

**City of Spring Hill, Kansas**  
**Minutes of Planning Commission Regular Session**  
**January 5, 2017**

A Regular Session of the Planning Commission was held in the Spring Hill Civic Center, 401 N. Madison, Room 15, Spring Hill, Kansas on January 5, 2017. The meeting convened at 7:00 p.m. with Chairman Stephen Sly presiding, and Christie Campbell, Planning Secretary recording.

Commissioners in attendance: Troy Mitchell  
Josh Nowlin  
Janell Pollom  
Paul Ray  
Stephen Sly  
Cindy Squire

Commissioners absent: Tyler Vaughan  
Vacancy  
Vacancy

Staff in attendance: Jim Hendershot, Community Development Director  
Melanie Landis, Finance Director  
Patrick Burton, Project Coordinator, Community Development Dept.  
Christie Campbell, Planning Commission Secretary

Public in attendance: Mr. David Contag, DLR Group, Representing USD 230 Projects  
Dr. Wayne Burke, Superintendent, USD 230  
Mr. Phil Elliott, Director of Technology, USD 230  
Mr. Tim Meek, Director of Buildings and Grounds, USD 230  
Representative for USD 230 Project (name unknown)  
Representative for USD 230 Project (name unknown)

## **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. Mitchell, seconded by Ms. Squire, to approve the agenda as presented.

**Roll Call Vote:** Ray-Aye, Nowlin-Aye, Mitchell-Aye, Sly-Aye, Squire-Aye, Pollom-Aye

**Motion carried 6-0-0**

## **FORMAL ACTION**

### **1. Approval of Minutes from the December 1, 2016 PC Meeting**

**Motion by** Ms. Squire, seconded by Mr. Mitchell, to approve the minutes as presented.

**Roll Call Vote:** Ray-Aye, Nowlin-Aye, Mitchell-Aye, Sly-Aye, Squire-Aye, Pollom-Aye

**Motion carried 6-0-0**

### **2. Capital Improvement Plan (2017 – 2021) – Review for compliance with the Comprehensive Plan**

Melanie Landis, Director of Administrative Services for the City of Spring Hill, discussed the 2017-2021 Capital Improvement Plan (CIP) as presented to the Governing Body in budget discussions. The CIP serves as a guide to city projects for planning and budgeting purposes. State Statute requires the Planning Commission to review the CIP and find it to be in compliance with the Comprehensive Plan. All projects listed in the CIP relating to

infrastructure, building construction or other land use issues have been reviewed by staff and are compliant with the Comprehensive Plan. As a result, staff is recommending the Planning Commission find the CIP in compliance with the Comprehensive Plan.

Ms. Landis gave an update on a few of the 2016 projects that have been completed, which include work on Victory Road, the installation of the crosswalk and sidewalk on Ridgeview Road near the high school, and continued road work on Veterans Lane, which paves the way for development in Veterans Park (formerly known as West Lake Park). Also, the Webster Street acceleration lane at 207<sup>th</sup> Street has been completed, with a few minor adjustments to be done.

She continued with highlighting a few proposed items for the near future, which are outlined below:

- The 2017 highlights are the Civic Center Revitalization project and development of Veterans Park. These improvements are intended to assist in better serving the community.
- The 2018 highlights are the annual street rehab program, improvements to the current salt/sand structure, ground storage tank repair/replacement, intersection improvements for 199<sup>th</sup> Street and Ridgeview Road, construction of the Lone Elm Road bridge, sidewalk repairs, and a wastewater treatment plant study to determine future maintenance/improvement schedule.
- The 2019 highlights are intersection improvements at 223<sup>rd</sup> and Webster Street, which is a joint project among KDOT, Miami County, and the City of Spring Hill, as well as, adding a turn lane at north Webster Street onto 199<sup>th</sup> Street.
- The 2020 and 2021 projects may be adjusted as priorities continue to be re-evaluated through time. These include parks improvements, cemetery expansion, Community Center building improvements, street improvements, water line replacement (transit lines), water tower maintenance, and Aquatic Center improvements.

As discussed in this meeting, staff will take the following topic(s) to the City Council for further discussion:

- The importance of creating sidewalks in the city, especially along South Street and Victory Road

**Motion** by Mr. Nowlin, seconded by Ms. Pollom, to approve the 2017-2021 Capital Improvement Plan as being in compliance with the Spring Hill Comprehensive Plan.

**Roll Call Vote:** Ray-Aye, Nowlin-Aye, Mitchell-Aye, Sly-Aye, Squire-Aye, Pollom-Aye

**Motion carried 6-0-0**

### **AGENDA ITEMS # 3, 4 and 5**

3. **Site Plan Application (SP-03-16) – Retail Firework Sales (seasonal) & Event Space**
4. **Site Plan Application (SP-04-16) – Spring Hill Elementary School Gym Addition**
5. **Site Plan Application (SP-05-16) – Spring Hill High School Expansion (Phase 1)**

Mr. Hendershot recommended that the Site Plans (SP-03-16, SP-04-16, SP-05-16) be tabled due to pending plan reviews from consultants and revised Site Plans. He suggested that a special meeting be established within the next few weeks. The Planning Commission decided that Tuesday, January 17, 2017, at 7:00 p.m. would work for their schedules.

**Motion** by Ms. Pollom, seconded by Mr. Nowlin, to *table* agenda items # 3, 4, and 5 until a Special Planning Commission meeting on Tuesday, January 17, 2017, at 7:00 p.m.

**Roll Call Vote:** Ray-Aye, Nowlin-Aye, Mitchell-Aye, Sly-Aye, Squire-Aye, Pollom-Aye

**Motion to Table Carried: 6-0-0**

## DISCUSSION

## REPORTS

6. Conditional Use Permit (CU-2015-0001) Annual Staff Review – Verizon Wireless-SSC Communication Tower; staff reported that it is in compliance with the conditions set forth in the CUP.
7. Conditional Use Permit (CU-2015-0002) Annual Staff Review – The Bowery Events, LLC; staff reported that it is in compliance with the conditions set forth in the CUP.

## ANNOUNCEMENTS FROM PLANNING COMMISSIONERS AND STAFF

- Starting in February 2017, all Planning Commission meetings will be held at the Community Center located at 613 S. Race St.

## ADJOURN

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

**Roll Call Vote:** Ray-Aye, Nowlin-Aye, Mitchell-Aye, Sly-Aye, Squire-Aye, Pollom-Aye

**Motion carried 6-0-0**

The meeting adjourned at 8:15 p.m.

**The January 5, 2017 meeting minutes were approved by the Planning Commission on January 17, 2017, as presented.**



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Christie Campbell

Planning Commission Secretary