



ONE STOP SHOP

CITY OF LINDSBORG BUSINESS DEVELOPMENT GUIDE

CONTACT:
COMMUNITY DEVELOPMENT DEPARTMENT
CITY HALL, 101 S. MAIN

(785) 227-3355

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City of Lindsborg – Key Contacts

City Hall
101 S. Main

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Community Development Director/
Planning Department/One Stop Shop Contact

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Utilities Clerk – Customer Service

Jerry Lovett-Sperling
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City Clerk - Licensing

Larry Lindgren
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Finance Director

Robin Drogemeier
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Municipal Court Clerk/Recycling Department

Public Works Department
202 E. Lincoln

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Chris Lindholm
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Building Official

Public Safety Department
102 S. First

785-227-2988

Timothy Berggren
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Chief of Police

Angela Oestmann
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Communications Specialist

Licenses and permits

The City does not require a general business license, but there are some exceptions for certain business activities. All application forms are available at City Hall.

Alcohol

The sale of alcohol, in one form or another, will always require a license or permit. Keep in mind that they are annual licenses (calendar year), and some must be approved by City Council before they are effective.

Peddlers and Solicitors

Any individual, whether a resident of the city or not, must obtain a license to sell merchandise "door-to-door". This includes goods, wares, merchandise, meats, fish, vegetables, fruits, garden and farm products. The license is daily (\$10) up to a maximum of \$300.

Plumbers, Electricians and Tree Maintenance Contractors

All require an annual license.

Sidewalk Seating and Streetscape Enhancement License

Special restrictions have been placed on businesses in the downtown "C-2" business district related to the use of public sidewalks in front of store fronts. Contact City Hall for details, or look up Chapter 42, Article III Sidewalks in the municipal code.

Health Department Permits

The City does not monitor food establishments, but be aware that the following types of businesses must contact the Kansas Department of Agriculture before doing business.

- Restaurants

- Grocery stores

- Convenience stores

- Meat markets

- Bars, lounges and clubs

- Bakeries

- Mobile food vendors

- Places of lodging

Contact Mark Lackey, Kansas Department of Agriculture (785) 296-5600

Utilities

The City of Lindsborg provides electric, water, wastewater and refuse service to homes and businesses with the community. To request service, an application must be made with City Hall. Kansas Gas Service provides gas service and can be contacted at (800) 794-6673. High speed internet, telephone and TV service is available from a variety of sources. Contact the Community Development Department for more information.

Zoning

Zoning is a tool that a community uses to regulate development and establish a vision for the future. Zoning regulations protect the general public health, safety and welfare by controlling land use as well as the type, size and height of buildings. By limiting incompatible uses and preventing overcrowding, property values are protected and businesses have more opportunity to thrive.

Simply put, zoning classifies land into areas and districts, generally referred to as "zones" or "districts". Each zone allows certain types of uses, residential, commercial or industrial, as well as the intensity of the use. For example, "R-1" restricts housing to single family dwellings, while "R-3" allows multi-family apartments. For businesses, the two major commercial districts, Downtown ("C-2") and Harrison/Cole ("C-3") have common but not identical uses. Be sure to contact the Community Development Department for information on specific business types allowed in each district.

Although zoning regulations prohibit the operation of a business from a residence, in some situations, some business operations are allowed as an accessory use to the residence. A special use permit is required. For more information, contact the Community Development Department.

Design Review Board

While the zoning code addresses the types of land uses that are allowed in particular areas and the intensity of development, the Design Review process considers the preservation of Lindsborg's natural setting of scenic and historical beauty. In the Downtown "C-2" district, compliance with the following regulation is required:

"No person shall modify the exterior appearance of any building or structure, nor shall any building permit be issued for the erection or modification of any building or structure, nor shall any sign be erected or placed in use, unless a precise plan of design describing said modification, erection or sign shall have been submitted and approved as stated in this division."

The Design Review Board is responsible for approving proposed exterior modifications and signage. It consists of five members, all residents of the City, and appointed by the Mayor. In addition to approving all structural, design or facade changes to buildings in the downtown district, they also review all sign requests in other business districts within the community.

Before installing any signs or initiating any changes to downtown buildings, a precise plan of design must be submitted to City Hall for review and approval by the Board. For more information, contact the City Clerk at (785) 227-3355.

One Stop Shop

Business Development Process

Flow Chart

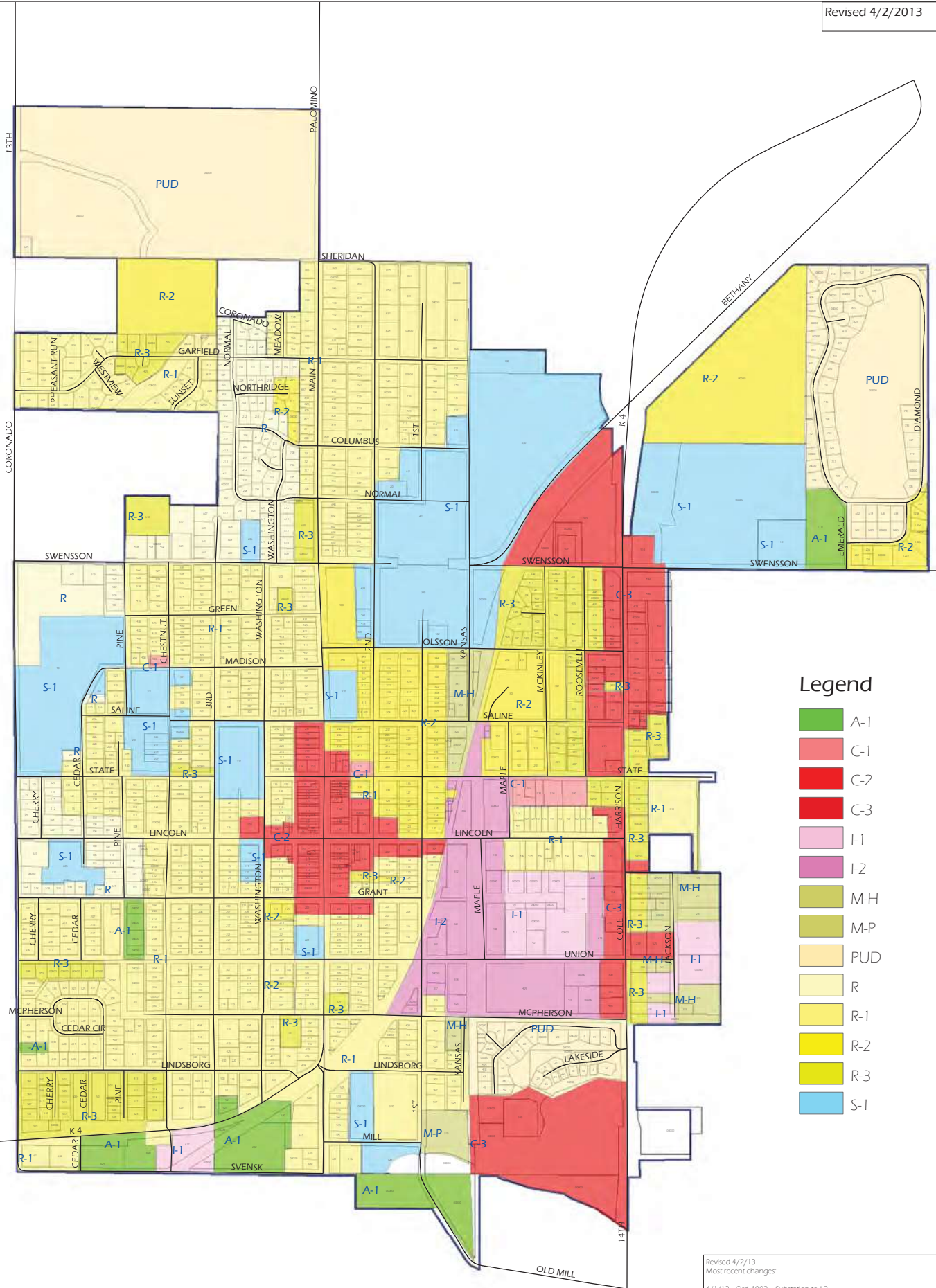
Key:

- Community Development
- Public Works
- Inter-Department Review
- Planning & Zoning
- Utilities Clerk/Customer Service
- Public Safety
- City Clerk



City of Lindsborg Zoning Map

Revised 4/2/2013



Legend

- A-1
- C-1
- C-2
- C-3
- I-1
- I-2
- M-H
- M-P
- PUD
- R
- R-1
- R-2
- R-3
- S-1

Revised 4/2/13
 Most recent changes:
 4/1/13...Ord 4802...Substation to I-2
 4/1/13...Ord 4801...318 E Union to C-3
 2/4/13...Ord 4794...316 E State to R-2 (back half)
 2/4/13...Ord 4793...116 N Harrison to R-3
 6/4/12...Ord 4752...125 N 2 to R-1
 2/6/12...Ord 4737...525 E Union to C-3
 1/2/12...Ord 4734...303 S Jackson, 311 & 333 S Cole to I-2
 5/3/10...Ord 4648...Annexation R-2
 4/6/09...Ord 4595...LCH to S-1
 10/6/08...Ord 4568...317 S 1 to I-2
 5/5/08...Ord 4544...701 N 1 to R-1

Disclaimer

The information on this map is based on the most current information available to the City of Lindsborg Community Development Department. The City of Lindsborg does not warrant its accuracy or suitability for any particular purpose. The information on this map is not intended to replace engineering, financial or primary records research.