

EL DORADO

K A N S A S

PLANNING COMMISSION AGENDA

July 23, 2026

5:30 PM

1. CALL TO ORDER & ROLL CALL

James Barnaby
Steve Fellers
Debbra LaForge
Scott Leason
Austin Letts
Brad Long
Brian Martin
Norman Wilks

2. APPROVAL OF MINUTES

1 - 6/25/26

3. NEW BUSINESS

ITEM NO. 1 - SPECIAL USE PERMIT - 1590 SW BOYER RD

- A. Presentation of Request
- B. Public Hearing
- C. Discussion by Planning Commission
- D. Motion

ITEM NO. 2 - REZONE & SPECIAL USE PERMIT - 229 N WASHINGTON

- A. Presentation of Request
- B. Public Hearing
- C. Discussion by Planning Commission
- D. Motion

4. OLD BUSINESS

5. STAFF ITEMS

6. ADJOURNMENT

EL DORADO

K A N S A S

PLANNING COMMISSION MINUTES

June 25, 2026

5:30 p.m.

1. CALL TO ORDER & ROLL CALL

Chairman Letts called the meeting to order at 5:30 pm.

Members Present

James Barnaby
Steve Fellers
Debbra LaForge
Scott Leason
Austin Letts
Norm Wilks

Staff Present

Scott Rickard

Others Present

Jeremy Wedel
Travis Walker
Nola Holmes

2. APPROVAL OF MINUTES 5/28/26

3. NEW BUSINESS

ITEM NO. 1 – CASE NO. 26-03-SUP: PUBLIC HEARING FOR THE CONSIDERATION OF A REQUEST FOR A SPECIAL USE PERMIT TO ALLOW INFILL HOUSING AT 301 S HIGH STREET.

A. Presentation of Request

Jeremy Wedel with Wedel Property & Management LLC has requested a Special Use Permit to construct a 1,500 square foot, 3-bedroom, 2-bath barndominium at 301 S High. The property is located at the southwest corner of High Street and Ash Avenue and is zoned R-1 Residential Low Density.

A single-family home is an allowed use in the R-1 district. The Special Use Permit is required because this is an infill residential structure that does not qualify for administrative approval under the City's recently amended residential infill standards.

Under the amended residential infill standards, a new home may be approved administratively if it meets the 75 percent to 125 percent block face gross floor area range. Based on the block face calculation, the maximum gross floor area allowed through that path is 1,442 square feet. The proposed structure is 1,500 square feet, which is slightly above that threshold.

When a proposed infill home is outside the size range, the regulations provide a second administrative path if the design is compatible with the appearance of homes on the block, including exterior materials, roof form, roof height, and front façade features. Because the proposed pole barn style/barndominium does not appear to match the traditional residential appearance of the surrounding block, it does not qualify for administrative approval and requires review through the Special Use Permit process.

Jeremy Wedel noted he is proposing to build a 1,200sf house with a 300sf garage.

B. Public Hearing

Commissioner Letts opened the public hearing.

Travis Walker, 307 S High inquired which direction the house will face.

Mr. Wedel noted the front of the house with the garage door will be facing toward High Street.

Mr. Rickard commented that there is a home with similar construction one block away and there is a church across the street.

C. Discussion by Planning Commission

Commissioner Leason stated he doesn't believe the proposed home would be a problem. Commissioner Fellers feels it fits into the neighborhood.

Commissioner Letts noted the similar house one block away improves the area.

Mr. Rickard stated if the structure was 50 square feet less, a building permit could have already been issued, and the regulations don't regulate appearance.

Commissioner LaForge commented she has no objection to the request but struggles seeing barn looking structures being built inside the city limits. Commissioner LaForge also noted that the housing needs to be affordable, two-income minimum wage families cannot afford more than \$800/month and affordable housing isn't being met.

Commissioner Baranby remarked that there are four similar looking houses located down 6th Avenue.

Mr. Rickard commented that it is private property and a few years ago subsidy housing was provided, but all income range housing is needed.

Commissioner Letts noted that 50square feet won't change the price either way and inquired on the color of the home.

Mr. Wedel confirmed the home will have white metal siding.

Commissioner Fellers noted he will support the Special Use Permit.

D. Motion

Commissioner Leason moved to approve Case No. 26-03 SUP, Jeremy Wedel's request for a Special Use Permit to allow residential infill construction of a 1,500 square foot single-family barndominium at 301 S High, for the reasons stated in the staff report and heard at this public hearing, seconded by Commissioner Wilks.

ROLL CALL VOTE

Commissioner Barnaby	Y
Commissioner Fellers	Y
Commissioner LaForge	Y
Commissioner Leason	Y
Commissioner Letts	Y
Commissioner Wilks	Y

Motion passed 6-0

4. **OLD BUSINESS**

5. **STAFF ITEMS**

Next Meeting - 7/23/26-

SUP-Cell Tower 1590 SW Boyer Rd
Rezone & SUP-Transitional Housing 229 N Washington

Mr. Rickard informed the commissioners that the City Commission overruled their 4-3 recommendation on the accessory structure at 720 Oak St. Commissioner Leason commented that he feels it is a slap in the face after they had spent three months revising the regulations and the applicant didn't follow the guidelines. Mr. Rickard informed the City Commission that no new info was provided on the second special use permit. The City Commission discussed possible changes to the regulations to review the appearance and size of the accessory structures. The City Commission also noted that the work the Planning Commission provides is appreciated.

Commissioner Letts commented that the vote was the same two years in a row by the Planning Commission and there were different City Commissioners. Commissioner Letts also stated that the City Commission doesn't overturn their votes often.

Mr. Rickard noted that the City has received a petition to ban data centers and battery storage systems and it is currently being reviewed by legal counsel.

6. **ADJOURNMENT**

The meeting was adjourned at 5:47pm.

EL DORADO

K A N S A S

PLANNING COMMISSION MINUTES

June 25, 2026

5:30 p.m.

1. CALL TO ORDER & ROLL CALL

Chairman Letts called the meeting to order at 5:30 pm.

1. Procedural and Administrative Notes

1. Roll call was conducted at meeting start; two commissioners (Long and Martin) were absent. Others Present: Jeremy Wedel, Travis Walker, Nola Holmes.
2. Minutes from May 28, 2026, were moved to accept and approved by voice.
3. Public hearing opened and closed during the meeting for the infill SUP item; participant Jeremy Wedel was asked to speak.

Meeting Summary

The El Dorado, Kansas Planning Commission met June 25, 2026 to consider one new business item: a public hearing and decision on Case 26-03 SUP, a special use permit request from Jeremy Wedel / Wedel Property Management LLC to construct a 1,500 sq ft three-bedroom, two-bath single-family “barndominium” at 301 South High Street as residential infill. Staff explained the infill size threshold (75–125% of block structures) and noted the proposed home exceeds the administrative upper limit by 58 sq ft, and its steel-sided barn-style façade requires a special use permit. Public comment included a nearby resident asking about setbacks and orientation; staff confirmed setbacks (30 ft front, 15 ft north side, 5 ft east). Commissioners discussed appearance, neighborhood fit, affordability concerns, and precedent; several noted a similar house and a church nearby. The commission voted to recommend approval of the SUP (motion passed by roll call). Staff updates covered upcoming July 23 items (cell tower SUP at 1590 SW Boyer Rd; rezone and SUP for transitional housing at 229 N Washington), discussion of accessory-structure regulations following a City Commission override, and a petition regarding data centers. The meeting was adjourned.

Case 26-03 SUP — 301 South High Street

1. Request by Wedel Property Management LLC to build a 1,500 sq ft three-bedroom, two-bath single-family barndominium on an infill lot.
2. Staff noted the amended infill standard allows administrative approval between 75–125% of block structure sizes; the proposed home exceeds the administrative upper limit by 58 sq ft (allowed top end 1,442 sq ft).

3. Appearance (steel-sided barn form) and facade differences prompted referral to Planning Commission rather than administrative approval.
4. Setbacks confirmed by staff: 30 ft front, 15 ft north side, 5 ft east; the proposed footprint meets setback requirements.
5. Public commenter asked for photos and perspective; staff referenced a similar house a block away and a church across the street as contextual examples.

Commission Discussion and Decision

1. Commissioners expressed that a 58 sq ft variance is minor and a new house is preferable to an empty lot; some concern noted about barn-style appearance and affordability.
2. Multiple commissioners stated the proposed design fits the neighborhood; one commissioner cited similarity to nearby metal church building.
3. Motion to recommend approval was made and seconded; roll call vote recorded unanimous 'Yes' and motion passed.
4. Formal wording of motion recommended approval of the SUP for a 1,500 sq ft barndominium at 301 S High citing staff report and public hearing.

Staff Updates and Upcoming Agendas

1. Next Planning Commission meeting set for July 23; agenda will include a cell tower special use permit at 1590 SW Boyer Rd and rezone/SUP for transitional housing at 229 N Washington.
2. Clarification that the Boyer Road item on July 23 is a different cell-tower request than a previously-seen variance.
3. Staff reported the City Commission overruled a prior 4-3 Planning Commission recommendation on an accessory structure on Oak Street, prompting potential regulatory review.
4. Mayor and City Commission requested the Planning Commission review accessory-structure standards and consider whether to focus on size, appearance, or placement.

Public Concerns and Policy Topics

1. Affordability concerns raised: at least one commissioner noted that many two-income households earning minimum wage cannot afford rents above roughly \$800 and questioned whether these homes meet affordable housing needs.
2. Discussion acknowledged private property rights and the range of housing stock in the community; staff referenced past city actions to address housing needs.

3. A petition regarding banning data centers was received by the city and staff will review and report; commissioners asked whether this will return to Planning Commission for consideration.
4. Frustration noted by a commissioner about perceived mismatch between newly adopted guidelines and subsequent applicant behavior and City Commission decisions.
5. Meeting adjourned after a motion and second; closing procedural vote and farewell.

PLANNING COMMISSION MEMORANDUM

TO: Planning Commission
CC:
FROM: Scott Rickard
RE: 1590 SW Boyer Rd

Patrick Erwin with Skyward Land Services, acting on behalf of Tillman Infrastructure, LLC, has requested a Special Use Permit to construct a wireless telecommunications facility on property owned by David A. and Karyl L. Rush at 1590 SW Boyer Road.

The subject property is identified as Parcel No. 2120900000018000 and contains approximately 153.7 acres. The property owners have authorized Tillman Infrastructure to submit the application and represent them during the zoning and permitting process.

The property is located outside the El Dorado city limits but within the City's extraterritorial zoning jurisdiction. The property is zoned A-R Agricultural-Residential under the City's Official Zoning Map. The surrounding area is primarily rural and agricultural, with scattered residences, agricultural buildings, equipment-storage areas, utility infrastructure, and similar rural uses.

Under the City and Butler County interlocal arrangement, the City exercises zoning and land-use authority within this portion of the extraterritorial jurisdiction. Butler County retains responsibility for building-code administration, construction permits, structural review, driveway access, inspections, and other construction-related requirements. Approval of the Special Use Permit would authorize the land use but would not replace any Butler County building, access, electrical, grading, drainage, or other required permit.

The applicant proposes to construct:

- A 150-foot galvanized-steel monopole;
- A 10-foot lightning rod above the monopole;
- An initial AT&T antenna array;
- Mounting and equipment space for up to two additional wireless carriers;
- A 50-foot by 50-foot lease area;
- A fenced ground-equipment compound;
- Equipment cabinets and an emergency generator on a concrete pad;
- A six-foot-tall wooden privacy fence;
- Evergreen landscaping around the equipment compound;
- A 12-foot-wide gravel access road from SW Boyer Road;
- A 30-foot-wide access and utility easement; and
- Underground electric and fiber service.

The facility would be unstaffed. The applicant anticipates routine service visits approximately once per month by technicians using a pickup truck or service van. Additional temporary activity would occur during construction, installation of equipment, repairs, and future carrier additions.

The application materials contain several references to "1590 SW Doyer Road." The correct property address is 1590 SW Boyer Road. The correct address, parcel number, and legal description should be used in all final plans, permits, resolutions, and other approval documents.

The submitted drawings are marked "Pre-Construction Only." Final sealed construction plans, foundation details, structural calculations, surveyed tower coordinates, access plans, grading and drainage information, and utility plans will be reviewed through the Butler County permitting process.

An existing 150-foot monopole owned by American Tower is located at 1782 SW Boyer Road, approximately 900 feet from the proposed site. American Tower has stated that it is willing to discuss potential collocation with Tillman Infrastructure. The existing tower is part of the current land-use and visual character of the area; however, Kansas law does not allow the City to require collocation or deny the application solely because another tower or alternative site may be available.

APPLICABLE ZONING REGULATIONS:

Appendix A of the El Dorado Zoning Regulations specifically identifies an undisguised monopole as a Special Use in the A-R Agricultural-Residential District. The proposed facility is therefore an allowed use in A-R when approved through the Special Use Permit process. Appendix A also makes wireless communication facilities subject to the additional standards contained in Article 6, Section 14.

Article 6, Section 14 establishes standards addressing the location, height, setbacks, design, screening, lighting, collocation, maintenance, abandonment, and required application materials for wireless communication facilities.

The City's interpretation and prior practice have allowed 150-foot monopoles in the A-R district through the Special Use Permit process when the proposed site provides adequate separation from property lines and the facility satisfies the remaining wireless-facility and Special Use Permit standards.

Based upon Appendix A and the City's past administration of the regulations, staff considers the proposed 150-foot monopole eligible for consideration through a Special Use Permit in the A-R district.

The application describes a 150-foot monopole with a 10-foot lightning rod. The Special Use Permit would authorize the 150-foot monopole together with the antennas, mounts, lightning protection, and other appurtenances shown on the submitted elevation drawing.

Kansas law authorizes cities to provide for special or conditional use permits through their zoning regulations.

WIRELESS COMMUNICATION FACILITY STANDARDS:

Setbacks and Fall Zone

Article 6, Section 14 generally requires a ground-mounted tower to be set back from property lines by a distance equal to or greater than the height of the structure. The setback may be reduced to the maximum distance the tower is designed to fall when supported by appropriate engineering documentation.

The applicant states that the proposed tower would be approximately 183 feet from the nearest property line. The proposed separation therefore exceeds the 150-foot monopole height.

Sabre Industries submitted a letter stating that the proposed monopole would be designed in accordance with ANSI/TIA-222-H for the identified wind and ice conditions. The letter states that, in the unlikely event of structural failure beyond the tower's design capacity, the monopole would most

likely buckle above the base and result in an estimated ground-level fall radius of approximately 25 feet.

The fall-zone letter applies to the specific Sabre monopole identified in the letter. Final construction and structural review will occur through the Butler County permitting process.

A final survey prepared by a Kansas-licensed land surveyor should confirm the tower location, lease area, access and utility easements, and distances from the tower center to the applicable property lines.

Collocation Capacity

Article 6, Section 14 requires a new support structure exceeding 100 feet to be designed, and the ground area made adequate, to accommodate at least two additional carriers. The owner must also make reasonable accommodations for additional carriers.

The submitted plans show antenna-mounting locations and ground-equipment areas for a total of three carriers. The initial AT&T installation would occupy one position, with space reserved for two future carriers. The proposal therefore appears to satisfy the City's multiple-carrier capacity requirement.

Design and Screening

The proposed support structure is a monopole rather than a lattice or guyed tower. The galvanized-gray finish is intended to minimize reflection and generally blend with the sky.

The ground equipment would be enclosed by a six-foot wooden privacy fence and screened with evergreen landscaping. The fencing and landscaping would screen the equipment cabinets, generator, and other ground-level improvements but would not screen the upper portion of the monopole.

The proposed screening is appropriate for the rural setting and is consistent with the submitted plans.

Lighting and Generator Operations

No lighting is proposed on the monopole. Tower lighting would be limited to lighting required by the FAA or another governmental authority.

The proposed emergency generator would operate during electrical outages or other service interruptions. Routine generator testing is anticipated as part of the maintenance of the facility.

Access

Access is proposed from SW Boyer Road through a 12-foot-wide gravel access road located within a 30-foot-wide access and utility easement.

The facility would not be open to the public and would not have regularly stationed employees. Routine traffic would be limited to maintenance and inspection visits. Temporary construction traffic would include cranes, concrete trucks, utility contractors, equipment deliveries, and other construction vehicles.

Butler County will review the driveway connection, sight distance, culvert and drainage requirements, access-road construction, turnaround, and construction traffic through its permitting process.

ARTICLE 10 SPECIAL USE PERMIT REVIEW:

Article 10 requires the Planning Commission to review the proposed use and make findings addressing the location and intensity of the use, accessibility and public services, utilities, structures and screening, yards and signs, and compatibility with surrounding properties and the general welfare.

Following the public hearing, the Planning Commission will make a recommendation to the Governing Body. The Governing Body will take final action on the Special Use Permit by resolution.

PLANNING COMMISSION EVALUATION CRITERIA AND STAFF FINDINGS:

A. Location and Size of the Proposed Use in Relation to the Site and Adjacent Properties

The subject property contains approximately 153.7 acres. The proposed 50-foot by 50-foot lease area would occupy a small portion of the overall property.

The tower would be located on a large rural tract with substantial open space between the proposed facility and adjoining properties. The surrounding area consists primarily of agricultural land, rural residences, agricultural and accessory buildings, equipment-storage areas, and utility infrastructure.

The facility would be visible from portions of SW Boyer Road and surrounding properties. However, the monopole design is less visually massive than a lattice or guyed tower, and the large parcel provides greater separation than would normally be available on a smaller property.

An existing 150-foot monopole is located approximately 900 feet from the proposed site. The existing tower demonstrates that telecommunications infrastructure is already present in the area, although the proposed facility would create an additional visible vertical structure.

The facility would be unstaffed and would generate minimal routine activity. Staff finds that the location, size, and operational intensity of the proposed use are appropriate for the property and generally compatible with surrounding rural land uses.

B. Accessibility to Public Services; Ingress, Egress, Traffic, Parking, and Loading

The facility would be accessed from SW Boyer Road through the proposed private gravel access road.

Routine traffic would consist primarily of occasional maintenance visits. Construction and future carrier installations would temporarily generate larger vehicles and additional traffic.

Butler County will review the driveway location, roadway connection, sight distance, drainage, culvert, access-road design, and emergency and maintenance access.

The facility would not be open to the public and would have no permanent onsite employees. A public parking lot or loading area is therefore not required. Sufficient space would be available within the lease or access area for service, maintenance, and emergency vehicles without parking on SW Boyer Road.

No regular municipal refuse service is anticipated. Any waste generated during construction or maintenance would be removed from the property.

Staff finds that adequate access and public services can be provided, subject to Butler County approval of the driveway and access improvements.

C. Utility and Infrastructure Capacity

The facility would require electrical power and fiber service. The applicant proposes to install these utilities underground from existing facilities near SW Boyer Road to the equipment compound.

No municipal water, sanitary sewer, or gas service is required because the facility would be unstaffed and would not include offices, restrooms, or other occupied structures.

The emergency generator, fuel system, grounding, electrical equipment, and related improvements will be reviewed through the applicable County, state, federal, and utility requirements.

Final grading and drainage will be reviewed through the Butler County permitting process.

Staff finds that the necessary utilities and infrastructure are available and adequate for the proposed use.

D. Location, Nature, and Height of Structures; Fencing, Buffering, and Screening

The proposed facility includes a 150-foot galvanized-steel monopole, antennas and related appurtenances, equipment cabinets, an emergency generator, concrete pads, an ice bridge, fencing, utilities, and landscaping.

Appendix A expressly allows an undisguised monopole in the A-R district by Special Use Permit. Consistent with the City's interpretation and prior practice, a 150-foot monopole may be considered where the property provides adequate setbacks and the proposal satisfies the remaining wireless-facility requirements.

The applicant states that the tower would be approximately 183 feet from the nearest property line, which exceeds the proposed monopole height. The submitted fall-zone letter further states that the specific Sabre monopole would have an estimated 25-foot fall radius in the unlikely event of structural failure.

The proposed six-foot wooden privacy fence and evergreen landscaping would provide screening of the ground equipment.

Staff finds that the location, nature, height, fencing, buffering, and screening are appropriate for the site.

E. Required Yards, Open Space, and Sign Provisions

The approximately 153.7-acre property provides substantial open space around the proposed facility. The lease area and access road would occupy only a small portion of the tract.

Based upon the applicant's stated 183-foot minimum setback, the tower appears to satisfy the tower-height setback requirement. Final compliance will be confirmed through the survey and construction-permit process.

No advertising signs are proposed. Any identification, warning, safety, emergency-contact, utility, FCC, or FAA signs would be limited to those required for the safe and lawful operation of the facility.

Staff finds that adequate yards and open space are provided and that the applicable sign requirements can be satisfied.

F. Compatibility with Adjacent Properties and the Safety, Health, Comfort, and General Welfare of the Community

The proposed facility may improve wireless coverage, capacity, reliability, and redundancy for residents, businesses, travelers, and public-safety users in the surrounding area.

The principal impacts would be the visual presence of the monopole, temporary construction activity, occasional maintenance traffic, and routine generator testing.

These impacts are reduced by:

- The large rural property;
- The substantial separation from adjoining property lines;
- The monopole design;
- The limited amount of routine traffic;
- The lack of permanent employees or public activity;
- Underground utility installation; and
- The fenced and landscaped equipment compound.

The existing American Tower facility is part of the surrounding land-use context. However, the availability of that tower cannot be used as the sole basis for denial or as a requirement that Tillman collocate. Kansas law prohibits local evaluation of a new wireless-support-structure application based on the availability of another potential site or the option to collocate instead.

Staff finds that the proposed facility is compatible with surrounding properties and consistent with the safety, health, comfort, and general welfare of the community.

ETJ AND BUTLER COUNTY CONSIDERATIONS:

The City's Special Use Permit would provide zoning and land-use authorization for the proposed facility. Butler County retains responsibility for applicable building, structural, electrical, driveway, grading, drainage, construction, and inspection requirements.

The applicant must obtain all required Butler County approvals before construction. Final construction plans should also be submitted to the City to confirm that the facility remains substantially consistent with the approved Special Use Permit.

Because the property is within the City's extraterritorial zoning jurisdiction, Butler County is reviewing the request for conformance with the Butler County Comprehensive Plan. The Butler County Commission is scheduled to consider the matter on July 14, 2026.

STAFF RECOMMENDATION:

Appendix A expressly allows an undisguised monopole in the A-R Agricultural-Residential District through approval of a Special Use Permit. The City's interpretation and prior practice have allowed 150-foot monopoles in A-R through the Special Use Permit process when adequate setbacks are provided and the proposal satisfies the applicable wireless-facility standards.

The proposed facility would be located on a large rural tract and would occupy a small portion of the property. The facility would be unstaffed and would generate minimal routine traffic. The proposed tower would be separated from the nearest property line by a distance greater than its height. The

ground equipment would be fenced and landscaped, utilities would be installed underground, and the facility would be designed to accommodate two additional carriers.

Butler County Recommendation: Approval

Butler County Finding: The proposed Special Use Permit is consistent with and conforms to the Butler County Comprehensive Plan.

Date of County Action: July 14, 2026

An existing 150-foot monopole is located approximately 900 feet from the proposed site. The existing tower is part of the surrounding land-use context; however, Kansas law does not permit the City to require collocation or deny the application solely because another tower may be available.

Staff finds that the proposal adequately addresses each of the Special Use Permit review criteria, including:

- The location, size, and intensity of the use;
- Accessibility, traffic, and public services;
- Utility and infrastructure availability;
- The nature and height of the structure and proposed screening;
- Required yards, open space, and signs; and
- Compatibility with surrounding properties and the general welfare.

Staff recommends approval of Case No. 26-02-SUP and consideration of Butler County's recommendation regarding conformance with the Butler County Comprehensive Plan.

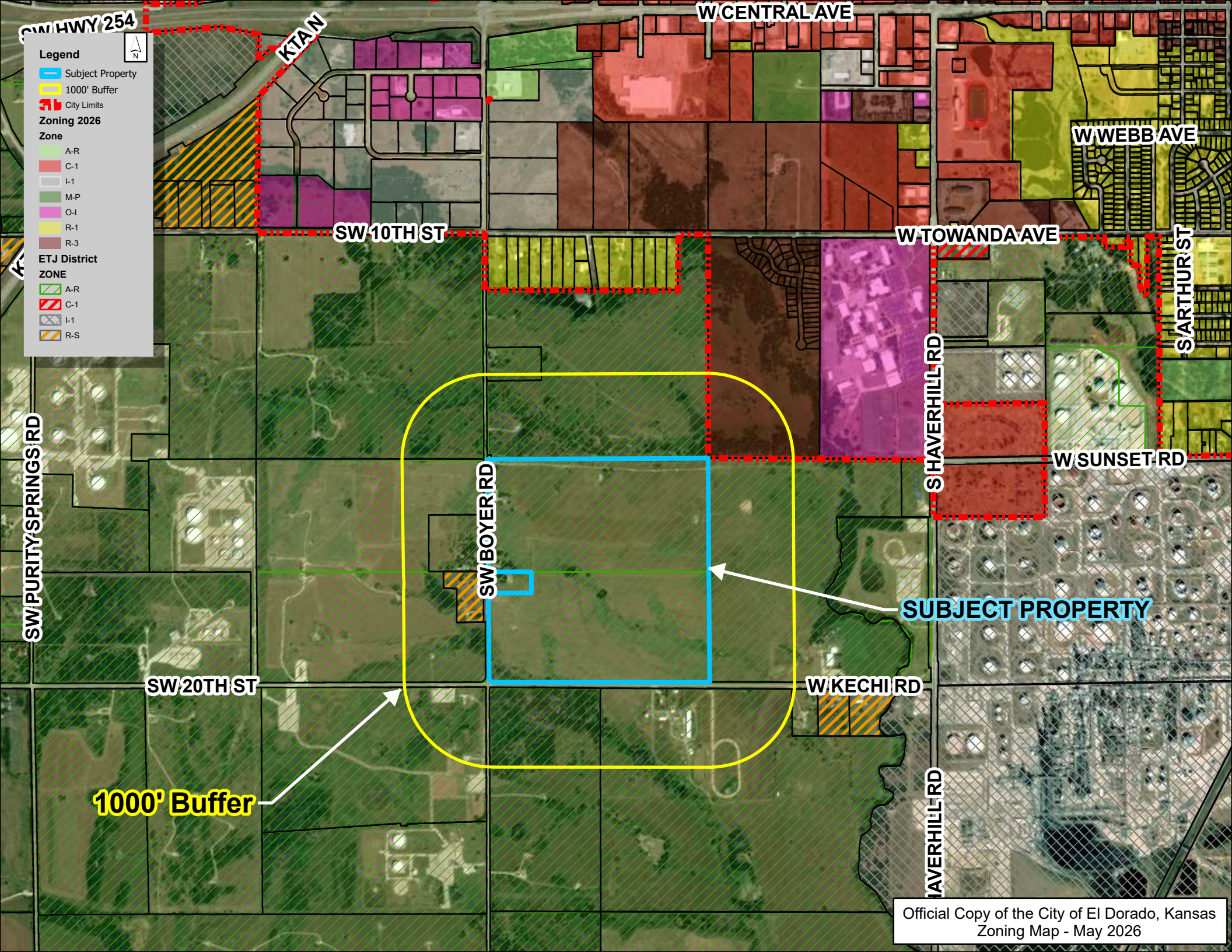
SUGGESTED MOTIONS:

Approval Motion

I move to recommend approval of Case No. 26-02-SUP, Patrick Erwin's request on behalf of Tillman Infrastructure, LLC, for a Special Use Permit to construct a 150-foot wireless telecommunications monopole and related equipment at 1590 SW Boyer Road, based upon the findings contained in the staff report, the evidence presented at the public hearing, and consideration of Butler County's recommendation regarding conformance with the Butler County Comprehensive Plan.

Denial Motion

I move to recommend denial of Case No. 26-02-SUP, Patrick Erwin's request on behalf of Tillman Infrastructure, LLC, for a Special Use Permit to construct a wireless telecommunications facility at 1590 SW Boyer Road, finding:





SPECIAL USE PERMIT APPLICATION

PROPOSED WIRELESS TELECOMMUNICATIONS FACILITY AT:

1590 SW Doyer Road

El Dorado, Butler County, Kansas 37042

FILED ON BEHALF OF TILLMAN INFRASTRUCTURE, LLC BY:

SKYWARD LAND SERVICES, INC.

PATRICK ERWIN

TABLE OF CONTENTS

1. LETTER OF APPLICATION
2. PROPERTY OWNER SIGNED CONDITIONAL USE APPLICATION
3. SUPPLEMENTAL NARRATIVE
4. DEED COVERING THE SUBJECT PROPERTY
5. PROJECT DRAWINGS

April 27th, 2026

Amanda Stalnaker
El Dorado KS Planning & Zoning
226 N Vine Street
Eldorado, KS 67042

RE: Proposed Wireless Communications Facility
1590 SW Doyer Rd.
El Dorado City, KS 37042

Dear Ms. Stalnaker,

Skyward Land Services, on behalf of Tillman Infrastructure (Tillman), files this Special Use Application to allow the construction of a wireless telecommunications facility at the above referenced property. Tillman has finalized a lease agreement with the owner(s) of the property, David A. Rush and Karyl Rush. The proposed facility is designed to accommodate multiple carriers and will provide the technology needed to provide clear and uninterrupted wireless telecommunications services to the residents of Butler County and the City of El Dorado.

The proposed wireless telecommunications facility will consist of a 150' tall monopole tower to be located within a 50'-0" x 50'-0" lease area. Future expansion of the lease area can be accommodated, if needed, for multiple carrier's ground equipment. The proposed tower will be erected, owned, and managed by Tillman. The facility will be unstaffed and will only require carrier service technicians, in a pick-up/van sized vehicle, to visit the site approximately once per month.

The facility is proposed in the City of El Dorado's AG – R (Agriculture - Residential) zone. Pursuant to the City, the tower location falls within their 3mile Extra Territorial Jurisdiction which was confirmed by phone conversation on December 18, 2024. Towers are allowed in the AG- R zone by Special Use Permit approval by the Planning Commission and will require notice to the surrounding landowners.

On behalf of Tillman Infrastructure, I herewith submit all required documentation for the consideration of conditional use permit approval in accordance with the City of El Dorado's Zoning Ordinance.

Should you have any questions please feel free to contact me. I look forward to working with you.

Sincerely,

Patrick Erwin
Skyward Land Services, Inc.
913-626-4440

APPLICATION FOR A NEW WIRELESS COMMUNICATIONS FACILITY

Submitted to El Dorado, KS

GENERAL INFORMATION

Applicant: Tillman Infrastructure, LLC
152 West 57th Street
New York, NY 10019

Applicant's Representative: Skyward Land Services, Inc.
Patrick Erwin
PO Box 25783
Overland Park, KS 66226
erwin@skywardsite.com
913.626.4440

Project Address: 1590 SW Doyer Rd.
El Dorado City, KS 67042

Property Owner(s): David A Rush and Karyl L Rush

Map/Tax Lot Number: 2120900000018000 Sec 09 Twn 26 Rng 05E

Land Use Designation: Agricultural-Residential

Zoning Classification: AG - R

Parcel Size: 153.7 acres

INTRODUCTION

Tillman Infrastructure, LLC (Tillman) proposes to construct a new telecommunications tower in El Dorado, Kansas. The proposed site will allow wireless carriers to improve the quality of services for their customers in Butler County and the City of El Dorado. The tower is designed to accommodate three (3) carriers.

As shown in this application narrative, Tillman's proposal meets the City of El Dorado code criteria. The selected site is zoned Agricultural - Residential, and 153.7 acres, where towers are allowed by Special Use Permit approval by the Planning Official.

As demonstrated below, the proposal meets all the City's criteria for development in the Agricultural - Residential zone, including height and setbacks. Tillman respectfully requests that the City approve the new facility as proposed.

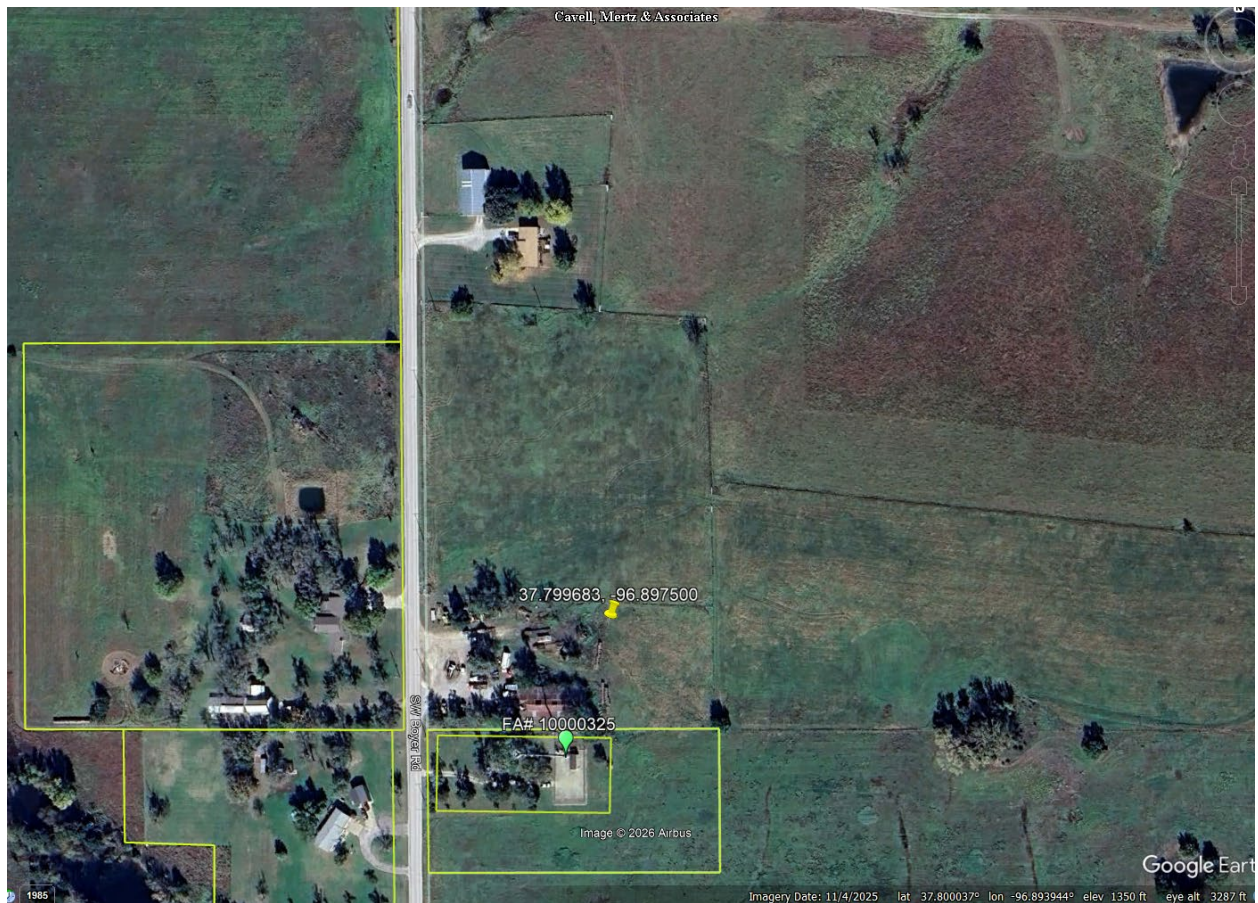
PROPOSAL

Tillman proposes a new monopole tower for wireless telecommunications be constructed on a parcel at 1590 SW Doyer Rd. (the "Property"). The Property is currently undeveloped. The proposal consists of a 150-0" tall monopole tower. Antenna arrays can be located at three (3) different locations on the tower, to accommodate up to three (3) different carriers. The facility, inclusive of a wooden privacy fence, will initially comprise a 50' x 50' area. Space is available for future expansion, if needed. A new 12' wide gravel access road, running from the existing road at the right of way (SW Boyer Rd.) to the compound, will be added. Power and fiber will run underground from the nearest utility pole to the fenced lease area.

The proposed site will include:

	Proposed Site
Tower	150' tall monopole tower with a 10' Lightning Rod
Location	NW section of the property
Lease area	50' x 50' compound
Fencing	6' tall wooden privacy fence surrounding compound with road gate at entrance for signage
Access	12' wide gravel driveway from SW Boyer Rd. to the compound
Utilities	Power and fiber will run within an easement, underground from the site to the nearest utility pole

General Area



SUBMITTAL REQUIREMENTS

The proposed Tillman facility complies with all applicable requirements of the El Dorado City Zoning Ordinance. **Article 6 – Supplementary Use Regulations / Wireless Communications Facilities**

Location/Height Guidelines:

Wireless Communication Facilities by a Special Use Permit in Agricultural-Residential zone up to 150ft.

All ground-mounted towers shall be set back from the all-property lines a distance equal to or greater than the height of the proposed structure. If substantiated by a licensed engineer, the setback may be equal to the maximum distance the structure is designed to fall, as measured from the center of the structure.

Applicants Response:

The tower is setback 183ft from the nearest property line. The tower is 150ft in height, therefore, this requirement is exceeded by 33ft.

At the time of requesting a Permit for a new ground-mounted wireless communication facility, the applicant shall demonstrate to the satisfaction of the approving authority that:

- a. There is no available space on existing or approved wireless communication facilities or other structures that can be utilized to meet the applicant's communication needs; and
- b. There is no other technically feasible opportunity to modify or rebuild an existing structure on which the communication equipment may be located.

Applicants Response:

This requirement is not applicable as it is superseded by K.S.A. 66-2019 (f) (3) which in summary states that a jurisdiction shall not evaluate an application based on the availability of other potential locations for the placement of wireless support structures or wireless facilities, including without limitation the option to collocate instead of construct a new wireless support structure. Nevertheless, Tillman conducted an initial and thorough analysis of available collocation opportunities on existing wireless tower within the same search ring defined by the applicant before contacting any landowners in the search area.

At the time of requesting Permit for a wireless communication facility, the owner of a proposed new undisguised ground-mounted wireless communication facility, and the owner of the land, if not the same, shall certify in correspondence submitted with the permit, that:

- a. The support structure is designed, and the ground area is adequate or can be made adequate, to accommodate at least one (1) other carrier, if more than eighty (80) feet in height, and at least two (2) other carriers, if more than 100 feet in height. Lattice towers no larger than 18 inches on any side are excluded from the co-location requirements;

Applicants Response:

The proposed application package depicts three (3) total unique carriers. Therefore, the location and facilities are adequate to accommodate at least one future potential carrier.

- b. Reasonable accommodations will be made to lease space on the facility to other carrier so as to avoid having a proliferation of support structures that are not fully utilized; and

Applicants Response:

The proposed application package depicts three (3) total unique carriers. Therefore, the location and facilities are adequate to accommodate at least one future potential carrier.

The visibility of facilities shall be minimized by techniques such as concealment, disguise, camouflage, and sensitive design and siting. Economic infeasibility shall not be a cause for waiver from any design guideline. Accept as proven by the owner(s) to be technically unfeasible, all facilities approved must meet the following specific guidelines:

1. Preserving the pre-existing character of the area as much as possible.

Applicants Response:

The area is currently being utilized as a storage area for broken down equipment whose parts could be utilized in the future. Therefore, camouflaging, concealing, or disguising the structure would not benefit the

overall design or siting of the facility. Furthermore, the structure is a monopole which by its nature is visually less obtrusive than a self-support or guyed tower.

2. Minimizing the height, mass or proportion of the facility to minimize conflict with the character of its proposed surroundings.

Applicants Response:

The structure is 150ft which is the minimum needed by AT&T to serve the surrounding area. Furthermore, the structure is a monopole which by its nature is visually less obtrusive than a self-support or guyed tower.

3. Minimizing the silhouette presented by new support structures and antenna arrays. Generally, monopoles are favored over lattice-type support structures to a height of at least 150 feet, and antennas mounted flush to the support structure are favored over triangular "top hat" antenna arrays.

Applicants Response:

The application proposes that a 150ft monopole is being utilized, however, the latest technologies that carriers use are not conducive to flush mounted antennas because remote radio units need to be mounted between the antenna and the tower.

4. Using colors, textures and materials that blend in with the existing environment; under some circumstances, surfaces should be painted, or otherwise treated, to match or complement existing background structures and surfaces, or the sky, as appropriate, and to minimize reflection. Painting support structures red and white may also be necessary to avoid strobe lighting that would otherwise be required by applicable governing agencies.

Applicants Response:

The tower is finished in a galvanized steel which is grey and by its nature will blend in with the sky.

5. Concealing facilities within potential space in or on existing structures, or disguised to look like another type of facility, like a flagpole, clock tower, or church steeple.

Applicants Response:

A flagpole, clock tower, or church steeple, would not be appropriate for an equipment storage yard.

6. Placing facilities in areas where trees and/or buildings obscure some or all the facility from view, and installing new plantings/screening around the site where visible from major street or residential areas.

Applicants Response:

The proposal does include plantings of shrubs around the compound area to further conceal the ground equipment and a 6ft wooden privacy fence is included. This is shown in the Engineer stamped drawings that are submitted as part of this application package.

7. Placing facilities on existing walls, flush-mounted, or on roofs building (excluding single-family and duplex) and structures, up to 20 feet above the existing structure, as opposed to building new ground-mounted support structures. Facilities on rooftops generally should be set back from roof edges or screened from view.

Applicants Response:

There are no roofs in the area that are tall enough to support a 150ft antennas.

8. Screening equipment shelters and cabinets through landscaping, walls and/or fencing, as appropriate to the surroundings and generally consistent with the City's screening regulations. In most cases, ground-level equipment should respect the setbacks for accessory uses in the applicable zoning district and be enclosed by 6-8ft height security fencing, of a material compatible with its surroundings. Equipment should be encouraged indoors if space is available nearby. Burying equipment in an underground vault, to keep most of the equipment out of sight, may be necessary in rights of way and in some other visually/environmentally sensitive locations, such as tourist attractions, historic landmarks/districts, museum district, river corridor, and other locations of civic importance or architectural significance.

Applicants Response:

The proposal does include plantings of shrubs around the compound area to further conceal the ground equipment and a 6ft wooden privacy fence is included.

9. Ground level shelters/equipment, appropriately screened and generally landscaped with trees and/or shrubs, should be permitted on lots adjacent to rights of way, to facilitate the use or reconstruction of utility poles in those rights of way.

Applicants Response:

The ground equipment will be screened by the wooden privacy fence and landscaping.

10. Permitting lighting on facilities only if required by federal regulations, and not by strobes (except by variance).

Applicants Response:

The FAA does not require a tower under 200ft to be lit however, in some instances if a tower is in close proximity to an airport there may be additional FAA regulations. Therefore, we will submit a copy of the FAA approval as soon as it is received.

CONCLUSION

The proposed wireless telecommunications facility meets or exceeds all requirements of El Dorado's land use ordinances. We respectfully request that the City approve the proposal as designed, subject only to the City's standard conditions of approval.

See Attachments

THIS INDENTURE, Made this 21st day of August, 19 93

between J. LOUISE BOYER, CARL J. BOYER, AND KATHRYN L. MARTIN, as testamentary co-trustees under the Last Will and Testament of John S. Boyer dated Jan. 15, 1980 and J. LOUISE BOYER, individually

of Butler County, in the State of Kansas, of the first part,

and DAVID A. RUSH and KARYL L. RUSH, husband and wife

of Butler County, in the State of Kansas, of the second part;

WITNESSETH, That said parties of the first part, in consideration of the sum of One Dollar and other valuable consideration

the receipt whereof is hereby acknowledged, do by these presents, grant, bargain, sell, and convey unto the said parties of the second part, and the survivor of them, as joint tenants, and not as tenants in common, all the following-described real estate, situated in the County of Butler, State of Kansas, to-wit:

The North Half (N $\frac{1}{2}$) of the Southwest Quarter (SW $\frac{1}{4}$) of Section Nine (9), Township Twenty-six (26), Range Five (5) except a tract described as follows: Beginning at a point on the West line of the Northwest Quarter (NW $\frac{1}{4}$) of the Southwest Quarter (SW $\frac{1}{4}$) of said section Nine (9) that is 649.81 feet North of the Southwest Corner thereof, thence continuing North along the said West line 400 feet, thence East at 90 degrees a distance of 544.5 feet, thence South parallel to the said West line 400 feet, thence West 544.5 feet to point of beginning

except any mineral rights in and under such quarter section

TO HAVE AND TO HOLD THE SAME, Together with all and singular the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining, forever.

And said parties of the first part, for themselves, their heirs, executors, and administrators do hereby covenant, promise, and agree to and with said parties of the second part, that at the delivery of these presents, the trust is lawfully seized in its own right of an absolute and indefeasible estate of inheritance, in fee simple, of and in all and singular the above-granted and described premises, with the appurtenances; that the same are free, clear, discharged, and unincumbered of and from all former and other grants, titles, charges, estates, judgments, taxes, assessments, and incumbrances, of what nature or kind soever;

and that they will WARRANT AND FOREVER DEFEND the same unto the said parties of the second part, their assigns, and the heirs and assigns of the survivors of them, against the said parties of the first part, their heirs, and all and every person or persons whomsoever lawfully claiming or to claim the same.

IN WITNESS WHEREOF, The said parties of the first part have hereunto set their hands, the day and year first above written.

J. Louise Boyer
J. Louise Boyer, Trustee and individually

Carl J. Boyer
Carl J. Boyer, Trustee

Kathryn L. Martin
Kathryn L. Martin, Trustee

BOOK 676 PAGE 664

STATE OF KANSAS, BUTLER

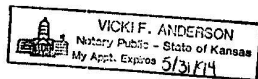
COUNTY, ss.

BE IT REMEMBERED, That on this 25th day of August, A. D., 19 93
before me, the undersigned, a Notary Public in and for the County and State aforesaid, came

J. Louise Boyer, Carl J. Boyer and Kathryn L. Martin, as testamentary
co-trustees under the Last Will and Testament of John S. Boyer, dated
Jan. 15, 1980 and J. Louise Boyer, individually

who are personally known to me to be the same persons who executed the within instrument of
writing and such persons duly acknowledged the execution of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal,
the day and year last above written.



Vicki F. Anderson
Notary Public
Term expires 5/31, 1994

ALLEN/C
TN: David & Karyl Rush
R.R.#1 Box 176A
El Dorado, KS 67042 (4)

THIS DEED SHOULD BE RECORDED

Warranty Deed

JOINT TENANCY

FROM

TO

Entered in Transfer Record in
my office this 25th day of
August, A. D., 19 93

Ernest L. Boyer County Clerk

STATE OF KANSAS, } ss.
BUTLER County,

This instrument was filed for record on
the 25th day of August, A. D.,
1993, at 2:30 o'clock P.M., and
duly recorded in Book 676 of Deeds
at page 664 DOC# 7448

Barbara McCoy Deputy
Register of Deeds

TERESA DAWSON-DEES

Register of Deeds, for recording, \$ 8.00
County Clerk, for transfer, Total, \$

Since 1868
F.S. ALLEN
Michael and Fille Company
125 West Central Avenue
EL DORADO, KANSAS
Phone 321-2410
The Only Complete Set of Records in
Butler County, Kansas

F. S. ALLEN ABSTRACT COMPANY
EL DORADO, KANSAS

DEED - General Warranty - Joint Tenancy

The Only Complete Set of Records in Butler County

THIS INDENTURE, Made this 23 day of March, 1984
between JOHN S. BOYER and J. LOUISE BOYER, a/k/a LOUISE BOYER, his wife,
of Butler County, in the State of Kansas, of the first part,
and DAVID A. RUSH and KARYL RUSH
of Butler County, in the State of Kansas, of the second part;
WITNESSETH, That said parties of the first part, in consideration of the sum of One Dollar
and other valuable consideration -----
the receipt whereof is hereby acknowledged, do by these presents, grant, bargain, sell, and convey
unto the said parties of the second part, and the survivor of them, as joint tenants, and not as tenants in
common, all the following-described real estate, situated in the County of Butler,
State of Kansas, to-wit:

Beginning at a point on the West Line of the Northwest Quarter
(NW $\frac{1}{4}$) of the Southwest Quarter (SW $\frac{1}{4}$) of Section Nine (9),
Township Twenty-six (26) South, Range Five (5) East in Butler
County, Kansas, that is 649.81 feet North of the Southwest
Corner thereof, thence continuing North along the said West
Line 400 feet, thence East at 90° a distance of 544.5 feet,
thence South parallel to the said West line 400 feet, thence
West 544.5 feet to the point of beginning, Said tract contains
5.0 acres public road included, excepting royalties produced
therefrom and reserving to Grantors all royalties from said land
as long as oil is produced therefrom.

TO HAVE AND TO HOLD THE SAME, Together with all and singular the tenements, hereditaments
and appurtenances therunto belonging or in anywise appertaining, forever.

And said parties of the first part, for themselves, their heirs, executors, and
administrators do hereby covenant, promise, and agree to and with said parties of the second part,
that at the delivery of these presents, they are lawfully seized in their
own right of an absolute and indefeasible estate of inheritance, in fee simple, of and in all and singular the
above-granted and described premises, with the appurtenances; that the same are free, clear, discharged, and
unincumbered of and from all former and other grants, titles, charges, estates, judgments, taxes, assessments,
and incumbrances, of what nature or kind soever;

and that they will WARRANT AND FOREVER DEFEND the same unto the said parties of the
second part, their assigns, and the heirs and assigns of the survivors of them, against the said parties of
the first part, their heirs, and all and every person or persons whomsoever lawfully claiming or to
claim the same.

IN WITNESS WHEREOF, The said parties of the first part have hereunto set their
hands, the day and year first above written.

John S. Boyer
JOHN S. BOYER

J. Louise Boyer
J. LOUISE BOYER

DEED BOOK 373 PAGE 425

STATE OF KANSAS, BUTLER COUNTY, ss.
 BE IT REMEMBERED, That on this 23 day of March, A. D., 1984
 before me, the undersigned, a Notary Public in and for the County and State aforesaid, came
 JOHN S. BOYER and J. LOUISE BOYER, a/k/a LOUISE BOYER, his wife,

who are personally known to me to be the same person as who executed the within instrument of
 writing and such person as duly acknowledged the execution of the same.
 IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal,
 the day and year last above written.

PHYLLIS L. HAMLIN
 NOTARY PUBLIC
 STATE OF KANSAS
 MY APPT. EXP. 1-15-86

Phyllis L. Hamlin
 Notary Public
 Term expires January 15, 1986

RUN-EVIN Grant
 P.O. Box 162
 EL Dorado, KS 67042 (4)

THIS DEED SHOULD BE RECORDED

Warranty Deed

JOINT TENANCY

FROM

TO

Entered in Transfer Record in
 my office, this 27th day of
 March, A. D., 1984
David O. Starnell County Clerk

STATE OF KANSAS, Butler County, ss.
 This instrument was filed for record on
 the 27th day of March, A. D.,
 1984, at 1:50 o'clock P.M., and
 duly recorded in Book 373 of Deeds,
 at page 425
 By *Dixie Rose* Deputy
 Register of Deeds

FEEs
 Register of Deeds, for recording, \$ 6.00
 County Clerk, for transfer,
 Total, \$ 6.00

Since 1868
 F. S. ALLEN
 ABSTRACT COMPANY
 EL DORADO, KANSAS
 125 West Central Phone DA 1-2410
 The Only Complete Set of Records in
 Butler County, Kansas

ZONING DRAWINGS



PROJECT SUMMARY

SITE ADDRESS: 1590 SW BOYER RD
EL DORADO CITY, KS 67042

LATITUDE (NAD 83): N 37.799719° (N 37° 47' 58.89")
LONGITUDE (NAD 83): W 96.897500° (W 96° 53' 51.00")
GROUND ELEVATION: 1356.00' NAVD '88

AURISDICTION: BUTLER COUNTY

AURISDICTION CONTACT: 30011 RICHARD CITY ENGINEER
528 N WINE ST., EL DORADO, KS 67042
(316) 321-8100

ZONING: A-R

PARCEL/TAX ID NUMBER: 212090000018000

PARCEL OWNER: DAVID A. RUSH AND KARYL L. RUSH
1590 SW BOYER RD.
EL DORADO CITY, KS 67042

TOWER OWNER: TILLMAN INFRASTRUCTURE

STRUCTURE TYPE: MONOPOL
100'-0" (A/L)




SITE ID: TI-OPP-37632-A
FA# 16753960 / IWM #: xxxxxx
SITE NAME: DAVID A & EL DORADO KS TI-06173
ADDRESS: 1590 SW BOYER RD
EL DORADO, KS 67042
BUTLER COUNTY

AT&T SIGNATURES

VICINITY MAP



NOT TO SCALE

LOCATION MAP



NOT TO SCALE

PROJECT DIRECTORY

TOWER OWNER: TILLMAN INFRASTRUCTURE
1505 LAKEMAN DR., SUITE 2850
LEWISVILLE, TX 75097
CHARLIE BOOTH
CBOOTH@TILLMANINFRASTRUCTURE.COM
PHONE: (314) 913-0151

APPLICANT: SKYWARD LAND SERVICES
7081 WEST 133RD ST., SUITE 403
OVERLAND PARK, KS 66213
PATRICK LINDER
PHONE: (913) 826-4440
EMAIL: ELINDER@SKYWARD.COM

CONSTRUCTION: TILLMAN INFRASTRUCTURE
1505 LAKEMAN DR., SUITE 2850
LEWISVILLE, TX 75097
CHARLIE BOOTH
CBOOTH@TILLMANINFRASTRUCTURE.COM
PHONE: (314) 913-0151

A/E FIRM: ASSOCIATED ENGINEERING, INC.
2708 NORTH MAIN STREET
ELKHORN, NE 68032
TOM MEDA
PHONE: (402) 386-5040
TOMED@A-E-INC.COM

INDEX OF DRAWINGS

SHEET	DESCRIPTION
T-1	TITLE SHEET
Z-1	OVERALL SITE VIEW W/ AERIAL MAP
Z-2	OVERALL SITE PLAN
Z-3	PLANNED SITE PLAN
Z-4	PROPOSED LANDSCAPING
Z-5	PROPOSED TOWER ELEVATION

SERVICE NOTE

RFD'S GENERAL INFORMATION

RFD'S NAME: TBD
RFD'S ADDRESS: TBD
RFD'S DATE: TBD
RFD'S NO.: TBD
RFD'S CARRIER: TBD

DO NOT SCALE DRAWINGS

THESE DOCUMENTS ARE DRAWN TO SCALE FOR 2023A SITE SHEET. DOCUMENTS PRINTED IN 11X17 SIZE SHEET ARE REDUCED TO HALF THE ORIGINAL SCALE. SUBMITTANTS SHALL VERIFY ALL PLANS & DISTINGUISH DIMENSIONS & CONDITIONS ON THE JOB SITE & SHALL IMMEDIATELY NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK OR BE RESPONSIBLE FOR SAME. THESE SITE PLANS SHALL ADHERE TO ALL OF THE REQUIREMENTS CALLED OUT IN THE JURISDICTION PLANNING AND ZONING FOR ANTENNAS AND SUPPORT STRUCTURES, WHERE SITE IS LOCATED.

SECTION RECORD

REVISION	DATE	DESCRIPTION	BY
A	05/03/24	2024B00000018000	AM
A	05/03/24	2024B00000018000	AM

PROFESSIONAL STAMP



ENGINEER

TOM MEDA
TOMMEDA@A-E-INC.COM
10458
STATE OF KANSAS
EXPIRATION DATE: 12/31/2026

SHEET TITLE

TITLE SHEET

SHEET NUMBER

T-1

SKYWARD

ASSOCIATED ENGINEERING, INC.
A/E INC. Project # 6360

DAVID A & EL DORADO KS
TI-06173

TI-OPP-37528
FA# 16753960

1590 SW BOYER RD,
EL DORADO CITY, KS 67042
BUTLER COUNTY

PARCEL ID:
212090000018000

CANDIDATE: A



PROJECT SUMMARY

SITE ADDRESS: 1590 SW BOYER RD
EL DORADO CITY, KS 67042

LATITUDE (NAD 83): N 37.799719° (N 37° 47' 58.89")
LONGITUDE (NAD 83): W 96.897500° (W 96° 53' 51.00")
GROUND ELEVATION: 1356.00' NAVD '88

AURISDICTION: BUTLER COUNTY

AURISDICTION CONTACT: 30011 RICHARD CITY ENGINEER
528 N WINE ST., EL DORADO, KS 67042
(316) 321-8100

ZONING: A-R

PARCEL/TAX ID NUMBER: 212090000018000

PARCEL OWNER: DAVID A. RUSH AND KARYL L. RUSH
1590 SW BOYER RD.
EL DORADO CITY, KS 67042

TOWER OWNER: TILLMAN INFRASTRUCTURE

STRUCTURE TYPE: MONOPOL
100'-0" (A/L)




SITE ID: TI-OPP-37632-A
FA# 16753960 / IWM #: xxxxxx
SITE NAME: DAVID A & EL DORADO KS TI-06173
ADDRESS: 1590 SW BOYER RD
EL DORADO, KS 67042
BUTLER COUNTY

AT&T SIGNATURES

VICINITY MAP



NOT TO SCALE

LOCATION MAP



NOT TO SCALE

PROJECT DIRECTORY

TOWER OWNER: TILLMAN INFRASTRUCTURE
1505 LAKEMAN DR., SUITE 2850
LEWISVILLE, TX 75097
CHARLIE BOOTH
CBOOTH@TILLMANINFRASTRUCTURE.COM
PHONE: (314) 913-0151

APPLICANT: SKYWARD LAND SERVICES
7081 WEST 133RD ST., SUITE 403
OVERLAND PARK, KS 66213
PATRICK LINDER
PHONE: (913) 826-4440
EMAIL: ELINDER@SKYWARD.COM

CONSTRUCTION: TILLMAN INFRASTRUCTURE
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A/E FIRM: ASSOCIATED ENGINEERING, INC.
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TOM MEDA
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SERVICE NOTE

RFD'S GENERAL INFORMATION

RFD'S NAME: TBD
RFD'S ADDRESS: TBD
RFD'S DATE: TBD
RFD'S NO.: TBD
RFD'S CARRIER: TBD

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SECTION RECORD

REVISION	DATE	DESCRIPTION	BY
A	05/03/24	2024B00000018000	AM
A	05/03/24	2024B00000018000	AM

PROFESSIONAL STAMP



ENGINEER

TOM MEDA
TOMMEDA@A-E-INC.COM
10458
STATE OF KANSAS
EXPIRATION DATE: 12/31/2026

SHEET TITLE

OVERALL SITE PLAN W/ AERIAL MAP

SHEET NUMBER

ZD-1

SKYWARD

ASSOCIATED ENGINEERING, INC.
A/E INC. Project # 6360

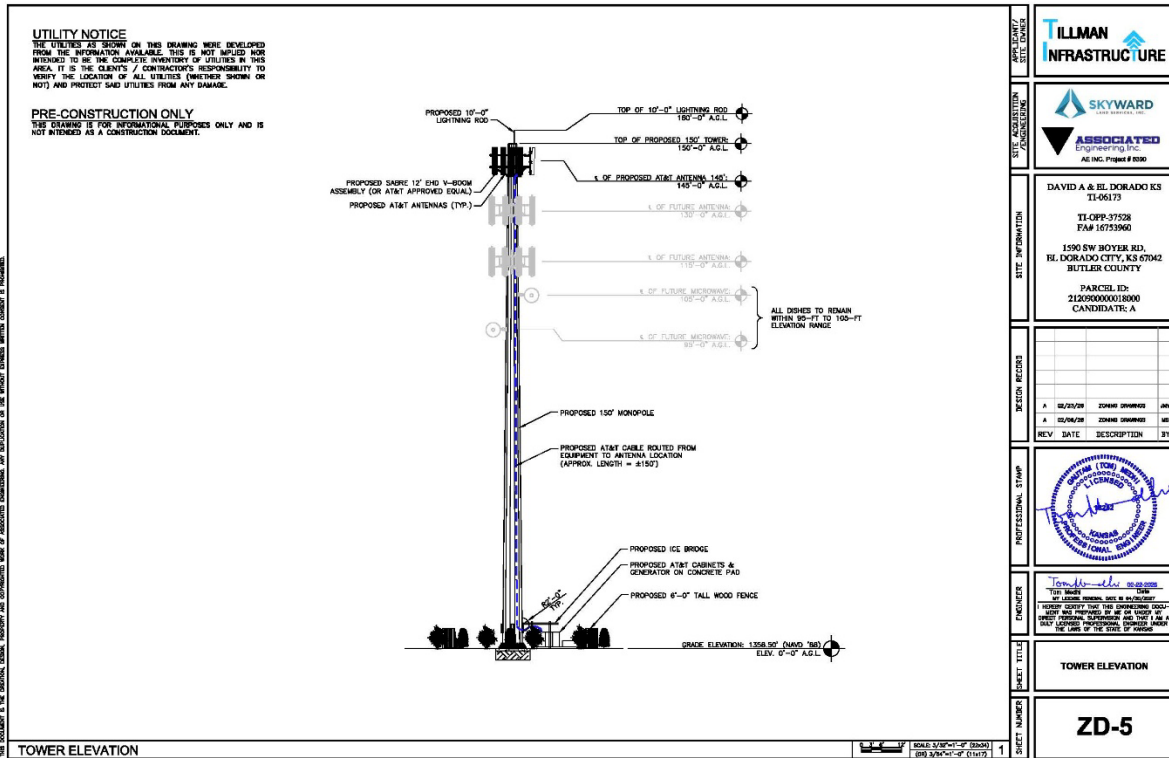
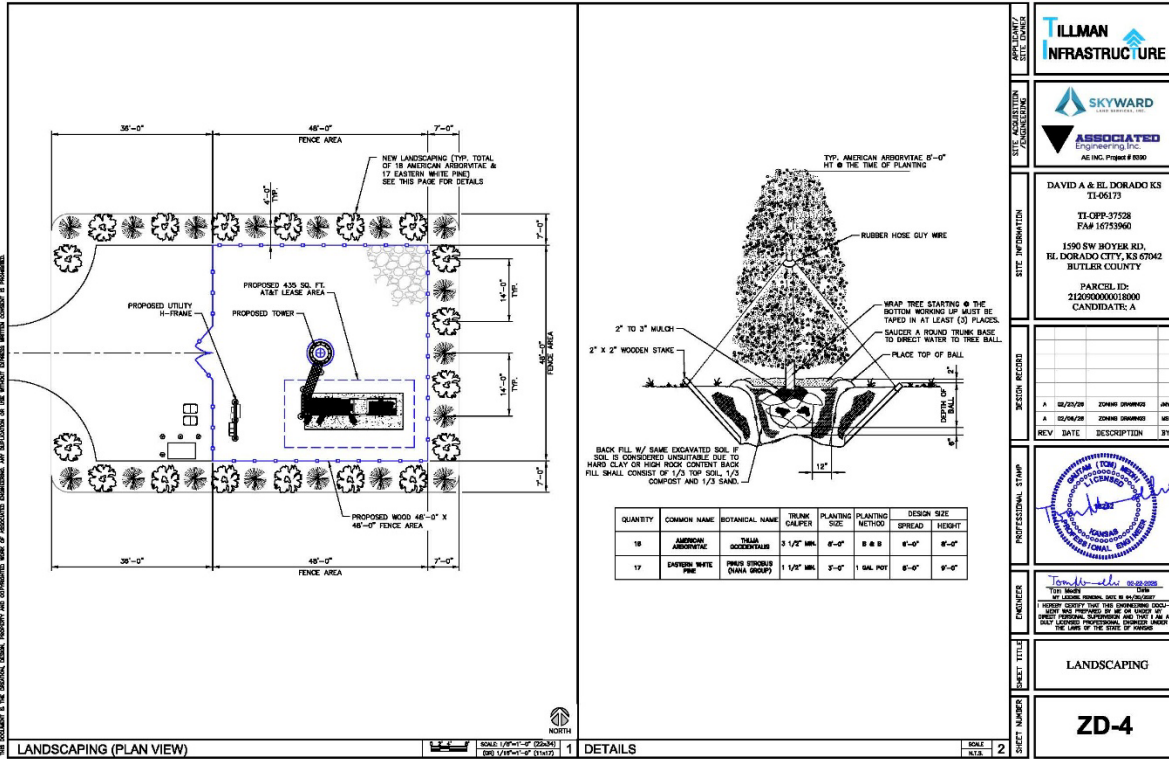
DAVID A & EL DORADO KS
TI-06173

TI-OPP-37528
FA# 16753960

1590 SW BOYER RD,
EL DORADO CITY, KS 67042
BUTLER COUNTY

PARCEL ID:
212090000018000

CANDIDATE: A



June 15, 2026
Joe Pisano
Tillman Infrastructure, LLC

RE: Proposed 150' Sabre Monopole for TI-OPP-37528, KS

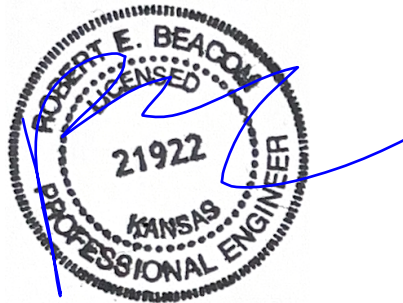
Dear Joe,

Upon receipt of order, we propose to design and supply the above-referenced monopole for a Basic Wind Speed of 110 mph without ice and 40 mph + 1.5" ice, Risk Category II, Exposure Category C, and Topographic Category 1, in accordance with the Telecommunications Industry Association Standard ANSI/TIA-222-H, "Structural Standards for Steel Antenna Towers and Antenna-Supporting Structures".

When designed according to this standard, the wind pressures and steel strength capacities include several safety factors, resulting in an overall minimum safety factor of 25%. Therefore, it is highly unlikely that the monopole will fail structurally in a wind event where the design wind speed is exceeded within the range of the built-in safety factors.

Should the wind speed increase beyond the capacity of the built-in safety factors, to the point of failure of one or more structural elements, the most likely location of the failure would be within the monopole shaft, above the base plate. Assuming that the wind pressure profile is similar to that used to design the monopole, the monopole will buckle at the location of the highest combined stress ratio within the monopole shaft. This is likely to result in the portion of the monopole above leaning over and remaining in a permanently deformed condition. This would effectively result in a fall radius of 25' at ground level. *Please note that this letter only applies to the above-referenced monopole designed and manufactured by Sabre Industries.*

Sincerely,



06/15/2026

sabre

Sabre Industries, Inc.

7101 Southbridge Drive
Sioux City, IA 51111



June 11, 2026

Planning & Zoning
El Dorado City Hall
220 E. 1st St.
Commission Room
El Dorado, KS 67042

RE: Special Use Permit Application to erect a new 150ft monopole communication tower

Address: 1590 SW Boyer Rd, El Dorado, KS

Applicant: Tillman Infrastructure

Dear Members of the El Dorado Planning Commission,

It has come to our attention that Tillman Infrastructure is proposing the development of a new telecommunications facility located approximately 900 ft from an existing 150ft monopole telecommunications tower owned and operated by American Tower. Our facility is situated on a nearby parcel identified with the address of 1782 SW Boyer Rd, El Dorado, KS 67042.

This letter serves to formally notify the El Dorado Planning Commission that American Tower is prepared to collaborate with Tillman Infrastructure to identify a viable alternative solution, as a suitable facility currently exists within less than a half (1/2) mile from the newly proposed site.

American Tower remains committed to fostering cooperation and exploring feasible solutions that meet the needs of all parties to further minimize unnecessary infrastructure duplication.

Should you require additional information or wish to discuss this matter further, please do not hesitate to contact me via email at janicy.canales@americantower.com or by phone at 781-926-4556.

Sincerely,


Janicy Canales (she/her/hers)
Attorney
American Tower Corporation

PLANNING COMMISSION MEMORANDUM

TO: Planning Commission
CC:
FROM: Scott Rickard
RE: 229 N Washington

Scribner Rentals and R.I.S.E. – Refuge in the Storm El Dorado have submitted two related land-use applications for the property at 229 N. Washington:

1. **Case No. 26-04-REZ:** Rezone the property from R-2 Residential Medium-Density District to R-3 Multiple Family Dwelling District.
2. **Case No. 26-04-SUP:** Approve a Special Use Permit to operate a transitional housing facility.

The property is located at the southwest corner of North Washington Street and West Second Avenue. The zoning map shows R-3 zoning directly east of the property across Washington Street. The property is otherwise surrounded primarily by R-1 zoning to the north, west, and south, with commercial and institutional uses located nearby toward Central Avenue.

The property contains a two-story residential structure constructed in approximately 1875, a detached garage, alley access, and a limited parking area. The home was previously rezoned from R-1 to R-2 to permit its conversion into a duplex. The structure currently contains two separate living units, with one unit on the main floor and one unit on the upper floor.

A variance was also previously granted to reduce the off-street parking requirements associated with the duplex use. That variance was considered specifically in connection with the two-family residential use. It does not establish that the property has adequate parking for a transitional housing facility involving shelter guests, resident caretakers, employees, volunteers, client appointments, meal service, resource-center activities, and other operational traffic. Parking for the proposed use must therefore be separately evaluated through the Special Use Permit process.

Prior to the scheduled public hearing, the City received a complaint concerning possible R.I.S.E. activity at the property. The information included posted operating hours, advertised meal service, an organizational sign, and public-facing materials identifying 229 N. Washington as an active R.I.S.E. location.

On July 8, 2026, the City notified R.I.S.E. that the existing R-2 zoning allowed the property to be used as a single-family or two-family dwelling but did not authorize transitional housing, shelter operations, a resource center, public meal service, client intake, nonprofit office operations, or similar activities. R.I.S.E. was directed to cease the non-permitted use, remove the sign, and correct public-facing information while the applications were pending. R.I.S.E. subsequently responded in writing that it would cease the activity pending the outcome of the zoning process.

The filing of the rezoning and Special Use Permit applications does not authorize the proposed operation to begin. If approved, the use may not begin until the rezoning and Special Use Permit are effective, all conditions have been met, the required remodeling and code reviews have been completed, and a Certificate of Occupancy has been issued.

Rezoning Request – R-2 to R-3

In accordance with Article 13 of the El Dorado Zoning Regulations, the Planning Commission should consider the following factors when reviewing the zoning map amendment.

1. Character of the Neighborhood

The area includes a mixture of residential densities and nearby institutional and commercial uses. R-1 zoning predominates west of Washington Street, while an established area of R-3 zoning is located directly east of the subject property.

The subject property is positioned along the edge of these zoning patterns. R-3 zoning would extend the existing higher-density residential classification across Washington Street to one corner property

rather than introduce an isolated district into the interior of a single-family block.

The structure would retain its exterior residential appearance. The principal neighborhood compatibility issue is therefore not the appearance or size of the building but the intensity and manner of the proposed operation, including the number of occupants, hours, traffic, parking, client visits, meal service, staffing, and evening or overnight activity. Those issues can be more directly addressed through conditions on the Special Use Permit.

2. Consistency with the Comprehensive Plan

The Future Land Use Map identifies the area as Neighborhood Mixed Use. This designation supports a mixture of residential building types and limited neighborhood-serving uses where they are appropriately located and designed to remain compatible with surrounding residential properties.

The requested R-3 zoning is generally consistent with the mixed-use designation and the existing R-3 zoning directly east of the property. The rezoning would also recognize the property's location near Central Avenue, churches, institutional uses, and community services.

The Comprehensive Plan designation does not automatically establish that every R-3 use is appropriate at the property. The intensity of the transitional housing operation must still be evaluated through the Special Use Permit standards.

3. Adequacy of Public Utilities and Services

The property has access to municipal water, sanitary sewer, refuse collection, police protection, fire protection, electricity, and gas.

No major public utility extension is anticipated. However, the applicant must demonstrate that the existing water, sewer, electrical, plumbing, mechanical, and fire-protection systems are adequate for the final occupancy classification and occupant load.

The existing residential utility systems should not be assumed to be adequate for a shelter and resource-center operation until the proposed plans have been reviewed.

4. Suitability of the Property's Current Zoning

The current R-2 zoning allows the property to continue as a single-family or two-family residence. It does not allow transitional housing.

The existing zoning remains suitable for the duplex use previously approved. However, it is not suitable for the use now proposed by R.I.S.E. Appendix A of the Zoning Regulations identifies transitional housing as a Special Use in the R-3 district but not as an allowed use in R-2.

The request is therefore not merely an expansion of the approved duplex use. It is a change to a separate land-use category requiring both rezoning and Special Use Permit approval.

5. Length of Time as Zoned

The structure has been used as residential property since its construction. The property was rezoned from R-1 to R-2 in 2025 to allow its conversion into a duplex.

The relatively recent R-2 rezoning does not prevent further consideration of the property, but it demonstrates that the original approval and parking variance were based on a considerably less intensive two-family residential use.

6. Compatibility of the Proposed Zoning with Nearby Properties

R-3 zoning exists directly across North Washington Street. The requested zoning would therefore be adjacent to an established R-3 district and would provide a transition between that district and the lower-density residential area to the west.

The compatibility of the R-3 classification is separate from the compatibility of the proposed R.I.S.E. operation. Approval of the rezoning would permanently allow other uses permitted in R-3, even if R.I.S.E. later discontinues its operation.

7. Potential Detrimental Effects on Nearby Properties

The zoning classification itself is not expected to create an immediate physical impact because no building expansion is currently proposed.

Potential impacts associated with the proposed use include:

- Increased vehicle activity;
- Employee and volunteer parking;

- Client arrivals and departures;
- Evening and overnight activity;
- Outdoor waiting or congregation;
- Meal preparation and delivery;
- Noise and lighting;
- Property maintenance;
- Calls for police, fire, or emergency medical assistance; and
- A greater number of persons using the property than under the duplex use.

These impacts can be reduced through clear limitations on capacity, hours, staffing, parking, admissions, outdoor activities, security, and property maintenance.

8. Relative Loss or Gain

The public gain would include the availability of emergency shelter, housing-stabilization assistance, case management, and connections to permanent housing and employment resources.

The potential loss would be increased activity on a property located immediately next to lower-density residential homes. Approval without detailed operating conditions could leave uncertainty regarding occupancy, hours, parking, shelter operations, meal service, and client access.

Approval of the rezoning together with a detailed and enforceable Special Use Permit would provide a method of recognizing the public benefit while establishing limits intended to protect surrounding properties.

Special Use Request – Transitional Housing

City Definition of Transitional Housing

Article 3 of the El Dorado Zoning Regulations defines Transitional Housing as:

“A facility, occupied by not more than 30 residents, with staff members as needed, which provides transitional housing for the purpose of facilitating the movement of homeless individuals and families to permanent housing, and which may also include providing ancillary services such as employment counseling, vocational training, dining and food preparation, and individual or group behavioral health interventions.”

This definition establishes several important parts of the proposed use.

First, the principal purpose must be to assist homeless individuals and families in moving toward permanent housing. The property is not approved simply as a general office, public resource center, meal-distribution location, or unrestricted drop-in facility. Those activities may occur only when they remain connected and subordinate to the approved transitional housing program.

Second, the zoning definition establishes an absolute maximum of 30 residents. This is a zoning limit and does not guarantee that the building can lawfully accommodate 30 residents. The actual allowable occupancy may be substantially lower after the Building Official, Fire Department, design professional, and Kansas State Fire Marshal determine the applicable occupancy classification, occupant load, sleeping-area limitations, exits, plumbing fixtures, accessibility, fire alarms, sprinkler requirements, and other life-safety requirements.

Third, staff members are allowed as needed to operate the facility. Employees, volunteers, resident caretakers, visitors, and resource-center clients are not automatically included within the 30-resident zoning limit, but all persons inside the building count toward the applicable building and fire-code occupant load.

Fourth, dining, food preparation, employment assistance, referrals, case management, and behavioral-health support may be provided as ancillary services. The approval would not authorize the property to operate as a standalone restaurant, public food-distribution site, medical facility, inpatient behavioral-health facility, detoxification center, correctional placement facility, or other materially different use.

Article 6, Section 24 further provides that only one transitional home is allowed in each zoning district, requires a Management Plan, and prohibits transitional housing within the El Dorado Business Park. Meaning if approved this location would be the only allowed transitional housing facility within the R-3

zoning designation in the City.

Proposed R.I.S.E. Operation

R.I.S.E.'s Management and Operations Plan identifies the following proposed activities:

- Seasonal emergency shelter services;
- Resource-center activities;
- Housing-stabilization assistance;
- Case management;
- Employment assistance;
- Community-resource referrals;
- Meal preparation and service;
- Administrative offices; and
- Resident-caretaker oversight.

The Site Utilization Plan on pages 7 and 8 assigns shelter sleeping areas, resource-center activities, meals, case management, common areas, and restroom facilities to the main floor. Separate areas are proposed for male guests, female guests, and families when appropriate.

The upper floor would be used for administrative offices, program administration, case-management meetings, recordkeeping, storage, and quarters for no more than two unrelated resident caretakers.

The Management Plan specifically states that shelter guests will not be housed overnight on the upper floor.

The Occupancy Plan on page 9 does not propose a specific number of overnight guests. Instead, it states that maximum occupancy will be established by applicable fire-code requirements. This is the appropriate approach because occupancy cannot be determined through the zoning process alone.

Seasonal Shelter and Resource-Center Operations

For purposes of this Special Use Permit, the seasonal emergency shelter should be understood as a limited component of the overall transitional housing program.

The seasonal emergency shelter would provide temporary overnight accommodations through a managed admission process to individuals and families experiencing homelessness or exposure to dangerous weather. It would not authorize year-round overnight shelter, permanent residential tenancy, a hotel, boarding house, general lodging establishment, or an unrestricted public drop-in center.

The Management Plan proposes the following schedule on page 12:

Resource Center

- April 1 through October 31;
- Monday, Wednesday, and Thursday; and
- 11:00 a.m. to 4:00 p.m.

Seasonal Emergency Shelter

- November 1 through March 31;
- Seven days per week;
- Standard evening hours of 6:00 p.m. to 10:00 p.m.; and
- Expanded Wednesday and Thursday hours beginning at 2:00 p.m.

The plan also states that the facility may open earlier during severe winter weather and may provide overnight shelter during cold-weather periods. The proposed language does not clearly establish morning checkout time, the circumstances allowing continuous daytime occupancy, or the procedure for activating severe-weather operations. Those details should be clarified through Special Use Permit conditions and a final written operating schedule.

Managed Admissions and Waiting Areas

The Management Plan provides that potential guests may be referred by churches, community organizations, law enforcement, social-service agencies, hospitals, family members, or through self-referral.

Prior to admission, guests would complete an intake process that includes basic screening, identification verification when available, review of shelter policies, safety screening, a needs assessment, and resource and referral review.

The plan states that R.I.S.E. will not operate a first-come, first-served public line system. Guests would be encouraged to contact R.I.S.E. or a referral partner before arriving. When capacity has been reached, individuals may be referred to another agency, alternative lodging, or other available community resources.

The Congregation and Waiting Areas section on page 11 commits R.I.S.E. to discouraging loitering, outdoor congregation, and unnecessary waiting. Individuals generally would not be permitted to arrive more than 30 minutes before operating hours. R.I.S.E. also proposes managed admissions rather than unsupervised lines or an open-access, day-long gathering location.

Staffing, Security, and Guest Conduct

The Management Plan requires a minimum of two trained adults to be present whenever guests are onsite. Volunteers may assist with intake, meals, monitoring, recordkeeping, and guest support.

Security procedures identified in the plan include:

- Guest registration;
- Identification verification;
- Metal-detector and contraband screening;
- Secure medication procedures;
- Security-camera monitoring;
- Incident documentation; and
- Staff and volunteer supervision.

Firearms, weapons, illegal drugs, drug paraphernalia, and alcoholic beverages are prohibited.

Guests are expected to follow facility policies, respect staff and neighbors, maintain cleanliness, avoid disruptive conduct, participate in assigned cleaning responsibilities, and refrain from loitering. The plan provides for verbal and written warnings, suspension or loss of shelter privileges, and immediate removal for serious safety violations.

Parking

The Management Plan identifies two garage parking spaces and two driveway-apron spaces. It also references public street parking and possible coordination with the First Church of the Nazarene.

The four identified onsite spaces should remain available for parking and should not be displaced by storage or other activities. Public street parking should not be treated as guaranteed or reserved parking for the facility. Any reliance on church or other offsite parking should be supported by a written agreement identifying the number and location of spaces, the hours they are available, and the responsible parties.

The final parking plan must account for resident caretakers, employees, volunteers, service providers, visitors, and clients. The number of staff, volunteers, appointments, and visitors permitted at one time may need to be limited based on the parking that is actually available.

Special Use Permit Standards

Article 10 authorizes the City to place conditions on the establishment, location, construction, maintenance, and operation of a Special Use Permit when needed to protect the public interest and secure compliance with the Zoning Regulations.

A. Location and Size of the Proposed Use

The property is an existing residential lot containing a two-story home and detached garage. No building addition is proposed.

The physical scale of the property remains residential. The intensity of the proposed operation must therefore be controlled through occupant limits, operating hours, staffing, admissions, parking, and

restrictions on outdoor activities.

B. Municipal Services, Access, Traffic, and Parking

The property is accessible to police, fire, refuse collection, and emergency medical services.

Washington Street and Second Avenue provide public street access, and the garage is accessed from the alley.

The proposed operation may generate more traffic and parking demand than the approved duplex. A final parking, arrival, and drop-off plan is necessary before occupancy.

C. Utilities and Services

Municipal utilities are available. The applicant must demonstrate through the building-permit process that all utility and building systems are adequate for the approved occupancy.

D. Structures, Fencing, and Relation to Adjoining Properties

The existing home will retain its residential exterior appearance. R.I.S.E. proposes to replace the existing rear fence with a privacy fence to provide a more secure and screened outdoor area.

Any fence must comply with applicable height, sight-triangle, permit, and maintenance requirements.

Lighting and security cameras must be arranged to avoid unnecessary glare or intrusion onto neighboring properties.

E. Yards, Open Space, and Signs

No expansion into required yards is proposed. All signs must receive required City approval. The Special Use Permit would not authorize temporary, portable, electronic, or off-premises signs that do not otherwise comply with the Sign Regulations.

F. Compatibility and Community Welfare

The proposed operation would provide a community service but is more intensive than a duplex.

Compatibility depends upon the operator following the approved Management Plan and the City imposing enforceable conditions addressing capacity, hours, staffing, parking, safety, outdoor activity, property maintenance, and neighborhood concerns.

Building, Fire, and Occupancy Review

The zoning designation of R-3 Multiple Family Dwelling District is not the same as a Group R-3 occupancy classification under the International Building Code. The final building occupancy classification is a separate technical determination based on the actual operation, sleeping arrangements, level of supervision, length of stay, floor plan, and services provided.

The proposed conversion from a duplex to a shelter, resource center, office, meal-service area, and caretaker residence constitutes a change in use and potentially a change in occupancy. Before remodeling or operation, the applicant should submit a code footprint and construction plans prepared by a Kansas-licensed design professional.

Kansas fire-prevention regulations require a code footprint for a change in occupancy or building renovation, subject to applicable exceptions. Whether the project must be formally submitted to the Kansas State Fire Marshal will depend upon the final occupancy classification and project scope. The applicant should therefore provide either written State Fire Marshal approval or written confirmation that formal State review is not required.

No operation may begin until the required work is completed and the City issues a Certificate of Occupancy establishing the approved occupancy classification and maximum occupant load.

Recommended Conditions of Approval

Staff recommends that any approval of Case No. 26-04-SUP be subject to the following conditions:

1. Effective Date

No transitional housing, shelter, resource-center, client-intake, meal-service, office, or other R.I.S.E. operation may begin until:

- The R-3 rezoning and Special Use Permit are finally approved and effective;
- Any required ordinance or resolution has been published;
- All required permits and approvals have been issued;
- Required remodeling and safety improvements have been completed; and
- A Certificate of Occupancy has been issued.

2. Incorporation of Management Plan

The R.I.S.E. Management and Operations Plan dated July 23, 2026, including its site plan and Shelter Policies and Procedures Manual, shall be incorporated into and made a condition of the Special Use Permit.

The facility shall be operated substantially in accordance with that plan. If the Management Plan conflicts with a specific Special Use Permit condition, the Special Use Permit condition shall control. R.I.S.E. may not revise the approved plan in a way that changes capacity, hours, staffing, floor use, parking, admissions, services, or neighborhood impacts without prior City approval.

3. Approved Operator

The Special Use Permit shall be issued specifically to R.I.S.E. – Refuge in the Storm El Dorado for the operation described in the approved Management Plan.

Consistent with Article 10, a Special Use Permit in a residential district shall not automatically transfer to another owner or operator.

4. Scope of Transitional Housing Approval

The approval shall be limited to transitional housing intended to assist homeless individuals and families in moving toward permanent housing.

Authorized ancillary activities may include:

- Seasonal emergency shelter;
- Housing stabilization;
- Case management;
- Employment assistance;
- Community-resource referrals;
- Meal preparation and service for program participants;
- Administrative functions; and
- Resident-caretaker oversight.

The approval does not authorize:

- A general public meal-distribution site;
- An unrestricted public drop-in center;
- A hotel or boarding house;
- Permanent residential tenancy for shelter guests;
- Medical detoxification;
- Inpatient medical or behavioral-health treatment;
- Correctional or court-ordered placement;
- A public event venue; or
- Any other materially different use.

5. Definition of Seasonal Emergency Shelter

For purposes of this Special Use Permit, “Seasonal Emergency Shelter” means short-term, program-based overnight shelter provided through a managed admission process between November 1 and March 31 to individuals and families experiencing homelessness or exposure to unsafe weather conditions.

The seasonal shelter is an ancillary component of the transitional housing operation and does not authorize year-round overnight shelter.

Overnight shelter outside the approved season shall be prohibited unless temporarily authorized in writing by the City in response to a declared emergency or unusual severe-weather event.

6. Resource-Center Hours

From April 1 through October 31, public resource-center and client-service operations shall be limited to:

- Monday, Wednesday, and Thursday; and
- 11:00 a.m. to 4:00 p.m.

No shelter guests may remain overnight during this period unless specifically authorized under the emergency provision of the Special Use Permit.

7. Seasonal Shelter Hours

From November 1 through March 31:

- Shelter intake and evening services may occur seven days per week from 6:00 p.m. to 10:00 p.m.
- On Wednesday and Thursday, resource-center and client-service activities may begin at 2:00 p.m.
- After 10:00 p.m., only admitted overnight guests, on-duty staff, approved volunteers, emergency responders, and resident caretakers may remain onsite.
- Normal morning checkout shall occur no later than 8:00 a.m., unless an approved severe-weather activation is in effect.

8. Severe-Weather Activation Plan

Before occupancy, R.I.S.E. shall submit a written severe-weather activation plan for approval by the Zoning Administrator, Building Official, Fire Department, and Emergency Management, as applicable. The plan shall establish:

- Objective weather or emergency activation criteria;
- Who is authorized to activate extended operations;
- Extended opening and closing hours;
- Staffing requirements;
- Notification procedures;
- Meal and supply provisions;
- Maximum occupancy;
- Transportation and overflow procedures; and
- Procedures for ending the activation.

When reasonably possible, R.I.S.E. shall notify designated City contacts before beginning extended or continuous severe-weather operations.

9. Administrative Office Hours

Routine administrative work may occur outside public resource-center hours between 8:00 a.m. and 5:00 p.m., Monday through Friday.

Public client intake, meal distribution, group programming, and other public-facing activities may occur only during the approved resource-center or shelter hours.

10. Managed Admissions

Admissions shall be conducted through the managed intake and referral process described in the Management Plan.

The facility shall not operate as an unrestricted walk-in or first-come, first-served shelter line. Guests shall not be instructed or encouraged to wait on sidewalks, streets, alleys, neighboring properties, or other public areas.

Except during an emergency, persons seeking services shall not arrive more than 30 minutes before the applicable opening time.

11. No Outdoor Waiting or Congregation

R.I.S.E. shall actively prevent:

- Outdoor waiting lines;

- Unsupervised congregation;
- Loitering;
- Blocking of sidewalks, streets, or alleys;
- Outdoor sleeping; and
- Use of neighboring property without permission.

Outdoor meal distribution, outdoor programming, or public gatherings are prohibited unless separately approved by the City.

12. Occupancy Limit

The maximum overnight shelter occupancy shall be the lowest number established by:

- The Certificate of Occupancy;
- The approved code footprint;
- The fire-code occupant-load calculation;
- The approved sleeping-area plan; or
- The zoning maximum of 30 residents.

The approved maximum occupant load shall be posted in a visible location and shall not be exceeded.

13. Temporary and Program-Based Stays

Shelter stays shall be temporary and connected to the approved transitional housing and housing-stabilization program.

Before occupancy, R.I.S.E. shall submit a written length-of-stay and discharge policy. No shelter guest may establish a permanent dwelling unit or tenancy at the property.

This condition does not apply to the two approved resident caretakers.

14. Main-Floor Use

Shelter sleeping areas, meals, resource-center activities, common areas, and guest services shall be limited to approved areas on the main floor.

Sleeping locations, beds, cots, partitions, furniture, and storage shall be maintained in accordance with the approved floor plan and shall not obstruct exits, corridors, doors, fire-protection equipment, or required accessible routes.

15. Upper-Floor Use

The upper floor may be used only for:

- Administrative offices;
- Program administration;
- Case-management meetings;
- Recordkeeping;
- Storage approved by the Building and Fire Officials; and
- Residential quarters for no more than two unrelated resident caretakers.

No shelter guest may be housed or permitted to sleep overnight on the upper floor.

16. Resident Caretakers

No more than two unrelated resident caretakers may reside at the property.

Resident caretakers shall not be counted as shelter guests and shall have duties involving property oversight, security, maintenance monitoring, and reporting of repair or safety concerns.

The caretaker quarters must be approved under the final building occupancy classification.

17. Minimum Staffing

At least two trained adults shall be physically present whenever shelter guests or resource-center clients are onsite.

During overnight shelter operations:

- At least one trained adult shall remain awake and actively on duty; and
- A second trained adult shall remain onsite and immediately available.

Resident caretakers may be counted toward the staffing requirement only when they have completed the required training and are assigned to an active duty shift.

18. Staff and Volunteer Training

Before working without direct supervision, staff and volunteers shall receive training appropriate to their assigned duties, including:

- Emergency and evacuation procedures;
- Fire-extinguisher and alarm procedures;
- Guest intake;
- De-escalation;
- Incident reporting;
- Medication procedures;
- Prohibited items;
- Severe-weather operations;
- Child and family safety; and
- The Good Neighbor Policy.

Training records shall be maintained and made available to the City upon reasonable request.

19. Responsible Facility Manager

R.I.S.E. shall designate a facility manager responsible for daily compliance with the Special Use Permit and Management Plan.

The City shall be provided with:

- The manager's name;
- A primary telephone number;
- An after-hours emergency number; and
- A backup contact.

Contact information shall be updated within five business days of any change.

20. Minors and Families

Minor children may be admitted only when accompanied by a parent, legal guardian, or other adult legally responsible for the child, unless R.I.S.E. obtains all separate licenses and approvals required to serve unaccompanied minors.

Families shall be provided with an approved sleeping arrangement that offers reasonable privacy and separation from unrelated adult guests.

21. Safety and Security Program

R.I.S.E. shall implement the security measures contained in the Management Plan, including:

- Guest registration;
- Intake and safety screening;
- Identification verification when available;
- Contraband screening;
- Security-camera monitoring;
- Secure medication procedures;
- Incident documentation; and
- Staff and volunteer supervision.

Firearms, weapons, illegal drugs, drug paraphernalia, and alcoholic beverages shall be prohibited.

22. Emergency Plan

Before occupancy, R.I.S.E. shall submit an emergency operations and evacuation plan approved by the Fire Department, Police Department, and Building Official.

The plan shall address:

- Fire and evacuation;
- Severe weather;
- Medical emergencies;
- Violent or threatening conduct;
- Missing children or vulnerable guests;
- Utility outages;
- Shelter-in-place procedures;
- Emergency contacts; and
- Transportation or relocation when the building cannot be occupied.

Required evacuation drills shall be conducted and documented.

23. Incident and Occupancy Records

R.I.S.E. shall maintain non-confidential compliance records that include:

- Daily operating hours;
- Nightly occupancy;
- Staff and volunteer coverage;
- Safety or behavioral incidents;
- Emergency-service calls;
- Guest removals;
- Neighborhood complaints; and
- Corrective actions taken.

Records shall be retained for at least two years and provided to the City upon reasonable request, subject to applicable confidentiality requirements.

24. Good Neighbor Policy

R.I.S.E. shall enforce the Good Neighbor Policy contained in the Management Plan, including:

- Maintaining a clean property;
- Monitoring guest conduct;
- Preventing loitering;
- Responding promptly to complaints;
- Cooperating with City staff and law enforcement;
- Controlling arrival times; and
- Preventing outdoor waiting lines.

A neighborhood complaint contact shall be maintained throughout the operation.

25. Meal Service

Meal preparation and service shall remain ancillary to the transitional housing and resource-center programs.

Meals may be served only to admitted shelter guests, participating clients, staff, and volunteers during approved operating hours.

The Special Use Permit does not authorize general public meal distribution from the property. All required food-handling, kitchen, health, fire, and other regulatory approvals must be obtained before meal service begins.

26. Parking Plan

Before occupancy, R.I.S.E. shall submit a final parking plan identifying parking for:

- Resident caretakers;
- Employees;
- Volunteers;
- Service providers;
- Visitors; and
- Clients.

The plan shall also identify the maximum number of employees, volunteers, appointments, and visitors permitted onsite at one time.

27. Onsite Parking Availability

The two garage spaces and two driveway spaces identified in the Management Plan shall remain available for vehicle parking during operating hours.

The garage may not be converted to program space or used for storage in a manner that prevents the required vehicles from parking inside.

28. Shared or Offsite Parking

Any reliance on parking owned by a church or other third party shall require a written shared-parking agreement acceptable to the City.

The agreement shall identify:

- The location and number of spaces;
- The hours and days available;
- The term of the agreement;
- Maintenance responsibilities; and
- Procedures if the agreement terminates.

Termination of required shared parking may require a reduction in facility operations or an amendment to the Special Use Permit.

29. Arrival and Drop-Off Plan

R.I.S.E. shall establish a designated arrival, pickup, delivery, and drop-off procedure that does not block Washington Street, Second Avenue, the alley, neighboring driveways, or pedestrian routes. Vehicles shall not be permitted to idle for extended periods near neighboring residences.

30. Fencing and Outdoor Area

Before shelter operations begin, R.I.S.E. shall install or repair the rear-yard privacy fence shown in the Management Plan, subject to required permits and zoning approval.

The fenced area shall not be used for overnight sleeping, public programming, public meal distribution, or unsupervised congregation.

31. Property Maintenance

R.I.S.E. shall maintain the building, yard, garage, fencing, parking area, and alley access in a clean and safe condition.

Trash, donated materials, bedding, personal belongings, food, and program supplies shall be stored inside approved areas and shall not accumulate outdoors.

Donation deliveries shall be scheduled and managed to avoid outdoor storage or obstruction of parking and access.

32. Lighting, Cameras, and Noise

Exterior lighting shall be directed and shielded to minimize glare onto neighboring properties.

Security cameras shall be positioned for legitimate property and safety monitoring and shall not be directed into the private living areas of neighboring residences.

Outdoor amplified sound and unnecessary nighttime noise are prohibited.

33. Signs

All signs shall comply with the City Sign Regulations and obtain required permits.

No sign identifying the property as an active R.I.S.E. operating location may be installed until the zoning approvals are effective and a Certificate of Occupancy has been issued.

34. Building and Remodeling Plans

Before remodeling begins, the applicant shall submit complete plans prepared by the appropriate Kansas-licensed design professionals.

The plans shall identify:

- Proposed occupancy classification;
- Occupant loads;
- Sleeping areas;
- Floor uses;
- Exit routes;
- Accessibility;
- Fire alarms and sprinkler systems;
- Emergency lighting;
- Plumbing fixtures;
- Kitchen and meal-service areas;
- Mechanical and electrical systems; and
- All proposed construction.

35. Code Footprint and State Fire Marshal

A code footprint shall be prepared by a Kansas-licensed design professional and submitted to the City.

Before occupancy, the applicant shall provide either:

- Written approval from the Kansas State Fire Marshal; or
- Written confirmation from the State Fire Marshal or qualified code authority that formal State submission is not required.

36. Certificate of Occupancy

No shelter guest, resource-center client, employee, volunteer, or resident caretaker may occupy the property for the approved use until a Certificate of Occupancy has been issued.

The facility shall thereafter remain in compliance with the approved occupancy classification, occupant load, floor plan, and all building and fire-code requirements.

37. Inspections

The applicant shall allow inspections by the Building Official, Fire Department, Zoning Administrator, and other authorized agencies.

Required fire, building, food-service, and life-safety inspections shall remain current throughout the operation.

38. Annual Management Plan Update

R.I.S.E. shall submit an updated Management and Operations Plan to the Zoning Administrator by October 1 of each year.

The update shall identify:

- Current leadership and contacts;
- Proposed seasonal operating schedule;
- Maximum approved capacity;
- Staffing plan;
- Parking arrangements;
- Training status;

- Any changes in services; and
- Any requested revisions to the approved operation.

39. Compliance Review

City staff shall conduct a compliance review approximately six months after operations begin and annually thereafter.

R.I.S.E. shall provide an aggregate report identifying:

- Dates the shelter and resource center operated;
- Average and maximum occupancy;
- Number of severe-weather activations;
- Significant incidents;
- Emergency-service calls;
- Neighborhood complaints;
- Corrective actions; and
- Changes in staffing or parking.

40. Material Changes

A material change in ownership, operator, floor use, occupancy, services, hours, staffing, parking, admissions, or the Management Plan shall be submitted to the Zoning Administrator before implementation.

The Zoning Administrator may determine that a material change requires an amendment to the Special Use Permit and an additional public hearing.

41. Violations and Enforcement

Failure to comply with the Special Use Permit, Management Plan, Certificate of Occupancy, approved plans, or applicable laws may result in enforcement action.

Repeated or substantial violations may constitute grounds for the City to initiate proceedings to suspend, revoke, amend, or terminate the Special Use Permit as permitted by law.

42. Sunset and Abandonment

The Special Use Permit shall be subject to the sunset and abandonment provisions of Article 10.

The permit may expire if the use is not timely established or if the approved operation ceases or is abandoned for more than 12 months, subject to the procedures contained in the Zoning Regulations.

Relationship Between Rezoning and Special Use Permit

The Special Use Permit is contingent upon approval and effectiveness of the R-3 rezoning. If the rezoning is denied, the Special Use Permit request becomes moot because transitional housing is not an allowed use in the existing R-2 district.

If the rezoning is approved but the Special Use Permit is denied, the property will remain zoned R-3 and may be used for other uses permitted in that district, but it may not be operated as transitional housing.

The rezoning is a permanent change to the zoning map. The Special Use Permit is a use-specific approval tied to R.I.S.E., the approved Management Plan, and the conditions established through this process.

Kansas law requires the rezoning to proceed through the public-hearing, Planning Commission recommendation, Governing Body action, and publication process. A qualifying protest petition filed within the statutory period may require a three-fourths vote of the Governing Body.

Staff Recommendation

Staff recommends approval of **Case No. 26-04-REZ**, rezoning 229 N. Washington from R-2 Residential Medium-Density District to R-3 Multiple Family Dwelling District, based on the property's location adjacent to existing R-3 zoning, the mixed residential character of the area, and the Neighborhood Mixed Use designation.

Staff further recommends approval of **Case No. 26-04-SUP** to allow R.I.S.E. – Refuge in the Storm EI

Dorado to operate a transitional housing facility, subject to all conditions contained in this memorandum.

The recommended conditions are intended to make the Management and Operations Plan enforceable, clearly define the approved seasonal shelter and resource-center operations, establish hours and occupancy limits, protect surrounding properties, and ensure that the building is not occupied until all building, fire, parking, and life-safety requirements have been satisfied.

Suggested Motions

Rezoning Motion – Approval

I move to recommend approval of Case No. 26-04-REZ, an application by Scribner Rentals to rezone 229 N. Washington from R-2 Residential Medium-Density District to R-3 Multiple Family Dwelling District, based on the findings contained in the staff report and the evidence presented at the public hearing.

Rezoning Motion – Denial

I move to recommend denial of Case No. 26-04-REZ, an application by Scribner Rentals to rezone 229 N. Washington from R-2 Residential Medium-Density District to R-3 Multiple Family Dwelling District, finding _____.

Special Use Permit Motion – Approval

I move to recommend approval of Case No. 26-04-SUP, allowing R.I.S.E. – Refuge in the Storm El Dorado to operate a transitional housing facility at 229 N. Washington, subject to the Management and Operations Plan dated July 23, 2026, the conditions contained in the staff report, and compliance with all applicable zoning, building, fire, life-safety, parking, licensing, and occupancy requirements.

Special Use Permit Motion – Denial

I move to recommend denial of Case No. 26-04-SUP, the request by R.I.S.E. – Refuge in the Storm El Dorado to operate a transitional housing facility at 229 N. Washington, finding

_____.

Legend

 Subject Property

 200' Buffer

Zoning 2026

Zone

 C-1

 C-2

 R-1

 R-2

 R-3



W 3RD AVE

W 2ND AVE

W 1ST AVE

N TAYLOR ST

N WASHINGTON ST

N STAR ST

SUBJECT PROPERTY

200' Buffer



R.I.S.E.

REFUGE IN THE STORM EL DORADO

SPECIAL USE PERMIT APPLICATION

MANAGEMENT & OPERATIONS PLAN

Property Address:

229 N. Washington Street
El Dorado, Kansas 67042

Submitted To:

City of El Dorado Planning Commission

Applicant:

R.I.S.E. – Refuge In The Storm El Dorado

Date:

July 23, 2026

TABLE OF CONTENTS

1. Executive Summary
 2. Transitional Housing Definition
 3. Applicant Information
 4. Mission and Vision
 5. Leadership
 6. Community Need
 7. Property Description
 8. Site Utilization Plan
 9. Resident Caretaker Program
 10. Occupancy Plan
 11. Resident Eligibility and Admission Process
 12. Hours of Operation
 13. Safety and Security Plan
 14. Staffing Plan
 15. Guest Responsibilities
 16. Corrective Action Process
 17. Good Neighbor Policy
 18. Parking Plan
 19. Case Management and Housing Stabilization
 20. Community Partners
 21. Public Benefits
 22. Commitment to Compliance
 23. Appendix A – Site Plan
 24. Appendix B – Shelter Policies and Procedures Manual
-

EXECUTIVE SUMMARY

R.I.S.E. (Refuge In The Storm El Dorado) respectfully requests approval of a Special Use Permit for operation of a Transitional Housing Facility, as defined by the City of El Dorado, at 229 North Washington Street.

The proposed use includes:

- Seasonal Emergency Shelter Services
- Day Resource Center Services
- Housing Stabilization Assistance
- Case Management
- Employment Assistance
- Community Resource Referrals
- Administrative Offices
- Resident Caretaker Oversight

The facility will provide supervised services to individuals and families experiencing homelessness and housing instability while maintaining compatibility with the surrounding neighborhood through written policies, active management, security procedures, and responsible stewardship of the property.

TRANSITIONAL HOUSING DEFINITION

City Definition

R.I.S.E. is applying for a Special Use Permit based upon the City of El Dorado's definition of **Transitional Housing** as established in **Article 3 – Rules and Definitions of the El Dorado Zoning Regulations**, which defines Transitional Housing as:

"A facility, occupied by not more than 30 residents, with staff members as needed, which provides transitional housing for the purpose of facilitating the movement of homeless individuals and families to permanent housing, and which may also include providing ancillary services such as employment counseling, vocational training, dining and food preparation, and individual or group behavioral health interventions."

Consistency with City Definition

The proposed operation at 229 N. Washington Street is intended to comply with the City's adopted definition and all applicable Special Use Permit requirements.

R.I.S.E. provides temporary shelter and supportive services designed to assist individuals and families experiencing homelessness or housing instability while working toward stable housing and self-sufficiency. Services may include:

- Housing stabilization assistance
- Case management
- Employment assistance
- Resource referrals
- Meal preparation and service
- Community partner coordination
- Behavioral health referrals
- Housing navigation and placement assistance

These services are consistent with the supportive and transitional functions identified within the City's definition of Transitional Housing.

R.I.S.E. respectfully relies upon the City's adopted definition and regulatory framework in submitting this application and intends to operate in accordance with all applicable zoning, building, fire, health, and safety requirements.

APPLICANT INFORMATION

Organization

R.I.S.E. – Refuge In The Storm El Dorado

501(c)(3) Nonprofit Organization

MISSION AND VISION

Mission Statement

Provide refuge for those in need.

Vision Statement

A Butler County where every individual and family has access to safe shelter, supportive resources, and a pathway to stable housing.

LEADERSHIP

Board President

Drew Wilson
Phone: 316-371-9500

Shelter Director

Hollie Jimenez
Phone: 316-807-2404

COMMUNITY NEED

Homelessness and housing instability affect individuals and families throughout Butler County.

Many individuals seeking assistance face:

- Affordable housing shortages
- Employment barriers
- Transportation challenges
- Financial hardship
- Family crises
- Behavioral health challenges

R.I.S.E. exists to provide immediate refuge during times of crisis while helping individuals and families work toward long-term housing stability and self-sufficiency.

PROPERTY DESCRIPTION

Property Address

229 N. Washington Street
El Dorado, Kansas 67042

The property includes:

- Existing two-story residential structure
- Detached garage
- Off-street parking
- Alley access
- Existing residential character

The location is centrally situated within the community and accessible to local services and resources.

The submitted site plan identifies the residence, garage, parking area, alley access, site dimensions, and surrounding zoning classifications. **See Appendix A**

SITE UTILIZATION PLAN

Main Floor Operations

The main floor will be utilized for:

- Seasonal emergency shelter services
- Resource center activities
- Community referrals
- Housing stabilization services
- Case management
- Meal preparation and service
- Common gathering areas
- Restroom facilities

Shelter Sleeping Areas

The property includes:

Male Sleeping Area

A designated sleeping area for male guests.

Female Sleeping Area

A designated sleeping area for female guests.

Each sleeping area has access to separate restroom facilities.

Family Accommodation Area

When appropriate, a separate living area may be designated for adults accompanied by children to provide additional privacy and safety.

Upper Floor Operations

The upper floor will be used exclusively for:

- Administrative offices
- Program administration
- Case management offices
- Client meetings
- Recordkeeping
- Storage
- Resident caretaker quarters

The upper floor will not be utilized as an overnight shelter space for homeless guests.

RESIDENT CARETAKER PROGRAM

To ensure continuous oversight and stewardship of the property, R.I.S.E. maintains an on-site resident caretaker program.

Occupancy Limit

Upper floor occupancy shall be limited to:

No more than two (2) unrelated resident caretakers.

Resident caretakers:

- Are not shelter participants
- Are not emergency shelter guests
- Are not transitional housing residents
- Provide ongoing oversight of the property
- Assist with maintenance monitoring
- Report on repair needs
- Support property security through continuous occupancy

No homeless shelter guests shall be housed overnight on the upper floor.

OCCUPANCY PLAN

Maximum overnight shelter occupancy shall be:

As Permitted by Applicable Fire Code Requirements

R.I.S.E. shall comply with:

- Fire Code requirements
- Occupancy load calculations
- Building Code requirements
- Fire Marshal directives
- Life safety regulations

Should occupancy demand exceed the allowable capacity of the facility, R.I.S.E. may utilize local motel accommodations as has been done successfully in prior years.

RESIDENT ELIGIBILITY AND ADMISSION PROCESS

Eligibility

Individuals seeking shelter services must complete an intake process prior to admission.

Potential guests may be referred through:

- Local churches
- Community organizations
- Law enforcement
- Social service agencies
- Hospitals
- Family members
- Self-referral

Each applicant is evaluated to determine whether the facility can appropriately meet their immediate shelter and support needs.

Application and Intake Process

Prior to admission, guests participate in:

- Basic intake screening
- Identification verification when available
- Review of shelter policies
- Safety screening
- Needs assessment
- Resource and referral review

Applicants are informed of shelter expectations, behavioral standards, and available supportive services during the intake process.

Admission Priority

When demand exceeds available capacity, priority may be given based upon:

- Immediate health and safety concerns
- Severe weather exposure risk
- Families with children
- Vulnerable individuals
- Availability of alternative shelter options

Admission decisions are made in a manner consistent with applicable laws, safety considerations, and available resources.

Waiting List and Overflow Procedures

R.I.S.E. does not operate on a first-come, first-served public line system.

Individuals are encouraged to contact the organization, referral partners, or designated intake personnel prior to arrival whenever possible.

When shelter capacity has been reached:

- Applicants may be referred to partner agencies.
- Alternative temporary lodging options may be explored.
- Motel placements may be considered when funding and availability allow.
- Appropriate community resources may be provided.

Congregation and Waiting Areas

- R.I.S.E. is committed to maintaining an orderly operation that is compatible with the surrounding neighborhood. The organization will actively discourage loitering, congregation, and unnecessary waiting outside the facility.
- Individuals seeking services will not be permitted to arrive more than thirty (30) minutes prior to scheduled operating hours unless specifically authorized by staff due to weather conditions, safety concerns, or other emergency circumstances.
- Upon approval of the Special Use Permit, R.I.S.E. intends to replace the existing fencing with a privacy fence that encloses the rear yard. This improvement will provide a more secure and private outdoor area for guests who may arrive prior to intake or service hours, reducing visibility from surrounding properties and minimizing potential impacts on neighboring residences.
- Shelter admissions will be conducted through a managed intake process designed to prevent the formation of lines, prolonged waiting periods, or unsupervised gathering on the property.
- At no time is the facility intended to function as an unsupervised day-long gathering location, open-access drop-in center, or public queue for shelter admission.

Managed Access Model

The shelter operates through a managed admission process designed to maintain safety, accountability, and neighborhood compatibility.

As a result, the facility does not anticipate individuals forming lines outside the property while awaiting admission. Guests are admitted through scheduled intake procedures, referral processes, and monitored shelter operations.

HOURS OF OPERATION

Resource Center Operations

April 1 – October 31

Monday, Wednesday, Thursday

11:00 a.m. – 4:00 p.m.

Seasonal Emergency Shelter Operations

November 1 – March 31

Seven (7) days per week

Standard Hours:

6:00 p.m. – 10:00 p.m., Wednesday and Thursday 2:00 p.m. -10:00

The facility may open earlier when severe winter weather conditions present health or safety risks for unsheltered individuals.

Overnight shelter services may be provided during cold weather periods consistent with approved operations.

SAFETY AND SECURITY PLAN

All guests participate in intake and screening procedures.

Security measures include:

- Guest registration
- Identity verification
- Metal detector screening
- Contraband screening

- Secure medication procedures
- Security camera monitoring
- Incident documentation
- Staff and volunteer supervision

The following items are prohibited:

- Firearms
- Weapons
- Illegal drugs
- Drug paraphernalia
- Alcoholic beverages

Emergency services shall be contacted whenever conditions warrant.

STAFFING PLAN

Shelter Director

Responsible for:

- Program oversight
- Volunteer management
- Safety compliance
- Community relations
- Operational supervision

Volunteers

Assist with:

- Intake procedures
- Meals

- Monitoring
- Recordkeeping
- Guest support

Minimum Staffing

A minimum of two trained adults shall be present whenever guests are on-site

GUEST RESPONSIBILITIES

Guests are expected to:

- Follow shelter policies
 - Respect staff, volunteers, guests, and neighbors
 - Maintain cleanliness
 - Avoid disruptive conduct
 - Participate in assigned cleaning duties
 - Refrain from loitering
-

CORRECTIVE ACTION PROCESS

First Violation

Verbal Warning

Second Violation

Written Warning

Third Violation

Suspension or Loss of Shelter Privileges

Serious safety violations may result in immediate removal.

GOOD NEIGHBOR POLICY

R.I.S.E. is committed to maintaining compatibility with surrounding properties.

The organization will:

- Maintain clean premises
 - Monitor guest behavior
 - Prevent loitering
 - Promptly address concerns
 - Enforce operational policies
 - Cooperate with City officials
 - Cooperate with law enforcement
 - Utilize a managed intake process and enforce arrival-time policies to prevent loitering, congregation, and the formation of waiting lines outside the facility.
-

PARKING PLAN

On-Site Parking

- Two garage parking spaces
- Two driveway apron parking spaces

Additional Parking

Additional parking may be provided through:

- Public street parking
 - Coordination with First Church of the Nazarene
-

CASE MANAGEMENT AND HOUSING STABILIZATION

Services may include:

- Housing navigation
- Employment assistance
- Transportation coordination
- Identification replacement
- Financial literacy support
- Mental health referrals
- Recovery referrals
- Community resource coordination

Guests may participate in a Personal Success Plan (PSP) focused on long-term housing stability.

COMMUNITY PARTNERS

R.I.S.E. works collaboratively with:

- Local churches
- United Way
- Salvation Army
- Holly Sinclair
- Dustrol, Inc.
- Walmart
- Family Life Center Safehouse
- South Central Mental Health
- Resource Center for Independent Living
- Kansas Workforce
- Local businesses
- Nonprofit organizations
- Community volunteers

These partnerships provide employment opportunities, referrals, donations, mentoring, and supportive services.

PUBLIC BENEFITS

Approval of this Special Use Permit will:

- Provide refuge during dangerous weather conditions
 - Reduce unsheltered homelessness
 - Increase housing stability
 - Connect individuals with resources
 - Support self-sufficiency
 - Promote public health and safety
 - Strengthening community partnerships
-

COMMITMENT TO COMPLIANCE

R.I.S.E. agrees to:

- Comply with all Special Use Permit conditions
 - Comply with City ordinances
 - Comply with Fire Code requirements
 - Comply with Building Code requirements
 - Maintain written operational policies
 - Operate in a manner protective of public health, safety, welfare, and neighborhood character
-

SIGNATURE PAGE

Submitted By:

R.I.S.E. – Refuge In The Storm El Dorado

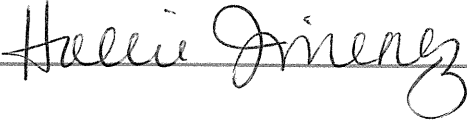
Board President



Drew Wilson

Date: 7-1-2026

Shelter Director



Hollie Jimenez

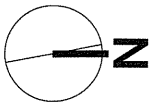
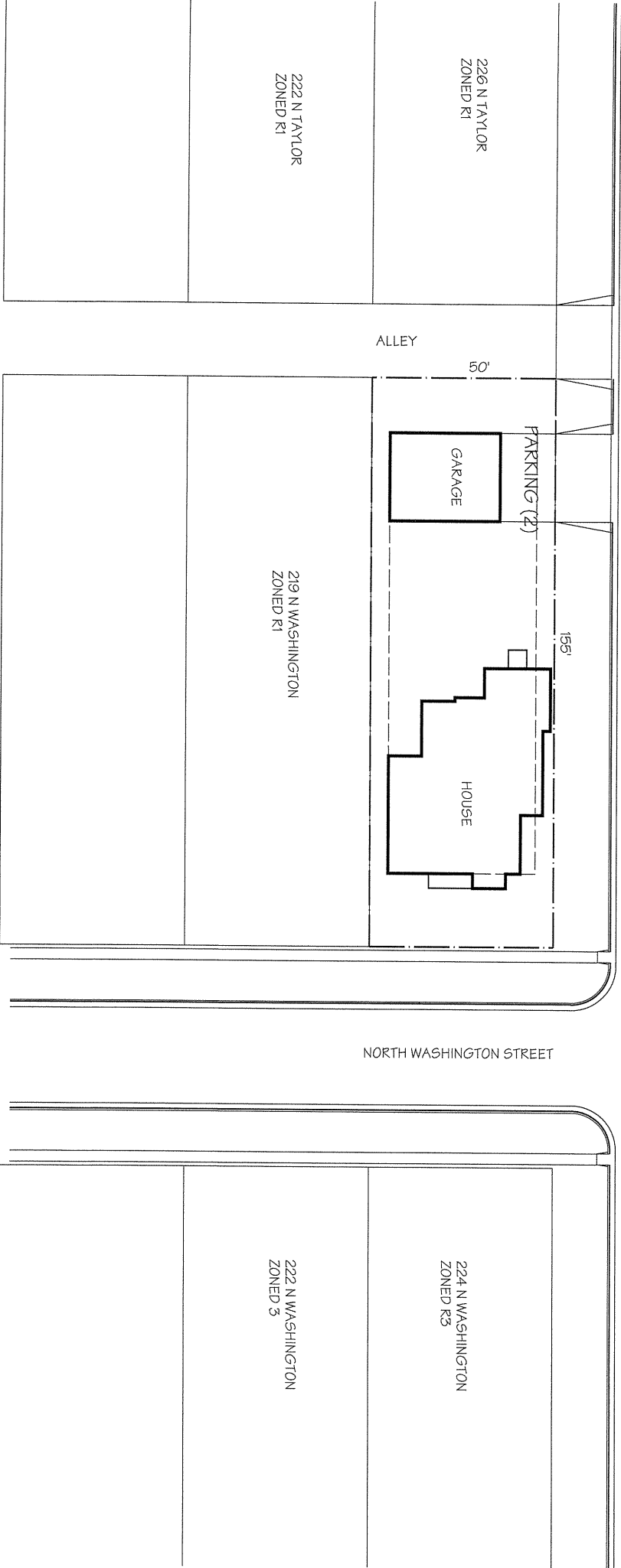
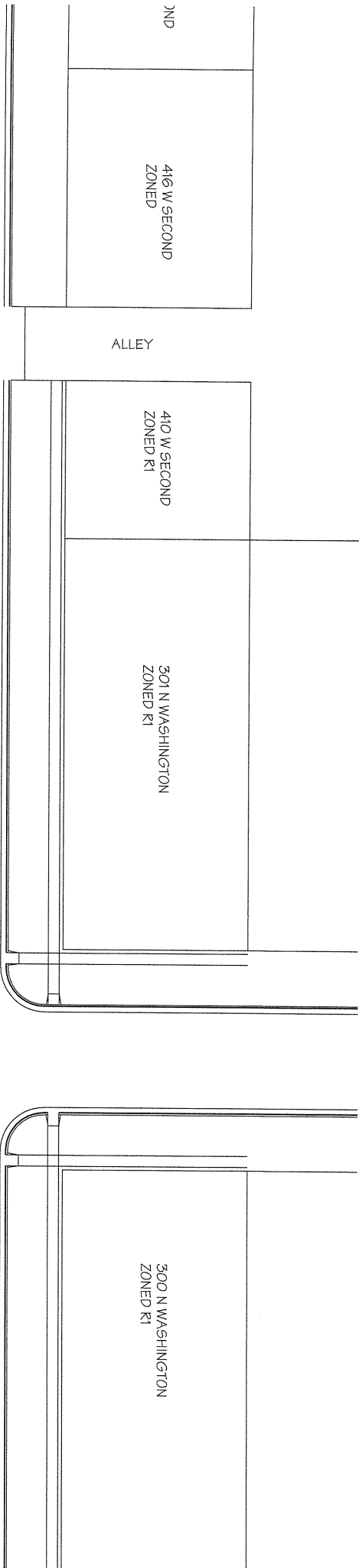
Date: 7-1-2026

APPENDIX A

SITE PLAN

The site plan depicts:

- Residence
- Detached garage
- Parking area
- Alley access
- Washington Street frontage
- Property dimensions
- Surrounding zoning classifications and nearby properties



SITE MAP

229 N. WASHINGTON

ZONED R-3

Tract Description: LOWER'S ADD TO EL, S02, T26, R05E, WASHINGTON ST LT 23



APPENDIX B

R.I.S.E. SHELTER POLICIES AND PROCEDURES MANUAL

The attached manual governs:

- Admissions procedures
- Intake processes
- Guest responsibilities
- Staffing requirements
- Confidentiality standards
- Corrective action procedures
- Safety and security protocols
- Emergency response procedures
- Seasonal shelter operations

The manual shall be updated to reference 229 N. Washington Street as the operating location upon approval of the Special Use Permit. The manual will also be updated to reflect any operational conditions or restrictions noted in the Special Use Permit.



SHELTER POLICIES & PROCEDURES MANUAL

MISSION: "Provide refuge to those in need"

VISION: "End homelessness in Butler County"

RISE-EL DORADO Shelter Policy and Procedure Manual sets forth the organizational structure, policies and procedures adopted by the First Church of the Nazarene and RISE-EL DORADO.

RISE Shelter philosophy is to promote dignity, respect and to provide safe and clean accommodations. The focus is on strength rather than need. Shelter staff and volunteers shall work effectively and non-judgmentally with people facing crisis.

The Equal Access RISE serves the homeless without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation, ethnicity, or gender identity.

These Policies and Procedures are designed to foster an environment of trust and respect. All services offered to the homeless are voluntary, and therefore, require enforcement of reasonable rules, which are expressed clearly and with enforcement that is transparent and proportional. RISE encourages regular participation and feedback from guests for continuous adaptation to ensure that the diverse strengths and needs of guests are reflected.

Revised April 2025

INDEX

1. **Hours** of Operation
2. Admissions Guidelines
3. Intake Process and Check-In
4. Guests Rules and Responsibilities
5. Shelter Agreement
6. Staff and Volunteer Duties and Responsibilities
7. Emergency Numbers

1. Hours of Operation

Day Shelter – M,W,Thurs, 11 am until 4 pm, April 1-Oct 31

Nov 1-March 31st 7 days a week 6pm-10pm, Wednesday and Thursday open at 2 p.m. for casework to coincide with normal business hours.

2. Admission Guidelines

People under the age of 18 will be allowed in the shelter only if accompanied by a legal custodian or with clearance from law enforcement.

- Anyone who appears to be under the influence of alcohol will be subjected to a staff administered breathalyzer test. Anyone under the influence of alcohol or drugs will not be admitted.
- Anyone who has a history of severe criminal acts or violent offense(s) within the prior 5 years will not be admitted.
- Registered sex offenders are not admitted.
- Guests must be able to live independently and adhere to Shelter rules.
- Those with obvious, or a history of, physical or mental health needs, beyond the scope of Shelter services, will not be admitted and will be referred.
- Weapons, alcohol and illegal drugs are prohibited.

When someone under the age of 18 states he/she is an emancipated child, there should be court documents to verify this fact. If the person cannot provide them at check-in, RISE will not turn the person out. The person will be housed for the night. However, in order for that person to stay another night, he/she will be expected to acquire documentation from the courthouse to confirm their status.

Revised 2025 HJ

3. Intake Process and Check-In

* Police will be called whenever anyone under 18 who is unaccompanied by an adult or legal guardian requests shelter. Volunteers will provide law enforcement personnel with the child's name and date of birth. Exception would be an emancipated child with documentation. See admission guidelines for details.

EI Dorado Police Direct Dispatch Number: 316-321-9120

- Check-in of guests is from 11-4, during summer hours. Winter hours are from 6-10pm. No guests will be allowed to enter the Shelter after 4 pm during summer hours, or after 10pm during winter hours, unless they have made previous arrangements with the Shelter Manager concerning their work schedule; they have a written release from the hospital; or are brought to the Shelter by law enforcement.
- Personal data and information will be gathered from each guest upon entry.
 - First and Last Name
 - Date of Birth
 - Medications required to be taken while at the Shelter
- Volunteers will verify that entering guests are not on the suspended or banned list.
- **Service Dogs are allowed in the Shelter. Only two (2) questions can be asked of the owner.
 1. Is the dog a service animal required because of a disability?
 2. What work or task has the dog been trained to perform?
- Any medication, whether prescription or over the counter, required by a guest during their stay at the Shelter, is recorded in the Medication Log by staff. The medication is then placed in a sealed labeled bag and locked in a designated medication cabinet until the guest needs to take the medication as prescribed.
- Each guest is searched for drugs and weapons and scanned with a metal detector by the volunteer on duty.
- Each guest is assigned a locker to store personal items for the duration of stay. Items that can be kept in the locker are:
 - Tobacco products and lighters.
 - Personal items such as clothing, paperwork, backpacks.
 - Medications not needed while staying at the Shelter.

Weapons, alcoholic beverages, illegal drugs and paraphernalia are not allowed on the church property or in the Shelter.

**Service dogs are dogs that have been individually trained to perform a specific task for individuals who have disabilities. Service dogs are protected under federal law. Therapy dogs are not the same classification as service dogs and are not allowed in the Shelter.

4. Guests Rules and Responsibilities

- Guests are allowed to enter the Shelter M,W,Thurs between 11-4pm during summer,
- Mon-Friday, 6-10pm during winter hours, except Wednesday and Thursday, which will open early at 2:00pm for casework to coincide with normal business hours. No one under the age of 18 is allowed in the Shelter unless accompanied by a legal custodial guardian or with clearance from law enforcement.
- Guests must supply personal data to staff upon entering. That includes:
 - First and Last Name
 - Date of Birth
 - Medications Required
- Any medication, whether over the counter or prescription, that is to be taken during your stay, will be given to staff at check-in. Staff will place medication in a labeled container and store in locked medication cabinet until dosage is needed.
- Food and drinks. No open item is admissible into the Shelter. Any food or drink item coming into the Shelter must still have the manufacturer's seal intact. Fountain drinks, blizzards, etc. cannot be brought into the Shelter.
- All guests will be subjected to screening with a metal detector.
- All guests will be required to empty all pockets and be searched for weapons, alcohol, drugs and drug paraphernalia. None of these items are allowed on the property.
- Guests are assigned a locker to store personal items in for the duration of stay. All personal items must be stored inside the locker. No backpacks are allowed outside of the intake area in the building. Backpacks must be stored inside the locker.
- Guests are allowed to keep small personal items, hygiene products and small electronic devices with their person in the Shelter. Electronic devices must be silent.
- Sexual activity and public displays of affection are not allowed within the Shelter.
- Each guest is required to perform a cleaning duty or a 'giveback'. Duties are assigned randomly by volunteers.
- Clothing is to only be changed in bathrooms.
- Pets are not allowed in the Shelter.
- Service Dogs are not pets and are allowed in the Shelter with the owner after being confirmed by staff to be a service dog.
- Therapy animals are not Service Dogs and are not allowed in the Shelter.
- All personal property is to be removed from the assigned locker when exiting the Shelter.
- Any personal items left at the Shelter or on the property will be disposed of.

Additional Rules - Violations may result in Corrective Action Plan

Loitering is not permitted on the property at any time.

Cell phones will be allowed to remain on if they are set on silent or earbuds are used and if lights and sound from the device do not disturb others

Smoking is not permitted on the property by either RISE or the First Church of the Nazarene. The designated smoking area before entering and after leaving is across the street from the Shelter on First Street. Please be respectful of the area and take all cigarette butts, trash and personal items with you.

Disruptive and Destructive Behavior. Will not be tolerated. Law enforcement will be called.

5. Shelter Agreement

- RISE can provide a motel room for homeless guests on an emergency basis. Guests must be approved by the Shelter Manager to qualify for a room and must comply with all conditions listed below.
- RISE reserves the right to refuse a room to anyone, especially for possession of weapons, alcohol, drugs or dangerous, disruptive behavior. No sex offender or recent violent offender will be housed.
- Motel accommodations may be revoked by RISE at any time.
- Provisions of motel rooms depend on available funding.

Conditions

1. Each guest must check in at the Shelter at 202 North Taylor (First Church of the Nazarene), between 11-4pm during summer hrs, 6-10pm in winter hours.
2. Missed daily check-ins will result in restarting the 3-day waiting period, unless approved by Shelter Manager.
3. Missed motel check-in will result in no longer being eligible from motel approval.
4. A Personal Success Plan (PSP) will be developed by each guest in consultation with the Shelter Manager and/or Assistant Shelter Manager. The PSP will include goals for the guest such as drafting a resume, applying for jobs, obtaining mental health services, attending AA or NA meetings, or working to obtain replacement identification materials.
5. Continuing to receive a motel room is contingent upon the guest's efforts toward the goals specified in the PSP.
6. Upon completing the PSP, whether successful or not, guests will not be eligible to re-enter the motel voucher program for at least one calendar year.
7. No one other than the approved guest is allowed inside the motel room.
8. No weapons, alcohol, drugs or dangerous, disruptive or threatening behavior will be tolerated and will result in immediate removal from the motel room, by law enforcement, if necessary.
9. Loud noise, arguments or fighting in the motel room or parking lot will lead to immediate removal.
10. No smoking is permitted in the motel room.
11. Any damage to the motel room or furnishing (i.e., holes in the walls, graffiti, plugging the toilet, breaking furniture) will result in immediate removal.
12. RISE staff and the motel manager reserve the right to make surprise check-in visits. The motel manager will access the room daily for cleaning and re-supplying.
13. All guests must always be respectful and courteous to the motel manager and RISE staff at all times and in all situations.
14. No pets are allowed in the motel room.

These conditions may be altered at any time by RISE Staff or Board of Directors. The guests will be informed in writing of any changes to the above conditions and requirements.

6. Staff and Volunteers' Duties and Responsibilities

Confidentiality and privacy are the top priorities. As we handle private information of our guests, volunteers and staff must be extremely careful not to violate guests' confidentiality. To accomplish this:

1. Volunteers and Staff will never confirm or deny any knowledge of guest presence at RISE Shelter to any requestor of information outside of the Shelter.
2. Staff and Volunteers shall discuss matters regarding guests, in private, so as not to be heard by other guests.
3. If a uniformed law enforcement officer (badge & I.D.) requests information regarding a guest, staff will provide the requested information.

Volunteers - RISE is fortunate to be staffed predominantly by volunteers. Volunteers are mandatory reporters (as are all staff). Any indication of adult or child abuse must be reported immediately and recorded on an incident report form. ***Kansas Protection Report Center: 1-800-922-5330.***

At least two (2) trained people, either one staff member and volunteer, two staff members or two volunteers, one of whom has been trained by an approved Shelter trainer, shall be on the Shelter premises whenever guests are in the Shelter. Tasks are:

- Check-in Guests. See Admissions Guidelines for instructions.
- Process guests through Intake Process and Check-In.
- Serve meals.
- Distribute 'Giveback' to guests and inspect the completion of each task.
- Record all activities in incident book.
- Monitor security cameras both inside and outside facility.
- Keep laundry going.
- Prepare to-go meals for guests to take with them.
- Check out guests by unlocking lockers and making sure all personal items are removed.
- Turn out lights and check bathrooms for running water.
- Lock up when leaving Shelter.
- Take out trash.

Volunteers may need to provide guests with medications locked in cabinet at check-in. Volunteers must supervise the guest taking the medication and report in incident book.

If law enforcement is called at any time, a RISE staff member should be contacted immediately. 911 should always be called if a guest is injured or exhibits impaired consciousness, mobility or extreme change in behavior.

Shelter Manager

- Make management decisions including closure of Shelter.
- Collect and compiles data.
- Recruits and trains volunteers.
- Supervises Shelter, volunteer and assistant shelter manager.
- Guest intakes.
- Oversee operation of Shelter, meals and volunteers during shift.
- Resolves conflicts.
- Must be trained by an approved Shelter Trainer.
- Contacts Shelter staff or designee as needed.
- Make sure guests are following rules and getting help where needed.
- Directs Corrective Action Plan.

Shelter Assistant Manager

- Assists in management decisions over the Shelter.
- Supervises Shelter volunteers and intake coordination.
- Contacts Shelter staff as needed.
- Make sure guests are following rules and getting help where needed.
- Recruits and trains volunteers.

Corrective Action Plan: (3) Three strikes for any violations of Shelter rules and/or policy.

Step 1: Staff will address the issue verbally and document the situation on the Incident Report for management to review.

Step 2: Written warning to the offender.

Step 3: Any violation that is a safety concern can result in immediate loss of Shelter privileges. Upon 3rd violation, offenders may be suspended from Shelter privileges and or services. When an offender's behavior warrants calling law enforcement, the guest is NOT ALLOWED TO RE-ENTER unless approved by Shelter Manager.

7. Emergency Numbers

Shelter Manager – Hollie	316-323-0151
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Assistant Shelter Manager – Sue	316-621-0370
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El Dorado Police Direct Dispatch	316-321-9120
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Kansas Protection Report Center	800-922-5330
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Wi-Fi Password is for Volunteers. Do not share with Guests.

Revision: April 2025

