

City of Goddard, KS Development Guide

A resource for community stakeholders and businessowners

A destination for a family oriented, active lifestyle



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ONLINE QUICK REFERENCE GUIDE

The following documents are available online at the following addresses:

Planning Document Links

The following are available at: www.goddardks.gov

- [Goddard Comprehensive Plan 2015-2025](#)
- [City of Goddard Zoning Map](#)
- [Future Land Use Map](#)

Ordinances, Codes, and Permit Application Links

- [Zoning Ordinances & Subdivision Regulations](#)
- [Building Codes/Code Enforcement](#)
- [Permit Applications](#)
- [Municipal Code](#)

Development Assistance Links

- [Zoning and Subdivision Regulations . . . and the Comprehensive Plan](#)
- [Kansas Small Business Development Center](#)
- [City of Goddard Business Help/Bid Links](#)
- [Goddard Chamber of Commerce](#)

Relevant Website Links

- [City of Goddard](#)
- [Goddard Planning Commission](#)
- [Kansas Department of Commerce](#)
- [Kansas Housing Resources Corporation](#)



WELCOME TO GODDARD

This guide has been designed to be informative for developers, business owners, and stakeholders who need specific information about Goddard, as well as for the private investor who may require a step-by-step guide to navigating the City's development process.

Mission:

To create a vibrant community, growing and accessible; the destination for a family oriented, active lifestyle

Goals:

- Expand access to entertainment amenities, including restaurants and retail options, for the enjoyment and convenience of Goddard residents and visitors.
- Support a high-quality park and recreation system, focused on becoming a model community for outdoor recreation opportunities.
- Support the beautification of City corridors, public spaces, current and future neighborhoods.
- Support community connectedness through the enhancement of local governments to citizen communication, public infrastructure, and public spaces.
- Assess the quality and quantity of current housing options to ensure the availability of quality affordable housing for all current and future residents.



Coming 2019, 200 acres of available Mixed-use and Commercial & Business Space in Goddard Sports LLC. STAR Bond District

[Commercial Growth Opportunities](#)



FACTS ABOUT GODDARD

- Population – 4,746 (2017 US Census estimate)
- Total Water Service Connections- 1,811
- Traffic Count at 183rd and Kellogg- 22,084/day
- Number of Households – 1,332
- Median Age – 30.7 years old
- Growth – 8.4% between 2010 and 2016
- Children Under 15 – 31% of the population
- Adults 65 and Older – 7.1% of the population
- Women Comprise – 49% of the population
- Child Dependency Ratio – 70.6%
- Old-age Dependency Ratio – 13%
- Racial Breakdown – 91.5% White; 6.5% Hispanic/Latino; 1.1% Asian; 0.9% African American
- Foreign Born – 2.2%
- Education – 90.6% of population are High School Graduates; 24.1% have a Bachelor's Degree
- Households – 21.4% Rent; 78.6% Own (State: 32% Rent; Nationwide; 30% Rent)
- Household Income: Median Income - \$64,167
 - Owner-occupied – 61.4% make between \$50,000 - \$150,000
 - Renter-occupied – 74.8% make between \$25,000 - \$100,000
- Median Residential Property Value: \$144,100
 - 42.8% are valued between \$100,000-\$150,000
 - 32% are valued between \$150,000 and \$200,000
- Property Taxes: 74.8% of households pay between \$1,615 - \$3,230 (City of Goddard)
- Per Capita Income - \$22,290
- Cost of Living – 83.8 Index (less than average, U.S. average is 100)
- Unemployment Rate – 3.7%
- Percentage of people in poverty – 8.4%
- Companies – 370 companies (2012 Survey of Business Owners)

Source (unless otherwise noted): 2011-2015 American Community Survey 5-Year Estimates

History

Like many Kansas communities, Goddard grew out of the Kansas prairie primarily as a result of the colonization movement following the Civil War. In 1862, the Homestead Act offered free land to any adult citizen, or alien intending to become a citizen. Many Union Army soldiers and immigrants took advantage of this offer. Sedgwick County was organized in 1867, and by 1870 its present boundaries were established. Wichita became the county seat with the first railroad reaching there in 1872.

A town named Blendon was established on February 11, 1875, and the Blendon Post Office was constructed later that year. About the same time, another town was trying to develop southwest of Goddard on the A. L. Lyman farm. This settlement also included a post office, as well as a store and restaurant. A little creek running through the farm reminded Mary Lyman of her favorite song, "Flow Gently Sweet Afton." Consequently, she named both the creek and the post office "Afton." A Methodist church was planned for the community during 1882-1883, but before construction could begin the Santa Fe Railroad decided to route its rail line 1.5 miles to the south through what is today Goddard.



The town of Goddard was platted on land homesteaded by John Coleman in 1875. The title to the NE 1/4-31-27 Sedgwick County, which had at one time been a part of the Osage Indians



Trust Lands, was acquired by a patent from the U.S. Government. In 1883 Coleman sold the farm to C. M. Faulk, who, after 30 days, sold it to E. Wilder. Wilder platted the original town of Goddard on September 20, 1883. Goddard received its name from J. F. Goddard, a surveyor, who was also the vice president and

general manager of the Santa Fe Railroad Company.

With the establishment of Goddard, the Blendon and Afton post offices were combined there. Several buildings were moved to Goddard from Blendon. The two-story town hall was

relocated to the corner of 3rd and Oak Street, and the blacksmith shop was located on Cedar Street. The lumber for the Methodist Church was sent to Goddard and erected on its present site. Goddard was incorporated in 1910, and like most towns, Main Street was the primary business district in early years. Those businesses included W.W. Graves Restaurant, Henshaw Rooming House, A.B. Rishels's Palace Garage, the Goddard Bank, which also contained the Post Office, Nolan's Mercantile store, and Kirker-Marsh Undertakers.

Throughout its history, the City has been proactive regarding improvements to public facilities. In 1936 a new Town Hall was completed, and in 1953 the city installed a new sanitary sewer system and disposal plant. During the 1950s, due to the growth of the industrial complex at Wichita, the city became increasingly urban and began a transition toward a predominantly residential character. This trend continues today with Goddard serving as a suburban residential community for large numbers of people who work in nearby Wichita. The associated increase in assessed valuation due to development has provided the financial capability for continuous improvement of a range of public amenities and facilities. This general trend is also expected to continue for the foreseeable future.

Government [City of Goddard](#)

The City of Goddard has a Mayor-Council-Administrator form of government. The City Council consists of the Mayor and five Council members. The Council establishes policies and legislation implemented by the administration. The City Administrator advises the Council, directs the city government, and prepares and submits the annual city budget. The Council meets on the first and third Mondays of each month. Goddard lies within Kansas's 4th U.S. Congressional District, the 26th and 27th districts of the Kansas Senate, and the 93rd and 101st districts of the Kansas House of Representatives.

Workforce

Goddard shares its eastern border with Wichita, giving residents employment opportunities beyond those in the city itself. This is especially attractive to those looking for manufacturing or industrial jobs. Over 88% of Goddard residents who hold jobs are employed outside the community; almost 64% are employed in Wichita, the remainder travel to work in other nearby communities.

There are 3,288 jobs in Goddard, yet Goddard itself was home to only 251 (7.6%) of those employed in the community. The remaining 3,037 (92.4%) of those employed in Goddard lived outside the community. More than eighty-six percent (86.3%) of jobs in Goddard fell into 5 NAICS Industry Sectors: Education Services (65%), Construction (6.8%), Manufacturing (6.1%), Accommodation & Food Services (4.3%), and Retail (4.1%).

The top five NAICS Industry Sectors within which Goddard residents are employed are: Education Services (356/16%); Health Care and Social Assistance (290/13%); Manufacturing

(403/18.1%); Retail Trade (218/9.8%); and Accommodation and Food Services (161/7.2%). A comparison of the number of Education Services jobs in Goddard (2,136) with the number of Goddard residents who work in this sector (356) indicates Goddard has an opportunity to expand the local economy and its wealth by increasing housing opportunities, which in turn will attract more business investment.

Public Works and Utilities

The City of Goddard Public Works Department maintains the community's infrastructure with emphasis on the beautification of city corridors, neighborhoods, public spaces, and a high-quality parks and recreation system. Public Works also oversees the Pavement Preservation Program, an annual street rehabilitation program to provide large-scale improvements to streets throughout the city. The public works department regularly maintains the city's high-quality parks and recreation system, which includes Linear Park, Means Park, the Goddard Community Pool, and the Prairie Sunset Trail.



The Water Department supplies and distributes high-quality water for the City of Goddard. Services include pumping and purifying water, maintaining distribution, managing facilities and planning for the City's future needs. The Water Utility produces, treats, and distributes approximately 201,000,000 gallons of water per year for its customers. The water utility provides customers with treated water that originates in one of two wellfields located west of the city limits. Water is drawn from the Equus Beds and distributed through 25 Miles of water mains and transmission lines. Additionally, this infrastructure includes a 500,000-gallon water tower, 500,000-gallon water storage tank, and a 16 inch supply line. These storage facilities are designed to provide a constant supply of water to our customers and maintain an adequate level of water for fire protection throughout the city.

Finally, the department maintains and operates a state-of-the-art Wastewater Treatment Facility (WWTF), four wastewater stabilization ponds, four wet wells, three lift stations, a 500-gallon water tank. The Sewer Utility treats approximately 165 million gallons of wastewater annually using an enhanced nutrient removal sewage treatment plant that is designed to meet the most stringent permit requirements dictated by the Kansas Department of Health and Environment (KDHE). Wastewater treated at this facility arrives through a network of over 152,000 linear feet of



sanitary sewer mains and three lift stations. The system also includes 500 manholes and a 50-acre lagoon complex.

[Library](#) [Goddard Library](#)

The Goddard Public Library is located on Main Street in downtown Goddard at 201 N. Main. The library's permanent collection contains 24,561 materials, and the rotating collection includes approximately 400 volumes. Also available are reference materials, periodicals, videos and audiobooks including subscriptions to over 45 popular magazines, the Wichita Eagle and the Times Sentinel newspapers. Librarians are always on duty to assist with reference materials and to help locate the answers to questions. The library also maintains video and audio libraries for both adults and children.



[Police](#)

The Goddard Police Department has an authorized staff of 12 full-time officers. All officers are Kansas Certified Law Enforcement officers and have graduated from either the Kansas Law Enforcement Training Center or Wichita/Sedgwick County Law Enforcement Training Center.

[Fire Station 35](#)

Fire station number 35 located at 1535 S. 199th St. W. in Goddard, was built in 2010 and is approximately 11,900 square feet in size with four bays for fire apparatus, one bay for an ambulance and provides protection in both urban and rural areas in Goddard and other parts of western Sedgwick County. EMS Post 7 is also located in the building.



Education [Goddard USD 265](#)

Goddard USD 265 is the largest employer and economic driver in the community. It is one of only four Kansas Public School Districts out of 286 that had multiple schools earn the 2016 Governor's Achievement Award Distinction. USD 265 is the only district outside Johnson County (metro Kansas City) to be so honored. In addition, Goddard Public Schools is also one of only three Kansas Public School Districts that since 2012 have had multiple schools earn the National Blue Ribbon Award.

Enrollment has increased from 2,202 in 1990-91 to more than 5,677 in 2015-16. Goddard's 4-Year adjusted cohort graduation rate is 92%, approximately 5 percentage points higher than the state average. The district's academic excellence is demonstrated in part by the fact that more than 87% of High School students pursue post-secondary education after graduation.

The District covers 65 square miles from Dwight D. Eisenhower National Airport in suburban west Wichita to the shores of Lake Afton. Eight of the district's twelve buildings are located within the City of Goddard, while four are in Wichita. A licensed staff of approximately 350 partner with a classified staff of 365 to provide instructional and support services. About 250 special education cooperative employees also serve the district. Nearly two-thirds of the licensed staff members have graduate level degrees.

The 2014-19 strategic plan allocates resources to teach students to learn and grow through collaborative learning opportunities. The district recently launched Project Lead the Way (PLTW), an integrated, hands-on science curriculum available to kindergarten through 12th grade in every school. Goddard Public Schools is now the second school district in Kansas to offer PLTW courses to every student in the district – kindergarten through 12th grade.

Amenities

Tanganyika Wildlife Park [Tanganyika](#)

The highest rated and most awarded venue in the Wichita area, Tanganyika Wildlife Park opened with 15 exhibits and 3 interactive areas in 2008. Since then the park has grown into the 3rd largest animal collection in Kansas, and one of the largest attractions in the state. The Zoo has more than 40 exhibits featuring 9 interactive stations, 400 animals and 37 successful breeding programs, and is adding a new penguin grotto, albino alligator exhibit, and Asian small-clawed otter exhibit. The family-owned facility is also a world leader in breeding rare and endangered species.



Tanganyika provides numerous programs for children and adults, and hosts a variety of school programs, summer programs, tours, night programs, and Scouting programs. The Zoo provides facilities for events of all kinds including corporate events, weddings, family gatherings, and special events.

Lake Afton [Lake Afton](#)

Owned and operated by Sedgwick County, Lake Afton Park offers 720 acres of recreational fun for the entire family. The 258-acre lake provides boating, water skiing, fishing, and swimming opportunities. Camping facilities include both RV and tent sites with all the expected amenities and more.



Lake Afton Public Observatory [Public Observatory](#)

Lake Afton Public Observatory opened in 1981 as a joint project between Wichita State University, Wichita Public Schools, Sedgwick County and the City of Wichita. The university primarily managed the observatory until 2015. Today, the observatory operates as a nonprofit supported by volunteers. In addition to providing visitors the opportunity to view celestial bodies through the 16-inch Ritchey-Chrétien telescope, Lake Afton Public Observatory features exhibits and special events. The observatory recently began incorporating new technology including Virtual Reality and Augmented Reality games and experiences to enhance the visitor experience, even on cloudy nights.





City of Goddard Business Plan

Mission

To work cooperatively and efficiently to provide a vibrant community that is growing and accessible for our neighbors. We aim to be a destination for a family oriented active lifestyle.

Vision

A vibrant community, growing and accessible; the destination for a family oriented, active lifestyle.

Goals: 2017 - 2022

Housing

- Perform housing needs assessment
- Identify available land for residential growth
- Recruit mixed use development in/near STAR Bond District
- Initiate Problem Oriented Service Activities to reduce housing blight & crime



Community Connectedness

- Create a walkability plan
- Identify options for a Kellogg/US-54 pedestrian crossing
- Create a community information & engagement plan to promote consistent dialogue with residents
- Identify partnerships between community stakeholders
- Create, maintain, & promote visibility & marketing of community events
- Create a long-range infrastructure plan
- Implement neighborhood-oriented police practices of Community Oriented Policing
- Implement new police programming to improve community outreach



Amenities & Entertainment

- Encourage development of US-54 corridor
- Encourage development of the STAR Bond District
- Create a business retention plan
- Identify available existing commercial space & work with area realtors to fill available space
- Identify restaurant retail matches and recruit matches to Goddard

High Quality Parks & Recreation

- Continue to invest in the enhancement & marketing of the Prairie Sunset Trail
- Continue investment in the existing park system through the construction of a Linear Park splash pad, pavilion, and shade structures
- Adopt codes & policies that require the creation of an outdoor space for recreation within all new residential developments
- Develop stronger partnerships between current organizations that coordinate recreation opportunities & community activities
- Invest in new park space north of Kellogg/US-54
- Invest in a pathway system to interconnect neighborhoods



Beautification of Public Space:

- Create a Kellogg corridor landscape plan
- Support forestation & reforestation of rights-of-way, medians, & public space
- Work with home & business owners to identify & mitigate deterioration of residential & commercial property
- Dedicate funding to ensure the beautification of public spaces
- Create codes and policies that regulate the minimum forestation of future residential & commercial development
- Invest in consistent and appealing way finding signage of Kellogg/US-54 and throughout the City
- Improve the visual appeal of the community with public art



A Case Study: STAR BONDS

The City of Goddard is nearing the start of construction on amenities located in its much-anticipated STAR Bond District. Sales Tax Revenue Bonds, or STAR Bonds, provide Kansas municipalities the opportunity to issue bonds to finance the development of major commercial, entertainment and tourism areas and use the sales tax revenue generated by the development to pay off the bonds. The STAR bond district in the City of Goddard will play host to competitive swimmers, ball players, and other travelers alike.

Planned significant attractions include a state of the art Genesis Health Club with a 600-seat natatorium for competitive swimming, a 123-room hotel with an indoor water park, restaurants, department stores, and more! The STAR Bond District will also include a four-field baseball complex complete with turf, lighting, concessions, and restrooms.

The District will serve as a tourism hub for the City of Goddard, the Wichita metro, and the South-Central U.S. region. Construction for the STAR Bond District is expected in December 2018.



Based on a Buxton Retail Analysis, Goddard's consumers match core customers of concepts such as:





Goddard Development Process

The City of Goddard strives to provide accurate and detailed information for developers to speed up development within the city. We understand that unnecessary costly delays can be avoided by providing required information to developers to get projects approved in the timeliest manner possible. The following provides an overview of each process and those timelines relevant to the approval of a project.

Group	Responsibility	Meeting Date	Submittal Date
Staff Review	Review Architectural and Site Plans for Compliance with Zoning Regulations and provides information and recommendations to the Planning Commission	Staff is available to meet with developers / contractors / engineers and owners at any time prior to the submittal date for the Planning Commission	
Planning Commission	Reviews Projects for Compliance and Adherence to Zoning Code and Recommends Projects to the City Council for Approval	The Second (2nd) Monday of each month	Two weeks before the regularly scheduled meeting
City Council	Accepts Recommendations from the Planning Commission and has Final Approval on Commercial Development within the City	The First (1st) and (3rd) Mondays of each month	No Changes from Planning Commission - materials forwarded on to the City Council as submitted and presented at the meeting on the 3rd Monday of the Month Changes Required – The 4th Friday of the Month and presented at the 1st Monday Meeting of the following month

Development Review and Application Process

Pre-Application Conference – All applicants are encouraged to have a pre-application conference with Goddard and the Metropolitan Area Building and Construction Department (MABCD) staff to expedite the process of development. The City of Goddard is responsible for all site plan and development plan approvals including architectural control for projects within

the city as well as infrastructure needs. MABCD is responsible for actual building plan review to ensure compliance to all applicable building codes. This includes building codes as well as all mechanical, electrical, plumbing and fire codes. Both MABCD and Sedgwick County Fire District 1 officials should be consulted on requirements and timelines. A development application may be reviewed by the city concurrently with code review.

Staff Review – Goddard staff including the City Engineer will provide preliminary review of projects to determine their compliance with zoning and municipal code. City staff reviews site plan layout for several factors including but not limited to: Zoning and Use Compliance, Building Layout, Design and Bulk Regulations, Parking, Screening, Landscaping, Lighting, Drainage and Signage.

The Planning Commission – The Goddard Planning Commission reviews all commercial development applications for completeness and adherence to the Goddard Zoning Code. The Planning Commission may require applicants to make corrective changes and resubmit to the Planning Commission or recommend approval to the City Council with the appropriate changes.

The Goddard City Council – The City Council is responsible for the approval of all commercial development within Goddard. The Council may accept the recommendation of the Planning Commission as presented, add additional changes or refer the project back to the Planning Commission with reasons as to why the project was not approved.

Metropolitan Area Building and Code Department – MABCD and Sedgwick County Fire District #1 are responsible for building code compliance and code review. Applicants may submit plans to MABCD and Goddard concurrently for approval. Developers should check with MABCD and Sedgwick County Fire for submittal requirements.

MABCD Contact		Gary Cox, Plans Examiner (316) 660-1840 Gary.Cox@sedgwick.gov
City Engineer	Water, Wastewater, Stormwater	Harlan Foracker P.E. (316) 794-2441 hforaker@cedpa.com
Gas	Kansas Gas Service Contact	Cindy Littlejohn (316) 831-5664 cindy.littlejohn@onegas.com
Electric	Westar Energy Contact	Lee Sailsbury (316) 261-6859 lee.sailsbury@WestarEnergy.com

Zoning Process

- An applicant is encouraged to schedule a Pre-Application Conference with the Zoning Administrator prior to submitting a formal zoning application. The process for a zoning change is much the same as the platting process.
- A Zoning Application must be completed by the applicant and submitted to the City Administration. All applications must be accompanied by the required documents and

fee. Zoning changes typically require more review time than plats so the meeting schedule for a zoning case may vary from the schedule.

Zoning Districts

To see the Zoning Map visit <http://www.goddardks.gov/DocumentCenter/View/95>

Districts established by the City of Goddard according to the Zoning Regulations, Article IV, and Section 100 are as follows:

Abbreviated Designation	Zoning
R-1	Single Family Residential
R-1A	Single Family Residential (1200 Ft)
R-1B	Single Family Residential (1500 Ft)
R-2	Two Family Residential
R-3	Multi-Family Residential
C-1	Central Business District
C-2	General Business District
I-1	Industrial District

Zoning Application Attachments

All zoning requests require the approval of a Site Plan. All applications must include digital files of the following items:

- Copies of all plans, elevations, etc.
- Copies of the application form and 8-1/2" X 11" reductions of the drawings
- Copies of the Development Schedule, Preliminary Service Plan and Draft Development Agreement
- Copies of the geo-technical report

For further information regarding rezoning in the City of Goddard, please refer to the [Goddard Subdivision and Zoning Regulations](#) or contact City Administrator Brian Silcott at (316) 794-2441 bsilcott@goddardks.gov

Building Permits

The City of Goddard requires building permits for the following:

- You are re-siding
- You are re-roofing
- You are adding electrical circuits
- You are remodeling or adding on to your home
- You are replacing a furnace or water heater
- You are putting in a daylight window
- You are finishing your basement
- You are putting in a sprinkler system
- You are putting in a pool
- You are adding a deck
- You are covering or enclosing a porch or patio
- You are putting a storage building or attached/detached garage on your property
- You are building a fence
- You rent, lease or buy an existing building and you are putting in a new business



Applications

Apply for building/zoning permits at Goddard City Hall, 118 North Main, Monday through Friday, 8 a.m. to 4:30 p.m. If a contractor is involved, they should obtain the permit.

Before you apply for your permit, be sure to have the following information:

- Property address
- A drawing of the site plan indicating the location of: All existing structures and proposed structures
- The percentage of lot coverage by existing and proposed structures
- Required building setbacks and utility and drainage easements
- Location of utilities serving structures on the lot (gas, electric, and sewer, call 8-1-1)

All permit and application forms can be found at:

<http://www.goddardks.gov/171/Application-Forms>



Getting Started: Navigating City Hall

Now that you've decided your project has merit and you've got your financing lined up, it's time to figure out the logistics of developing a property within the city limits. This guide attempts to streamline the process of navigating city regulations regarding building projects.

The City of Goddard Community Development Department will be your primary resource. All forms referenced below and most of your questions can be answered on the city's website, <http://goddardks.gov/>, or by calling **(316) 794-2441** or emailing City Administrator Brian Silcott at bsilcott@goddardks.gov.

1. Determine whether the property needs to be platted.

If the property is already platted appropriately for your project, then move on to step #2.

A licensed surveyor must map all land to be developed to show subdivision lines, streets, alleys, easements, and topographic features. This map, called a plat, defines how the land will be divided so that it can be sold to different owners. The Goddard Planning Commission must approve the plat before it is a legal document. Once approved, sections of land can be referred to in block and lot numbers.

If the land you want to develop needs to be platted or replatted, you need to obtain a Plat Application and submit it to the Goddard Planning Commission. A filing fee is assessed for each lot to be platted. To determine whether your land is platted, contact the City Hall at **(316) 794-2441**. Subdivision regulations explaining the city's requirements for platting and development are available at [City of Goddard Zoning and Subdivision Regulations](#). Any questions about property ownership should be directed to the Goddard Community Development Department.

2. Determine whether the property is correctly zoned for your business

If you aren't sure of the property's zoning, then download the current zoning map from our website, [Goddard Kanas Zoning Map \(PDF\)](#).

If the land is not correctly zoned, you can submit a Zoning Amendment Application to the Planning Commission. Please keep in mind that Goddard does not allow spot zoning; thus a change of zoning request may be denied if the change would make that property the only property in the general area zoned differently.

Once you are sure of your zoning status, move on to step #3.

3. Find out whether the property is located in a flood zone.

To determine whether your property is located within a flood zone, contact City Hall at **(316) 794-2441**.

If there are no conflicts with flood zones, move on to #4.

4. Determine whether the property must conform to any historic preservation restrictions.

Development on property in a historic district or within 500 feet of a historic property or district may require a review to determine its impact on the environs of any adjacent historic properties. Call City Hall **(316) 794-2441** to determine whether your property is affected.

Once you know of any restrictions on your property, move on to #5.

5. Purchase your building permit.

Building permits allow the City of Goddard to track all building projects. Building inspections are vital to the safety, health, and overall well-being of the community. Inspections make sure that all construction conforms to the adopted building, electrical mechanical, and plumbing codes, and that structures are safe for occupancy.

Permits can be purchased at the Goddard City Hall. The permit fee varies depending on the project valuation. Permit application forms can be found at [City of Goddard Permits and Applications](#).

Once you have the appropriate permits, get to work! Move to step #6 when it is time for your inspection.

6. Schedule building inspections.

When your project is ready to be inspected, call MABCD at **(316) 660-1840** to arrange for an inspector to visit your property. You'll need to tell the staff person the address of the project, the type of inspection, and the time you'd like the inspection. Please try to allow 24 hours' notice for each inspection. Your architect or contractor will be able to guide you through this process.

Once your property is safe for the public to enter, you'll receive a certificate of occupancy and you can begin using your building.

7. Choose building signage that fits zoning classifications

A permit is required to install most types of signs. Signage is regulated by Article 7 of the [Zoning Regulations](#) (pg. 68), based on the zoning classification and the sign type, size, location, and illumination. There are some types of exempt signs. City Hall can help: **(316) 794-2441**

8. Determine whether you need a business license.

Certain types of enterprises require local licensing. The City Clerk's Office is charged with all forms of local business licenses and permits, including:

- Cereal malt beverages
- Liquor (following state approval)
- Food
- Peddlers
- Taxi Cabs
- Street closures (construction- and nonconstruction-related)
- Fireworks and permits
- Handbills
- Pawnbroker and precious metal
- Mobile home parks

Application for these licenses can be downloaded at [Permit and Application Forms](#), or obtained at Goddard City Hall 118 N Main.



Appendix: Project Assistance

Developers have many alternatives when putting together financing for their projects, including city, state, and federal incentive programs. The list below overviews many programs that might be applicable to your project.



Industrial Revenue Bonds (IRBs)

IRBs are used in Kansas to finance acquisition and construction of a broad variety of industrial and commercial properties. IRBs require a government entity to act as the issuer of the bonds. The entity will hold an ownership interest in the property for as long as the IRBs are outstanding. The issuer leases the property to the business tenant on a triple-net basis for a term that matches the term of the IRBs, with lease payments sufficient to pay the principal and interest on the IRBs. Such properties are eligible for property tax exemption. Income earned on IRBs is exempt from all state taxes, except inheritance taxes. Income earned from many, but not all, IRBs is also exempt from federal income taxes. After the IRBs are paid in full, the property is deeded back to the business.

High Performance Incentive Program (HPIP)

This program was designed to retain Kansas' existing high-performance businesses; encourage investment in worker training and education; and attract new, high-quality firms to the state. To be eligible, a firm must also invest 2% of payroll in training or participate in one of the state's workforce training programs. Eligible firms must be in the major Standard Industrial Classification (SIC) categories of 20-49 or 60-89 or be a national headquarters or ancillary support operation. Benefits include a sales tax exemption, a generous investment tax credit, and workforce training tax credits.

Kansas Economic Opportunity Initiatives Fund

These 0%, forgivable five-year loans provided by the state legislature address opportunities or emergencies that may have a substantial impact on the Kansas economy. Eligible opportunities could include:

- The expansion of an existing Kansas enterprise.

- The potential location in Kansas of the operations of a major employer.
- The award of a significant grant that has a financial matching requirement.
- The possible departure from Kansas, or the substantial reduction of the operations, of a major employer.
- The closure of a major federal or state institution or facility.

See www.kansascommerce.com for more information.

Promoting Employment Across Kansas (PEAK)

This program encourages businesses to relocate employment to Kansas. For-profit companies who move jobs from outside the state to Kansas can retain 95% of the payroll withholding tax of the relocated jobs over a period of five or more years. There are restrictions on the type of businesses that can qualify. See www.kansascommerce.com for more information.

Federal Rehabilitation Tax Credits

Incentives exist in the Internal Revenue Service Code for the rehabilitation of certified structures listed on the National Register of Historic Places, and buildings built prior to 1936 that are not listed on the National Register. Rehabilitations must be substantial. Incentives include:

- A 20% tax credit for the certified rehabilitation of a listed historic structure.
- A 10% tax credit for the rehabilitation of nonhistoric, nonresidential buildings.

See www.nps.gov for more information about these tax credits.

State of Kansas Rehabilitation Tax Credits

A tax credit of 25% of qualified expenses can be taken off income taxes owed to the state when the cost of a rehabilitation project exceeds \$5,000. These credits may be sold and carried forward for up to 10 years following the tax year in which the plan was first placed into service. This credit can apply to both buildings that produce income and those that don't, including private residences. Before you apply, the building must be listed on the Kansas State or National Register of Historic Places or be a contributor to a state or nationally listed historic district. All projects must be reviewed and approved before work begins. There is no cap on expenses or any limit to the number of times you can apply for and take this credit. All work must meet the Secretary of the Interior's Standards for Rehabilitation. Plans and specifications must be reviewed by the State Historic Preservation Office. See www.kshs.org for more information.

Low-Income Housing Tax Credit (LIHTC) Program

This joint program of the Internal Revenue Service and the Kansas Housing Resources Corporation provides investment tax credits for acquisition, construction, or rehabilitation of low-income rental housing. The credit provides as much as 55% to 65% of the total development cost, which reduces the amount of debt financing and allows lower rates. Apartments must be affordable to individuals or families living below set median income levels. The state is responsible for determining which housing projects receive tax credits and the dollar amount awarded. Once tax credits are awarded, developers can sell them to private investors, who use them to offset taxes they otherwise owe. The money paid to developers for the credits goes into the project as equity financing, reducing the gap between the development costs and borrowed funds. See www.kshousingcorp.org for up-to-date information.

South Central Kansas Economic Development District (SCKEED)

SCKEED offers funding for economic development to local businesses or those interested in starting a business, whether you're looking for a Small Business Loan or a Rural Business Development Loan, we offer multiple funding sources to help boost your local economy, create jobs and improve to quality of life for everyone.



Appendix Continued: Property Development 101

For those who do not live and breathe the terminology of property development daily, the City of Goddard has created this section to help guide you through the process. Hopefully this chapter will help you investigate whether property development is right for you and get you started on the right foot!

The first rule of thumb with any development or redevelopment project is that you can only construct, or fix up, a building to the degree that it can generate enough revenue to repay the investment costs and produce an acceptable rate of return. This is the advantage of development programs described in the appendix of this book — using these programs may provide the critical assistance necessary to make your venture financially feasible.

Please take the time to review your options and talk to the contacts provided in this book to make sure you are using all the resources available to you.

Assessing Risk

Let's say you have a good idea and a vision for how it would look when it is complete. That's great. The first step in determining whether that dream can become a reality is assessing the project's risk, what will be required of you to make it come true, and what your anticipated returns may be (other than pride in your accomplishment).

Your project can only be a success if the property will generate enough revenue to offset the risk incurred — and by its very nature, there is a lot of risk involved in real estate development! A few possible risks:

- Construction costs coming in higher than anticipated.
- Sales prices actualizing at a lower price than predicted.
- The sales/rental process taking longer than projected.
- Financing coming in at a higher interest rate than expected.



Of course, you can also be pleasantly surprised if any of the above risks turn out more favorably. A professional real estate developer makes his or her living by recognizing and acting upon potential opportunities. Through experience, successful developers learn ways to minimize risk at every turn. For nonprofessionals or novices, the key to minimizing your risk is to ask a lot of questions of those who have the experience you lack.

Of course, as a business or property owner, you may also realize a return on investment by increasing the success of the business in the space, or by generating higher rental income through property enhancements or expansions. If doubling your store’s retail space triples your annual income, then the project might pay for itself in a short amount of time.

However, the risk in a project goes beyond you. The lender, who provides the construction loan or carries the permanent debt, is also at substantial risk. Requirements that limit the amount of debt that can be secured by a property, as well as provisions that often require the borrower to personally guarantee the debt, lower that risk for lenders.

Reviewing Financing Options

When you’ve got a cool idea, it’s hard to not get wrapped up in the emotions of the project. However, success in real estate development — and in securing financing — depends on solid market research along with a good plan to test the idea’s feasibility. Nail down the numbers before rushing to the architect or calling contractors.



Most developers use a variety of financing sources to fund a project, including equity (cash), debt (loans), grants, and tax credits. A good rule of thumb is to have about 20% of the total cost up front in equity. This shows your commitment to the project and provides working capital to get you started.

Private bank loans are probably the second most used source of funds. There are also government agencies and nonprofit organizations that can provide low-interest loans as an incentive to developers for projects such as affordable housing and historic preservation. Grants and tax credits are also ways which can incentivize people to improve property.

How you repay your loan depends on whether you plan to sell or rent the property upon completion. Remember, even small projects will take some time to complete and find an occupant for, so make sure you have a plan for carrying the debt in the short term.

Before you get too caught up in your vision, do your homework on funding options. For more information, contact the City of Goddard at **(316) 794-2441** or email City Administrator Brian Silcott at **bsilcott@goddardks.gov**.

When are the stakes too high?

When taking on a project, you must decide whether the potential return on your investment is worth the risk if the results don’t follow your plan. For example, let’s say you find a site that can accommodate 10 homes. If the cost of building those 10 homes is \$100,000 each and you think you can sell them for \$125,000 after commissions, then the differential represents a 25% return

on the investment. If a potential 25% return is worth the associated risks to you, then it might be a project to pursue. If not, then you may need to revise the plan or abandon the project.

Developing Your Pro Forma



Before recruiting investors or approaching a bank for funding, it will be helpful to create a pro forma for your project. Pro forma means literally “as a matter of form.” This is a hypothetical but realistic look at how the project will financially play out, anticipating all expenses and revenues. While based on many assumptions, if you’ve done solid research and compared your project to similar properties in the community, your pro forma should help both you and other investors determine

whether a project is viable. If you move ahead on the project, the pro forma should be updated throughout the process, as your assumptions (such as estimated construction costs) become realities (invoiced fees).

If there are multiple approaches to your project — such as dividing it into different numbers of units or floors or adding upgraded features — you can create different pro formas for each scenario. Your pro forma should also anticipate long-term maintenance needs, such as roof or HVAC replacement, with money put in reserve regularly to prepare for these costs.

The pro forma should help you to:

- Identify assumptions about the financial and operating characteristics of the project — including the estimated total cost and the estimated value of the project upon completion.
- Develop revenue and expense projections.
- Assemble the results into profit and loss projections.
- Translate the information into cash-flow projections (monthly payments vs. monthly receivables).
- Compare the resulting balance sheets to the original plan.
- Make decisions between alternative plans.

Determining the value of your property once the project is complete isn’t as much of a guess as you might think. You may want the help of a local commercial real estate agent, appraiser, architect, contractor, and even city staff members to calculate the estimated value. An experienced commercial banker can probably give you some guidance as well. There are also some online calculators that can help you estimate construction costs and property values.

Determining All Expenses

If you are developing a property that will be leased to tenants, you must decide what type of lease terms you will offer. Full-service and triple-net (NNN) are two common types. Under full-service, the owner pays all utilities (gas, electricity, water, garbage, and maybe some telecommunications services), taxes, insurance, maintenance, landscaping, and custodial services. Triple-net leases pass on all of these expenses to the tenant. You may come up with an option in between. Regardless, you need to make these decisions before developing the expenses in your pro forma if you want an accurate snapshot of the operating costs.

Deciding on the type of lease can also help you make some decisions during the construction process. For example, if you are going to be undertaking all of the costs under a full-service lease, you might want to invest in a high-efficiency HVAC system or flooring that will better endure wear. Such expenses may cost more now, but save you in the long run.

Another issue to keep in mind is property management. Depending on the size and scale of the project, you might want to hire an outside firm to manage the property. It takes a lot of time to market properties, show them, negotiate leases, keep up with maintenance and handle accounting. If you hire a management company, you'll need to budget for their fees. However, if you decide you have the capacity to handle the property yourself, you need to figure your time, the cost of marketing, and any legal fees into your expenses.



Bank Financing Terms

Financing your project through a **bank loan** is very common. Such a loan is often secured by a real estate asset and/or a personal guarantee. Traditional loans are usually limited to the value of the asset securing the debt, with maximums on secured debt based on measures such as a **loan-to-value ratio**. A typical ratio may be 75%, meaning the debt on the property cannot exceed 75% of the expected value of the finished property.

Another term you might hear is **debt-coverage ratio**, which means that the net operating income of the property (income less expenses) is anticipated to exceed the debt service (monthly payments) on the loan. A debt-coverage ratio of 1.25 would indicate that the expected income would be at least 125% of the debt service of the loan. These limitations help assure the bank that the borrower can pay back the debt.

A **second loan or second-position debt** is a type of debt with higher risk to the bank, thus higher interest rates and fees. It is riskier because if the loan goes into default, it is paid back after the primary loan. This type of loan also can be secured with an asset.

A **construction loan** is designed to be short term and often carries higher interest rates and fees than a conventional loan. It is often guaranteed by the equity invested in the project. The part of the building that is complete serves as collateral, which makes it very risky to the bank, because if the project fails, the bank is left with an unfinished building. Thus, this type of loan is more like a line of credit, with funds drawn at specified intervals. In theory, as the size of debt grows, the project is also moving closer to completion. With each draw from the line, the bank usually will require a progress report. The bank may also hold back a percentage of the principal until final inspections are complete to motivate the owner to finish the project on time.

Attracting Outside Investors

A detailed pro forma showing a high rate of return is the best way to recruit private investors. The pro forma spreadsheet shows return on investment by dividing net operating income by total equity investment. This standard ratio will help investors compare your opportunity to other types of investments. Property development can be risky because buildings are harder to sell than, say, stocks. That's why property investors typically look for projects with a higher rate of return, such as 12% to 16%. The rate an investor will accept varies with the economy and the stock market.

Be sure your pro forma gives a multi-year projection. As time goes by, your rents should increase, while the debt service typically will stay constant. Thus, the rate of return often goes up over time.

Financing Historic Renovations

Rehabilitating older buildings can be cost effective and energy conserving. Such investments will stabilize or increase property values, encourage others to reinvest in their own properties, maintain or increase local government tax values, and provide new housing and jobs for the community. In fact, according to the U.S. Department of Commerce, rehabilitating historic structures creates more jobs and has a greater impact on local suppliers than the same amount of investment in new construction.

Be sure to read the Appendix Project Tools section of this guide (starting on page), which provides a listing of possible funding sources, including federal rehabilitation tax credits, State of Kansas rehabilitation tax credits, and investment tax credit for low-income housing.



Ready to Move Ahead?

If you've done your homework, created and evaluated a pro forma, talked to experienced professionals in the community, and identified potential sources of funding, you've taken steps to prevent a money-losing situation. If the bottom line falls within your own tolerance for risk, you should feel that you are acting wisely and not just feeding upon your own excitement over the project's potential.

Hiring Professionals

As soon as you have decided the project has merit, we encourage you to hire an architect to partner with you on the project. Architects have the experience to both capture your vision and help you maximize your budget through:

- Conceptual design services — defining the project's potential vision.
- Schematic design — refining the vision and determining rough construction costs.
- Design development — further refining the vision and costs and preparing for the city permitting process.
- Construction — guiding the project through the construction process.

Architects do more than design buildings. They also act as your representative with the city and contractor. They solicit bids, monitor progress at the construction site, and facilitate building inspections. Architects bill in different ways, including lump sum, percentage of the total project costs, or hourly, depending on the services you select.

Contact Information

FOR MORE INFORMATION ABOUT THESE
PROGRAMS PLEASE CONTACT:

CITY OF GODDARD CITY ADMINISTRATOR,
BRIAN SILCOTT

(316) 794-2441

BSILCOTT@GODDARDKS.GOV