



PLANNING COMMISSION REGULAR MEETING AGENDA

THURSDAY OCTOBER 1, 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: September 3, 2020**
- 2. Preliminary Plat (PLAT-000030-2020) – Estates of Wolf Creek, 8th – Spring Hill Middle School #3**

Address/Vicinity: 18685 W. 191st Street

Applicant: Renaissance Infrastructure Consulting – Chip Corcoran

Purpose: Residential Lots

- 3. Final Plat (PLAT-000029-2020) – Estates of Wolf Creek, 8th – Spring Hill Middle School #3**

Address/Vicinity: 18685 W. 191st Street

Applicant: Renaissance Infrastructure Consulting – Chip Corcoran

Purpose: Residential Lots

- 4. Final Plat (PLAT-000025-2020) – Bear Creek II – (originally approved with conditions at the 8/20/20 Special Meeting)**

Address/Vicinity: Jefferson Street & Johnson Street

Applicant: Payne & Brockway, P.A. – Todd Allenbrand

Purpose: Residential Lots

- 5. Proposed Bylaw Revisions – ARTICLE VII – ATTENDANCE OF MEMBERS**

DISCUSSION

REPORTS

6. The following item(s) related to Community Development were approved at the September 10, 2020 City Council meeting:

- Site Plan (SP-000005-2020) – Boulder Springs Pool

7. The following item(s) related to Community Development were approved at the September 24, 2020 City Council meeting:

- Rezoning Application (Z-000024-2020) - South of 199th Street and West of Webster St. (R-R – C-2)

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 Regular Session
September 3, 2020

A Regular Session of the Planning Commission was held at the Civic Center, 401 N. Madison St., Spring Hill, Kansas on September 3, 2020. The meeting convened at 7:00 p.m. with Chairman Stephen Sly presiding, and Amy Long, Planning Secretary recording.

Commissioners in attendance: Stephen Sly
Cindy Squire
Mary Dobson
Janell Pollom
Roger Welsh, II

Commissioners absent: Mike Denny
Troy Mitchell
Josh Erhart

Staff in attendance: Patrick Burton, Director of Community Development
Amy Long, Planning Secretary
Jim Hendershot, City Administrator
Antwone Smoot, I.T.

Others in Attendance: Matt Schlicht, Representative for Brookwood Farms, 6th
Bill Peterman, Resident
Rodolfo Arevalo, Resident

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 Ms. Squire to approve the agenda as presented.

Roll Call Vote: Dobson- Aye, Welsh- Aye, Sly-Aye, Pollom-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 thanked the Commissioners

FORMAL COMMISSION ACTION

1. Approval of Minutes from the August 20, 2020 Special Meeting

Motion by Ms. Squire seconded by Mr. Welsh to approve the minutes as presented.

Roll Call Vote: Dobson- Aye, Welsh- Aye, Sly-Aye, Pollom-Aye; Squire-Aye

Motion carried 5-0-0

2. Approval of Minutes from the July 10, 2020 Special Meeting

Motion by Mr. Mitchell seconded by Mr. Erhart to approve the minutes as presented.

Roll Call Vote: Dobson- Aye, Welsh- Aye, Sly-Aye, Mitchell- Aye, Squire-Aye; Erhart-Aye

Motion carried 6-0-0

3. Motion to Amend Minutes from the June 4, 2020 Regular Meeting

Motion by Ms. Pollom seconded by Mr. Welsh to amend the minutes with noted corrections.

Roll Call Vote: Dobson- Aye, Welsh- Aye, Sly-Aye, Pollom-Aye; Squire-Aye

Motion carried 5-0-0

4. Final Plat (PLAT-000027-2020) – Brookwood Farms, 6th Plat

Beginning of Staff Report

**SPRING HILL PLANNING COMMISSION
FINAL PLAT STAFF REPORT**

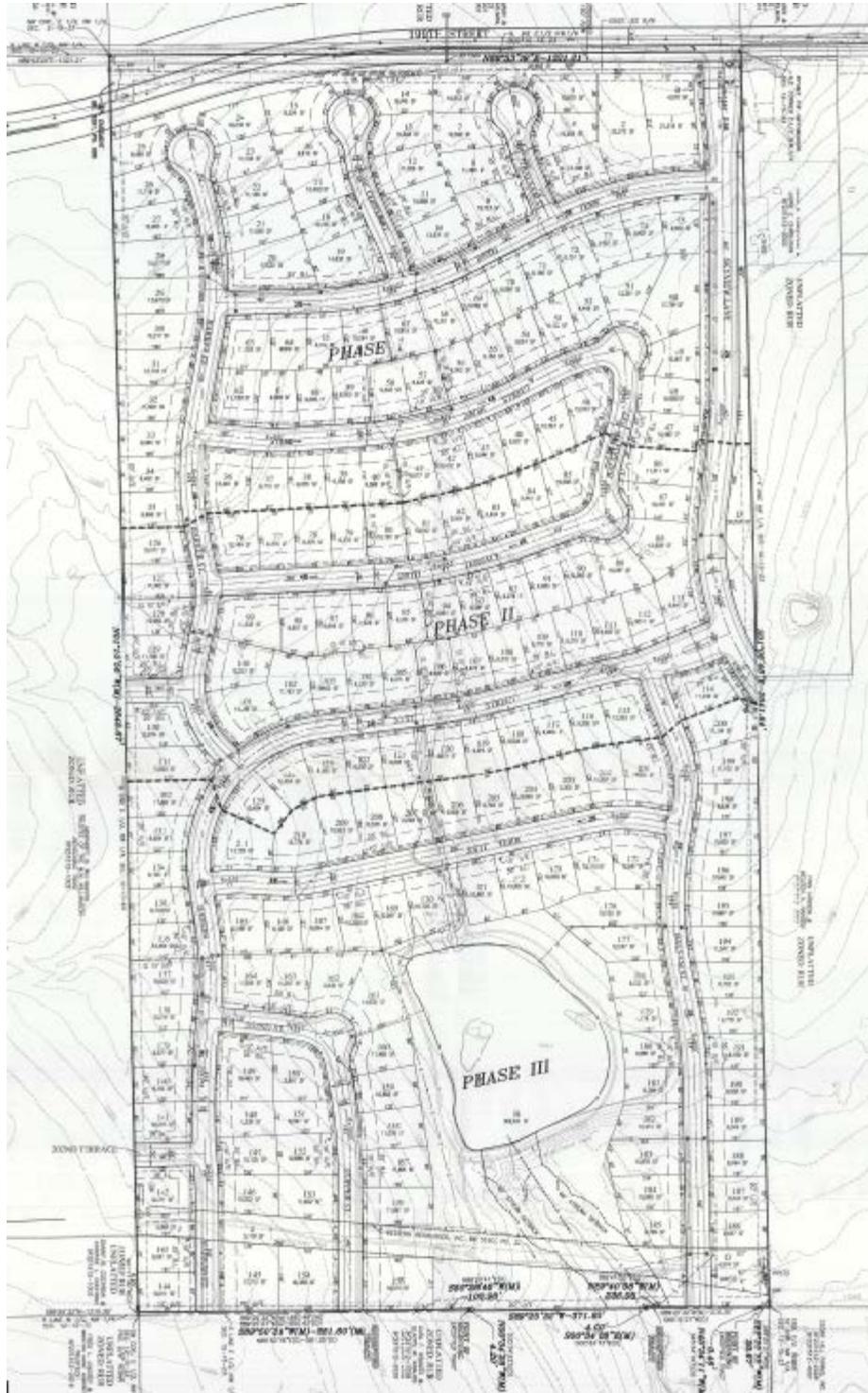
Case #:	PLAT-000027-2020	Meeting Date:	September 3, 2020
Description:	Final Plat, Brookwood Farms, 6 th Plat		
Location:	201 st Street and Cooper Street		
Applicant:	Engineering Solutions – Matt Schlicht		
Owner:	Catch Investments, LLC – Leonard Marks		
Site Area:	4.06 acres		

Minimum Lot Area:	9,000 sq. ft.	Number of Lots:	14 Residential Lots
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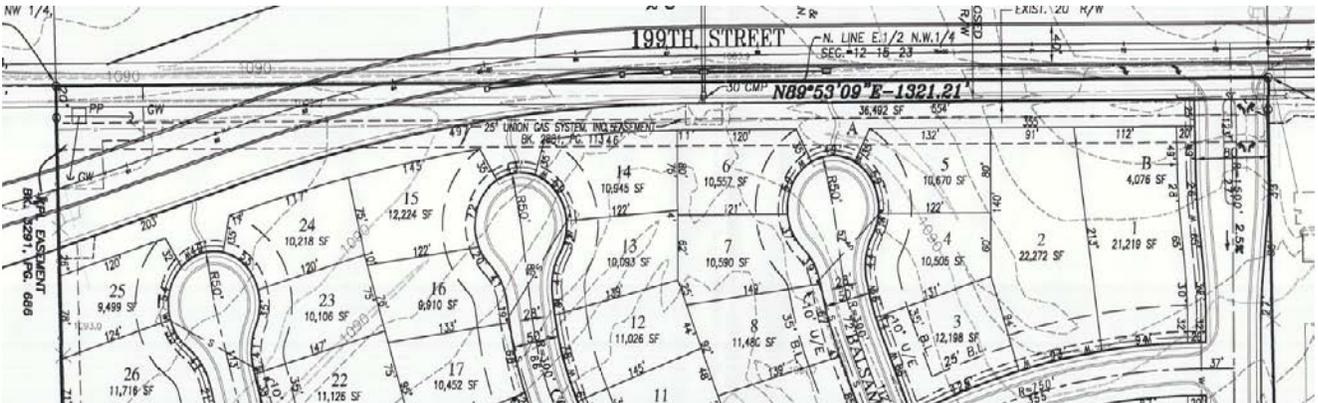
Current Zoning:	“R-1”	Proposed Use:	Single-Family Residential
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Related Applications:	PP-04-05, FP-01-06, FP-04-07, FP-01-08, PP-14, FP-	Plat-000008-2019
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PRELIMINARY PLAT



THE FOLLOWING MINUTES ARE SUBJECT TO MODIFICATION
AND ARE NOT OFFICIAL MINUTES
UNTIL APPROVED BY THE SPRING HILL PLANNING COMMISSION





BACKGROUND:

An application has been received for the development of the next phase of Brookwood Farms located on 199th Street, approximately one-half mile east of Woodland Road. Brookwood Farms, Sixth Plat consists of 14 residential lots on 4.06 acres with extensions to Cooper Street. The preliminary plat shows Cooper Street being extended to the south property line. The preliminary plat shows sidewalks to be installed along 199th Street and they have not been installed.

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 does not conform to the preliminary plat. Cooper Street is shown to be extended to the south property line. Follow up is in the staff comment section of this report. The preliminary plat is included with-in this staff report.

STAFF COMMENT:

Brookwood Farms, Sixth Plat, consists of 14 residential lots. Staff finds the final plat not to be in compliance with the previously approved preliminary plat (PP) and offers the following review of Section 17.372.D of the Spring Hill Subdivision Regulations:

1. Cooper Street is shown on the PP to be extended to the south property line of the subdivision to connect into future development to the south. Street needs to end at property line with a temporary turn-around installed.
2. Install sidewalk along 199th Street as indicated on the preliminary plat. The sidewalk must be installed prior to issuing building permits in this plat.
3. Separate drawings of profiles and cross section of streets and public use areas have been forwarded to the City Engineer for review.
4. The Public Works Director, City Engineer, and various consultants have reviewed the plat.
5. Staff has verified the person or persons name on the plat are the owner(s) of the area subject to the final plat.
6. Staff has verified all due or unpaid taxes have been paid in full.

7. Drainage areas are subject to maintenance of adjoining homeowners or the homeowner's association,
8. Public facilities are adequate and available to the site. An off-site easement description and exhibits for the sanitary sewer across Brookwood Farms, 5th Plat, Tract H. Additional easements are commonly needed.
9. The proposed plat meets the City's design standards for the proposed streets and sidewalks.
10. Fire, police, and school public services will be able to serve this subdivision adequately. The City of Spring Hill will provide sanitary sewer service, and Johnson County Water District Number One will provide water service.
11. Adequate control of storm water through appropriate BMP's have been detailed on drawings submitted to the City Engineer for approval. Additional easements are required where storm sewer is routed down a side lot line. Lots are listed in City Engineer's report.
12. Construction refuse will be disposed of in an appropriate manner,
13. 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.
14. Staff finds the proposed final plat in substantial compliance with the preliminary plat for the subdivision approved by the Planning Commission in 2014, except for Cooper Street extending to property line. The plat is in compliance with the Comprehensive Plan for the City of Spring Hill.
15. In the Tracts/Common Areas description language, must include that the areas are open to public use. If the development does not want the 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-000027-2020, Brookwood Farms, 6th Plat as presented by staff.

Suggested Motion: Move to recommend approval of PLAT-000027-2020, Final Plat, Brookwood Farms, 6th Plat, subject to staff report.

End of Staff Report

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

Discussion on extension of road.

Motion by Mr. Welsh seconded by Ms. Squire to approve the Final Plat Application (FP-000027-2020) for Brookwood Farms, 6th Plat as presented.

Roll Call Vote: Dobson- Aye, Welsh- Aye, Sly-Aye, Pollom-Aye, Squire-Aye

Motion carried 5-0-0

DISCUSSION

Jim Hendershot, City Administrator discussed proposed bylaw revisions.

REPORTS

5. The following item(s) related to Community Development were approved at the August 13, 2020 City Council meeting:

- No Agenda items

6. The following item(s) related to Community Development were approved at the August 27, 2020 City Council meeting:

- Final Plat (PLAT-000016-2020) – Spring Hill Middle School #3
- Conditional Use Permit (CU-000014-200) – Spring Hill Middle School #3

ANNOUNCEMENTS FROM PLANNING COMMISSIONERS AND STAFF

ADJOURN

Motion by Mr. Welsh, seconded by Ms. Dobson, to adjourn.

Roll Call Vote: Dobson- Aye, Welsh- Aye, Sly-Aye, Pollom-Aye, Squire-Aye

Motion carried 5-0-0

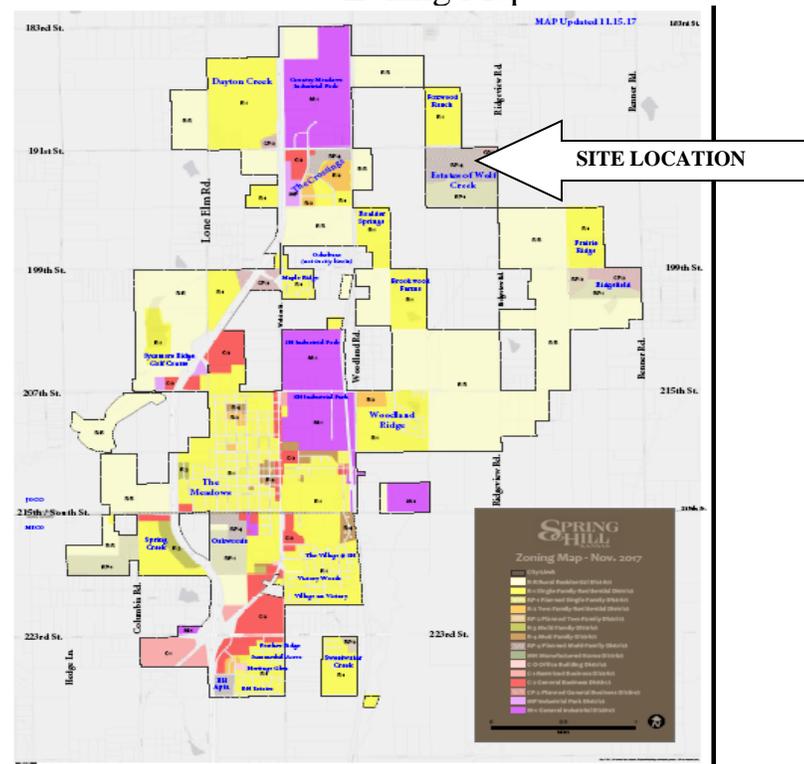
The meeting adjourned at 8:02 p.m.

**SPRING HILL PLANNING COMMISSION
PRELIMINARY PLAT STAFF REPORT**

Case #: PLAT-000030-2020 **Meeting Date:** October 1, 2020
Description: Proposed Preliminary Plat
Location: 18685 W. 191st Street
Applicant: RIC – Chip Corcoran **Owner:** 191st Street Investors & Wolf Creek Development
Engineer: RIC – Chip Corcoran
Current Zoning: “RP-1” **Proposed Zoning:** N/A
Site Area: 37.44 +/- acres **Number of Lots:** 11 + 1 Tract

	Current Zoning	Existing Land Use	Future Land Use Map
Site:	RP-1	Agricultural	Planned Single-Family
North:	R-R	Agricultural	Institutional
South:	RP-1	Residential	Mixed-Use Residential
East:	CP-2	Planned General Business	Planned General Business
West:	RP-4	Agricultural	Planned Multi-Family

Zoning Map



Aerial



Existing Preliminary Plat of Estates of Wolf Creek



BACKGROUND:

An application has been received for the preliminary plat on a 37.44 acre tract located approximately 629 feet west of the 191st St. & Ridgeview Rd center intersection. The property is currently zone RP-1 (Planned Single-Family District). This preliminary plat is a major change in the next phase of development for the Estates of Wolf Creek subdivision.

ADDITIONAL REVIEW COMMENTS:

Staff distributed the preliminary plat application to various consultants and City staff for comment. The review comments from the government agencies, consultants and utility providers have been implemented as applicable on the new Preliminary Plat. The applicant and their engineer will address all of the provided comments for Final Plat approval.

PRELIMINARY PLAT:

The existing plat shows 442 +/- multi-family residential units. The new Preliminary Plat will not have any multi-family. A copy of the proposed preliminary plat and landscape plan is included with this staff report.

The utility easements are shown with dimensions meeting the minimum easement requirements for the City. Additional easements will be required and addressed during the infrastructure construction design process. The right-of-way and utility easements are shown with dimensions meeting the minimum requirements for the City and affected utility providers. Additional easement requirements will be reviewed and maybe required on the Final Plats.

The City will provide sanitary sewers and Johnson County WaterOne will provide water.

ADDITIONAL STAFF COMMENT:

1. Staff has coordinated plan reviews with internal utility, street, and community development staff. Staff has also received comments back from our City Engineer firm for the engineers to address. All comments and revised plans will be addressed prior to filling the Final Plat.

RECOMMENDATION:

Staff recommends

Recommend Approval PLAT-000030-2020 Spring Hill Middle School #3 Preliminary Plat subject to:

- 1) The City-at-large is granted access to the neighborhood trail system through a public access easement on the final plat.
- 2) The applicant pays a park fee when a building permit is issued if the access to the trail system is not granted to the City-at-large.
- 3) Improvement Agreement must be signed, and excise tax (if any) must be paid prior to recording the Final Plat.
- 4) Park impact fee will be collected at building permit application time. This fee is \$300.00 per lot or 10 cents per square foot.
- 5) A master landscape plan for areas of common open space tracts, and a landscape buffer for residential areas.
- 6) A street tree plan for all local and collector streets will need to be submitted with the final plat(s) addressing the following, unless more restrictive city requirements are in effect at the time of installation:

- Street tree species approved by the City.
- An average spacing of forty (40) linear feet between trees, with a minimum planting size of two and one-half (2 ½) inch caliper to three (3) inch caliper as measured six (6) inches above ground.
- The location of such trees must be coordinated so the trees at maturity are an adequate distance away from storm sewer inlets, streetlights, fire hydrants, and sight-distance triangles at the street intersection.
- All trees must be guaranteed for a period of no less than two years.

ALTERNATIVE ACTION: Alternatives for action by Planning Commission include:

- *Approval of application, or*
- *Denial of application, or*
- *Continuance of item to future meeting identifying specific issues to be reviewed by staff and/or the applicant.*

RECOMMENDATION: Staff recommends approval of PLAT-000030-2020 and allow applicant to proceed with Final Plat (with noted changes, if any).

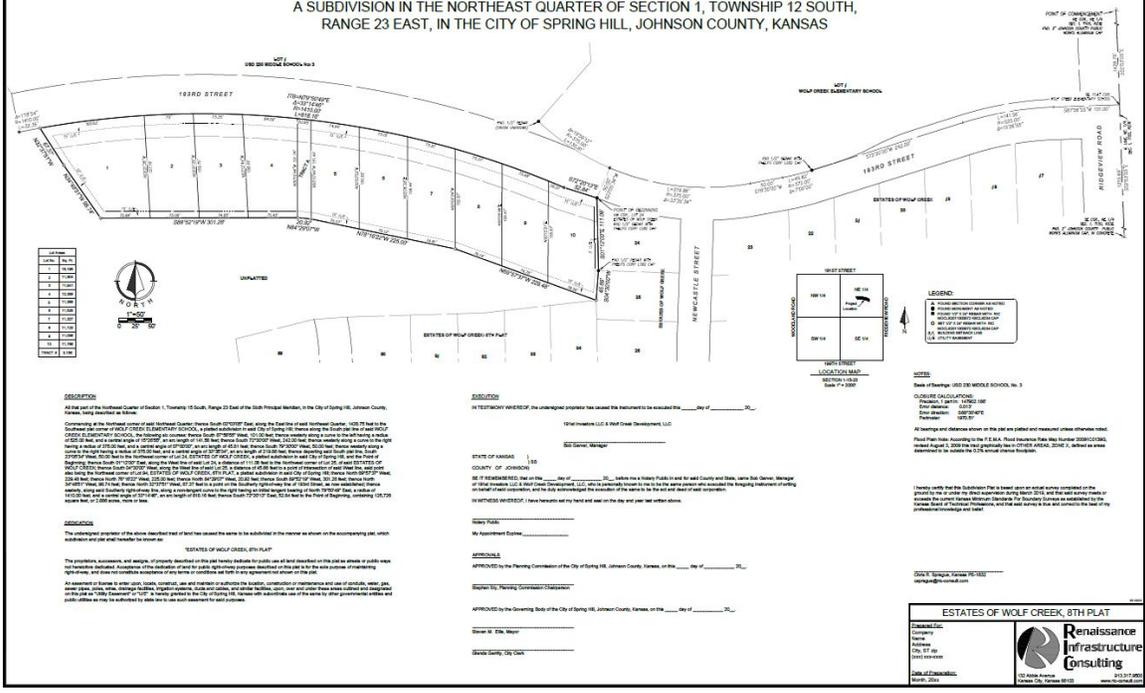
Suggested Motion: Motion to recommend approval of the preliminary plat application PLAT-000030-2020 as presented by staff.

Attachments: preliminary plat

FINAL PLAT

FINAL PLAT ESTATES OF WOLF CREEK, 8TH PLAT

A SUBDIVISION IN THE NORTHEAST QUARTER OF SECTION 1, TOWNSHIP 12 SOUTH,
RANGE 23 EAST, IN THE CITY OF SPRING HILL, JOHNSON COUNTY, KANSAS



AREA MAP

Spring Hill Middle School No. 3 Preliminary Plat

NE 1/4 Sec. 01 Town. 15 S. Range 23 E., City of Spring Hill, Johnson County, Kansas

Index of Sheets

- 01 Title Sheet
- 02 Existing Conditions and Property Boundary
- 03 General Layout
- 04 Grading Plan
- 05 Utility Plan

Current Property Owner of Record

Bob Garner
1914 SE Investments, LLC
2100 W. 207th St.
Spring Hill, KS 66088

Proposed Applicant/Developer and Intended Owner

Dr. Wayne Burke
United School District #200
101 E. South St.
Spring Hill, KS 66088

Project Architect

DLR Group
7040 W. 133rd St.
Overland Park, KS 66213

Project Engineer

Patrick Cassidy
Renaissance Infrastructure Consulting, LLC
8031 Peninsula
Lenexa, KS 66349
Phone: 913-317-6500

Project Landscape Architect

DLR Group
7040 W. 133rd St.
Overland Park, KS 66213

Project Surveyor

Brett Thompson
Renaissance Infrastructure Consulting, LLC
5215 169th Street, Suite 100
Overland, Missouri 64110



SITE DATA TABLE

Existing Zoning	RP-1
Proposed Zoning	RP-4
Gross Site Area	37.44 Ac.
Right of Way Acquisition	4.24 Ac.
Net Site Area	33.20 Ac.
Number of Lots	11
Number of Tracts	1
Lot Purpose	To be used for school, public use, and R-1 use
Proposed Building Use	Education and R-1
Total Stalls Provided	304 Stalls (Including ADA Stalls)
Required ADA Stalls	8
Provided ADA Stalls	8

2019 Kansas Wetlands Determination

Wetlands are defined as areas that are saturated with water at or near the surface of the ground, or that are periodically flooded, and that support a preponderance of hydrophytic vegetation. The presence of wetlands is determined by the presence of hydrophytic vegetation, hydric soils, and a high water table. The presence of wetlands is determined by the presence of hydrophytic vegetation, hydric soils, and a high water table. The presence of wetlands is determined by the presence of hydrophytic vegetation, hydric soils, and a high water table.



Site is composed of the following Assessed Parcels

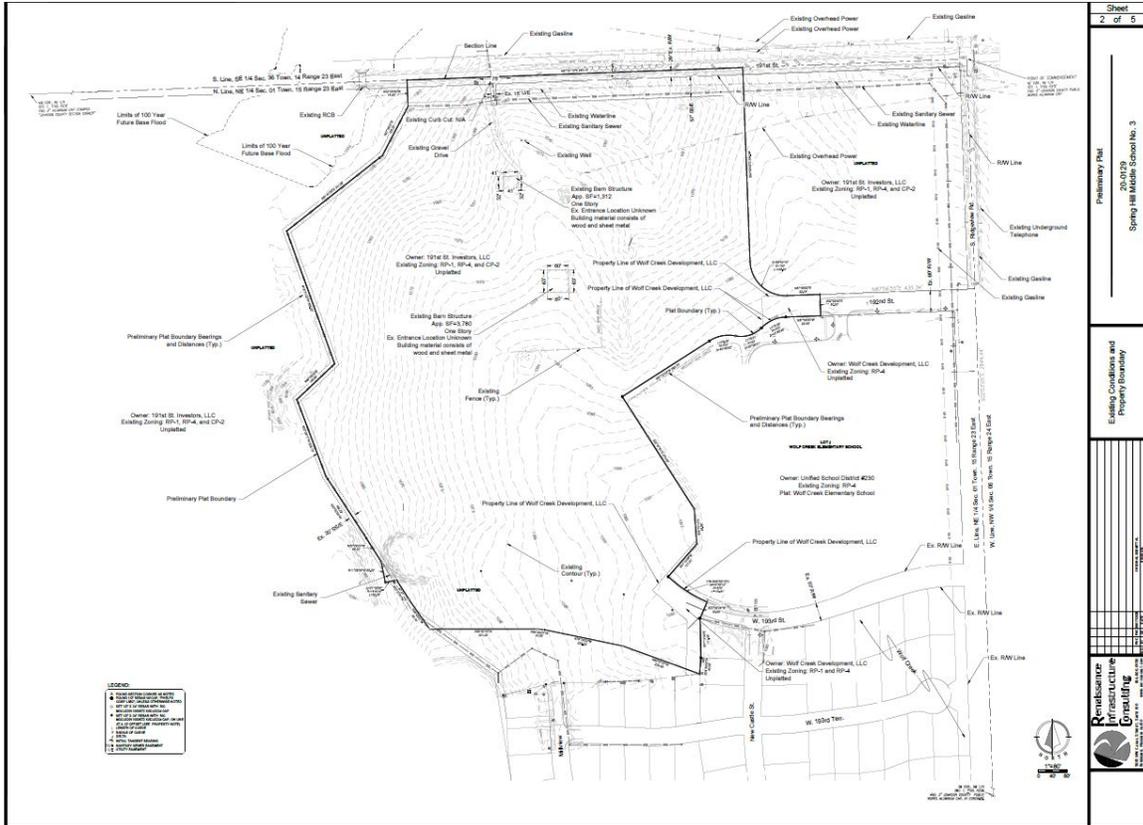
Parcel ID	Address	Owner	Existing Zoning	Proposed Use
0481910101002010	1914 SE Investments, LLC	RP-1, RP-4, CP-2	Middle School	Middle School
0481910101002020	Not Available	Wolf Creek Development, LLC	RP-4	Middle School
0481910101002030	Not Available	Wolf Creek Development, LLC	RP-4, RP-4	Middle School, Public Road, and Single Family Residential

Sheet 1 of 5

1914 SE Investments, LLC
Spring Hill Middle School No. 3

Titik Sheet

PRELIMINARY PLAT



BACKGROUND:

The applicant, RIC – Chip Corcoran and owner, 191ST Street Investors, LLC and Wolf Creek Development, LLC, has submitted an application for a Final Plat of Estates of Wolf Creek, 8th Plat.

STAFF COMMENT:

Estates of Wolf Creek, 8th Plat consists of 10 lots and 1 tract of common area. Staff offers the following review per Section 17.372.D of the Spring Hill Subdivision Regulations:

1. Separate drawings of profiles and cross section of streets and public use areas are to be forwarded to the City Engineer for review.
2. Staff has verified the person or persons name on the plat are the owner(s) of the area subject to the final plat.
3. Staff has verified all due or unpaid taxes have been paid in full.
4. Adequate control of storm water through appropriate BMP's will be detailed on drawings submitted to the City Engineer for approval and will address the City Engineer comments regarding the drainage study.
5. Erosion control shall be installed and maintained per City Standards.
6. Construction refuse will be disposed of in an appropriate manner.
7. Must comply with erosion control standards throughout the development and construction of the improvements and home construction.
8. Park Fees: The total project meets the requirements for open space; therefore, park fees are not applicable.

9. 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, and applicable excise tax paid by the applicant prior to consideration of the final plat by the Governing Body. All required bonds and insurance documents would be submitted to the City prior to issuance of a Notice to Proceed from the City Engineer.
10. The review comments from the government agencies, consultants and utility providers have been implemented as applicable. The applicant and their engineer have addressed all of the provided comments. Additional easements may be required to accommodate the improvements.
11. The plat conforms to the Property Development Standards addressed in Section 17.338.A, size of lots and setbacks. Maximum height and building setbacks will be addressed during the building permit issuance process for approval.
12. The City will provide sewers, and WaterOne will provide water to the subdivision.
13. The proposed final plat and subdivision complies with the Comprehensive Plan.
14. The Proposed final plat is in substantial compliance with the approved preliminary plat.
15. Plat is for a school, a CUP and Site Plan was required and has been approved by the Governing Body on August 27, 2020.

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:

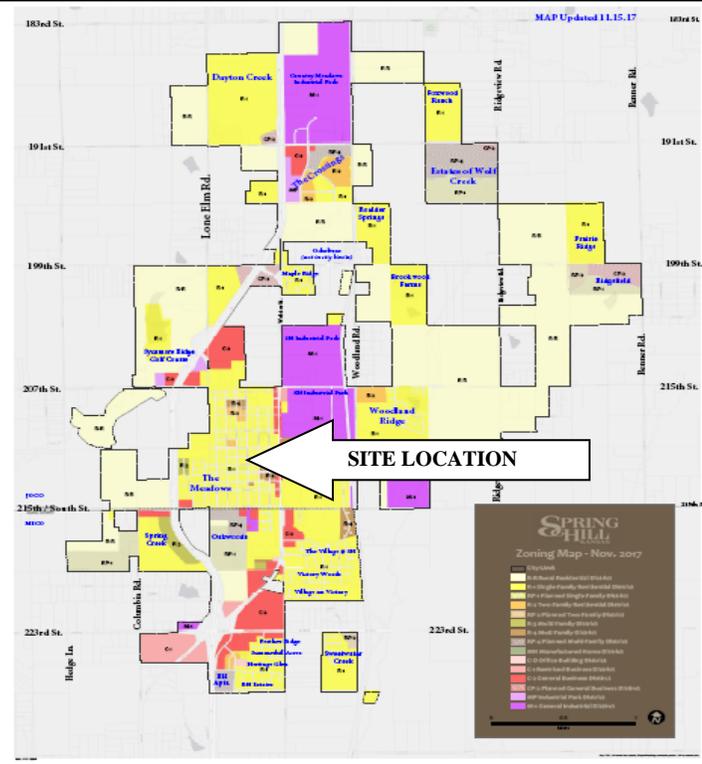
Staff recommends approval of the Final Plat (PLAT-000029-2020), Estates of Wolf Creek, 8th Plat of Spring Hill, KS, Johnson County, KS, Subject to:

Suggested Motion: Move to recommend approval of Final Plat application PLAT-000029-2020 for Estates of Wolf Creek, 8th Plat, as presented in the staff report.

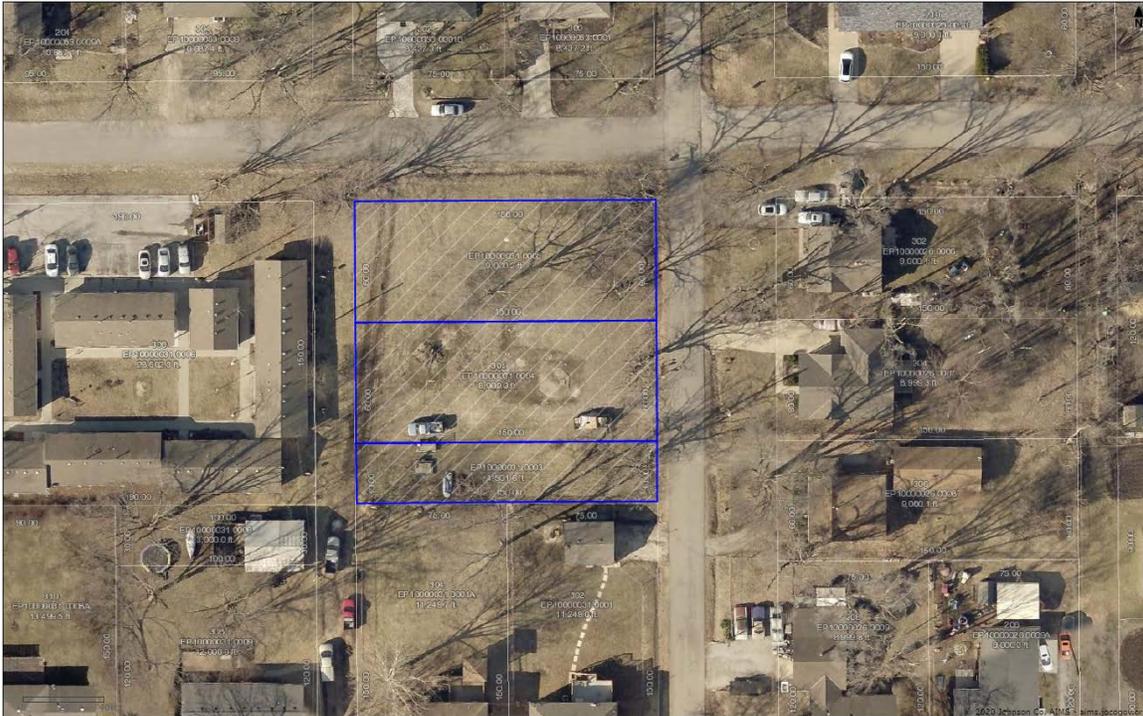
Attachments: 1. Final Plat

**SPRING HILL PLANNING COMMISSION
FINAL PLAT STAFF REPORT**

Case #:	Plat-000025-2020	Meeting Date:	Approved August 20, 2020 Applicant requested it be placed back on October 1, 2020 meeting
Description:	Proposed Final Plat of Bear Creek II		
Location:	South of Johnson Street and West of Jefferson Street		
Applicant:	Payne & Brockway, P.A.	Owner:	Net Zero Homes of KS, LLC.
Engineer:	Payne & Brockway, P. A		
Current Zoning:	R-1		
Site Area:	22,443.3 sq. ft.	Number of Lots:	2
Proposed Use:	Single Family Residential		



EXISTING PLAT LAYOUT



BACKGROUND:

Applications have been received for the final plat for Bear Creek II, containing 2 residential lots. As shown in the AIMS snapshot above, the area is platted into 3 lots. Two of the lots are 60x150 and one lot is 30x150. Payne & Brockway has presented a new final plat of the lots that would create 2 lots measuring 74.81x150. The lots are not quite 75 feet in width, but the code does allow for lots and setbacks to be consistent with the surrounding area. The front setbacks are proposed to be 28 feet also to stay consistent with the neighborhood. All 3 lots could be built on as existing platted lots, but the structures would be much smaller than proposed with the lot changes.

STAFF COMMENT:

Bear Creek II contains 2 lots that would combine 3 existing residential lots. Staff offers the following review per Section 17.372.D of the Spring Hill Subdivision Regulations:

1. Staff has verified the person or persons name on the plat are the owner(s) of the area subject to the final plat.
2. Staff has verified all due or unpaid taxes have been paid in full.
3. Erosion control shall be installed and maintained per City Standards.
4. Construction refuse will be disposed of in an appropriate manner.
5. Must comply with erosion control standards throughout the development and construction of the improvements and home construction.
6. Park Fees: \$300.00 per lot will be collected at the building permit stage.
7. There is no required Improvement Agreement needed because all improves are existing. Excise tax in the amount of \$3,546.04 will be paid by the applicant prior to consideration of the final plat by the Governing Body.

8. Public facilities are adequate and available.

The proposed development / plot plan is in conformance with the Spring Hill Comprehensive Plan. The utility easements are shown with dimensions meeting the minimum easement requirements for the City.

The City will provide sanitary sewers and the water to the subdivision. This property is not participating in a sewer benefit district.

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

If approved, this plat would be presented to the Governing Body at the last Council meeting in July.

STAFF RECOMMENDATION:

Staff recommends approval of applications Plat-000025-2020 of Bear Creek II, subject to:

1. All review comments and requirements from City Staff and Consultants as presented in this report.

Suggested Motion: Move to recommend approval of application Plat-000025-2020, Final Plat of Bear Creek II, to the Spring Hill Governing Body, including conditions as presented in the staff report

Attachments: Proposed Final Plat
Proposed Development / Plot Plan

SPRING HILL PLANNING COMMISSION BYLAWS, RULES AND REGULATIONS

The following rules and regulations governing the procedures of the Planning Commission of Spring Hill, Kansas, are adopted in accordance with the planning laws of the State of Kansas.

ARTICLE 1 – OFFICERS

1. The Planning Commission shall organize annually at the first regular meeting in March.
2. The Commission shall elect a Chairperson and a Vice-Chairperson from among the appointed members at the annual organization meeting. The officers shall serve for one year.
3. A Secretary shall be elected for an indefinite term and it is not required that person be a member of the Commission.
4. The Chairperson shall preside at all meetings and public hearings of the Planning Commission; shall decide all points of order and procedure; shall certify subdivision plats.
5. The Vice-Chairperson shall assume the duties of the Chairperson in their absence.
6. The Secretary shall be responsible for keeping the minutes of the Planning Commission; sending agendas to members of the Planning Commission; carrying out written correspondence; transmitting and maintaining the records of the Commission; and performing such other duties as the Planning Commission may require understanding that if the secretary is on the city staff, that such other duties are subject to appropriate City personnel policy and procedure as administered by the City Administrator.

ARTICLE II - MEETINGS

1. The Planning Commission shall meet on the first Thursday of each month at 7:00 P.M. This date, time and/or place may be changed by the Chairperson due to conditions beyond control of the Planning Commission, i.e., holidays, scheduling conflicts, etc. (after consultation with the staff). In the absence of substantive agenda items, the Chairperson may cancel the meeting.
2. Special meetings of the Planning Commission may be called by the Chairperson upon request.
3. A majority of the Commission shall constitute a quorum for the transaction of business. If a quorum is not present at a regular or special meeting, those present may either adjourn the meeting or hold the meetings to consider such matters as are on the agenda. No action at such a meeting shall be final or official unless and until ratified and confirmed at a subsequent meeting at

which a quorum is present.

4. Motions shall be restated by the Chairperson before a vote is taken. The name of the maker and supporter of a motion shall be recorded.
5. An affirmative vote of a majority of a required quorum by roll call vote shall be necessary to authorize any official action of the Commission on rezoning, preliminary plats, or conditional use permits unless otherwise specified by statute or as requested by the Chairperson. (Some official actions require the affirmative vote of a majority of all the members on the total Planning Commission.) Where such a vote is not possible either for or against a particular proposal, the results of such action shall be submitted to the governing body with an explanation of the failure to establish an official vote on the subject in question. All members, shall have a vote and shall vote "yea", "nay" or "abstain" when present; except that any member shall automatically disqualify himself from voting on any decision in which there might be a conflict of interest and should state the nature of that conflict for the minutes.
6. When procedural and parliamentary rules adopted by the Planning Commission do not conflict, "Robert's Rules of Order" shall be used as a guide.

ARTICLE III - AGENDA SUBJECTS

1. Upon receipt of a complete written application and appropriate city staff review, the item will be placed on the agenda for the next scheduled Planning Commission meeting.
2. Where the volume of the Planning Commission subjects may require such action, the Chairperson of the Commission may postpone discussion of certain subjects until sufficient time is available for the members to give proper review to such subjects.
3. Agendas shall ordinarily be mailed to the members of the Planning Commission so that they may review them prior to the Planning Commission meeting.
4. Subjects not requiring a roll call vote and are not listed on a Planning Commission agenda, may be considered for discussion.

ARTICLE IV - HEARINGS

1. Public Hearings for rezoning, preliminary [plats/plats](#), and conditional use permit, shall be conducted in conformance with state statutes.

ARTICLE V - COMMITTEES

1. The Planning Commission may establish such committees, as it deems advisable and assign each committee specific duties or functions.
2. The Chairperson shall designate the members of each committee and shall name the Chairperson of each committee. The Planning Commission Chairperson shall fill vacancies on committees as they are created.

ARTICLE VI - RECORDS AND REPORTS

1. The Commission shall keep a record of its resolutions, transactions, ~~findings~~findings, and determinations.
2. The Commission shall annually review the comprehensive plan to determine if any portion has become obsolete and shall make a report to the governing body regarding same on or before the first day of June of each year.

ARTICLE VII - AMENDMENTS

1. These rules of procedure may be amended by an affirmative vote by a majority of the planning Commission members provided such proposed amendment has been submitted in writing with a proposed copy of the amendment provided to each member of the Commission; and placed on the agenda.

ARTICLE VIII – ATTENDANCE OF MEMBERS

1. Absences in one year should not exceed three (3) consecutive regular meetings or more than five (5) of the total meetings in a twelve (12) month period. If a member is unable to attend a meeting, that member should notify the Secretary, who will inform the chair if a quorum cannot be attained. If a member exceeds the allowable number of absences, may by a majority vote of present members, be recommended to the Mayor for replacement.

APPROVED at the Planning Commission meeting on the ___ day of _____, 202005.

_____ By: _____

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_____Chairperson

_____Attest: _____

_____Secretary ~~Mary Nolan~~ Amy Long