



LOUISBURG PLANNING COMMISSION MEETING MINUTES

Wednesday April 24, 2019

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: Nate Apple, Brandon Fosbinder, Donna Cook, George Bazin and Les Page
Recording Secretary: Rusty Whitham
Visitors: Kim Stevens and Bob Bazin

ITEM 1: ROLL CALL

ITEM 2: ADOPTION OF THE AGENDA:

A motion was made by Brandon Fosbinder to adopt the agenda. The motion was seconded by Donna Cook. Motion passed 6-0.

ITEM 3: APPROVAL OF THE MINUTES:

A motion was made by Nate Apple to approve the minutes from the March 27, 2019 regular meeting. Brandon Fosbinder seconded the motion. Motion passed 6-0. Les Page and Brandon Fosbinder 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: 19001-Z (ReZone) Five Vacant tracts of land within the Southtrails Subdivision. The applicant wishes to re-zone the properties from “C-3” General Business District to “PUD” Planned Unit Development District. **(This item has been is postponed. This rezoning request will be rescheduled and discussed at a future Planning Commission meeting).**

NON-PUBLIC HEARING BUSINESS ITEMS:

Item 6: Discussion concerning a fence request at 207 South 6th Street. The type of fence requested by the property owner must be approved by the Planning Commission in accordance with City Ordinance 1099.

After a brief discussion with the property owner, Kim Stevens, a motion was made by Brandon Fosbinder to approve the replacement of the existing six (6) foot high privacy fence with a new fence of the same height consisting of the materials pictured below. Donna Cook seconded the motion. The motion passed 6-0.

Staff reminded the property owner that she should submit a permit application prior to installing the new fence. Kim Stevens suggested that she will turn in a permit application next week.

No further discussion occurred concerning his item.



Item 7: Review and Approval of Meeting Schedule & Submittal Deadlines
(June 19, 2019 – December 2020)

After a brief discussion, a motion was made by Les Page to approve the Meeting Schedule & Submittal Deadlines as submitted without corrections. George Bazin seconded the motion. The motion passed 6-0.

No further discussion occurred concerning his item.

Item 8: Discussion concerning a hard surfaced driveway that was not constructed in accordance with stipulations outlined in Special Use Permit 16002-SUP.

Staff explained that a letter was sent to the property owner, reminding him of the requirement to hard surface the driveway in accordance with stipulations outlined in City Ordinance 1063. The letter requested that the driveway leading to the accessory building be hard surfaced within 45 days of receipt of the letter.

Brandon Fosbinder mentioned that the property owner has begun discussions with contractor to hard surface the driveway.

Donna Cook asked what was the original timeframe to get the driveway surfaced. Staff stated one (1) year.

Staff agreed to keep the Planning Commission informed of this issue.

No further discussion occurred concerning his item.

Item 9: A discussion with Bob Bazin concerning a gravel parking lot that was installed on the vacant property east of NAPA Auto Parts Store owned by Bazin.

George Bazin recused himself from the discussion.

After a lengthy discussion, Donna Cook made a motion to allow the property owner to leave the recently installed gravel area in place. Les Page seconded the motion. The motion passed 5-0. George Bazin abstained.

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

Item 10: A discussion concerning a proposed Concrete Standards/Policy. This is a continued discussion that began during the December 19, 2018 Planning Commission Meeting.

After a brief discussion, a motion was made by Les Page to approve the Concrete Standards/Policy as submitted without corrections. George Bazin seconded the motion. The motion passed 6-0.

No further discussion occurred concerning this item.

NEW BUSINESS:

Item 11: Staff mentioned it was discovered that a gravel off-street parking area being established in front of a residential home along South Elm Street. Staff explained that a large area in front of the home was recently been excavated and gravel has not yet been placed. During a discussion with the homeowner it mentioned that he wants a gravel area in front of their home and should be completed in a couple of days.

Staff asked the Planning Commission if this gravel off-street parking area would be allowed to stay. Staff provided the entire board a copy of the City Ordinance 947. Reference below verbiage from ordinance:

“Off-street parking spaces shall comply with the design standards relating to curb length, stall depth, driveway width, island width, barriers, and ingress and egress as contained in the Off-Street Parking Standards of this article. No new parking spaces shall be created parallel to the edge of the pavement on streets that do not have curb and gutter, whether in the right-of-way or on private property. Any new spaces will be created perpendicular to the street and designed and constructed such as to not impede stormwater flow, or damage the edges of the existing street surface.”

It was explained by a Planning Commission Member that the key element of this ordinance is that no gravel area shall impede stormwater flow. It was also mentioned that if this gravel area needs to be removed as determined by staff and the homeowner is upset have them talk to the Planning Commission.

REPORTS:

Item 12: None

Item 13: ADJOURNMENT:

A motion was made by Brandon Fosbinder to adjourn the meeting. George Bazin seconded the motion. The motion passed 6-0. Meeting adjourned at 7:26p.m.

Submitted by Rusty Whitham