

Coffeyville Planning and Zoning Commission Agenda
Tuesday, June 2nd, 2026, 5:30 p.m.

A. Call To Order- Ronald Coffey, Chairman

B. Roll Call-Shasta Mulkey

C. Consent Agenda

- a. Planning and Zoning Meeting Minutes- Tuesday, May 5th, 2026

D. Public Comments.

E. Old Business

F. New Business

- a. Home Occupation Case 26-01 1413 Cortez Ave
- b. Staff Comments
- c. Comments from Planning and Zoning Commissioner

G. Adjourn

Coffeyville Planning and Zoning Commission Agenda
Tuesday, May 4th, 2026, 5:30 p.m.

A. Call To Order-Ronald Coffey, Chairman called the meeting to order at 5:30 p.m.

B. Roll Call-Shasta Mulkey

Present:

Ronald Coffey, Ricky Stevens, Max Williams, Amy Heinz, Wyatt Starnes, Joleen Swindell.

Absent:

Justin Martin

City Staff in Attendance:

Director of Community Development, Amber Dean

Building Official, Kyle Bell

Administrative Assistant, Shasta Mulkey

C. Consent Agenda

a. Planning and Zoning Meeting Minutes- Tuesday, March 3rd, 2026

Action: Planning Commissioner Williams motions to approve the March 3rd, 2026 Minutes, Planning Commissioner Heinz seconded the motion.

Roll Call: All Present Aye

D. Public Comments. None

E. Old Business. None

F. New Business

a. Zoning Variance Request for 1609 S Spruce

Discussion: Amber Dean Presents- They requesting approval for a container home. His name is Wade Brown, it meets all the qualifications for a tiny home and it is located within our tiny home district. The design of the home is what is being questioned and why they will need approval. Commissioner Williams asked if these are already prebuilt and they just move them in? Kyle response with yes, they bring them in on a semi and they just unfold it. Vice Chairman Heinz asked if there are any other tiny homes in the area that have been built like this. Kyle response with no not like this, someone did build a house that's 900 square feet just around the corner but it is not a pop-up container home. Amber lets them know that this is the first of its kind to be presented in Coffeyville. She said this gentleman owns a few lots in this town and could see him potentially wanting to do the same thing with his other lots. Vice Chairman Heinz asked if it goes against what we have established because it is specifically a container home and not a tiny home? Amber informs them that yes, it is

the design of the home itself that is in question.

Action: Planning Commissioner Williams motions to Deny the zoning variance request for 1609 S Spruce, Planning Commissioner Stevens seconded the motion.

Roll Call: All Present Aye

b. Rezoning Request for 711 S Walnut

Discussion: Amber Dean presents, Amber lets them know that this address and the 701 S Union are tied together in the same project. MTI came to the last meeting to re-zone 711 S Walnut to residential because they are wanting to put in 30 units down town. They were able to secure 709 and 701 for the same project. They are going to combine the two buildings into a 30-unit complex. Two story's 15 on top 15 on bottom. What he is asking for is to have this property changed from C3 to R4 to accommodate for the apartments. He is still deciding if the old fire house at 701 union will be torn down and parking put in or keep and turn in to covered parking for residents of the new apartment. His hope is to save the tower part and make a statement piece if possible. Commissioner Williams asks if he wants to tear it down or rebuild it? Amber said he would like to try and save it and get them put on the historical registry. He is planning on rehabbing them. Discussion then takes place on what the design of the new apartments will look like. His goal is to start with one-bedroom units right now and sell them for around 60,000 to 100,000 depending on if the buyer just wants the basics or wants to customize their apartment. What space he can not sell he will rent out.

Action: Vice Chairman Heinz motions to Approve the Rezoning request for 711 S Walnut, Planning Commissioner Swindell seconded the motion.
Roll Call: All Present Aye

c. Rezoning Request for 701 S Union

Discussion: See previous discussion.

Action: Chairman Coffey motions to Approve the Rezoning request for 701 S Union, Planning Commissioner Williams seconded the motion.
Roll Call: All Present Aye

d. Gibson (2 Lots) Replat Approval

Discussion: Amber Dean Presents. This is for lots 190 and 20 and all they are wanting to do is turn them. They currently run north to south and we need them to run east to west. This will put them in line with the rest of the lots on this street and allow Thomasville to continue building.

Action: Planning Commissioner Stevens motions to Approve the Gibson Replat, Planning Commissioner Williams seconded the motion.
Roll Call: All Present Aye

e. None

f. None

Adjourn

Action: Chairman Coffey made a motion to adjourn, Planning
Commissioner Stevens seconded the motion.
Roll Call: All Present Aye

Meeting Adjourn at 5:46 PM

Date the Minutes were approved:

Amber Dean, Director of Community Development

PLANNING STAFF REPORT
Coffeyville Planning Commission

DATE: June 2nd, 2026

CASE: Home Occupation Case 26-01 – Home Occupation Permit

APPLICANT

Christina Clark

LOCATION

1413 Cortez

ZONING

Single-Family Residential District (R)

REQUEST

Request for a Home Occupation Permit to operate a home-based professional dog and cat grooming

PROJECT SUMMARY

- Existing single-family residential property
- Home-based grooming salon operated by appointment only
- Services include dog and cat grooming, bathing, trimming, nail care, and coat maintenance
- Business will operate from an existing garage space on the property
- No major structural modifications proposed
- Low-volume operation with no walk-in traffic

STAFF REVIEW

- Proposed use is consistent with a low-impact home occupation
- Appointment-only scheduling helps minimize traffic and neighborhood impacts
- Existing garage space already contains necessary plumbing and electrical infrastructure
- Applicant states the business will maintain the residential character of the neighborhood
- No exterior commercial expansion or reconstruction is proposed

RECOMMENDATION

Approve the Home Occupation Permit

**NOTICE OF HEARING REQUEST FOR A CONDITIONAL USE PERMIT
BEFORE THE COFFEYVILLE PLANNING COMMISSION
OF THE CITY OF COFFEYVILLE, KANSAS**

Notice is hereby given to all persons concerned and interested, that on Tuesday, June, 2nd, 2026 at 5:30 p.m. in the Commission room, City Hall, 102 W 7th, Coffeyville Kansas, it will be proposed by Christina Clark, that the following property, to-wit:

Home Occupation Case 26-01 1413 Cortez Ave

**Fleshers 2nd ADD LOT 8 BLK 5 of the City of Coffeyville,
Montgomery County, Kansas.
a/k/a 1413 Cortez Ave.**

Be granted a Home Occupation Permit, in the present Single-Family Residential District (R), for the purpose of operating a home based Professional dog and cat grooming salon (appointment only); of which legal and proper protest and objections may be made according to the statutes of such cases made and provided.

At the conclusion of said Hearing, the Coffeyville Planning Commission will make its decisions in the premises.

Mr. Ronald Coffey
Coffeyville Planning Commission

ATTEST:

Amber Dean
Director of Community Development / Planning and Zoning Services



www.coffeyville.com
Information@coffeyville.com

City of Coffeyville
P.O. Box 1629
Coffeyville, Kansas 67337

City Planning and Zoning
P (620) 252-6128
F (620) 252-6175

APPLICATION FOR "HOME OCCUPATION" PERMIT

Date: 27 Apr 26

TO: CITY OF COFFEYVILLE PLANNING AND ZONING COMMISSION

Commissioners:

The consideration of granting a "Home Occupation" Permit for the following property is hereby requested:

STREET ADDRESS: 1413 Cortez Ave, Coffeyville KS 67337

LEGAL DESCRIPTION: Fleishers 2nd Add, S27, T34, R11E W20' Lot 7, Lot 8
Bks

NAME OF PRESENT OWNER: Christina Clark

ADDRESS OF PRESENT OWNER: 1413 Cortez Ave, Coffeyville KS 67337

PRESENT ZONING CLASSIFICATION: Residential

PRESENT USE: Single-family residential dwelling

PROPOSED USE OF PROPERTY IF "HOME OCCUPATION" PERMIT IS GRANTED: Home-based professional dog and cat grooming
Salon (by appointment only)

NOTE: ATTACHED IS A PLAT SHOWING PROPERTY PROPOSED FOR A "HOME OCCUPATION" PERMIT.

FEE: \$ 50.00

ABSTRACT FEE: \$ 75.00

TOTAL FEES: \$125.00

FEE PAID: 5-1-26

RECEIPT NO.: 01458305

Christina CLARK
APPLICANT
1413 Cortez Ave
STREET ADDRESS
Coffeyville KS 67337
CITY STATE ZIP
251-288-0009
PHONE NUMBER

Pawville Grooming & Salon – Home Occupation Statement

Applicant: Christina Clark

Address: 1413 Cortez Ave, Coffeyville, KS 67337

I am requesting approval for a home occupation permit to operate a small, appointment-based pet grooming service from my residence.

Pawville Grooming & Salon is a veteran-owned, home-based business. I am a retired United States Coast Guard Chief Petty Officer with over 20 years of service, bringing strong leadership, attention to detail, and professionalism into my business operations.

I am a graduate of the Kansas City Grooming Academy and am fully certified and licensed in the state of Kansas. I can provide a copy of my certification upon request.

Pawville Grooming & Salon will provide professional dog and cat grooming services in a controlled, one-on-one environment. Services will include bathing, trimming, nail care, and skin and coat maintenance using high-quality professional grooming products.

The salon will be located inside my existing garage, which already has plumbing and electrical in place. No major structural modifications or reconstruction will be required.

This will be a low-volume, appointment-only operation, with a limited number of pets scheduled per day. There will be no walk-in traffic, and appointments will be spaced to minimize any impact on the neighborhood.

Clients will access the salon through the side gate, which

leads directly to the garage. Pets will be dropped off at scheduled appointment times and picked up once grooming services are completed.

The business will be operated solely by myself, with no additional employees. All grooming activities will take place indoors, and no animals will be housed on the property outside of scheduled appointments.

The goal of Pawville Grooming & Salon is to provide a clean, safe, and professional grooming service while maintaining the quiet character of the residential neighborhood.

Thank you for your consideration.

Christina Clark