

**Louisburg Planning Commission Regular Meeting
6:30 P.M. September 27, 2023
City Council Meeting Room
215 South Broadway
AGENDA**

Livestream link:

<https://boxcast.tv/view/regular-meeting-of-the-louisburg-planning-commission-dnar4p118p6ubt2okbss>

Item 1: ROLL CALL:

Item 2: PLEDGE OF ALLEGIANCE

Item 3: ADOPTION OF THE AGENDA:

Item 4: APPROVAL OF THE MINUTES:

- Minutes from the August 30, 2023, Meeting

Item 5: PUBLIC COMMENTS:

Persons who wish to address the Planning Commission regarding items not on the agenda may do so at this time. Speakers will be limited to three (3) minutes. Any presentation is for informational purposes only.

PUBLIC HEARING BUSINESS ITEMS:

Item 6: None

NON-PUBLIC HEARING BUSINESS ITEMS:

NEW BUSINESS:

Item 7: Discussion of dog park signage.

Item 8: Discussion of Planning Commission roles, responsibilities, and training to be held.

Item 9: Discussion of potential ordinance change for commercial uses abutting residential “districts” versus “uses” in Zoning Regulations.

Item 10: Discussion of allowing “micro-breweries” in downtown districts in Louisburg.

Item 11: Discussion of allowing “micro-industrial uses” in downtown districts in Louisburg.

Item 12: Discussion of Active Transportation Summit.

OLD BUSINESS: Any old business the Commission may wish to discuss.

Item 13: Discussion of rezoning cemetery from “R-1” to “C-3”

Item 14: ADJOURNMENT:



LOUISBURG PLANNING COMMISSION MEETING MINUTES

Wednesday August 30, 2023

The Planning Commission of the City of Louisburg, Kansas met at 6:30 p.m. in the City Hall Council Chambers with Chairperson Thorvald McKiernan presiding.

ATTENDANCE:

Commission Members: Jason Crooks, Michael Sharp, Carol Aust, Chris Hoffman, and George Bazin

Mayor:

City Council:

City Administrator: Nathan Law

City Staff: Sarah Altic and Jean Carder

Recording Secretary: Robert Lake

Visitors:

Item 1: ROLL CALL

Item 2: PLEDGE OF ALLEGIANCE

Item 3: ADOPTION OF THE AGENDA:

Chairperson McKiernan asked for Item 7 and Item 8 to be switched. All members agreed on this change. Chris Hoffman moved to adopt the amended agenda, was seconded by Michael Sharp, and passed 6-0.

Item 4: APPROVAL OF THE MINUTES:

George Bazin moved to approve the minutes from the August 30, 2023, meeting. The motion was seconded by Carol Aust and passed 4-0. Michael Sharp and Chris Hoffman abstained.

Item 5: PUBLIC COMMENTS:

None.

PUBLIC HEARING BUSINESS ITEMS:

Item 6: None

NON-PUBLIC HEARING BUSINESS ITEMS:

NEW BUSINESS

Item 8: Introduction of Community Development Director Sarah Altic.

Community Development Director Sarah Altic introduced herself to the Planning Commission and provided background information about her past education and experience. Sarah asked each Planning Commission member to introduce themselves and give a brief description of what their goals are for the Planning Commission and for the City of Louisburg. Each member introduced themselves and provided what they wanted to accomplish and why they are a part of the Louisburg Planning Commission. Nothing further occurred from this discussion.

Item 7: 23004-TXA (Text Amendment) Sign Regulations. See attached memo.

City Staff told the Planning Commission about the new Community Sign that will replace the current one. The new sign was approved by the City Council and will be an Electric Messaging Center sign. The current community sign is located at the cemetery which is zoned as “R-1” Single Family Dwelling District. The current sign regulations only allow for school districts and churches located “R-1” to have an EMC as long as certain setbacks are met.

City Staff provided the Planning Commission with the current Zoning Regulations and recommended that municipal government be added as a text amendment to the current regulations to allow for the City to place the EMC in the area that is zoned “R-1”.

Chairperson McKiernan asked if the area could be rezoned to a commercial district to allow for potential uses for an EMC for the businesses across the street. The current Zoning Regulations do not allow for that area to have an EMC due to it being near “R-1”. Community Development Director Altic advised there are other issues that could arise from rezoning the area and that it would be best to table the item for future discussions. Discussion occurred.

It was decided to discuss this item at a future meeting.

OLD BUSINESS:

Item 9: Update from wayfinding sign committee.

Chairperson McKiernan advised there is no update on wayfinding signs at this time.

Possible addition of baseball fields discussion.

Chris Hoffman asked if there were any more discussions regarding the addition of any more baseball fields, practice fields or more sports fields in general. Discussion occurred.

Return discussion of item 7 for feathered flags regulation discussion.

City Administrator Nathan Law asked the Planning Commission to return to item 7 for the feather flag language that was added as that was not previously looked at and asked if they would like to go over the proposed changes. Discussion occurred. It was decided to change the language to 1. Each business may display a maximum of two (2) flags per road side. “A multi-tenant complex shall not exceed more than six (6) flags.” Flags shall be displayed during open business hours only and must be removed at night. Flags must be replaced should they become tattered, worn or fade.

The Planning Commission decided it would be best to move forward with the text amendment at a later date when there are more text amendments for signage.

Item 11: ADJOURNMENT:

Chris Hoffman moved to adjourn the meeting, seconded by Jason Crooks passed 6-0. The meeting adjourned at 7:02 p.m.

Submitted by Robert Lake



Memo:

To: Louisburg Planning Commission

From: City Staff

Date: September 22, 2023

Re: Discussion of Dog Park Signage

City Staff was approached with a desire for sponsorship signage and donation signage for the dog park. The signage proposed is for a welcome sign, rules sign and community board. The welcome and rules sign would be placed near the entrance gate of the dog park area.

The City of Louisburg's Zoning Regulations does not account for sponsorship banners. It is most similar to Article 8, Section 802 I. Name Plate Sign. A sign giving the name and/or address of the owner or occupant of a building or premises on which it is located, and where applicable, a professional status. Due to the duration of time these sponsorship banners will be displayed does not qualify them as a Temporary Event Sign.

Currently, Louisburg Recreational Center (LRC) does utilize advertisement banners at Lewis-Young Park for sponsors. City Staff spoke to Shelly Sattler and Tyler Olson of the LRC where they advised it is a part of their sponsorship packages that a company logo will be put on a 3' X 5' banner. The LRC provided and maintains those signs with a life expectancy around 2 years. Those sponsorship banners are displayed on the fences during the LRC ball season.

See attached description from Friends of the Dog Park describing their vision for signs.

Financial: None.

Recommendation: Review and discuss to direct staff accordingly.

Dog Park Signage Input, June 2023

- Park signage
 - Welcome sign
 - Rules sign
 - Community board
- Donor signage
 - Thank you to all donors (list out)
 - Paw prints (one paw print per donor at certain level)
- **Sponsorship signage**
 - Sponsorships to the initial capital campaign include signage on fencing as a benefit. This is a one-time opportunity. There will not be an ongoing opportunity for park sponsorships after the initial capital campaign. (I.e. A company can't pay later to have banner installed.)
 - Banners would be located on the west fence, facing inward toward the park and positioned closer to the north side where a small dog area and entrance will be. This will be high visibility for park visitors, while maintaining curb appeal and helping provide some visual barrier between the dog park and aquatic center.
 - We do not recommend placing banners on the east fence because we do not anticipate securing enough sponsorships (banners) to gain the benefit of reducing visibility of the park for the residents across the street. Additionally, from a curb appeal perspective, an unobstructed fence line would be more aesthetically pleasing.
 - City/Committee will provide a standard template for sponsoring companies to follow so that signage maintains a level of visual consistency.
 - \$5,000 Level
 - 4' x 6' outdoor mesh/vinyl banner
 - Grommeted to securely mount on fence
 - 3-year life expectancy of banner material (according to Heartland Print)
 - Banners will be on display for up to **10 years**, or until they start to appear unsightly at the City's sole discretion. The committee/city will physically replace the banner up to once per year at the sponsors request, however, the sponsor will be responsible for any banner production costs.
 - \$2,000 Level
 - 2' x 3' outdoor mesh/vinyl banner
 - Grommeted to securely mount on fence
 - 3-year life expectancy of banner material (according to Heartland Print)
 - Banners will be on display for up to **4 years**, or until they start to appear unsightly at the City's sole discretion. The committee/city will physically replace the banner up to once per year at the sponsors request, however, the sponsor will be responsible for any banner production costs.



Memo

To: City of Louisburg Planning Commission

From: Sarah Altic, AICP, Community Development Director

Date: 26 September, 2023

Re: Planning Commission Roles and Responsibilities; establishing yearly training

The Planning Commission serves a very specific role within each municipality. In Louisburg, the Planning Commission is governed by the enabling statutes of the State of Kansas – specifically, Chapter 12, Article 7 “Planning and Zoning”, which sets out the format and general guidelines of the body. According to the Zoning Regulations of the City of Louisburg, the Planning Commission is a recommending body to the City Council. The Commission may hear requests and applications for amendments, supplements, changes, modifications or repeal of adopted regulations and district boundaries. Essentially, the Planning Commission serves an advisory role in planning and development approval processes, providing recommendations that influence approvals processes for the City.

Serving in this volunteer role, it is essential that each Commissioner understand the specific role they fulfill, their responsibilities and duty to the citizens of Louisburg. For this reason, each Commissioner should undergo training each year. Community Development is exploring the opportunities for trainings held by the Kansas League of Municipalities. The upcoming schedule is not published yet, but the training is to be held once every two years, with 2024 being a year that training will be offered.

Respectfully submitted,


Sarah Altic, AICP



Memo

To: City of Louisburg Planning Commission

From: Sarah Altic, AICP, Community Development Director

Date: 26 September, 2023

Re: Potential Ordinance amendment regarding commercial uses when abutting residential uses or districts

Louisburg’s currently adopted zoning regulations are a bit vague in certain areas, and there may be a need to amend some language regarding commercial uses when abutting residential. Within Article 5 “District Regulations”, there are several mentions regarding commercial uses abutting residential that may need to be better defined and changed for more clarity.

Article 5, Section 506.G.3 of the “C-0 Office and Institution District” under “Use Limitations” states that “A solid or semi-solid fence or wall at least six (6) feet, but not more than eight (8) feet high and having a density of not less than seventy (70) percent per square foot shall be provided adjacent to any adjoining **residential district** unless the adjacent residential district and the commercial development are separated by a street right-of-way. Said fence or wall shall be maintained in good condition by the owner or owners of the property in the “C-O” District.

Article 5, Section 507.F.2 of “C-1 Neighborhood Business District”, the minimum side yard setback is “five (5) feet when adjacent to a **residential district**, otherwise none.” In addition, it is stated that “A solid or semi-solid fence or wall at least six (6) feet, but not more than eight (8) feet high and having a density of not less than seventy (70) percent per square foot shall be provided adjacent to any adjoining **residential district** unless the adjacent residential district and the commercial development are separated by a street right-of-way. Said fence or wall shall be maintained in good condition by the owner or owners of the property in the ‘C-1’ District.”

Article 5, Section 508.F.2 of “C-2 Central Business District” states “minimum side yard: ten (10) feet when adjacent to a **residential district**, otherwise none.” The Section goes further in regard to fencing next to a residential district: “A solid or semi-solid fence or wall at least six (6) feet, but not more than eight (8) feet high and having a density of not less than seventy (70) percent per square foot shall be provided adjacent to any adjoining **residential district** unless the adjacent residential district and the

commercial development are separated by a street right-of-way. Said fence or wall shall be maintained in good condition by the owner or owners of the property in the 'C-1' District."

The rest of the Commercial Districts and language reads much the same regarding commercial abutting residential.

For the purposes of this discussion, there are no proposed changes to be presented at this time. Staff suggests changes be made for greater clarity in the Zoning Regulations – specifically, to differentiate a "residential district" from a "residential use". A residentially zoned district is different from a residential use. When parcels are rezoned from residential to commercial, for example, existing residential uses are allowed until discontinued – meaning, once torn down, the uses now allowed are commercial. The Planning Commission is urged to make this clarification in order for the Community Development Department to be able to interpret the Zoning Regulations more efficiently. If the Commission is agreeable to this idea, staff will thoroughly examine the Code and bring forward a specific list of changes to be considered.

Respectfully submitted,


Sarah Altic, AICP



Memo

To: City of Louisburg Planning Commission

From: Sarah Altic, AICP, Community Development Director

Date: 26 September, 2023

Re: Potential Ordinance amendment to allow for micro-breweries in downtown districts in Louisburg, specifically "C-2 Central Business District"

Many communities across the United States, including those similar in size and demographics to Louisburg, have begun to write into Zoning Regulations the use category of "Micro-breweries" and "micro-distilleries". Community Development Director Altic has previous experience creating this ordinance for another City, which has proven to be very successful, filled a vacancy in a downtown historic district, and has spurred other activity such as food trucks and social events, etc.

As one of the potential ideas to further the development of Downtown Louisburg, as well as to meet Master Plan goals for downtown growth and vibrancy, Community Development staff is bringing this concept to the Planning Commission for consideration and direction. Should the Planning Commission wish to pursue this option of adding a use category for micro-breweries and/or micro-distilleries, staff will prepare a presentation, along with the proposed changes. Research would include how to correctly match State Statutes on the amount, type, and method of distribution of the product, tasting room size and locations allowed, along with many other aspects.

Respectfully submitted,


Sarah Altic, AICP



Memo

To: City of Louisburg Planning Commission

From: Sarah Altic, AICP, Community Development Director

Date: 26 September, 2023

Re: Potential Ordinance amendment to allow for micro-industrial uses in "C-2 Central Business District"

Staff is bringing forward a request for a potential amendment to the Zoning Regulations to allow for "artisanal food and beverage manufacturing" and "light assembly operations" within the C-2 Central Business District. These types of uses would expand the scope of what can be offered in the downtown area and may well further the goals of the Master Plan.

BACKGROUND AND EXISTING REGULATIONS

A City's zoning ordinance can often act as an impediment to new economic development. The trend of allowing limited manufacturing/assembly/artisanal food and beverage manufacturing in central/downtown zoning districts is occurring more often, particularly in a nod to filling these unused spaces with activity and creating a way to activate street-level storefronts as the conventional retail sector contracts. Large-scale operations such as Amazon (who also require massive building footprints, access to transportation hubs and parking for a large number of employees) are quickly affecting the retail sector as more and more consumers turn to online purchasing. This has been evidenced by a number of published studies and represents a nationwide trend – not just one limited to small/mid-sized communities. As the nature of our economy shifts, part of the duty the City has is to ensure its codes and policies shift with it in a manner that allows the community to grow while still protecting the best interest of its citizens. Should the Planning Commission wish to pursue this route, Staff will prepare a report and possible wording of amendments/definitions/use categories.

Respectfully submitted,


Sarah Altic, AICP



Memo

To: Louisburg Planning Commission

From: Sarah Altic, AICP, Community Development Director

Date: 26 September, 2023

Re: Active Transportation Summit in McPherson, KS

Community Development Director Altic attended a 3-day “Active Transportation Summit” which was held in McPherson from September 20-22, 2023. KDot, along with KATE (Kansas Active Transportation Enhancement) put the event on and held seminars, workshops and walking tours to help attendees deepen their understanding of how to further “walking, biking, and rolling” in their own communities. The sessions offered were wide-ranging and covered topics such as “peaceful streets” and infrastructure analysis, equity, community health and vibrancy, funding, culture shifts and case studies as well as mobile workshops.

During the Planning Commission meeting, the Community Development Director will provide more detail on the sessions attended and key takeaways that may be applicable to Louisburg.

Respectfully submitted,


Sarah Altic, AICP



Memo:

To: Louisburg Planning Commission

From: Robert Lake, Building and Zoning Administrator

Date: September 21, 2023

Re: Discussion of EMC sign for cemetery

During last month's meeting, Staff brought to Planning Commission's attention that Electronic Message Center (EMC) signs are only allowed in residential districts for use by schools and churches. City Council has authorized a new digital sign to replace the old community sign located at the cemetery. While this sign meets all other requirements, Staff requested PC consider a text amendment to the regulations to include governments in that list of allowed users.

Another option presented during the meeting was to rezone the cemetery property from R-1 to C-3 to avoid the issue of setbacks required when an EMC is placed near a residential district.

Provided is a review of the EMC regulations that restrict setbacks:

8. Setback from Residential District when Sign Faces that District. An Electronic Message Center Sign, located in any district, must be a minimum distance of 100 ft from an adjacent residential district boundary when the EMC sign faces the property. The measurement shall be taken from the sign to the closest edge of the adjacent residential property line.

9. Setback from Residential District when Sign is Perpendicular to that District. An Electronic Message Center Sign, located in any district, must be a minimum distance of 75 ft from an adjacent residential district boundary when the EMC sign is perpendicular to the property. The measurement shall be taken from the sign to the closest edge of the adjacent residential property line.

If the Planning Commission chooses to modify the text, a text amendment notification via publication in newspaper and a public hearing at the following Planning Commission meeting are required. If PC moves forward with this option, a text amendment would be published in the newspaper on Oct. 4 with a public hearing on Oct. 25 and if recommended, would go before the City Council for final approval at its Nov. 6 meeting.

If the Planning Commission chooses to change the zoning, next steps are letters must be sent to property owners within 200 ft, notification via publication in the newspaper, a public hearing at the Oct. 25 and if recommended, it would have a 14-day protest petition period prior to going before the City Council for final approval at its Nov. 20 meeting.

Financial: None.

Recommendation: Discuss the options and advise staff accordingly.