

**TONGANOXIE PLANNING COMMISSION**  
**MINUTES**  
**August 4, 2011**

**Call to Order** – The Planning Commission met on August 4, 2011 for a regularly scheduled meeting. Chairman Joel Skelley called the meeting to order at 7:08 pm. Members present were Commissioners; Pete Gaumer, Catherine Patrick, Robert Bieniecki, Joel Skelley and John Morgan. Commissioner Rick Pruden was absent. A quorum was present.

**Approval of Minutes**–The Commissioners reviewed the minutes from the May 5, 2011 meeting. A motion to approve the minutes as presented was made by Pete Gaumer, seconded by John Morgan. All ayes (5), motion carried.

**Old Business - None**

**Agenda Items –**

**4a. Park & Open Space Planning**

Kevin Kokes, AICP, LEED AP BD+C, City Planner with H. W. Lochner Inc., reviewed the outcome of several past Planning Commission meetings and the joint meeting with the City Council discussing updates and implementation of strategies in the Comprehensive Plan. He stated due to budget concerns some of the Comprehensive Plan Implementation items chosen as high priority at previous meetings will have to wait until a later date. He stated the City Council Members and the Planning Commissioners at the joint work session on June 2<sup>nd</sup> agreed a Park Plan similar to “Conveniently Connected – Pedestrian and Bicycle Master Plan” would be beneficial to the city. Kevin reviewed an outline of a work plan and some points in Appendix A - Implementation Strategies – Parks and Open Spaces Goals section for discussion.

The Planning Commissioners discussed how to get community involvement, work sessions, time lines and general public open house sessions.

Mike Yanez, City Administrator, stated demographic information could be obtained from the US Census reports and parks and recreation standards should be used from the National Recreation and Parks Association.

The commissioners discussed a timeline and would like to have work sessions in September and October, a general open house in November, additional work sessions during the winter months and another open house in April 2012 for general public input to the Park Plan before the Public Hearing and adoption of the Park Plan to Vision 2020, the Comprehensive Plan for the City of Tonganoxie.

The commissioners also discussed ways to involve the general public and keep them informed of the progress of the Park Plan Taskforce and decided to use social media accounts such as the City’s Twitter account and Facebook page, the Chamber’s Friday Flyer and the Recreation Commission E-Blasts.

The commissioners directed staff to prepare a map showing existing parks, prepare a list of existing amenities and equipment at each park and any property currently owned by the city that may be used for future park property.

The commissioners directed staff to send a letter to invite representatives from the Park and Recreation Commission, USD 464, the Chamber of Commerce, Civic Groups, Leavenworth

County Master Gardeners, property owners who have donated land to the parks, Leavenworth County Planning Commissioners and the Leavenworth County Port Authority Bike and Trail Committee to attend the next work session to discuss forming a taskforce for the Park Plan. The next meeting will be Thursday, September 1<sup>st</sup> at 7:00 p.m. in the City Council Chambers.

Next on the agenda was General Information. The commissioner's reviewed the items, no action was taken.

Pete Gaumer announced his resignation and stated he is moving to Waterloo, IA.

With no further business to discuss, there was a **motion by Robert Bieniecki** to adjourn. **Second by Pete Gaumer**. All ayes, (5). Motion carried. Meeting adjourned at 7:55 p. m.

Minutes Approved: \_\_\_\_\_

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Submitted by: Patty Hagg