

**CITY PLANNING COMMISSION  
Regular Meeting Minutes  
Ottawa, Kansas**

**City Hall – August 8, 2012**

The City Planning Commission met at 7:00 p.m. on this date with the following members present and participating: Members Boyd, Livingston, Colbern, Jackson, and Chairperson Wasko. Absent were Members Bond and Maxwell.

**Declaration:**

Chairperson Wasko 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.

Member Colbern stated he would recuse himself from the vacation of the alley right-of-way request as he has property that abuts the area being vacated.

**Public Comments:** There were none.

**Consent Agenda:**

Member Colbern made a motion to approve the June 27, 2012 study session minutes, and the July 11, 2012 meeting minutes, seconded by Member Boyd. All present voted yes. (5-0).

**Site Plan:**

1. **Site Plan, Blue Sky Liquor, 109 W. 9th, for a new commercial structure, a retail liquor and grocery store.**

Tom Yahl reviewed the staff memo and site plan with the Planning Commission. Mr. Yahl reminded the Planning Commission of the variance request that was granted to allow the placement of the building setbacks the same as the current building. Mr. Yahl stated staff recommends approval with the following conditions: 1. Resolution of easement requirements for the sanitary sewer service; 2. Submittal of a development agreement related to future expansion of parking.

Wynndee Lee stated the development agreement would provide for the expansion of the parking lot should the usage of the business require it. Mrs. Lee did indicate there is on-street parking at this location.

Chairperson Wasko asked if the residence to the west of the site was remaining and if there was any screening. Wynndee Lee indicated the house would continue to be used and a fence is being installed for screening between new building and existing house.

Chairperson Wasko asked if the traffic entering off Main Street would cause a bottleneck. Wynndee Lee indicated there is already a driveway there which is being used by the current occupant.

Kirby Snyder, 2738 Shawnee Road, stated that there was an error in the size of the building in the power point, it is only 3500 square feet not 4700 square feet. Mr. Yahl confirmed that this was correct.

Member Livingston asked if the on-street parking on 9th Street will stay. Wynndee Lee indicated yes.

Member Boyd asked if the on-street parking was parallel. Wynndee Lee stated no it was angled parking.

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

Chairperson Wasko asked for a motion to approve or deny the site plan.

Member Livingston made a motion to approve the site plan for Blue Sky Liquor for a new commercial structure a retail liquor store, located at 109 W. 9th with the following conditions: 1. Resolution of easement requirements for the sanitary sewer service; 2. Submittal of a development agreement related to future expansion of parking, seconded by Member Jackson. The motion was considered and Member Boyd, yes; Member Livingston, yes; Member Colbern, yes; Member Jackson, yes; Chairperson Wasko, yes. Motion passed by a 5-0 vote.

#### **Public Hearing Item:**

- 1. Hold a public hearing on the proposed request to vacate the alley right-of-way between the 100 blocks of North Cedar and North Oak Streets requested by Ottawa Co-op.**

Chairperson Wasko opened the public hearing.

Member Colbern recused himself from this item.

Tom Yahl reviewed the staff memo and map with the Planning Commission. Mr. Yahl indicated staff is recommending approval of the vacation request.

Member Livingston asked if the area would be retained as an utility easement and were all the abutting property owners in agreement with the vacation. Wynndee Lee stated the area would be retained as an utility easement and that all property owners signed the petition.

Chairperson Wasko asked if this would cause anything different in how the area is being used now. Wynndee Lee stated no.

Chairperson Wasko asked if there were any public comments, there were none.

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

Chairperson Wasko asked for a motion.

Member Livingston made a motion to recommend to the City Commission to approve the proposed request to vacate the alley right-of-way between the 100 blocks of North Cedar and North Oak

Streets, seconded by Member Boyd. The motion was considered and Member Livingston, yes; Member Jackson, yes; Member Boyd, yes; Chairperson Wasko, yes. Motion passed by a 4-0 vote.

**Other Items:**

**1. Resignation of Planning Commissioner.**

Wynndee Lee stated that Member Bond resigned her position with the Planning Commission.

**2. Elect a new Vice-Chairperson.**

Wynndee Lee stated since Member Bond had been elected as Vice-Chairperson the Planning Commission would need to elect a new Vice-Chairperson.

Member Boyd nominated Member Maxwell for Vice-Chairperson, there was no second on this nomination, because he was absent and some concern he might not be able to do it.

Member Livingston nominated Member Boyd for Vice-Chairperson, seconded by Member Jackson. Nominations ceased. Chairperson Wasko called for a vote, all present voted yes. Motion passed by a 5-0 vote.

**3. TIF project.**

Wynndee Lee informed the Planning Commission that staff had received a TIF application from Advantage Ford and per the regulations the Planning Commission needs to review it and make recommendation to the City Commission on whether it meets the intent of the Comprehensive Plan. Mrs. Lee asked in order to move the process along, would the Planning Commissioners be willing to move their study session date to noon on Monday, August 27th. Chairperson Wasko indicated she would be out of town, Member Boyd stated he should be able to make the meeting, Members Livingston, Colbern, and Jackson stated they would be able to make the meeting.

**Announcements:** The next regularly scheduled Planning Commission study session is Monday, August 27, 2012 at noon and the next regularly scheduled Planning Commission meeting is Wednesday, September 12, 2012 at 7 p.m.

**Adjournment:** Chairperson Wasko adjourned the meeting at 7:45 p.m.

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