



## **LOUISBURG PLANNING COMMISSION MEETING MINUTES** **Wednesday September 27, 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: Michelle Olson, Carol Aust, and George Bazin  
Mayor: Donna Cook  
City Council: TJ Williams  
City Administrator: Nathan Law  
City Staff: Sarah Altic and Jean Carder  
Recording Secretary: Robert Lake  
Visitors: Jessica Crozier

### **Item 1: ROLL CALL**

### **Item 2: PLEDGE OF ALLEGIANCE**

### **Item 3: ADOPTION OF THE AGENDA:**

Michelle Olson moved to adopt the agenda, seconded by George Bazin, and passed 4-0.

### **Item 4: APPROVAL OF THE MINUTES:**

George Bazin moved to approve the minutes from the August 30, 2023, meeting. The motion was seconded by Carol Aust and passed 3-0. Michelle Olson abstained.

### **Item 5: PUBLIC COMMENTS:**

None.

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

**Item 6:** None

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

### **NEW BUSINESS**

### **Item 7: Discussion of dog park signage.**

Michelle Olson asked City Administrator Law if she needed to recuse herself from this conversation due to her involvement with the dog park. Law advised she could participate in discussion and if

there was a motion, she should recuse herself on a vote if there was a direct conflict of interest. City staff advised the Planning Commission of the proposed signage and acknowledgements for sponsors for the dog park. Sponsors could obtain a 12”X12” paw print or large vinyl banners like at Lewis-Young Park. It was also advised in current zoning regulations it does not address large advertisement banners. Michelle Olson told the Planning Commission the large banners would only be for those who provide large sponsorships.

Jessica Crozier, a dog park organizer, advised where the dog park would be located, which is east of the Louisburg Aquatic Center. She went on to say the Friends of the Dog Park are accepting donations for items for the dog park such as fencing, water fountains, and trash cans. Crozier said one of the things they are trying to do is obtain large sponsorships and to have semi-permanent signage for those sponsors. The benefit for the large sponsorships who donate would be provided an outdoor vinyl mesh sign. Crozier advised of the average life span of these signs and what would be expected of the sponsors if there was to be replacement of the signs. These signs would be placed on the fence line on the west side near the Aquatic Center with the sign facing inwards in the park.

It was asked if they were going to have permanent signage for the dog park. Crozier said they wanted to have a welcome sign that would include a community board that would have park hours and rules of the park. This sign would be located by the entrance gate. Chairperson McKiernan asked if it would be possible to have the sponsorships on one of the permanent signs. Crozier said a permanent sign would list sponsors, but the vinyl banners would all be offered to sponsors who provided a large donation. Discussion occurred over signage for the dog park and where it would be in the park.

It was decided to wait until the next meeting to provide an answer due to not enough members being present for a vote.

#### **Item 8: Discussion of Planning Commission roles, responsibilities, and training to be held.**

Community Development Director Sarah Altic advised the Planning Commission she is planning on having training for the Planning Commission provided by the Kansas League of Municipalities. More information will be provided on this topic at a later date. Altic also stated moving forward staff will be making official findings rather than recommendations and if the Planning Commission does not agree with the staff findings, the Planning Commission will be responsible for creating their own findings. A brief discussion occurred.

#### **Item 9: Discussion of potential ordinance change for commercial uses abutting residential “districts” versus “uses” in Zoning Regulations.**

Director Altic advised the current zoning regulations have language that could be misinterpreted. Altic said a residential district could be interpreted as a residential zoned district or could mean any residential use. Altic said staff recommends changing the language to residential zoned districts rather than residential use. She said if the Planning Commission decided to move forward with this change, she would provide where all changes should be made in the zoning regulations so it could be clear and concise. Discussion occurred.

#### **Item 10: Discussion of allowing “micro-breweries” in downtown districts in Louisburg.**

Director Altic said the addition of this would help the downtown district and would be placed in “C-2” and “C-3”. She wanted to bring this before the Planning Commission so they could provide input.

Discussion occurred. Planning Commission recommended staff to look at all districts to see where this would fit and to move forward for micro-breweries and micro-distilleries.

It was asked if these types of businesses were allowed within the city currently and if anyone has approached the city to start a business of this type. City staff said they would need a Special Use Permit to have a business like this and there have been individuals who have approached the city with this request before.

**Item 11: Discussion of allowing “micro-industrial uses” in downtown districts in Louisburg.**

Director Altic told the Planning Commission she would like to bring a potential ordinance amendment to allow micro-industrial and artisanal food and beverage manufacturing in certain districts. This change would allow micro-industries to fill buildings. Discussion occurred. Director Altic told the Planning Commission she would prepare a report and provide it at the next meeting.

**Item 12: Discussion of Active Transportation Summit.**

Director Altic provided the Planning Commission information about her recent training and the benefits of this training. Discussion occurred about the training.

**OLD BUSINESS:**

**Item 13: Discussion of EMC sign for cemetery.**

At the last meeting City staff provided the Planning Commission with the option for a text amendment to allow for an Electronic Messaging Center sign (EMC) in “R-1” Single-Family Residential District. The Planning Commission provided input that they thought it would be best to rezone the cemetery to “C-3” General Business District to allow for surrounding business to be able to have an EMC without the restrictions of the “R-1”. City Staff provided the Planning Commission with the two options of the Text amendment and the Rezoning.

Discussion occurred. George Bazin made the motion to make the recommendation to City Council to rezone the cemetery from “R-1” to “C-3”, seconded by Michelle Olson and passed 4-0.

**Discussion of potential annexations of properties.**

Carol Aust asked Director Altic if she would be able to review the properties around the City of Louisburg that could potentially be annexed into the city. She also asked if she could provide a list of pros and cons of annexing and what the process would be. Director Altic said she would try to provide that information at a future meeting.

**Item 14: ADJOURNMENT:**

Michelle Olson moved to adjourn the meeting, seconded by Carol Aust passed 4-0. The meeting adjourned at 7:42 p.m.

**Submitted by Robert Lake**

