

**MINUTES
BASEHOR PLANNING COMMISSION
December 3, 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 and John Flower.

Absent: Terry Gall, Fred Farris and Tracey Hannah.

Staff Present: Mitch Pleak, City Engineer and Katherine Renn, City Clerk and Connie Leggett, Utility Billing Clerk, (*arrived 7:10pm.*).

C. Approval of Minutes

A motion was made by Commissioner Flower and seconded by Commissioner Bush to approve the September 10, 2013 minutes. Chair Gallion asked for a vote. Motion passed 4-0.

D. Unfinished Business – None

E. New Business –

1. Consider 2014 City of Basehor Application and Review Schedule

Motion was made by Commissioner Matthews to approve the City of Basehor Application and Review schedule and seconded by Commissioner Bush. Motion passed 4-0.

2. Consider Planning Commission Secretary Appointment

Mr. Pleak gave Commissioners a brief review that recently Katherine Renn was appointed to be the City Clerk on November 18, 2013 and therefore Connie Leggett the Utility Billing Clerk would be taking her place as the planning secretary for the Planning Commission meetings.

Motion was made by Commissioner Flower to appoint with Staff recommendation for Connie Leggett to be the planning secretary and seconded by Commissioner Bush. Motion passed 4-0.

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; and to date 81 have been filed and a few more may come in before year end. 2013 has been a good year for permits.

Mr. Pleak also stated that the January meeting currently had nothing on the agenda but to still hold a work session on January 7, 2014 at 6:00 p.m.

I. Adjournment -

Chair Gallion made the motion to adjourn and Commissioner Bush seconded. Chair Gallion called for vote. Motion passed 4-0. There being no further discussion, the meeting was adjourned at 7:40 p.m. from Chair Gallion.

Submitted for approval with/**without** additions or corrections this 7th day of January, 2014.


Jon Gallion, Chairperson


Katherine M. Renn, Planning Secretary