



PLANNING COMMISSION/BOARD OF ZONING APPEALS MEETING AGENDA

Tuesday, April 14, 2026 at 5:30 PM – 400 W Madison Ave, Arkansas City, KS

GoTo Meeting: <https://meet.goto.com/561869469> or call +1 (571) 317-3122 **Access Code:** 561-869-469

Call to Order

Roll Call

- | | | | |
|------------------------------------------|----------------------------------------|------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Mike Bergagnini | <input type="checkbox"/> Lloyd Colston | <input type="checkbox"/> | <input type="checkbox"/> Chris Johnson |
| <input type="checkbox"/> Travis Pearman | <input type="checkbox"/> Duane Oestman | <input type="checkbox"/> Cody Richardson | <input type="checkbox"/> Dotty Smith |

Declaration

At this time, Planning Commission members are asked 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.

Consent Agenda

1. Meeting Minutes, **February 10, 2026 meeting.**
-

Board of Zoning Appeals

2. Recess the Planning Commission and convene the Board of Zoning Appeals

3. Hold a public hearing to consider the advisability of granting a variance for a sign at 1110 E Kansas Ave that exceeds the maximum height by 9 feet and exceeds the maximum area by 23 square feet.

4. Adjourn the Board of Zoning Appeals Sine Die and reconvene the Planning Commission

Other Items

5. Discuss recent amendments to the Zoning Regulations regarding carports and discuss Planning Commission/Board of Zoning Appeals bylaws
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-
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Adjournment _____



PLANNING COMMISSION/ BOARD OF ZONING APPEALS MEETING MINUTES

Tuesday, February 10, 2026 at 5:30 PM

Meeting called to order at 5:32 PM

Roll Call

<input checked="" type="checkbox"/> Mike Bergagnini	<input checked="" type="checkbox"/> Lloyd Colston	<input type="checkbox"/>	<input checked="" type="checkbox"/> Chris Johnson
<input checked="" type="checkbox"/> Travis Pearman	<input type="checkbox"/> Duane Oestman	<input checked="" type="checkbox"/> Cody Richardson	<input checked="" type="checkbox"/> Dotty Smith

Consent Agenda

1. Meeting Minutes, **December 9, 2025 meeting.**
Lloyd Colston made the motion to approve the meeting minutes from December 9, 2025 and Mike Bergagnini made the second motion. Voice vote carried the motion.

Board of Zoning Appeals

2. **Recess the Planning Commission and convene the Board of Zoning Appeals**
Lloyd Colston made the motion to recess the Planning Commission meeting and convene the Board of Zoning Appeals meeting at 5:34 PM and Mike Bergagnini made the second motion. Voice vote carried the motion.
3. **Hold a public hearing to consider the advisability of granting a variance to reduce the front yard setback from 25 feet to 5 feet for the construction of a carport at 1117 N 9th Street**
Travis Pearman made the motion to open the public hearing to consider the advisability of granting a variance to reduce the front yard setback from 25 feet to 5 feet for the construction of a carport at 1117 N 9th ST and Chris Johnson made the second motion. Voice vote carried the motion.

The property owners were present and approached the board and explained to the board their request. After the property owners were done speaking, Josh explained to the board the request and what the setbacks would be in that area. He also noted that there was alley access to the rear yard. After the board discussed the advisability of granting a variance, Cody Richardson made the motion to close the public hearing at 6:07 PM and Lloyd Colston made the second motion. Voice vote carried the motion. Travis Pearman made the motion to table the variance. After further discussion, Travis withdrew the motion to table the variance. Lloyd Colston made the motion to deny the variance and Mike Bergagnini made the second motion. The roll call vote resulted in six board members voting in favor of the motion to deny the request and one board member, Travis Pearman, voting in opposition.

4. **Hold a public hearing to consider the advisability of granting a variance for a sign at 1110 E Kansas Ave that exceeds the maximum height by 25 feet and exceeds the maximum area by 146 square feet.**
Cody Richardson made the motion to hold a public hearing to consider the advisability of granting the variance of the sign 1110 East Kansas height and area at 6:11 PM and Lloyd Colston made the second motion. Voice vote carried the motion.

Josh explained to the board the details of the proposed variance. The property was rezoned to C-3 in 2021, and the proposed sign would be approximately 500 feet from any residences. The reasoning for the variance is being requested is to show travelers where the truck stop is and because the base of the sign will be lower than the road. Robert Wilson, property owner within 1,000 feet of the proposed variance, was present and expressed his concerns about the sign which included the height and the brightness of the sign at night. The property owners of the truck stop were also present; they approached the board and discussed the cost

the project along with their reasoning for the proposed variance. The property owners explained to the board that the lights on the sign would be LED and would only illuminate the sign. The board discussed with the property owners about the possibility of moving the sign to the north of the property. Further discussions included the size of the sign and placement of the sign. Josh was asked what re-course the property owners would have should the variance be denied. Josh explained that the owners could go to district court; however, district court would only be looking to see if the board handled the variance correctly. Travis Pearman stated that he couldn't support considering the variance because of the light pollution of vehicles going around the round about all night long along with the streetlights. However, he expressed a compromise about the size of the sign. Dotty Smith proposed having a bigger sign on the highways outside of the city limits and a more appropriate sign size installed at the truck stop location. At 7:04 PM, Travis Pearman made the motion to end the public hearing, and Mike Bergagnini made the second motion. Voice vote carried the motion. Travis Pearman made motion to deny the variance for 1110 E Kansas Ave as presented and Lloyd Colston made the second motion. Roll call vote resulted in all board members voting in favor to deny the variance request as presented.

5. Adjourn the Board of Zoning Appeals Sine Die and reconvene the Planning Commission

Lloyd Colston made the motion to adjourn the Board of Zoning Appeals meeting and reconvened the Planning Commission meeting at 7:06 PM and Travis Pearman made the second motion. Voice vote carried the motion.

Other Items:

Josh stated that he has considered shrinking the Planning Commission from nine to seven; however, hopefully after the next city commission meeting, that may not be an issue. Also, when we wrote the regulation, we excluded the growth members from the Board of Zoning Appeals; Josh wondered if it wouldn't be appropriate to allow them to be members of Board of Zoning Appeals. Dotty didn't want to do that because these are city issues being brought to the Board of Zoning Appeals not county issues.

Adjournment

Travis Pearman made the motion to adjourn the meeting at 7:08 PM and Lloyd Colston made the second motion. Voice vote carried the motion.



Planning Commission Agenda Item

Meeting

Date: 4/14/2026

From: Josh White, Community Development Director

Item: Recess Planning Commission and convene the BZA

Purpose: Recess the Planning Commission and convene the Board of Zoning Appeals

Background:
At this time it is necessary to recess the Planning Commission and convene the Board of Zoning Appeals. Growth Area members should excuse themselves.

Action:
Make a motion to recess the Planning Commission and convene the Board of Zoning Appeals



Board of Zoning Appeals Agenda Item

Meeting

Date: 4/14/2026
From: Josh White, Principal Planner
Item: 1110 E Kansas Ave sign variance

Purpose: Hold a public hearing to consider the advisability of granting a variance for a sign at 1110 E Kansas Ave that exceeds the maximum height by 9 feet and exceeds the maximum area by 23 square feet.

Background:

KLANDS Venture LLC has requested a variance to the sign regulations. The subject property is located at 1110 E Kansas Avenue. The property is being developed as a travel center. The area surrounding the property is commercial (mixed use). The applicants are planning to erect a sign at the southwest corner of the site that exceeds the height and size requirements. Regulations allow for a 25' pole sign with an area of no more than 100 square feet. The proposal is for a sign with a height of 36' and an area of 123 square feet (although 22 square feet is for a separate business). The property is approximately 13.68 acres.

It is the recommendation of staff that a sign variance to exceed the maximum height by 9 feet and exceed the maximum area by 23 square feet be approved based on the following factors:

- The proposed signage will not adversely affect the neighborhood
- The distance from the sign to the nearest house is approximately 500 feet.
- The height of the highway presents a visibility challenge for the sign and thus a hardship on the applicant.
- The signage will not interfere or be confused with traffic signals or road signs and lights.
- The variance is not opposed to the general spirit and intent of the zoning regulations and Comprehensive Plan objectives.

Action:

Hold a public hearing. After the public hearing is closed, make a motion to approve/disapprove a variance for a sign at 1110 E Kansas Ave that exceeds the maximum height by 9 feet and exceeds the maximum area by 23 square feet.

Attachments:

Staff report Presentation Link <https://arcg.is/OTqDz00>

STAFF REPORT



Community Development Division
 Josh White, Community Development Director
 118 W Central Ave, Arkansas City, KS 67005

Phone: 620-441-4420 Email: jwhite@arkansascityks.gov Website: www.arkcity.org

CASE NUMBER
 BZA-2025-214

APPLICANT/PROPERTY OWNER
 KLANDS Venture LLC

PUBLIC HEARING DATE
 April 14, 2026

PROPERTY ADDRESS/LOCATION
 1110 E Kansas Ave

BRIEF SUMMARY OF REQUEST

KLANDS Venture LLC has requested a variance to the sign regulations. The subject property is located at 1110 E Kansas Avenue. The property is being developed as a travel center. The area surrounding the property is commercial (mixed use). The applicants are planning to erect a sign at the southwest corner of the site that exceeds the height and size requirements. Regulations allow for a 25' pole sign with an area of no more than 100 square feet. The proposal is for a sign with a height of 36' and an area of 123 square feet (although 22 square feet is for a separate business). The property is approximately 13.68 acres. Staff recommends approval of both variances.



Map data ©2026 Esri World Topographic map

<p>EXISTING ZONING C-3, General Commercial District FP-O, Floodplain Overlay District</p>	<p>EXISTING LAND USE Active construction site for travel center</p>	<p>SURROUNDING ZONING North-MU South-I-1, C-3, MU West-MU East-A, County</p>	<p>SITE IMPROVEMENTS Active Construction site</p>	<p>SIZE OF PROPERTY 13.68 acres</p>
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STAFF RECOMMENDATION

APPROVE

APPROVE WITH CONDITIONS

DENY

DOES STRICT ADHERANCE TO THE REGULATIONS REPRESENT AN UNNECESSARY HARSHIP ON THE APPLICANT?

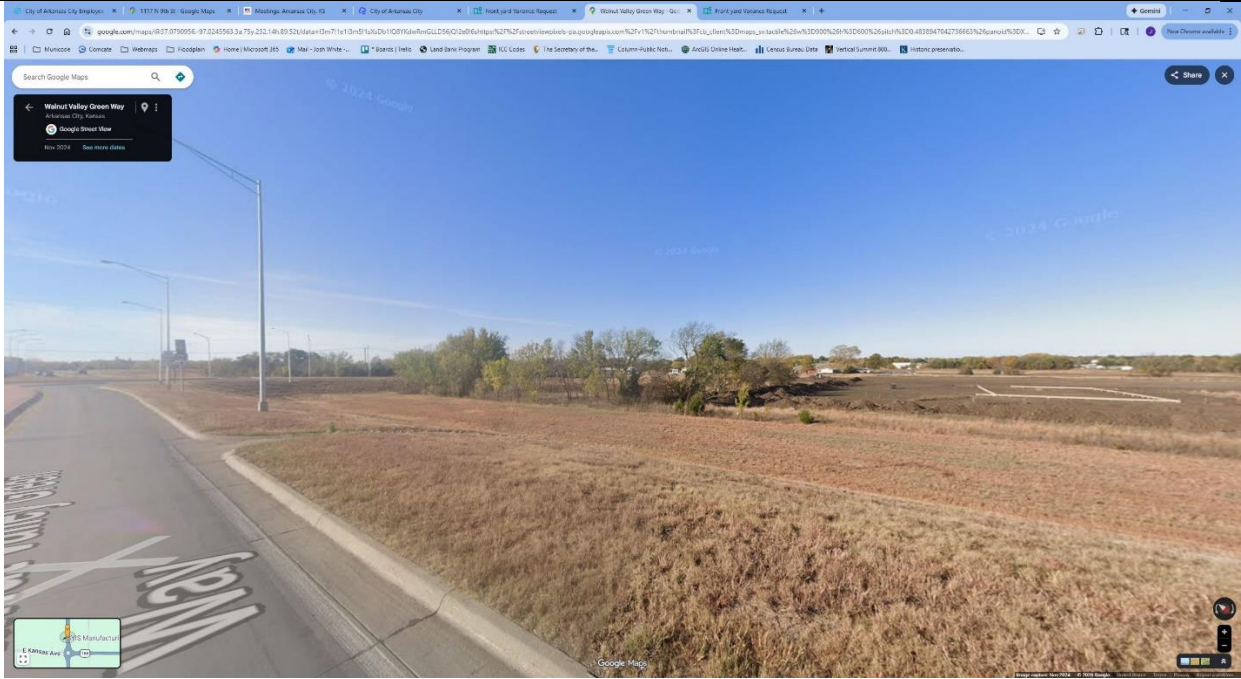
The base of the sign is located well below the highway since the highway is atop the levee. This makes a sign at the maximum allowed height less visible to highway traffic which is the travel center's core customer source.

PROPERTY HISTORY

The subject property is currently being developed as a truck stop. It was annexed into the City in 2007. It was brought in with residential zoning at the time. In 2014 when the city was rezoned, it was brought in as mixed use. In 2021, it was rezoned from Mixed Use to C-3.

RELIEF SOUGHT:

- A variance to exceed the maximum height for a pole sign by 9 feet. Total height: 36'
- A variance to exceed the maximum area of the sign by 23 square feet. Total area: 123 square feet



Location of sign, approximately at the center of photo north of the tree line. Google Streetview November 2024.

Findings

In order to consider a request for a variance, the Board of Zoning Appeals must make written findings of facts that the following conditions apply to the property in question.

1. Is the proposed sign variance a design, location or size which adversely impacts the neighborhood?

The sign is a significant distance from any residence and most likely will not have an adverse impact on them. The closest residence is also on the other side of the highway and levee but would be able to see the sign.

2. Will the granting of the sign variance adversely affect the rights of adjacent property owners?

The variance would not adversely affect adjacent property owners.

3. Will the strict application of the provisions of the zoning regulations of which the variance is requested constitute unnecessary hardship upon the property owner represented in the application?

The base of the sign is located well below the highway since the highway is atop the levee. This makes a sign at the maximum allowed height less visible to highway traffic which is the travel center’s core customer source.

4. Will the granting of the sign variance interfere with or be confused with any traffic signal, sign or light?

There are no traffic signals near the proposed sign. The sign is set well back from the road and should not be confused as a highway sign.

5. Will the granting of the sign variance be contrary to the general spirit and intent of the zoning regulations and Comprehensive Plan objectives?

Due to the distance from adjacent homes, staff believes granting the variance will not be contrary to the

general spirit and intent of the zoning regulations and Comprehensive Plan objectives.

6. The recommendations of professional staff;

It is the recommendation of staff that a sign variance to exceed the maximum height by 9 feet and exceed the maximum area by 23 square feet be approved based on the following factors:

- The proposed signage will not adversely affect the neighborhood
- The distance from the sign to the nearest house is approximately 500 feet.
- The height of the highway presents a visibility challenge for the sign and thus a hardship on the applicant.
- The signage will not interfere or be confused with traffic signals or road signs and lights.
- The variance is not opposed to the general spirit and intent of the zoning regulations and Comprehensive Plan objectives.

Revisions:

- R1: Changed from CTS...10.01.25
- R2: Added pricer...10.01.25
- R3: Changed pricer from 1 prod. to 2;
Added 3 x 8 VC...10.22.25
- R4: Removed E-10 from Reg. p.p.;
...11.04.25
- R5: Changed O.A.H. from 50'; Changed
pricer from 5'-2" x 16'-4" 2 prod...03.18.26

Account Rep:

Project Manager: **diamond SAMMONS**

Drawn By: **m C**

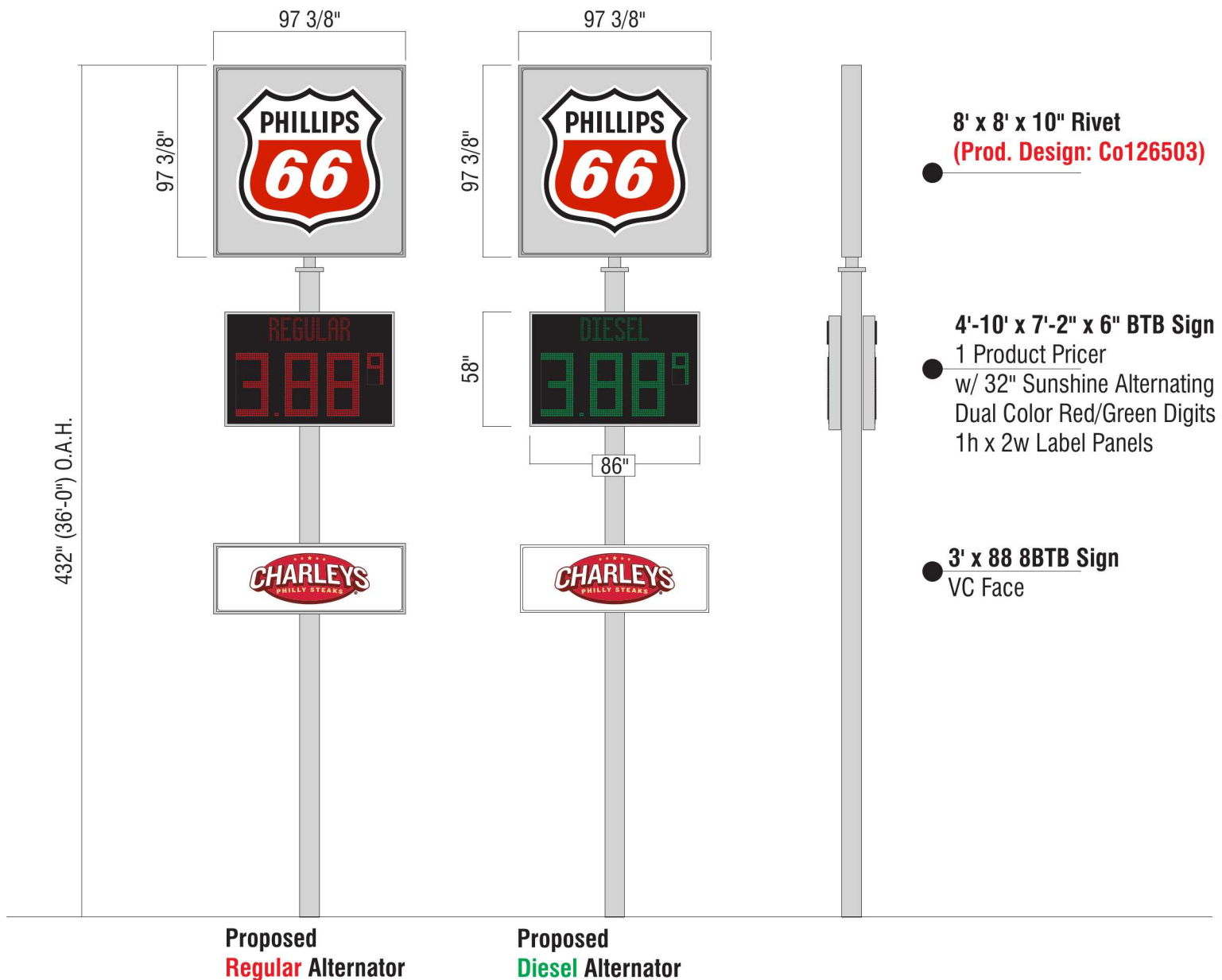
Project / Location:

Hi-Rise
12 x 12 CTS Shield
Site # 917081
1106 E Kansas Ave
Arkansas City, KS 67005

This original drawing is provided as part of a planned project and is not to be exhibited, copied or reproduced without the written permission of Federal Heath Sign Company LLC or its authorized agent.

boss#: Co20255488.E

date: 09.22.25





Board of Zoning Appeals Agenda Item

Meeting

Date: 4/14/2026

From: Josh White, Community Development Director

Item: Adjourn the BZA and reconvene the Planning Commission

Purpose: Adjourn the Board of Zoning Appeals Sine Die and reconvene the Planning Commission

Background:

At this time, it is necessary to adjourn the Board of Zoning Appeals Sine Die and reconvene the Planning Commission

Action:

Make a motion to adjourn the Board of Zoning Appeals Sine Die and reconvene the Planning Commission. Growth area members may return.

Proposed Changes to Zoning Regulations Regarding Carports

Due to the hailstorm that affected much of the community on June 17, 2025, there have been increased requests for carports to help protect cars from future storms. In some neighborhoods, the only feasible location for a carport is in the front yard. Our current regulations would not allow the placement of a carport in the front yard as it would violate the front yard setback. Staff propose creating a special exception with administrative approval for areas that do not have rear alley access. All areas with rear alley access would still be required to conform to the current regulations. Carports can be placed on the side of houses but would still be required to meet the standard side yard setback. In most areas of the city, this would require all carports and other accessory structures to be placed on the rear half of the lot.

Article 20: Supplemental District Regulations

SECTION 20-8 ACCESSORY USES; ADDITIONAL REQUIREMENTS IN RESIDENTIAL DISTRICTS

20-801.

- a. Detached accessory buildings shall not occupy a required yard other than a required rear yard if not located within five (5) feet of a rear property line or within three (3) feet of a side property line.
- b. Detached accessory buildings shall not be located within ten (10) feet of the primary structure and shall be located behind the front building line of the primary structure.
- c. Carports for single-family and two-family dwellings located on lots without a platted alley adjacent may project into a required front yard provided they meet the following conditions:
 - 1. All such carports shall be located only over a paved driveway
 - 2. No such carport shall be used for the storage of materials, equipment or goods, or the parking and/or storage of inoperable vehicles
 - 3. No such carport shall be enclosed at any time and must remain open on three (3) sides
 - 4. No such carport shall exceed eighteen (18) feet in width
 - 5. No such carport shall be permitted to extend closer than five (5) feet from the front property line and shall comply with all provisions of Section 20-401.
 - 6. All such carports shall be constructed of materials compatible and comparable to the primary structure and shall be attached to the principal where structurally feasible.

Commented [JW1]: This provision is to provide an exception to the regulations for those properties who would like protection for their vehicle but have no or limited access to their rear property. Derby used a construction cut-off date but we do not have a good cut-off date to use here. In their case, development patterns changed at a certain point.

Commented [JW2]: In areas where houses are setback 25 feet, this would allow a carport with a depth of 20 feet. This should cover most vehicles except trucks but their cabs should be protected. 20-401 discusses corner visibility

Commented [JW3]: Because these will stick out, it is necessary to have some standard of appearance so they don't look so out of place. Similar language was found in our previous regulations prior to 2014.

Alternatively, this text could be added to Section 25-502 instead, which would require the Board of Zoning Appeals to approve an exception using the same provisions as a guide. Staff feel that this would not be a necessary step due to the provision of requiring that there be no alley access. In most cases, this would apply only to Brad Meek Subdivision, the Hillside Additions along Highland Drive and areas along 1st Street and Summit Street between Birch and Kansas and again south of Madison Avenue. There are a few areas along North 6th & 7th Streets as well that would possibly be eligible to use this provision due to the old railroad alignment.

BYLAWS OF

ARKANSAS CITY PLANNING COMMISSION/BOARD OF ZONING APPEALS

ARTICLE I PURPOSE AND ORGANIZATION

SECTION 1. The purpose of the Arkansas City Planning Commission, hereafter referred to as “Commission” shall be those set forth in Article 25 of the City of Arkansas City Zoning Regulations and those powers and duties delegated to the Planning Commission by K.S.A. 12-741 et seq.

ARTICLE II POWERS AND DUTIES OF THE COMMISSION

SECTION 1. Powers. That said Commission, as herein specified, shall be vested with the following powers and authority, to wit:

The Commission shall have such power and duties as may be prescribed by law from time to time, including but not limited to those responsibilities in K.S.A. 12-741 et seq., as amended, and any local ordinances and resolutions. As a primary function, the Commission shall have the responsibility for the preparation, adoption, recommendation and maintenance of a long-range comprehensive plan, pursuant to K.S.A. 12-747 et seq., as amended. Other duties are outlined in Section 25-102 of the Zoning Regulations.

The Commission is hereby designated also to serve as the Board of Zoning Appeals as provided for by K.S.A. 12-759, as amended and shall hereafter be referred to as the “Board”

SECTION 2. Actions. In all formal matters, said Commission shall act by motion, unless a resolution is required by law or governmental regulations. All notices required by law to be given by publication shall be published in the official City newspaper as designated by the City Commission of Arkansas City.

SECTION 3. Oath. Before entering upon the duties of the office, the members of said Commission shall subscribe to an oath of office, if required by the Governing Body appointing them.

ARTICLE III MEETINGS OF THE COMMISSION

SECTION 1. Regular Meetings. The Commission shall establish its own meeting schedule, and shall designate the time and place of its meetings by majority vote.

SECTION 2. The Secretary or other authorized officer or City staff member shall prepare an agenda of all matters to come before the Commission and timely furnish the same to the Commission members. A copy of the agenda shall be available to the public. Any member of the Commission may cause matters to be placed on the agenda by advising the Secretary no later than 12 o'clock noon on the Tuesday preceding the next regular meeting. The Commission may add agenda items after this deadline with the approval of a majority of the members present.

SECTION 3. Special Meetings. Special meetings may be called by the Chair (or in his or her absence by the Vice Chair) for whatever time and purpose determined. In the event a special meeting is called, notice as to time, date, place and reason for the meeting shall be given to all the members, and all others who have requested such notification, at least 24 hours before the meeting. Announcement of a special meeting at a regular meeting shall constitute notice to those members present. Members not present, and all others, shall be notified by the Secretary.

No matters other than those enumerated in the notice shall be considered at a special meeting.

SECTION 4. Open Meetings. All meetings of the Commission and its Committees shall be open to the public and to attendance by representatives of the news media.

SECTION 5. Recording of Minutes. The Secretary or his or her designee shall keep and maintain complete records of all matters coming before the Commission. The Secretary or his or her designee shall also prepare and maintain permanent minutes which shall be maintained pursuant to the City of Arkansas City document retention schedule.

Copies of the minutes shall be furnished to all persons or bodies making request for same under the Kansas Open Records Act.

SECTION 6. Quorum. A quorum of the Commission shall be required to conduct official business. A quorum shall be defined as the majority of the members of the Commission appointed and qualified at any given time. A quorum of the Board shall be defined in Section 25-201 of the Zoning Regulations. The affirmative vote of a majority of those members present and voting shall be sufficient for the passage of all motions, subject to the provisions of Arkansas City Municipal Code Article III, Boards, Commissions, Committees, Councils, Task Forces.

SECTION 7. Recessed Meetings. Should the business before the Commission not be completed, the Chair may recess the meeting to a specific time, date and place until the matters on the original agenda are resolved.

SECTION 8. Conduct of Meetings. The Chair shall preside at all meetings of the Commission, except in his/her absence, disability or vacancy, the Vice Chair shall preside. In the absence, disability or vacancies of the Chair and Vice Chair, the Secretary shall preside for the purpose of electing an Acting Chairman. The Board shall be governed by its separate officers as provided for in Section 25-201 of the Zoning Regulations.

SECTION 9. Meeting Procedure. All meetings of the Commission and of its committees shall be conducted in accordance with the rules of procedure adopted by the Governing Body of the City of Arkansas City .

- a. The Commission may suspend the rules, provided that the motion to suspend the rules take precedence over other prime motions; provided a motion to suspend the rules shall state the specific purpose and rule to be suspended: provided that no motion to suspend the rules shall be considered approved unless the length of time suspension will be in effect has been specified: provided that the motion to suspend the rules shall

be approved by a majority of the members present; and provided that no suspension of the rules shall be considered permanent.

- b. Presentations by the applicant and his/her representative(s) on zoning, subdivision, and vacation items shall be limited to ten minutes at the beginning of the hearing on that item, plus an additional two minutes for rebuttal at the end of the hearing. Presentations by other members of the audience shall be limited to three minutes. The time for presentations may be extended by up to two minutes by the Chair and may be further extended by the Commission by majority vote. Prerecorded audio-visual presentations shall be included in the time limit of each speaker. All written and visual materials (or copies) used as part of a presentation to the Commission at the hearing shall be retained by the Secretary as part of the official record for that item. Debate from the floor (audience) on any matter may be limited at the discretion of the presiding officer when in his/her opinion such debate is repetitious, contains statements impinging the character, integrity or actions of the Commission or any Commissioner without support of such allegations, or when the course of business due to the number of matters to be considered and/or number of people requesting to be heard will not permit further debate. Each member of the Commission may speak to an issue as many times as may be desired.
- c. All votes on matters conducted as a public hearing shall be by roll call. The Chair shall grant permission upon request for any member to refrain from participating in the discussion and voting on an item when said member advises the Chairman of matters arising under the provisions of Section 10.b below pertaining to that item. Such member shall be recorded as abstaining on the vote but shall be counted for the purposes of determining a quorum.

SECTION 10. Conflict of Interest and Ethical Considerations.

- a. Members shall not assist or represent applicants on zoning, subdivision, or vacation applications in the presence of the Commission or Board. Members may appear and speak before the Commission or Board under the provisions of subsection b. where the member owns property or is a prospective purchaser of property included in an application or the member owns property in the statutory notification area of an application.
- b. A member shall not participate or vote on an issue before the Commission or Board if:
 1. the member has a substantial interest on a particular issue as defined by state law;
 2. the member has expressed an individual opinion on the determination of a quasi-judicial matter or otherwise expressed himself or herself in a way that infers an opinion has been formed prior to the Commission's hearing on the matter;
 3. the member owns property or is a prospective purchaser of property included in any application; or

4. the member owns property in the statutory notification area.
- c. Members shall not make presentations to the governing body on a quasi-judicial item prior to the resolution of that item by the governing body, unless the member has abstained from participation on that item or the member has been designated by the Commission to make a presentation.
- d. Prior to any motion on an application (or at the designated declaration time on the agenda), Commissioners shall disclose the nature of any ex parte contacts and of any information obtained through those contacts that may have a bearing on their decisions.

ARTICLE IV ORGANIZATION

SECTION 1. Officers.

Officers of the Commission and Board shall be the Chair, Vice Chair, and Secretary. The Chair and Vice Chair shall be elected at the first meeting of the year and shall serve for a term of one year. The Chair and Vice Chair shall be members of the Commission or Board. The Secretary shall be the Principal Planner or other person designated by the Commission.

The Chair shall conduct all meetings and business, sign resolutions, subdivision plats, and other official papers and documents.

The Vice Chair shall act in the manner and capacity as the Chair in the absence of the Chair.

The Secretary shall conduct all the business for the Commission as directed and set forth by these bylaws. The Secretary is hereby designated to act as the "responsible agent" for the Commission in handling all Federal, State and local contracts and agreements. The Secretary or a designated appointee shall present Commission actions and recommendations to the Governing Body of the City of Arkansas City. The Secretary of the Commission shall, when required by law, authenticate or attest to by the signature of the Secretary, the signature of the Chair.

SECTION 2. Committees.

The Chair, with the consent of the Commission, may appoint committees as may be needed to assist in the business of the Commission. The membership of such Committee(s) may consist of Commissioners or others that are not on the Commission. All such committees shall be provided a formal charge and shall report to the Commission its findings and recommendations, unless otherwise directed.

ARTICLE V AMENDMENTS TO BYLAWS

SECTION 1. The Commission may, by a two thirds majority vote thereof, amend these bylaws or any provisions or sections thereof at any time when the same is not in conflict or in contravention of any of the laws of the State of Kansas or ordinances applicable thereto. Provided, however, that notices of the proposed amendments be furnished by the Secretary to the Commission members not less than five (5) days prior to the meeting at which said

amendments are to be considered. A copy of the bylaws will be filed with the Office of the City Clerk of the City of Arkansas City.

The above and foregoing bylaws are hereby adopted as the bylaws of the Arkansas City Planning Commission and Board of Zoning Appeals.

Adopted this 29th day of October, 2019.

Dr. Scott Rogers
Planning Commission Chair

Mary Benton
Board of Zoning Appeals Chair

ATTEST:

Josh White
Planning Commission/Board of Zoning Appeals Secretary,