

**Louisburg Planning Commission Regular Meeting  
6:30P.M. December 29, 2021  
City Council Meeting Room  
215 South Broadway  
AGENDA**

**Livestream link:** <https://boxcast.tv/view/louisburg-planning-commission-968821>

**Item 1: ROLL CALL:**

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

**Item 3: APPROVAL OF THE MINUTES:**  
- Minutes from the November 24, 2021 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:**  
**NEW BUSINESS:**  
**Item 6: Review and potentially approval of the Planning Commission Meeting and Submittal calendar December 2022 thru December 2023.**

**Item 7: A continuing discussion concerning potential changes to the Sign Regulations. Reference Article 7 of the Zoning Regulations.**

**OLD BUSINESS:** Any old business the Commission may wish to discuss  
**Item 8: None**

**Item 9: ADJOURNMENT:**



## **LOUISBURG PLANNING COMMISSION MEETING MINUTES** **Wednesday November 17, 2021**

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, Rick Phillips, Michelle Olson, Michael Sharp and Les Page  
City Administrator: Nathan Law  
City Staff: Jean Carder  
City Council: Donna Cook and Sandy Harris  
Recording Secretary: Rusty Whitham  
Visitors: None

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

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

A motion was made by George Bazin to adopt the agenda. The motion was seconded by Michelle Olson. The motion passed 6-0.

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

A motion was made by Michelle Olson to approve the minutes from the October 27, 2021 meeting. The motion was seconded by Rick Phillips. The motion passed 4-0-2. Les Page and Michael Sharp 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 concerning potential changes to the Sign Regulations. Reference Article 7 of the Zoning Regulations.**

Administrator Nathan Law mentioned that the Planning Commission will be discussing three types of signs tonight:

1. Political Signs
2. Electronic Messaging Centers
3. Yard/Garage Sale Signs

**Political Signs**

Administrator Nathan Law explained that we currently have two sets of guidelines concerning political signs (Zoning Regulations and KSA 25-2711). Law recommends adopting the verbiage located in KSA 25-2711 to the Zoning Regulations. This will require a text amendment to the Zoning Regulations. This action will simply the political sign standards and eliminate confusion:

**Zoning Regulations** - “Initiation upon the last day of the statutory filing period or the date of certification of a ballot question and ending one (1) week after the general or special election. Political signs may remain up between the primary and general election except for candidates who lost in the primary. All signs shall be removed the day after the election. Signs that become deteriorated or partially destroyed shall be removed.”

**KSA 25-2711** - “No city or county shall regulate or prohibit the placement of or the number of political signs on private property or the unpaved right-of-way for city streets or county roads on private property during the 45-day period prior to any election and the two-day period following any such election. Cities and counties may regulate the size and a set-back distance for the placement of signs so as not to impede sight lines or sight distance for safety reasons”.

George Bazin agreed with Administrator Law’s recommendation.

Administrator Law said a text amendment will require a public hearing.

After additional discussion it was consensus of the Planning Commission to adopt the verbiage of KSA 25-2711 concerning political signs. This change will require text amendment to section 805, paragraph A.6 of the Zoning Regulations. A public hearing concerning this text amendment will be scheduled for another meeting.

**Electronic Messaging Centers (EMC)**

Administrator Law explained that EMCs are not currently allowed in Residential Zoning Districts. Schools and churches are located in Residential Zoning Districts, and inquires have been made asking about adding EMCs to those locations.

Administrator Law mentioned limitations may be placed on EMCs in Residential Districts based on property size, footprint of building, setbacks, brightness, and hours of operation.

It was suggested that EMCs can also be regulated with a Special Use Permits (SUP). Les Page said regulations need to be specific if EMCs are allowed in residential areas.

Staff mentioned that Shawnee, Kansas, allows some EMCs for Non-Residential Uses in Residential Districts. Staff also mentioned that Kearney, Missouri, allows EMCs are allowed in residential areas for schools, churches, and government property. Kearney requires EMCs to be turned off between 10pm – 5am.

It was mentioned that our current Sign Regulations require signs to be turned off or static between 10pm-6am.

Les Page said if we allow EMCs in Residential Zoning Districts, we need to be consistent between commercial and residential properties. He went on by saying he would like to reduce the light or eliminate the light all together at a designated time frame if EMCs in Residential Zoning Districts. Page suggested EMCs for Non-Residential Uses in Residential Districts must be turned off during specific time periods.

Michelle Olson said that she likes the Non-Residential Uses in Residential Districts approach.

Administrator Law mentioned there are other options to limit the amount of light casting from EMCs. Law suggested size limitations.

George Bazin summarized the discussion by saying the Planning Commission is considering EMCs be shut off between 10am- 6am in residential districts and on Commercial properties EMCs be dimmed during the same timeframe. Administrator Law said that is allowable.

Michael Sharp confirmed that all the times should to be constraint. All agreed that 10am - 6am should be the standardized time for commercial and residential properties.

Administrator Law mentioned that Staff now has sufficient information. He said that more research will be done concerning EMCs. This item will be brought back to the Planning Commission for additional consideration and discussion at a future meeting.

### **Yard/Garage Sale Signs**

Administrator Law said that he occasionally receives comments from residents asking if there is a way that we can accommodate yard/garage signs. Currently, the display of off-site yard/garage sale signs are limited to two occasions outlined in the annual yard/garage sign moratorium. Additionally, residents can place yard/garage signs on their own property at any time throughout the year.

Les Page suggested developing a permit process for yard/garage signs.

After a lengthy discussion the Planning Commission recommended that the annual yard/garage sign moratorium be amended from two to three times a year. This will provide residents additional dates to display sign for yard/garage sales.

This recommendation will be presented to the City Council for further discussion and consideration.

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

**Item 7: 21001-TXT (Text Amendment) Continued discussion concerning changes to the Solar Panel Regulations. Reference Article 6, Section 622 of the Zoning Regulations.**

Administrator Law mentioned that the Planning Commission recommended parking lot changes changes to the “Solar Panel Regulations” on August 25, 2021. Those changes were presented to City Council. During their review council members asked specifically where solar panels are lights allowed. Are they allowed in commercial parking lots or residential parking lots or both? The amended “Solar Panel Regulations” was not clear in this regard. The Council also asked if solar panel streetlights are allowed. Reference below amendment of Solar Panel Regulations:

**Parking lot light pole installation:**

*The mounting height for **parking lot** light fixtures shall not exceed 33 feet as measured to the top of the light fixture from grade. Twenty percent (20%) of the height of the light pole may be added above the light fixture for the purpose of installing a solar collector panel. The overall height of the parking lot light pole and solar collector shall not exceed forty (40) feet. Any necessary solar collector appurtenances shall be painted to match the light pole and fixture.”*

Multiple potential locations were discussed.

After a lengthy discussion Les Page made a motion to allow solar parking lot lights in all zoning districts and to allow solar on streetlights. The motion was seconded Michael Sharp. The motion passed 6-0.

Administrator Law said that this text amendment may be required to return to the Planning Commission as a public hearing item because of the additional changes made to the verbiage.

This item will be returned to the City Council for additional discussion and consideration.

**Item 8: ADJOURNMENT:**

A motion was made by George Bazin to adjourn the meeting. Second was made by Michelle Olson. The motion passed 6-0. Meeting adjourned at 7:29 p.m.

**Submitted by Rusty Whitham**