



LOUISBURG PLANNING COMMISSION MEETING MINUTES

Wednesday March 29, 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: Chris Hoffman, Carol Aust, George Bazin, Michelle Olson,
Michael Sharp and Jason Crooks
Mayor: Donna Cook
City Council: Steve Town and T.J. Williams
City Administrator: Nathan Law
City Staff: Jean Carder
Recording Secretary: Robert Lake
Visitors: Jordan Roquemore, Dan McGhee, Karen Oram, and Mike McCowen

Item 1: ROLL CALL

Item 2: PLEDGE OF ALLEGIANCE

Item 3: ADOPTION OF THE AGENDA:

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

Item 4: APPROVAL OF THE MINUTES:

Michelle Olson moved to approve the minutes from the February 22, 2023, meeting. The motion was seconded by George Bazin and passed 7-0.

Item 5: PUBLIC COMMENTS: None

PUBLIC HEARING BUSINESS ITEMS:

Item 8: 23001-TXA (Text Amendment) – Large Lot Estates Zoning Regulations.

Chairperson McKiernan opened the public hearing for the text amendment. No public comments occurred. It was asked if there was any further discussion needed by the board, not further discussion occurred. Chairperson McKiernan closed the public hearing. Chris Hoffman moved to accept the text amendment, motion was seconded by Michael Sharp, and passed 7-0.

Item 6: 22004-SUB (Subdivision) - Final Development Plan for Rolling Rock Reserve and Park Meadows Phase III (Parcel ID: 1093104007001000, 1093104007004000, 1093104008001000, 109310400802000, 1093104009015000, 109310401200900, 1093104013026000, and 1093104010011000).

Chairperson McKiernan opened the public hearing for the final plat for Rolling Rock Reserve and Park Meadows Phase III. The applicant, TJ Williams, was asked if he had anything else to add to this discussion. Williams advised he did not. William said the lots will remain the same with 7 lots being smaller sized for Park Meadows Phase III and 17 larger lots for Rolling Rock Reserve. Chairperson McKiernan asked Williams if he had the covenants and restrictions. Williams advised they were in draft form but should be available soon. There were no further questions at this time for Williams.

Karen Oram, a resident of Park Meadows and acting as a neighborhood representative, advised there is concern about construction traffic using the only entrance into the subdivision and safety of neighborhood children. She said they would like to see construction traffic using the area to the south and west access the cul-de-sac. Chairperson McKiernan asked if there were further comments regarding the final plat. There were no further comments, Chairperson McKiernan closed the public hearing.

The board asked Williams if a separate construction entrance would be feasible during construction. Williams stated it was possible, but not ideal. Discussion occurred.

Michelle Olson moved to accept the final plat on the condition the text amendment was approved by the City Council. Jason Crooks seconded and passed 7-0.

Item 7: 23001-SUB (Subdivision) – Preliminary Development Plan for Southtrails Phase II (Parcel ID: 1093004001001000).

Chairperson McKiernan opened the public hearing for the preliminary development plat for Southtrails Phase II. Mike McCown, who is with the Southtrails Building Company, advised there are 25 4-plex buildings. There were no additional public comments. Chairperson McKiernan closed the public hearing.

Chairperson McKiernan asked McCown about the 1 acre of drainage not being contained on the parcel. Engineer of the Southtrails Plat, Dan McGhee of Lamp Rynearson, advised this was 1 acre for additional off-site drainage. This drainage would pick-up the drainage from the property from the east to ensure no further drainage issues occurred in the subdivision from the eastern property. Chairperson McKiernan asked if the development is a PUD, three parking spots instead of two are needed. McCown advised there should be room for three parking spots. Streetlight control needs to be on the final plat. Commission asked about fire hydrant locations and McCown said they are on the plans.

George Bazin moved to accept the preliminary plat, Micheal Sharp seconded and passed 7-0.

NON-PUBLIC HEARING BUSINESS ITEMS:

NEW BUSINESS:

Item 9: Annual election of Planning Commission Chairman, Vice-Chairman and Secretary in accordance with Article 3, Planning Commission By-Laws, in the Procedures Manual.

Carol Aust nominated Thor McKiernan to remain as chair. The nomination was confirmed 6-0 with McKiernan abstaining. Chairperson McKiernan nominated George Bazin as vice chairperson. The nomination was confirmed 6-0 with Bazin abstaining. Chris Hoffman nominated Michelle Olson for secretary. The nomination was confirmed 6-0 with Olson abstaining. All positions remained the same.

Item 11: Discussion of garage sale signs.

Discussion of garage sale signs occurred. During the discussion, Karen Oram approached the board regarding the cost of the \$50 dollar sign permits and felt that for an average citizen it was too costly. No action was taken. It was decided to revisit this item at a future meeting.

Item 10: As requested by property owner Donna Cook a discussion concerning greenhouses on commercial property.

Donna Cook addressed the board regarding high tunnel greenhouses and said she would like to install one on her property. She advised of a grant opportunity to obtain a high tunnel greenhouse. She stated there are several sizes and the largest they can go is 30X60. Other sizes include 10X20 and 20X40. It was advised the largest square footage the Department of Agriculture would allow is 2160 square foot.

The board discussed the current Special Use Permit Ordinance #620 is currently in effect on the property as it is zoned as C-4.

It was decided to amend the current Special Use Permit to allow a high tunnel greenhouse.

George Bazin made a motion to proceed with the public notice for the amended Special Use Permit to include the high tunnel greenhouse, was seconded by Chris Hoffman and passed 7-0

OLD BUSINESS:

Item 12: Discussion of Zoning Regulations “HC-O” Highway K-68 Corridor Overlay District.

Discussion occurred regarding the “HC-O” Highway K-68 Corridor Overlay District.

City staff went through the regulations, and it was decided to change the following items:

3. Minimum setback and yard areas

- a. For all lots in the Overlay District which abut the Highway K-68, minimum setbacks shall be no less than the greater of the following.

1. Front yards: 25 feet.

3. Setback limes be change from “such projected right of way line(s)” to “the property line”

B. Gasoline pumps, air and water service, canopies and other fixtures used in connection with gasoline delivery shall be located no less that twenty-five (25) feet from the property line of any abutting street.

6. Signage.

Signage within the Overlay District shall be subject to the requirements of the underlying zoning districts and shall further be limited to one (1) ground sign per street frontage not to exceed fifteen (15) feet in height. No off-site advertising signs (billboards) shall be permitted within the Overlay District. No sign shall be placed within fifteen (15) feet of any public street right-of-way.

It was asked of city staff to return the changed to the Planning Commission at the next meeting.

Item 13: Discussion of Tiny Home regulations within the City Limit of Louisburg

The board began discussing the tiny home regulations. They decided to go through each item and to either add or omit items in the regulations that were provided by Kim and Jordan Roquemore.

Once the board finished discussion on the regulations, Michelle Olson made a motion to move for public notice of the text amendment for tiny homes, seconded by George Bazin and passed 7-0.

Item 14: ADJOURNMENT:

Chris Hoffman moved to adjourn the meeting, seconded by Michael Sharp and passed 7-0. The meeting adjourned at 8:09 p.m.

Submitted by Robert Lake