

**TONGANOXIE PLANNING COMMISSION
MINUTES
October 25, 2007**

Call to Order – The Planning Commission met for a rescheduled regular session at 7:00 pm in the City Council Chambers. The meeting was called to order by Vice-Chairman Joel Skelley. Roll Call was taken; members present were Commissioners, Joel Skelley, John Morgan, Bob Altenhofen and Don Pelzl. Chairman, Diane Bretthauer and Commissioner Jim Bothwell were absent. Commissioner Burl Gratny resigned on October 9, 2007 due to family obligations.

Approval of Minutes–Bob Altenhofen made a motion to approve the minutes of the Planning Commission Meeting held on September 6, 2007. Don Pelzl seconded the motion. Motion carried; four ayes.

Regular Agenda Item 3a – Public Hearing – Preliminary Plat Vintage Park – Approximately 5.178-acres generally located at the southwest corner of W. 8th Street and US Hwy 24/40 (West St)

The Planning Commission followed the Public Hearing Script for approval of a preliminary plat. Kevin Kokes, AICP, BWR Corp. presented the staff report. He reviewed history and background information. He stated the Traffic Impact Study, the agreement from the property owner to the north for annexation for dedication of W. 8th St., KDOT approval for street access off US Hwy 24/40 and drainage study were not complete at the time of his memo dated Oct. 4th. He stated the Preliminary plan was similar to the conceptual plan approved by the Planning Commissioners at the time of rezoning. There has been a slight change in the street configuration. C. L. Maurer from Land Plan Engineering was present to speak for approval of the site plan. He answered questions and concerns from the Planning Commissioners. The Public Hearing was closed. The commissioners discussed the road right-of-way, the Cox St. turnaround and the items that still need attention. The commissioners had no further comments or questions.

- **John Morgan made a motion** to approve the Preliminary Plat contingent upon the recommendations from the City Planner and City Engineer being met before recording the Final Plat. **Bob Altenhofen seconded** the motion.
- **Roll Call Vote:** Bob Altenhofen, aye; Don Pelzl, aye; Joel Skelley, aye; John Morgan, aye;
- **Motion carried:** Aye – 4

The Preliminary Plat shall be effective for a period of one (1) year, unless an extension is granted by the Planning Commission.

Regular Agenda Item 3b – Final Plat Vintage Park – Approximately 5.178-acres generally located at the southwest corner of W. 8th Street and US Hwy 24/40 (West St)

Kevin Kokes presented the staff report. He stated the Traffic Impact Study, determination of off-site street improvements, and an agreement for annexation and dedication of W. 8th St have not been completed. He reviewed the items listed in his staff report dated October 4, 2007. He mentioned items also needing attention are listed in the Engineer's Report dated October 2, 2007 and the Leavenworth County Surveyor Report dated October 2, 2007. The Planning Commissioners discussed Cox Street and the temporary turnaround, the possible limited access to Hwy 24/40 due to the Corridor Study, existing trees and vegetation

- **Bob Altenhofen made a motion** to approve the Final Plat contingent upon results of the Traffic Impact study and contingent upon recommendations from the City Planner, City Engineer and County Surveyor are met before recording the Final Plat. **Don Pelzl seconded** the motion.
- **Roll Call Vote:** Bob Altenhofen, aye; Don Pelzl, aye; Joel Skelley, aye; John Morgan, aye;
- **Motion carried:** Aye – 4

Regular Agenda Item 3c –Site Plan for Vintage Park

Kevin Kokes presented the staff report. He reviewed History and Current Status of the Property, the conditions recommended by the Planning Commissioners when the concept plan was submitted on July 5, 2007. He also reviewed the items that have not been completed i.e. the traffic study, drainage study, off-site improvement requirements, agreement for annexation and dedication of W. 8th Street right-of-way. Kevin reviewed and made recommendation regarding the Building Design, Site Layout, Parking, Landscape Plan, and Signage. A representative, C. L. Maurer, from Land Plan Engineering was present and stated similar buildings are located in Baldwin and Ottawa. He feels this building would be an asset to the city and is eager to get started.

- **John Morgan made a motion** to approve the Site Plan contingent upon results of the Traffic Impact study and contingent upon recommendations from the City Planner, City Engineer and County Surveyor are met before building and sign permits are issued. **Bob Altenhofen seconded** the motion.
- **Roll Call Vote:** Bob Altenhofen, aye; Don Pelzl, aye; Joel Skelley, aye; John Morgan, aye;
- **Motion carried:** Aye – 4

Regular Agenda Item 3d – Text Amendment Changes to Zoning Regulation – Section 16 and Appendixes A and B.

Kevin Kokes presented a staff report. The purpose for the change would be to add “professional offices” as an allowed use in the “I-LT” Light Industrial District. The commissioners discussed the need for the change. Questions were raised regarding whether administrative offices would cover most operations that will occur in the Light Industrial District. They also discussed if adding professional offices would allow businesses such as law offices to build and open an office within the Light Industrial District. This would possibly allow public traffic in and out of the businesses as opposed to employees of the business only.

- **Bob Altenhofen made a motion** to deny the application for text changes to the Zoning Regulations stating the current verbiage was appropriate for an Administrative type business in the “I-Lt” Light Industrial District. **Don Pelzl seconded** the motion.
- **Roll Call Vote:** Bob Altenhofen, aye; Don Pelzl, aye; Joel Skelley, aye; John Morgan, aye;
- **Motion carried:** Aye – 4

Regular Agenda Item 3e – Site Plan Review – Parking Lot & Building Expansion – Submitted by First State Bank & Trust

Kevin Kokes reviewed his staff report. The application is for a parking lot expansion at 1701 Commerce Ave. (Lot 18 Urban Hess Business Center # 2) for an operations center for First State Bank & Trust. Kevin reviewed parking, building exterior, landscape plan, signage and a building addition to house computer equipment.

- **Bob Altenhofen made a motion** to accept the Site Plan for the parking lot expansion contingent upon meeting staff recommendations. Any building modifications must be brought back to the Planning Commission with a separate site plan for review and approval. **Don Pelzl seconded** the motion.
- **Roll Call Vote:** Bob Altenhofen, aye; Don Pelzl, aye; Joel Skelley, aye; John Morgan, aye;
- **Motion carried:** Aye – 4

Open Agenda

Mike Yanez, City Administrator updated the Commissioners on the Pool Construction, the new Post Office, County Road 1 project, The Hwy 24/40 Corridor Study and Traffic lights at Hwy 24/40 and Main St.

Bob Altenhofen requested to have the City Council Agendas emailed to the Planning Commissioners.

There were no additional comments or business at this time.

- **Don Pelzl made a motion** to adjourn the meeting. **Bob Altenhofen seconded** the motion.

Motion carried, aye 4.

Meeting adjourned at 8:07 p.m.

Respectfully presented,

Patty Hagg
Recording Secretary