MINUTES
BASEHOR PLANNING COMMISSION
February 2, 2016
BASEHOR CITY HALL

PLANNING COMMISSION MEETING
7:00 P.M.

1. Call to Order

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

Pledge of Allegiance

2. Roll Call

Members Present: Chair Jon Gallion, Commissioners Terry Gall, Dennis Haag, Ed Bush and Cecil Swenson and Jennifer Bizzell

Staff Present: Mark Lee, Planning and Zoning Director; Connie Leggett, Planning Commission Secretary; Shannon Marcano, City Attorney; Chief Lloyd Martley, City Administrator

Absent Members: Commissioner Fred Farris

3. Approval of Minutes

Chair Gallion called for a motion to approve the December 8th, 2015 minutes. Motion was made by Commissioner Haag to approve the minutes with the correction of changing the date on the last page from February 4th to the 2nd. Chair Gallion added that the correction had already been made. Motion was seconded by Commissioner Gall. Chair Gallion called for a vote, Motion passed 6-0.

***4. Unfinished Business* – None**

***5. New Business* –**

Public Hearing: – Request approval of a zoning change from CP-2 General Business District to CP-1 Neighborhood Business District for Lot C-12 & C-13 in the Pinehurst North Subdivision.

Mark Lee explained the property location, requirements for this project, staff recommendations and how they might pertain to what is being requested for rezoning and that the staff approves the request and that the staff recommendations shall be met.

Chair Gallion called for a motion to open the public hearing. Commissioner Haag made the motion and Commissioner Bush seconded. Chair Gallion called for a vote and the motion to open the public hearing was passed 6-0 at 7:02 p.m.

Maggie Seele of 18740 Cedar Niles Road, Gardner, KS spoke on behalf of the childhood academy of which they would like to build in the area. She explained what type of school, how big the school would be, the ages of the children, a brief history on her previous schools

and current schools, the type of licensing, teachers, qualifications and what type of children they could accommodate.

Chair Gallion called for a motion to close the public hearing. Commissioner Bush made the motion and Commissioner Swenson seconded. Chair Gallion called for a vote 6-0 and the public hearing closed at 7:09 p.m.

Chair Gallion called for a motion for the request and Commissioner Haag made a motion to approve the request for the rezoning from CP-2 General Business District to CP-1 Neighborhood Business District with the staff recommendation as stated:

1. Building plans shall be submitted and approved by city staff prior to a building permit being issued
2. If Lots C-12 and C-13 are to be combined, a short form plat shall be submitted and approved by the Planning Commission and City Council and recorded.
3. In addition to the stipulations in this report, the developer/property owner agrees to abide by all regulations contained in the Basehor Zoning Ordinance and Subdivision Regulations.

Commissioner Bush seconded the motion. Chair Gallion called for a vote and the motion passed 6-0.

6. ***By-Law Amendments:*** Review and approval of updated Planning Commission By-Laws, reflecting meeting day change, grammatical errors and other miscellaneous items as indicated by the City Attorney.

Mark Lee, Planning Director, explained that after reviewing the Planning Commission By-laws it was noticed that the Planning Commission meetings were not taking place on the nights as set forth by the by-laws as well as other discrepancies. After further review by the City Attorney there were other items that needed to be addressed as well. There were two copies of the by-laws, one with red lines and one clean with the changes. What they state now is that the meetings will take place on the second Tuesday of the month along with the other necessary amendments.

Dennis Haag made comments regarding the "his/her" portion of the chair position, this should be added in as well.

Chair Gallion asked the commission members if there would be a problem with the second Tuesday of the month and the response was that they are fine with the set meeting day.

Chair Gallion called for a motion to for the request, Commissioner Bush made the motion to approve Agenda Item #6 regarding the updates to the Planning Commission By-Laws as requested. Commissioner Haag seconded the motion. Chair Gallion called for a vote and the motion passed 6-0.

7. ***Open Agenda*** – **None at this time**

8. ***Reports from Special Committees*** – **None at this time**

9. City Engineer's Report

Mark Lee reported that last year ended with about 92 building permits and so far this year there are 7 permits. Someone purchased the rest of the open space at Falcon Lakes to build. The future senior housing was to be downsized in an effort to cut costs, this would be done by removing the single bedroom units, thus reducing the total units from 48 to 42.

10. Adjournment -

Chair Gallion called for a motion to adjourn and Commissioner Gall made the motion and Commissioner Haag seconded. Chair Gallion called for a vote. Motion passed 6-0. There being no further discussion, the meeting was adjourned at 7:25 p.m. from Chair Gallion.

Submitted for approval without additions or corrections this 8th day of March, 2016.

Jon Gallion, Chair

Connie Leggett, Planning Commission Secretary