CITY COUNCIL WORK SESSION
Wednesday, November 18, 2026 at 6:00 p.m.

CITY HALL
6090 Woodson Street

Meeting In Person and Virtually via Zoom

This meeting will be held in person at the time and date shown above. Information will be posted, prior to the meeting, on how to join at https://www.missionks.org/calendar.aspx.

If you require any accommodations (i.e. qualified interpreter, large print, reader, hearing assistance) in order to attend this meeting, please notify the Administrative Office at 913-676-8350 no later than 24 hours prior to the beginning of the meeting.

AGENDA

1. Review of Right-of-Way Management Process – Stephanie Boyce

   The City's existing right-of-way ordinance framework is more than 25 years old and primarily focuses on excavation permitting. As utility activity and construction within the public right-of-way have increased, Staff has identified the need for a more comprehensive approach to managing these activities and will present recommended revisions to the City's ordinance and policies.

City of Mission	Item Number:	1.
DISCUSSION ITEM SUMMARY	Date:	November 18, 226
Community Development	From:	Stephanie Boyce

Discussion items allow the committee the opportunity to freely discuss the issue at hand.

RE: Review of Right-of-Way Management Process

DETAILS: The City's existing right-of-way ordinance framework is more than 25 years old and primarily focuses on excavation permitting. As utility activity and construction within the public right-of-way have increased, Staff has identified the need for a more comprehensive approach to managing these activities.

The proposed update transitions the City from an excavation-focused permitting process to a comprehensive right-of-way management program. The goal is to establish consistent expectations for utilities and contractors while protecting public infrastructure and ensuring work is properly coordinated, performed, and restored.

Key objectives of the proposed updates include:

- **Infrastructure Protection:** Establish clearer restoration requirements to protect City streets, sidewalks, drainage systems, and other public assets from damage and premature deterioration.
- **Coordination:** Improve communication and coordination between utility providers, contractors, and the City, particularly when work conflicts with planned capital improvements.
- **Public Safety:** Strengthen requirements for traffic control, pedestrian accessibility, and emergency communication.
- **Accountability:** Establish clearer expectations for inspections, project close-out, insurance, bonding, and enforcement when work does not meet City requirements.
- **Administrative Consistency:** Provide staff and applicants with consistent procedures, technical standards, and expectations.

The proposed framework consists of two documents. The Ordinance establishes the City's authority, permit requirements, administrative responsibilities, fee authority, and enforcement provisions. The Manual provides the technical and operational requirements for applications, construction, restoration, inspections, and project close-out.

The proposed $125 standard permit fee and associated fees are intended to recover the administrative, review, inspection, and right-of-way management costs. The proposed framework is generally consistent with regional practices.

Staff will incorporate Council feedback during the work session and bring the proposed Ordinance forward at a future meeting for formal consideration and

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	N/A
Available Budget:	N/A

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adoption.

CFAA CONSIDERATIONS/IMPACTS: The proposed Right-of-Way Management Program supports a safe, accessible, and connected community for residents of all ages and abilities. Improved requirements for traffic control, pedestrian access, and restoration will help reduce hazards and minimize disruptions for motorists, pedestrians, bicyclists, older adults, individuals with disabilities, and families with children. The program also helps protect public infrastructure and ensures it remains safe and accessible for the community long-term.

Related Statute/City Ordinance:	N/A
Line Item Code/Description:	N/A
Available Budget:	N/A

CITY OF MISSION, KANSAS
RIGHT-OF-WAY MANAGEMENT ORDINANCE
CITY COUNCIL STUDY SESSION REPORT

PROPOSED UPDATE TO THE RIGHT-OF-WAY MANAGEMENT ORDINANCE AND NEW RIGHT-OF-WAY MANAGEMENT MANUAL

EXECUTIVE SUMMARY

Staff is presenting a proposed update to the City's Right-of-Way Management Ordinance and a new Right-of-Way Management Manual for Council's review and feedback. The current ordinance was adopted more than 25 years ago, when far less work occurred in City streets. Since then, utility, telecommunications, and contractor activity in the right-of-way has increased substantially. Gaps in the ordinance have contributed to work that disrupts motorists and pedestrians, damage to private property, and resident complaints that the City has had limited tools to resolve.

Beginning in spring 2025, Public Works staff undertook a comprehensive update of the City's right-of-way regulations, resulting in two companion documents. The proposed Right-of-Way Management Ordinance establishes the City's authority, policies, fees, and enforcement powers. The proposed Right-of-Way Management Manual sets out the procedures and technical standards that applicants and staff follow, from permit application through final inspection. Placing technical standards in the manual allows staff to keep them current with evolving industry practice without amending City Code each time.

This report summarizes the principal changes proposed in the update, compares Mission's approach with right-of-way programs in nearby communities, and outlines the steps remaining before adoption. Appendix A provides a section-by-section comparison of the current and proposed provisions. Staff is seeking Council's feedback at this study session on the overall approach, the proposed fees and penalties, and any topics Council would like addressed during stakeholder outreach.

WHY AN UPDATE IS NEEDED

The existing ordinance centers on excavation permits. It requires a permit before digging and sets a few notice rules, but it says little about what an application must contain, what restored streets and sidewalks must look like, when inspections occur, or what happens when a contractor does not follow through. In practice, that has meant:

- Permits that list only the contractor, leaving the City unable to reach the facility owner when problems appear after the contractor has left.
- Restoration standards are too general to enforce, so poor patches and damaged sod or driveways become a problem for the City or the resident.

- No defined penalty for working without a permit.
- Restoration standards and penalties for failure to restore are vague and challenging to enforce.
- Permit procedures were adopted prior to new state and federal rules and must now be updated to comply with those requirements.

HOW THE UPDATE WAS DEVELOPED

Public Works staff initiated the update beginning in Summer 2025. The update process included the following steps:

- Full review of the current ordinance, requirements, permitting processes and how all aspects of right-of-way management works in practice in the City of Mission,
- Needs assessment for effective right-of-way management,
- Review of right-of-way programs in communities across the Kansas City area,
- Compose a draft ordinance and new Right-of-Way Management manual, in parallel,
- Update existing a proposed right-of-way fees
- Update outward-facing information, such as FAQs, applications, website, etc.

Next steps will include outreach to utilities, contractors, and other right-of-way users. Their comments will be considered before the documents return to Council for adoption.

WHAT THE UPDATE CHANGES

PERMITS AND REVIEW

A permit is required before anyone excavates, installs, relocates, maintains, or removes facilities in the right-of-way, or obstructs it. Applications must identify both the contractor and the owner of the facilities, include drawings and a traffic control plan where needed, and be paid in full before a permit is issued. Staff may reject incomplete applications. The City may also deny a permit for a contractor with a record of noncompliance, for work that conflicts with a City project or event, or for a cut into a street built or rebuilt within the past five years.

Routine applications are reviewed within at least three business days, with more time allowed for complex work. Permits last 60 days, and one 30-day extension is available when work is progressing.

EMERGENCY WORK

Emergency repairs may begin without a permit – this is consistent with existing City practices. The facility owner must now notify the City within two hours of identifying the emergency, keep the City informed until the site is stable, and obtain a permit by the next business day. The current ordinance requires only the after-the-fact permit.

CONSTRUCTION, TRAFFIC CONTROL, AND SAFETY

Work must follow the Overland Park Design and Construction Standards, which Mission has adopted, along with Mission-specific requirements, as noted in the manual. Traffic control must meet the Manual on Uniform Traffic Control Devices (MUTCD) and keep an accessible pedestrian route open. Materials may not be left in travel lanes, sidewalks, or emergency routes after working hours, and the City may schedule work to limit traffic and neighborhood disruption.

UTILITY COORDINATION, SHARED INFRASTRUCTURE, AND RECORDS

Applicants must locate existing utilities and coordinate with other users before work starts, giving staff a chance to catch conflicts with City projects or other permits. Where practical, the City encourages providers to share conduit or boring paths so the same work locations not opened repeatedly.

Permit holders must submit as-built drawings within 60 days of finishing work and keep facility and contact information current, giving the City better records for planning and emergency response.

RESTORATION AND PAVEMENT PROTECTION

Permittees must restore everything their work affects, including pavement, sidewalks, driveways, curb and gutter, landscaping, irrigation, signs, and pavement markings, to equal or better condition than what existed when work began. Where a small patch would significantly a street's life, the Public Works Director may require a larger repair or full-lane repaving. For example, larger repairs may be required for cuts in recently paved streets, trenches running along a street, or repeated patches in one area.

The manual also sets firm deadlines for restoration:

Item	Restoration Deadline
Sidewalks	Temporary within 3 days; permanent within 14 days
Lawn areas	Temporary weekly; permanent within 2 weeks of completion; sod watered for 21 days or until established
Pavement markings	Temporary immediately after paving; permanent within 14 days
All restoration	Complete before the permit expires

INSPECTION AND CLOSE-OUT

Permittees must call for inspections at defined points in the work and may have to remove and replace anything covered before it was inspected. Test reports are due within three business days of testing. A permit closes only after a final inspection confirms the site is built to City standards, restored, clean, and safe.

INSURANCE, BONDING, AND FEES

Insurance and bonding largely continue current practice, with an explicit automobile liability requirement and a new annual bond option for frequent permittees. Fees move into a Council-adopted schedule with specific amounts.

Requirement	Proposed
General liability insurance	$1,000,000 per occurrence; $2,000,000 aggregate (unchanged)
Automobile liability insurance	$1,000,000 (new)
Performance and maintenance bond	$5,000 or the value of restoration, whichever is greater; held 24 months after final acceptance
Annual bond option	$15,000 (fewer than 10 permits a year); $30,000 (fewer than 25); $50,000 (25 or more)
Standard permit	$125 (up from $75) The updated permit is defined as 200 linear feet and 60 days, including the first street cut. Additional length and/or street cuts require the assessment of additional fees.
Expedited review	$250
Additional street cuts	$50 each
Over-size/over-weight review	$50 per occurrence

ENFORCEMENT AND PENALTIES

Staff gain defined tools when work is unsafe, unpermitted, or left unfinished: stop work orders, corrective action, permit suspension or revocation, and recovery of City costs. Penalties are twice the permit fee for unpermitted work; $500 to $1,000 per day for violations. Failure to restore upon the completion of work is subject to daily penalties ranging between $500 and $1000, plus City costs. In the event that right-of-way work results in blocking emergency access, a violation of $2,000 per incident may be assessed.

ADMINISTRATION

The Public Works Director holds overall authority under the ordinance and the City Clerk oversees franchise and license agreements under this ordinance. The Public Works Superintendent will run the program day to day, including permit review, inspections, and enforcement.

Standard forms prepared with the manual, including an inspection checklist, a stop work order, and an over-size/over-weight application, give the Superintendent a consistent tool for each step.

REGIONAL COMPARISON

The proposed updates were compared with the programs of eleven communities in the Kansas City area. A summary of the results appear in the separate Right-of-Way Fee Comparison Council Summary. While each city's right-of-way management program is unique, the proposed updates align with regional practices as follows:

- The proposed $125 base permit fee falls within the range charged by nearby communities.
- The 60-day permit term and three-business-day routine review are within regional norms.
- Insurance, bonding, and maintenance requirements are broadly comparable to regional practice.
- The approach follows mainstream right-of-way management practice, including Overland Park's established ordinance-and-manual model.
- Mission's proposal is more specific than most neighbors about utility coordination, shared infrastructure, mapping, pavement preservation, and restoration.

NEXT STEPS

Staff requests Council feedback on the overall approach, the proposed fees and penalties, and any topics Council would like raised during outreach. Following this study session, staff will:

- Meet with utilities, contractors, and other right-of-way users over the coming months.
- Revise the ordinance, manual, and Schedule of Fees based on Council and stakeholder input.
- Return to Council for adoption.

APPENDIX A: SECTION-BY-SECTION COMPARISON

The table below compares the current ordinance and fee schedule with the proposed ordinance and manual, topic by topic. A more detailed comparison of fees, including a regional analysis, is provided in a separate document.

Section	Current Ordinance	Proposed Ordinance and Manual
Structure	A single ordinance over two Articles within the Municipal Code with legal requirements but limited guidance for applicants	A single ordinance sets authority, fees, and enforcement and gives authority for the creation of a Right-of-Way Management Manual; the manual sets procedures and technical standards and can be updated administratively
Administration and authority	Administrative roles less clearly defined	Public Works Director holds authority to approve, inspect, enforce, require maps, and update the manual; City Clerk manages franchise and license agreements; Public Works Superintendent runs the program day to day; providers must name a local representative
Permits and applications	Permit required before excavation or obstruction; contact information collected for the contractor only	Permit required for excavation, installation, relocation, maintenance, removal, or obstruction; owner and contractor information required; fees paid before issuance; incomplete applications may be rejected; defined grounds for denial, including cuts in streets built or rebuilt within five years; procedures updated to align with state and federal review deadlines
Permit timelines	Three-day review; permit term and coverage not clearly defined; supplementary application when work exceeds permitted area or dates	At least three business days of review, longer for complex work; 60-day term covering 200 linear feet; one 30-day extension; new permit required if work is not complete
Emergency work	Permit required within one working day	City notified within two hours; updates required; permit by the next business day
Construction and traffic control	Three working days of notice before reducing traffic below two lanes; limited traffic control guidance	Overland Park standards adopted within the Manual; MUTCD traffic control adopted in Manual; accessible pedestrian route maintained; no materials left in lanes, sidewalks, or emergency routes; City review of traffic control plans; allowable work hours defined

Section	Current Ordinance	Proposed Ordinance and Manual
Utility coordination and shared infrastructure	Limited coordination requirements	Utility locates and facility information required; coordination with City projects and other permits required; City encourages shared conduit or boring paths
Mapping and records	Limited records requirements	Facility maps, as-built drawings within 60 days, annual reporting, and current contact information required
Restoration and pavement	General restoration requirement; guarantee period stated as 3 years in the ordinance and 2 years in the fee schedule	Equal-or-better restoration of all affected features; larger repairs or full-lane repaving in defined scenarios; firm restoration deadlines; consistent 24-month guarantee (12 months for sod)
Sidewalks, driveways, and landscaping	Limited detail regarding requirements and compliance	The Manual defines requirements for full-depth sawcuts, thickness standards, and Mission-specific driveway apron requirements; sod installation and establishment standards
Inspection and testing	Limited guidance on inspection timing, testing, and close-out	Ordinance gives authority for the Manual to require inspections at defined points; uninspected work may have to be removed; test reports within three business days; final inspection before close-out
Insurance and bonding	$1,000,000 per occurrence and $2,000,000 aggregate general liability; $5,000 bond	Same general liability limits plus $1,000,000 automobile liability and City named as additional insured; bond of $5,000 or the value of restoration, held 24 months after acceptance; annual bond option of $15,000 to $50,000
Fees	$75 per permit; no street cut fee	$125 standard permit; $250 expedited review; $50 per additional street cut; $50 over-size/over-weight administrative review
Enforcement and penalties	One-time $500 plus restoration cost for failure to restore; no defined penalty for unpermitted work or ongoing violations	Stop work orders, corrective action, permit suspension or revocation, and cost recovery are authorized in the ordinance to align with industry standards; 2x permit fee for unpermitted work; $500 to $1,000 per day for violations and failure to restore; $2,000 per incident for blocking emergency access

APPENDIX B: RIGHT-OF-WAY MANAGEMENT BEST PRACTICES

The update reflects practices common to well-run right-of-way programs. The table below shows where each appears in Mission's proposal.

Practice	How Mission's Proposal Addresses It
Separate ordinance and manual	Ordinance holds authority, fees, and enforcement; manual holds procedures and standards
Complete applications and predictable review	Owner and contractor information is required on all permit applications. Requirements for design and construction drawings are clearly defined. A three-business-day review for standard right-of-way permit applications.
Early coordination	Requirements and processes for utility locates, coordination with City projects, and shared infrastructure are outlined within the ordinance and manual to ensure clear paths for execution.
Pavement preservation	Equal-or-better restoration is required in the ordinance and defined in the Manual. Authorization for larger repairs where technically necessary for the effective management and maintenance of City assets.
Inspection and close-out	Manual defines clear requirements for inspections at defined points, test reports, and final acceptance to ensure clarity and consistency.
Emergency communication	Ordinance clearly defines emergency scenarios and requires a two-hour notice and a next-business-day permit.
Accurate records	Ordinance defines required information that must be provided by service providers utilizing the right-of-way for their facilities including as-built drawings and current facility and contact information
Financial protection	Ordinance defines insurance, bonding, fees, penalties, and cost recovery mechanisms to ensure work is performed in a safe manner that reflects the quality standards upheld by the City.

RIGHT-OF-WAY FEE COMPARISON

Mission's Current and Proposed Fees Compared to Kansas City Metropolitan Area Peer Communities

Prepared for City Council – Study Session

City of Mission, Kansas
Public Works Department

November 2026

1 Purpose of This Comparison

The City of Mission is updating its right-of-way (ROW) permit fees as part of the adoption of the updated Right-of-Way Management Ordinance and a new ROW Management Manual; these updates to right-of-way management throughout the City of Mission also includes a revised Schedule of Fees.

The comparison below demonstrates how Mission's current fees and its proposed fees compare to one another, and how the proposed fees compare to a curated set of Kansas City metropolitan area peer communities for each category.

2 How to Read This Comparison

Every fee category compares Mission against the same four core communities: Fairway, Merriam, Prairie Village, and Roeland Park. These are Mission's closest neighbors and similarly sized communities, and they are listed first in every row. Four additional communities appear, listed after the core four, only in the categories where they are a notable outlier or align directly with Mission's proposal: Kansas City (MO) represents the larger-city, formula-based approach and the longest guarantee period; Mission Hills sets the highest figures in the region for several categories; Overland Park uses a per-parcel permit fee, a formula-based street cut fee, and the tiered blanket bond that Mission's proposed option is modeled on; and Raytown (MO) charges the same $125 base fee and $50 per-cut fee that Mission is proposing.

An entry of "Not specified in research" means the reviewed fee schedule, ordinance, or manual did not publish a figure for that category, not that the city necessarily lacks one.

Dollar figures shown for Mission reflect the current, pre-update Schedule of Fees and the finalized, proposed Schedule of Fees. The governing figures going forward will always be the City's adopted Schedule of Fees, together with Sections 4 (Insurance and Bonding), 5 (Fees), and 6 (Enforcement and Penalties) of the ROW Management Manual.

3 Current Fee Amounts

Because fee amounts are reviewed and may be amended over time, this comparison should be read as a point-in-time snapshot prepared for this study session.

4 PERMIT, STREET CUT, AND PENALTY FEES

Fee / Penalty Category	Mission – Current	Mission – Proposed	Comparable Cities (Kansas City Metro Area)	Why This Fee
Base Right-of-Way Permit Fee	$75 flat, per permit	$125 standard permit / $250 expedited review	**Fairway:** $100 flat **Merriam:** $120 flat **Prairie Village:** $70 flat **Roeland Park:** $85 flat **Kansas City, MO:** $171.34 per 100 linear feet (plus $171.34 for each additional 100 feet) **Mission Hills:** $135 per address **Overland Park:** $40 per adjacent parcel or address impacted **Raytown, MO:** $125 flat	The proposed fee looks higher than several flat-fee peers at first glance, but Mission's Schedule of Fees intentionally limits the City to a short, defined list of chargeable fees. Peers that advertise a lower base fee often add separate charges for inspections, reinspections, boring, or traffic control that Mission bundles into this one fee. The higher sticker price avoids a "nickel and dime" experience for applicants, who can budget the full cost up front.
Street Cut / Pavement Degradation Fee	Not separately assessed	First cut included in base fee; $50 per additional street cut	**Fairway:** No separate fee identified **Merriam:** No separate fee identified **Prairie Village:** No separate fee identified **Roeland Park:** No separate fee identified **Kansas City, MO:** Complex degradation-fee matrix (varies by pavement age and condition) **Overland Park:** Formula based: cost per square yard for street, overlay, and sealcoat, multiplied by a depreciation rate and the area of influence **Raytown, MO:** $50 per cut or continuous trench	A simple flat per-cut charge, with the first cut already covered by the base permit fee, keeps costs predictable for applicants and easy for City staff to administer. A formula- or matrix-based pavement degradation fee like Overland Park's or Kansas City's can recover more on older pavement, but it requires engineering review on every permit, which is not a feasible approach given Mission's volume of work, staff capacity, and available data.

Fee / Penalty Category	Mission – Current	Mission – Proposed	Comparable Cities (Kansas City Metro Area)	Why This Fee
Unauthorized Work / Work Without a Permit	Not specified in current fee schedule	2 times the permit fee	**Fairway:** 2 times the fee **Merriam:** 3 times the fee (small cell and streetlight work only) **Prairie Village:** 2 times the fee **Roeland Park:** 2 times the fee (a penalty equal to the cost of the permit)	A straightforward doubling of the permit fee is easy to explain and apply consistently, and it scales automatically with the size of the job since a larger project already carries a larger base fee. Staying at the regional-standard 2x, keeps the penalty as a deterrent rather than a revenue measure while remaining commiserate with the increased work load that occurs when work is performed without an approved permit.
Daily Violation Penalty	Not specified in current fee schedule	$500 to $1,000 per day the violation exists	**Fairway:** $200 to $500 per day **Merriam:** Up to $500 per occurrence **Prairie Village:** $200 to $500 per day **Roeland Park:** $200 to $500 per day **Mission Hills:** $200 to $2,500 per day	Setting the range above the lower peer cluster reflects that an unresolved violation in Mission's compact street grid and resident-facing neighborhoods creates disproportionate day-to-day disruption compared to a similar violation in a larger city. The range still stops well short of the highest peer ceilings, keeping the penalty proportionate rather than punitive.
Failure to Restore	$500 plus the cost of restoration	$500 to $1,000 per day the violation exists, plus City costs to remedy	**Fairway:** Cost of restoration only; no fixed dollar penalty **Merriam:** *Not specified in research* **Prairie Village:** *Not specified in research* **Roeland Park:** *Not specified in research*	Pairing a daily penalty with full cost recovery, rather than cost recovery alone, gives the City a real incentive tool to get a site restored quickly rather than only a mechanism to recoup expense after the fact. Unrestored right-of-way is a visible, ongoing safety issue that ultimately results in ongoing increased workload for staff to resolve, which supports daily penalties in addition to costs to correct.
Obstruction of Emergency Access	Not addressed as a distinct penalty category	$2,000 per incident	*None of the comparison cities publishes a distinct figure for this category.*	A fixed, stand-alone penalty ensures a single severe event carries a meaningful consequence even if it is resolved the same day and would otherwise accrue little or nothing under a purely per-day violation penalty. Most peer schedules fold this into general violations; Mission's Manual calls it out specifically because of the public-safety stakes involved.

Fee / Penalty Category	Mission – Current	Mission – Proposed	Comparable Cities (Kansas City Metro Area)	Why This Fee
Over-Size / Over-Weight (OSOW) Permit	Not specified in current fee schedule	$50 per occurrence	*None of the comparison cities publishes a distinct figure for this category.*	The purpose of this fee is for the City to receive notice regarding when Over-Size/Over-Weight loads are planned to travel on the City's roads, ensuring the ability to communicate with the community and route plan accordingly. This review is an administrative check of routing and scheduling rather than a route-specific engineering review. None of the comparison cities publishes a distinct OSOW fee; agencies elsewhere in the region that do charge one typically conduct a more involved, route-specific review that is not needed on Mission's smaller street network. The establishment of an OSOW permit facilitates a process for transport companies to proactively inform and coordinate with the City if the situation arises.

5 Insurance, Bonding, Guarantee Period, and Review Time

Fee / Penalty Category	Mission – Current	Mission – Proposed	Comparable Cities (Kansas City Metro Area)	Why This Fee
Commercial General Liability – Per Occurrence	$1,000,000	$1,000,000 (unchanged)	**Fairway:** $1,000,000 **Merriam:** $1,000,000 **Prairie Village:** $1,000,000 **Roeland Park:** $1,000,000 **Mission Hills:** $2,000,000	Maintaining the regional standard keeps the requirement familiar to contractors and insurers who already carry this coverage level to work in neighboring cities.
Commercial General Liability – Aggregate	$2,000,000	$2,000,000 (unchanged)	**Fairway:** $2,000,000 **Merriam:** $2,000,000 **Prairie Village:** $2,000,000 **Roeland Park:** $2,000,000	Maintaining the regional standard keeps the requirement familiar to contractors and insurers who already carry this coverage level to work in neighboring cities.

Fee / Penalty Category	Mission – Current	Mission – Proposed	Comparable Cities (Kansas City Metro Area)	Why This Fee
Automobile Liability	Not specified in current requirements	$1,000,000 (new, explicit requirement)	**Fairway:** $1,000,000 **Merriam:** $1,000,000 **Prairie Village:** $1,000,000 **Roeland Park:** $1,000,000	Matching the regional standard keeps the requirement familiar to contractors and insurers who already carry this coverage level to work in neighboring cities.
Performance / Maintenance Bond (flat minimum)	$5,000	$5,000 (unchanged)	**Fairway:** $2,000 **Merriam:** $2,000 **Prairie Village:** $5,000 **Roeland Park:** $5,000 **Kansas City, MO:** $500 unpaved / $2,500 paved **Raytown, MO:** $5,000, or the value of restoration if greater	The adopted amount gives the City a meaningful fallback to complete or correct work. This is critical a city of Mission's size with limited in-house crew capacity to absorb incomplete work itself; several similarly sized peers set the same $5,000 figure.
Annual Blanket Surety Bond Option	Not offered	New option: under 10 permits/yr $15,000; under 25 permits/yr $30,000; 25+ (unlimited) permits/yr $50,000	**Fairway:** Not offered **Merriam:** Not offered **Prairie Village:** Not offered **Roeland Park:** $50,000 blanket option (allowed by ordinance, not actively advertised) **Overland Park:** Tiered: under 10 permits $15,000; under 25 $30,000; under 50 $50,000; unlimited $100,000	This lets a utility or contractor pulling many permits a year post one annual bond instead of a new one for every project, reducing paperwork for both the applicant and City staff without lowering the City's protection.
Restoration Guarantee / Maintenance Period	2 years (ordinance and fee schedule are inconsistent; ordinance states 3 years)	24 months for surface improvements (streets, sidewalks, trees, landscaping); 12 months for sod	**Fairway:** 2 years **Merriam:** 2 years **Prairie Village:** 2 years **Roeland Park:** 2 years **Kansas City, MO:** 3 years	Settling on 24 months resolves an internal conflict in Mission's current ordinance (which states 3 years while the fee schedule has 2 years) and aligns with the regional standard. The separate 12-month sod period reflects that sod establishes sooner and failure beyond the initial 12 months may often be attributed to other factors such as inadequate care by the property owner or extreme weather conditions.

Fee / Penalty Category	Mission – Current	Mission – Proposed	Comparable Cities (Kansas City Metro Area)	Why This Fee
Permit Review Time	3 days	At least 3 business days (longer for complex work)	**Fairway:** 2 days **Merriam:** 3 days **Prairie Village:** *Not specified in research* **Roeland Park:** *Not specified in research*	Three business days balances applicant turnaround expectations against the time City staff need to properly check a permit application; it keeps Mission neither the fastest nor the slowest reviewer in the region, with room to take longer only when a project's complexity grows. Three business days is the minimum required time a contractor must allow for calling in utility locates, so the City would not create delays if the applicant coordinates locate requests with the permit application submission.

6. Existing & Proposed Fee Comparison

Fee / Penalty	Mission – Current	Mission – Proposed	Comments
Permit Fees and Terms			
Standard Right-of-Way Permit	$75 flat, per permit	$125 per permit	**Increase.** Up $50 from the current fee. The proposed fee covers a defined permit area and duration, the first street cut, inspections, and traffic control review, so most applicants pay a single, predictable fee.
Expedited Review	Not offered	$250 per permit	**New.** Optional faster review for applicants whose schedule requires it. The standard review time remains at least 3 business days to align with One Call timeline requirements.
Permit Coverage (Area and Time)	Not clearly defined	200 linear feet, or one excavation per 200 linear feet; 60 consecutive days	**New.** Defines what a single permit covers so applicants know when a second permit is needed. For example, a 300-foot trench requires two permits.
Permit Extension	Not defined	One 30-day extension available on request; applicable fees are reassessed	**New.** Provides a defined extension path rather than requiring a new application.
Street Cut	Not separately assessed	First cut included in the base fee; $50 per additional cut	**New.** Applies only when a project has more than one cut within a single permit area, regardless of the length or size of the cut.

Fee / Penalty	Mission – Current	Mission – Proposed	Comments
Over-Size / Over-Weight (OSOW) Permit	Not specified	$50 per occurrence	**New.** Ensures the City is notified of over-size and over-weight loads so routing can be checked and residents informed.
Penalties and Additional Charges			
Work Without a Permit / Unauthorized Work	Not specified	2 times the permit fee	**New.** Scales with the size of the job and matches the regional standard.
Violations	Not specified	$500 to $1,000 per day the violation exists	**New.** Gives staff a daily enforcement tool for violations that are not corrected.
Failure to Restore	$500 plus the cost of restoration	$500 to $1,000 per day the violation exists, plus City costs to remedy	**Revised.** Changes the one-time $500 charge to a daily penalty so the cost grows the longer a site is left unrestored. Recovery of the City's costs is retained.
Obstruction of Emergency Access	Not addressed	$2,000 per incident	**New.** A fixed penalty so a single serious event carries a meaningful consequence even if it is resolved the same day.

7. KEY OBSERVATIONS

- Flat base permit fees among the comparison cities range from $70 (Prairie Village) to $135 (Mission Hills). Mission's proposed $125 standard fee sits inside that range and matches Raytown; Overland Park instead charges per parcel and Kansas City per 100 linear feet.
- Daily violation penalties among the comparison cities cluster at $200 to $500 per day (Fairway, Prairie Village, and Roeland Park, with Merriam at up to $500 per occurrence), while Mission Hills reaches $2,500 per day for prolonged violations. Mission's proposed $500 to $1,000 range sits above the lower cluster and well below the Mission Hills ceiling.
- None of the comparison cities' published fee schedules separately price obstruction of emergency access; it is typically folded into general violation penalties. Mission's proposed ordinance creates a distinct, fixed $2,000 penalty for this safety-critical violation, which is new to Mission's own schedule as well.
- Mission's proposed changes introduce a frequent-permittee blanket bond option. Its three tiers ($15,000, $30,000, and $50,000) mirror the first three tiers of Overland Park's structure, and Roeland Park also allows a $50,000 blanket option.
- Mission's proposed 24-month guarantee period resolves the old ordinance's internal inconsistency and matches every comparison city except Kansas City, which requires a longer 3-year period.