

**Louisburg Planning Commission Regular Meeting
6:30P.M. December 16, 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 November 18, 2020 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.

Item 5: PUBLIC HEARING BUSINESS ITEMS:
None

NON-PUBLIC HEARING BUSINESS ITEMS:

Item 6: NEW BUSINESS:
Review and potentially approval of the Planning Commission Meeting and Submittal calendar December 2021 thru December 2022.

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

Item 7: Discussion concerning the surfacing requirements for all off-street parking and loading areas, including driveways. Reference section 703, paragraph E of the Zoning Regulations.

Item 8: ADJOURNMENT:



LOUISBURG PLANNING COMMISSION MEETING MINUTES

Wednesday November 18, 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, Michael Sharp, Lee Baer, and Nate Apple
City Administrator: Nathan Law
City Council: Thorvald McKiernan and Donna Cook
Recording Secretary: Jean Carder
Visitors: None

ITEM 1: ROLL CALL

ITEM 2: ADOPTION OF THE AGENDA:

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

ITEM 3: APPROVAL OF THE MINUTES:

A motion was made by Nate Apple to approve the minutes from the October 28, 2020 meeting. The motion was seconded by Michael Sharp. The motion passed 5-0.

A motion was made by Nate Apple to approve the minutes from the November 4, 2020 Special Call meeting. The motion was seconded by Michael Sharp. The motion passed 3-0-2. Bob Bazin and Lee Baer 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: Review of Sign Regulations as requested by the City Council during their regularly scheduled meeting on September 8, 2020.

City Administrator Law mentioned there has been a request by the City Council for the Planning Commission to review the Sign Regulations. Councilmember McKiearnan is currently conducting meetings with business owners about ways for the City to help their businesses that includes signage. Administrator Law said it might be better for the Planning Commission to table review of the Sign Regulations until those meetings have concluded. Administrator Law also stated that Staff is not enforcing sign regulations at this time until more clarification is received from City Council. Administrator Law also said a key item that is missing in the regulations are wayfinding signs. The meetings and discussions happening at the Council level might provide further direction.

Chairperson Sauber said the Planning Commission has reviewed sign regulations within the past year. Sauber reminded those in attendance that the commission's thought process is that people use their smartphones and GPS to locate businesses. People do not rely on signage as much anymore.

Lee Baer asked if there is a current list of non-conforming signs. Administrator Law said Staff completed a review last week and has put together a current list of such signs.

Nate Apple said he would like to see a specific list of items the City Council wants the Planning Commission to address.

It was the consensus of the Planning Commission that this discussion should be tabled until further guidance is provided by the City Council.

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

Item 7: Chairperson Sauber asked Administrator Law about the status of the recent text amendment concerning gravel driveways. Administrator Law said he will take that to the next Council meeting on December 7, 2020.

Item 8: ADJOURNMENT:

A motion was made by Nate Apple to adjourn the meeting. Second was made by George Bazin. The motion passed 5-0. Meeting adjourned at 6:44p.m.

Submitted by Rusty Whitham

December 2021 to December 2022

DRAFT

Louisburg Planning Commission Meeting Dates & Submittal Deadlines

| Date of Planning Commission Meeting | Pre- Application * Conference | Application Submittal Deadline Dates * | | Public Notice Publication | City Council Consideration | |
|-------------------------------------|-------------------------------|--|--------------------|---------------------------|----------------------------|--------------------------|
| | | SUP/CUP Rezoning | Site Plans & Other | | Subdivisions | SUP / Re-zoning *** |
| | | Preliminary Plats | | | | |
| December 29, 2021 | November 17, 2021 | November 24, 2021 | December 1, 2021 | December 3, 2021 | January 3, 2022 | January 18, 2022 |
| January 26, 2022 | December 15, 2021 | December 22, 2021 | December 29, 2021 | December 30, 2021 | February 7, 2022 | February 22, 2022 |
| February 23, 2022 | January 12, 2022 | January 19, 2022 | January 26, 2022 | January 28, 2022 | March 7, 2022 | March 21, 2022 |
| March 30, 2022 | February 16, 2022 | February 23, 2022 | March 2, 2022 | March 4, 2022 | April 4, 2022 | April 18, 2022 |
| April 27, 2022 | March 16, 2022 | March 23, 2022 | March 30, 2022 | April 1, 2022 | May 2, 2022 | May 16, 2022 |
| May 25, 2022 | April 13, 2022 | April 20, 2022 | April 27, 2022 | April 29, 2022 | June 6, 2022 | June 20, 2022 |
| June 29, 2022 | May 18, 2022 | May 25, 2022 | June 1, 2022 | June 3, 2022 | July 5, 2022 | July 18, 2022 |
| July 27, 2022 | June 15, 2022 | June 22, 2022 | June 29, 2022 | June 30, 2022 | August 1, 2022 | August 15, 2022 |
| August 31, 2022 | July 20, 2022 | July 27, 2022 | August 3, 2022 | August 5, 2022 | September 6, 2022 | September 19, 2022 |
| September 28, 2022 | August 17, 2022 | August 24, 2022 | August 31, 2022 | September 2, 2022 | October 3, 2022 | October 17, 2022 |
| October 26, 2022 | September 14, 2022 | September 21, 2022 | September 28, 2022 | September 30, 2022 | November 7, 2022 | November 21, 2022 |
| November 30, 2022 | October 19, 2022 | October 26, 2022 | November 2, 2022 | November 4, 2022 | December 5, 2022 | December 19, 2022 |
| December 28, 2022 | November 16, 2022 | November 23, 2022 | November 30, 2022 | December 2, 2022 | January 2, 2023 | January 17, 2023 |
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* Change Meeting to 3rd Wednesday of the month

1. Prior to application submittal, a pre-application conference is recommended by the pre-application date or an alternate date scheduled with the Planning Director.
2. Application must be received by 4:00 p.m. on the application submittal Deadline Date.
Failure to submit a complete application by this time may result in the item being continued to the next scheduled meeting date.
3. A protest petition may be filed concerning a Special Use Permit (SUP) or a Rezoning request within fourteen (14) days after the date of the Planning Commission hearing.
Consideration by City Council is not scheduled until the protest period has lapsed.
4. Planning Commission meetings are scheduled on the last Wednesday of each month, unless otherwise noted. The meetings are held in the City Council Chamber at 6:30 p.m.
5. City Council meetings are scheduled for the first (1st) and third (3) Mondays of each month, unless otherwise noted.
The meetings are held in the City Council Chambers beginning at 6:30 p.m.