MINUTES
BASEHOR PLANNING COMMISSION
March 8, 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 Dennis Haag, Ed Bush, Cecil Swenson and Fred Farris

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

Absent Members: Commissioner Jennifer Bizzell, Terry Gall,

3. Approval of Minutes

Chair Gallion called for a motion to approve the February 2nd, 2016 minutes. Motion was made by Commissioner Haag to approve the corrected minutes pertaining to page two (2) first full paragraph and page two (2) last full paragraph. Chair Gallion called for a vote, Motion passed 5-0.

***4. Unfinished Business* – None**

***5. New Business* –**

Public Hearing: – Request approval of short-form final plat of lots 137 and 138 located within the Falcon Lakes 3rd Phase.

Mark Lee explained the property location, the requirements for this project, staff recommendations and how they might pertain to what is being requested. Staff recommends approval of the request with three stipulations which shall be met.

Chair Gallion called for a motion to open the public hearing. Commissioner Bush made the motion and Commissioner Farris seconded. Chair Gallion called for a vote and the motion to open the public hearing was passed 5-0 at 7:04 p.m.

Applicant, Mark Johnson was not in attendance to speak on his behalf for the application.

Commissioner Bush asked City Attorney Shannon Marcano if it was necessary for the applicant to be present in order to cast the vote or if it should be set aside for another time. Shannon Marcano replied we can proceed with the Public Hearing without the applicant being present if the Commission so wished.

No members of the public were present to speak in favor or against.

Mark Lee explained the missing name on the second signature block of the presented plat was intended for the representative of the 95th Street Corporation (Bank), at the time of plat preparation it was unclear which named representative would be signing. It was also brought to the commissioner's attention that Mr. Johnson may have in fact have already purchased the lot from the bank and therefore a second signature block would not be required.

Commissioner Farris asked if approval of the plat would create problems if Mr. Johnson did not purchase the lot. Mr. Lee stated that he had obtained signed ownership affidavits of both property owners therefore effectively showing the bank was aware of the impending purchase and was in agreeance of the purchase. Mrs. Marcano stated that if the purchase of the lot were to fall through for some reason, then the plat could not be recorded at the county level without proper signatures, effectively becoming null and void, even with Planning Commission approval.

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 and the motion to close the public hearing passed 5-0 at 7:09 p.m.

Chair Gallion called for a motion for the request. Commissioner Farris made a motion to approve the request for the short-form final plat of lots 137 and 138 located within the Falcon Lakes 3rd Phase with the staff recommendations as stated:

1. The Mylar signature copies of the final plat shall contain the name of the appropriate representative from the owners of lot 138.
2. The applicant shall complete the installation of approved sidewalk along the frontage of lot 138, per city standards within sixty (60) days.
3. The final plat shall be recorded with the Register of Deeds of Leavenworth County, one registered copy shall be returned to city staff for record keeping purposes.

Commissioner Haag seconded the motion. Chair Gallion called for a vote and the motion passed 5-0.

6. ***By-Law Amendments:*** Review and approval of updated Planning Commission By-Laws, reflecting changes presented during the February Planning Commission meeting.

Mark Lee, Planning Director, explained that this is the final copy of the By-laws that was discussed at the last meeting. That all it needs is the signatures of the Chair and Secretary.

Commissioner Haag had a question pertaining the date of February and when signed it would have the actual date of signing. City Attorney Shannon Marcano had answered the question with a yes.

Chair Gallion called for a motion for the request, Commissioner Haag made the motion to approve Agenda Item #6 regarding the updates to the Planning Commission By-Laws as requested. Commissioner Bush seconded the motion. Chair Gallion called for a vote and the motion passed 5-0.

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

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

9. City Engineer's Report

Revised development plan for the Basehor Town Center pertaining to the 20 acres on the back side on 147th Street, plan to meet next month; Documentation submitted to finalize the High Point Downs second plat; Received maybe 16 building permit so far this year; Cornerstone waiting for the utilities to get turned off at the little house and wait for it to get torn down before starting; Elementary school expansion has started; Waiting to hear from the school district about tech center expansion for the high school

Vernon Fields – 15424 Pin Oak Drive spoke on behalf of what he is trying to do for the City of Basehor with the Mid-America Regional Council on grant funding. The work that the Planning Commission is doing in regards to trails and connectivity, he is taking to MARC and reporting the progress that is going on in Basehor. He spoke about all the meetings that he will be attending with MARC.

10. Adjournment -

Chair Gallion called for a motion to adjourn and Commissioner Haag made the motion and Commissioner Bush seconded. Chair Gallion called for a vote. Motion passed 5-0. There being no further discussion, the meeting was adjourned at 7:19 p.m. from Chair Gallion.

Submitted for approval without additions or corrections this 12th day of April, 2016.

Jon Gallion, Chair

Connie Leggett, Planning Commission Secretary