TONGANOXIE PLANNING COMMISSION

Agenda
October 5, 2017
7:00 p.m.
City Council Chambers
321 S. Delaware St.

CALL TO ORDER – Planning Commission Meeting

1. **APPROVAL OF PC MINUTES –** September 7, 2017

2. **OPEN AGENDA**

3. **OLD BUSINESS**
   a) Review Comprehensive Plan Amendments
   b) Review Changes to PC Bylaws

4. **NEW BUSINESS**
   a) Extension of Time for Preliminary Plat – KCRVR
   b) Training – City Attorney Shannon Marcano

5. **INFORMATION & COMMUNICATIONS (No Action Required)**
   a) August Home Builders Association Permit Statistics
   b) August Market Research Statistics

6. **ADJOURN**

TONGANOXIE
PLANNING COMMISSION
MEETING MINUTES
SEPTEMBER 7, 2017

Call to Order – The Planning Commission met on September 7, 2017. John Morgan called the meeting to order at 7:00 pm. Commissioners present were Jacob Dale, John Morgan, Monica Gee, Steve Ashley and Patti Gabel. Zach Stoltenberg and Steve Gumm were absent. A quorum was met. Also present were George Brajkovic, City Manager, Graham Smith, City Planner, and Patty Hagg, Recording Secretary.

Approval of Planning Commission Minutes– 8/3/17-Monica Gee motioned to approve the minutes, Jacob Dale seconded. All ayes,

New Business

Old Business

Review Comprehensive Plan Amendments

Graham Smith, Planning Consultant, Gould Evans, presented drafts of The Public Realm, Future land Use and Connectivity plans. The Public Realm covers park standards, green standards, parkway standards, streets and trails. The Future Land Use covers land use categories and appropriate land uses for each category. The Connectivity plan covers types of streets and design guide. Mr. Smith suggested the planning commissioners review the plans he presented and have additional discussion at the next meeting. He stated a public hearing with a 20 day notice would be needed for adoption of the plans to the Comprehensive Plan.

Open Agenda

Jim Bothwell – 1019 Starla Court, Tonganoxie KS 66086 – commented on the good work the Planning Commission is doing to preserve the housing and design standards for the citizens of Tonganoxie. He also commented on the Tyson project and suggested the Planning Commission contact the Leavenworth County Planning Commission in regards to rezoning property within the near & long term growth area of Tonganoxie and zoning regulations regarding agriculture uses in the county.

Drew Overmiller-121 E 2nd St., Tonganoxie KS 66086 – also commented on the near and long term growth areas. He discussed future 14th St. and the possibility of underground utilities in future subdivision planning. He also suggested added the Planning Commission meetings to the calendar and adding the agenda to the website.

John Morgan-Chairman- Also discussed zoning, building permits, the 3-mile future growth area around Tonganoxie, the special zoning district on Co. Rd 1. He stated concerns regarding the Tyson project, air and water quality regulations should be directed to the Lv. Co. Planning Commission.

Monica Gee -Vice Chairman – would like more information on the Downtown Revolving and/or Façade grants.

General Information

The July Home Builders and Market Research reports were reviewed. No action was taken.

With no further business to discuss Jacob Dale moved to adjourn. Monica Gee seconded. All ayes. Meeting adjourned at 8:25 p.m.

Minutes Approved: _____

_____
Submitted by: Patty Hagg, Recording Secretary

City of Tonganoxie

Office of the City Manager

City Hall
321 S. Delaware,
Tonganoxie, Kansas 66086
(913) 845-2620
www.tonganoxie.org

DATE: September 29, 2017

TO: Chairman John Morgan and Planning Commissioners

FROM: Jamie Shockley, Assistant City Manager

SUBJECT: Time Extension to Preliminary Plat for KCRVR

DISCUSSION:

The preliminary plat for KCRVR that was approved on 10/6/2016 is about to expire. Bud Penner has asked for an extension of the preliminary plat for another year. An extension of time on a preliminary plat does not require public notice and only applies to the same preliminary plat that was originally considered.

Considerations:

Prior to approval of a Final Plat the following items must be submitted and all conditions of the SUP and Rezoning must be met.

1. Special Use Permit – Public Hearing
2. Rezoning of Commercial Frontage – Public Hearing

BUDGET IMPACT:

No Budget impact at this time

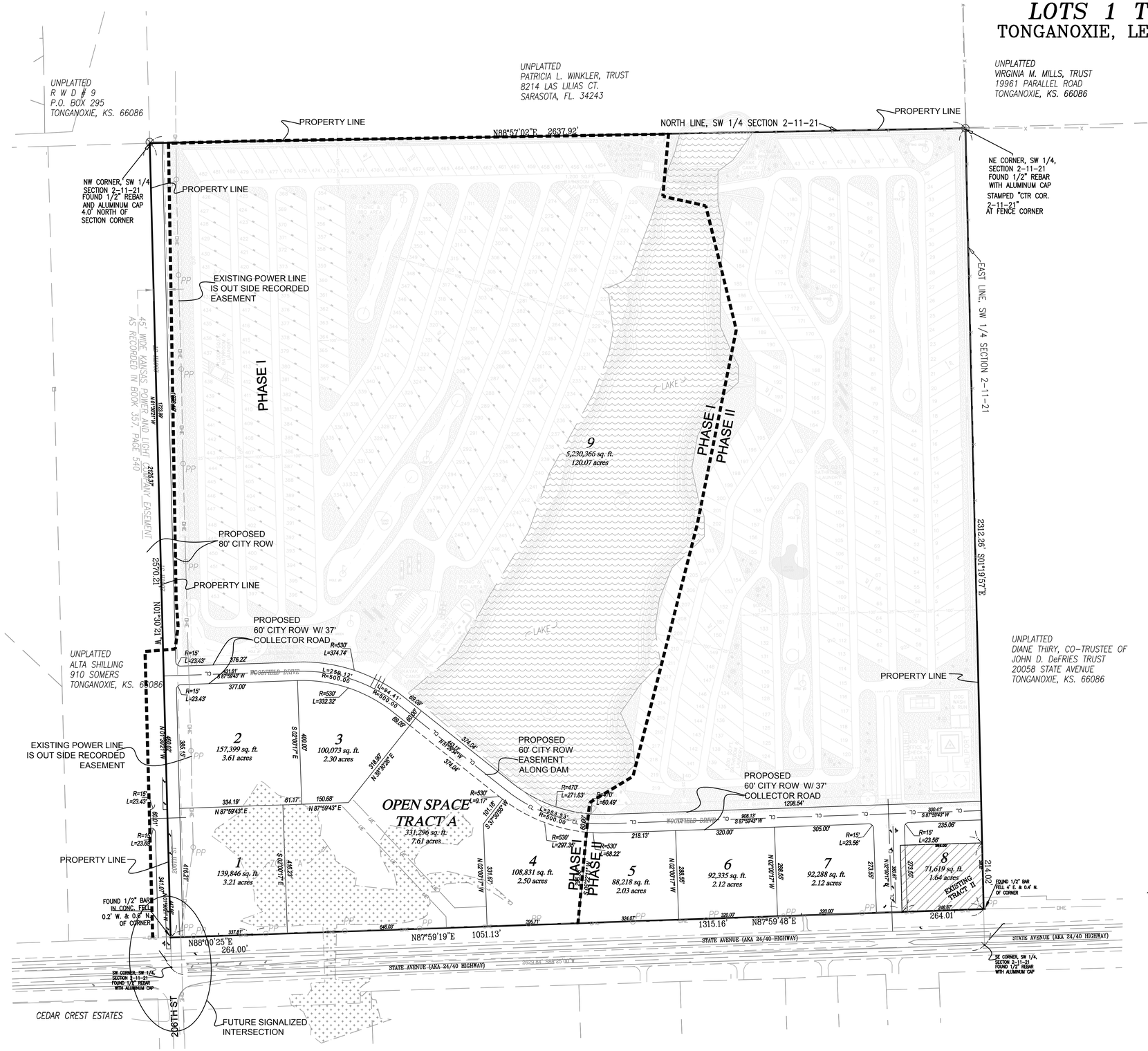
STAFF RECOMMENDATION:

Approval of 1 year time extension for KCRVR Preliminary Plat

PRELIMINARY PLAT FOR KANSAS CITY LAKESIDE RV RESORT

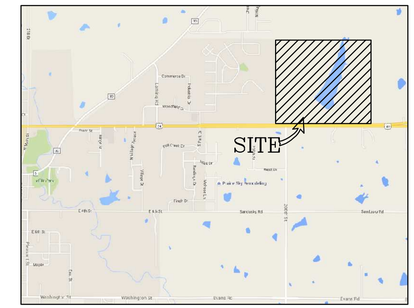
LOTS 1 THRU 9 & TRACT A

TONGANOXIE, LEAVENWORTH COUNTY, KANSAS



SHEET INDEX

C100 PRELIMINARY PLAT
C102 ZONING PLAN
C103 EASEMENT AND SETBACKS
C104 UTILITY SYSTEMS AND INFRASTRUCTURE



LOCATION MAP

DEVELOPMENT INFORMATION

A. EXISTING ZONING R-1
PROPOSED ZONING R-1 AND GBD
B. TOTAL LAND AREA 147ac

TITLE COMMITMENT DESCRIPTION:

TRACT I:
OWNER: V & S LAND COMPANY II, L.L.C. AS TO TRACT I

THE SOUTHWEST QUARTER OF SECTION 2, TOWNSHIP 11 SOUTH, RANGE 21 EAST OF THE 6TH P.M., LEAVENWORTH COUNTY, KANSAS, LESS 2 ACRES IN THE SOUTHEAST CORNER THEREOF, AND LESS THAT PART HERETOFORE TAKEN FOR HIGHWAY PURPOSES, AND ALSO KNOWN AS COMMENCING AT THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF SECTION 2, TOWNSHIP 11 SOUTH, RANGE 21 EAST OF THE 6TH P.M., LEAVENWORTH COUNTY, KANSAS; THENCE RUNNING NORTH 20 RODS; THENCE WEST 16 RODS; THENCE SOUTH 20 RODS; THENCE EAST 16 RODS TO THE PLACE OF BEGINNING, LESS THAT PART HERETOFORE TAKEN FOR HIGHWAY PURPOSES.

TRACT II:
VICKIE LYNN SCHUBERT AND SANDRA ANN MEREDITH AND PATRICIA LOUISE WINKLER, AS TO TRACT II

COMMENCING AT THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF SECTION 2, TOWNSHIP 11 SOUTH, RANGE 21 EAST OF THE 6TH P.M., LEAVENWORTH COUNTY, KANSAS; THENCE RUNNING NORTH 20 RODS; THENCE WEST 16 RODS; THENCE SOUTH 20 RODS; THENCE EAST 16 RODS TO THE PLACE OF BEGINNING, LESS THAT PART HERETOFORE TAKEN FOR HIGHWAY PURPOSES.

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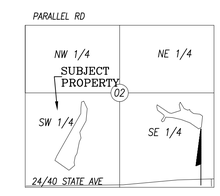


LOCATION MAP
SCALE=1"=2000'
SECTION 02
TOWNSHIP 11 RANGE 21

STATE OF MISSOURI
ROBERT W. WALQUIST
NUMBER
E-2001010825
REGISTERED PROFESSIONAL ENGINEER
9/9/16

PRELIMINARY PLAT

DATE	BY	REVISIONS
8-11-2016		PRELIMINARY PLAT INITIAL SUBMITTAL

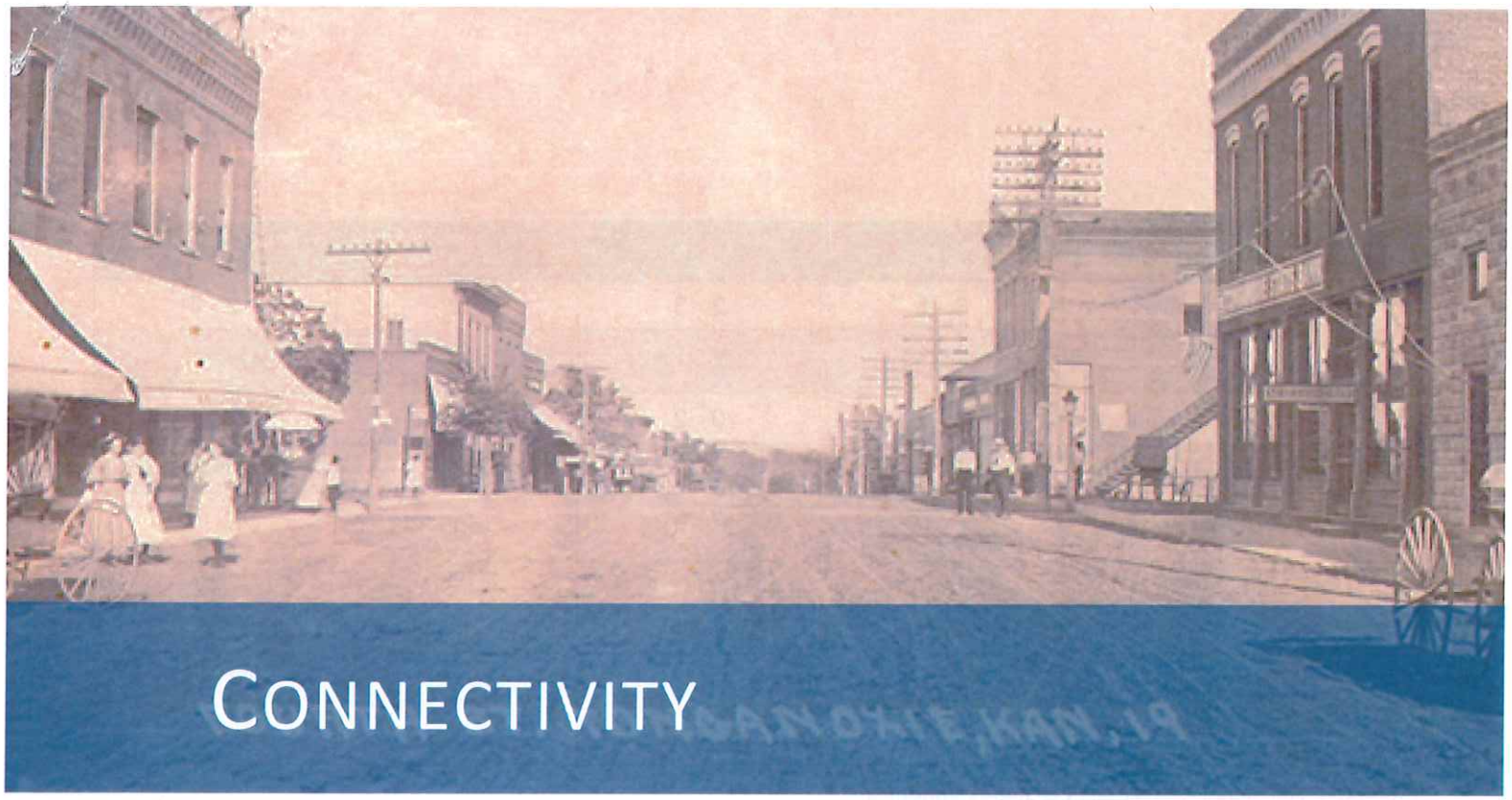
CIVIL ENGINEER
Quist Engineering, Inc
Civil Engineering for Residential & Commercial Site Development
821 NE Columbus St.
Lee's Summit, Missouri 64063
Phone: (816) 550-5675
email: rwalquist@quistengineering.com

DESIGN CONSULTANT
RV PARK CONSULTING INC
812 Shoshone Drive
LaConner, WA 98257
(360) 466 - 3322
rvparkconsultant@gmail.com

CLIENT
KANSAS CITY RV RESORT LLC
7500 COLLEGE BLVD. SUITE 500
OVERLAND PARK, KANSAS 66210

PRELIMINARY PLAT
KANSAS CITY LAKE SIDE RV RESORT
TONGANOXIE, LEAVENWORTH COUNTY, KANSAS

JOB NO. E14-310
ISSUE DATE 8 - 9 - 2016
SHEET NO. C100



CONNECTIVITY

The City of Tonganoxie, its residents and visitors rely on the street network to provide connections and access to and within the community. Connectivity defines the manner in which people move throughout the community to use the services and amenities offered. The current connectivity network is defined by the arterial, collector, residential and parkway roadway system and basic design standards. These roadway types and standards focus on the amount of automobile traffic that can be moved, or is anticipated to be moved, by the different roadway types. While these types and designs are adequate to move automobile traffic, they do not address the character of the roadway or the use of the roadway by other modes of transportation, specifically pedestrians and bicycles. The character of roadway design and its accommodations of automobiles, pedestrians and cyclists is an important factor to support the growth and development of Tonganoxie.

Level of Service

Level of services designations - arterial, collector, residential and parkway - defines the desired capacity of a roadway. This approach is support by basic design standards that address the right-of-way and roadway pavement widths needed to accommodate the level of roadway. To adequately address the connectivity within in the community design details that address the components of other street and right-of-way details are necessary. Design standards for each of the roadway classifications are included in Figure C-1, for each functional classification of street - arterial, collector, residential and parkway.

	Arterial	Collector	Residential	Parkway
# of Through Traffic Lanes	3 - 5	2 - 3	2	2 - 4
Width of Lanes (excludes curb & gutter)	10′ - 12′	10′ - 12′	10′	10′ - 12′
# of Parking Lanes	0 - 2	0 - 2	0 - 2	0
Parking Lane Width	8′	8′	7′	NA
Width of Median (includes curb & gutter)	0′ – 16′ (turn lane – 12′ max.)	0′ – 10′	0′	0′ – 16′ (turn lane – 12′ max.)
Minimum R/W Width	80′ to 100′	60′	50′	120′
Bike Facility	5′ lane (min.)	5′ lane (min.)	Share the Road	5′ lane (min.)
Pedestrian Facility	2 (1 multi-use path + 1 sidewalk preferred)	2	1 – 2	2 (1 multi-use path + 1 sidewalk preferred)
Sidewalk Width (Min./dependent on street type)	5′ – 10′	5′ – 10′	4′ – 8′	5′ – 10′

Figure C-1: Functional Classification of Streets Standards

Complete Streets

The creation and adoption of the *Conveniently Connected: Pedestrian and Bicycle Master Plan* provides a pedestrian and bicycle policy framework to make Tonganoxie more connected. Through improved design and construction of the street and trail network work the multimodal connectivity network will be improved and expanded as the city grows. The plan, Figure C-3, is based on the transportation philosophy of creating a complete street network to provide access throughout Tonganoxie using multiple modes of transportation.

A complete street according to the plan is a street that is "designed and operated to enable safe access for all users (pedestrian, bicyclist and motorists) of all ages and abilities along and across the street." The plan identifies the desired network and improvements to further connect the community. In locations of the community that the plan calls for multi-modal complete streets or extension of the trail system, the design of those facilities should use the design standards included in Figure C-1 as a baseline, and the Complete Street Design Guide assistance found in Figure C-2. The design of complete streets builds on the Character Street idea, as detailed in the Public Realm section of the Comprehensive Plan updates, and should be applied in conjunction with to create the context desired.

Design Type	Standard	Community	Activity	Natural
Lanes / Lane Widths	Number and width of lanes should be determined by the anticipated capacity, desired vehicle speed, AND balanced with the accommodation of other critical Complete Street elements. Each Street Design Type has a different emphasis on priority elements that best support the context and use.			
Sidewalks	Sidewalks on both sides of the street – except extremely low-density areas, extremely high – traffic/high-vehicle contexts; OR in cases where alternate facilities like a multi-use path are provided; 5′ min., but the wider the better; 8′ min. to support pedestrian oriented economic development; 12′ min. to support social spaces along the street.		8′ min.; 12′ min. is ideal; 16′ min. to support social spaces at key locations.	Multi-use path preferred on arterials; 4′-5′ min. on one side for collectors, or omitted as conditions warrant.
Bicycle Facilities	Multi-use path preferred on arterials. Bike lane or sharrow preferred on collectors. Sharrow is acceptable on residential streets.		Sharrow acceptable; bike facilities omitted where street design speeds are 20 mph or below or where parallel routes are within 600′	Multi-use path preferred on arterial, bike lane or sharrow acceptable on collectors.
Landscape / Amenity Area	Small or large shade trees in the tree lawn; 35% tree canopy over ROW.	Large shade trees in tree lawn; 70% - 100% tree canopy over ROW.	Small or large shade trees in tree wells; 24′ s.f. min. for tree wells′ 36′ s.f. + rec.; at least 50% tree canopy over ROW.	More dense, irregular and natural plantings of trees and shrubs; design with sidewalks, bicycle facilities & drainage; 70% to 100% tree canopy over ROW.
	Tree lawn width 4′-6′ - trees under 30′ tall; 6′-8′ - trees 30′ to 50′ tall; 8′+ - trees +50′ tall.			
Street Furniture / Amenity Area	None	None	Requires 6′ clear zone for pedestrians; 6′+ zone between curb and sidewalk; and/or along first 6′ of building frontage.	None
On-street Parking	Permitted with engineering review.	7′ parallel (including curb & gutter).	8′ parallel required; 18′ angled (including curb & gutter).	None
Drainage	2′ curb and gutter; or green infrastructure drainage with engineering review.			10′+ natural swale; or green infrastructure with engineering review.

Figure C-2: Complete Streets Design Guide

Trails

As promoted by the *Conveniently Connected: Pedestrian and Bicycle Master Plan for Tonganoxie*, trails should be an integrated part of any future transportation system improvements. The trail network should be used to provide communitywide connectivity as well as local access to neighborhoods and destinations like parks, schools and Downtown. A trail can come in many different designs and should be appropriate for the context it is serving.

Legend

- Multi-modal "Complete Street" Improvements
- Existing Trails
- Future Greenway Trails
- Metro Green Corridor
- Trailhead (proposed)
- Future Greenway Park
- Existing or Planned Signalized Intersection
- Historic Business District
- School
- Streams
- City Limits

0 500 1,000 2,000 Feet

NAD 83 State Plane Kansas North
T:\2009-0022-TonganoxiePAS\01-PAS\Trails\2010 Trails Map Display.mxd

BWR Right in the Center

Figure C-4: ***Conveniently Connected: Pedestrian and Bicycle Master Plan Map***

FUTURE LAND USE

FUTURE LAND USE

The future land use plan within the Comprehensive Plan for Tonganoxie defines the patterns of future growth and development. To create the places and neighborhoods desired by the community a more refined level of land use planning is necessary. The intent of this focused planning is to provide additional detail regarding specific uses and more flexibility in the pattern and relationship of uses to encourage the creation of desirable places. The future land use definitions are not intended to change the citywide land use pattern but rather to refine the location and mix of uses at the neighborhood scale.

The application of the future land use designations will come through the application of appropriate zoning classifications when development occurs. The appropriate zoning categories and their appropriateness should be evaluated based on the specific development proposal.

The land use categories identified include:

- Downtown Retail
- Downtown Mixed
- Neighborhood Mixed
- Residential Compact
- Residential Mixed
- Residential Large Lot
- Residential Small Lot
- Public / Semi-Public
- Park & Open Space

The color code at the top of each category description table represents the land use color on the refined future land use map.

LAND USE CATEGORY: **Downtown Retail (DR)**

Description:

Downtown Tonganoxie is a defining element of the community and its history. Continued redevelopment of Downtown should strive to replicate the urban development pattern and form that once defined Downtown. This area represents a concentration of development that supports the needs of the local community, and attracts visitors from the region through its offering of goods and services as well as activities. Downtown Tonganoxie contains activities including commercial retail and service uses, public and financial institutions, cultural, recreational, as well as art and entertainment uses and supporting residential development. The continued growth and mixing of all types of land uses is appropriate for downtown.

Additional housing within, and around, the downtown area will provide stability to the area and create a more active environment. Housing in the downtown area should strive for higher densities, whether single family housing or multi-family housing. Within the Downtown, the density of housing should be similar to that of the higher residential densities of 9 to 15 units / acre. Housing in the form of townhomes, lofts, row houses, walk-ups, as well as other similar residential development would be appropriate in downtown.

Example:

APPROPRIATE LAND USES:

Primary Uses:	*Development Criteria:*
• Retail / Service • Public / quasi-public	• Multi-story buildings should be encouraged to maintain density of development and provide mixed-use opportunities. • Buildings should be developed with zero building set-back, except to allow entry, plaza, small park or outdoor use spaces • Parking should be given secondary site design consideration to the building, and placed behind the building when possible. • Parks and open space should be included in development and expanded within downtown. • Smaller scaled footprint buildings are encouraged to locate in downtown. Large scale development, if desired should be designed to appear as a series smaller scaled buildings. • The street and sidewalk network should be designed to accommodate the pedestrian and bicyclists. • On-street parking opportunities should be maximized throughout Downtown Tonganoxie.

Secondary Uses:	*Location Criteria:*	*Development Criteria:*
• Medium-High Density residential uses – 9 to 15 units per acre • Office uses	• Primarily located on upper stories of mixed-use buildings (ground floor retail or institutional) along 4th Street; OR • Residential - allowed as a primary use, off 4th Street. • Office - Limited to less than 40% of the ground floor space on 4th Street within Downtown; AND Residential - Limited to less than 20% of the ground floor space on 4th Street within Downtown.	• Buildings, access points and parking areas should have similar relation to streetscapes as primary uses, but buildings with ground floor residential uses may be setback slightly from the streetscape and/or elevated slightly above street level to provide privacy for ground-floor dwelling areas. • Buildings should reflect similar scale as primary uses. • Transitions between secondary and primary uses that minimize the impacts of noise, light, traffic, operations and intensity of development should be incorporated in the site design of secondary uses. Acceptable buffering can include fencing (stone, wood, and masonry), solid plantings, berming or other methods that complement the development character.

LAND USE CATEGORY: **Downtown Mixed (DM)**

Description:

The **Downtown Mixed** land use is intended to promote the mix of commercial and residential uses within Downtown Tonganoxie, and assist in the creation of an active, vibrant Downtown. The district allows for the development of commercial and residential uses and provide a transitional development pattern to the Downtown core along 4th Street to the neighborhoods surrounding Downtown. The space between the Downtown Core and neighborhoods should be guided by the appropriate scale of development and activity to ensure the transition from the predominately commercial core of Downtown to the surrounding single-family neighborhoods.

Example:

APPROPRIATE LAND USES:

Primary Uses:	*Development Criteria:*
• Retail & Service Uses • Office Uses • Residential – Single-Family, minimum lot size 6,000 square feet, minimum lot width 65 feet. • Civic Space / Institutional Uses Spaces	• Maximum lot size 12,500 • Front Yard Setbacks – between 0 and 20 feet, should align along the block face, with exceptions for courtyards or other open space.

Secondary Uses:	*Location Criteria:*	*Development Criteria:*
• Multifamily residential Uses – 9 to 15 units per acre	• Located on the upper stories of mixed-use buildings; OR • The back side of the blocks that front on 4th Street, or the streets perpendicular to the 4th Street between 3rd and 5th Streets.	• Multifamily residential buildings should reflect a similar scale to surrounding single-family residential uses; and in no case more than double the height of those residential uses. • Transitions between the Downtown and surrounding neighborhoods should be primarily addressed through the appropriate scale, mass and site design. • Where additional buffering between different uses is needed, elements that minimize the impacts of noise, light, traffic, operations and intensity of development should be incorporated in the site design. Acceptable buffering can include fencing (stone, wood, and masonry) or solid plantings or other methods that complement the neighborhood and development character.

LAND USE CATEGORY: **Neighborhood Mixed (NM)**

Description:

The **Neighborhood Mixed** land use is a smaller mixed-use node that consists of locally focused services that can include a residential component. Convenience goods, such as smaller specialty grocery stores, personal services (dry cleaning, beauty salon, bank), restaurants, gas stations and small office uses are the primary commodities and services that are provided within neighborhood centers. Smaller, appropriately scaled institutional uses such as churches, libraries or schools are also appropriate for these centers.

Neighborhood centers typically 30,000 to 70,000 square feet of retail and complementary office. These centers many times are dependent on a single anchor (20,000 square feet maximum) such as a pharmacy for success, as many of the support retail and services rely on the anchor for drawing customers. Depending on their size, neighborhood centers need the support of 2,000 to 4,000 households or an average population of 4,700 to 9,400 people. To ensure a compact, walkable center most of that population should be accommodated within ½ mile of the center which requires urban development densities in proximity to the center

Example:

APPROPRIATE LAND USES:

Primary Uses:	*Location Criteria:*	*Development Criteria:*
• Retail / service • Office • Public / Semi Public	• Located 2 to 3 miles apart from similar neighborhood of community centers. (may be closer with greater density). • Approximate size of centers should be 5 to 15 acres before transitions to supporting neighborhoods. • Preferred locations are at the intersections of two arterials, an arterial and a collector, or two collectors for all future centers. • Neighborhood centers may be located along one quadrant of the intersection but shall not extend more than one full block; neighborhood centers focused on multiple quadrants of an intersection may extend one block in each direction. • Existing commercial areas should be used as the basis for the establishment of mixed-use centers, within the existing community, as defined on the Future Land Use map	• The scale and style of development should be compatible with that of the surrounding neighborhood. • Include amenities such as public focal points / spaces. • Streetscape and site design should be pedestrian oriented both among uses and between uses and neighborhoods. • Public streets and/or internal circulation systems should segment the center into small, walkable blocks; typically between 250' to 400' long. • Pedestrian accessibility and circulation between all sites should be incorporated into all development. • On-street parking, internal to the development, should be a priority to minimize parking lots and improve the pedestrian circulation system. • Space for multiple tenants and uses in nonresidential buildings should be provided. • Quality design and materials should be used for all development to encourage long-term commitment to a location. • Transitions / buffers between centers and less intense adjacent uses and neighborhoods should minimize the impacts of noise, light, traffic, operations and intensity of the center. Acceptable buffering can include fencing (stone, wood, masonry), solid plantings, berming or other methods that complement the development character.
Secondary Uses:	*Location Criteria:*	*Development Criteria:*
• Residential – higher density, 8 – 16 units per acre	• Upper levels of mixed use buildings (ground floor office or retail); OR • Principal (ground floor) use on perimeter blocks of mixed use center.	• Urban character buildings with small setbacks and oriented to street. • Pedestrian-oriented streetscapes with wide sidewalks, on-street parking, and limited curb-cuts and internal site circulation (alley access may be necessary) • Smaller-scale urban open spaces frequently located; plazas, courtyards or pocket-parks should be located on every block. • Small, well-connected blocks; typical length 400' to 600'. • Transitions / buffers between secondary and primary uses that minimize the impacts of noise, light, traffic, operations and intensity of development should be incorporated in the site design of secondary uses. Acceptable buffering can include fencing (stone, wood, masonry), solid plantings, berming or other methods that complement the development character.
• Civic /Institutional – parks, public safety, churches, schools, etc.	• Central locations of the mixed-use center serving as a focal point; OR • On edges of mixed-use center serving as transitions to neighborhoods	

LAND USE CATEGORY: **Residential Mixed (RM)**

Description:

The **Residential Mixed** land use allows for a greater density of residential development, typically in the range of 8 to 20 units per acre in forms such as compact and small-lot single family homes, duplexes, townhomes and multiple family residential housing. Residential Mixed housing incorporates a mix of housing types in a neighborhood setting. Urban residential formats should also be integrated into downtown as well as commercial centers in Tonganoxie. Like other residential land uses, appropriately scaled uses such as churches, schools, parks and other civic and institutional uses should also be accommodated within the urban residential land use category.

Appropriately scaled office, retail and services are allowed in the urban residential land use category. To be effective the scale, design, and transitions between uses should enhance and protect the existing fabric of the adjacent uses and neighborhoods. These uses are allowed as secondary uses and should adhere to the location and development criteria below.

Example:

APPROPRIATE LAND USES:

Primary Uses:

- Single Family and Multi-family Residential – up 12 units per acre (gross neighborhood density)

Secondary Uses:	*Location Criteria:*	*Development Criteria:*
• Residential - duplexes, townhouses and apartments - 8 to 20 units per acre	• At edges of defined neighborhoods along arterials and minor arterials; OR • As transitions to adjacent mixed-use centers or institutional uses.	• Buildings should reflect a similar scale to primary single-family uses; Where adjacent buildings are more than 150% of the height or building footprint of primary single-family uses, additional setbacks, buffers and usable open spaces should facilitate transitions. • Buildings, access points and parking areas should have a similar relation to neighborhood streetscapes as the primary single-family uses. • Open spaces should be in prominent locations along prominent streets or in front of prominent buildings).
• Civic and institutional uses such as parks, community center/club house, churches, school, or other neighborhood support uses.	• As focal point and central to a neighborhood associated with the intersection of Collector Streets or higher classification; OR • At edges of defined neighborhoods along arterials and minor arterials.	
• Convenience Retail / Service, Office and Mixed-use	• Concentrated at nodes – intersections of collector street classifications or higher; in areas that are supportive of and complementary to the neighborhood scale. • No closer than ½ mile from similar non-residential centers; serving market area of approximately 1 mile or less	• No greater than 2.5 acres in area total –preferably shifted to one quadrant of 4 quadrants of intersections; • No more than 10,000 square feet of non-residential space total; average tenant space of 500 to 2,000 square feet. • Contains pedestrian amenities: plazas, wide sidewalks, on-street parking; limited and well-screened on-site parking; street-front buildings; limited vehicle access and circulation points • Buildings should reflect a similar scale to residential uses; where adjacent buildings are more than 125% of the height or building footprint of primary single-family uses, additional setbacks, buffers and usable open spaces should facilitate transitions. • The design of secondary uses should strive to complement and enhance the existing character of surrounding uses and neighborhoods. • Transitions between secondary and primary uses that minimize the impacts of noise, light, traffic, operations and intensity of development should be incorporated in the site design of secondary uses. Acceptable buffering can include fencing (stone, wood, and masonry), solid plantings, berming or other methods that complement the development character.

LAND USE CATEGORY: **Residential Compact (RC)**

Description:

Residential Compact land use provides for small-lot, single-family residential development in a compact neighborhood development pattern. These patterns re typically found near commercial centers or mixed-use areas like Downtown Tonganoxie and support the goods and service providers with additional market. Narrow lots width typifies this housing pattern with many as narrow as 65 feet. New Residential Compact neighborhoods or development should provide transition to less intense neighborhoods or development.

Attached single family, duplex and townhome housing types should also be considered in the appropriate context within Compact neighborhoods or development.

Example:

APPROPRIATE LAND USES:

Primary Uses:

- Residential - up to 8 units per acre

Secondary Uses:	*Location Criteria:*	*Development Criteria:*
• Residential - duplex, townhomes – up to 12 units per acre	• At the edges of neighborhoods along arterial or collector streets OR at the end grain of blocks along a collector street. • Adjacent to or across the street from park or open space.	• Buildings should reflect a similar scale to primary single-family uses of the neighborhood. • Buildings, access points and parking areas should have a similar relation to neighborhood streetscapes as the primary single-family uses.
• Civic and institutional uses such as parks, community center/club house, churches, school, or other neighborhood support uses.	• As focal point and central to a neighborhood associated with the intersection of Collector Streets or higher classification; OR • At edges of defined neighborhoods along arterials and minor arterials.	• Buildings should reflect a similar scale to primary single-family uses; Where adjacent buildings are more than 150% of the height or building footprint of primary single-family uses, additional setbacks, buffers and usable open spaces should facilitate transitions. • Buildings, access points and parking areas should have a similar relation to neighborhood streetscapes as the primary single-family uses. • Open spaces should be in prominent locations along prominent streets or in front of prominent buildings).

LAND USE CATEGORY: **Residential Small-Lot (RSL)**

Description:

Residential Small-Lot land use provides for small-lot, single-family, residential development in a typical suburban development pattern. This pattern is seen throughout most metropolitan and Midwest communities. The housing type is typically single family detached and the typical lot width is near 100'. Opportunities for attached single family housing may be appropriate given the correct context and relationship to adjacent development.

Example:

APPROPRIATE LAND USES:

Primary Uses:

- Residential – up to 4 units per acres

Secondary Uses:	*Location Criteria:*	*Development Criteria:*
• Residential – attached units such as duplex and tow homes – up to 8 units per acre	• At the edges of neighborhoods along collector streets OR at the end grain of blocks along a collector street. • Adjacent to or across the street from park or open space.	• Buildings should reflect a similar scale to primary single-family uses of the neighborhood. • Buildings, access points and parking areas should have a similar relation to neighborhood streetscapes as the primary single-family uses.
• Civic and institutional uses such as parks, community center/club house, churches, school, or other neighborhood support uses.	• As focal point and central to a neighborhood associated with the intersection of Collector Streets or higher classification; OR • At edges of defined neighborhoods along arterials and minor arterials.	• Buildings should reflect a similar scale to primary single-family uses; Where adjacent buildings are more than 150% of the height or building footprint of primary single-family uses, additional setbacks, buffers and usable open spaces should facilitate transitions. • Buildings, access points and parking areas should have a similar relation to neighborhood streetscapes as the primary single-family uses. • Open spaces should be in prominent locations along prominent streets or in front of prominent buildings).

LAND USE CATEGORY: **Residential Large-Lot (RLL)**

Description:

Residential Large-Lot land use provides for large-lot residential development in a low density suburban or semi-rural pattern. This pattern in most appropriate on the fringe of the community and in more rural areas. The minimum lot area per unit is .5 acres and urban services (city water and sanitary sewer) are not always available. The development of large-lot residential development should be planned in a manner that does not prohibit future urban growth patterns of the city. Cluster or conservation developments are also appropriate within this land use category when preservation of natural features or sensitive areas is desirable.

Example:

APPROPRIATE LAND USES:

Primary Uses:

- Residential – up to 2 units per acre

Secondary Uses:	*Location Criteria:*	*Development Criteria:*
• Cluster residential development opportunities.	• Locate in areas where City services (water and sanitary sewer) will be difficult and/or costly to provide. • Locate in areas determined to have unique or sensitive natural areas, including stream corridors, tree stands, wetlands, and natural habitat areas. The larger lots allow for greater potential to preserve nature using conservation easements and common open space. • Development should occur in areas out of the floodplain, away from prime agricultural lands, and otherwise less accessible to the established road network.	• Gross densities of 2 to 6 unit(s) / acre may be clustered on the site with net densities remaining less than .5 units per acre. • Low impact design strategies should be used for design and construction to minimize building and site development impact on hydrology, topography and other natural features. • Accessory buildings may be allowed at a scale between typical suburban development and farm buildings. • Accessory uses should be designed to reflect the design and scale of the primary structure and surrounding development.
• Civic and institutional uses such as parks, community center/club house, churches, school, or other neighborhood support uses.	• As focal point and central to a neighborhood associated with the intersection of Collector Streets or higher classification; OR • At edges of defined neighborhoods along arterials and minor arterials.	• Buildings should reflect a similar scale to primary single-family uses; Where adjacent buildings are more than 150% of the height or building footprint of primary single-family uses, additional setbacks, buffers and usable open spaces should facilitate transitions. • Buildings, access points and parking areas should have a similar relation to neighborhood streetscapes as the primary single-family uses. • Open spaces should be in prominent locations along prominent streets or in front of prominent buildings).

LAND USE CATEGORY: **Residential Rural (RR)**

Description:

Residential Rural land use provides for large-lot and very large lot residential development where a full range of municipal services may not be available. This category is intended to allow flexibility of choice for .5 units per acre to 20+ acres per unit. There should be no expectation of municipal infrastructure extended to these areas, including roads, at least until an urban development pattern is established. The residential rural development pattern is intended to retain a rural character, in areas close to urban services, and should be designed in a manner that does not hinder the future growth and development of the city at greater intensities. This category is also applicable where it is determined unique or sensitive natural areas exist including stream corridors, tree stands, wetlands, natural habitat areas or other opportunities to preserve natural amenities or areas.

Example:

APPROPRIATE LAND USES:

Primary Uses:

- Agriculture
- Natural Space / Recreation Area
- Residential – minimum lot size 2 acres

Secondary Uses:	*Location Criteria:*	*Development Criteria:*
• Cluster residential development opportunities may exist and should be evaluated on a case-by-case basis. • Institutional uses – places of worship or schools. • Accessory Uses – *see development criteria.*	• Locate in areas where City services (water and sanitary sewer) will be difficult and/or costly to provide. • Locate in areas determined to have unique or sensitive natural areas, including stream corridors, tree stands, wetlands, and natural habitat areas. The larger lots allow for greater potential to preserve nature using conservation easements and common open space. • Development should occur in areas out of the floodplain, away from prime agricultural lands, and otherwise less accessible to the established road network.	• Gross densities of 2 to 6 unit(s) / acre may be clustered on the site with net densities remaining less than .5 units per acre. • Low impact design strategies should be used for design and construction to minimize building and site development impact on hydrology, topography and other natural features. • Accessory buildings may be allowed at a scale between typical suburban development and farm buildings. • Accessory uses should be designed to reflect the design and scale of the primary structure and surrounding development.

LAND USE CATEGORY: **Public / Semi-Public**

Description:

The **Public / Semi-Public** land use category consists of those institutional land uses including government centers and facilities, educational facilities, and other public or semi-public uses and places like "places of worship", hospitals, private schools, libraries and cemeteries. Public safety uses, including fire and police, are also allowed in this district. New development in this category should be integrated with residential neighborhoods or as part of neighborhood or community mixed-use centers at a scale appropriate to the context in which they are developed.

Example:

APPROPRIATE LAND USES:

Primary Uses:	*Location Criteria*	*Development Criteria:*
• Government Uses • Medical Facilitates • Schools • Libraries • Places of Worship • Public Safety Facilities (Fire and Police)	• Public facilities such as branch libraries, post offices, and schools that serve residential areas should be grouped together with neighborhood centers, and located near parks or linear park system when possible. • Public facilities including libraries, parks, and fire, police and EMS stations should be located according to population as well as distance and response time standards as established in adopted facility plans. • Public and semi-public facilities should have convenient access to arterials, public transportation, and major utility trunk lines. • Large scale facilities, including high schools, hospitals, central library, and large worship buildings should be located on arterial street and situated as to discourage traffic in surrounding neighborhoods.	• The scale of development should respond to surrounding neighborhood development or provide transitional buffering to reduce visual impact on surrounding properties. • Transitions between civic and institutional uses and surrounding neighborhoods should minimize the impacts of noise, light, traffic, operations and scale of the use. • The design of civic and institutional uses should strive to complement and enhance the existing character of surrounding uses and neighborhoods.

LAND USE CATEGORY: **Parks**

Description:

The **Park and Open Space** category includes public park land and publicly-owned open space. These areas may be used for recreational purposes (active and passive) or may be land held for future public use. Privately held recreational land, like private golf courses, are included in this category. Recreational corridors, like the Tonganoxie Greenway are also included in this category as they relate to open space and mobility within Tonganoxie.

Example:

APPROPRIATE LAND USES:

Primary Uses:	*Location Criteria:*	*Development Criteria:*
• Parks (Active and Passive) • Linear Parks • Open Space	• Should be in proximity to neighborhoods and residential population. • Park and recreation opportunities should be included in all levels of mixed-use centers. • Open space should be preserved where natural features, including floodplains and slopes, make development difficult and to protect natural resources.	• Neighborhood Parks should be integrated in the neighborhood and provide a focal / gathering point for residents and activities. • Linear parks should provide connections throughout and between neighborhoods and connections to the overall park system.
Secondary Uses:	*Location Criteria:*	*Development Criteria:*
• Public Safety Facilities (Fire, and Police)	• Encouraged within or as apart of activity areas, including parks or integrated into mixed-use centers.	• Public Safety facilities and their automobile access within parks should be buffered from the primary parks space. • The design of public safety facilities should strive to complement and enhance the existing character of surrounding uses and neighborhoods.

THE PUBLIC REALM

The public realm of Tonganoxie is important because it represents how most people experience the community and thus their impression of the community. The public realm defines the framework within in which development occurs, defines the character of the transportation experience and it contributes to the character of the community, neighborhoods and places within Tonganoxie. The public realm of Tonganoxie consists of the public spaces within the community, including the public rights-of-way, generally defined by the street network, civic spaces and parks and open spaces.

There are several unique components that create the public realm in Tonganoxie including the parks, civic spaces (memorials, public uses), the Tonganoxie Creek Greenway, street network, trail system and community gateways. These elements collectively enhance connectivity, support development, define character and context of the City. These elements individually provide small enhancement within specific areas of the community, but as a system can begin to improve the livability of Tonganoxie. The public realm should be a key factor in planning for the future and addressing change in Tonganoxie. A public realm plan is proposed for Tonganoxie as an update to the Comprehensive Plan.

Public Spaces

The public spaces within Tonganoxie are an important element of the public realm because they provide gathering spaces that help create community. Whether passive, like VFW Park, or active spaces like Chieftain Park and the High School, parks and public uses provide the opportunity for interaction of people within Tonganoxie. These spaces also provide important links in the connectivity network and provide access to people moving throughout the community.

Creating public spaces that are appropriate for the locations that they are serving is important. Spaces are defined by their size and activity, and getting those elements right can mean a well-used public amenity. To provide opportunities for different spaces, three public spaces have been defined – parks, green and greenway.

Size:	Neighborhood - .25 to 10 acres Community – 10 to 50 acres
Service Area:	Neighborhood – ¼ to ½ mile Community – ½ to 3 miles
Level of Service:	12 acres per 1,000 people

Figure P-1: Park Standards

Park

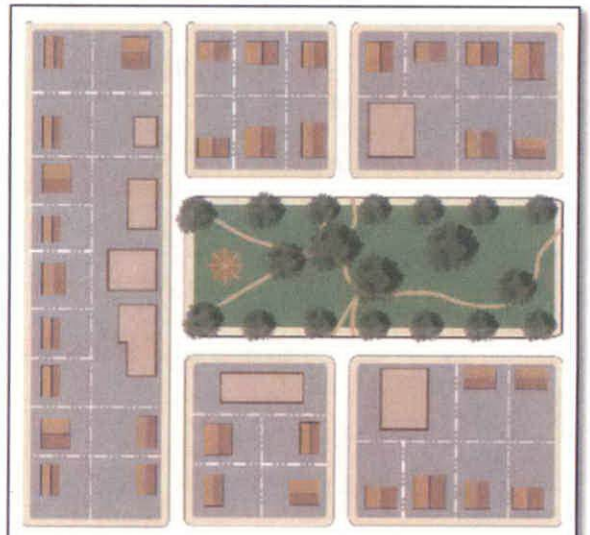
Parks come in many shapes and sizes, but in general they are gathering places for people for passive or active recreation. In Tonganoxie, the provision of Neighborhood and Community scaled parks is important to serve residents. The rules of thumb for planning parks are included in Figure P-1.

Green

Greens are typically smaller, passive spaces found throughout a community, both formal and informal. These spaces are most often used for leisure, being well landscaped and treed to provide comfortable areas for gathering. Figure P-2 provides a few rules of thumb for creating greens.

Greenway

A greenway is a linear greenspace that typically adjoins a stream or river and provides recreational opportunities. Passive and active recreation can be found in pockets of space within the greenway that allow for interaction. Often greenways include



Size:	½ to 3 acres
Service Area:	2,000 feet
Level of Service:	2 acres per 1,000 people

Figure P-2: Green Standards

Size:	20' minimum width; 30+ feet ideal width
Service Area:	1/8 mile or ¼ mile from access points
Level of Service:	12 acres per 1,000 people

Figure P-3: Parkway Standards

a trail network that encourages their use along the extent of the greenway.

The Tonganoxie Creek Greenway, while largely unimproved, contributes to the small-town, rural character of the community. The portion of the green way that has been improved near Downtown, provides trail access to Chieftain Park, Downtown and other City amenities and destinations. Improvements to the remainder of the greenway will provide additional benefits and access to the city as it continues to grow. The framework for the Tonganoxie Greenway is in place and future improvements should follow the guidelines in Figure P-3.

Street Character

Mobility within Tonganoxie is largely dependent on the street network, providing connectivity and access throughout the community, allowing people to use the city. In addition to the roadway, predominately used by automobiles, the adjacent area (remaining right-of-way) can have a significant influence on how the community is connected and how people experience Tonganoxie. This area, depending on the area of town, can contain many different elements, such as sidewalks, bike lanes, streetscape, gathering space, drainage ways, natural area, street trees and other amenities. The arrangement of these elements defines the level of connectivity of a place and contributes to the character of the place. Continued improvements to the connectivity network should also focus on the multi-modal elements, specifically pedestrian and bicycle improvements. Contextual improvements that enhance bicycle and pedestrian connections and access will encourage greater use and support adjacent development More information regarding the connectivity of the community can be found in the Connectivity section of the plan update as well as *Conveniently Connected: Pedestrian and Bicycle Master Plan for the City of Tonganoxie*.

The visual quality of a street is important to reflect the character of the roadway and portray the character and values of the community. The character of the roadway enhances the framework for development and improves the accommodations of different modes of transportation such as walking or biking. The different environments within Tonganoxie, from

Functional Class	Standard	Natural	Activity	Community
Arterial	■	■	■	
Collector	■	■	■	■
Residential	■	■	■	■
Parkway	■	■		

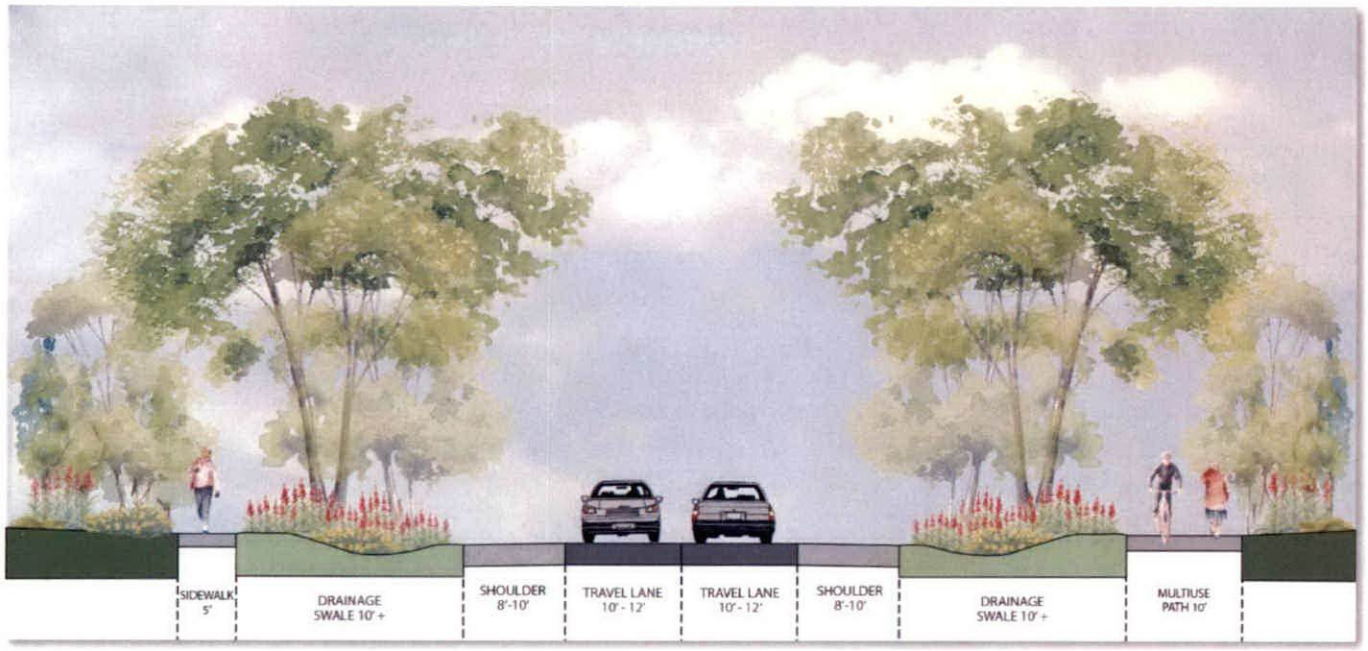
Figure P-4: Character Street Application

natural to neighborhoods to Downtown can be enhanced through the contextual design of roadways. For example, in the natural areas of the city a basic streetscape design and trail connection is appropriate versus a more pedestrian-oriented, streetscape design for Downtown. Additionally, contextual design can enhance the user experience in different areas in the community for drivers, cyclists and pedestrians, prioritizing users individually or balancing them collectively.

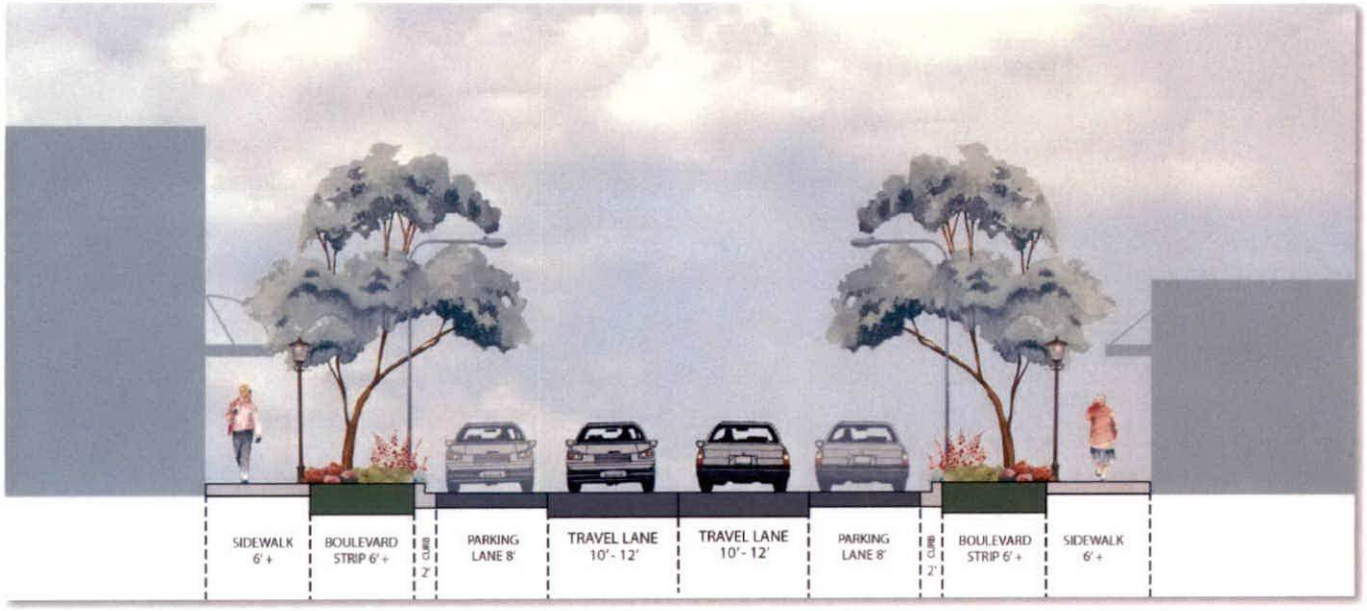
To improve the visual quality of the street network, the following character types have been created for application within Tonganoxie. These character types are applicable to the classifications of streets, arterial, collector, residential and parkway, based on the context in which the roadway is situated and the development it is serving. The application of the character types is defined in Figure P-4.

- *Natural Streets* - Natural streets are appropriate for areas that feature natural landscape or enhanced landscape design. Flexibility in cross-section design allows incorporation of natural features and promotion of environmentally sensitive design that creates or contributes to the character of the area. The Parkway concept as identified in the Comprehensive Plan would be a candidate for Natural Street design as it connects the future growth areas of Tonganoxie. The application of the natural design also reflects the community's small-town, rural character.

- *Activity Streets* - Activity streets are appropriate for areas where there is, or desired to be, a significant amount of pedestrian activity. Activity Streets typically prioritize on-street parking, pedestrian movement and amenities, and visibility and access for businesses. The increased connectivity within the area is a result of the interaction of pedestrians and slow-moving cars that
create an active environment. Downtown Tonganoxie, specifically 4th Street, is one example of where Activity Streets should be encouraged.



Natural - Street Character Type



Activity - Street Character Type

- *Community Streets* - Community streets are appropriate to serve the residential neighborhoods throughout the city through improved street design that focuses on connectivity and access. They are typically designed for slower automobile traffic and prioritize pedestrian and bicycle mobility through sidewalks and trails with streetscapes that establish the neighborhood character and create desirable frontages for development.

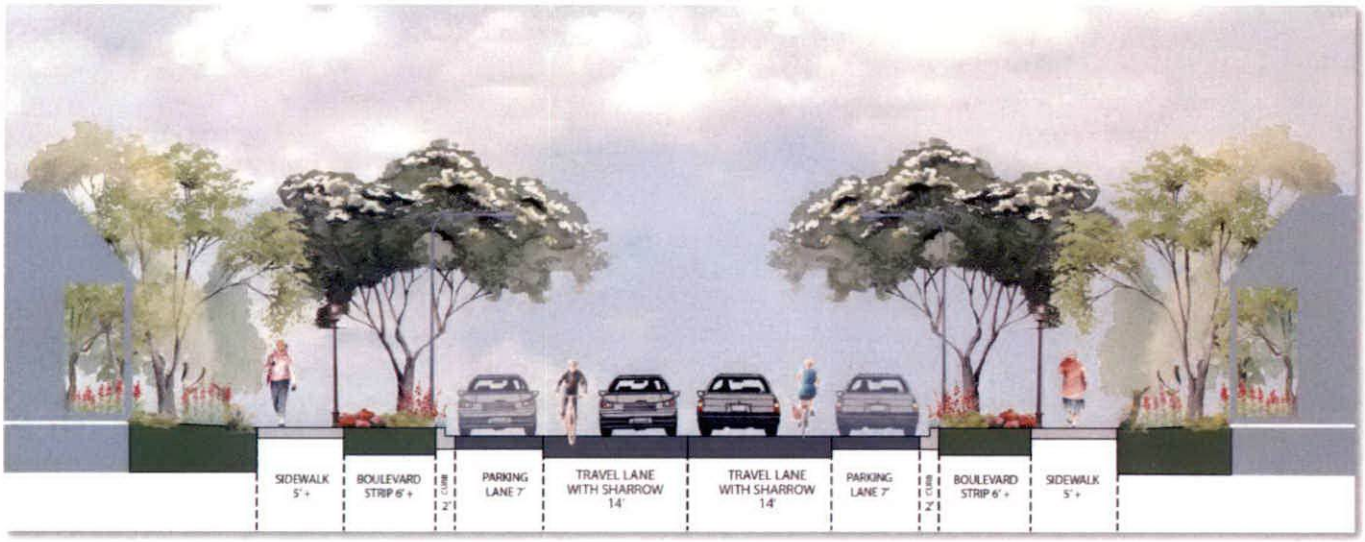
- *Standard Streets* - Standard street designs are appropriate where no specific development or urban design character warrants other street design considerations. An improved standard design is proposed for basic streets within Tonganoxie.

Image Streets

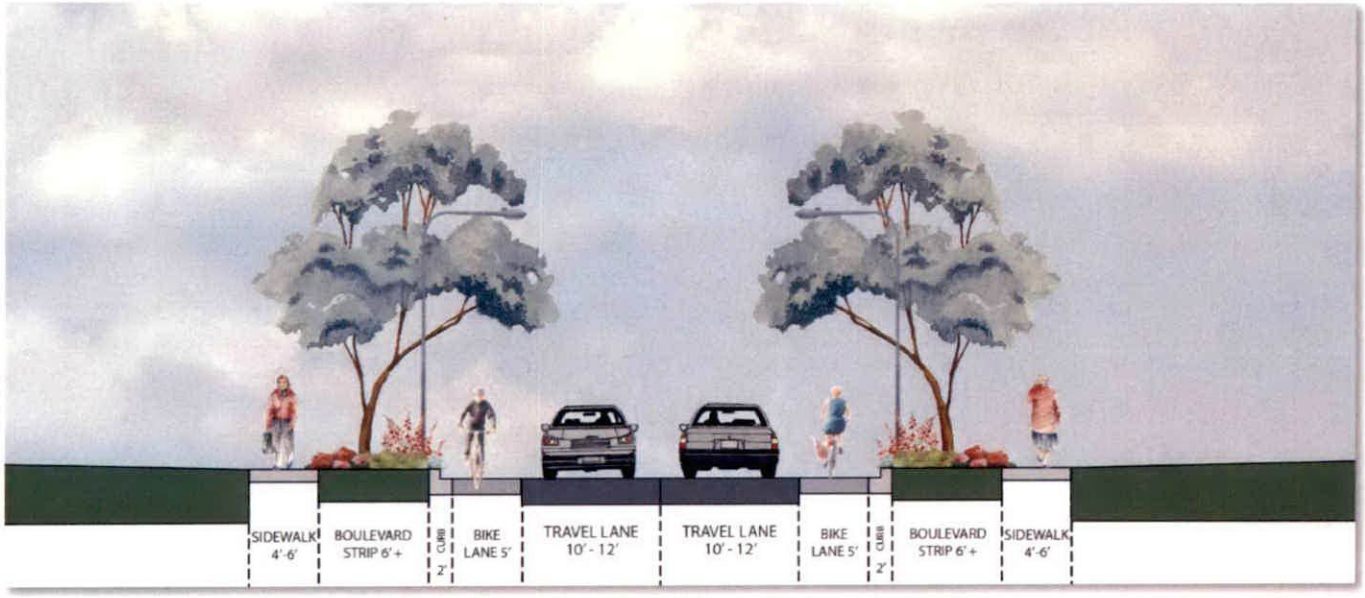
In addition to the basic street connectivity and character there are specific streets that should portray the character and quality of the community. These "image" streets are those that connect or serve primary destination within the community and should achieve a higher aesthetic design to promote the community values. In Tonganoxie, the primary image streets include, Tonganoxie Drive, Main Street and 4th Street. Each of these streets are key routes for people using the City and when improved should be designed to convey the values of the community to users creating comfortable connections within Tonganoxie. A one size fits all design does not exist for image streets, but their design should respond to, create or enhance the character that is desired for different context within Tonganoxie. To support Tonganoxie's growth future image streets should be implemented as proposed in Figure P-5.

Trail and Greenway Systems

A key component of the public realm in Tonganoxie is the trail system. The current system connects the Downtown area and the parks district northeast of Downtown. The expansion of this system provides an opportunity to better connect the community for pedestrians and cyclists. The natural features of the community could assist in the expansion of the system.



Community - Street Character Type



Standard - Street Character Type

Connections established throughout the community should focus on connecting people to key destinations including neighborhoods, schools, parks and Downtown. As development, redevelopment and improvements within Tonganoxie occur the City should be opportunistic to create trail connections that will benefit the community-wide system. A concept of this system is included in the public realm plan, Figure P-5. Tonganoxie Creek should play a significant role in the trail network and connectivity on the city.

The trail network proposed includes those trails included in the Conveniently Connected: Pedestrian and Bicycle Master Plan for Tonganoxie with refinement for additional details in the growth areas of the City. (Figure P-5)

Greenway

The floodway and floodplain of Tonganoxie Creek creates a greenway through the community. The greenway, while not ideal for development, can create a development and community amenity. The preservation and activation of the greenway space provides a natural area within the City for residents and visitors to use. The extension of the trail network through the greenway, interacting with the creek, provides a recreational amenity as well as a connection between neighborhoods and other key destinations in Tonganoxie, including Downtown, the schools and the parks. The greenway, north and southeast of the community should be improved to provide passive and active recreation opportunities and bicycle / pedestrian connections.

Gateways

Gateways provide a method to advertise the community to visitors and passers-by and build pride in the community for residents. Currently, many people drive through Tonganoxie on US 24/40 on their way to someplace else. Often these motorists have not experienced the Tonganoxie community except from the highway. Gateways should serve to pull people into the community by providing a statement about the values and character of the community. This can be accomplished in a variety of ways.

Two types of gateways are proposed for Tonganoxie: Community and Downtown. Community gateways should convey the small-town, family-oriented, natural character of the community. Through development patterns and character, monumentation or other features,

Community Gateways should be first established along US 24/40 (at 14th Street, Main Street and Tonganoxie Drive) to encourage people to experience Tonganoxie. Similarly, Downtown Tonganoxie is a defining feature of the community, its history, character and charm. The exploitation of downtown as a community asset should be used to attract people to the City. The key access points to Downtown from US 24/40 (4th Street and Main Street) should be improved with Downtown Gateways designed in such a manner that encourages people to detour their route to Downtown Tonganoxie. Gateways are identified in Figure P-5.

Public Realm Plan

The Public Realm Plan is focused on making those public improvements that can have a positive impact on Tonganoxi. Policies to guide the implementation of the Public Realm improvements include:

Public / Civic Space

- Expansion of the park and recreation system, both active and passive spaces, should occur in conjunction with the growth of the community.
- Small scale public spaces should be identified as gathing spaces to encourage interaction within a neighborhood.
- Civic spaces and improvements should be located at promenent places within Tonganixie.

Street Network

- Use image streets to help define the character of a location and assist with wayfinding.
- Implement the character and image street concept with adjacent development.
- Implement the character streets concept through context appropriate application.

Trails / Greenway

- The trail network should be implemented as growth and development occurs. Larger section of the trail, like the greenway, should be coordinated to provide a consistent, continuous route through portions of the community.

- An improved greenway should encourage community by activating the space through the creation of gathering places.
- The design and development of the greenway should provide an amenity for adjacent development and be connected to the development.
- The greenway should provide a central spine of connectivity for pedestrian and bicycles to improving community mobility and access.

Gateways

- Incorporate gateways at key locations along US 24/40 to identify the Tonganoxie community and assist with wayfinding. Appropriate locations for gateways including:
  - *14th Street* – Community Gateway
  - *Washington Street* – Community Gateway
  - *4th Street* – Downtown Gateway
  - *Main Street* – Downtown Gateway
  - *Tonganoxie Drive* – Community Gateway

Figure P-5: Public Realm Plan

TONGANOXIE PLANNING COMMISSION

BY-LAWS
RULES AND REGULATIONS

~~AUGUST 2006~~October 2017

REGULAR MEETINGS

1. Annual Business Meeting for the election of Planning Commission officers shall be held in the Tonganoxie City Council Chambers on the first Thursday in the month of June each year. Elected officers shall take office at that same time.

1. Regular Meetings. The regular monthly meetings of the Commission shall be held on the 1st Thursday of each month in the Tonganoxie City Council Chambers unless that Thursday is a holiday, under which circumstance the monthly meeting shall be held on the first Wednesday.

2. Workshop Meetings. The Commission will hold a Workshop as necessary for discussion and training purposes or any other business deemed appropriate by the Chairperson of the Commission. Said meetings will be held in the City Council Chambers.

3. Adjourned Meeting. An adjourned meeting of the Commission may be held at such time and place as may be fixed in the resolution of adjournment or notice of special meeting. If no other place is fixed in the notice, the meeting shall be held in the Tonganoxie City Council Chambers.

AGENDA ITEMS

1. Any concerned citizen, City Council member or Planning Commission member shall follow the procedure as outlined here:

   A. The annually updated Application & Review schedule of submissions shall be followed for items to be heard by the Planning Commission.

   B. When calling a special meeting, the item to be discussed will be a part of the meeting's call.

   C. At each regular meeting there shall be an item on the agenda worded "Open Agenda and any person present may ask to have a particular subject discussed. The Chairperson will call for a motion and a second; if the motion passes the item shall be discussed. Should the motion fail the item will be put on the agenda for the next regular meeting. NOTE: No item shall be discussed at this time which should be legally published, or which necessitates notification of adjoining property owners.

SPECIAL MEETINGS

1. A special meeting of the Commission may be called by the Chairperson and held at any time or place fixed in the notice.

2. The Chairperson shall call a special meeting of the Commission at the request of any three or more commission members submitted in writing. If the Chairperson fails to comply with such a request, the meeting shall be called by the said requesting members, all of whom sign the notice.

3. An adjourned special meeting of the Commission may be held at such time and place as is fixed in the notice of adjournment. If no other place is fixed in the notice, the meeting shall be held in the Tonganoxie City Council Chambers.

NOTICE OF MEETINGS

1. It shall be necessary to give notice of all annual or regular monthly meetings. Failure to give notice for any meeting or to receive the same shall not affect the validity of any election held or acts done at such meeting.

2. Notice of regular and special meetings shall name the time, place and the business to be transacted. Notices shall be mailed to each member not less than three (3) days prior to the meeting.

4. All meetings, both regular and special shall be open to the public.

EXECUTIVE SESSIONS

1. The Planning Commission and its sub-committees have the right to meet in executive session as set out in the state statutes, KSA 75-4319; Closed or Executive Meetings; Conditions; Authorized Subjects for Discussion; Binding Action Prohibited.

    A. Upon formal motion made, seconded and carried, all bodies and agencies subject to this act may recess, but not adjourn, and then re-open as a closed or executive meeting. Any motion to recess for a closed or executive meeting shall include a statement of (1) The justification for closing the meeting, (2) the subjects to be discussed during the closed or executive meeting, and (3) the time and place at which the open meeting will resume. Such motion, including the required statement, shall be recorded in the minutes of the meeting and shall be maintained as a part of the permanent records of the body or agency. Discussion during the closed or executive meeting shall be limited to those subjects stated in the motion.

    B. No subjects shall be discussed at any closed or executive meeting, except the following;

1. Specific personnel matters of non-elected personnel, not general personnel policies;
2. Consultation with an attorney for the body or agency which would be deemed privileged in the attorney-client relationships;
3. Matters relating to employer-employee relations or negotiations whether or not an employee representative is present;
4. Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships;
5. Matters affecting a student, a patient or a resident of a public institution, except that any such person shall have the right to a public hearing if requested by the person;
6. Preliminary discussions relating to the acquisition of real property only, not the sale thereof.

C. No binding action shall be taken during the closed or executive recesses, and such recesses shall not be used as a subterfuge to defeat the purpose of this act.

QUORUM

1. At least the majority of the members of this commission shall be necessary to constitute a quorum for the transaction of business.

2. The affirmative vote of a majority of those members present shall be required for the exercise of powers or functions conferred or imposed upon this commission, but less that the majority of the members may meet and adjourn from time to time until a quorum is present.

MEMBERS' ABSENCE

1. Should any member of the Planning Commission fail to attend three (3) meetings in a rolling calendar year, the clerk of the commission shall notify the Mayor in writing, giving the name of the individual and the dates of the meetings missed.

2. The Mayor shall cause the matter to be placed on the agenda for consideration by the governing body at its next regular meeting or shortly thereafter.

3. The Assistant City Manager or City Clerk of the governing body shall notify the individual of the date and time of the meeting at which said matter shall be considered by the governing body.

4. At the time of consideration, the Mayor, with the consent of the governing body, will declare a vacancy existing and proceed to appoint a successor for the remaining term of the vacant position by majority vote. The governing body may continue the consideration of the vacancy or the appointment of a successor.

OFFICERS

1. Chairperson

   A. The Chairperson shall preside at all meetings of the Commission.

   B. The Chairperson shall, when authorized by the Commission, execute in his/her name all contracts, bonds, and other obligations.

   C. The Chairperson shall appoint the committees.

   D. The Chairperson shall perform such other duties as are usually exercised by the chairperson of a commission or the president or the chief officer of such commission.

2. Vice-Chairperson

   A. The position of Vice-Chairperson is hereby established.

   B. The Vice-Chairperson's duties shall be to perform the duties of the Chairperson during the absence or disability of the Chairperson.

3. Secretary

   A. The Secretary shall be a member of the Planning Commission and will be responsible for signing approved plats and perform the duties of the Chairperson during the absence or disability of the Chairperson and Vice-Chairperson.

4. Planning Commission Clerk

   A. The Planning Commission Clerk shall be designated by City Staff and shall be responsible for keeping a record of and transcribing all meeting minutes into the official minute book of the Commission. Minutes of the meetings shall be prepared within seven (7) days after the meeting. Copies of the minutes shall be furnished to each member of the governing body and each member of the Planning Commission. In order to assist the planning commission clerk in preparing the minutes of scheduled public Planning Commission meetings, a recording device may be used. Any recording will be kept on file for two (2) years before being destroyed unless litigation requires a permanent copy to be kept. Any recording will be kept in Tonganoxie City Hall for anyone to listen to concerning Planning Commission activities.

   B. The planning commission clerk shall cause notices to be sent on all regular and special meetings required under these by-laws or as directed by the Chairperson.

C. The planning commission clerk, when required, shall attend meetings of the committees and shall be responsible for the minutes thereof, furnishing each member of the committee with a copy.

D. The planning commission clerk shall have charge of the office of the commission and all books, papers and records thereof and shall attend to all correspondence of the commission.

COMMITTEES

1. Whenever necessary, the Chairperson of the commission shall appoint special committees for such purposes as he or she sees fit, or as may be authorized by the commission.

2. The Chairperson shall appoint, upon a motion, second and vote from any commission member, two (2) members to a committee. This appointment shall be made at regular or special meetings and any interested persons are invited to provide input or accompany committee members on any inspections.

3. The Chairperson shall appoint one (1) member of each committee as the Chairperson thereof, and the committee shall meet at such times and places as directed by the Chairperson of said committee. A committee constitutes a miniature assembly and may act only when a quorum is present.

4. When a committee originates a report, it must be complete when presented. All committee reports should close with definite recommendation(s) and will be written in the third person. A committee report is to be presented by the Chairperson of the committee.

ELECTIONS AND APPOINTMENTS – City Code Chapter XVI, Article 1

Appointments - The Planning Commission shall consist of seven (7) members, of which five members shall be residents of the city and two members shall reside outside the city, but within the designated planning area of the city which is within at least three miles of the corporate limits of the city. K.S.A 12-744(a).The members of the Planning Commission shall be appointed by the Mayor with approval of the Governing Body for the City of Tonganoxie. Members of the Commission shall serve without compensation.

1. The Chairperson of the commission shall be elected at the annual meeting thereof and shall hold office for one year or until a successor is appointed and qualified.

2. The Vice-Chairperson shall be elected at the annual meeting of the commission immediately after the election of the Chairperson and shall hold his or her office for one year or until a successor is appointed and qualified.

3. The Secretary shall be elected at the annual meeting of the commission immediately after the election of the Vice-Chairperson and shall hold his or her office for one year or until a successor is appointed and qualified.

4. Any vacancy in the office of Chairperson, Vice-Chairperson or Secretary of the commission may be filled at any regular or special meeting after such a vacancy.

5. The planning commission clerk shall be designated by city staff.

6. In the event that the Chairperson and the Vice-Chairperson or the Secretary of the commission should be absent or unable for any reason to attend to the duties of their office, the members of the commission may, at any regular meeting or at any special meeting called for that purpose, appoint a Chairperson pro term, as the case may be, who shall attend to all the duties of such officer until such officer shall return or be able to attend to his duties.

ORDER OF BUSINESS

1. Roll Call

2. Approval of the minutes of the previous meeting.

3. Open Agenda

4. Old business

5. New Business (Public Hearings)

6. Information & Communications (No Action Required)

7. Adjourn

MOTION AND VOTING

1. Motions must be seconded and require a majority vote by voice. On a roll call vote an entry must be made in the minutes of the names of all those voting affirmative and negative.

2. No member can vote who is not present when the question is put forth and no vote by proxy is permitted.

3. No member can vote on a question in which he has a direct personal or pecuniary interest.

4. A member has the right to change his or her vote until the time that the vote is announced.

5. In announcing a vote the chairperson should state first whether the motion is carried or lost.

6. The chairperson should restate every motion before it is put to vote.

7. Motion to dispense with the reading of the minutes and to approve them as mailed to the members is in order.

AMENDMENT OF BY-LAWS

1. The foregoing by-laws, or any part thereof, may be amended at any regular meeting of the Planning Commission, or at any special meeting of the Planning Commission where not less than three (3) days notice has been given to all members of the Planning Commission and a copy of the proposed amendment sent with the notice, providing, however, that it shall require the vote of not less than two-thirds (2/3) of the members to make any amendment or change in these by-laws. The amendment will then go to the City Council for approval.

HOME BUILDERS ASSOCIATION
OF GREATER KANSAS CITY

Residential Building Permit Statistics

AUGUST 2017

	Single Family Units^	Multi-Family Units%	Total Units	S-F Units YTD	M-F Units YTD	Total Units YTD
CASS COUNTY						
Archie	0	0	0	0	0	0
Belton	22	0	22	89	0	89
Cass County	12	0	12	62	0	62
Cleveland	0	0	0	2	0	2
Garden City	0	0	0	2	0	2
Harrisonville	0	0	0	2	0	2
Lake Winnebago	3	0	3	7	0	7
Lee's Summit	6	0	6	27	0	27
Peculiar	5	0	5	73	0	73
Pleasant Hill	6	0	6	32	0	32
Raymore	19	0	19	154	0	154
Village of Loch Lloyd	2	0	2	10	0	10
	75	0	75	460	0	460
CLAY COUNTY						
Clay County	7	0	7	45	0	45
Excelsior Springs	1	0	1	16	0	16
Gladstone	2	0	2	12	0	12
Kansas City	55	0	55	504	0	504
Kearney	17	0	17	88	0	88
Lawson	0	0	0	0	0	0
Liberty	2	0	2	39	0	39
North Kansas City	0	0	0	1	0	1
Pleasant Valley	0	0	0	0	0	0
Smithville	12	0	12	130	0	130
	96	0	96	835	0	835
JACKSON COUNTY						
Blue Springs	18	0	18	124	0	124
Buckner	0	0	0	0	0	0
Grain Valley	5	0	5	52	0	52
Grandview	0	0	0	2	0	2
Greenwood	5	0	5	19	0	19
Independence	6	0	6	79	0	79
Jackson County	12	0	12	56	0	56
Kansas City	3	22	25	54	395	449
Lake Lotawana	0	0	0	2	0	2
Lee's Summit	32	0	32	324	308	632
Oak Grove	3	0	3	31	0	31
Raytown	0	0	0	0	0	0
Sugar Creek	0	0	0	0	0	0
	84	22	106	743	703	1446
PLATTE COUNTY						
Kansas City	11	0	11	122	0	122
Parkville	2	0	2	36	0	36
Platte City	0	0	0	0	0	0
Platte County	9	0	9	128	0	128
Riverside	4	0	4	33	0	33
Weatherby Lake	0	0	0	9	0	9
Weston	0	0	0	3	0	3
	26	0	26	331	0	331
JOHNSON COUNTY						
De Soto	4	0	4	15	120	135
Edgerton	0	0	0	0	0	0
Fairway	1	0	1	7	0	7
Gardner	10	0	10	60	0	60
Johnson County	3	0	3	38	0	38
Leawood	5	0	5	37	0	37
Lenexa#	0	0	0	140	67	207
Merriam	0	0	0	1	0	1
Mission Hills	0	0	0	4	0	4
Olathe	67	0	67	407	30	437
Overland Park	36	0	36	318	287	605
Prairie Village	3	0	3	18	0	18
Roeland Park	0	0	0	7	0	7
Shawnee	18	0	18	138	0	138
Spring Hill	13	0	13	66	0	66
Westwood	0	0	0	1	0	1
	160	0	160	1257	504	1761

	Single Family Units^	Multi-Family Units%	Total Units	S-F Units YTD	M-F Units YTD	Total Units YTD
LEAVENWORTH COUNTY						
Basehor	8	0	8	55	0	55
Lansing	0	0	0	5	0	5
Leav. County	7	0	7	60	0	60
Leavenworth	0	0	0	7	0	7
Tonganoxie	2	0	2	34	0	34
	17	0	17	161	0	161
WYANDOTTE COUNTY						
Bonner Springs	1	0	1	6	0	6
Edwardsville	0	0	0	2	0	2
KCK/Wyandotte Co	12	0	12	254	0	254
	13	0	13	262	0	262
MIAMI COUNTY						
Louisburg	3	0	3	17	0	17
Miami County	7	0	7	39	0	39
Osawatomie	0	0	0	0	0	0
Paola	0	0	0	6	0	6
Spring Hill	0	0	0	17	0	17
	10	0	10	79	0	79
Totals	481	22	503	4128	1207	5335

Comparison of Single Family Building Units for Greater Kansas City

(Cass, Clay, Jackson, Platte, Johnson, Leavenworth, Miami, Wyandotte Counties)

Month/Year	2010	2011	2012	2013	2014	2015	2016	2017
January	137	90	188	273	287	240	274	457
February	145	121	182	224	216	260	408	476
March	252	180	270	335	362	393	542	567
April	228	210	277	444	439	437	523	561
May	213	230	294	337	385	395	503	504
June	239	262	268	333	364	438	578	570
July	180	204	288	409	375	399	494	512
August	243	205	260	354	352	425	536	481
September	173	202	379	384	383	462	424	
October	279	205	331	369	468	459	466	
November	173	185	283	340	312	360	417	
December	209	207	279	288	328	432	352	
Annual Total	2,471	2,301	3,299	4,090	4,271	4,700	5,517	4,128

Comparison of Permits By Units Issued Year to Date

2010 - 2017

	S-F Units	M-F Units	Total Units
2010	1637	223	1860
2011	1502	576	2078
2012	2027	1062	3089
2013	2709	1881	4590
2014	2780	2271	5051
2015	2987	1765	4752
2016	3858	3062	6920
2017	4128	1207	5335

^The Single Family number is units and includes both attached and detached units.
%Multi-Family units are in buildings with 5 or more units.
Not available at time of report

Permit information reflects the most recent data at time of publication. In order to ensure accurate recording of residential building permit statistics, the HBA may revise monthly and year-to-date figures when updated data is made available. *Copyright 2017 Home Builders Assoc of Greater Kansas City. All rights reserved.*

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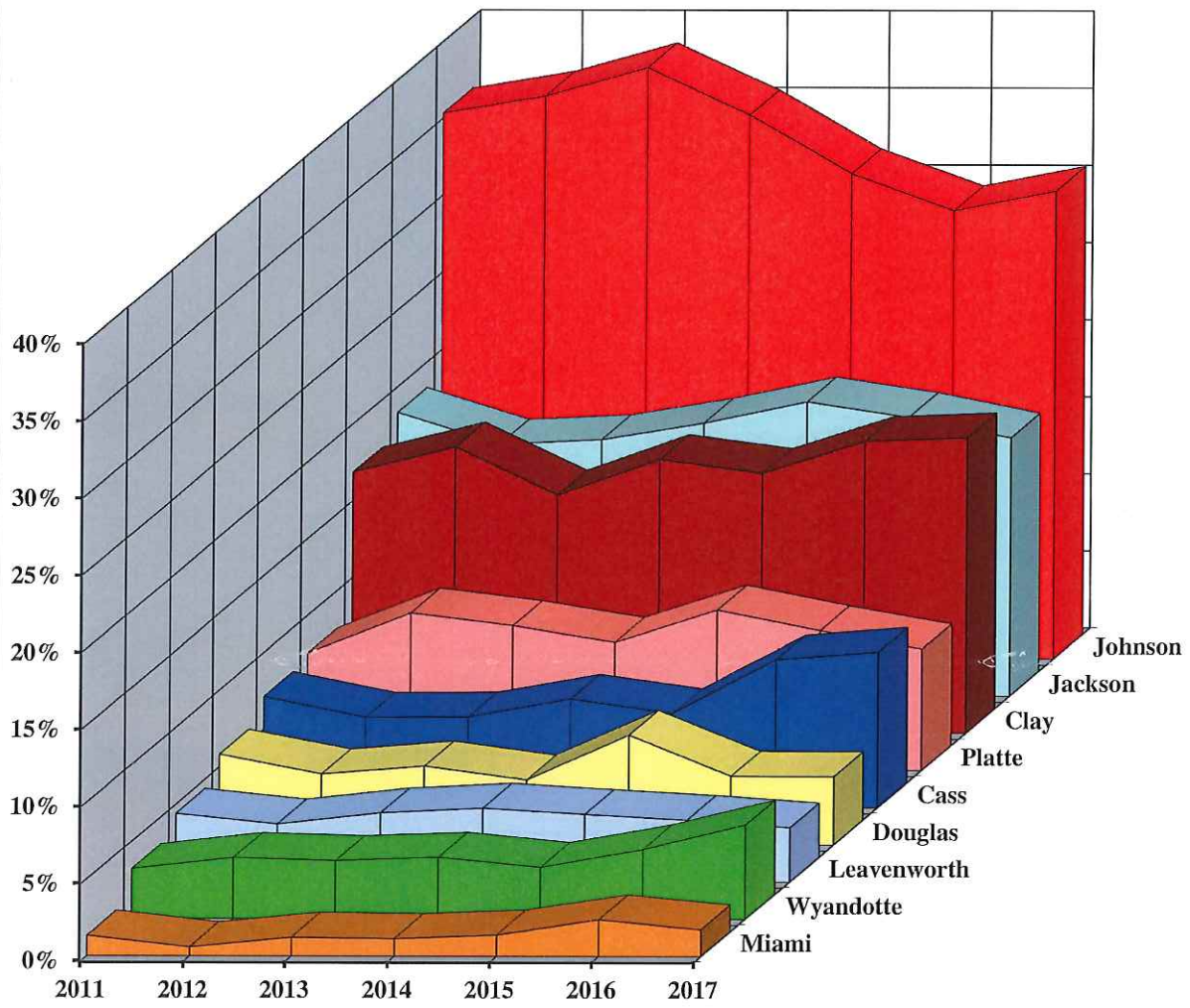
Kansas City Metro, KS & MO (9 Counties)

Market Share by County

(Based on Building Permits Issued)



County	2011	2012	2013	2014	2015	2016	2017
Johnson	35.32%	36.43%	38.29%	35.23%	31.43%	29.04%	30.32%
Jackson	18.33%	16.28%	16.58%	17.66%	19.06%	18.06%	16.74%
Clay	16.88%	18.51%	15.40%	17.73%	16.84%	18.92%	19.16%
Platte	7.55%	10.15%	9.34%	8.27%	10.37%	9.05%	7.89%
Cass	7.15%	5.81%	5.85%	7.02%	6.09%	9.57%	10.07%
Douglas	5.81%	4.55%	5.07%	4.18%	7.10%	4.45%	4.42%
Leavenworth	4.40%	3.73%	4.46%	4.77%	4.38%	4.01%	3.54%
Wyandotte	3.23%	3.96%	3.77%	4.00%	3.35%	4.52%	6.12%
Miami	1.33%	0.59%	1.23%	1.14%	1.39%	2.38%	1.74%
	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

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