

## 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, May 26, 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

#### AGENDA



Planning & Zoning Commission Meeting  
6:00 PM  
Tuesday, May 26, 2026  
**City Council Chambers**  
**201 E. Broadway**  
**Excelsior Springs, MO**

- 
1. CALL TO ORDER
  2. ROLL CALL
  3. APPROVAL OF MEETING SUMMARY
    - A. April 27, 2026, Regular Meeting Summary
    - B. May 11, 2026, Special Meeting Summary
  4. PUBLIC HEARINGS
    - A. RZ-26-003 — An application by Fielding Staton to rezone the property at 940 N Jesse James Road from C-O (Non-Retail Business District) to R-3 (Cluster, Town house, and Garden Apartment District).
    - B. SUP-26-002 — An application by John and Jill Clark for a Special User Permit to operate a Bed and Breakfast at 519 S Kansas City Avenue.
  5. STAFF COMMENTS
  6. COMMISSION COMMENTS
  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: May 21, 2026 11:45am**

**PLANNING AND ZONING COMMISSION**

**MEETING SUMMARY**

April 27, 2026

**1. CALL TO ORDER**

Chairperson Laurie Gehrt called the meeting to order at 6:00 p.m.

**2. ROLL CALL**

PRESENT: Betty Bissell, Laurie Gehrt, Don Kelley, Christy Marker(6:01pm), Whitney Sparks, and Creyton Vincent.

ABSENT: None

STAFF PRESENT: Mallory Brown, Joshua Garrett, Julia Goldstein, and Council Member Mark Spohn.

VISITORS: Jan Watkins

**3. APPROVAL OF MEETING SUMMARY FOR MARCH 30, 2026**

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

Vote: Motion Approved 5-0-1  
Yes: Commissioners Gehrt, Kelley, Marker, Sparks and Vincent  
No: None  
Abstain: Bissel

**4. PUBLIC HEARINGS**

A. **VAC-26-001** – A petition by Jeff Watkins to vacate Bluff and Elizabeth, generally located northeast of the intersection of Excelsior and Main Streets.

Joshua Garrett presented the staff report.

Jeff Watkins' mother, Jan Watkins, was present to speak on the land use. He plans to add parking to support his existing property. At some point in the future, he also plans to add a four-story multi-use building.

**Public hearing opened at 6:15 pm and closed at 6:16 pm.**

No one present to speak on this matter.

Commissioner Sparks made a motion to approve.  
Commissioner Vincent seconded the motion. Motion Carried.

Vote: Motion Approved 6-0-0  
Yes: Commissioners Bissel, Gehrt, Kelley, Marker, Sparks and Vincent  
No: None

**5. STAFF COMMENTS:**

Joshua Garrett stated the Council had approved all the cases from the previous meeting. May 11, 2026, there is an additional meeting as the public notices were not published timely. The next regular meeting will be held on Tuesday, May 26, 2026, due to the Memorial Day holiday. At that time, we will review meeting procedures, hopefully preventing the extended meeting as we had last month. The June 29<sup>th</sup> meeting will have zoning text amendments for review.

Mallory Brown stated that the Mosby annexation trial is set for August.

**6. COMMENTS OF THE COMMISSIONERS**

Christy Marker will not be available to attend the meetings on May 26<sup>th</sup> and June 29<sup>th</sup>.

**7. ADJOURN** The meeting was adjourned at 6:21 p.m.

Meeting summary prepared by Julia Goldstein, Administrative Assistant.

**PLANNING AND ZONING COMMISSION**

**MEETING SUMMARY**

May 11, 2026

**1. CALL TO ORDER**

Chairperson Laurie Gehrt called the meeting to order at 6:00 p.m.

**2. ROLL CALL**

PRESENT: Betty Bissell, Laurie Gehrt, Christy Marker, Whitney Sparks, and Creyton Vincent.

ABSENT: Don Kelley

STAFF PRESENT: Mallory Brown, Joshua Garrett, Julia Goldstein, and Council Member Mark Spohn.

VISITORS: Shannon Good, James Harshberger, Jennifer Hatton, Judy McLendon, Mistie McLendon

**3. PUBLIC HEARINGS**

A. **SUP-26-001** - An application by Mistie McLendon for a Special Use Permit to operate a short-term rental located at 207 Lena Street.

Joshua Garrett presented the staff report.

The applicants, Mistie and Judy McClendon, spoke about their desire to have the short-term rental, especially during the World Cup, providing more options for visitors to stay in Excelsior Springs.

**Public hearing opened at 6:06 pm and closed at 6:11 pm.**

Shannon Good asked about the renter's ability to have fire pits and was informed that the renters will have the same rights as others in the neighborhood. James Harshberger expressed concerns about safety with a lot of kids in the neighborhood, high turnover and no background checks for renters. Jennifer Hatton asked who to contact if there were problems with the renters, property owners agreed to share contact information and of course, call the police if the situation warrants it.

Commissioner Sparks made a motion to approve.

Commissioner Marker seconded the motion. Motion Carried.

Vote: Motion Approved 5-0-0

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

No: None

B. **PP-26-001** – A preliminary plat application by Kaleb Stout to plat the property that lies generally north of the West Springs subdivision and subdivide a portion of that property to combine to his existing lot in said subdivision.

Joshua Garrett presented the staff report.

**Public hearing opened at 6:25 pm and closed at 6:26pm.**

No visitors were present to speak on this matter.

Commissioner Marker made a motion to approve PP-26-001  
Commissioner Bissel seconded the motion. Motion Carried.

Vote: Motion Approved 5-0-0  
Yes: Commissioners Bissel, Gehrt, Marker, Sparks and Vincent  
No: None

- C. **FP-26-001** – A final plat application by Kaleb Stout to plat the property that lies generally north of the West Springs subdivision and subdivide a portion of that property to combine to his existing lot in said subdivision.

Commissioner Sparks made a motion to approve FP-26-001.  
Commissioner Vincent seconded the motion. Motion Carried.

Vote: Motion Approved 5-0-0  
Yes: Commissioners Bissel, Gehrt, Marker, Sparks and Vincent  
No: None

**4. STAFF COMMENTS:**

Joshua Garrett stated the Council had approved VAC-26-001, vacation of Bluff and Elizabeth streets, and ZTA-26-002 amending zoning regulations regarding marijuana drive through services.

**5. COMMENTS OF THE COMMISSIONERS**

None

**6. ADJOURN** The meeting was adjourned at 6:29 p.m.

Meeting summary prepared by Julia Goldstein, Administrative Assistant.

# Community Development Department Planning & Zoning



May 26, 2026

**To:** Chairman and Commissioners  
Planning & Zoning Commission

**Re:** Staff Report for Case No. RZ-26-003 – Zoning Map Amendment

## **Proposal Summary:**

An application by application by Fielding Staton to rezone the property at 940 N Jesse James Road from C-O (Non-Retail Business District) to R-3 (Cluster, Townhouse, and Garden Apartment District).

## **General Information:**

Applicant/Owner: Fielding and Darla Staton  
Address: 940 N Jesse James Road  
Current Zoning: C-O (Non-Retail Business District)  
Current Land Use: Multi-Family Residential

Surrounding Zoning & Land Use: North: C-O, Offices/Residential  
East: R-1, Undeveloped  
South: R-1, Single-Family Residential  
C-3, Service Commercial  
West: R-1, Single-Family Residential

## **Background:**

The subject property is currently unplatted and contains two principal structures: a single-family home and a duplex. These structures lie on the southern portion of the property, leaving the northern portion with the appearance of a vacant lot and open space. The applicant seeks to use this open space to construct three new duplexes with access from Pierson Street. The proposed six units would bring the total unit county for the property to nine rental units. The current land use of the property is permitted by the zoning code, but the proposed expansion of multi-family units is not allowed and requires a rezoning of the subject property to proceed.

If the rezoning of the subject property is approved, the applicant will need to go through the city's Site Plan process prior to construction of the proposed units.

**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. Small scale apartments are a compatible supporting use for this place type.

Further, one of the action items in Strategy 5.4 of the action plan is to: "*Encourage infill housing in older residential neighborhoods and vacant lots in the form of individual single-family homes and small-scale rental apartments.*" The proposed development activates a currently underutilized property and aligns with the City's long term goals concerning land use, density, and fiscal responsibility concerning utility maintenance.

**Staff Analysis:**

The subject property has remained underutilized and underdeveloped for many years. The proposed rezoning and subsequent development would permit activation of this property and provide additional residential density and a good transition from Jesse James to the Westwood Hills neighborhood. Further, because the proposed development exists with access to existing utilities, any additional maintenance costs will be minimal. Generally, the proposed land use and development of the property is aligned with the City's long-term goals outlined in the comprehensive plan.

**Staff Recommendation:**

City staff recommends approval of the application to rezone the subject property from C-O (Non-Retail Business) district to R-3 (Cluster, Townhouse, and Garden Apartment) district.

Respectfully submitted,



**Joshua Garrett, MPA**  
Planner

**Attachments:**

Exhibit A – Application

Exhibit B – Current Zoning Map

Exhibit C – Resolution

Exhibit D – Draft Ordinance



# Planning and Zoning

Application Form

RZ-26-003

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

| FOR OFFICE USE ONLY     |          |
|-------------------------|----------|
| Fee: 250.00             | Code: PP |
| Date Received: 4/9/2021 |          |
| PZ Date: 5/26/2021      |          |
| CC Date: 6/11/2021      |          |
| Action:                 |          |

### Application Type (check all that apply)

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

### Project Information and Location

Project Name: LA BELLA Springs

Project Address/Location: 940 N. Tesse James Rd

|                          |                  |                          |                    |
|--------------------------|------------------|--------------------------|--------------------|
| Sq. Ft. of Building: C-0 | Acreage: R-3     | Number of Lots/Tracts: 1 | Flood Hazard: NO   |
| 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: Fielding STANON  
Company: HERITAGE EXTERIOR DESIGN LLC  
Address: 940 N. TESSE JAMES RD, Excelsior Springs, MO.  
Phone: [Redacted] Email: [Redacted]

Surveyor/Engineer/Other: \_\_\_\_\_

**Owner**

Name: Excelsior Springs Land Trust  
Company: [Redacted]  
Address: [Redacted]  
Phone: [Redacted] Email: [Redacted]

Surveyor/Engineer/Other: \_\_\_\_\_

Name: NA  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**RESOLUTION NO. PZC-26-013**

**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 940 N JESSE JAMES ROAD, REZONING THE PROEPRTY FROM DISTRICT C-O (NON-RETAIL BUSINESS) TO DISTRICT R-3 (CLUSTER, TOWNHOUSE, OR GARDEN APARTMENT), CASE NUMBER RZ-26-003**

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

**WHEREAS**, Fielding Staton submitted to the Community Development Department an application to amend the zoning map for the property located at 940 N Jesse James Road, rezoning the subject properties from "C-O" (Non-Retail Business) to "R-3" (Cluster, Townhouse, and Garden Apartments); and

**WHEREAS**, City staff has reviewed and processed the application, assigning it case number RZ-26-003, 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 May 26, 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 City's long-term goals outlined in the Comprehensive Plan.

**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-26-003, for the property located at 940 N Jesse James Road, rezoning the subject properties from "C-O" (Non-Retail 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 26<sup>th</sup> day of May, 2026.

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Laurie Gehrt,  
Planning and Zoning Commission Chairman

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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 940 N JESSE JAMES ROAD, REZONING THE PROEPRTY FROM DISTRICT C-O (NON-RETAIL 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, Fielding Staton submitted to the Community Development Department an application to amend the zoning map for the property located at 940 N Jesse James Road, rezoning the subject properties from "C-O" (Non-Retail 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 May 26, 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 [insert vote]; and

**WHEREAS**, the City Council of the City of Excelsior Springs, Missouri, after due public notice, held a public hearing on June 1, 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 City's long-term goals as outlined in the adopted comprehensive plan.

**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 940 N Jesse James Road, and more specifically described as:

A part of the Northwest Quarter of the Northeast Quarter of Section 2, Township 52 North, Range 30 West, in the City of Excelsior Springs, Clay County, Missouri, described as follows: Beginning at a point on the West right of way line of North Jesse James Road, 17.2 feet West of and 1066.4 feet South of the Northeast corner of the Northwest

Quarter of the Northeast Quarter of Section 2, Township 52 North, Range 30 West, thence West 204.85 feet; thence South One degree and ten minutes West, 128.20 feet; thence South Eight degrees and Five minutes East 100 feet; thence South Twenty-two degrees and Twenty-five minutes East, 25 feet; thence South Thirty three degrees Eleven minutes East, 25 feet; thence South Forty-three degrees Twenty-one minutes East, 25 feet; thence South Fifty-one degrees Fifty-seven minutes East, 25 feet; thence South Sixty-two degrees Fifty-five minutes East 25 feet; thence South Seventy-two degrees Fifty-six minutes East, 25 feet; thence South Sixty-one degrees Ten minutes East, 9.27 feet to the West right of way line of State Highway 69, thence along said West right of way line in a Northeasterly direction to the Place of Beginning, subject to that part, if any, in streets, roadways, highways or other public rights-of-way.

from District "C-O" (Non-Retail 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 1<sup>st</sup> day of June, 2026.

\_\_\_\_\_  
Sonya Morgan, Mayor

ATTEST:

REVIEWED BY:

\_\_\_\_\_  
Shannon Stroud, City Clerk

\_\_\_\_\_  
Melinda Mehaffy, City Manager

# Community Development Department Planning & Zoning



May 26, 2026

**To:** Planning and Zoning Commission

**Re:** Staff Report for Case No. SUP-26-002 – Special Use Permit for Bed and Breakfast

## **Proposal Summary:**

An application by John and Jill Clark for a Special Use Permit to operate a Bed and Breakfast at 519 S Kansas City Avenue.

## **General Information:**

Applicant/Owner: Jill and John Clark  
Address: 519 S Kansas City Avenue  
Current Zoning: R-4 (Medium Density Apartments)  
Current Land Use: Single-Family Home

Surrounding Zoning & Land Use: North: C-3, Restaurant and Parking Lot  
East: R-3/C-2A, Single-Family Residential  
South: R-4, Single-Family Residential  
West: R-3/C-2A, SF Res., Daycare, Commercial

## **Background:**

The applicants own the property at 519 S Kansas City Avenue seek the approval from the City to operate a bed and breakfast business on the premises. This differs from a short-term rental in that the property owners will live on the property and rent rooms to guests on a short-term basis rather than rent the entirety of the property to a tenant for a short-period. The proposed bed and breakfast will offer three rooms for guests, with a maximum occupancy of two-guests per room. The applicant is working with the Clay County health department to ensure that the kitchen facilities are sufficient for this particular use. Further, the applicants have been working with the Building Inspector and the Fire Inspector to ensure that the appropriate life-safety measures are in place for the proposed use. The applicants will not be able to operate the business until all food and life-safety requirements are met.

In addition to the use of the property, the applicants wish to include a sign that exceeds the permitted size for the zoning district. The proposed sign will be a 18x24 inch sign that reads “the Front Porch Bed & Breakfast.” It is proposed to be positioned on the existing front porch for business identification purposes.

**Staff Analysis:**

The proposed bed and breakfast generally meet the parking and other standards outlined in the code. The applicants are working with staff to ensure that all life-safety measures are in place prior to occupancy. The City of Excelsior Springs has a significant need for lodging. While the proposed bed and breakfast will only add three rooms, it will help close the existing gap between supply and demand, if only marginally. With all of this in mind, staff feels confident that with the conditions included in the ordinance, the use of this property for a bed and breakfast is appropriate.

**Staff Recommendation:**

City staff recommends approval of the Special Use Permit with the following conditions:

1. The Special Use Permit shall be valid for a period of two years, at which time the applicant must renew the permit to continue the special land use.
2. The applicants must obtain a business license with the City of Excelsior Springs.
3. Prior to the issuance of a Certificate of Occupancy and the beginning of operations, the applicants must meet all food and life-safety requirements and pass all required inspections.
4. The applicants must comply will all regulations outlined in the Code of Ordinances. If the regulations and requirements are not adhered to by the applicant, the City may revoke the Special Use Permit Approval with approval from the City Council.

Respectfully submitted,



**Joshua Garrett, MPA**  
Planner  
City of Excelsior Springs

**Attachments:**

Exhibit A – Application

Exhibit B – Narrative

Exhibit C – Resolution

Exhibit D – Draft Ordinance



# Planning and Zoning Application Form

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

|                          |          |
|--------------------------|----------|
| FOR OFFICE USE ONLY      |          |
| Fee: \$75.00             | Code: PP |
| Date Received: 4/29/2024 |          |
| PZ Date: 5/26/2024       |          |
| CC Date:                 |          |
| Action:                  |          |

### Application Type (check all that apply)

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

### Project Information and Location

Open Bed and Breakfast in home

Project Name

519 South Kansas City Ave, Excelsior Springs, MO, 64024

Project Address/Location

|                     |                 |                       |                   |
|---------------------|-----------------|-----------------------|-------------------|
| 3050 sq ft          | .5              | 1                     | No                |
| Sq. Ft. of Building | Acreage         | Number of Lots/Tracts | Flood Hazard      |
| R-4                 | R-4             | SF Home               | Bed + Breakfast   |
| 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

Jill & John CLARK  
Name  
519 South Kansas City Ave  
Address  
[Redacted]  
Phone  
Email

#### Owner

Jill & John CLARK  
Name  
519 South Kansas City Ave.  
Address  
[Redacted]  
Phone  
Email

Surveyor/Engineer/Other: \_\_\_\_\_

Surveyor/Engineer/Other: \_\_\_\_\_

Name Company

Name Company

Address

Address

Phone Email

Phone Email

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

John E Clark 4/28/26  
Applicant's Signature Date  
Jill Morgan Clark 4/28/26

John E Clark 4/28/26  
Owner's Signature Date  
Jill Morgan Clark 4/28/26  
July 2025

Special use request for 519 South Kansas City Avenue to serve as a Bed and Breakfast site.

We plan to open a bed and breakfast at 519 S. Kansas City Ave. in the Elms Historic District, Excelsior Springs, MO, with three rooms. Two guests per room. We will live onsite as innkeepers. Ample parking is available in both the driveway and on the street. We are ensuring compliance with fire safety codes and have submitted paperwork to the Clay County Health Department for regulations concerning breakfast. The business sign (18" x 24") will be placed on the front porch as shown in the included photo. Operations will start with four nights per week, Thursday through Sunday.



**RESOLUTION NO. PZC-26-014**

**A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF EXCELSIOR SPRINGS, MISSOURI, RECOMMENDING THE CITY COUNCIL APPROVE A SPECIAL USE PERMIT TO OPERATE A BED AND BREAKFAST FOR THE PROPERTY LOCATED AT 519 S KANSAS CITY AVENUE, EXCELSIOR SPRINGS, MISSOURI**

**WHEREAS**, the City of Excelsior Springs Code of Ordinances outlines the procedures for the consideration of Special Use Permits; and

**WHEREAS**, Jill and John Clark submitted to the Community Development Department an application for a special use permit to operate a bed and breakfast on the property located at 519 S Kansas City Avenue, Excelsior Springs, Missouri; and

**WHEREAS**, City staff has reviewed and processed the application, assigning it case number SUP-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 May 26, 2026, to consider the proposed special use permit; 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 special use permit to operate a bed and breakfast is appropriate, provided that certain conditions of approval be established to protect the residential character of the neighborhood in which the subject property is located.

**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 Special Use Permit to operate a bed and breakfast on the property located at 519 S Kansas City Avenue, Excelsior Springs, Missouri, 64024, with the following conditions:

1. The Special Use Permit shall be valid for a period of two years, at which time the applicant must renew the permit to continue the special land use.
2. The applicants must obtain a business license with the City of Excelsior Springs.

3. Prior to the issuance of a Certificate of Occupancy and the beginning of operations, the applicants must meet all food and life-safety requirements and pass all required inspections.
4. The applicants must comply will all regulations outlined in the Code of Ordinances. If the regulations and requirements are not adhered to by the applicant, the City may revoke the Special Use Permit Approval with approval from the City Council.

**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 hearing and decision.

**PASSED AND APPROVED** by the Planning and Zoning Commission of the City of Excelsior Springs, Missouri, this 26<sup>th</sup> day of May, 2026.

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Laurie Gehrt,  
Planning and Zoning Commission Chairman

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Mallory Brown,  
Community Development Director

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

**AN ORDINANCE OF THE CITY OF EXCELSIOR SPRINGS, MISSOURI, AUTHORIZING A SPECIAL USE PERMIT TO OPERATE A BED AND BREAKFAST FOR THE PROPERTY LOCATED AT 519 S KANSAS CITY AVENUE, EXCELSIOR SPRINGS, MISSOURI**

**WHEREAS**, in accordance with the process outlined in Chapter 404 of the City's Code of Ordinances, Jill and John Clark submitted to the Community Development Department an application for a special use permit to operate a bed and breakfast for the property located at 519 S Kansas City Avenue; and

**WHEREAS**, City staff completed a review of the application and found the proposed bed and breakfast meets the zoning requirements outlined in the Code of Ordinances; and

**WHEREAS**, the Planning and Zoning Commission of the City of Excelsior Springs, Missouri, after due public notice, held a public hearing on May 26, 2026, to consider the proposed special use permit; and

**WHEREAS**, the Planning and Zoning Commission, following said public hearing, recommended approval of the proposed special use permit to the City Council by a vote of [insert vote]; and

**WHEREAS**, the City Council of the City of Excelsior Springs, Missouri, after due public notice, met on June 1, 2026 to consider the proposed special use permit and the recommendation of the Planning and Zoning Commission; and

**WHEREAS**, the City Council finds that the proposed special use permit to operate a bed and breakfast is appropriate, provided that certain conditions of approval be established to protect the residential character of the neighborhood in which the subject property is located.

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

**Section 1. Approval.** A Special Use Permit for the limited purposes of operating a bed and breakfast for the property located at 519 S Kansas City Avenue, Excelsior Springs, Missouri 64024, is here by approved subject to the conditions and restrictions set forth herein.

**Section 2. Period of Approval.** The Special Use Permit shall be granted for a period of two (2) years from the date of approval of this ordinance. Prior to expiration of the Special Use Permit, the applicant may apply for an extension or renewal.

**Section 3. Business License Required.** The applicant shall obtain a business license with the City of Excelsior Springs in accordance with Chapter 600 of the Code of Ordinances.

**Section 4. Certificate of Occupancy.** Prior to the issuance of a Certificate of Occupancy and the beginning of operations, the applicant must meet all food and life-safety requirements in place for the subject use of the property. Further, any such food and life-safety requirements must be reviewed and approved by the appropriate authority via an inspection of the subject property.

**Section 5. Compliance with the Code of Ordinances.** The applicant shall comply with all other regulations and requirements for short-term rentals, property maintenance, and zoning generally, as established in the City’s Code of Ordinances.

**Section 6. Revocation.** The City Council may revoke the approval of the Special Use Permit if the applicant does not comply with the aforementioned requirements outlined in Section 3 of this ordinance.

**Section 7. Further Action.** The Mayor, City Clerk, and other appropriate City officials are hereby authorized and directed to take any further actions as may be deemed necessary or convenient to carry out and comply with the intent of this Ordinance and to execute and deliver for and on behalf of the City all certificates, instruments, agreements, and other documents, as may be necessary or convenient to perform all matters herein authorized.

**Section 8. Errors.** That correction of any scrivener’s errors identified within these articles is hereby authorized by this ordinance.

**Section 9. 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 1<sup>st</sup> day of June, 2026.

\_\_\_\_\_  
Sonya Morgan, Mayor

ATTEST:

REVIEWED BY:

\_\_\_\_\_  
Shannon Stroud, City Clerk

\_\_\_\_\_  
Melinda Mehaffy, City Manager