for the final plat application indicates, that intention of the applicant at that time was to build sixteen duplexes, each on their own lot.

Following the platting of the property, the applicant constructed a street, Thomas Court, and installed the necessary public infrastructure required for residential development projects. These assets have been accepted by the City. The subject properties are ready for construction.

The applicant has indicated that with the rising cost of construction materials, that building duplexes on these lots is no longer a financially viable option. As such, the applicant would like to built multi-plex townhomes on the property, with no more than 4 units on any one lot. This requires that the properties be rezoned to R-3 (Cluster, Townhouse or Garden Type Residential District). The proposed development would occur over three phases, each paying for the next. Upon completion of the project, 60 to 64 units would occupy the existing 16 lots.

Public Infrastructure:

Streets: The entrance to the subdivision is accessed via Kearney Road. Fifteen of the sixteen lots have their frontage along Thomas Court, which terminates in a cul-de-sac. Lot 16 of Marocoo Estates is the only lot of the subdivision with the primary access being from Kearney Road. Both Thomas Court and Kearney Road have adequate capacity to support the development. A gate has been installed by the application across Thomas Court, which must be removed immediately, as Thomas Court is a public street within the dedicated public right-of-way.

Public Water: The site is served by an existing six-inch water main which runs long the west side of Thomas Court, providing adequate water flow and pressure to support the development.

Sanitary Sewer: The site is served by an existing sanitary eight-inch sewer main along and under Thomas Court. Two lateral lines per lot were installed up to the property boundaries to serve the previously proposed duplexes. City staff in the Public Works Department have indicated that the existing service and lateral lines will be sufficient for the additional proposed units.

Stormwater Management: Along with the street construction, four stormwater inlets were installed along Thomas Court. These inlets drain to the stormwater detention basin that lies in the northwest corner of the subdivision. A stormwater facilities covenant has been recorded at the Clay County Recorder of Deed's office to ensure the ongoing maintenance of the shared stormwater facilities.

Street Lights: Street Lights have been installed along Thomas Court in accordance with Section 406.060 of the Municipal Code, which requires developers to provide certain public improvements for subdivisions with dedicated public right-of-way.

Comprehensive Plan:

The new Comprehensive Plan, Embrace the Current, places this development into the “Contemporary Neighborhood Enclave” place type. The design and use guides for this place type encourage a mix of single-family and small-scale attached housing and calls for a variety of housing types to meet diverse needs and price points. Townhomes are a compatible supporting use for this place type.

The proposed zoning map amendment and the subsequent development, supports Strategy 3.3 in the Action Plan, which is to “build and sustain housing that is attended to lifestyle preferences and shorts, as well as difference in age and income.” Townhomes offer an attractive option between apartments and traditional single-family homes for families, working professionals, and seniors, among others.

Staff Analysis:

The site is currently ready to be developed. The developer has installed streets, public infrastructure, and utilities. The final step is building. Ideally, the project would be completed as originally proposed by the developer and approved by the City Council. However, the developer has indicated that he feels that developing the property as duplexes is not in his financial interest. As such, staff recognizes that an alternative development is better than sixteen vacant lots. The applicant has indicated that rezoning the subject property to R-3 would facilitate the development of the property by permitting denser housing options that will accommodate the developer’s financial investment in the property.

If the proposed map amendment is approved, any future development of the property is subject to the site plan review process outlined in Section 400.225 of the Zoning Code. At this time, this plan review would be both administratively approved and reviewed and would not need further City Council approval. Staff will review the future development plans to ensure they comply with the City’s zoning requirements including screening, landscaping, parking, stormwater, and other regulations of the zoning code.

City staff feels the application generally conforms to the vision established in the Comprehensive Plan.

Staff Recommendation:

City staff recommends approval of the rezoning application.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joshua Garrett", written in a cursive style.

Joshua Garrett, MPA

Planner

City of Excelsior Springs

Attachments:

Exhibit A – Application

Exhibit B – Area Notice Map

Exhibit C – Current Zoning Map

Exhibit D – Resolution

Exhibit E – Draft Ordinance

RESOLUTION NO. PZC-26-005

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF EXCELSIOR SPRINGS, MISSOURI, RECOMMENDING THE CITY COUNCIL APPROVE ZONING MAP AMENDMENT FOR THE MAROCCO ESTATES SUBDIVISION, IN ITS ENTIRETY, REZONING THE SUBDIVISION FROM DISTRICT R-2 (TWO-FAMILY RESIDENTIAL) TO DISTRICT R-3 (CLUSTER, TOWNHOUSE, OR GARDEN APARTMENT), CASE NUMBER RZ-26-001

WHEREAS, the City of Excelsior Springs Code of Ordinances outlines the procedures for the consideration of amendments to the Zoning District Map; and

WHEREAS, Robert McLaughlin submitted to the Community Development Department an application to amend the zoning map for the Marocco Estates subdivision, in its entirety, rezoning the subject properties from "R-2" (Single-Family Residential) to "R-3" (Cluster, Townhouse, and Garden Apartments); and

WHEREAS, City staff has reviewed and processed the application, assigning it case number RZ-26-001, and prepared a staff report for the Planning and Zoning Commission's consideration; and

WHEREAS, after due public notice, the Planning and Zoning Commission held a public hearing on March 30, 2026, to consider the proposed rezoning; and

WHEREAS, the Planning and Zoning Commission has considered the staff report, testimony, and evidence presented; and

WHEREAS, the Planning and Zoning Commission finds that the proposed zoning map amendment is consistent with the vision for the "Contemporary Neighborhood Enclave" place type as established in the City's Comprehensive Plan, which encourages the townhomes, small apartments, and apartment complexes as supporting uses compatible with single-family homes and civic land-uses as the primary land use of the area surrounding the subject properties.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF EXCELSIOR SPRINGS, MISSOURI, AS FOLLOWS:

Section 1. Recommendation. The Planning and Zoning Commission hereby recommends that the City Council APPROVE the application for a Zoning Map Amendment, assigned case number RZ-26-001, for the Marocco Estates subdivision, in its entirety, rezoning the subject properties from "R-2" (Single-Family Residential) to "R-3" (Cluster, Townhouse, and Garden Apartments).

Section 2. Forwarding to City Council. This recommendation, along with the application and associated documents, shall be forwarded to the City Council for its final public hearing and decision.

PASSED AND APPROVED by the Planning and Zoning Commission of the City of Excelsior Springs, Missouri, this 30th day of March, 2026.

Laurie Gehrt,
Planning and Zoning Commission Chairman

Mallory Brown,
Community Development Director

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF EXCELSIOR SPRINGS, MISSOURI, AUTHORIZING AND ADOPTING A ZONING MAP AMENDMENT FOR THE MAROCCO ESTATES SUBDIVISION, IN ITS ENTIRETY, REZONING THE SUBDIVISION FROM DISTRICT R-2 (TWO-FAMILY RESIDENTIAL) TO DISTRICT R-3 (CLUSTER, TOWNHOUSE, OR GARDEN APARTMENT)

WHEREAS, in accordance with the process outlined in Chapter 404 of the City's Code of Ordinances, Robert McLaughlin submitted to the Community Development Department an application to amend the zoning map for the Marocco Estates subdivision, in its entirety, rezoning the subject properties from "R-2" (Single-Family Residential) to "R-3" (Cluster, Townhouse, and Garden Apartments); and

WHEREAS, City staff completed a review of the application and found the proposed R-3 rezoning aligns with the long-term planning goals of the area, as outlined in the City's Comprehensive Plan and has recommended approval of the application; and

WHEREAS, the Planning and Zoning Commission of the City of Excelsior Springs, Missouri, after due public notice, held a public hearing on March 30, 2026, to consider the proposed zoning map amendment; and

WHEREAS, the Planning and Zoning Commission, following said public hearing, recommended approval of the proposed amendment to the City Council by a vote of - ; and

WHEREAS, the City Council of the City of Excelsior Springs, Missouri, after due public notice, held a public hearing on April 6, 2026 to consider the proposed zoning map amendment and the recommendation of the Planning and Zoning Commission; and

WHEREAS, the City Council finds that the proposed zoning map amendment is consistent with the vision for the "Contemporary Neighborhood Enclave" place type as established in the City's Comprehensive Plan, which encourages the townhomes, small apartments, and apartment complexes as supporting uses compatible with single-family homes and civic land-uses as the primary land use of the area surrounding the subject properties.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EXCELSIOR SPRINGS, MISSOURI, AS FOLLOWS:

Section 1. Zoning Map Amendment. The Official Zoning Map of the City of Excelsior Springs, Missouri, is hereby amended by changing the zoning classification of all properties within the Morocco Estates subdivision, and more specifically described as:

All of Lots 1 through 16 and Tract A of Marocco Estates, a subdivision of land in the City of Excelsior Springs, Clay County, Missouri.

from District "R-2" (Two-Family Residential) to District "R-3" (Cluster, Townhouse, and Garden Apartments).

Section 2. Errors. That correction of any scrivener’s errors identified within these articles is hereby authorized by this ordinance.

Section 3. Effective Date. This ordinance shall be in full force and effect from and after its passage and approval by the City Council.

PASSED AND APPROVED by the City Council of the City of Excelsior Springs, Missouri, this 6th day of April, 2026.

Mark D. Spohn, Mayor

ATTEST:

REVIEWED BY:

Shannon Stroud, City Clerk

Melinda Mehaffy, City Manager

Daniel Gualtieri /Property owner

January/16/2026

Dear sir/madam

I am writing in reference to the property. I recently purchased at 101 W. Excelsior St. I respectfully request rezoning from C - 2 (commercial) to R-3 (residential) to convert it into a duplex. The first unit will feature two bedrooms and two baths; the second two bedrooms and two baths.

The exterior will see no demolition. All original ornamentation will be repaired, not replaced, and existing windows and door positions preserved. we plan to simply repaint the current historic color scheme.

Interior renovations will comply with every city code. Target completion: full occupancy and pass inspections 120 days from permit

Thank you

Sincerely,

Daniel Gualtieri/property owner

Daniel gualtieri



Planning and Zoning

Application Form

Community Development
 201 E. Broadway Avenue
 Excelsior Springs, MO 64024
 (816) 630-0756
 planner@excelsiorsprings.gov

Application Type (check all that apply)

Land Use	Land Subdivision	Site Development	Other
<input checked="" type="checkbox"/> Rezoning <input type="checkbox"/> Planned Rezoning <input type="checkbox"/> Special Use Permit <input type="checkbox"/> Land Use Permit	<input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Lot Split <input type="checkbox"/> Lot Combination	<input type="checkbox"/> Major Site Plan <input type="checkbox"/> Standard Site Plan <input type="checkbox"/> Development Plan	<input type="checkbox"/> Certificate of Appropriateness <input checked="" type="checkbox"/> Variance <input type="checkbox"/> ROW Vacation

Project Information and Location

101 w excelsior Street enhancement

Project Name

101 W. Excelsior St., Excelsior Springs, MO 64024

Project Address/Location

1900

One

None

Sq. Ft. of Building

Acreage

Number of Lots/Tracts

Flood Hazard

C-2

R-3

Commercial

Duplex

Existing Zoning

Proposed Zoning

Existing Land Use

Proposed Land Use

Basic Application Requirements

- Completed and signed application
- Application fee
- Cover letter describing details of project

- One 24"x34" set of plans for Land Sub. & Site Dev.
- One PDF copy of plat map or site plan
- Legal description of property

Contact Information

Applicant

Name _____ Company _____

Address _____

Phone _____ Email _____

Surveyor/Engineer/Other: _____

Name _____ Company _____

Address _____

Phone _____ Email _____

The applicant hereby agrees that the information provided above is accurate.

Applicant's Signature _____ Date _____

Owner

Daniel gualtieri _____ Gualtieri holding llc _____
 Name _____ Company _____

Address _____

Phone _____ Email _____

Surveyor/Engineer/Other: _____

Name _____ Company _____

Address _____

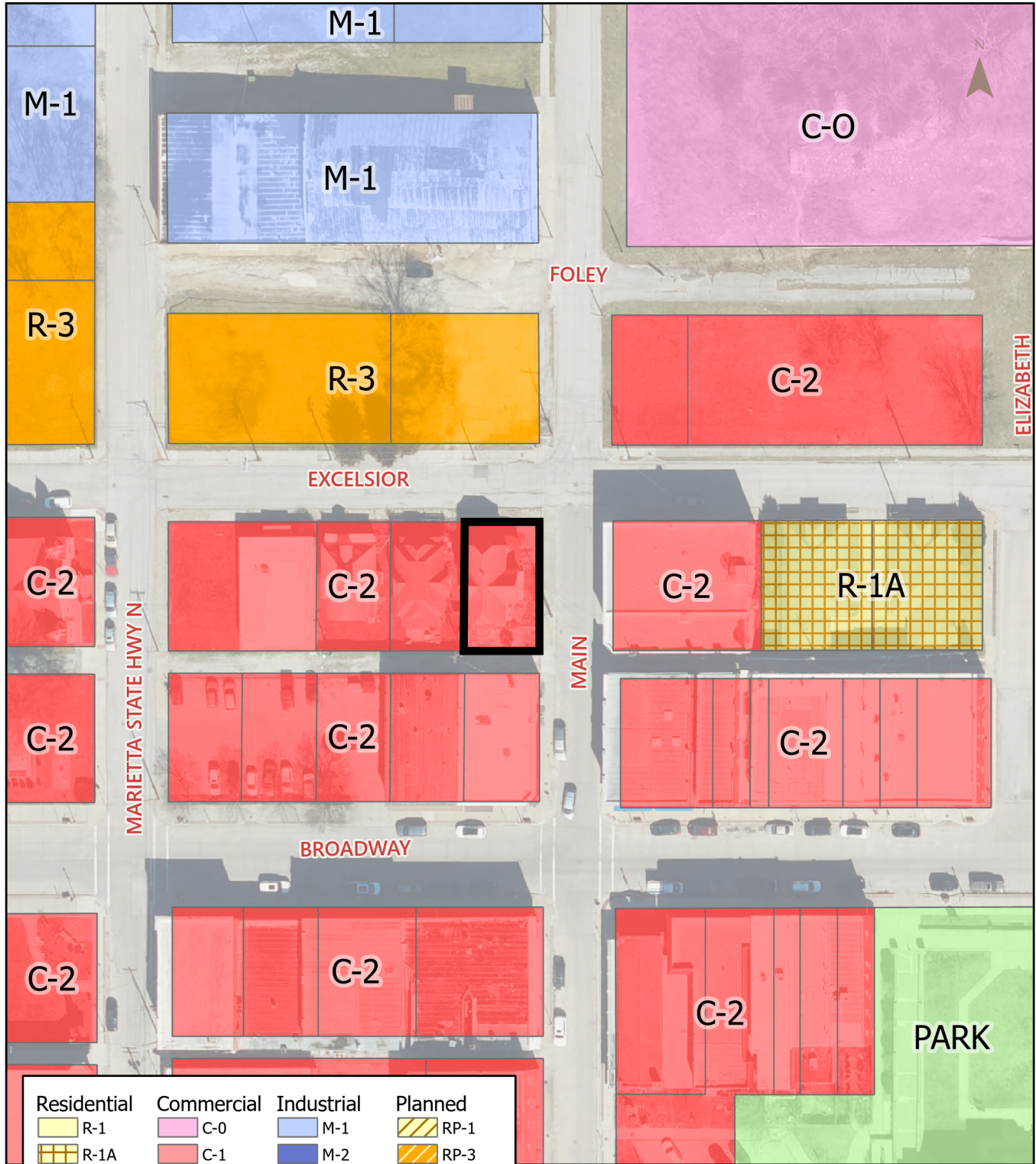
Phone _____ Email _____

Owner's Signature _____ Date 1/13/26

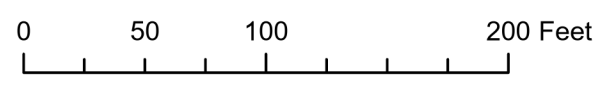
Current Zoning Map for Subject Property Area

101 W Excelsior Street

Case: RZ-26-002



Residential	Commercial	Industrial	Planned
R-1	C-0	M-1	RP-1
R-1A	C-1	M-2	RP-3
R-2	C-2	Other	CP-0
R-3	C-2A	A	RP-4
R-4	C-3	PARK	CP-3
RMP			MP-1
			MP-2

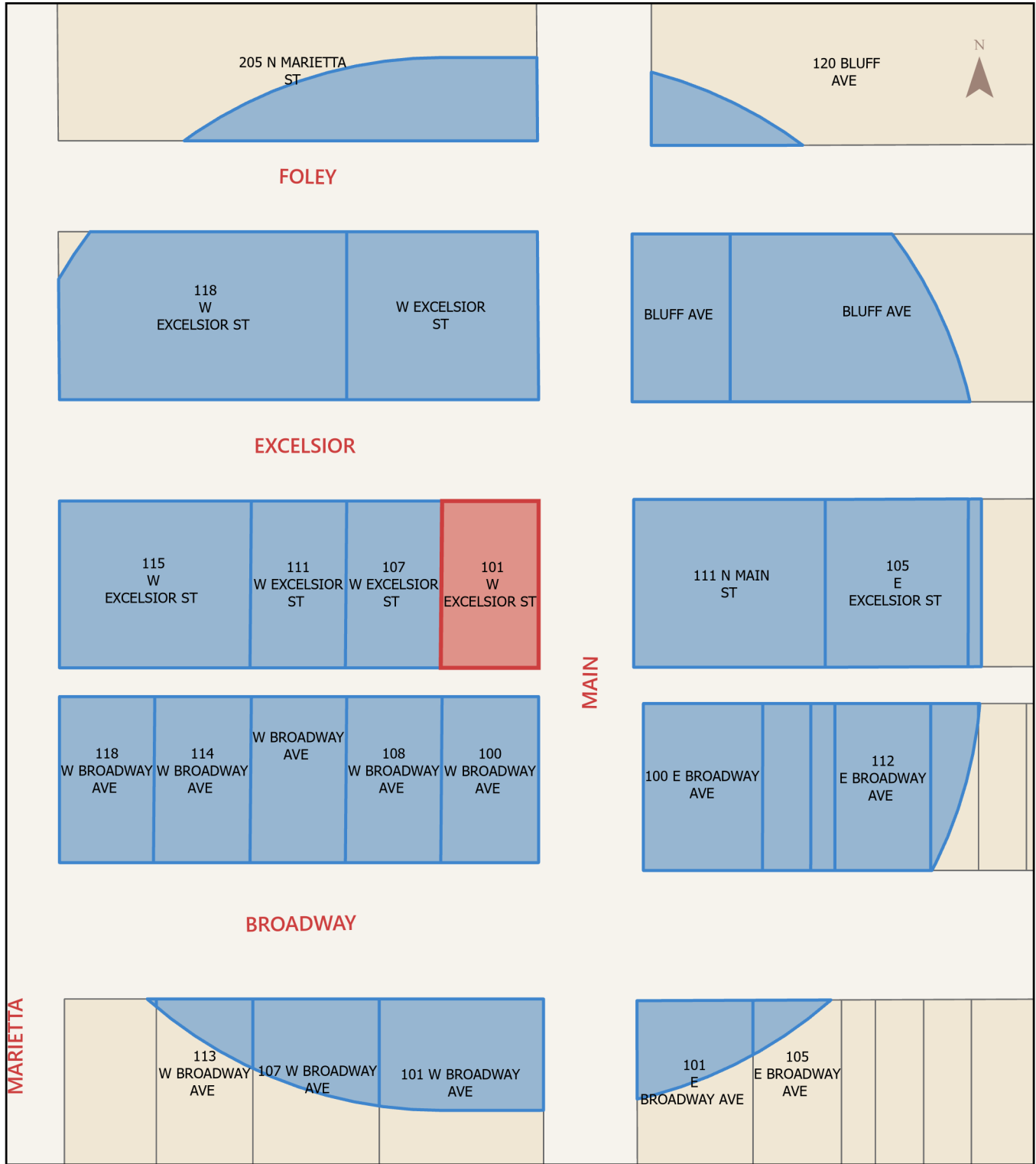


Prepared by Joshua Garrett
Community Development
3/24/2026

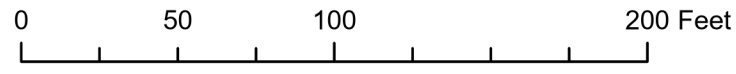
Properties Notified of Public Hearing

101 W Excelsior Street Rezoning

Case: RZ-26-002



- Subject Property
- Area within 185 Feet





Community Development Department
201 E Broadway
Excelsior Springs, MO 64024

March 13, 2025

RE: Proposed Zoning Map Amendment for the property located at 101 W Excelsior Street in Excelsior Springs, MO 64024

Case Number: RZ-26-002

To: Property Owner or Current Resident

This notice is to advise you that the Excelsior Springs Planning and Zoning Commission will conduct a public hearing for the following application:

An application by Gualtieri Holdings, LLC to rezone the property at 101 W Excelsior Street from C-2 (General Business) to R-3 (Cluster, Townhouse, or Garden Apartment).

You are receiving this notice because our records indicate that you either own property or occupy a dwelling within 185 feet of the subject property. **The proposed zoning map amendment is not a request to rezone your property.** You are invited to attend the public hearing and express any thoughts or concerns regarding the proposed map amendment.

The public hearing will be held on:

Monday, March 30, 2026 @ 6:00pm
City Council Chambers, Hall of Waters
201 E Broadway Avenue
Excelsior Springs, MO 64024

The Planning and Zoning Commission will take testimony on the application at this hearing and forward a recommendation to the City Council for final action.

If you have any questions, please contact my office at (816) 630-0756. If you are unable to attend the meeting, you may call or email planner@excelsiorsprings.gov and I will share your comments with the Commission during the public hearing.

Thank you,

A handwritten signature in black ink, appearing to read "Joshua Garrett".

Joshua Garrett, MPA
City Planner

Community Development Department Planning & Zoning



March 30, 2026

To: Chairman and Commissioners
Planning & Zoning Commission

Re: Staff Report for Case No. RZ-26-002 – Zoning Map Amendment

Proposal Summary:

An application by Gualtieri Holdings, LLC to rezone the property at 101 W Excelsior Street from C-2 (General Business) to R-3 (Cluster, Townhouse, or Garden Apartment). (*Public Hearing*)

General Information:

Applicant/Owner: Daniel Gualtieri, Gualtieri Holdings, LLC
Address: 101 W Excelsior Street
Current Zoning: C-2 (General Business District)
Current Land Use: Vacant/Dangerous Building

Surrounding Zoning & Land Use: North: R-2, Large lot single-family homes
East: M-2, Concrete plant
South: A, Vacant/cemetery
West: R-1, Single-family homes

Background:

The structure that currently sits at 101 W Excelsior Street is a two-story, brick house built in the late 1890s. As early as 1909, the home was divided into two residential units, with separate entrances to each unit. From this point until the mid-1990s the subject property was used as multi-family dwellings. In 1995 the building was declared a dangerous building and has remained vacant since. The building has fallen into severe disrepair.

In 2025, the property was purchased by Daniel Gualtieri with Gualtieri Holdings, LLC. Both before and after purchasing the building, the applicant has worked with City Staff to understand the various processes that will need to be navigated to repair the building

and permit multi-family dwellings once again. The applicant has submitted applications to the Historic Preservation Commission (HPC), Planning and Zoning Commission, and Board of Adjustment (BZA). The HPC approved the applicant's application and scope of work at the February 11th meeting, which includes several exterior alterations such as replacing windows, repainting the exterior, replacing rotted wood, and other repairs.

If the City Council approves the proposed zoning map amendment, the applicant will require several variances to the property. This is because the subject property is unable to meet the base requirements of the zoning ordinance. At staff's suggestion, the applicant has requested an amendment to R-3, rather than R-2, even though the intended land use will be a duplex. This is because a designation of R-3 will permit the intended land use while minimizing the variances needed for the applicant.

Prior to occupancy, the property owner will need to provide City Staff an engineer's report that indicates that the building is no longer a dangerous building and is safe to occupy. At this point, staff will release the building and permit occupancy of the structure.

Comprehensive Plan:

The new Comprehensive Plan, Embrace the Current, places this development into the "Historic Downtown Center" place type. The design and use guides for this place type encourage a retail and other land uses common in downtowns. While the plan does not consider this land use specifically, it calls for preserving the historic character of the City while also prioritizing infill and reuse of property. The property has always been a residential building with a residential land use. Reactivating this property as a duplex helps contribute to the larger goal of downtown revitalization and restoring the downtown's historic character.

The proposed zoning map amendment supports Strategy 3.2 in the Action Plan, which is to "support continued revitalization of downtown and adjacent historic areas. This building is a long-blighted structure in our downtown area, and the rehabilitation of the building and the reactivation of the property will help establish a precedent as the city continues to follow the strategies outlined in the Comprehensive Plan.

Staff Analysis:

The property has been vacant and in disrepair for several decades. The applicant has already begun working on the property to repair and restore the building. The

current zoning is not well suited to the structure. Since the building was constructed to be a residence and has been a multi-family residential building, this is the optimal land use for the property. The zoning of the property should be amended to permit this property to permit such a use and to preserve the historic character of the Hall of Waters district.

City staff feels the application generally conforms to the vision established in the Comprehensive Plan.

Staff Recommendation:

City staff recommends approval of the rezoning application.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joshua Garrett", written in a cursive style.

Joshua Garrett, MPA

Planner

City of Excelsior Springs

Attachments:

- Exhibit A – Application
- Exhibit B – Area Notice Map
- Exhibit C – Narrative
- Exhibit D – Current Zoning Map
- Exhibit E – Resolution
- Exhibit F – Draft Ordinance

RESOLUTION NO. PZC-26-006

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF EXCELSIOR SPRINGS, MISSOURI, RECOMMENDING THE CITY COUNCIL APPROVE ZONING MAP AMENDMENT FOR THE PROPERTY LOCATED AT 101 W EXCELSIOR STREET, REZONING THE PROEPRTY FROM DISTRICT C-2 (GENERAL BUSINESS) TO DISTRICT R-3 (CLUSTER, TOWNHOUSE, OR GARDEN APARTMENT)), CASE NUMBER RZ-26-002

WHEREAS, the City of Excelsior Springs Code of Ordinances outlines the procedures for the consideration of amendments to the Zoning District Map; and

WHEREAS, Daniel Gualtieri with Gualtieri Holdings, LLC submitted to the Community Development Department an application to amend the zoning map for the property located at 101 W Excelsior Street, rezoning the subject properties from "C-2" (General Business) to "R-3" (Cluster, Townhouse, and Garden Apartments); and

WHEREAS, City staff has reviewed and processed the application, assigning it case number RZ-26-002, and prepared a staff report for the Planning and Zoning Commission's consideration; and

WHEREAS, after due public notice, the Planning and Zoning Commission held a public hearing on March 30, 2026, to consider the proposed rezoning; and

WHEREAS, the Planning and Zoning Commission has considered the staff report, testimony, and evidence presented; and

WHEREAS, the Planning and Zoning Commission finds that the proposed zoning map amendment is consistent with the vision for the "Historic Downtown Center" place type as established in the City's Comprehensive Plan, and encourages the historic preservation of one of the oldest surviving structures in downtown Excelsior Springs.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF EXCELSIOR SPRINGS, MISSOURI, AS FOLLOWS:

Section 1. Recommendation. The Planning and Zoning Commission hereby recommends that the City Council APPROVE the application for a Zoning Map Amendment, assigned case number RZ-26-002, for the property located at 101 W Excelsior Street, rezoning the subject properties from "C-2" (General Business) to "R-3" (Cluster, Townhouse, and Garden Apartments).

Section 2. Forwarding to City Council. This recommendation, along with the application and associated documents, shall be forwarded to the City Council for its final public hearing and decision.

PASSED AND APPROVED by the Planning and Zoning Commission of the City of Excelsior Springs, Missouri, this 30th day of March, 2026.

Laurie Gehrt,
Planning and Zoning Commission Chairman

Mallory Brown,
Community Development Director

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF EXCELSIOR SPRINGS, MISSOURI, AUTHORIZING AND ADOPTING A ZONING MAP AMENDMENT FOR THE PROPERTY LOCATED AT 101 W EXCELSIOR STREET, REZONING THE PROEPRTY FROM DISTRICT C-2 (GENERAL BUSINESS) TO DISTRICT R-3 (CLUSTER, TOWNHOUSE, OR GARDEN APARTMENT)

WHEREAS, in accordance with the process outlined in Chapter 404 of the City's Code of Ordinances, Daniel Gualtieri with Gualtieri Holdings, LLC submitted to the Community Development Department an application to amend the zoning map for the property located at 101 W Excelsior Street, rezoning the subject properties from "C-2" (General Business) to "R-3" (Cluster, Townhouse, and Garden Apartments); and

WHEREAS, City staff completed a review of the application and found the proposed R-3 rezoning aligns with the long-term planning goals of the area, as outlined in the City's Comprehensive Plan and has recommended approval of the application; and

WHEREAS, the Planning and Zoning Commission of the City of Excelsior Springs, Missouri, after due public notice, held a public hearing on March 30, 2026, to consider the proposed zoning map amendment; and

WHEREAS, the Planning and Zoning Commission, following said public hearing, recommended approval of the proposed amendment to the City Council by a vote of - ; and

WHEREAS, the City Council of the City of Excelsior Springs, Missouri, after due public notice, held a public hearing on April 6, 2026 to consider the proposed zoning map amendment and the recommendation of the Planning and Zoning Commission; and

WHEREAS, the City Council finds that the proposed zoning map amendment is consistent with the vision for the "Historic Downtown Center" place type as established in the City's Comprehensive Plan, and encourages the historic preservation of one of the oldest surviving structures in downtown Excelsior Springs.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EXCELSIOR SPRINGS, MISSOURI, AS FOLLOWS:

Section 1. Zoning Map Amendment. The Official Zoning Map of the City of Excelsior Springs, Missouri, is hereby amended by changing the zoning classification of the property located at 101 W Excelsior Street, and more specifically described as:

All of Lot 1, Block 5 of the Original Town of Excels Springs, a subdivision of land in the City of Excelsior Springs, Clay County, Missouri.

from District "C-2" (General Business) to District "R-3" (Cluster, Townhouse, and Garden Apartments).

Section 2. Errors. That correction of any scrivener’s errors identified within these articles is hereby authorized by this ordinance.

Section 3. Effective Date. This ordinance shall be in full force and effect from and after its passage and approval by the City Council.

PASSED AND APPROVED by the City Council of the City of Excelsior Springs, Missouri, this 6th day of April, 2026.

Mark D. Spohn, Mayor

ATTEST:

REVIEWED BY:

Shannon Stroud, City Clerk

Melinda Mehaffy, City Manager

Community Development Department Planning & Zoning



March 30, 2026

To: Chairman and Commissioners
Planning & Zoning Commission

Re: Staff Report for Case No. ZTA-26-001 – Zoning Text Amendment

Proposal Summary:

City staff proposes an amendment to Chapter 400 of the Code that permits the Community Development Director to permit minor exceptions to certain zoning regulations in the event of a minor practical difficulty that impedes development.

Background:

From time to time a unique condition of a property makes strict compliance with the City's regulations unreasonably difficult or impossible. Such instances are often referred to as "practical difficulties." For this reason, the State of Missouri requires Cities that have adopted zoning regulations to have a Board of Zoning Adjustment to review such cases and grant variances when the certain criteria are met. This process balances property owners' rights, municipal zoning authority, and the public interest.

Smaller cities, such as Excelsior Springs, often have so few variance applications that the Board of Zoning Adjustment does not have a regular meeting schedule and is only called as needed. When a building permit or planning and zoning case requires a variance, this requires an application, time to review and write the report, public notice, time to organize the board members, and a public hearing. For our city, it is roughly a two-month period from application to public hearing.

For relatively small variances or minor practical difficulties, requiring property owners or applicants to pause their work and go through this time-consuming process is frustrating and difficult for the applicant and City staff alike. As this is has been a problem in other communities, various ways to address this issue have been developed. Staff have worked with the City’s attorney to propose adding a new section of the code that defines administrative exceptions to certain zoning regulations in the case of a minor practical difficulty.

Amendment Description:

The proposed amendment does a few things. First, it changes the name of section 400.270 from “Height and Area Exceptions” to “Contextual Development Standards and Exceptions.” Further, subsection A is replaced with a new purpose section that is inclusive of the proposed changes.

The primary focus of the proposed amendment is the addition of a new subsection D titled “Administrative Exceptions,” which establishes a method by which the Community Development Director may review situations where a minor practical difficulty arises and approve an exception of no more than 10% of the base requirement. This new subsection also outlines review criteria, applicability, conditions, and record keeping.

This process is not a means to circumvent the Board of Zoning Adjustment. Rather, this establishes a new rule in the zoning ordinance itself that the director may make certain exceptions only when certain criteria are met.

For a full review of the proposed amendment please see the full text of the proposed amendment included in Exhibit A – Draft Ordinance.

Staff Analysis:

Adding such a provision in the zoning ordinance will help simplify and streamline the development and building process for applicants and staff alike. Rather than stopping progress and taking a couple of months to have a public hearing for a relatively minor situation, the proposed amendment will help development

continue on track and on a reasonable pace. Further, the City’s new Comprehensive Plan, “Embrace the Current”, outlines in the Action Plan, Strategy 3.1 that the City should “simplify and modernize the City’s development code and review process.” This proposed amendment is certainly within the spirit of this strategy and helps the city continue toward its long-term goals.

Staff Recommendation:

City staff recommends approval of the proposed zoning text amendment.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joshua Garrett", written in a cursive style.

Joshua Garrett, MPA

Planner

City of Excelsior Springs

Attachments:

Exhibit A – Draft Ordinance

Exhibit B – Resolution

RESOLUTION NO. PZC-26-007

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF EXCELSIOR SPRINGS, MISSOURI RECOMMENDING THE CITY COUNCIL APPROVE THE PROPOSED AMENDMENTS TO TITLE IV, CHAPTER 400 OF THE CODE OF ORDINANCES REGARDING ADMINISTRATIVE EXCEPTIONS FOR CERTAIN ZONING REGULATIONS WHEN A MINOR PRACTICAL DIFFICULTY IMPEDES DEVELOPMENT

WHEREAS, the City of Excelsior Springs, Missouri, periodically reviews and updates its Code of Ordinances to ensure consistency and alignment with the City's Comprehensive Plan and long-term goals; and

WHEREAS, in accordance with Section 404.090(A) of the City's Code of Ordinances, City staff have prepared the application assigned case number ZTA-26-001 to amend Chapter 400 and have presented a staff report for the Planning and Zoning Commission's consideration; and

WHEREAS, the Planning and Zoning Commission of the City of Excelsior Springs, Missouri, after due public notice, held a public hearing on March 30, 2026 to consider proposed amendments; and

WHEREAS, the Planning and Zoning Commission finds that the establishment of administrative exceptions will modernize the development review process by reducing bureaucratic delay, streamline the approval of minor project elements to maintain development momentum, and create a more efficient and predictable regulatory framework for both applicants and city staff

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF EXCELSIOR SPRINGS, MISSOURI, AS FOLLOWS:

Recommendation. The Planning and Zoning Commission recommends that the City Council approve the application assigned case number ZTA-25-001 to amend Title IV, Chapter 400 of the Code of Ordinances, concerning administrative exceptions to certain zoning regulations.

PASSED AND APPROVED by the Planning and Zoning Commission of the City of Excelsior Springs, Missouri, this 30th day of March 2026.

Laurie Gehrt,
Planning and Zoning Commission Chairman

Mallory Brown,
Community Development Director

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF EXCELSIOR SPRINGS, MISSOURI, AMENDING TITLE IV, CHAPTER 400 OF THE CODE OF ORDINANCES REGARDING ADMINISTRATIVE EXCEPTIONS FOR CERTAIN ZONING REGULATIONS WHEN A MINOR PRACTICAL DIFFICULTY IMPEDES DEVELOPMENT

WHEREAS, the City of Excelsior Springs, Missouri, periodically reviews and updates its Code of Ordinances to ensure consistency and alignment with the City’s Comprehensive Plan and long-term goals; and

WHEREAS, the Planning and Zoning Commission of the City of Excelsior Springs, Missouri, after due public notice, held a public hearing on March 30, 2026, to consider proposed amendments to Chapter 400, specifically administrative exceptions to certain zoning regulations when minor practical difficulties arise; and

WHEREAS, the Planning and Zoning Commission, following said public hearing, recommended approval of the proposed amendments to the City Council by a vote of - ; and

WHEREAS, the City Council of the City of Excelsior Springs, Missouri, after due public notice, held a public hearing on April 6, 2026 to consider the proposed amendments and the recommendation of the Planning and Zoning Commission; and

WHEREAS, The City Council finds that the establishment of administrative exceptions will modernize the development review process by reducing bureaucratic delay, streamline the approval of minor project elements to maintain development momentum, and create a more efficient and predictable regulatory framework for both applicants and city staff.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EXCELSIOR SPRINGS, MISSOURI, AS FOLLOWS:

Section 1. Amendment. Chapter 400 of Title IV of the Code of Ordinances is hereby amended to read as written in Exhibit A, which is attached and incorporated into the Ordinance

Section 2. Conflict. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. Errors. That correction of any scriveners’ errors identified within these articles are hereby authorized by this ordinance.

Section 4. Effective Date. This ordinance shall be in full force and effect from and after its passage and approval by the City Council.

PASSED AND APPROVED by the City Council of the City of Excelsior Springs, Missouri, this 2nd day of March, 2026.

Mark D. Spohn, Mayor

ATTEST:

REVIEWED BY:

Shannon Stroud, City Clerk

Melinda Mehaffy, City Manager

EXHIBIT A

Section 400.270 ~~Height and Area~~ Contextual Development Standards and Exceptions.

- A. ~~Generally. The regulations and requirements as to height of buildings and area of lots which may be occupied by buildings, front yards, side yards, rear yards and other regulations and requirements as set out in the foregoing Sections of this Chapter shall be subject to the following exceptions and additional regulations.~~ **Purpose.** This section establishes development standards that supplement or modify the base zoning district regulations. It includes contextual, formula-based standards that may apply in place of otherwise applicable requirements where neighborhood character or site conditions warrant, as well as administrative exceptions that grant limited discretionary relief from certain standards where a minor practical difficulty arises. Together, these provisions provide flexibility to achieve context-sensitive development while adhering to the purpose and intent of the Zoning Code.
- B. ***(No Changes)*
- C. ***(No Changes)*
- D. **Administrative Exceptions.**
1. **Purpose and Intent.** Administrative exceptions provide limited relief from otherwise applicable standards in instances where a minor practical difficulty arises. Such exceptions may be approved by the Community Development Director upon review
 2. **Applicability.** The Community Development Director is authorized to approve the following types of exceptions:
 - a. Modifications of ten percent (10%) or less of any setback, lot size, lot width, building coverage, or height standard.
 - b. Alternate parking plans involving a modification of ten percent (10%) or less of any of the off-street parking, loading, or driveway regulations within Chapter 400.
 - c. Modifications of ten percent (10%) or less of any landscaping requirement, including the number of plants, the required landscape surface area, or any other pertinent landscaping requirement.
 3. **Approval Criteria.** Exceptions may be approved by the Community Development Director only upon a finding that all of the following criteria have been met:
 - a. The requested exception is consistent with the stated purposes of the Zoning Code and the Comprehensive Plan.
 - b. Approving the request eliminates an undue burden to the property owner or addresses a practical difficulty of development.

- c. Any adverse impacts resulting from the approved exception will be mitigated to the maximum practical extent.
- 4. **Conditions of Approval.** In granting an exception, the Community Development Director may impose conditions upon the subject property that are necessary to reduce or minimize any potentially adverse impacts on other property in the neighborhood and to carry out the stated purposes of the Zoning Code and the Comprehensive Plan.
- 5. **Record Keeping.** When exceptions are granted, written approval of the exception must be kept and stored with the building permit or other pertinent application record.

Community Development Department Planning & Zoning



March 30, 2026

To: Chairman and Commissioners
Planning & Zoning Commission

Re: Staff Report for Case No. ZTA-26-002 – Zoning Text Amendment

Proposal Summary:

City staff proposes an amendment to Chapter 404 of the Code that creates a Special Sign Permit application and review process.

Background:

Variations from the City's zoning regulations may be granted by the Board of Zoning Adjustment when certain criteria are met. These situations typically occur when there is some unique, physical condition of the property that makes strict compliance of the code unreasonable difficult or impossible. As such, variances are typically granted dimensional standards such as lot area, width, setbacks, etc. Given that signs are either affixed to a structure or are often able to be relocated on a property, rarely do signs ever truly meet the criteria for a variance. However, there may be certain situations where permitting signs that vary from the standard sign regulations may be appropriate.

Rather than use the Board of Adjustment, for which such situations are not suited, some cities have opted to create an alternative process to approve signs that would not otherwise be permitted by the standard sign code. Often these approvals are called "special sign permits" or something similar. The approval process in other cities either has the Planning and Zoning Commission make a recommendation to the City Council or sometimes the Commission issues the final approval itself, only requiring Council approval on appeals. This helps keep the focus of the review on appropriate land use rather than the technical details and practical hardships.

Amendment Description:

The proposed amendment does a few things. First, it adds two new sections to Chapter 404, regarding sign permits and special sign permits. The Sign Permit section, 404.025, establishes basic sign permit procedures and standards. It also outlines a process for administrative exceptions for certain sign regulations. This provision is intended to provide relief to minor practical difficulties that is generally unique to the subject property.

The Special Sign Permit section outlines a new application and process for the Planning and Zoning Commission to review signs that do not strictly comply with the dimensional or design standards of the sign code, but where such deviations may be appropriate for the subject site. The Planning and Zoning Commission will be the approval body with the City Council only hearing cases when decisions of the Commission are appealed. These two new sections to Chapter 404 can be reviewed in full in Exhibit A of the draft ordinance.

The amendments shown in Exhibit B of the draft ordinance are relatively minor. These are primarily just small updates to the language to reflect the new language of 404.025 and 404.026a few m it changes the name of section 400.270 from “Height and Area Exceptions” to “Contextual Development Standards and Exceptions.” Further, subsection A is replaced with a new purpose section that is inclusive of the proposed changes.

Lastly, Exhibit C of the draft ordinance updates the schedule of fees and establishes the fee for the new Special Sign Permit application at \$200.00.

Staff Analysis:

The proposed amendment creates a more appropriate and efficient review pathway for signage that does not strictly comply with the dimensional or design standards of the Sign Code. Currently, such requests are directed to the Board of Zoning Adjustment for a variance, a process designed for unique physical conditions of a property, which is a standard that signs rarely meet. By establishing a Special Sign Permit process with the Planning and Zoning Commission as the approval body, the amendment aligns the review with land use considerations rather than the technical hardship criteria required for variances. The addition of administrative

exceptions for minor practical difficulties further streamlines the process for staff and applicants.

Adding these provisions in the zoning ordinance will help simplify and streamline the sign permitting process for applicants and staff alike. The City's new Comprehensive Plan, "Embrace the Current", outlines in the Action Plan, Strategy 3.1 that the City should "simplify and modernize the City's development code and review process." This proposed amendment is certainly within the spirit of this strategy and helps the City continue toward its long-term goals.

Staff Recommendation:

City staff recommends approval of the proposed zoning text amendment.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joshua Garrett", written in a cursive style.

Joshua Garrett, MPA

Planner

City of Excelsior Springs

Attachments:

Exhibit A – Draft Ordinance

Exhibit B – Resolution

RESOLUTION NO. PZC-26-008

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF EXCELSIOR SPRINGS, MISSOURI RECOMMENDING THE CITY COUNCIL APPROVE THE PROPOSED AMENDMENTS TO TITLE IV, CHAPTER 403 AND CHAPTER 404 OF THE CODE OF ORDINANCES ADDING NEW SECTIONS REGARDING SIGN PERMITS AND A SPECIAL SIGN PERMIT PROCESS

WHEREAS, the City of Excelsior Springs, Missouri, periodically reviews and updates its Code of Ordinances to ensure consistency and alignment with the City's Comprehensive Plan and long-term goals; and

WHEREAS, in accordance with Section 404.090(A) of the City's Code of Ordinances, City staff have prepared the application assigned case number ZTA-26-005 to amend Title IV and have presented a staff report for the Planning and Zoning Commission's consideration; and

WHEREAS, the Planning and Zoning Commission of the City of Excelsior Springs, Missouri, after due public notice, held a public hearing on March 30, 2026 to consider proposed amendments; and

WHEREAS, the Planning and Zoning Commission finds that the establishment of a Special Sign Permit process and administrative exceptions for signage will modernize the development review process by creating a more appropriate review pathway for signs that do not strictly comply with the Sign Code, streamline the approval of signage to avoid unnecessary delays, and create a more efficient regulatory framework in line with the City's long term planning goals.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF EXCELSIOR SPRINGS, MISSOURI, AS FOLLOWS:

Recommendation. The Planning and Zoning Commission recommends that the City Council approve the application assigned case number ZTA-25-005 to amend Title IV, Chapters 403 and 404 of the Code of Ordinances, concerning sign permits and a new Special sign Permit process.

PASSED AND APPROVED by the Planning and Zoning Commission of the City of Excelsior Springs, Missouri, this 30th day of March 2026.

Laurie Gehrt,
Planning and Zoning Commission Chairman

Mallory Brown,
Community Development Director

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF EXCELSIOR SPRINGS, MISSOURI, AMENDING TITLE IV, CHAPTERS 403 AND 404 OF THE CODE OF ORDINANCES ADDING NEW SECTIONS REGARDING SIGN PERMITS AND A SPECIAL SIGN PERMIT PROCESS

WHEREAS, the City of Excelsior Springs, Missouri, periodically reviews and updates its Code of Ordinances to ensure consistency and alignment with the City’s Comprehensive Plan and long-term goals; and

WHEREAS, the Planning and Zoning Commission of the City of Excelsior Springs, Missouri, after due public notice, held a public hearing on March 30, 2026, to consider proposed amendments to Chapter 403 and 404, specifically sign permits and a special sign permitting process; and

WHEREAS, the Planning and Zoning Commission, following said public hearing, recommended approval of the proposed amendments to the City Council by a vote of - ; and

WHEREAS, the City Council of the City of Excelsior Springs, Missouri, after due public notice, held a public hearing on April 6, 2026 to consider the proposed amendments and the recommendation of the Planning and Zoning Commission; and

WHEREAS, The City Council finds that the establishment of a Special Sign Permit process and administrative exceptions for signage will modernize the development review process by creating a more appropriate review pathway for signs that do not strictly comply with the Sign Code, streamline the approval of signage to avoid unnecessary delays, and create a more efficient regulatory framework in line with the City’s long term planning goals.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EXCELSIOR SPRINGS, MISSOURI, AS FOLLOWS:

Section 1. New Sections. Chapter 404 of Title IV of the Code of Ordinances is hereby amended to add new sections, 404.025 and 404.026, to read as written in Exhibit A, which is attached an incorporated into the Ordinance.

Section 2. Amendment to Chapter 403. Chapter 403 of Title IV of the Code of Ordinances is hereby amended to read as written in Exhibit B, which is attached an incorporated into the Ordinance.

Section 3. Amended Schedule of Fees. Title I, Appendix A, Planning and Zoning Fees, Table A-7 is hereby amended to read as written in Exhibit C, which is attached an incorporated into the Ordinance.

Section 4. Conflict. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5. Errors. That correction of any scriveners' errors identified within these articles are hereby authorized by this ordinance.

Section 6. Effective Date. This ordinance shall be in full force and effect from and after its passage and approval by the City Council.

PASSED AND APPROVED by the City Council of the City of Excelsior Springs, Missouri, this 2nd day of March, 2026.

Mark D. Spohn, Mayor

ATTEST:

REVIEWED BY:

Shannon Stroud, City Clerk

Melinda Mehaffy, City Manager

EXHIBIT A

Section 404.025 Sign Permit.

- A. **Authority to File.** Applications for sign permits may be filed only by the subject landowner or the subject landowner's authorized agent.
- B. **Applicability.** A sign permit is required for the erection of any sign other than those exempted from permit requirements by Section 403.130.
- C. **Application Submittal.** A complete application for a sign permit must be submitted to the Community Development Department as established in Section 404.010. All sign permit applications must be submitted on a form provided by the department and provide information regarding location, materials, size, color, and illumination.
- D. **Review and Action by the Community Development Department.** The Community Development Director, or their designee, must review each sign permit application for compliance with the City's sign and zoning regulations and act to approve, approve with conditions, or deny the permit application.
- E. **Maintenance and Repair.** Cleaning, painting, repainting, and other normal maintenance and repair of a sign does not require a sign permit unless a structure or size change is made. Maintenance does not include replacement of a sign face.
- F. **Administrative Exceptions.** When the strict application of the requirements of the sign regulations creates a practical difficulty due to physical circumstances that are generally unique to the subject property, the Community Development Director may grant administrative exceptions, with limitations, from certain requirements of the sign regulations for the following standards:
 - 1. **Sign Height.** The maximum permitted height of a sign structure may be modified by no more than ten percent (10%).
 - 2. **Sign Area.** The maximum permitted area of a sign face may be modified by no more than ten percent (10%).
 - 3. **Setbacks.** The minimum required setback from a property line or right-of-way may be modified by no more than ten percent (10%).
 - 4. **Landscaping.** Landscaping requirements for signs may be modified, reduced, or waived.

When such exceptions are granted, written approval of the exception must be kept and stored with the sign permit record.

- G. **Appeals of Administrative Exceptions.** An applicant for a sign permit may appeal a decision of the Community Development Director regarding an administrative exception to the Planning and Zoning Commission. The appeal will be considered a special sign permit, subject to the processes outlined in Section 404.026.
- H. **Expiration.** A sign permit expires and becomes null and void when work authorized by the permit has not commenced within a period of 180 days beginning from the date the permit was issued, or if such work is suspended or abandoned for a period exceeding 180 days.
- I. **Revocation.** The Community Development Director may revoke a sign permit prior to completion of the sign if the Director determines that the sign fails to conform to the approved plans, specifications, or conditions of approval. Upon revocation, the Director shall issue a stop work order. The order shall be served upon the owner, agent, contractor, or any person employed on the site and shall be posted prominently on the premises. Once posted, all work related to the subject sign shall stop immediately, except for work necessary to correct the violation identified in the order.
- J. **Fees.** For purposes of charging fees, a sign permit shall be considered a building permit and shall be subject to the fees specified in the Schedule of Fees, Title I, Appendix A.

Section 404.026 Special Sign Permit.

- A. **Purpose.** The Special Sign Permit is intended to provide a mechanism for review and approval of signs that do not strictly comply with the dimensional or design standards of Chapter 403, where such deviations are found to be appropriate for the subject site and will not negatively impact the surrounding properties.
- B. **Authority to File.** Applications for special sign permits may be filed only by the subject landowner or the subject landowner's authorized agent.
- C. **Applicability.**
 - 1. **When Required.** A special sign permit is required for any sign that does not conform to Chapter 403 and that is not eligible for, or has been denied, an administrative exception under Section 404.025(F), or where otherwise expressly required by this Code.
 - 2. **When Not Permitted.** A special sign permit shall not be granted for any sign type or feature expressly prohibited by Section 404.140.

3. **Exemptions.** A special sign permit is not required for signs that have been reviewed and approved by the City Council as part of a Planned Zoning District or Major Site Plan, where such plan specifically addresses signage.

D. **Application Submittal.** The applicant must submit a complete application for a special sign permit to the Community Development Department on a form provided by the department. The application must include the following:

1. All information and exhibits required by a standard sign permit, as outlined in Section 404.025(C).
2. A written cover letter describing the proposed sign or signs, the specific deviation from the sign regulations in Chapter 403, and the reason for the modification.
3. An application fee as listed in the Schedule of Fees, Title I, Appendix A, approved by the City Council.

E. **Review and Action by the Planning and Zoning Commission.** The Community Development Director, or their designee, must present the application to the Planning and Zoning Commission with a staff recommended action. Following the presentation, the Commission must act to approve, approve with conditions, or deny the permit application. Decisions of the Planning and Zoning Commission must be based on consideration of the following:

1. The purpose and intent of the sign regulations as established in Section 403.010,
2. Use of the facility,
3. Size of the site,
4. Height of the building,
5. Number, size, and height of signs on the surrounding properties,
6. Number, size, and height of signs previously approved for similar uses within the community,
7. Surrounding zoning and land uses,
8. Topography of the site, and
9. Any other factor relating to:
 - a. The physical character of the sign, excluding content,

- b. Its physical relationship to the principal building and site, and
- c. Any unique visibility considerations.

F. **Sign Permit Required.** Prior to the erection of any sign or signs approved by a special sign permit, the applicant must submit an application for a sign permit as outlined in Section 404.025.

G. **Expiration of Approval.** The approval of a special sign permit by the Planning and Zoning Commission expires when the applicant or property owner fails to submit a sign permit application within one (1) year of the approval. The Commission's approval also expires upon the expiration of a sign permit, as outlined in Section 404.025(H)

H. **Appeals of Planning and Zoning Commission Decision.** An applicant may appeal the Planning and Zoning Commission's decision to the City Council when the Commission either denies or approves an application with conditions unsuitable to the applicant. The appeal process shall be as follows:

1. **Filing Deadline.** An appeal of a Planning and Zoning Commission decision on a special sign permit must be filed with the Community Development Director in writing no later than fifteen (15) days following the Commission's decision.
2. **Content of Appeal.** The written appeal shall state the grounds upon which the applicant contends the Commission's decision is unacceptable or erroneous.
3. **Review by City Council.** The City Council shall review the application and the record of the Planning and Zoning Commission's proceedings. No additional public testimony shall be heard.
4. **Decision.** The City Council may approve, approve with conditions, deny, or remand the application back to the Planning and Zoning Commission for further consideration. The Council's decision shall be made by resolution and shall be final.

EXHIBIT B

Section 403.120 Additional Regulations.

- A. All signs shall be of sound structural quality, be maintained in good repair, have a clean and neat appearance, and land adjacent shall be kept free from debris, weeds, and trash.
- B. All signs as permitted above shall be so constructed and installed as to be satisfactory to the Chief Building Official.
- C. No sign shall be installed, erected, or set in place until a sign permit has been issued ~~therefore by the City of Excelsior~~ **in accordance with Section 404.025.**
- D. Temporary Signs.
 1. Generally. Temporary signs allowed within the City are limited to those specifically listed in this Section, according to the zoning district in which they are located, and are subject to classification by the ~~Chief Building Official~~ **Community Development Director** based on definitions and descriptions contained herein. Temporary signs shall identify a special, unique, or limited activity, service, product, or sale of limited duration.
 2. Number And Timing. A maximum of eight (8) temporary sign permits for fifteen (15) days each may be issued for the same business, upon property owner approval, at the same location per calendar year. Temporary sign permits may be issued to run consecutively. Up to five (5) temporary signs may be included under one (1) temporary sign permit. Major and minor shopping centers may be allowed up to two (2) temporary sign permits at any one (1) time. Each temporary sign application shall be accompanied by a permit fee as specified in the Schedule of Fees, Title I, Appendix A. All temporary signs shall be removed at the end of the day's business on the day such permit expires. Additional temporary sign permits shall not be issued for the same business at the same location within fourteen (14) days following the expiration of a previously issued temporary sign permit. Failure to comply with any specification, regulation, or control placed on a temporary sign permit set for by ~~the office of the Building Official~~ **Community Development Department** will immediately void said permit.
 3. Types. The following shall be classified as temporary signs, but not limited to:
 - a. Banners;

- b. Non-projecting wall signs;
- c. Secured ground signs;
- d. Sandwich boards;
- e. Inflatable devices.
- f. Feather signs.

4. Size, Height, And Area Of Temporary Signs.

- a. Temporary signs shall be located only on the lot upon which the special, unique, or limited activity, product or sale is to occur. Signs may be located in any required yard, but shall not extend over any lot line or within fifteen (15) feet of any point of vehicular access from a lot to a public street. Temporary signs shall not exceed thirty-two (32) square feet in gross surface area for each exposed face.
 - b. The height of any inflatable advertising device shall be limited to twenty (20) feet including the supporting or attached structure, building or equipment, and shall meet the required setback for that zoning district.
- E. Public agencies and not-for-profit institutions may apply for ~~City Council review and approval of a special sign permit regarding~~ identification, event scheduling and similar signage not covered elsewhere in these regulations. Approval of such signage, under conditions and limitations deemed to be in the public interest, is at the ~~sole~~ discretion of the ~~City Council~~ **Planning and Zoning Commission**.
- F. Signs, posters, and similar devices used by candidates for public office shall be regulated by applicable codes and ordinances of the City of Excelsior Springs and shall not be within jurisdiction of this Section.
- G. The ~~Building Official~~ **Community Development Director** may waive the permit fee for those signs which are for the sole purpose of promoting an event or effort of a philanthropic, civic, or public service nature.
- H. Removal of signs which were engraved, carved in stone, or where otherwise a permanent part of a building prior to the adoption of these regulations will not be required.

EXHIBIT C

Table A-7 Planning and Zoning		
Planning and Zoning Free Schedule	Fee	Code Reference
Special Event – no alcohol	\$30.00	400.230 G
Special Event – major event or with alcohol per day	\$125.00	400.230 G
Certificate of Appropriateness		402.150
\$0.00 to \$100.00	\$5.00	
\$100.00 and up	\$25.00	
Temporary Sign	\$20.00	403.120 D2
Special Sign Permit	\$200.00	404.026
Land Use Permit	\$25.00 + \$1.00 per \$100 project cost	404.030 B
Variance	\$225.00	404.090 D
Rezoning	\$250.00	404.100 A2
Special Use Permit – Home Occupation	\$75.00	404.100 A2
Special Use Permit – Downtown Mixed Use	\$250.00	404.100 A2
Special Use Permit – All Other	\$400.00	404.100 A2
Special Use Permit – Renewal	\$100.00	404.100 A2
Special Use Permit – Adult Entertainment Establishment	\$400.00	404.100 A2
Easement Vacate	\$95.00	406.040
Preliminary Plat	\$225.00 + \$5.00/lot	406.050 C1
Final Plat	\$250.00 + \$5.00/lot	406.050 D1
Lot Split	\$125.00 + \$10.00/lot	406.050 E7
Major Site Plan	\$400.00	400.225 C1
Standard Site Plan	\$200.00	400.225 C2

Excelsior Springs Planning and Zoning Commission 2026 Meeting Schedule

Month	Application Deadline	Plan Resubmittal Deadline	Planning Commission Meeting	1st Council Meeting of Month	2nd Council Meeting of Month
January	Tuesday, December 30, 2025	Friday, January 2, 2026	Monday, January 26, 2026	Monday, February 2, 2026	Tuesday, February 17, 2026
February	Tuesday, January 6, 2026	Friday, January 30, 2026	Monday, February 23, 2026	Monday, March 2, 2026	Monday, March 16, 2026
March	Tuesday, February 10, 2026	Friday, March 6, 2026	Monday, March 30, 2026	Monday, April 6, 2026	Monday, April 20, 2026
April	Tuesday, March 10, 2026	Friday, April 3, 2026	Monday, April 27, 2026	Monday, May 4, 2026	Monday, May 18, 2026
May	Wednesday, April 8, 2026	Friday, May 1, 2026	Tuesday, May 26, 2026	Monday, June 1, 2026	Monday, June 15, 2026
June	Tuesday, May 12, 2026	Friday, June 5, 2026	Monday, June 29, 2026	Monday, July 6, 2026	Monday, July 20, 2026
July	Tuesday, June 9, 2026	Thursday, July 2, 2026	Monday, July 27, 2026	Monday, August 3, 2026	Monday, August 17, 2026
August	Tuesday, July 14, 2026	Friday, August 7, 2026	Monday, August 31, 2026	Tuesday, September 8, 2026	Monday, September 21, 2026
September	Tuesday, August 11, 2026	Friday, September 4, 2026	Monday, September 28, 2026	Monday, October 5, 2026	Monday, October 19, 2026
October	Tuesday, September 8, 2026	Friday, October 2, 2026	Monday, October 26, 2026	Monday, November 2, 2026	Monday, November 16, 2026
November	Tuesday, October 13, 2026	Friday, November 6, 2026	Monday, November 30, 2026	Monday, December 7, 2026	Monday, December 21, 2026
December	Tuesday, November 10, 2026	Friday, December 4, 2026	Monday, December 28, 2026	Monday, January 4, 2027	Tuesday, January 19, 2027
January	Tuesday, December 8, 2026	Thursday, December 31, 2026	Monday, January 25, 2027	Monday, February 1, 2027	Monday, February 15, 2027