



PLANNING COMMISSION REGULAR MEETING AGENDA

**THURSDAY, FEBRUARY 7, 2019, 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 3, 2019
2. **Planning Commission Secretary:** Appoint Amy Long as Planning Commission Secretary
3. **Unified Zoning & Subdivision Regulations:** M-1 Zoning; Discussion limited to 45 minutes.
4. **Prepare for Comprehensive Plan Revision:** Discussion limited to 15 minutes.

**DISCUSSION**

**REPORTS**

5. **The following item(s) related to Community Development were approved at the Jan. 10, 2019 City Council meeting:**
  - There were no related items on this agenda
6. **The following item(s) related to Community Development were approved at the Jan. 24, 2019 City Council meeting:**
  - There were no related items on this agenda
7. **Conditional Use Permit (CU-2015-0001) Annual Staff Review – Verizon Wireless-SSC Communication Tower;** located at 20250 N. Webster St.; Staff has reviewed the site and finds it in compliance with applicable codes and conditions.

8. Conditional Use Permit (CU-2015-0002) Annual Staff Review – The Bowery Events, LLC; Staff has reviewed the site and finds it in compliance with applicable codes and conditions.
9. Conditional Use Permit (CU-2016-0003) Annual Staff Review - Crown Castle, telecommunication tower, located at 19005 Webster St.; Staff has reviewed the site and finds it in compliance with applicable codes and conditions.
10. Conditional Use Permit (CU-2017-0005) Annual Staff Review – Don and Betty Wessel; Car Wash; Staff has reviewed the site and finds it in compliance with applicable codes and conditions.
11. Conditional Use Permit (CU-2017-0006) Annual Staff Review – Assisted Lifestyles of Blackhawk; Staff has reviewed the site and finds it in compliance with applicable codes and conditions. Side Note: Blackhawk Assisted Living remodeled one whole wing in 2018. The remodel of the wing included some new showers, plumbing, electric and fire alarm system.
12. Discussion about mailing agenda packets to Commissioners.

#### **ANNOUNCEMENTS FROM PLANNING COMMISSIONERS AND STAFF**

- The following Planning Commissioners' terms are up for reappointment effective February 28, 2019: Scott Buescher, Josh Erhart and Janelle Pollom

#### **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 Regular Session  
January 3, 2019**

A Regular Session of the Planning Commission was held at the Civic Center, 401 N. Madison St., Spring Hill, Kansas on January 3, 2019. The meeting convened at 7:00 p.m. with Chairman Stephen Sly presiding, and Amy Long, Interim Planning Secretary recording.

Commissioners in attendance: Scott Buescher  
Josh Erhart  
Josh Nowlin  
Cindy Squire  
Janell Pollom  
Stephen Sly  
Tyler Vaughan

Commissioners absent: Mike Denny

Staff in attendance: Jose Leon, Assistant City Administrator  
Patrick Burton, Project Coordinator  
Amy Long, Administrative Assistant

Public in attendance: 1 member of the public

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

**APPROVAL OF THE AGENDA**

**Motion by** Ms. Squire, seconded by Ms. Pollom to approve the agenda as presented.

**Roll Call Vote:** Squire- Aye, Vaughan-Aye, Nowlin-Aye, Vaughan-Aye, Sly- Aye, Pollom- Aye, Buescher-Aye, Erhart-Aye

**Motion carried 7-0-0**

**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.

## FORMAL COMMISSION ACTION

### 1. Approval of Minutes from the Dec. 6, 2018 Regular Meeting

**Motion by** Ms. Pollom, seconded by Mr. Erhart, to approve the minutes with corrections as presented.

**Roll Call Vote:** Squire- Aye, Vaughan-Abstain, Nowlin-Abstain, Sly- Aye, Pollom- Aye, Buescher-Aye, Erhart-Aye

**Motion carried 5-0-2**

### 2. Approval of Amy Long to be Interim Secretary of Meeting Minutes and any Planning Commission Correspondence

**Motion by** Ms. Squire, seconded by Ms. Pollom, to approve Amy Long as Interim Secretary.

**Roll Call Vote:** Squire- Aye, Vaughan-Abstain, Nowlin-Abstain, Sly- Aye, Pollom- Aye, Buescher-Aye, Erhart-Aye

**Motion carried 5-0-2**

## DISCUSSION

### 1. Unified Zoning & Subdivision Regulations and Comprehensive Plan

Commissioners continued their discussion from the Work Session on the Unified Zoning & Subdivision Regulations and the Comprehensive Plan. Commissioners would like to review Industrial M-1 zoning as priority and looking at what other municipalities are doing.

Commissioners discussed the possibility of two different land use corridor studies; Webster St, between 199<sup>th</sup> and 223<sup>rd</sup>, and 169 Highway, between 191<sup>st</sup> and 223<sup>rd</sup>.

Staff to provide M-1 Zoning areas and Corridor Study from 2010.

Work Session to be held at the Civic Center, 401 N. Madison St., Spring Hill, Kansas on February 7, 2019 at 6:00 P.M.

## REPORTS

### 2. **The following item(s) related to Community Development were approved at the Dec. 13, 2018 City Council meeting:**

- Improvement Agreement Final Plat, Sweetwater Creek III and Final Plat Sweetwater Creek III, FP-07-18

### 3. **The following item(s) related to Community Development were approved at the Dec. 27, 2018 City Council meeting:**

- No meeting due to Holiday.

## **ANNOUNCEMENTS FROM PLANNING COMMISSIONERS AND STAFF**

### **ADJOURN**

**Motion by Ms. Pollom, seconded by Mr. Nowlin, to adjourn.**

**Roll Call Vote:** Squire- Aye, Vaughan-Aye, Nowlin-Aye, Sly- Aye, Pollom- Aye, Buescher-Aye, Erhart-Aye

**Motion carried 7-0-0**

The meeting adjourned at 8:12 p.m.