

**Planning Commission
City of Basehor, Kansas**

Tuesday, December 3, 2013



City Hall Council Chambers

Regular Meeting – 7:00 p.m.

AGENDA
BASEHOR PLANNING COMMISSION
December 3, 2013
7:00 P.M.
Basehor City Hall

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes of the Preceding Meeting
 - 1. Minutes of the September 10, 2013 Planning Commission meeting.**
- D. Unfinished Business
- E. New Business
 - 1. Consider 2014 City of Basehor Application and Review Schedule.**
 - 2. Consider Planning Commission Secretary Appointment.**
- F. Open Agenda
- G. Reports from Special Committees
- H. City Engineer's Report
- I. Adjournment

**Minutes of the September 10, 2013
Planning Commission Meeting**

**MINUTES
BASEHOR PLANNING COMMISSION
September 10, 2013
BASEHOR CITY HALL**

**PLANNING COMMISSION MEETING
7:00 P.M.**

A. Call to Order

Chair Jon Gallion, called the meeting to order at 7:00 p.m.

Pledge of Allegiance

B. Roll Call

Members Present: Commissioners Jon Gallion, Ed Bush, John Matthews, Fred Farris, John Flower and Tracey Hannah.

Absent: Terry Gall.

Staff Present: Mitch Pleak, City Engineer and Katherine Renn, Assistant City Clerk.

C. Approval of Minutes

A motion was made by Commissioner Farris and seconded by Commissioner Bush to approve the August 6, 2013 minutes. Chair Gallion asked for a vote. Motion passed 6-0.

D. Unfinished Business – None

E. New Business –

1. Public Hearing: Consider a Conditional Use Permit for an in-home beauty shop, located at 14922 Parallel Rd.

Motion was made by Commissioner Farris to open the public hearing at 7:02 p.m. and Commissioner Hannah seconded. Motion passed 6-0.

Faye Vestal - 14922 Parallel Rd. - spoke about her desire to start working part time again in her home beauty shop.

No one else spoke in favor or against item.

Motion was made by Commissioner Bush to close the public hearing at 7:05 p.m. and seconded by Commissioner Flower. Motion passed 6-0.

Motion was made by Commissioner Bush to agree with Staff recommendation for a period of five years and seconded by Commissioner Farris. Motion passed 6-0.

2. Consider Planning Commission Resolution No. 2013-01 to adopt the 2013 Comprehensive Plan.

Motion was made by Commissioner Flower to agree with Staff recommendation and seconded by Commissioner Matthews. Motion passed 6-0.

F. Open Agenda – None

G. Reports from Special Committees – John Matthews gave a Leavenworth County Commissioners update.

H. City Engineer's Report – Mitch gave the Commissioners an update on the current status of building permits to date, 53 single family homes and 8 multi-family.

Also updated the Wolf Creek Parkway project would be under construction within a week.

Mitch also gave the Commissioners the zip code update that City awaiting final decision from Denver and then once final decision passed that it would be effective July 1, 2014.

I. Adjournment -

Commissioner Bush made the motion to adjourn and Commissioner Matthews seconded. Chair Gallion called for vote. Motion passed 6-0. There being no further discussion, the meeting was adjourned at 7:16 p.m. from Chair Gallion.

Submitted for approval with/**without** additions or corrections this 3rd day of December, 2013.

Jon Gallion, Chairperson

Katherine M. Renn, Planning Secretary

Unfinished Business

New Business

Agenda Item No. E1
Planning Commission – December 3, 2013

Consider 2014 City of Basehor Application and Review Schedule.

Narrative

The 2014 application and review schedule for all Planning Commission requests is enclosed. Please review.

Staff will be available for discussion at the meeting.

Staff Recommendation

Staff recommends the approval of the 2014 City of Basehor Application and Review Schedule.

2014 City of Basehor Application and Review Schedule

This schedule applies to all applications that require public hearings, including Zoning, Preliminary Development Plans, Preliminary Plats, Final Plats, & Conditional Use Permits. The submittal dates for applications not requiring public hearings may vary depending on requirements of the Zoning or Subdivision Regulations, or in the absence thereof, at the Planning Director's discretion.

Submittal Deadline	Notice of Public Hearing to paper	Publication Date for Notice of Public Hearing	Postmark Date for Notice of Public Hearing to Property Owners	Planning Commission	Governing Body*
10/23/13	11/01/13	11/07/13	11/13/13	12/03/13	01/06/14
11/27/13	12/06/13	12/12/13	12/18/13	01/07/14	02/03/14
12/23/13	01/03/14	01/09/14	01/15/14	02/04/14	03/03/14
01/22/14	01/31/14	02/06/14	02/12/14	03/04/14	04/07/14
02/26/14	03/07/14	03/13/14	03/19/14	04/08/14	05/05/14
03/26/14	04/04/14	04/10/14	04/16/14	05/06/14	06/02/14
04/23/14	05/02/14	05/08/14	05/14/14	06/03/14	07/07/14
05/28/14	06/06/14	06/12/14	06/18/14	07/08/14	08/04/14
06/21/14	07/02/14	07/10/14	07/16/14	08/05/14	09/08/14
07/30/14	08/08/14	08/14/14	08/20/14	09/09/14	10/06/14
08/27/14	09/05/14	09/11/14	09/17/14	10/07/14	11/03/14
09/24/14	10/03/14	10/09/14	10/15/14	11/04/14	12/01/14
10/22/14	10/31/14	11/06/14	11/12/14	12/02/14	01/05/15

The application fee must be paid prior to the scheduling of any action with the Planning Commission. **An application is not considered submitted until all required information is received.**

***All actions forwarded from the Planning Commission on public hearing items will be submitted to Governing Body on the first Council meeting of the following month due to protest period requirements.**

City Council meetings are the first (1st) and third (3rd) Monday of each month.

Final Plats will not be forwarded to the Governing Body for acceptance of the dedication of public easements, rights-of-way or parklands until the construction plans and any associated documents are approved by the City Engineer.

Agenda Item No. E2
Planning Commission – December 3, 2013

Consider Planning Commission Secretary Appointment.

Narrative

November 18th, 2013, City Council appointed Kathy Renn as City Clerk. Due to Kathy Renn's appointment, Kathy will no longer be able to serve as the Planning Commission Secretary.

Staff Recommendation

Planning Commission shall consider appointing the Connie Leggett as Planning Commission Secretary.

Open Agenda

Reports from Special Committees

City Engineer's Report

Adjournment