

**MINUTES OF
CITY PLANNING COMMISSION STUDY SESSION
OTTAWA, KANSAS**

City Hall – April 23, 2008

The City Planning Commission met at Noon on this date with the following members present and participating to wit: Members Colbern, Hatfield, Jackson, York, and Chairperson Warren. Absent were Members Jones and Wasko. A quorum was present.

Chairperson Warren asked the Planning Commission Members to make a declaration of any conflict of interest or of any Ex parte or outside communication that might influence their ability to hear all sides on any item on the agenda so they might come to a fair decision.

Member York stated he was going to recused himself from the East Gate Travel Plaza agenda item as the bank is financing the project. Member York stated he has no personal gain but feels his judgment would not be perceived impartial.

East Gate Travel Plaza TIF Project Plan:

Chairperson Warren stated he was in favor of the project but had two questions.

1. Was the issue with the access to the Underwood's property resolved?
2. The special sales tax, is this for the entire city or just this project?

Wynndee Lee responded, stating the neighbors have gotten together and are going to do a traffic study and this will be discussed more at length at site plan submission. Mrs. Lee indicated the special sales tax is just for this project and that the developer may request TDD funds.

Wynndee Lee went over the changes made since the draft of the feasibility study was sent to the commissioners.

Member Hatfield stated he had a problem with the layout of the project as it does not allow an access to Mr. Underwood's property. Member Hatfield also asked if the state was still planning on closing the crossover in front of Mr. Underwood's property. Wynndee Lee indicated the drawing was for information only and that a site plan would be submitted for approval in the next month or so. Mrs. Lee also noted the developer did show access to Mr. Underwood's property on the last plat that was submitted.

Member Hatfield asked if there was a policy to control the erosion for the property. Wynndee Lee indicated erosion control is governed by the state and that they had received a state approved permit a copy of which has been provided to staff.

Chairperson Warren asked for a motion.

Member Jackson made a motion to approve the East Gate Travel Plaza TIF Project Plan, seconded by Member Colbern. The motion was considered and Member Colbern, yes; Member Jackson, yes; Member Hatfield, yes; Chairperson Warren, yes. Motion passed by a 4-0 vote.

Information and Discussion Items:

Review March 27, 2008 study session meeting minutes:

Chairperson Warren asked if there were any changes or corrections needed. There were none.

Review April 9, 2008 meeting minutes:

Chairperson Warren asked if there were any changes or corrections needed.

Chairperson Warren stated there was a correction need on the last page of the minutes.

Member Hatfield stated he was upset that there were no details of his concerns on the Albright issued in the minutes.

Bob Bezek stated that Wynndee Lee had called him about whether the letters and memos needed to be typed into the minutes. Mr. Bezek stated he told Mrs. Lee the letters could be incorporated into the minutes by reference and attached to the minutes.

Mr. Bezek stated that Member Hatfield had presented a summary of his memo and asked the commissioners if they would like the summary typed into the minutes. The planning commissioners all agreed to have the summary typed into the minutes.

Discuss the proposed rezoning of an area at 3325 Nebraska Road from Franklin County A-2 Transitional Agricultural Zoning District to City MU/CI Mixed Use Commercial/Industrial Zoning District.

Tom Yahl reviewed the staff findings with the planning commission. Mr. Yahl stated staff is recommending approval of the rezone request.

Member Colbern stated he was okay with it.

Member Colbern asked when city utilities would be extended in this area. Wynndee Lee indicated city utilities would not be extended unless the property was annexed into the City limits.

Other discussion was held on rezoning those properties in the Urban Growth Area.

Discuss the proposed Development Procedures Policy Manual (DPPM).

Tom Yahl reviewed with the commissioners what the DPPM is and some of the changes made.

Wynndee Lee indicated the DPPM needed to be updated as policy procedures have changed since it was first adopted.

Member York asked who the DPPM was for. Wynndee Lee indicated its given to developers so they have a guideline on the city's policy and procedures on development.

Member Jackson stated the proposed DPPM is more user friendly.

Member York asked if this would be put on line. Wynndee Lee indicated yes.

Wynndee Lee indicated that once the changes were made the city sent the draft out to several engineers and architects to review and staff received no comments back.

Continue discussion the proposed amendments to Article 27, Sign Regulations.

Tom Yahl reviewed the new draft of the sign regulations and the changes made.

There was discussion about the sign placement to the road bed, height of the signs, how many signs they can have, and distance between signs.

Discuss the proposed amendments to Article 8, Countryside District.

Chairperson Warren stated he had concern about the date listed on page 8-2 of the CS District regulations. Wynndee Lee indicated that if someone had subdivided property since that date, these regulations would pertain to them, which gives them more latitude.

Member Hatfield asked if a private easement is included in the acreage. Wynndee Lee indicated yes.

Member Hatfield asked if making the lots smaller would this raise the cost of the lots. Member York stated yes, but overall it would be more cost effective for the developer.

Discussion Items:

1. Infill lot storm water issues.

Member Jackson stated he felt this issue needs to be addressed.

Member York stated maybe it should be based on roof space compared to lot size on whether storm water needed to be addressed.

Member York stated he realized the city can't regulate everything, but this should be looked at.

Other discussion was on ratio of building to lot size, possible use of rain gardens and other alternatives, getting examples from other cities on how they handle storm water in residential areas.

2. Discuss retreat:

Wynndee Lee stated since storm water and detention ponds have been brought up, this would be a good topic to have the city engineer come and talk to the planning commission. Mrs. Lee indicated after having the discussion doing a tour of job sites dealing with storm water issues.

Wynndee Lee asked what time the planning commission would like to have the meeting and the commission indicated late afternoon would be a good time.

Announcements:

Chairperson Warren stated the next regularly scheduled Planning Commission meeting is Wednesday, May 14, 2008, at 7 p.m. and the next regular scheduled Planning Commission study session is Wednesday, May 28, 2008 at Noon.

Adjournment:

Chairperson Warren adjourned the meeting at 1:35 p.m.

Respectfully submitted,
Wynndee Lee, AICP
Planning & Codes Department