



TONGANOXIE PLANNING COMMISSION
Meeting Minutes
June 1, 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, Angela Schultz, John Kirk, Patti Bitler, and Amanda Horner. Howie Brewington was present via phone. City Manager George Brajkovic, Assistant City Manager Dan Porter, City Attorney Kyle Ferden, Municipal Court Clerk Lindsay Huntington, and City Planner Chris Brewster were also present.

1. APPROVAL OF PC MINUTES – May 4, 2023

- **Ms. Bitler made a motion to approve the minutes from the May 4, 2023 Commission meeting.**
- **Mr. Kirk seconded the motion.**
- **Vote of all ayes, motion carried.**

2. OLD BUSINESS

3. EX PARTE COMMUNICATION

- None reported.

4. NEW BUSINESS

- a) Public Hearing: Application to Rezone Timber Lakes property generally located at the intersection of Smiley Road and Cedar St., Tonganoxie, KS 66086 from R-SF CUP to R-SF-CUP Revised
 - Mr. Brajkovic stated this project has been revised to add an additional 1.2 acres the previous developer Greg Ward was transferring over to Midgard Development.
 - Mr. Brewster with Multistudio delivered the staff report for the application to Rezone Timber Lakes property. for the Site Plan for Pre-Tech Corporation that does pre-cast concrete products. The property is zoned I-MD which does allow for the proposed use.
 - Mr. Brewster stated staff recommends approval of the revised preliminary plat.
 - Mr. Brewster confirmed this action will create two additional lots.
 - Mr. Brajkovic stated the public notice process requirement, in addition to the publication was to only notify residents within a certain area. However, a notice was sent to every resident that lives within Timber Hills.
- **Ms. Gee opened the public hearing for items a and c at 7:14pm**
- **Ms. Gee closed the public hearing for items a and c at 7:15pm**
- b) Consideration of Application to Rezone Timber Lakes property generally located at the intersection of Smiley Road and Cedar St., Tonganoxie, KS 66086 from R-SF CUP to R-SF-CUP Revised
 - **Ms. Horner made a motion to accept the rezoning as stated by staff.**
 - **Ms. Schultz seconded the motion.**
 - **Roll call vote – All ayes, motion passed.**

- c) Public Hearing: Preliminary Plat for Timber Lakes property generally located at the intersection of Smiley Road and Cedar St., Tonganoxie, KS 66086
- d) Consideration of Preliminary Plat for Timber Lakes property generally located at the intersection of Smiley Road and Cedar St., Tonganoxie, KS 66086
 - o **Mr. Kirk made a motion to approve the Preliminary Plat with staff recommendations.**
 - o **Ms. Horner seconded the motion.**
 - o **Roll call vote – All ayes, motion passed.**
- e) Consider Approval of Final Plat for Timber Lakes property generally located at the intersection of Smiley Road and Cedar St., Tonganoxie, KS 66086
 - o **Ms. Schultz made a motion to approve the Final Plat for Timber Lakes property.**
 - o **Ms. Bitler seconded the motion.**
 - o **Roll call vote – All ayes, motion passed.**
- f) Review Planning Commissioner Applications
 - Mr. Brajkovic stated one applicant with the extended period. Mr. Brajkovic introduced Kirsten Moreland.
 - Ms. Kirsten Moreland, 2200 Valley View Drive, Tonganoxie, KS 66086 addressed the Planning Commission and expressed her interest in the open position.
 - Planning Commission will make a recommendation to the City Council to appoint Ms. Moreland to the open Planning Commission seat.
- g) Downtown RFP Committee Update
 - Mr. Brajkovic stated the action item from the first RFP meeting was to put together a survey for current and select former business owners to get input from them directly to ensure the parameters of the RFP are capturing their concerns and or needs as downtown business owners.
 - Mr. Brajkovic stated an email has been sent to the Commissioner with survey examples to review. Once feedback is received staff will start to organize what the survey will look like. Staff will then organize the second RFP Committee meeting and present what the product to look at and discuss how long the survey will be out and start drafting the RFP.

5. GENERAL INFORMATION

- a) Mr. Brajkovic made the recommended to the Commissioners to elect a new secretary to fill the vacant position.
 - o **Ms. Bitler made a motion to nominate John Kirk to be the official secretary of Planning and Zoning.**
 - o **Ms. Schultz seconded the motion.**
 - o **Roll call vote – All ayes, motion passed.**

- b) Home Builder's Association Reports

6. ADJOURN

- o **Ms. Bitler made a motion to adjourn the meeting.**
- o **Mr. Kirk seconded the motion.**
- o **Vote of all ayes, motion carried.**
- o **Meeting adjourned at 7:37p.m.**

Respectfully submitted,

Lindsay Huntington

Lindsay Huntington, Planning Clerk