

Planning Commission Meeting Minutes

May 2, 2019

7:00 p.m. Regular Meeting



CALL TO ORDER

- Vice Chairman Gee opened the meeting at 7:00 p.m.
 - Roll Call: Planning Commissioners present were Monica Gee, Jacob Dale, and Kevin Harris. Ms. Henson, Ms. Gabel, Mr. Morgan and Mr. Stoltenberg were absent. City Manager George Brajkovic, Planning Clerk Melanie Tweedy, Assistant City Manager Dan Porter and City Planner Chris Brewster with Gould Evans were also in attendance.
1. **OPEN AGENDA** – In order to speak during open agenda, you must sign in **before the meeting**. Please give your name and address to the City Clerk or designee. Comments will be limited to 3 minutes. Please wait to be recognized by the Chair and before speaking **state your name and address** for the record.
- Kay Soetaert, 124 W 1st Street, addressed the Planning Commission on the subject of the rezone of 704 E 4th Street in the agenda. As an applicant for the rezone, Ms. Soetaert explained the reasoning herself and the other owners felt rezoning was a logical idea.
 - Jeff Hooper, 804 E Main Street, addressed the planning commission with questions regarding the rezone and terminology surround the Historic Business District. Mr. Brewster explained that rezoning to Historic Business District did not classify the lot as a historic site, but was rather only the name of the zoning district.
 - No other members of the public addressed the Planning Commission.
 - Vice Chairman Gee closed the open agenda portion of the meeting.

Commissioner Crystal Henson arrived at 7:10 PM.

- Ms. Soetaert briefly explained the reasoning for the rezone application from the owners to Ms. Henson.

2. NEW BUSINESS

- Public Hearing – Rezone Application – “I-LT” (Light Industrial) to “HBD” (Historic Business District) at 704 E 4th Street.
- Mr. Brewster delivered a presentation on the item. He explained that based on the future land use study, the four corners of 4th Street and Main Street should all eventually be zoned as “HBD.” 704 E 4th Street is the last corner to be rezoned. He explained that “I-LT” would not allow for a lot of future development while “HBD” will allow for more options with Development. Mr. Brewster noted that that staff would recommend approval of the rezone application. He also noted that council will hear this rezone before being finalized and that any development of the lot would require a site plan, which would come to the Planning Commission for approval.
- Ms. Henson asked what the biggest difference between “I-LT” and “HBD”.
- Mr. Brewster explained that the largest difference was the required set backs.

- No further comments or questions from the Planning Commission.
 - **Mr. Dale made a motion to approve the rezone application, subject to the following staff conditions:**
 1. Future development on the site shall require site plan review by the Planning Commission as is required for new buildings in the HBD District.
 2. The standards of the HBD District shall be supplemented with the development and design criteria in the Downtown Mix land use category and/or Downtown / Central Business District Design Guidelines to ensure the development serves the “downtown gateway” principles, and is compatible with the scale, patterns and design of other buildings in the HBD district.
 - **Mr. Harris seconded the motion.**
 - **Roll Call Vote – All ayes. Motion carried.**

City Council will consider the rezone application for 704 E 4th Street at the regular meeting on May 20th at 7PM in the Council Chambers, located at 321 S Delaware St.

3. APPROVAL OF PC MINUTES –April 4, 2019

- **Vice Chairman Gee requested to revisit the approval of the Planning Commission meeting minutes from April 4th as more commission members were now present.**
- **Ms. Henson motioned to approve the Planning Commission meeting minutes from April 4th, 2019.**
- **Mr. Dale seconded.**
- **Vote of all ayes, motion carried.**

4. OLD BUSINESS

- Mr. Brajkovic addressed the commission in regards to the Downtown Design Standards. He stated that our planning staff reviewed those and found them to be guidelines more that standards and could not be used as an enforcement tool. The guidelines themselves are also approximately 20 years old.
- Ms. Gee asked if there was a way for some of the guidelines to become enforceable.
- Mr. Brewster stated that we would be able to enforce the guidelines, but that staff would need to provide direction.
- Ms. Gee stated that she was concerned about mirrored glass windows being a safety hazard downtown.
- Mr. Brewster informed that with a specific issue, we would be able to obtain a quicker solution. In this case, Planning Commission and City Council would need to pass an ordinance restricting the use of mirrored glass.
- Mr. Harris stated that our guidelines were written during a changing time in Tonganoxie and he feels that those guidelines should be revisited.
- Mr. Brajkovic addressed that our Fire Department and Police Department are conducting inspections on local businesses. During these inspections they are able to assess and potential safety hazards and present those to the business owners.
- Ms. Gee complimented the work of our Fire Department and Police Department.

5. GENERAL INFORMATION

- No items.

6. ADJOURN

- **Mr. Dale made a motion to adjourn the meeting.**
- **Mr. Harris seconded the motion.**
- **Vote of all ayes, motion carried.**
- **Meeting adjourned at 7:32 p.m.**

Respectfully submitted,

Melanie Tweedy, Planning Clerk