



## **LOUISBURG PLANNING COMMISSION MEETING MINUTES** **Wednesday September 29, 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:**

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|----------------------|--|
| Commission Members:  | George Bazin, Michael Sharp, Les Page, and Danny Quinn                     |
| City Administrator:  | Nathan Law   |
| City Council:        | Sandy Harris and Donna Cook  |
| Recording Secretary: | Rusty Whitham  |
| Visitors:            | Megan Barnes, David Ratley, Patrick Thompson, Tyler Hiatt and Brad Wheeler |

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

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

A motion was made by Les Page to adopt the agenda. The motion was seconded by Michael Sharp. The motion passed 5-0.

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

A motion was made by George Bazin to approve the minutes from the August 25, 2021 meeting. The motion was seconded by Michael Sharp. The motion passed 4-0-1. Andy Sauber 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: 21003-SP (Site-Plan) 202 Aquatic Drive, USD416 Louisburg High School Addition, Parcel ID: 1093200000001010**

The following individuals were present to represent USD416 during this discussion:

- Megan Barnes (Hollis & Miller Architects – Client Leader)
- Patrick Thompson (Hollis & Miller Architects – Architect)
- David Ratley (MKEC Engineering – Project Manager)

Chairperson Andy Sauber asked Staff if there were any changes to the site-plan request that the Planning Commission needs to be aware of. Staff said no changes have occurred.

Megan Barnes mentioned that representatives from USD416 were unable to attend this meeting. Barnes said that she would be happy to answer any questions the Planning Commission may have concerning the proposed addition and site-plan for LHS.

Andy Sauber asked if she was aware of the five staff recommended stipulations. Megan Barnes replied yes and said that she agrees with all the stipulations.

Barnes stated that the new addition will have the same type of brick exterior as the existing building.

Danny Quinn and Andy Sauber asked about the existing stormwater retaining pond. David Ratley explained MKEC analyzed the current stormwater run off pond and determined that the building addition will increase the amount of water runoff. As a result, the existing retaining pond will be reconfigured to accommodate the additional water and reduce the rate of water downstream. Ratley also mentioned that MKEC has already submitted to the city stormwater data associated with this project.

Les Page asked if the existing stormwater pond will be reconfigured to increase capacity. David Ratley said yes.

After a brief discussion, Les Page make a motion to approve the LHS addition site-plan with the following stipulations:

1. Applicant shall provide an engineer's stamped letter stating that the stormwater drainage system is sufficiently designed and meets the American Public Works Association (APWA) requirements. The letter will state that the newly designed system will provide adequate drainage for the proposed 8,620sq ft addition and not cause undue downstream flooding in accordance with APWA standards.
2. All contractors shall be licensed in Miami County.
3. Contractor shall provide temporary trash containment plan prior to construction to reduce blowing of debris and trash during all phases of construction.
4. Erosion control shall be installed prior to construction and maintained throughout project.
5. Contractor shall ensure all streets are always clear of mud and construction debris.

George Bazin seconded the motion. The motion passed 5-0.

No further discussion occurred concerning this item.

**Item 7: 21004-SP (Site-Plan) 249 Metcalf Road, Louisburg United Methodist Church Addition, Parcel ID: 1092900000007000**

Chairperson Andy Sauber asked Staff if there were any changes to the site-plan request that the Planning Commission needs to be aware of. Staff said no changes have occurred.

Tyler Hiatt (Rose Design & Build – Architect) explained that he is representing the Louisburg United Methodist Church concerning the proposed addition and site-plan.

Hiatt mentioned that the exterior of the proposed addition will be consistent the existing building. The same colors and wainscotting will be used. He also said that there is a small connection component of the addition that will contain restrooms and additional storage space. If fundraising goes well, the gym/events area and restroom area will be constructed at the same time. There are also plans to build this addition in two phases if needed:

Phase I – Gymnasium/Events Area with Parking Lot

Phase II – Restroom Connection

Hiatt stated his engineer has determined that the existing stormwater runoff pond is sufficiently sized to accommodate the proposed addition and parking lot. Hiatt said that they have already submitted a stamped stormwater letter from the engineer to the city stating that the pond is adequately sized.

Hiatt indicated that he is aware of the six staff recommended stipulations and he agrees with all of them.

Les Page asked if the Design Standards in the Zoning Regulations dictate the percentage of metal that can be used on the exterior of a building. Page also asked if the proposed addition would meet these standards. Administrator Law said that staff will double check to ensure that the building meets Design Standards.

Andy Sauber asked if the existing building is wainscotted all the way around the structure. The answer was yes.

Les Page said that he would like to add an additional stipulation requiring staff to confirm that this building meets existing Design Standards.

After additional discussion George Bazin made a motion to approve the Louisburg United Methodist Church site-plan with the following stipulations:

1. Applicant shall provide an engineer’s stamped letter stating that the stormwater drainage system is sufficiently designed and meets the American Public Works Association (APWA) requirements. The letter will state that the current system will provide adequate drainage for the proposed 8,585sq ft addition and not cause undue downstream flooding in accordance with APWA standards.
2. Applicant shall submit stamped construction plans. These plans will be reviewed the City Building Inspector. Once the plans are approved construction permits may be issued upon receipt of permitting fees.
3. All contractors shall be licensed in Miami County.
4. Contractor shall provide temporary trash containment plan prior to construction to reduce blowing of debris and trash during all phases of construction.
5. Erosion control shall be installed prior to construction and maintained throughout project.
6. Contractor shall ensure all streets are always clear of mud and construction debris.
7. *Staff shall confirm that the proposed addition meets existing Design Standards outlined in section 618, paragraphs E & F of the Zoning Regulations.*

Michael Sharp seconded the motion. The motion passed 5-0.

No further discussion occurred concerning this item.

**Item 8: Discussion with Louisburg United Methodist Church Addition concerning Electronic Messaging Center (EMC) in Residential Zoning Districts**

Brad Wheeler (Louisburg United Methodist Church – Pastor) said that the church would like to have an EMC on their property at some point in the future. Wheeler understands amending the Sign Regulations to allow EMCs in Residential Zoning Districts is a lengthy process. Wheeler would like to begin this process by making a formal request to the Planning Commission for consideration.

The consensus of the commissioners agreed to consider amending the Sign Regulations to allow EMCs in Residential Zoning Districts. Andy Sauber said that he will ask staff to investigate it and bring their finding to the Planning Commission for discussion at a later meeting.

Wheeler thanked the Planning Commissioners and then the discussion ended.

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

**Item 9: Discussion concerning Sign Regulations**

Administrator Law mentioned during the height of the COVID pandemic Staff was not strictly enforcing sign requirements. This was difficult time for business owners and the city wanted to support local businesses as much as possible. Not strictly enforcing the sign regulations was a reasonable course of action at the time. Now that the things have calmed down somewhat, it may be time to readdress sign issues. We will continually have the issue of “Employment” signs displayed throughout town.

To facilitate discussion, Staff provided a handout that contained pictures of signs currently displayed within city limits.

A lengthy discussion occurred about all signs. It was mentioned that Sign Regulations may need to be reviewed and updated as needed. All agreed, amending the regulations may take a significant amount of time. Staff was directed to bring the Sign Regulations back to the Planning Commission for further review and possible rewrite. Staff was then asked to enforce the Sign Regulations as written until any changes are made.

**Item 10: ADJOURNMENT:**

A motion was made by George Bazin to adjourn the meeting. Second was made by Les Page. The motion passed 5-0. Meeting adjourned at 7:36p.m.

**Submitted by Rusty Whitham**