

**TONGANOXIE PLANNING COMMISSION  
MINUTES  
JULY 2, 2008**

**Call to Order** – The Planning Commission met for a scheduled session at 7:00 pm in the City Council Chambers. Chairman Joel Skelley was absent. The meeting was called to order by Vice-Chairman Bob Altenhofen. Members present were Commissioners, Steve Clark, John Morgan, Jim Bothwell, Bill Peak and Joshua Mast.

**Approval of Minutes**–Jim Bothwell made a motion to approve the minutes of the Planning Commission Meeting held on June 5, 2008. Bill Peak seconded the motion. Motion carried; six ayes.

**Regular Agenda Item 3a – Welcome New Planning Commissioners**

A New Planning Commissioner was introduced:

Joshua Mast will be a city representative. He was appointed 06/16/2008 by Mayor Vestal and Council. Joshua is fulfilling the unexpired term of Diane Bretthauer who resigned 06/05/2008. Joshua's term will expire May 2010.

**Regular Agenda Item 3b – Site Review – United States Post Office Building**

An Application and Site Plan was submitted by the United States Post Office for a new building located at the corner of Laming Rd and Woodfield Dr. Kathy Bard, Assistant City Administrator/City Clerk, presented the staff reports prepared by Planning Consultant, Kevin Kokes, AICP, Bucher, Willis, Ratliff Corporation and City Engineer, Brian Kingsley, P.E., B.G. Consultants. She discussed review considerations concerning site layout, parking spaces, building design, landscaping, signage and sidewalks. The commissioners discussed the recommendations for approval and raised questions regarding fencing. The site and landscaping plans do not show fencing. Commissioner Bill Peak stated he thought there may be a Homeland Security issue that requires fencing especially around postal vehicles parked in designated employee parking areas. Kathy stated if fencing is required the applicant can obtain a fence permit along with the building permit as long as it meets the requirements in Section 25 of the Zoning Ordinances. The commissioners also discussed the timeframe for the project. The applicant was not present and no citizens were present at this meeting. There were no additional comments or discussion from the commissioners.

- **Jim Bothwell made a motion** to approve the site plan contingent upon the recommendations from the city engineer and city planner being met. **Bill Peak seconded** the motion.
- **Motion carried:** Aye – 6

**Regular Agenda Item 3c – Preliminary Draft – US 24/40 & Main St. Intersection**

Mike Yanez, City Administrator, discussed the draft plan with the commissioners. He stated moving the stop light meets with conditions outlined in the Highway 24/40 Corridor Study. The plan, if approved, will be let for bid in late fall of 2008 with construction to start in the spring of 2009. The design adds turn lanes which will alleviate traffic back up on Main St. He suggested the commissioners look at the draft plan and contact him with any questions or concerns they may have about this project.

**General Information Items:**

**Update on Tonganoxie Water Park**

Mike Yanez, City Administrator, stated the Tonganoxie Water Park officially opened to the public at 1:00pm on Tuesday, July 1st. He suggested the commissioners stop by the pool and tour the facility. He was very pleased with crowd on opening day.

**Retail Recruitment & Retention-Public Visioning Session**

Mike stated representatives from Bucher, Willis, Ratliff Corporation will hold a public workshop at the VFW Hall on July 16<sup>th</sup>, 6:00 pm. BWR has been contracted to help plan a Community Retail Strategic Plan for the City of Tonganoxie. A draft of Chapter 1 & 2 was presented to the commissioners to review before the meeting. The Planning Commissioners agreed to call a special meeting to attend the presentation.

**Lv. Co. Comp Plan Update**

Leavenworth County Planning Director, Chris Dunn will be at the Tonganoxie City Council Chambers on July 17, 2008, 7:00 pm to review the Leavenworth County Comprehensive Plan. The Lv. Co. Comp. Plan document can be viewed on the Leavenworth County Website. The Planning Commissioners agreed to call a special meeting to attend the presentation.

**Comprehensive Plan - Appendix A-Implementation and Appendix B-Projected Timelines**

The commissioners were asked to review Appendix A & B so they will be ready for discussion at the next meeting in August.

There being no other business the meeting adjourned at 7:30 p.m.

Respectfully presented,

Patty Hagg  
Recording Secretary