

**Louisburg Planning Commission Regular Meeting  
6:30P.M. November 18, 2020  
City Council Meeting Room  
215 South Broadway  
AGENDA**

**Item 1: ROLL CALL:**

**Item 2: ADOPTION OF THE AGENDA:**

**Item 3: APPROVAL OF THE MINUTES:**

- Minutes from the October 28, 2020
- Minutes from the November 4, 2020 Special Call Meeting

**Item 4: 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 5: None**

**NON-PUBLIC HEARING BUSINESS ITEMS:**

**NEW BUSINESS:**

**Item 6:** Review of Sign Regulations as requested by the City Council during their regularly scheduled meeting on September 8, 2020.

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

**Item 7: None**

**Item 8: ADJOURNMENT:**



## LOUISBURG PLANNING COMMISSION MEETING MINUTES Wednesday October 28, 2020

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

### **ATTENDANCE:**

Commission Members: George Bazin, Les Page, McKenzie Phillips, Michael Sharp, Lee Baer, Nate Apple, Michelle Olson, and Rick Phillips  
City Administrator: Nathan Law  
City Council: Thorvald McKiernan and Donna Cook  
City Staff: Jean Carder  
Recording Secretary: Rusty Whitham  
Visitors: Jordan and Kim Roquemore, Jacob Shoop, Justine Haynes Mermis, Iris Connolly, and Kelsey Spatz.

### **ITEM 1: ROLL CALL**

### **ITEM 2: ADOPTION OF THE AGENDA:**

A motion was made by Les Page to adopt the agenda. The motion was seconded by Nate Apple. The motion passed 9-0.

### **ITEM 3: APPROVAL OF THE MINUTES:**

A motion was made by Michael Sharp to approve the minutes from the September 30, 2020 meeting. The motion was seconded by George Bazin. The motion passed 8-0-1. Michelle Olson abstained.

**ITEM 4: 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 information purposes only.

None

### **PUBLIC HEARING BUSINESS ITEMS:**

**Item 5:** None

### **NON-PUBLIC HEARING BUSINESS ITEMS:**

### **NEW BUSINESS:**

**Item 6:** Discussion with Jordan Roquemore concerning the potential for a tiny home community within the City of Louisburg.

Jordan and Kim Roquemore, Jacob Shoop, Justine Haynes Mermis, Iris Connolly, and Kelsey Spatz presented the Planning Commission with their vision of tiny home community. See attached PowerPoint presentation. This group of individuals would like to establish this community within city limits. After their presentation, the following questions were asked:

Nate Apple asked can a tiny home be expanded. Jordan Roquemore explained once a tiny house is built on its trailer an addition is usually not done. Apple then asked if these homes will be fastened to a concrete slab or will they be kept unattached on a trailer so that they can be moved. Jordan Roquemore confirmed that they will be anchored to a slab but not permanently fastened. He also said wheels will remain attached to the trailer so that house so they can be relocated if desired.

Les Page asked if property has been selected for this tiny home community. Jordan Roquemore said no but a search is ongoing. Les Page then asked if individuals homes can be sold. Kim Roquemore said this concept is a long-term investment and if their family grows a tiny home may no longer be sufficient. They will have an option to lease or sell their tiny home. The lot belongs to the community and leased separately. All community members will also have the option to sell their homes as well. She then explained the community will be extremely selective when entering into leasing agreements. Individuals will be screened using background checks to ensure that they are a good fit for the community prior to entering into any lease agreement.

Nate Apple asked will each tiny home have individual utility meters (Gas, Water, Electric) or will there be a master meter. Jordan Roquemore said that there will be one master water meter. Water will be included with the lot leases. Jacob Shoop explained that there will be a master electrical meter with sub meters located at each lot. City Councilmember Thorvald McKiernan suggested that they contact EVERGY to ensure submetering is allowed. McKiernan believes submetering may be not allowed. Jacob Shoop also stated that gas will not be needed. Homes will be heated using either propane or electricity.

Nate Apple then asked if there are any tiny home communities in the area. Jordan Roquemore said his family lives in a tiny community in West Line, Missouri, approximately 10 minutes away. There are about 7-8 tiny homes in their community.

McKenzie Phillips asked how vehicle parking will work. She asked if there would be a community parking lot or will individual lots have their own parking stalls. Jordan Roquemore said that parking has not been determined as of yet. Parking will be based on engineer's recommendation and this will be determined when a specific property is selected. Jordan Roquemore stated they are open to either parking options.

Les Page asked does this type of community fall under the Mobile Home Park Residential District "M-P" zoning. Staff replied a lot of aspects of the M-P zoning are what is needed in a tiny home community. However, not all "M-P" requirements are necessary. Staff believes assigning a Planned Unit Development "PUD" Zoning District to tiny home communities may be more appropriate. A "PUD" provides more flexibility. The Planning Commission can use stipulations from the "M-P" Zoning District to better suite a tiny home community. Staff stated "M-P" Zoning Districts require five (5) acres while "PUD" Zoning Districts require two (2) acres.

McKenzie Phillips asked if this tiny community would have a Homeowner Association (HOA) type policy and what would that look like. Kim Roquemore said yes, there will be community restrictions. Some of the restrictions considered are:

- Minimum one-year lot lease
- No drugs
- Skirting requirements that meet material standards
- Outdoor Storage Standards
- Fence Standards
- The ability for each lot to have one storage shed
- Quiet hours

Michelle Olson asked, how large would the individual lots be. Jordan Roquemore said lot size will be determine based upon the size of the overall property. The goal is to spread the homes apart and not jam them too close together. The community will have sufficient green space and trees. Kim Roquemore said if the indoor living space is small, we must provide a large outdoor space for people to enjoy.

Nate Apple asked if a storm shelter will be required. Kim Roquemore mentioned that a storm shelter will be constructed regardless if its required or not. A storm shelter will be the first thing that is constructed.

It was asked if there are any tiny home communities in Kansas. Kim Roquemore said that there are none currently in Kansas. However, there some tiny home communities in California, Oregon, Colorado and even Oklahoma and Texas.

McKenzie Phillips asked if they have a five year plan. Kim Roquemore said there is a size limit for each village. If the first community is successful, we will expand on a different property.

Nate Apple asked what will be the maximum number of homes in each community. Kim Roquemore replied 20.

Andy Sauber asked will the renter be responsible for yard maintenance. Kim Roquemore said property maintenances will be the responsibility of the community. The lot rent will cover the cost associated with mowing/maintenance of lots and common areas. However, areas that are fenced in will be the renter's obligation to maintain.

Andy Sauber asked does the city allow carports. Staff hesitantly said yes carports are allowed.

**NOTE:** After the meeting staff searched the Zoning Regulations concerning carports. Staff found numerous instances in the regulations that indicate carports are allowed. See below Section 602, paragraph B.4:

*“Detached accessory garages or carports shall not exceed a three-car capacity or floor dimensions of thirty-six (36) feet by twenty-four (24) feet and the side walls of said buildings shall not exceed ten (10) feet in height. All accessory garages or carports are subject to design standards and require construction of a hard surface driveway.”*

The discussion ended with Kim Roquemore by saying thank you to the Planning Commission. She was appreciative that everyone was open to the tiny home concept. Kim also stated that this was a healthy exchange of information with excellent feedback.

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

**Item 7:** 20001-TXT (Text Amendment) An update concerning a text amendment to altering the accessory building requirements in Section 602, paragraph B.1 of the Zoning Regulations. This amendment changes the hard surface driveway prerequisite on tracts of land greater than five (5) acres. The Planning Commission recommended this amendment during a meeting on September 30, 2020.

City Administrator Nathan Law explained with all such requests the City Council has the option to return any recommendation back the Planning Commission for further reconsideration and possible change. In this case the recommendation from City Council is an “all or nothing” approach when allowing gravel driveways. Either require all driveways to be hard surfaced or require all to be gravel regardless of acreage.

Councilmember Thorvald McKiernan mentioned the standards should apply the same for everyone.

After a lengthy discussion Nate Apple made a motion to return the Text Amendment back to the City Council without changes and asked that Council provide more specific direction. The motion was seconded by Michael Sharp. The motion passed 9-0.

McKenzie Phillips asked if it would be possible to have a workshop with the Planning Commission and City Council to find a solution to gravel/hard surface requirement. Administrator Nathan Law said yes a workshop is possible. McKenzie Phillips also asked if we could look at what other communities are doing when it comes to gravel requirements.

**ADDITIONAL DISCUSSION:**

Nate Apple asked about the sign recently painted on the retaining wall located at the N/E corner of West Amity and Broadway. A brief discussion occurred concerning sign requirements outlined in the Zoning Regulations and if this sign conforms. Differing opinions were addressed. No action was determined at this time.

**Item 8:           ADJOURNMENT:**

A motion was made by Les Page to adjourn the meeting. Second was made by Michael Sharp. The motion passed 9-0. Meeting adjourned at 7:36p.m.

**Submitted by Rusty Whitham**





## LOUISBURG PLANNING COMMISSION MEETING MINUTES

Wednesday November 4, 2020

\*\*\*SPECIAL CALL MEETING\*\*\*

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

### ATTENDANCE:

Commission Members:	Les Page, Michael Sharp, Nate Apple, and Rick Phillips
City Administrator:	Nathan Law
City Council:	Thorvald McKiernan
City Staff:	Jean Carder
Recording Secretary:	Rusty Whitham
Visitors:	Gerald Silvers and James Roarty

### ITEM 1: ROLL CALL

### ITEM 2: ADOPTION OF THE AGENDA:

A motion was made by Les Page to adopt the agenda. The motion was seconded by Nate Apple. The motion passed 5-0.

### PUBLIC HEARING BUSINESS ITEMS:

**Item 3: 20004-SUP** (Special Use Permit) 29140 South Rogers Road – Communications Tower needed to facilitate new Wastewater Treatment Plant currently under construction. This proposed line-of-sight tower is needed to communicate with a tower located at the sewer lift station at 206 North Broadway (Parcel ID: 113060000005010).

Administrator Nathan Law explained that the proposed communication tower was originally designed to be 45-50 feet tall with an antenna located at the top the City Council is exploring options that would greatly reduce the tower height. Administrator Law also said that this tower will be like the one approved by the Planning Commission through a Special Use Permit process on September 30, 2020 (Reference SUP-20002). At the time the Planning Commission stipulated that the tower be constructed with a galvanized finish and be a mono-pole design in accordance with section 614 of the Zoning Regulations.

Administrator Law then clarified that the proposed towers will not use line-of-sight technology. Both towers will use radio frequency to communicate with each other. The use of radio frequencies will greatly reduce the height of both towers to less than thirty-five (35) feet. The reduced height will eliminate the need for an SUP at either location. Reference section 614 of the Zoning Regulations:

*“Radio, communication, and television towers over thirty-five (35) feet in height may be constructed in a "C-1", "C-2", "C-3", "C-S", "B-P", "I-1", or "I-2" district upon approval of a special use permit.”*

Administrator Law mentioned that until the actual tower height is determined the City will continue with the SUP request. If the towers are indeed less than thirty-five (35) feet, the SUP will no longer be needed and then voided.

Andy Sauber opened this topic for public comment.

Gerald Silvers stated that he lives near the proposed tower site on 295<sup>th</sup> Street. Silvers asked if the new tower would replace any of towers currently located at the Public Works building on Rogers Road. Administrator Law said no. Silvers said that he currently experiences interference on his television and he believes the issue is caused by the existing communications towers. Silver explained that he gets television interference every time anyone uses radios to communicate. Silver asked if a filter system can be installed to eliminate the interference. He also asked if the new tower would make things worse. Administrator Law said he did not know but said he would ask the engineers if something can be done to reduce the issue.

James Roarty began his conversation with the Planning Commission by stating that he lives at 29590 South Rogers Road. Roarty asked if the City could use the large existing communications tower located next to the Public Works building instead of adding a new tower. Administrator Law said the large tower is owned by U.S Cellular and is located on City property. The property is leased by U.S. Cellular and as part of the lease agreement the City is allowed to utilize limited amount of space on the tower. Unfortunately, the City recently donated their space to Miami County to install emergency radio communications equipment. This arrangement was done to improve public safety. No further space is available to the City under the current lease agreement. Therefore, another smaller tower is needed for the new wastewater plant. James Roarty understood Administrator Law's answer and thanked him.

No further public comment was made. Andy Sauber closed the public comment portion of the meeting.

The eight Golden Factors were then discussed. The Planning Commission determined that this SUP request meets minimum requirements outlined in each of the Golden Factors.

After additional discussion Les Page made a motion to approve a communication tower greater than thirty-five (35) feet to be constructed at 29140 South Rogers Road. This SUP shall be in accordance with section 614 of the City Zoning Regulations. This SUP shall have one stipulation:

1. The tower shall maintain a hot dipped galvanized finish and shall be a mono-pole design

The motion was seconded by Michael Sharp. The motion passed 5-0.

This motion and recommendation will be forwarded to the Governing Body for further consideration on November 16, 2020.

**Item 4: ADJOURNMENT:**

A motion was made by Nate Apple to adjourn the meeting. Second was made by Michael Sharp. The motion passed 5-0. Meeting adjourned at 6:41p.m.

**Submitted by Rusty Whitham**