



TONGANOXIE PLANNING COMMISSION

Agenda

December 7, 2023

7:00 p.m.

City Council Chambers

303 S. Bury Street

Planning Commission Members

Monica Gee - Patti Bitler - John Kirk - Howie Brewington - Amanda Horner - VACANT - Kirsten Moreland

*There may be an audio recording of the meeting which will be utilized to prepare the meeting minutes.

1. CALL TO ORDER – Planning Commission Meeting

2. APPROVAL OF PC MINUTES – November 2, 2023

3. OLD BUSINESS

4. EX PARTE COMMUNICATION

5. NEW BUSINESS

- a) Public Hearing: Application to Rezone Wren Estates property generally located at Washington and East Streets, Tonganoxie, KS 66086 from R-R and R-SF to R-SF
- b) Consideration of Application to Rezone Wren Estates property generally located at Washington and East Streets, Tonganoxie, KS 66086 from R-R and R-SF to R-SF
- c) Public Hearing: Preliminary Plat for Wren Estates generally located at Washington and East Streets, Tonganoxie, KS 66086
- d) Consideration of Preliminary Plat for Wren Estates generally located at Washington and East Streets, Tonganoxie, KS 66086
- e) Consider Site Plan Approval for Wilson Glass
- f) Review Applications received for Planning Commission Position Vacancy and Consider Making a Recommendation for the Appointment to the Mayor and City Council
- g) Request for Proposals Process Update

5. GENERAL INFORMATION

6. ADJOURN



TONGANOXIE PLANNING COMMISSION
Meeting Minutes
November 2, 2023 7:00 p.m.
303 S. Bury Street

CALL TO ORDER

- Chair Monica Gee opened the meeting at 7:00 p.m.

Roll Call: Planning Commission members present were Chair Monica Gee, Vice Chair Patti Bitler, Kirsten Moreland, John Kirk, Howie Brewington and Amanda Horner. Angela Schultz was absent. City Manager George Brajkovic, Assistant City Manager Dan Porter, Municipal Court Clerk Lindsay Huntington, and City Planner Chris Brewster were also present. City Attorney Anna Krstulic was present via phone.

1. APPROVAL OF PC MINUTES – September 7, 2023

- **Mr. Kirk made a motion to approve the minutes from the September 7, 2023 Commission meeting.**
- **Ms. Bitler seconded the motion.**
- **Vote of all ayes, motion carried.**

2. OLD BUSINESS

3. EX PARTE COMMUNICATION

4. NEW BUSINESS

- a) Consider Approval of Final Plat for Stone Creek Subdivision No. 10
 - Mr. Brewster with Multistudio delivered the staff report for the Final Plat for Stone Creek No. 10.
 - Mr. Brewster stated staff is recommending approval of the Final Plat for Stone Creek No. 10 and provided a detailed recommendation list of items needing to be met before the Final Plat.
 - **Ms. Bitler made a motion to approve the Final Plat for Stone Creek No. 10 with the recommendations made by staff.**
 - **Mr. Brewington seconded the motion.**
 - **Roll call vote – All ayes, motion passed.**
- b) Discuss Resignation
 - Mr. Brajkovic stated that Angela Schultz has resigned from the Planning Commission. The vacancy will be advertised and applicants will be presented to the Planning Commission for review and to provide a recommendation to the City Council.
 - Ms. Gee stated this is not an at large position the candidate must be a City resident.
 - The appointment will fill the unexpired term.
- c) Update on Downtown Study
 - Mr. Porter stated a request for proposal has been put on the City website as well as advertised in the Tonganoxie Mirror.
 - Mr. Porter stated the proposal will be due back on November 17, 2023 and a review by the Planning Commission Committee and City Council consideration of the recommended award by year end.

5. GENERAL INFORMATION

- a) Home Builder's Association Reports

6. ADJOURN

- **Ms. Moreland made a motion to adjourn the meeting.**
- **Ms. Bitler seconded the motion.**
- **Vote of all ayes, motion carried.**
- **Meeting adjourned at 7:16p.m.**

Respectfully submitted,

Lindsay Huntington

Lindsay Huntington, Planning Clerk

DRAFT



City of Tonganoxie, Kansas

PLANNING STAFF REPORT

Case#: 2023-008P, Rezone from R-R to R-SF; & Preliminary Plat

Date of Report: November 30, 2023

Application: **Rezone R-R to R-SF / Preliminary Plat**
Date of Application: 10/27/23 (via email)
Date of Meeting: 12/7/2023

Action: *A preliminary plat requires review and approval by the Planning Commission. If the preliminary plat meets the general layout and preliminary planning and design standards of the subdivision regulations, the Planning Commission shall approve the preliminary plat.*

A rezoning requires review and recommendation by the Planning Commission, and final approval by the City Council. The Planning Commission may make its recommendation based on the Comprehensive Plan, and based on reviewing the facts and evaluating a criteria in the zoning ordinance. The City Council may make its decision on these same criteria, and consideration of the Commission recommendation.

Applicant Name: Orison, LLC; Dan Lynch

Property Owner Name: Orison, LLC

Subject Property
Address: North of Washington Street and east of East Street(General Location)
Property Size: 6.59 acres zoned R-SF; 0.72 acres zoned RR (a portion of which is proposed to be platted)
Zoning: R-SF, RR
Legal Description: Meets and bounds – unplatted

Surrounding Property – Zoning and Use:
West: R-SF; senior living facility, single-family houses
North: R-R; Rural undeveloped property
East: R-R; undeveloped rural property and large lot residential
South: R-R and RR-2.5 (County); rural and large lot residential & schools (elementary & middle)

Recommendation: Approve the rezoning subject to conditions on development agreement for streets; approve the preliminary plat conditioned on further study of future street and trail connections – provided Commission agrees to grant exception to connectivity standards.

I. SUMMARY

This application is to rezone 0.72 acres from R-R to R-SF and for a preliminary plat of a larger related tract (6.59 acres) already zoned R-SF. The preliminary plat will cover a portion of the 0.72 acres proposed to be rezoned, but leave a parcel with an existing single-family home unplatted (corner property.) The plan is to develop 16 new detached houses on a cul-de-sac connection to Washington Street and 4 new single family lots that front on East Street on the west side of the property.

The lots range in size from 8,510 square feet to 26,695 square feet and range in frontage widths from 42 feet to 125 feet. The majority of lots have frontage widths of 65' to 75 feet with an area of 8,500 and 10,000 square feet; the exceptions being narrower frontages and larger lots on the interior curve of cul-de-sacs, and the wider frontage on the exterior curve of irregular shaped lots. The property also includes "Tract A", which includes a creek and drainage area on the east side of the property and connecting to a larger flood plain zone interior to the overall property section to the north and east.

II. ANALYSIS – REZONING

Rezoning applications must be reviewed against the following considerations (in bold italic text) as outlined by the City of Tonganoxie Zoning Ordinance, Section 27-011. Following each of the considerations are staff comments (in plain text). However, since staff has not had the benefit of considering testimony provided during the public hearing, the Planning Commission should consider each factor and the analysis in conjunction with testimony at the hearing prior to acting on the application. No one factor is necessarily controlling, nor do all factors need to be clearly established, but rather they are to be considered in balance as an overall evaluation of the application.

1. ***Character of the neighborhood.***

The character of the surrounding area is a rural undeveloped land, single-family lots, large lot rural residential, and civic/institutional uses. The area is at a transition between established old neighborhoods, developing property and public investments, and undeveloped rural areas. There are natural features (wooded creek and floodplain) to the east and north of this property that present both development constraints and amenity opportunities for this property and the entire section bounded by East Street to the west, 4th Street on the north, the city limit on the east, and Washington Street on the south.

2. ***Zoning and uses of properties nearby:***

Surrounding properties are zoned R-SF or R-R and include primarily residential uses or institutional uses that support residential neighborhoods. These include a middle school, elementary school, and a senior living facility. Other perimeters of the property are rural large lot housing or undeveloped property.

3. ***Suitability of subject property for the uses to which it has been restricted:***

Due to the level of public investment in the area (schools) and the proximity to established gridded neighborhoods, this property is not suitable for rural and large lot residential uses. Provided the appropriate infrastructure and neighborhood amenities can be provided, the property is more suitable for a higher intensity of residential development. Property in the

vicinity may be suitable to remain in large-lot, or rural-residential intensities if limited public infrastructure investments occur – primarily considering property to the east and south of the subject property.

4. *Extent to which removal of the restrictions will detrimentally affect nearby property:*

The majority of the proposed project area is already zoned R-SF and this proposal is to rezone a smaller corner portion from R-R to R-SF. Additionally, property to the west is also zoned R-SF and reflects a similar development pattern. Property to the south is mainly impacted by the presence of the schools, and it is beneficial to develop a greater intensity of housing near schools. Other properties to the north, east, and south could benefit from transitions provided by natural features (creek and wooded paths), and the subject property and adjacent developable areas would benefit from a greater focus on these attributes as potential neighborhood amenities.

5. *Length of time the subject property has remained vacant as zoned:*

There is an existing house on the southwest corner of the project area that was built in 1963 according to Leavenworth County GIS data. The remainder of the project area is undeveloped.

6. *Relative gain to the public health, safety and welfare by the destruction of the value of the landowner's property as compared to the hardship imposed upon the landowner:*

If the corner property remains zoned R-R it would not necessarily serve the intent of the R-R zoning district, which is to promote a rural and low-intensity residential pattern that is compatible with agriculture uses on the edges of the city. The property zoned R-R is 0.72 acres, and does not conform to the R-R minimum standard of at least 1 acre lots. Additionally, the majority of the project property is zoned R-SF and the areas to the west are similarly zoned and developed for greater intensity of residential or neighborhood-compatible uses.

7. *Adequacy of Infrastructure*

[see Section III. Preliminary Plat analysis below]

8. *Recommendations of professional staff:*

[see Section IV. Staff Recommendation below]

9. *Conformance of the requested change to the adopted or recognized comprehensive plan of Tonganoxie, Kansas:*

The future land use element of the 2006 comprehensive plan identifies this area as low density residential in association with the near-term growth boundary of the city and the civic and institutional areas of the city. R-SF zoning conforms to this aspect of the plan. In 2017, the Planning Commission also adopted plan supplements that addressed several community design elements in greater detail. One of these was housing and neighborhoods, and specifically how to achieve greater and more lasting value from neighborhood character as more housing is developed. These aspects of the plan called for a wider variety of housing options within and between neighborhoods, and a greater focus on neighborhood streetscapes, neighborhood amenities in parks, trails, and common areas, and more opportunities for walk and biking between neighborhoods. This project should be considered in that broader context as surrounding areas develop to consider potential relationships to adjacent developable areas, and to provide a greater variety of housing within consistent neighborhood patterns.

III. ANALYSIS—PRELIMINARY PLAT

The purpose of a preliminary plat is to show general and conceptual compliance with the city's subdivision design standards prior to completing final engineering and more technical drawings to divide lots and construct improvements. The preliminary plat is a coordinating document to guide the design and build out of development over time and to coordinate projects with other development in surrounding areas.

Plat applications must be reviewed against the following considerations (in bold italic text) as outlined by the City of Tonganoxie Subdivision Regulations, Section 4.1 and 4.2. The Planning Commission shall approve the plat if it meets the City's criteria for the following required improvements and development criteria:

- a. ***Street Systems - provision for the continuation of existing streets, connections to adjoin areas, and adequate internal streets; internal circulation; and proposed streets extended to the boundaries.***

The preliminary plat proposes an approximately 500-foot cul-de-sac connecting to Washinton Street on the north side of the street. The cul-de-sac will serve 16 lots private lots. The plat proposes 4 additional lots that front on existing East Street on the west boundary of the property.

There are three primary issues to be addressed with this proposed street layout.

1. ***Connectivity.*** The subdivision standards require continuation of streets to the perimeter of adjacent undeveloped property at least every 660', and where the property is not being developed in association with the plat, a conceptual street layout. This is to facilitate an intermediate scale ("neighborhood scale") of street network planning between the comprehensive plan / major transportation plan and individual development projects. This proposal does not meet the connectivity requirement. The perimeter boundary on the west and north is approximately 1,500 feet and would require a minimum of 2 connections to the perimeter. While there may be topographic or development constraints that justify connectivity, a larger concept street layout for surrounding areas has not been prepared to put the decision to not connect into a broader context, and at a minimum, connections to developable property to the north are advisable (this is related to the East Street improvements discussed below). Additionally, if the Planning Commission is to grant an exception to the connection requirements, alternatives that provide pedestrian and bike connections can also be requested per the subdivision standards (the design standards suggest that any block more than 1,000 feet or any disconnected street should consider pedestrian easements or connections to potential adjacent areas and amenities at the same frequency as would otherwise be required by the street network.)
2. ***East Street.*** The preliminary plat has four lots fronting on east street. This is a preferred pattern for subdivisions according to the 2017 neighborhood design principles (i.e. not "backing" subdivisions to streets so that the rear yards appear on city streets and the city maintains streets that have no immediate development value.) However, East Street is not in its fully improved state. While it can support four additional lots in its current state, this project should be required to contribute its portion of the ultimate East Street improvement (including where and how it ultimately connects to the street

network to the north and west.) A development agreement should be required to determine the appropriate contribution of this project. Additionally, the streetscape design considerations and residential frontage design considerations identified in the 2017 planning efforts (i.e. how residential lots should front on and access local, collector, or arterial neighborhood streets) should be considered within that agreement, and look at options for how the four lots interface with the ultimate East Street streetscape design. [Note: these ultimate improvements may be in the future, and will require coordination of multiple parties and entities, so the development agreement should reconcile how this project should contribute, and how the project can occur in an interim state without undermining to potential long-range design solution.

3. *Pedestrian Connectivity.* As mentioned above, part of the 2017 comprehensive plan supplements dealt with neighborhood character and public realm design to enhance pedestrian connectivity. This includes neighborhood streetscapes, access to neighborhood common areas and amenities, and connections to surrounding civic assets. In this case – and particularly if neighborhood street network connections are not being made – this presents two principle issues: (a) pedestrian connections to the adjacent school complex (for the cul-de-sac, Washington Street, and East Street); and (b) potential pedestrian and trail connections on the east side (Tract A common area) and/or north side if no street connections are justified. The 2017 public realm design plan supplement included some of these areas to the north and east as potential trail connections – this was both to capitalize on the broader opportunities and amenities of the regional trail system around Tonganoxie, but also to convert what may otherwise be a development constraint for this entire section into a potential development amenity. (i.e a street network and block arrangement that makes these areas more of a central focal point rather than leftover space internal to and behind development.) While these areas are not within the proposed development, it does indicate why a conceptual circulation plan could be important to put the proposed preliminary plat in context, and at a minimum potential connections to and through Tract A within the preliminary plat should be considered (as well as connections to and across Washinton Street).

b. Lots – the lot arrangement provides building sites meeting the standards of the city regulations and proposed zoning.

The R-SF zoning district requires all lots to be a minimum of 65’ wide and 6,000 square feet in areas. All proposed lots meet this standard (those with shorter frontage are on curves where the 65’ requirement is measured further back at the front building line due to the configuration of the lot frontage.) The arrangement of these lots are dictated more by the proposed street layout discussed in section II.a above, and any issues with that will be addressed by street layout considerations. Additionally, while the lots in this proposed plat comply with the zoning and platting standards, as more property in this area continue to develop, a wider range of housing types and lot patterns will be desired (see 2017 housing and neighborhood design supplement in the plan.)

c. Character of Development – Minimum requirements on the character of development (both within the proposed project and in relation to surrounding property) may be included in the required project.

With respect to land use and intensity, the proposed is consistent with the character of development within the area. The relationship and transitions to adjacent areas is dictated more by the street layout and connectivity requirements identified in section II.a above.

d. Utilities and Easements

The proposed utilities and easements appear acceptable at a planning and conceptual level. The City Engineer has reviewed the preliminary plat (November 15, 2023 report) and recommends approval subject to some specific details the stormwater pipe from S. East Terrace to the adjacent boundary, the disposition and access to Tract A (see section II.e), and the improvement plans for East Street (see section II.a.2.) Approval of construction plans according to all City specifications is required for all improvements, and construction plans for streets, storm sewer and sanitary sewer hill need to be submitted in coordination with the final plat. Based on a technical review of these plans, and based on other planning issues associated with the preliminary plat, adjustments to easements in the final plat may be advised.

e. Open Spaces and Community Assets – parks, school sites and other civic assets, other than streets.

This project is well situated to many community assets and to potential community assets, including schools, parks, and trails, and downtown. Most of these civic assets are off-site, elevating the importance of street connections to off-site street networks crucial to accessing these amenities. The plat also includes a proposed Tract A that has the potential for greater connections to similar land on adjacent sites. While these areas are not part of the immediate project they have the potential to be amenities for the entire section as identified in the city's long-range plans. However, there are no connections to this property, no plans to present this as a neighborhood amenity, and no concept plans for how this tract could be incorporated into a broader system of trails and open spaces. At a minimum this project should consider the following with regard to open spaces and civic assets:

1. Improved pedestrian connections to the school – including the cul-de-sac streetscape design, Washinton Street, and East Street. (see section II.a above)
2. Alternative connections to the north and west of the property for potential bike and pedestrian routes – particularly if the Planning Commission approves an exception to the minimum connectivity requirements and waive the requirement to extend streets to the perimeter.
3. Connections to Tract A, and then potential connections from Tract A to Washinton Street on the south, and to additional similarly situated land on the north and east of Tract A. At a minimum, a homeowner's association will need to be created to accept ownership, legal responsibility, and demonstrate the ongoing financial and administrative capacity to maintain this undeveloped Tract.

f. Suitability of the Land

The land is undeveloped but has been planned low density residential development for several years. In general, the land is suitable for this type of development.

IV. EFFECT OF DECISION

Preliminary Plat. The Planning Commission may approve, conditionally approve/modify or deny a preliminary plat application. Any denial or conditional approval/modification must specifically state the reasons for the decision and requirements to meet the Commission's approval.

The approval of the preliminary plat does not constitute final approval or acceptance of the subdivision by the City Planning Commission or authorization to proceed on construction of the improvements

within the subdivision but shall constitute approval of the general layout. Approval of a preliminary plat is valid for one year; within which time a final plat shall be submitted. A final plat that conforms to the subdivision standards and is conforms to the general layout of the preliminary plat may be approved. Denial of a preliminary plat may be appealed to the City Council

Rezoning: Approval of a Rezoning will authorize development according to all R-SF development standards. The Planning Commission makes a recommendation to the City Council for a final decision.

V. RECOMMENDATION

The threshold issue for this application is if the Planning Commission determines that the lack of street connections and an exception to the connectivity standards is warranted. At a minimum, staff feels that a connection to the potentially developable site to the north should be considered, and this may be related to what the ultimate improvement of East Street will be. Alternatively, a conceptual circulation plan for the entire area could put the proposed cul-de-sac and impacts from lack of connectivity in a broader perspective.

Dependent on how the Commission resolves the above issue, and assuming that the Planning Commission makes findings to grant the exception or consider acceptable alternatives, staff recommends the following:

That the Planning Commission recommend that the City Council approve rezoning of the property from R-R to R-SF subject to the following conditions:

1. The approval is subject to a development agreement between the City and the applicant on the regarding the ultimate East Street improvements. This agreement should address apportionment of costs, potential timing, and contingencies for the ultimate design solutions.
2. The rezoning approval is subject to the proposed preliminary plat, and addressing all issues on the plat prior to a final plat.

That the Planning Commission approve the final plat subject to the following:

1. A development agreement, associated with the rezoning, between the City and the applicant on the regarding the ultimate East Street improvements.
2. Alternative connections to adjacent property be considered and fully vetted in the broader context of this property section (4th Street, East Street, Washinton Street, and east city limits), including:
 - a. Potential of street connections to the north;
 - b. Potential of trail connections to the north and east
3. Improved pedestrian connections to the schools be provided, including the cul-de-sac streetscape, along Washinton Street, along East Street, and the intersection of Washington and East Street. (some of this may be associated with and dependent on the development agreement indicated in condition 1. Above)
4. A homeowner's association shall be formed to accept ownership, legal responsibility, and demonstrate the ongoing financial and administrative capacity to maintain this undeveloped Tract. Documents shall be approved by the City Attorney prior to approval of a final plat.
5. Tract A be considered as a potential amenity to the overall project and surrounding area, including potential trail connections to property to the north and east, and a connection to Washinton Street to the south (potentially related to better pedestrian connections to the school.)

6. All other elements in the City Engineers report dated November 15, 2023 are incorporated and addressed prior to final plat.



Chris Brewster
Contract City Planner

MEMO

To: George Brajkovic, City Manager
City of Tonganoxie

Cc: Dan Porter, Asst. City Manager
Kent Heskett, City Superintendent
John Zimbleman, Fire Chief
Chris Brewster, City Planner

From: Brian Kingsley, City Engineer

Date: November 15, 2023

Re: Wren Estates Development
Preliminary Plat, Storm Drainage Report and Traffic Impact Study
Review
23-1001L

The following are the City Engineer and staff review comments related to Engineering issues:

Preliminary Plat (dated 2023-10-26):

- 1) The plat includes a proposed storm water pipe draining from the S. East Terrace cul-de-sac to the adjacent property boundary. The developer should coordinate and obtain written documentation/agreement for the proposed concentrated discharge onto the adjacent property.
- 2) Comments related to street connectivity to adjacent parcels will be provided by the City planner and need to be addressed prior to approval.
- 3) Access to and maintenance of tracts should be addressed prior to approval. The City requires that development HOA's are responsible for ownership and maintenance of the platted tract within the development.
- 4) The proposed development includes platted lots fronting an unimproved section of East Street. Past precedent has been set that would require developer participation in the cost to upgrade East Street to a City standard roadway section. The developer and City should come to an agreement addressing this issue prior to approval of the plat.

Recommended Action: Consider approval if comments are addressed to the satisfaction of the planning commission.

Storm Drainage Report (dated 2023-10-26):

- 1) The storm water drainage report/analysis notes storm water drainage for this development discharging directly into the 100-year floodplain. City storm water regulations exempt developments such as this from storm water detention requirements.

Recommended Action: We recommend approval of the proposed development without the addition of storm water detention.

--END

For questions or comments, please contact:

Brian Kingsley, PE

President

T: 785.727.7261

E: brian.kingsley@bgcons.com



CITY OF TONGANOXIE
CHANGE OF ZONE REQUEST AND PROCEDURES

Date Received: _____
Fee Paid: _____
Received By: _____

ZONE CHANGE APPLICATION

REQUESTED REZONING FROM: R-R and R-SF TO: R-SF
PRESENT ZONING DISTRICT PROPOSED ZONING DISTRICT

SITE ADDRESS OR PROPERTY LOCATION Washington and East Streets

SIZE OF SITE (ACRE/SQUARE FEET) .70 / 30,492 SF

ASSESSOR'S TAX PARCEL NUMBER 1920904001006000

APPLICANT: Orison, LLC

MAILING ADDRESS: 1204 State Avenue, Suite A, Tonganoxie, KS 66086

PHONE NUMBER: [REDACTED] (daytime) [REDACTED] (cell) [REDACTED] (fax)

EMAIL ADDRESS: [REDACTED]

LANDOWNER OF RECORD (If different than applicant): Orison, LLC

ADDRESS: 1204 State Avenue, Suite A, Tonganoxie, Ks 66086

PHONE NUMBER: [REDACTED] (daytime) [REDACTED] (cell) [REDACTED] (fax)

EMAIL ADDRESS: [REDACTED]

AGENT or ARCHITECT/ENGINEER /LAND PLANNER: Schlagel

BUSINESS ADDRESS: [REDACTED]

PHONE NUMBER: [REDACTED] (daytime) [REDACTED] (cell) N/A (fax)

EMAIL ADDRESS: [REDACTED]

Required materials needed to file this application:

- o Application and fee
- o A signed affidavit
- o A copy of the current deed for the property and an electronic copy (Microsoft Word)
- o Site plan drawn to scale showing the dimensions of the property
- o The existing streets and utilities serving the area
- o New proposed streets and/or utilities
- o Any improvements proposed,
- o Surrounding property owners list
- o Four (4) folded copies of all plans
- o One (1) reduced copy (11"x17") of all plans
- o One (1) electronic copy of all plans (PDF)

In accordance with Section 27-011 of the City of Tonganoxie Zoning Ordinance, please describe how the requested application is consistent with the following considerations for approving or disapproving a rezoning application:

Briefly describe the present use and character of this property and the surrounding neighborhood.

Currently a residential single family home with outbuildings.

Briefly describe the compatibility with the zoning and uses of properties nearby.

The adjacent zoning to the north, west, and east is R-SF, the requested zone change.

The property to the south is in the County.

Briefly describe the suitability of this property for uses to which it has been restricted.

Highly suitable within the adjacent proposed development.

Briefly describe the extent to which the removal the restrictions will detrimentally affect nearby property.

By allowing the zone change the property will be incorporated into a R-SF development and will not have a detrimental impact on adjacent property.

Briefly describe the length of time the subject property has remained vacant as zoned:

Undetermined - it has been part of a large lot single family property

Briefly describe why you feel that the proposed change is suitable for this property and is the best use of this land:


It allows for the dilapidated outbuildings to be removed and incorporated into 2 adjacent lots.

Briefly describe the adequacy of public utilities and infrastructure:

Sewer and water present onsite.

Briefly describe how the requested change is in conformance to the adopted or recognized comprehensive plan of Tonganoxie KS

This area is shown as low-density residential, which matches the zone changes request.



Signatures of owner(s):

Dan Lynch

Print Name

Signatures of owner(s):

Print Name

OWNERSHIP AFFIDAVIT

City of Tonganoxie
County of Leavenworth
State of Kansas

I, Dan Lynch and N/A being duly sworn depose and

say that I am the Owner of said property involved in this petition and the foregoing signatures.

Statements and answers herein contained in the information herewith submitted are in all respects true and correct to the best of our knowledge and belief.

Signed and entered this 24th day of October, 2023.

Dan Lynch

1204 State Avenue, Suite A, Tonganoxie, KS 913-369-3000

Print Name

Address

Phone No.

Signature

N/A

N/A

Print Name

Address

Phone No.

Signature

Subscribed and sworn to before me on this 24th day of October, 2023.

Marilyn M. Thompson
Notary Public Signature

Marilyn M. Thompson
Notary Public Print Name

My commission expires:

June 16, 2026



CITY OF TONGANOXIE
CHANGE OF ZONE REQUEST AND PROCEDURES

The procedure for obtaining a rezoning ordinance is as set out in Section 26 of the Zoning Ordinance in effect for the City of Tonganoxie. A complete copy of the Zoning Ordinances may be viewed on the website at www.tonganoxie.org.

The enclosed application form must be filled out completely by the owner(s) of the property proposed to be rezoned, or by an authorized agent who must submit legal documentation of authorization. All signatures must be in ink and must be notarized.

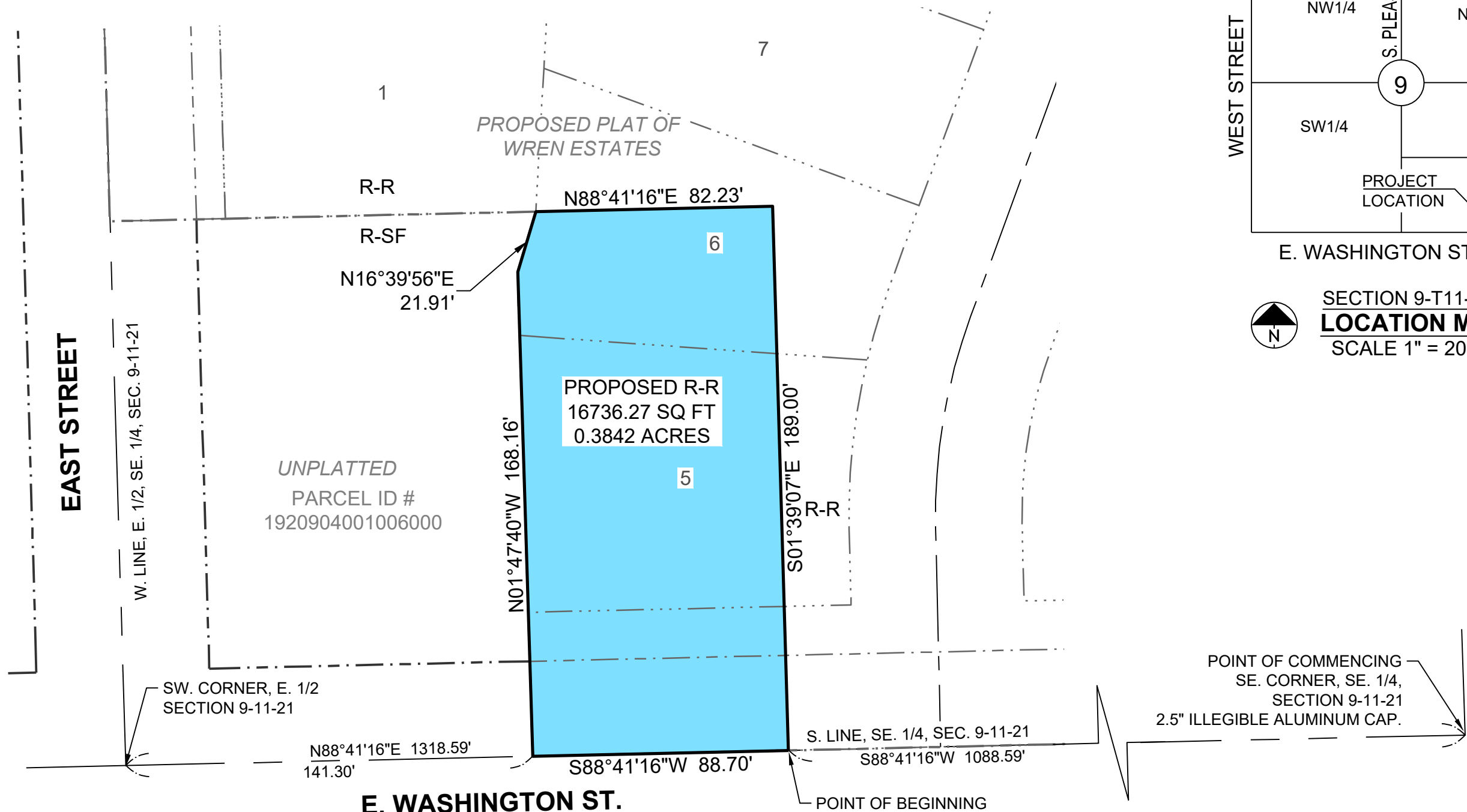
A certified list of property owners, names and addresses, and CAMMA numbers for all of the property which lies within 200 feet of the boundaries of the property within the City Limits and 1000 feet of the boundaries within the county area proposed to be rezoned (excluding rights of way) must be provided by the applicant. Any error in this list of property owners will result in reapplication accompanied by a second application fee to be paid by the applicant and a new public hearing.

The documents needed to file this application include:

- Application and fee
- A copy of the current deed for the property and an electronic copy (Microsoft Word)
- A signed affidavit
- Site plan drawn to scale showing the dimensions of the property
- The existing streets and utilities serving the area
- New proposed streets and/or utilities
- Any improvements proposed,
- Surrounding property owners list
- Four (4) folded copies of all plans
- One (1) reduced copy (11"x17") of all plans
- One (1) electronic copy of all plans (PDF)

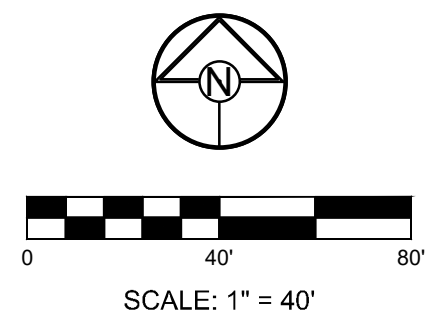
The application is to be filed in the office of the City Clerk, together with the filing fee, as set out by the Tonganoxie Application Fee Schedule. The application must be filed according to the Application and Review schedule adopted by the Planning Commission.

After the conclusion of the public hearing, fourteen days must elapse before the application may be placed before the Tonganoxie City Council. This is the time allowed for the filing of a protest petition. If the Tonganoxie City Council disagrees with the recommendation made by the Planning Commission, the application must then go again before the Planning Commission for further study and review. If the application is approved by the City Council, an ordinance is passed to rezone the property. Please note, however, that this process is not complete until the ordinance has been officially published.



UNPLATTED
PARCEL ID #
1920904001006000

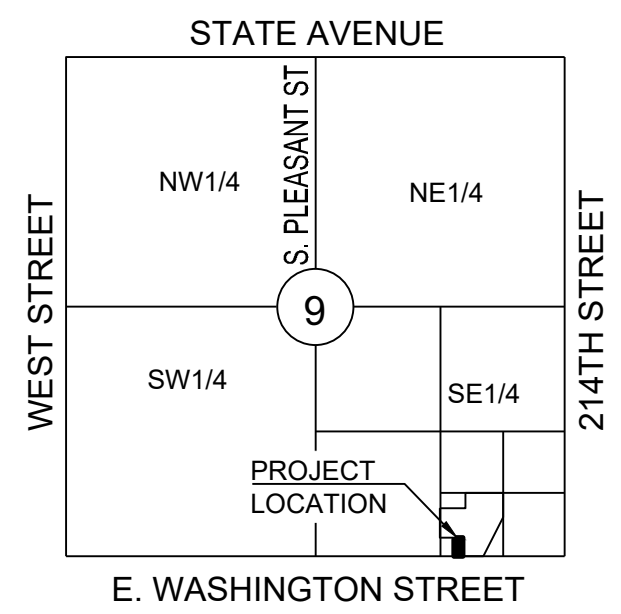
PROPOSED R-R
16736.27 SQ FT
0.3842 ACRES



DESCRIPTION:

A tract of land lying in the East One-Half of the Southeast One-Quarter of section 9, Township 11 South, Range 21 East, in the city of Tonganoxie, Leavenworth County, Kansas being more particularly described as follows:

Commencing at the Southeast corner of the said Southeast One-Quarter; thence along the South line of said Southeast One-Quarter, South 88 degrees 41 minutes 16 seconds West, a distance of 1088.59 feet to the Point of Beginning; thence continuing along said South line, South 88 degrees 41 minutes 16 seconds West, a distance of 88.70 feet; thence North 01 degrees 47 minutes 40 seconds West, a distance of 168.16 feet; thence North 16 degrees 39 minutes 56 seconds East, a distance of 21.91 feet; thence North 88 degrees 41 minutes 16 seconds East, a distance of 82.23 feet; thence South 01 degrees 39 minutes 07 seconds East, a distance of 189.00 feet to the Point of Beginning, and containing 0.38 acres, more or less.



SECTION 9-T11-R21
LOCATION MAP
SCALE 1" = 2000'

SCHLAGEL
ENGINEERS PLANNERS SURVEYORS LANDSCAPE ARCHITECTS
14920 West 107th Street Lenexa, Kansas 66215
(913) 492-5158 Fax: (913) 492-8400
WWW.SCHLAGELASSOCIATES.COM
Kansas State Certificates of Authority
#E-296 #LA-29 #LS-54

CHANGE OF ZONE REQUEST EXHIBIT
EAST 1/2, SE. 1/4, SEC. 9-11-21

TONGANOXIE, LEAVENWORTH COUNTY, KANSAS

DRAWN BY:	JWT
DATE PREPARED:	1-26-2023
PROJ. NUMBER:	23-168

CHANGE OF ZONE REQUEST EXHIBIT

SHEET
1

CITY OF TONGANOXIE, KANSAS

APPLICATION FOR PRELIMINARY PLAT AND FINAL PLAN APPROVAL

Requested Action	Fee Paid	Date Rec'd	Date Published	Hearing Date
<input checked="" type="checkbox"/> Preliminary Plat	_____	_____	_____	_____
_____ Street & Storm Sewer Plan	_____	_____	_____	_____
_____ Sanitary Sewer Plan	_____	_____	_____	_____
_____ Waterline Plan	_____	_____	_____	_____
<input checked="" type="checkbox"/> Final Plat	_____	_____	_____	_____
_____ Site Plan	_____	_____	_____	_____
_____ Landscaping Plan	_____	_____	_____	_____

Name of Development WREN ESTATES

General Location WASHINGTON AND EAST STREETS

Applicant:

Name: ORISON, LLC Contact: DAN LYNCH

Address: 1204 STATE AVENUE, SUITE A, TONGANOXIE, KS 66086

Phone/Fax: ████████████████████

E-mail address ████████████████████

Owner Developer:

Name: ORISON, LLC Contact: DAN LYNCH

Address: 1204 STATE AVENUE, SUITE A, TONGANOXIE, KS 66086

Phone/Fax: ████████████████████

E-mail Address ████████████████████

Engineer:

Name: SCHLAGEL Contact: MARK A. BREUER, PE

Address: 14920 W 107TH ST, LENEXA, KS 66215

Phone/Fax: ████████████████████

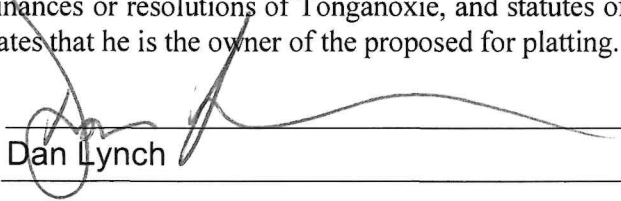
E-Mail Address ████████████████████

SUBDIVISION INFORMATION:

- Gross acreage of plat: _____
- Total number of lots: 20
Residential Business _____ Industrial _____ Other _____
- Existing zoning R-R and R-SF Proposed zoning R-SF

THE owner herein agrees to comply with the subdivision regulations for Tonganoxie, as amended, and all other pertinent ordinances or resolutions of Tonganoxie, and statutes of the State of Kansas. The undersigned further states that he is the owner of the proposed for platting.

OWNER'S SIGNATURE _____


Dan Lynch

OFFICE USE:

RECEIVED BY _____

Date _____ Fee Submitted _____

GENERAL INFORMATION

This general checklist is provided only to aid the understanding of the plat and plan approval process. The plat and plan approval process is detailed in the subdivision regulations. The subdivision regulations are available online at www.tongie.org or at City Hall. It is the responsibility of the applicant and/or his representative to meet all of the regulations applicable to this subdivision.

The Tonganoxie Planning Application and Review Schedule will be followed to allow time for staff review and a public hearing. A public hearing on the proposed plat will be held before the Planning Commission. When a plat is submitted, public notice must be published in the official paper of Tonganoxie, Kansas, giving the name of the subdivision, owner, legal description, location and approximate acreage.

Approval of the Preliminary Plat does not constitute final approval or acceptance of the subdivision by the City Planning Commission or authorization to proceed with the construction of improvements within the subdivision, but shall constitute approval of the general layout.

The approval of the Preliminary Plat shall only be effective for one (1) year, unless the Planning Commission grants an extension. The Planning Commission may not grant an extension for a period in excess of one (1) year. If the final plat has not been submitted for approval within this period, a Preliminary Plat must be re-submitted for Planning Commission approval.

When the Final Plat has been approved by the City Council, the developer shall supply 3 copies of the plat on reproducible drafting film and 11 blueline copies for proper signatures. The developer is responsible for filing the Final Plat with the Register of Deeds in Leavenworth County.

After receiving the recorded final plats and a performance bond or irrevocable letter of credit from the developer, he may proceed with the installation and construction of the required improvements. Building permits will be issued after improvements have been completed and approved by the City Engineer.

The developer shall file performance and maintenance bonds with the City.

As built plans, profiles and cross sections of the required improvements shall be filed with the City Engineer.

See complete information in the Subdivision Regulations:

Section S-2 Preliminary Plat Procedure and Content

Section S-3 Final Plat Procedure, Content, and Action by the Planning Commission

Section S-4 Minimum Subdivision Design Standards & General Requirements

Section S-5 Improvements and Improvement Plan

Site Plan Review Standards and Site Review Committee

Preliminary Plat Checklist

- Submit a minimum of 6 copies
- Current Title Report - no more than 3 months old & a certificate of title verifying ownership no more than 30 days old
- Review: See Planning Application & Review Schedule for submittal dates. Staff review will include Planner, Administrator, City Superintendent, Engineer, Fire Chief, Police Chief and Building Inspector
- Fee: See Application Fee schedule for current fee amounts as established by the City Council. Costs incurred by the city for review of revised plats will be billed to the applicant.
- Checklist:
 - Clearly marked "Preliminary Plat"
 - Name of subdivision (If replatting, original plat must be referenced in title)
 - Name & address of owner, and name, address and registration of the engineer and/or surveyor preparing the plat
 - Surveyor's seal, signature & date--see KS Minimum Standards for Boundary Surveys
 - Date completed, Scale, North point, Key map
 - Legal description--including section, township, range and meridian
 - Drawing to scale of platted area, dimensioned and tied to at least 2 section corners
 - Contours at a minimum of 2 foot intervals
 - Names and location of adjacent owners and subdivisions
 - Location and dimension of property lines, streets, alleys, easements, buildings, utilities, watercourses and other items that will affect the plat
 - Existing & proposed zoning
 - Location and elevation of 100 year floodplain and floodway boundaries
 - Layout, number and dimensions of proposed lots and building or setback lines
 - Location, width & dimensions of all lands proposed for dedication to public use including easements
 - Proposed names for streets
 - New utilities--method and timeline for all installations proposed, 3 copies of preliminary layouts of the street paving and all utility lines and all appurtenant work such as manholes & fire hydrants, utility lines and power poles
 - Written & signed statements from City-County Health Department stating approval of lot sizes and type of sewage system if not connecting to the city sewer system.
 - Written & signed commitments of utility availability from appropriate Utility officials gas, electric, telephone, water, cable.
 - Restrictions proposed for the plat in the Owner's Declaration of Plat.

Final Plat Checklist

Submit a minimum of 4 copies of the Final Plat, 1-11x17 copy, 1 address map, with required signatures and professional certifications for review by the Planning Commission.

- Review: See Planning Application & Review Schedule for submittal dates. Staff review will include Planner, Administrator, City Superintendent, Engineer, Fire Chief, Police Chief and Building Inspector
- Fee: See Application Fee schedule for current fee amounts as established by the City Council. Costs incurred by the city for review of revised plats will be billed to the applicant.
- Checklist:
 - Clearly marked with legal description
 - Boundary lines marked with accurate distances & angles
 - Mark highways, streets, alleys with width and names
 - Outline of property dedicated for public use
 - Lines of departure from one street to another
 - Lines adjoining property and lines of adjoining streets with width & names
 - All lots designated by numbers or letters
 - All streets avenues and other grounds by names , letters or numbers
 - Location & widths of building lines on front & side streets
 - Location & widths of utility easements, easements for future construction and easements for drainage purposes.
 - All dimensions both linear & angular for locating boundaries
 - The radii, arcs, chords, points of tangency and central angles for all curvilinear streets and radii for rounded corners
 - Location and description of survey monuments and bench marks
 - Subdivision name, Clearly marked as Final Plat, Points of compass, and names of every owner or subdividers
 - Reference to Private restrictions and trusteeships if on a separate instrument
 - Plat Restrictions, dedication of public use, granting of easement acknowledged by owners
 - Signature lines & verification of owners
 - Signature lines for Land Surveyor or Licensed Professional Engineer of the State of Kansas
 - Signature lines for Chairman & Secretary of the Planning Commission
 - Signature lines for City Engineer
 - Signature lines for Mayor and City Clerk
 - Signature lines for Register of Deeds
 - Signature line for the County Surveyor
 - True north point, graphic scale, & date



City of Tonganoxie, Kansas

PLANNING STAFF REPORT

Case#: 2023-009P

Date of Report: November 30, 2023

Application: **Site Plan**
Date of Application: 10/30/23 (via email)
Date of Meeting: 12/7/2023

Action: *A site plan requires review and approval by the Planning Commission. If the site meets the standards of the zoning district, and standards and criteria of the Site Plan Review Standards, the Planning Commission shall approve the site plan. Approval of a site plan makes the project eligible to apply for building permits.*

Applicant Name: B & L Ventures, LLC; Wilson Glass

Property Owner Name: B & L Ventures, LLC

Subject Property

Address: 1820 Commerce Drive
Property Size: 1.70 acres
Zoning: I-LT Light Industrial
Legal Description: URBAN HESS BSNSS CNTR #2, S03; T11;, R21E, LOT 14

Surrounding Property – Zoning and Use:

West: I-LT, Industrial Services
North: I-LT and I-MD, Industrial Services
East: I-LT, vacant
South: I-LT, vacant

Staff Recommendation:

Staff recommends approval.

I. PROJECT DESCRIPTION

- A. Subject Property. The property is a 1.56-acre lot on the southwest corner of Commerce Drive and Industrial Drive in the Urban Hess Business Park. The lot is zoned Light Industrial (I-LT). It has a 5,000 square foot flex space building (office, manufacturing, warehouse) that was approved through site plan review in March, 2020. It abuts similarly zoned property on all sides and across the streets. The lot dimensions are 227.6’ wide x 300’ deep. The lot was previously platted and meets the I-LT standards for lot area.
- B. Proposal. The applicant proposing to build an addition that would mirror the existing building on the west side in the large open area of the lot, and connect to the existing building with an 18’ x 40’ breezeway. The property would include a second driveway and parking area to support the building addition, also mirroring the access and circulation for the current building. The Tonganoxie Zoning ordinance also requires that all new buildings and additions to existing buildings in industrial zoning districts have a site plan reviewed and approved by the Planning Commission.

II. REVIEW CONSIDERATIONS

Site plans are reviewed according to all of the applicable zoning district standards as well as Article 9 of the subdivision regulations (Site Plan Review Standards).

The following are the I-LT zoning standards

	I-LT Standards	Proposed Project
<i>Lot Area</i>	1.0 acres	1.56 (existing)
<i>Lot Width</i>	100’	227.6’ (existing)
<i>Lot Depth</i>	150’	300’ (existing)
<i>Height</i>	3 stories / 45’	14’ to 14. 3 feet
<i>Front Setback</i>	35’	82.27’ (match existing)
<i>Side Setback</i>	20’	60’ (east-existing); 61.1’ (west – new addition)
<i>Rear Setback</i>	25’	118’ – approximate (match existing)
<i>Parking</i>	1 space per 1,000 s.f. (5 required)	6 spaces
<i>Landscape</i>	Buffer planting (along residential property) <ul style="list-style-type: none"> • Large shade trees (40’ on center) • Large shrub (8’ on center) • Not applicable in this case Right-of-way Buffer <ul style="list-style-type: none"> • 20’ buffer • No specific planting requirements; performance standards Other areas (storage, mechanical, screening): <ul style="list-style-type: none"> • Performance standards with a combination of fence and landscape 	<ul style="list-style-type: none"> • Not specified – suggest 2 to 3 additional frontage / street trees; coordinate with perimeter street trees required on prior application.

Article 9 of the Subdivision Regulations include the City’s Site Plan Standards and Review Criteria. They apply to any new construction in industrial districts [1.2.1.1]. They specifically include the following standards:

1. **Articulation of Wall and Roof Planes [3.1].** Buildings more than 2,000 square feet are required to have a 3-to-1 ration of facade articulation, meaning a building should not be more than 3 times its height wide, without offsets. The intent of this standard is to break up large expanses of walls and to add a three-dimensional quality to structures.

This building is approximately 14' high. Three times this is approximately 42'. The front and rear elevations are 50' and do not require an offset. The side elevations are approximately 100'. Neither elevation provides off-sets, however the side elevation has vertical trim elements indicating structural bays approximately every 25', and the front and rear elevations are only 8' over the proportion that would require off-sets with a building this high. The intent of this standard is to avoid longer and uninterrupted building masses, and improve the relationship of buildings to adjacent property and streetscape. The standard uses the 3:1 proportion as the rule to accomplish this. Based on the low height of the building, the large distance from the setbacks from both the street and adjacent property, the context of the site in an industrial area, and the fact that the building does simulate similar proportions in other ways, the Planning Commission should consider whether this alternative design meets the intent of the standard for this particular plan and context.

2. **Cladding and Roofing Materials [3.2].** Metal buildings with a quality appearance is acceptable in industrial districts. Other materials may be approved by the Planning Commission on a case-by-case basis, specifically to account for uses such as car wash, auto maintenance or storage buildings where a large portion of the wall may be doors or other types of openings.

The proposed building is a corrugated metal panel building and includes sculptured eave trim on the side elevations. It is proposed with a gray base color with white trim and accents and will match the existing building.

3. **Visual Elements [3.3].** Retail or office portions of industrial buildings require 30% of the facade and street walls to have design elements that allow visual penetration to the interior of buildings such as display units, windows and doors. The intent of this standard for industrial buildings is to break up monotonous, impersonal facades.

This building only includes a front entry and windows on the front facade, and two large garage bays. The door and windows are associated with "business entrance" portion of the building includes transparency and visual elements that relate to the site. This elevation also matches similar features on the existing building. The breezeway connection between the building includes 3 high windows that break up this approximately 500 square foot wall plane (40' x 12' +/-). The Planning Commission should consider whether this alternative design meets the intent of the standard for this particular plan and context.

4. **Color / Patterns / Textures for Facades and Street Walls [3.4].** Colors, patterns and textures of exterior buildings or coatings are to be compatible with existing surroundings. Extremely bright or fluorescent colors should be avoided.

This building is proposed to be gray with white accents, which matches the existing building on the site. There is not a consistent building fabric in this area as it includes a mix of vacant lots and industrial buildings. However, the proposed building is similar in scale, color and materials to some of the buildings in the area.

5. **Axillary Elements [3.5].** Screening of mechanical equipment, trash, or loading areas for industrial buildings should be to the rear or otherwise create from the street or residential areas.

Mechanical equipment, trash and loading areas are not specifically designated on the site plan. There are two "loading doors" indicated on the front elevation and one on the street side (east elevation), and each will be accessed from a concrete drive. These elevations are 82.27' and 60' (approx.) from the streets. In association with the landscape recommendations related to the streetscape, the loading areas are sufficiently minimized considering the context of this area, the scale of the building to the site, and its relation to the overall streetscape. To the extent any mechanical, storage, or loading areas are included on the site, they shall be subject to further permit reviews by staff to ensure they meet the fence and/or landscape standards to screen these areas from the streetscape and adjacent property. (24-012.C)

6. **Landscape [4.0 and Section 17-011.G, and Section 24].** A landscape plan is required to demonstrate buffering and screening, contribute to the overall appearance of the site, contribute to the character of the area, and help manage any runoff or similar mitigation of site impacts that can be accomplished with vegetation. Additionally, the I-LT district requires a 20' landscape strip to be maintained along all rights-of-way (17-011.G.).

A detailed landscape plan is not submitted, although the elevation sketch shows frontage landscape. The site plan approval for the existing building in March 2020 recommended 10 to 12 shade trees on the perimeter of the property, consistent with the way the landscape goals, performance criteria, and zoning ordinance landscape requirements had been applied to other property in the Urban Hess business park. This emphasized landscape materials, be included in the frontage buffer area, or along the foundation of the building and the parking area, to improve the appearance and relation to the streetscape. The only specific landscape standards for the I-LT district (other than the presence of the frontage buffer and screening requirements), and the performance criteria of the site plans standards, relate to buffers along property adjacent to residential zoning. For the developed portion of this plan, and in relation the the additional drive and parking area, staff recommends 2 to 3 additional shade trees in this frontage's areas. The species, location, and coordination / confirmation with the recommendations of the prior approved site plan should occur through the permitting process.

7. **Parking [17-016].** The I-MD district requires 1 space for every 1,000 square feet of buildings and the parking shall be setback 10' from the property lines. Parking slots of more than 6 spaces require painted lines or curbs (20-101.F.). All parking shall be surface with a bituminous or concrete pavement meeting the standards and specifications of the City. Alternative materials may be approved for low use parking areas such as fire safety lanes or overflow parking. [20-010.H]

The proposed building requires 5 parking spaces, and due to the small nature of the parking requirement, the area does not necessarily need to be striped. A paved parking area is designated in front of the building, meets all dimension and location standards, and located approximately 10' (+/-) from the front lot line. This does not meet the required 20' landscape buffer; however, elsewhere in the standards parking is permitted within 10' of the property line. [However, see landscape comments related to the 20' right-of-way buffer.]

8. **Stormwater [5.0].** Section 5.0 includes a variety of stormwater standards and performance criteria to be administered by the City Engineer. It includes provisions for engineering studies,

stormwater management plans, or waivers of requirements for projects under certain thresholds..

The City Engineer reviewed this project and determined that detention for this area has been accounted for by a previous study drainage study for Urban Hess Business Center Phase 2, and has been constructed. No action is necessary in relation to the proposed site plan. See City Engineer memo dated February 20, 2020 for the original plan and the memo dated November 30, 2023 for this plan .

9. **Exceptions [1.7].** Where site plans do not meet any of the standards, the Planning Commission may grant exceptions to the standards in the following situations: the standard would create a hardship beyond the control of the applicant; OR the exception is a minor modification where the intent and purpose of the standard is fulfilled.

Based on the information submitted, the application does not meet, or it is not clear that it meets, the following standards:

- The front and side elevation would require articulation or off-sets, since it is greater than a 3:1 ratio. The intent of this standard is to break up larger wall planes. However this wall plane is not very tall (14'), is set back substantially from the street and side properties, and has other elements that simulate the 3:1 ratio.
- Portions of the building elevations lack visual elements that create transparency on the facade and street wall (30%). The intent of this standard for industrial buildings is to break up monotonous, impersonal facades. However, this building does not include any substantially evident retail or office components and does have human-scale elements associated with the business entrance. It is setback substantially from the street on all sides.

III. EFFECT OF DECISION

Approval of the site plan authorizes the applicant to proceed to building permits. Prior to issuance of these permits the applicant must construction documents demonstrate compliance with all standards of the City, demonstrate compliance with the approved site plan, and compliance with any conditions of the site plan approval. If the site plan is not approved by the Planning Commission, the applicant may appeal this decision to the City Council.

IV. Staff Recommendation

The Planning Commission may approve the site plan. However, any approval shall be based on the following:

1. A determination that the articulation of the walls is not required due to the scale of this building and the nature of the front and side elevations to adjacent property not being important to the intent of the articulation standard.
2. A determination that visual elements on the street wall are not required due to either (a) the fact that this building is an industrial building that does not include any office or retail components; and/or (b) the building is set back far enough from the street that visual elements are not crucial to the buildings.
3. The applicant shall confirm that all storage, mechanical equipment or other auxiliary elements shall be located behind the fenced area, or otherwise screened and not visible from the street. Specifications for the fence that meet the City ordinance shall be

turned in at the time of building permits. Any other visible features shall require landscape screening.

4. 2 to 3 additional shade trees be planted in the lot frontage area related to the building addition. The species should be from the city-approved list, and the location and type of tree should be confirmed prior to permitted, and coordinated with / confirmed in association with the landscape requirements of the March 2020 site plan approval.

If the Planning Commission determines that this application does not meet any of the standards, or that these recommended conditions to the standards or exceptions do not meet the intent and requirements, it may deny the application, stating the specific reasons for denial.



Chris Brewster, Contract City Planner
Multistudio

Site



MEMO

To: George Brajkovic, City Manager
City of Tonganoxie

Cc: Dan Porter, Asst. City Manager
Kent Heskett, City Superintendent
John Zimbleman, Fire Chief
Chris Brewster, City Planner

From: Brian Kingsley, City Engineer

Date: November 30, 2023

Re: Wilson Glass Site Development
Site Plan Review
23-1001L

The following are the City Engineer and staff review comments related to Engineering issues:

Site Plan Review:

Recommended Action: We recommend that the City consider approval of the plan as submitted.

--END

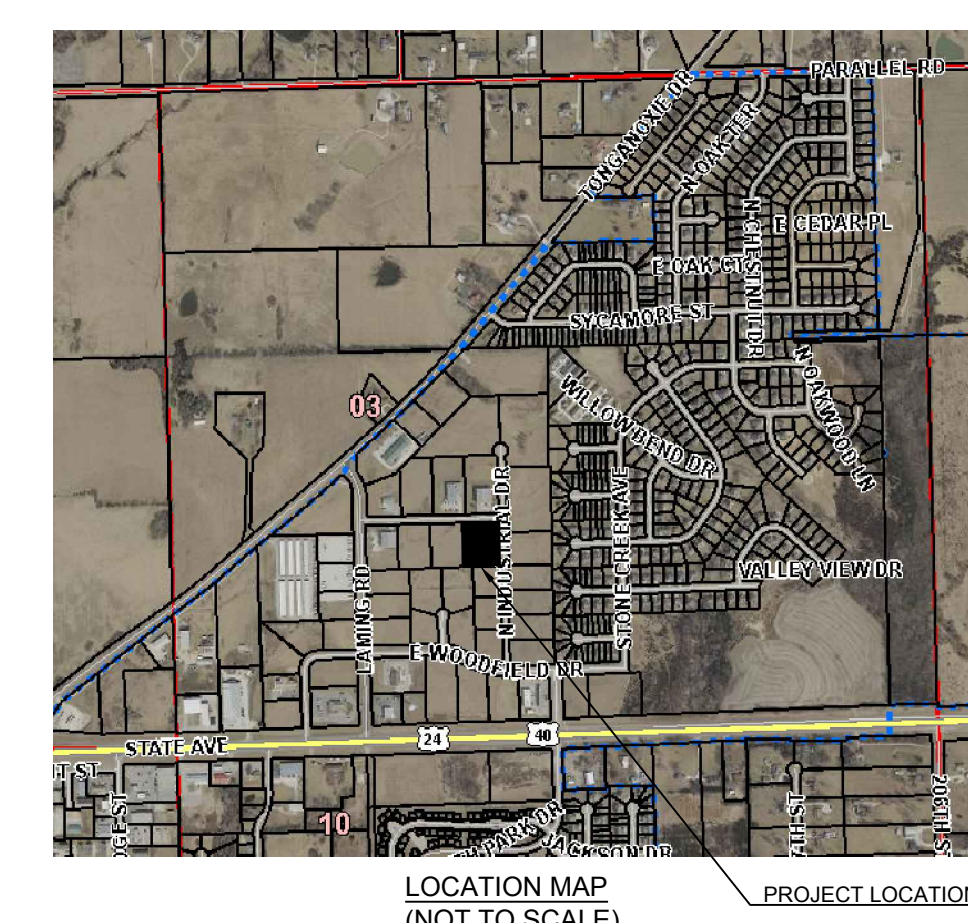
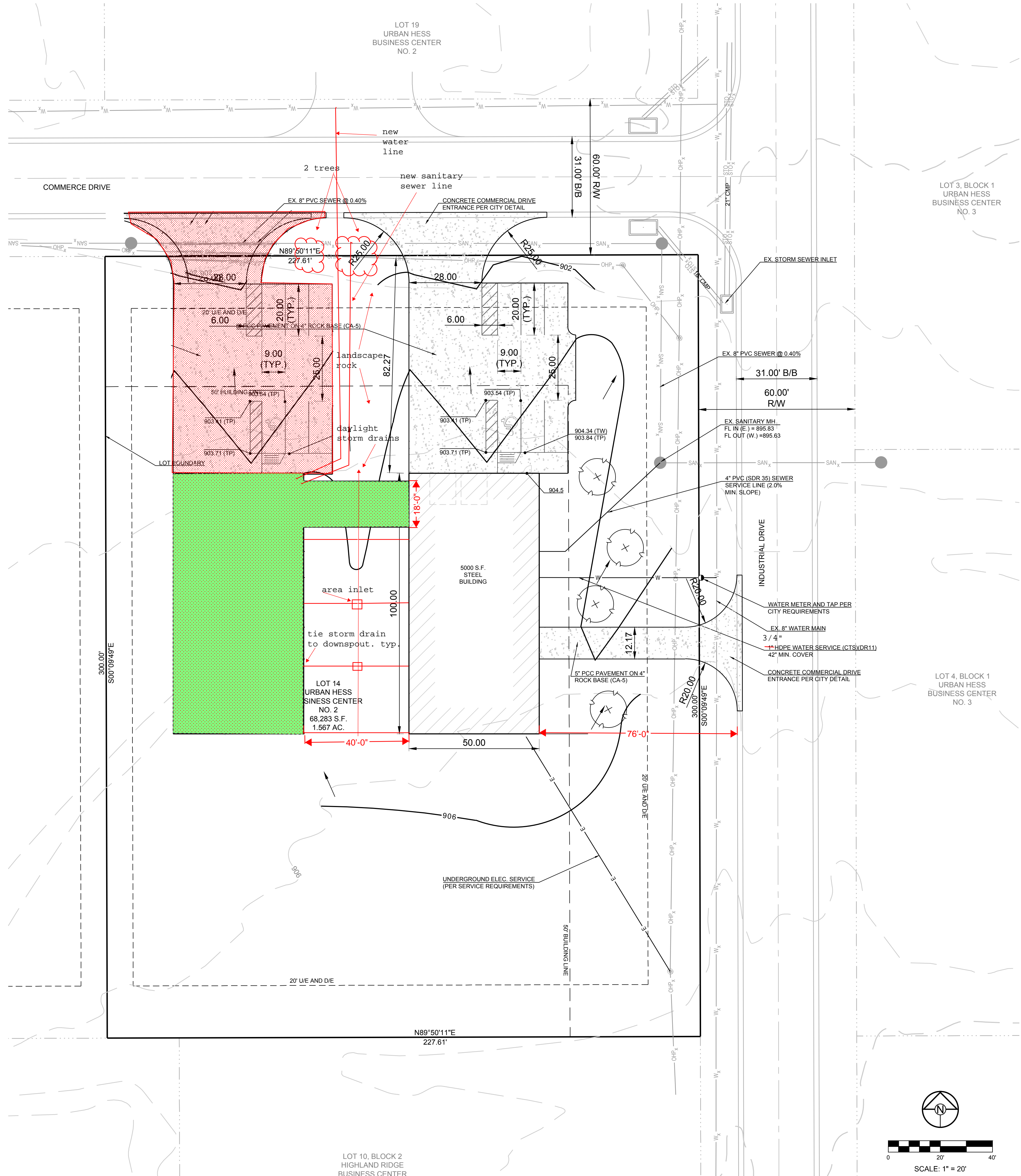
For questions or comments, please contact:

Brian Kingsley, PE

President

T: 785.727.7261

E: brian.kingsley@bgcons.com



DESCRIPTION:
 LOT 14 URBAN HESS BUSINESS CENTER NO. 2. A SUBDIVISION OF LAND IN THE CITY OF TONGANOXIE, LEAVENWORTH COUNTY, KANSAS

- GENERAL NOTES:**
- Topography and adjacent plat and improvements from LEAVENWORTH COUNTY G.I.S.
 - Existing utilities have been shown to the greatest extent possible based upon field locates by utility companies and information provided to the engineer.
 - Adjacent parcel information is based upon adjacent recorded plats. This site plan does not depict a Boundary Survey.
 - All parking lot lighting shall comply with the city codes and ordinances.
 - All new on-site wiring and cable shall be placed underground per the city codes and ordinances.
 - All above ground electrical and/or telephone cabinets shall be placed within the interior side or rear building setback yards unless the planning official approves the placement of the cabinets in the front or corner yard as outlined in the city code.
 - All wall and monument signs will require a sign permit through the codes division.
 - All parking spaces shall meet the requirements in the UDO
 - All improvements must meet the City of Tonganoxie design criteria, standards and codes.
 - Stormwater Detention is provided in the regional detention basin, per the "REVISED DRAINAGE STUDY FOR URBAN HESS BUSINESS CENTER PHASE 2" prepared by Gary Dity of Landplan Engineering, P.A., dated September 2002.

SITE INFORMATION:

CURRENT ZONING: INDUSTRIAL
 PROPOSED ZONING: INDUSTRIAL
 CURRENT USE: Vacant - undeveloped
 PROPOSED USE: INDUSTRIAL
 SITE AREA - LOT 14 1.57 AC.
 PROPOSED BUILDING AREA 5000 S.F.
 PARKING PROVIDED: 6 SPACES (INCLUDING 1 A.D.A.)

- LEGEND:**
- D/E - DRAINAGE EASEMENT
 - FL - FLOW LINE
 - ROW or R/W - RIGHT-OF-WAY
 - S/E - SANITARY SEWER EASEMENT
 - S/W - SIDEWALK
 - U/E - UTILITY EASEMENT
 - OHP_x - OVERHEAD POWER LINE - EXIST.
 - - EXISTING SANITARY MANHOLE
 - SAN_x - SANITARY SEWER MAIN - EXIST.
 - STO_x - STORM SEWER - EXISTING
 - ⊙ - POWER POLE
 - W_x - WATERLINE - EXISTING
 - - CURB & GUTTER
 - [Stippled Area] - CONCRETE - PROPOSED
 - ↗ - DRAINAGE ARROW
 - ⊗ - 2.5" CALIPER SHADE TREE

PREPARED BY:

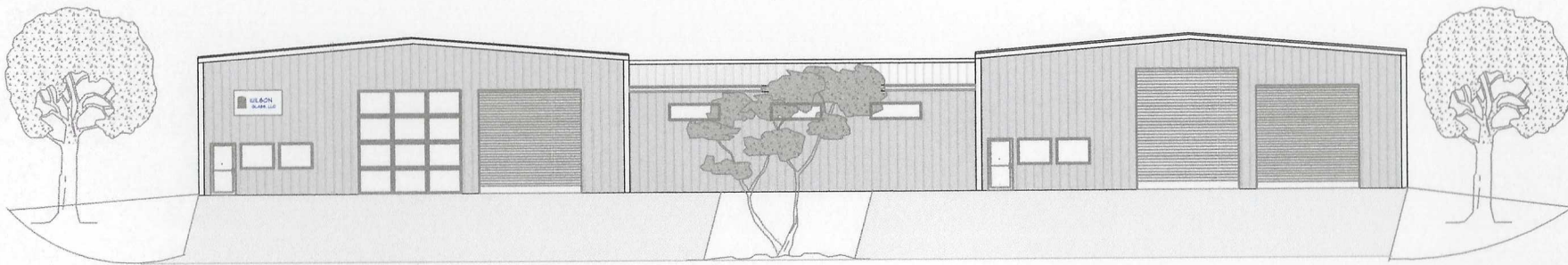
SCHLAGEL & ASSOCIATES, P.A.

**WILSON GLASS
 LOT 14, URBAN HESS
 BUSINESS CENTER NO. 2
 TONGANOXIE, KANSAS**

REVISION DATE	DESCRIPTION
###/###/###	###
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SITE PLAN

WILSON GLASS ADDITION



FRONT ELEVATION



Office of the City Manager
AGENDA STATEMENT

DATE: December 7, 2023
To: Honorable Chair Monica Gee and Members of the City Planning Commission
FROM: Lindsay Huntington
SUBJECT: Planning Commission Appointment Recruitment Update – Consider Applications and Recommendation

DISCUSSION:

Angela Schultz, who held a City resident position on the Planning Commission, resigned from the Planning Commission and her last meeting was in October 2023. Members of the Planning Commission are appointed by the Mayor with the approval of the Governing Body and serve terms of 3 years. The remainder of term for this vacant City position will run from the date of appointment to May 31, 2024.

The City of Tonganoxie posted the Planning Commission Vacancy on the City website on November 7, 2023. To date, three applications were received and a copy of each application is enclosed for review. The Planning Commission will have an opportunity to interview any applicants who are able to attend the December 7, 2023 Planning Commission meeting and can forward a recommendation for appointment to the vacant position to the Governing Body for their consideration.

Planning Commission Current Term Tracker

Tonganoxie Planning Commission Membership

11/6/2023

Residency Requirements

5/7 Positions required to be City residents

Table with 8 columns: Position Number, COUNTY 1, COUNTY 2, CITY 3, CITY 4, CITY 5, CITY 6, CITY 7. Rows include Name, Appointment Date (CC), Term Expiration Date, and Officer Role.

BUDGET IMPACT:

None.

ACTION NEEDED:

OPTIONAL – Consider making a recommendation to the Governing Body for appointment to fill the vacant position on the Planning Commission.

ATTACHMENTS:

Applications (3)

From: [Tonganoxie, KS via Tonganoxie, KS](#)
To: [Dan Porter](#)
Subject: Form submission from: City of Tonganoxie Boards and Advisory Committees Volunteer Application
Date: Friday, November 10, 2023 10:20:33 AM

Submitted on Friday, November 10, 2023 - 10:20am
Submitted by anonymous user: 2600:387:15:2712::9
Submitted values are:

Name (First and Last): David Allen Coffman
Upload File(s) - Letter of Interest and Resume:
Street Address: 529 E 6TH ST
City: TONGANOXIE
State: Kansas
Zip: 66086
Email: coffmandavid@msn.com
Phone Number: 9,139,150,453
Are you a registered voter? Yes
Do you live within the city limits of Tonganoxie? : Yes
Where do you work? Please include your job title and a brief description of your job duties and responsibilities.:
Colonial Presbyterian
Facilities manager
What Board/Committee would you like to serve on? : Planning Commission
Why do you wish to serve on this board? : Area I'm interested in and believe i can be an asset to.
What other Tonganoxie boards and committees have you served on? : None
Is this an application for a reappointment to a board you currently serve on? : No
Describe any work or volunteer experience that is related to the function of this board or committee. : Real estate agent twice. License has lapsed. Construction company owner/operator.
Select your highest education completed. : Associate Degree
Other information or comments:

From: [Tonganoxie, KS via Tonganoxie, KS](#)
To: [Dan Porter](#)
Subject: Form submission from: City of Tonganoxie Boards and Advisory Committees Volunteer Application
Date: Thursday, November 9, 2023 1:09:16 PM

Submitted on Thursday, November 9, 2023 - 1:09pm
Submitted by anonymous user: 12.91.140.26
Submitted values are:

Name (First and Last): Brianna Irvin
Upload File(s) - Letter of Interest and Resume:

Street Address: 146 S Whilshire dr
City: Tonganoxie
State: Kansas
Zip: 66086

Email: brianna.irvin95@gmail.com

Phone Number: 6,207,949,608

Are you a registered voter? Yes

Do you live within the city limits of Tonganoxie? : Yes

Where do you work? Please include your job title and a brief description of your job duties and responsibilities.: I work at Peruvian Connection as the Inventory Management Data Specialist. I manage product information on our ERP system, manage databases, compile reports, research issues and solutions, and assist other departments as needed.

What Board/Committee would you like to serve on? : Planning Commission

Why do you wish to serve on this board? : I want to give back to my community and help the city improve as well as get into the urban planning field.

What other Tonganoxie boards and committees have you served on? : None

Is this an application for a reappointment to a board you currently serve on? : No

Describe any work or volunteer experience that is related to the function of this board or committee. : I volunteer as a board member and the Treasurer for the Alliance Against Family Violence, a domestic violence shelter that services Leavenworth county. I am also pursuing a degree in public administration.

Select your highest education completed. : Some College

Other information or comments:

November 9, 2023

RE: Tonganoxie City Planning Commission

Letter of Interest

Dear Commissioners,

I would like to express my interest in serving on the City of Tonganoxie Planning Commission. I have lived and worked in Tonganoxie for almost two years now. My family and I plan to purchase a home here within the next three years and I have two children who attend Tonganoxie Elementary School.

As a member of the commission, I would bring several key qualities:

- **Commitment to public service:** I am a senior in college, set to graduate in May2024 with a bachelor's degree in public administration. Afterwards I plan to pursue a masters in American studies and urban planning. My goal is to serve the public and give back.
- **A different generations perspective:** I am 28 years old and have two children. With me on the board I can provide the perspective of people of my generation while looking to do what is best for the city.
- **A desire to improve Tonganoxie:** I see the potential Tonganoxie has not only for growth but also improvements. As someone who lives and works here, I am personally invested in the city's success.
- **A thorough and logical mind:** I do my best to be thorough in all things I do. I am also highly attentive and logical. These qualities would be an asset to the commission and the city.

Thank you for taking the time to review my interest and qualifications. I would appreciate your consideration as you look to fill the open Planning Commission vacancy.

Sincerely,

Brianna Irvin

Email: Brianna.irvin95@gmail.com

Cell: (620)794-9608

Brianna Irvin

Inventory Management Data Specialist/Student

Contact

Tonganoxie, Kansas
(620) 794 - 9608
Briann.irvin95@gmail.com

Education

Fort Hays State University
Projected Graduation: May
2024

B.S. in Public
Administration

Associations

Current board member and
treasurer for Alliance
Against Family Violence

Objective

To find a promising position with the purpose of serving the community that will utilize my skill set and qualifications while allowing me to opportunity to continue gaining experience.

Experience

January 2022 - Present
Inventory Management Data Specialist
Peruvian Connection

General Duties: Assisting supervisor and department with major projects including changeover of systems, collection and maintenance of data, and facilitating training, meetings, and correspondence. Maintains training documents, communication with internal and external contacts, and point of contact for many issues related to system and department. Manages all product information and incoming/outgoing purchase orders and transfers.

December 2018 – January 2022
Inventory Control Specialist
Standard Motor Products

General duties: reconciling inventory discrepancies/variances, using the JDE system, and addition to verifying/finding inventory. Managing purchase orders for supplies within budget, initiating orders to be filled, and managing database of inventory tracking.

Key Skills

- Ability to work independently.
- Efficient problem solving.
- Analytical
- Advanced in Microsoft Applications
- Leadership
- Organization
- Communication

From: [Tonganoxie, KS via Tonganoxie, KS](#)
To: [Dan Porter](#)
Subject: Form submission from: City of Tonganoxie Boards and Advisory Committees Volunteer Application
Date: Wednesday, November 29, 2023 7:12:18 PM

Submitted on Wednesday, November 29, 2023 - 7:12pm

Submitted by anonymous user: 207.192.213.60

Submitted values are:

Name (First and Last): Susan Freemyer

Upload File(s) - Letter of Interest and Resume:

Street Address: 206 W. 2nd Street

City: Tonganoxie

State: Kansas

Zip: 66086

Email: susanfreemyer22@gmail.com

Phone Number: 9,139,083,444

Are you a registered voter? Yes

Do you live within the city limits of Tonganoxie? : Yes

Where do you work? Please include your job title and a brief description of your job duties and responsibilities.: ReeceNichols Premier Realty. Licensed Real Estate Professional in the states of Kansas and Missouri. Assisting both Buyers and Sellers for the purchase or sale of Commercial, Land and Residential properties. Continuing Education include certifications for Effective Negotiations, Contract Law, Code of Ethics, and New Home Construction just to name a few that I received in 2022 & 2023. I can navigate through multiple County GIS systems and work with Heartland Matrix System.

What Board/Committee would you like to serve on? : Planning Commission

Why do you wish to serve on this board? : I've volunteered many times in the community and with the United States Navy. It's been a dream of mine for a while to sit on the planning & zoning commission. I was on the committee that helped find the Police Department their current building.

What other Tonganoxie boards and committees have you served on? : T3, Chamber of Commerce, New Police Station

Is this an application for a reappointment to a board you currently serve on? : No

Describe any work or volunteer experience that is related to the function of this board or committee. : New Police Department Committee, Tonganoxie Chamber of Commerce and the planning of Spooktacular, Mayors Christmas Tree Lighting, and other events. 2017 Graduate of Southern Leavenworth County Leadership Class.

Select your highest education completed. : Associate Degree

Other information or comments: I would be volunteering on this committee as a citizen of the community and not on behalf of my business or ReeceNichols Premier.

Submitted on Saturday, December 2, 2023 - 11:12am

Submitted by anonymous user: 208.184.162.184

Submitted values are:

Name (First and Last): Christine (Chrisie) Wiseman

Upload File(s) - Letter of Interest and Resume:

Street Address: 2180 Rock Creek Dr

City: Tonganoxie

State: Kansas

Zip: 66086

Email: Chrisie@reecenichols.com

Phone Number: 9,132,580,355

Are you a registered voter? Yes

Do you live within the city limits of Tonganoxie? : Yes

Where do you work? Please include your job title and a brief description of your job duties and responsibilities.: I am a customer service and dispatch manager at A-1 Sewer and Septic in KCK. I have been with them for 3 years but in the industry for over 10. I am also a full time real estate agent with Reece Nichols Preferred-Lawrence. I have been a licensed agent in Kansas for almost 4 years.

What Board/Committee would you like to serve on? : Planning Commission

Why do you wish to serve on this board? : I love the growth I have seen in our small town and would love to be a part of it.

What other Tonganoxie boards and committees have you served on? : None

Is this an application for a reappointment to a board you currently serve on? : No

Describe any work or volunteer experience that is related to the function of this board or committee. : I think managing a customer service division for a service company is very helpful. I have been trained to make sure in all situations to see a win for all involved when making hard decisions. My real estate could be helpful as well as I know real estate laws, zoning and easement rules. I help organize events for my church. I have managed a family of 6 (my husband, 4 kids, and myself) for 21+ years and that is my most impressive work history if you ask me.

Select your highest education completed. : Some College

Other information or comments: I am not boring, like to bring snacks to group activities, and enjoy a good dad joke every now and then.