



## **TONGANOXIE PLANNING COMMISSION**

### **Meeting Minutes**

**July 6, 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, John Kirk, Howie Brewington, Amanda Horner, Kirsten Moreland, and Angela Schultz. City Manager George Brajkovic, Assistant City Manager Dan Porter, City Attorney Anna Krstulic, Municipal Court Clerk Lindsay Huntington, and City Planner Graham Smith were also present.

### **1. APPROVAL OF PC MINUTES – June 1, 2023**

- **Ms. Horner made a motion to approve the minutes from the June 1, 2023 Commission meeting.**
- **Ms. Bitler seconded the motion.**
- **Vote of all ayes, motion carried.**

### **2. OLD BUSINESS**

### **3. EX PARTE COMMUNICATION**

- None reported.

### **4. NEW BUSINESS**

- a) Consider Approval of Site Plan Review and Final Development Plan for Project Next Gen located at the Tonganoxie Business Park
- Mr. Smith with Multistudio delivered the staff report for the Site Plan Review and Final Development Plan in the Tonganoxie Business Park. Mr. Smith stated the final development plan for lot one of the business park as proposed conforms with the preliminary development plan.
- Mr. Smith stated as the City Planner his recommendation is approval of the final development plan subject to conditions being met.
- Mr. Smith stated the parking currently is proposed at 40 parking spaces under the current requirement there would be under the current calculation there would be about 88 required parking spaces. Mr. Smith added that would be something the Commissioners would want to consider granting an exception to that rule based on the site plan review and the applicant's information.
- Mr. Jason Heinze, 1044 N 115<sup>th</sup> Omaha, Nebraska, addressed several of the conditions brought up by Mr. Smith and stated sign permits will be submitted at a later date and there would be no problem switching the birch trees to an approved species. Mr. Heinze stated all the colors will be similar to what is seen on the Hills building. Mr. Heinze also stated the lighting will comply and the proposed parking is twice the number of the largest shift.
- Ms. Gee asked for clarification on if the light blue would conform with the prairie theme.
- Mr. Graham stated that the interpretation is that it would conform.
- Mr. Gee requested Mr. Heinze provide the colors to staff so it can be approved with a condition to make sure all are on the same page. Mr. Heinze did agree.
- Ms. Gee asked if it would cause a hardship on the property to add more spaces in case there is an increase shift.
- Mr. Heinze stated there is additional room to comply with the current parking standard.

- Mr. Brajkovic stated that if there were a change in user or tenant they would have the opportunity to expand parking.
- Mr. Brajkovic stated that 222<sup>nd</sup> Street is not a State Highway and KDOT approval was not received. Mr. Brajkovic stated the City technically only owns half of 222<sup>nd</sup> Street and the County has the other half. The County has been notified of the project and the adjustments that have been made and no additional comments were made by the County beyond the City engineer.
- **Mr. Brewington made a motion to approve the Final Development Plan to include the exception for lot one and four of the Tonganoxie Business Park subject to the conditions identified by staff.**
- **Ms. Schultz seconded the motion.**
- **Roll call vote – All ayes, motion passed.**
- b) Downtown RFP Committee Update
  - Mr. Brajkovic stated the draft downtown survey was circulated and input was received. Two different option types were done and a merge of the best of each was done. Specific questions about our downtown were added.
  - Mr. Brajkovic stated the surveys are ready to send to downtown businesses. Mr. Brajkovic asked committee members if they had specific previous business owners that have moved or closed their businesses they would like to send the survey to that they let staff know.
  - Mr. Brajkovic stated once the survey results are in the plan is to discuss what the results are and how to move forward with outline of the RFP.
- c) Annual Business Meeting
  - Mr. Brajkovic stated going forward the regular meeting in June would replace the annual meeting. The biggest order of business would be to appoint board members. Additionally, a review of the variety of plans and if there is an area of focus the Planning Commission would like to work on.
  - Ms. Horner stated she would like to do a review of the plans with the City Engineer to see if they are still applicable or not.
  - Ms. Gee stated that she would like to research adding to the City's trail system.
  - Mr. Brajkovic confirmed the City of Tonganoxie is a member of the Mid America Regional Council.
  - Ms. Gee, Ms. Bitler and Mr. Kirk all stated they would be willing to maintain their positions as Chair, Vice Chair and Secretary respectfully for another year.
  - **Ms. Bitler made a motion that Ms. Monica Gee retain Chair, Ms. Patti Bitler retain Vice Chair and Mr. John Kirk retain secretary for the next year.**
  - **Mr. Brewington seconded the motion.**
  - **Roll call vote – All ayes, motion passed.**

## 5. GENERAL INFORMATION

- a) Home Builder's Association Reports

## 6. ADJOURN

- **Mr. Brewington made a motion to adjourn the meeting.**
- **Ms. Bitler seconded the motion.**
- **Vote of all ayes, motion carried.**
- **Meeting adjourned at 7:45p.m.**

Respectfully submitted,

Lindsay Huntington

Lindsay Huntington, Planning Clerk