

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

**City Hall – April 25, 2012**

The City Planning Commission met at Noon on this date with the following members present and participating to wit: Members Boyd, Bond, Colbern, Wasko, Maxwell, and Chairperson Jackson. Member Livingston was absent.

Chairperson Jackson 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. There were none.

**Information and Discussion Items:**

Review the March 28, 2012 study session meeting minutes: Chairperson Jackson asked if there were any changes or corrections needed. There were none.

Review the April 11, 2012 meeting minutes: Chairperson Jackson asked if there were any changes or corrections needed. There were none.

**Site Plan:**

**Site Plan, Central RV, 3190 K-68 Hwy.**

Tom reviewed the memo and site plan, power point presentation.

Nick Ford, Central RV, asked what the Stormwater Prevention Plan was. Tom Yahl indicated it was the erosion control plan.

Wynndee Lee indicated that within the city limits the parking area would be required to be paved, however in the UGA this has not been discussed and should be reviewed later on what should be allowed. Mrs. Lee noted this tract will not be a problem.

Wynndee Lee also stated the owner has indicated that he may want to divide the tract at a later date and staff help him set up the site so it would be possible to do so.

Chairperson Jackson asked if there were any comments or questions from the Planning Commissioners, there were none.

**Member Bond made a motion to approve the site plan with the following conditions: 1. A Storm Water Pollution Prevention Plan was submitted; 2. Compliance with any unresolved comments from the City Engineer, seconded by Member Boyd.** The motion was considered and Member Bond, yes; Member Maxwell, yes; Member Boyd, yes; Member Wasko, yes; Member Colbern, yes; Chairperson Jackson, yes. Motion passed by a 6-0 vote.

**Public Hearing Items:**

**Discuss the 2012 to 2017 Capital Improvement Plan.**

Wynndee Lee reviewed the items on the memo.

Chairperson Jackson asked if these items are subject to change. Wynndee Lee indicated some items can change due to funding since some of the money comes from grants.

Other items discussed were sidewalk projects and Davis Road improvements.

### **Discussion Items:**

#### **Discussion about amendments proposed for banners and temporary signs and request for consideration related to electronic message centers.**

Wynndee Lee stated that the city's current sign regulations do not allow wind feathers and only allow electronic message centers in certain areas, and there are restrictions on size and the color of these signs.

Tom Yahl reviewed the various signs and the areas they are allowed in, (power point presentation).

There was discussion about flags, pennants, garage sale signs, and the small advertising signs.

Member Wasko asked if the sign regulations regulated how close signs can be to each other. Wynndee Lee indicated no.

Staff asked the Planning Commissioners if they would like to call a hearing for text amendments for electronic message centers and temporary signs. It was the consensus of the Planning Commission to call a public hearing for their June meeting.

### **Announcements:**

Chairperson Jackson stated the next regular scheduled Planning Commission meeting is May 9, 2012, at 7 p.m. The next regular scheduled Planning Commission study session is May 30, 2012, at noon.

### **Adjournment:**

Chairperson Jackson adjourned the meeting at 12:50 p.m.

Respectfully submitted, Wynndee Lee, AICP  
Director of Planning & Codes Department