



PLANNING COMMISSION MEETING AGENDA

**THURSDAY, FEBRUARY 6, 2020, 7:00 P.M.**

SPRING HILL CIVIC CENTER

401 N. MADISON ST.

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPROVAL OF AGENDA**

**CITIZEN PARTICIPATION**

This is an opportunity for those in attendance to address the Planning Commission regarding items not on the agenda.

*Guest speakers are asked to fill out a "request to speak" card located on the back table by the door and hand it to staff, although the provision of a name, address or other identifying information is optional. Speakers are limited to five (5) minutes each; the Chair may adjust the time limit in-light of the number of anticipated speakers.*

**FORMAL COMMISSION ACTION**

1. **Approval of Minutes:** January 6, 2020

**DISCUSSION**

2. **Request for Proposal – Comprehensive Plan**
3. **Explanation of Distillery**

**REPORTS**

4. **The following item(s) related to Community Development were approved at the January 9, 2020 City Council meeting:**
  - No Items on Agenda
5. **The following item(s) related to Community Development were approved at the January 23, 2020 City Council meeting:**
  - No Items on Agenda

**ANNOUNCEMENTS FROM PLANNING COMMISSIONERS AND STAFF**

**ADJOURN**

## PUBLIC HEARING PROCEDURE

1. Chairperson opens the public hearing.
2. Commission members describe what, if any, ex-party contacts they might have had regarding this case; indicating the nature of the communication and *whom* it was with.
3. Commission members describe what, if any, conflicts of interest they may have and dismiss themselves from the hearing.
4. Staff presents a report and comments regarding the case.
5. Applicant or agent of the applicant makes brief presentation of the case or request.
6. Commission members ask for any needed clarification of the applicant or agent.
7. Public comments are solicited from the audience. Each member of the audience must fill out a Citizen Participation/Comment Form.
8. Commission members ask for any further clarifications from applicant or staff.
9. Public Hearing is closed.
10. Members deliberate the request.
11. 14-day Protest Period begins after the Planning Commission Public Hearing is closed. \*

\* **Protest Petitions:** Any protest petition must be filed in the Office of the Spring Hill City Clerk within 14 days from the conclusion of the public hearing held by the Planning Commission. Sample copies of protest petitions may be obtained from the City Clerk Office at 401 N. Madison St., Spring Hill, KS 66083 (913-592-3664).

**City of Spring Hill, Kansas**  
**Minutes of Planning Commission Special Session**  
**January 6, 2020**

A Special Session of the Planning Commission was held at the Civic Center, 401 N. Madison St., Spring Hill, Kansas on January 6, 2020. The meeting convened at 7:01 p.m. with Chairman Stephen Sly presiding, and Amy Long, Planning Secretary recording.

Commissioners in attendance: Stephen Sly  
Cindy Squire  
Mary Dobson  
Josh Nowlin  
Roger Welsh, II

Commissioners absent: Josh Erhart  
Janell Pollom  
Mike Denny  
Troy Mitchell

Staff in attendance: Patrick Burton, Director of Community Development  
Amy Long, Planning Secretary

Public in attendance: Doug Ubben, Jr. – Phelps Engineering  
Bill Peterman  
Rodolfo Arevalo

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

The Secretary called the roll of the Planning Commissioners. With a quorum present, the meeting commenced.

**APPROVAL OF THE AGENDA**

**Motion by** Mr. Welsh seconded by Mr. Nowlin to approve the agenda with corrections as noted.

**Roll Call Vote:** Nowlin- Aye, Welsh- Aye, Sly-Aye, Dobson-Aye, Squire- Aye

**Motion carried 5-0-0**

**CITIZEN PARTICIPATION**

Members of the public are welcome to use this time to make comments about City matters that do not appear on the agenda.

Bill Peterman inquired why RV Storage off 169 Hwy does not have doors and if any landscape would be added.

## FORMAL COMMISSION ACTION

### 1. Approval of Minutes from the December 2, 2019 Regular Meeting

**Motion by** Mr. Nowlin seconded by Mr. Welsh to approve the agenda.  
**Roll Call Vote:** Nowlin- Aye, Welsh- Aye, Sly-Aye, Dobson-Aye, Squire- Aye  
**Motion carried 5-0-0**

### 2. Final Plat Application (PLAT-000008-2019)– Brookwood Farms, 5<sup>th</sup> Plat

*Beginning of Staff Report*

## SPRING HILL PLANNING COMMISSION FINAL PLAT STAFF REPORT

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**Case #:** PLAT-000008-2019                      **Meeting Date:** January 6, 2019  
**Description:** Brookwood Farms, Fifth Plat  
**Location:** 201<sup>st</sup> Street and Balsam Street  
**Applicant:** Engineering Solutions – Matt Schlicht  
**Owner:** Catch Investments, LLC – Leonard Marks  
**Site Area:** 11.16 acres

**Minimum Lot Area:** 9,000 sq. ft.                      **Number of Lots:** 14 Residential Lots

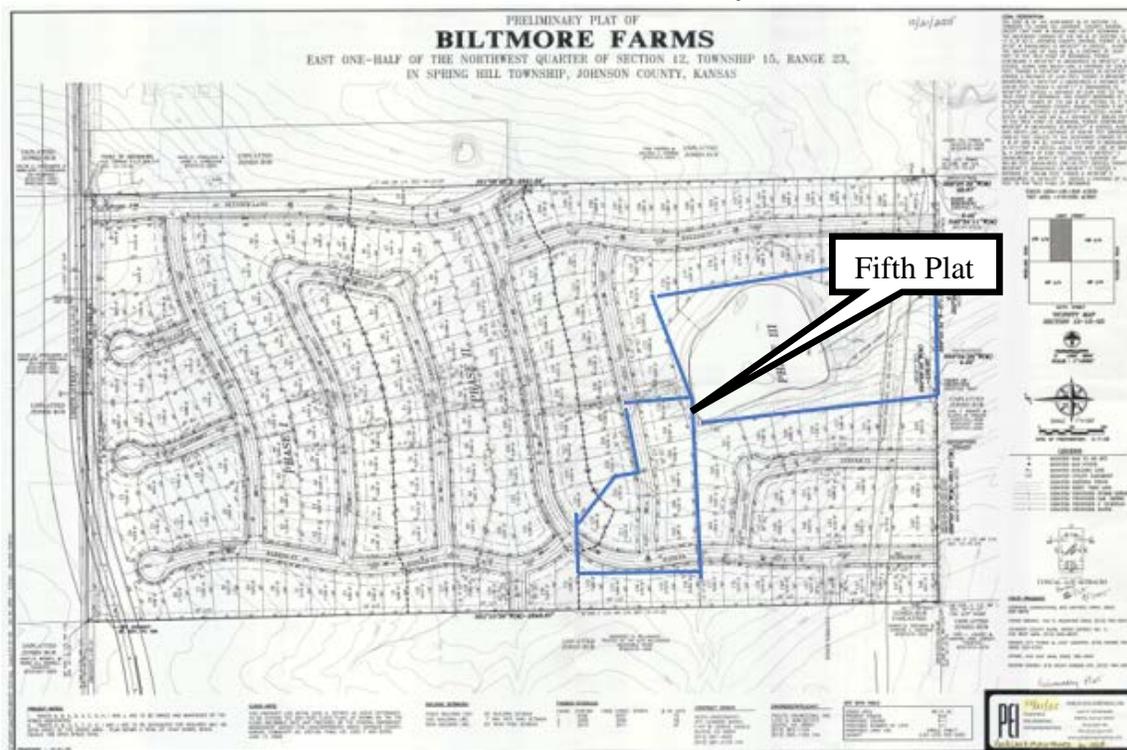
**Current Zoning:** “R-1”                      **Proposed Use:** Single-Family Residential

**Related Applications:** PP-04-05, FP-01-06, FP-04-07, FP-01-08, PP-14, FP-01-14, FP-01-16, FP-07-16, FP-05-18

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## Preliminary Plat



### BACKGROUND:

An application has been received for the development of the next phase of Brookwood Farms located on 199<sup>th</sup> Street, approximately one-half mile east of Woodland Road. Brookwood Farms, Fifth Plat consists of 14 residential lots and Tract H (pond) on 11.16 acres with extensions to Balsam Street and the addition of 201<sup>st</sup> St.

The preliminary plat was approved by the Planning Commission in 2007, then revised in 2014 with some changes to the open space. Staff finds that this final plat conforms to the preliminary plat. A copy of the preliminary plat is included with-in this staff report.

### STAFF COMMENT:

Brookwood Farms, Fifth Plat, consists of 14 residential lots and Tract H. Staff finds the final plat to be in compliance with the previously approved preliminary plat and offers the following review of Section 17.372.D of the Spring Hill Subdivision Regulations:

1. Separate drawings of profiles and cross section of streets and public use areas have been forwarded to the City Engineer for review.
2. The Public Works Director, City Engineer, and various consultants have reviewed the plat.
3. Staff has verified the person or persons name on the plat are the owner(s) of the area subject to the final plat.
4. Staff has verified all due or unpaid taxes have been paid in full.
5. Drainage areas are subject to maintenance of adjoining homeowners or the homeowner's association,
6. Public facilities are adequate and available to the site,
7. The proposed plat meets the City's design standards for the proposed streets and sidewalks.

8. Fire, police, and school public services will be able to serve this subdivision adequately. The City of Spring Hill will provide sewer service, and Johnson County Water District Number One will provide water service.
9. Adequate control of storm water through appropriate BMP's have been detailed on drawings submitted to the City Engineer for approval.
10. Construction refuse will be disposed of in an appropriate manner,
11. The required Improvement Agreement is being prepared by staff and will be forwarded to the applicant, City Engineer and City Attorney for review and approval. This Agreement will be signed by the applicant prior to consideration of the final plat by the Governing Body. All required excise tax, bonds and insurance documents will be submitted to the City prior to issuance of a Notice to Proceed from the City Engineer.
12. Staff finds the proposed final plat in substantial compliance with the preliminary plat for the subdivision approved by the Planning Commission in 2014, and with the Comprehensive Plan for the City of Spring Hill.
13. In the Tracts/Common Areas description language, must include that the areas are open to general public use. If the development does not want the general public to use the areas, then the lots are subject to a \$300.00 per lot park impact fee paid at building permit issuance

**PLANNING COMMISSION REVIEW AND ACTION:** Upon review of the final plat application the Planning Commission may by a majority vote of those members present:

- Recommend approval of the application to the Governing Body, or
- Recommend denial of the application to the Governing Body and notify the applicant of such action, or
- Table action on the application to a specific date and notify the applicant of such action

**RECOMMENDATION:**

It is the recommendation of staff, that the Planning Commission recommend approval of Final Plat PLAT-000008-2019, Brookwood Farms, Fifth Plat as presented by staff.

*Suggested Motion: Move to recommend approval of PLAT-000008-2019, Final Plat, Brookwood Farms, Fifth Plat, subject to staff report.*

Attachments: Final Plat  
Preliminary Plat

*End of Staff Report*

Mr. Patrick Burton presented the staff report as outlined above.

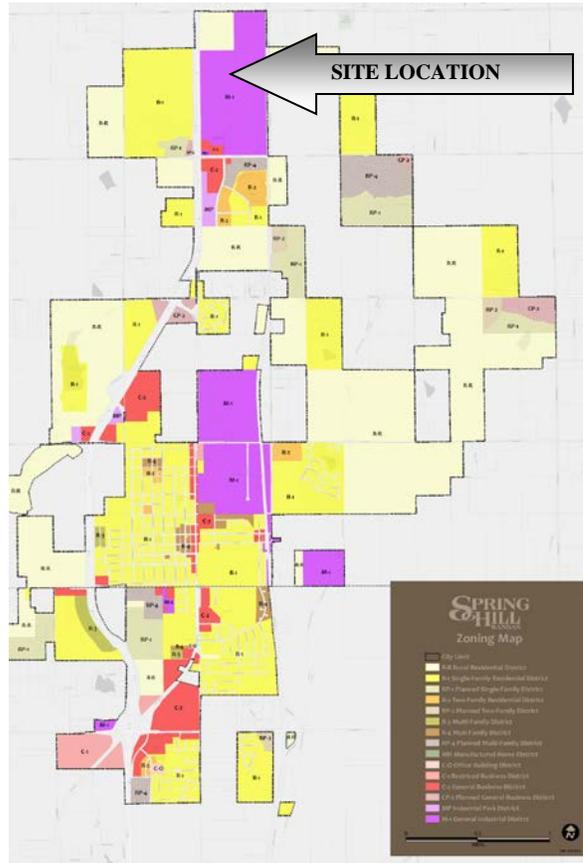
**Motion by** Mr. Nowlin, seconded by Ms. Dobson to approve Final Plat Application (PLAT-000008-2019) as presented by staff.

**Roll Call Vote:** Nowlin- Aye, Welsh- Aye, Sly-Aye, Dobson-Aye, Squire- Aye

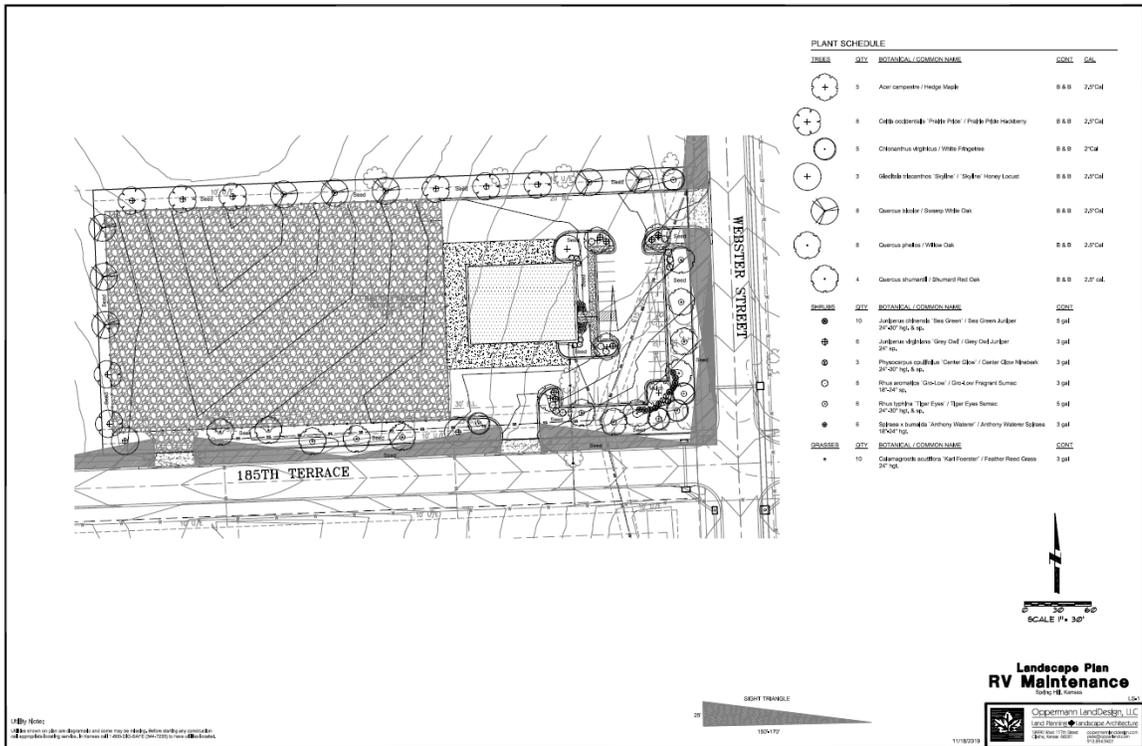
**Motion carried 5-0-0**



## Site Location







**BACKGROUND:** An application has been received for the approval of a site development plan of a 3 acre. platted lot located at 185<sup>th</sup> Terrace and Webster Street. The project consists of a 7,500 sq. ft. building, two access points, 44,000 sq. ft.+/- of gravel outside storage area, 23,500 sq. ft. +/- of new hard surface with 30 parking stalls (2 are H/C), fencing, lighting, and landscaping. The property is currently zoned M-1 (General Industrial District) and was platted in December 2019. With the completion of the platting, the applicate is ready to develop the site.

**STAFF REVIEW:**

Staff has reviewed the site plan under the requirements of Section 17.340 of the Spring Hill Zoning Ordinance as follows:

- All lot lines and rights-of-way are identified
- All proposed structures with applicable data are identified until building permit stage.
- All parking and traffic areas have been identified and the type of surface and base course identified
- Utilities are available, identified, and in compliance with regulations
- Exterior lighting on the proposed structure will be reviewed with the building permit application. Manufacturer information on the fixtures will be reviewed by staff.
- Consultants, utility providers and city staff have reviewed the site plan and provide comments. These comments and recommendations have been and will be implemented into the site plan as applicable.
- Chain Link 6 feet fencing is shown around the back storage.
- Sidewalk is required along Webster Street and 185<sup>th</sup> Terrace.

**STANDARDS OF REVIEW**

In addition to the above noted items the site plan has been reviewed for compliance with the following standards:

1. *The extent to which the proposal conforms to the provisions of the Code*

The proposed use follows the Spring Hill Zoning Code.

2. *The extent to which the proposal conforms to the provisions of the Spring Hill Subdivision Regulations.*

The site follows the Spring Hill Subdivision Regulations. The proposed use of construction sales and service is consistent with the M-1 zoning regulations.

3. *The extent to which the development would be compatible with the surrounding area.*

The property is zoned M-1 and the proposed use is listed in the zoning district.

4. *The extent to which the proposal conforms to the recommendations of the Spring Hill Comprehensive Plan including but not limited to the Vision Plan, the Community Development Recommendations, and the Planning and Principles and Design Guidelines.*

The property use is shown industrial use on the Future Land Use Plan. The proposed site plan and use meets the M-1 requirements when staff and consultants' comments are implemented.

5. *The extent to which the proposal conforms to customary engineering standards used in the City.*

The overall project has been designed by recognized and licensed architects and engineers. Additional data and details need to be provided to the City Engineer delineating the pavement, erosion control, closure report on legal description, existing R/W's, and storm sewer plans. It is typical these types of items are completed after the sub-division or site plan is approved.

6. *The extent to which the location of streets, paths, walkways, and driveways are located to enhance safety and minimize any adverse traffic impact on the surrounding area.*

As indicated in previous comments, there will need to be a sidewalk shown on the site plan and constructed along Webster Street and 185<sup>th</sup> Terrace.

### **PROOF OF ADEQUATE FACILITIES:**

Adequate facilities are available to the site as follows:

- Sanitary sewer main is available on site
- Water to be supplied by WaterOne.
- Entrance to property will be via Webster Street and 185<sup>th</sup> Terrace. Both streets are designed to accommodate truck traffic.
- Other utilities are available to the site with coordination with the providers

### **ADDITIONAL REVIEW CRITERIA:**

1. Site plan indicates 30 parking stalls 2 are accessible. The code requires 15 stalls and 1 accessible.
2. Park fee in the amount of \$13,068.00 will be due at time of issuing the building permit. Ord. 2005-44
3. No building elevations are provided as of this time. All areas of the building visible from Webster Street and 185<sup>th</sup> Terrace must have, at a minimum, brick, stone or stucco wainscot a minimum of 4 feet in height the entire length of building.
4. The dumpster area needs to be identified with screening not just chain link fencing.
5. Monument sign is shown with sizes on the site plan.

**Planning Commission Review and Action:** Upon review of the site plan application the Planning Commission may by a majority vote of those members present:

- Recommend approval of the application to the Governing Body, or
- Recommend denial of the application to the Governing Body and notify the applicant of such action, or
- Table action on the application to a specific date and notify the applicant of such action

**RECOMMENDATION:**

It is the recommendation of staff that the Planning Commission recommend approval of site plan SP-000009-2019, for the Store What? LLC – Bob Cummins, RV, and automotive repair facility to the Governing Body.

*Suggested Motion: Motion to recommend approval of site plan application SP-000009-2019, Store What? LLC – Bob Cummins, RV, and automotive repair facility, as presented by staff.*

Attachments: Site Development Plan

*End of Staff Report*

Mr. Patrick Burton presented the staff report as outlined above.

Ms. Squire requested the slats be the same material as the fencing around the dumpster area.

**Motion by** Mr. Welsh, seconded by Mr. Nowlin to approve Site Plan Application SP-000009-2019) as presented by staff.

**Roll Call Vote:** Nowlin- Aye, Welsh- Aye, Sly-Aye, Dobson-Aye, Squire- Aye

**Motion carried 5-0-0**

**DISCUSSION**

4. Pawn Shop Zoning
5. Precious Metals Zoning
6. Request for Proposal – Comprehensive Plan

**REPORTS**

**7. The following item(s) related to Community Development were approved at the December 12, 2019 City Council meeting:**

- No Agenda Items

**8. The following item(s) related to Community Development were approved at the December 18, 2019 City Council special meeting:**

- Site Plan – Spring Hill Schools Administrative Center
- Site Plan – O’Reilly Auto Parts Store

- Rezoning – 20230 Webster St. (R-R to RP-4)
- Rezoning - 20230 Webster St. (R-R to C-2)
- Rezoning - 20230 Webster St. (R-R to MP)

**9. The following item(s) related to Community Development were approved at the December 26, 2019 City Council meeting:**

- No meeting held due to holiday

**ANNOUNCEMENTS FROM PLANNING COMMISSIONERS AND STAFF**

**ADJOURN**

**Motion by** Mr. Welsh, seconded by Nowlin, to adjourn.

**Roll Call Vote:** Nowlin- Aye, Welsh- Aye, Sly-Aye, Dobson-Aye, Squire-Aye

**Motion carried 5-0-0**

The meeting adjourned at 8:02 P.M.