

AGENDA

CALL TO ORDER

ROLL CALL / QUORUM ANNOUNCEMENT

OLD BUSINESS

- [1.](#) **Approval of Minutes, November 16, 2022, Regular Meeting**

NEW BUSINESS

- [2.](#) **JK Root Preliminary Plat**

The Applicant proposes to subdivide parcel 107250000008000, currently a 1.2 acre parcel with a residential structure, pool, small outbuildings, etc. Under the proposal, three additional lots would be created directly north of the inground pool listed on the survey documents. Lot one, furthest to the north, would be .382 acres Lot Two, the middle lot, would be .247 acres. Lot three would also be .247 acres. The current driveway for 292 W Gilman is on City right-of-way. The City currently retains 60' width of right-of-way, approximately 633' long. The right of way would be used for access off of Gilman Drive if/when the 47.5 acre parcel directly north of the subject property develops. The 47.5 acre parcel is currently on the market and zoned residential.

NOTICES AND COMMUNICATIONS

REPORTS - Commission and Staff Members

- Commission Members
- Director, Community & Economic Development
- Director, Public Works / City Engineer
- Director, Wastewater Utility
- Building Inspector, Community & Economic Development

ADJOURNMENT

For information on how to view prior meetings, please visit our website at <https://www.lansingks.org>. If you require any special assistance, please notify the Community and Economic Development Director prior to the meeting.



PLANNING COMMISSION NOVEMBER REGULAR MEETING

Council Chambers, 800 1st Terrace, Lansing, KS 66043
Wednesday, November 16, 2022, at 7:00 PM

MINUTES

CALL TO ORDER

The regular November meeting of the Lansing Planning Commission was called to order by Chairman Jake Kowalewski at 7:00 p.m.

ROLL CALL / QUORUM ANNOUNCEMENT-

In attendance were Chairman Jake Kowalewski, Commissioners Mike Suozzo, Richard Hannon, Nancy McDougal, Janette Labbee-Holdeman and Brian Payne. Chairman Jake Kowalewski noted that there was a quorum present.

OLD BUSINESS

1. Approval of Minutes, October 26, 2022, Regular Meeting

Motion was made by Commissioner Richard Hannon to approve the minutes as written and it was seconded by Commissioner Nancy McDougal. Motion passed 4-0. Chairman Jake Kowalewski and Commissioner Janette Labbee- Holdeman abstained.

NEW BUSINESS

2. Site Plan Case SP-2021-2-Rev1

The Applicant proposes to remove the existing structure and construct a new 9,600 S.F. building. Originally, the applicant was approved on January 19, 2022, during the Planning Commission meeting to construct an addition of 6,040 S.F. on an existing 2,880 S.F. single-story building to make an automotive shop (paint shop) facility. The proposed use of an automotive shop (paint shop) facility has not changed. This is an existing building site that was formally used to store vehicles and the excess ground to the south was undeveloped green space. The plan includes the addition, site work, landscaping, parking lot improvements, and fence reconfiguration. Approval of this Site Plan would authorize the applicant to continue construction under an already approved building permit on the property, subject to any conditions added during the approval process at the Planning Commission meeting.

Chairman Jake Kowalewski stated that as previously discussed, the setback is attached to the original site plan and that won't change. Commissioner Janette Labbee-Holdeman asked Director of Public Works, Michael Spickelmier, about any additional runoff, to which Mr. Spickelmier stated that there is a slight increase but very minimal. It was also stated that it is directed onto their own site, and they will keep it on their parking lot and later discharge it by K-7. Commissioner Richard Hannon asked specifically where it would be discharged, and Mr. Spickelmier stated that there is a storm sewer system on the highway that will collect it. Essentially it will operate as it is currently operating, with about 1.5 cubic feet per second increase, which is very insignificant. The stormwater report was also recently updated to show this change.

After no further discussion, a motion was made by Janette Labbe-Holdeman to approve the site plan as presented with conditions outlined in the staff report. Commissioner Mike Suozzo seconded it. Motion passed 6-0.

NOTICES AND COMMUNICATIONS- None

REPORTS - Commission and Staff Members- None

ADJOURNMENT-

Commissioner Janette Labbee-Holdeman made a motion to adjourn the meeting and the meeting was adjourned by acclamation at 7:06 pm.

Respectfully submitted,

Melissa Baker, Secretary

Reviewed by,

Matthew R. Schmitz, Community and Economic Development Director



Planning Commission Staff Report
February 15, 2023

JK Root Preliminary & Final Plat
292 West Gilman, Lansing KS

Project Facts

Applicant

Jeffrey A Root

Address

292 W Gilman

Property ID

107250000008000

Zoning

R1

Future Land Use

Single Family Residential

Land

1.2 Acres

Building

Existing: One Single Family Home
Proposed: Three additional lots directly north of existing home

Requested Approvals

Preliminary Plat, Final Plat



Project Summary

The Applicant proposes to subdivide parcel 107250000008000, currently a 1.2 acre parcel with a residential structure, pool, small outbuildings, etc. Under the proposal, three additional lots would be created directly north of the inground pool listed on the survey documents. Lot one, furthest to the north, would be .382 acres. Lot Two, the middle lot, would be .247 acres. Lot three would also be .247 acres.

The current driveway for 292 W Gilman is on City right-of-way. The City currently retains 60' width of right-of-way, approximately 633' long. The right of way would be used for access off of Gilman Drive if/when the 47.5 acre parcel directly north of the subject property develops. The 47.5 acre parcel is currently on the market and zoned residential.

Summary of Open Items

Staff identified the following open items that require further discussion at the Planning Commission meeting. Please see the remainder of this report for more information on each open item.

1. It is worth noting the Preliminary Plat lays out four total lots, whereas the Final Plat establishes two lots. The Preliminary Plat highlights how the property could be laid out in the future, while the Final Plat would only establish one additional lot as a result of this action.
2. Immediately west of this parcel is a .9 acre parcel owned by the City of Lansing. This parcel is 60' wide, and should have been right of way in the past. This plat lists this parcel as 60' right-of-way (Root Lane). This will clean up access to a potential residential property directly north that could be developed in the future and is currently for sale. Mr. Root stated this was dedicated to the City of Lansing at some point in the 1990s for future ROW. Staff is not sure at this time why it was classified as a land parcel and not ROW at that time.
3. The right-of-way listed as Root Lane would eventually line up with South Valley Drive approximately 1,400' to the north, so the right-of-way should be renamed South Valley Drive
4. Construction of the future roadway should be considered upon completion of subsequent lots beyond the Final Plat. Mr. Root coordinated with previous C&ED Director Matthew Schmitz about utilizing a joint driveway for the future lot and existing home. Mr. Root understands that the driveway is currently on a City parcel, and future City ROW. When Root Lane (South Valley Drive) is built, the North/South portion of the driveway would cease to exist and the homes would be accessed off of a public street, making the lots and driveways less deep.
5. Consideration should be given to the status of the sewer line. Sewer service for the future lot(s) would be dependent upon sewer service at 292 W Gilman (existing home). For instance, problems with roots/oil, etc, could adversely impact sewer service for future lots to the north. This would not be a common practice now. Staff would have greater concern if the final plat listed all three new lots instead of one new additional lot.

FYI for Building Permit

Staff identified the following items that the Applicant should note for the future building permit submittal. Please see the remainder of this report for more information on each item.

Department/Category Here

1. Thought should be given to the sewer service for the next home, as well as additional subsequent homes listed on the preliminary plat. Mr. Vandall discussed this with Mr. Root over the phone on February 2nd.
2. This would likely be a joint driveway with existing home
3. The proposed uses are compliant with current zoning and the future land use plan

Acknowledgments

The following City of Lansing staff members reviewed this project and provided information for this report:

- Timothy S Vandall, MPA, City Administrator
- Michael W. Spickelmier, PE, Public Works Director
- Anthony R. Zell, JR, MBA, Wastewater Director
- Matthew R. Schmitz, MPA, Previous Director of Community & Economic Development*

Notice of City Codes

The Applicant is subject to all applicable City codes within the Municipal Code – whether specifically stated in this report or not – including, but not limited to, Zoning, Buildings and Construction, Subdivisions, and Sign Code. The Applicant is also subject to all applicable Federal, State, and local laws.

Recommendation

Staff recommends approval of the Preliminary Plat for J.K. Root, outlining the potential for three additional lots to the north of the existing home in the future. Subsequently, staff recommends approval of the Final Plat for J.K. Root creating one new lot directly north of the existing home.

**CHECKLIST FOR COMPLETENESS
OF
APPLICATION FOR PLANNING COMMISSION
REVIEW AND APPROVAL
OF
PRELIMINARY PLAT
FOR**

**J. K. Root
(Name of Subdivision)**

**Melissa Baker
Person Completing Checklist**

**January 25th, 2023
Date**

COMPLETION OF THIS CHECKLIST IN NO WAY CONSTITUTES AN EVALUATION OF THE MERITS OR ACCURACY OF THE PLANS, DESIGN OR ENGINEERING OF THE PRELIMINARY PLAT. THIS STEP IS INTENDED ONLY AS AN ADMINISTRATIVE REVIEW OF THE COMPLETENESS OF THE APPLICATION FOR APPROVAL BEFORE IT UNDERGOES STAFF EXAMINATION BY THE CITY ENGINEER FOR HIS RECOMMENDATION TO THE PLANNING COMMISSION.

PRELIMINARY PLAT CHECKLIST

	<u>YES</u>	<u>NO</u>
1. Filing fee present in proper form and amount.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Plat received at least 30 days prior to meeting at which it is to be considered.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. One (1) hard copy of plat has been provided, along with an electronic copy provided to the Community and Economic Development Department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Plat shows vicinity map or one (1) hard copies of vicinity map received.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Certificate of ownership of entire tract to be platted is submitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Letter of review from each utility company affected is present (Lan-Del Water District, Kansas Gas Service, Westar Energy).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Preliminary grading and drainage plan containing the following is present:		
A. Location and size of storm sewers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Existing and proposed land elevations and contours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Necessary widths of all open drainage ways.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. PRELIMINARY PLAT CONTAINS:		
A. Proposed name of subdivision (Which does not duplicate or closely resemble existing one.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Location of boundary lines of the subdivision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Reference to section of quarter section lines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Names and addresses of the developer, the owner and the engineer or land surveyor who prepared the plat.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Legal description of subdivision, including section, township, range, principal meridian, county and acreage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Scale (1" = 100' or larger)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
G. EXISTING CONDITIONS:		
1. Location, width and name of platted streets or other public ways, railroads and utility rights-of-way, parks and other public open spaces and permanent buildings within or adjacent to the proposed subdivision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. All existing sewers, water mains, gas mains, culverts, or other underground installations, within or adjacent to the proposed subdivision, with pipe size and man-holes, grades and location.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Preliminary Plat Checklist
Page 2

		<u>YES</u>	<u>NO</u>
3.	Names of adjacent subdivisions together with arrangements of streets and lots and owners of adjacent parcels of unsubdivided land.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Topography (unless specifically waived) with contour intervals of not more than two feet, referred to City or U.S.G.S. datum; where the ground is too flat for contours, spot elevations shall be provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Location of water courses, bridges, wooded areas, lakes, ravines and such other features as may be pertinent to the subdivision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Current zoning classification and proposed use of the area being platted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
H.	The general arrangements of lots and their approximate size.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I.	Location and width of proposed streets, alleys, and pedestrian ways and easements to accommodate drainage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
J.	The general plan of sewage disposal, water supply and drainage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
K.	Location and size of proposed parks, playgrounds, churches, school sites or other special uses of land to be considered for reservation or dedication for public use.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L.	Gross acreage of the subdivision; acreage dedicated to streets and other public uses; total number of buildable lots; maximum and average lot sizes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Preliminary Plat Application

Date: 01/06/2023

Applicant / Owner

Applicant Name: Jeffery A. Root
 Address: 292 W.Gilman
 City, State, Zip: Lansing, Kansas 66043
 Phone: 913-208-2447

Owner Name: ROOT,JEFFREY A & KATINA
 M
 Address: 292 W GILMAN RD
 LANSING, KS 66043-6209
 City, State, Zip: ,
 Phone:

Surveyor

Surveyor Name: JKRoot
 Phone: 292 W.Gilman

Address: NA
 City, State, Zip: Jeffery A. Root

Subdivision Info

Subdivision Name:
 General Location:
 Plat Acres: 2.12
 Minimum Frontage: 267.76
 Min Lot Area: 16,227.66
 Existing Zoning: R-1 Suburban Residential
 District

Residential Lots: yes
 Commercial Lots: no
 Industrial Lots: no
 Other Lots: no
 Total Lots:

How Guaranteed:

Project Details

Project Name:
 Agent:

Location:
 Proposed Zoning:
 Rezone Reason:

Project Description:

I do hereby certify that the information contained herein is true and correct.

Jeffery A. Root

Name

01/06/2023

Date

AFFIDAVIT

STATE OF KANSAS)
COUNTY OF Leavenworth) §

Comes now Jeffery A. Root, of lawful age and having been first duly sworn on my oath state that:

1. That I am (the) (a) lawful and/or equitable owner of the real estate described in the attached application.

2. To the best of my knowledge and belief, the following individuals are the only other individuals other than the affiant which have a legal or equitable ownership interest in the property described in the attached application.

3. List of property owners and addresses:

Jeffery A. Root
KATINA M. ROOT

4. I certify and affirm that on the date of the application only the above individuals or entities have a legal or equitable ownership interest in the property involved in this application.

FURTHER AFFIANT SAYETH NOT.

Jeffery A. Root Katrina M. Root
/s/ _____

STATE OF Kansas)
COUNTY OF Leavenworth) §



BE IT REMEMBERED that on this 6 day of January, 2023, that before me, the undersigned, a Notary Public, in and for the State and County aforesaid, came Jeffery Root and Katina Root, who is personally known to me to be the person who executed the foregoing instrument of writing and such person duly acknowledged execution of same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the date last above mentioned.

Melissa Baker
Notary Public

My Appointment Expires: 8-26-2025



OFFICIAL AD PROOF

This is the proof of your ad scheduled to run in **Leavenworth Times** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(913) 682-0305**.

Notice ID: 4fMv7ZDD8wly0QpIA5Zo | **Proof Updated: Feb. 01, 2023 at 04:31pm CST**
Notice Name: Root Preliminary Plat Public Notice | Publisher ID: 817350

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
Melissa Baker	Leavenworth Times
mbaker@lansingks.org	
(913) 727-3233	

Columns Wide: 1	Ad Class: Legals
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02/03/2023: Other Notice	22.00
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Subtotal	\$22.00
Tax	\$0.00
Processing Fee	\$2.20
Total	\$24.20

PUBLIC NOTICE REVIEW OF PRELIMINARY PLAT

At the meeting of the Lansing Planning Commission on February 15th, 2023, the Commission will include among its actions review of a preliminary plat.

An application has been filed by Jeffery A. Root and Katina M. Root, property owners, seeking approval of a preliminary plat. This property is located at 292 W. Gilman Rd, Lansing, KS.

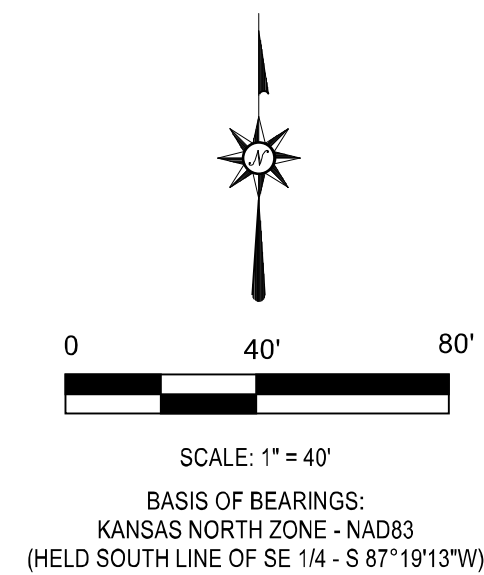
The Planning Commission meeting will be held at Lansing City Hall, 800 First Terrace, Lansing, Kansas, at 7:00 p.m. Published in the Leavenworth Times, Feb 3, 2023

817350

J.K. ROOT

A SUBDIVISION IN THE SW 1/4 OF THE SE 1/4 SECTION 25-T9S-R22E OF THE 6TH P.M., CITY OF LANSING LEAVENWORTH COUNTY, KANSAS

PRELIMINARY PLAT

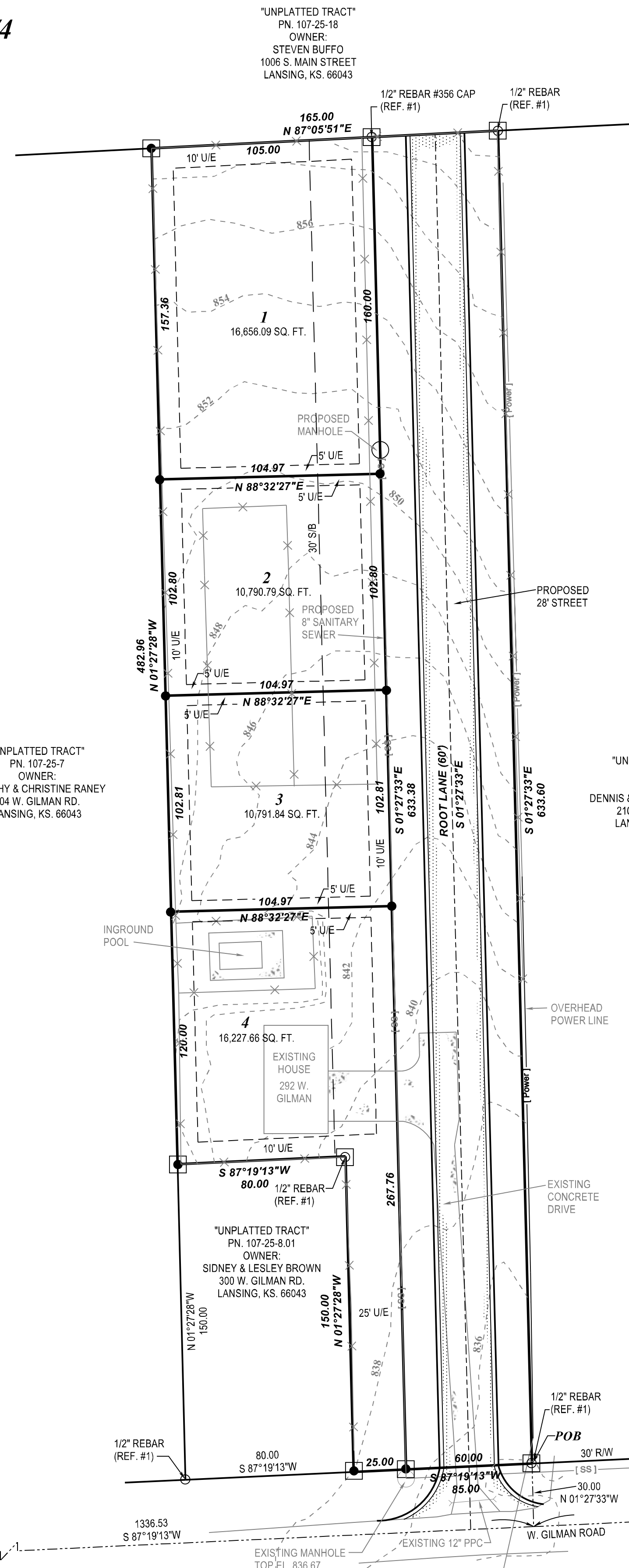


LEGEND

- 1/2" x 24" REBAR SET WITH #1349 CAP IN CONCRETE
- SURVEY MONUMENT FOUND (AS NOTED)
- SET 1/2" x 24" REBAR WITH #1349 CAP
- SURVEY MONUMENT FOUND (AS NOTED) ADDED CONCRETE
- ✕ EXISTING FENCE
- POB POINT OF BEGINNING
- POC POINT OF COMMENCING

"UNPLATTED TRACT"
PN. 107-25-7
OWNER:
TIMOTHY & CHRISTINE RANEY
304 W. GILMAN RD.
LANSING, KS. 66043

"UNPLATTED TRACT"
PN. 107-25-9
OWNER:
DENNIS & GAYLA LINAWEAVER
210 W. GILMAN RD.
LANSING, KS. 66043



- S 1/4 CORNER 25-T9S-R22E (23V)
8" STONE FOUND
1. N 0.20 TO 2" ALUMINUM CAP
2. SE 8.62 TO MAG NAIL WITH SHINER IN 28" OAK
3. NE 30.13 TO NAIL & SHINER IN 10" ELM
4. S 0.70 +/- TO EAST-WEST FENCE

- SE CORNER 25-T9S-R22E (25V) (POC)
3" BRASS CAP IN SURVEY BOX
1. SW 99.90 TO SPIKE IN POWER POLE
2. WNW 102.70 TO SPIKE IN POWER POLE
3. E 220.00 TO MAG NAIL IN ASPHALT
4. S 100.00 TO MAG NAIL IN ASPHALT

OWNERS

JEFFREY A. & KATINA M. ROOT
292 W. GILMAN ROAD
LANSING, KS. 66043
PN. 107-25-8

CITY OF LANSING
800 1ST TERRACE
LANSING, KS. 66043
PN. 107-25-8.02

DEED DESCRIPTION - BOOK 798, PAGE 1987

A TRACT OF LAND IN THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 25, TOWNSHIP 9 SOUTH, RANGE 22 EAST OF THE 6TH P.M., DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 25, TOWNSHIP 9, RANGE 22; THENCE WEST 60.00 FEET ALONG THE SECTION LINE TO THE POINT OF BEGINNING OF THIS TRACT; THENCE WEST 25.00 FEET; THENCE NORTH 180.00 FEET; THENCE WEST 80.00 FEET; THENCE NORTH 80.00 FEET; THENCE EAST 105 FEET; THENCE SOUTH 260 FEET ALONG DEDICATED STREET RIGHT OF WAY TO THE POINT OF BEGINNING, LESS ANY PART TAKEN OR USED FOR ROAD, LEAVENWORTH COUNTY, KANSAS.

STREET DEDICATION - BOOK 817, PAGE 996-997

A TRACT OF LAND IN THE SW 1/4 OF SECTION 25-T9S-R22E OF THE 6TH P.M., AS DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF THE SW 1/4 OF THE SE 1/4 OF SECTION 25-9-22, WHICH IS ALSO THE POINT OF BEGINNING OF THIS TRACT; THENCE, WEST 85 FEET ALONG THE SECTION ON AN ASSUMED BEARING OF S 90°00'00"W; THENCE, N 01°09'40"E, 180.00 FEET; THENCE, S 90°00'00"W, 80.00 FEET; THENCE, N 01°09'40"E, 662.50 FEET; THENCE, N 89°49'59"E, 165.00 FEET; THENCE, S 01°09'40"W, 662.98 FEET TO THE POINT OF BEGINNING.

SURVEYORS DESCRIPTION

A TRACT OF LAND SOUTHEAST QUARTER OF SECTION 25-T9S-R22E OF THE 6TH P.M., CITY OF LANSING, LEAVENWORTH COUNTY, KANSAS, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 25; THENCE, S 87°19'13"W, 1326.08 FEET ALONG THE SOUTH LINE OF SAID SOUTHEAST QUARTER; THENCE, N 01°27'33"W, 30.00 FEET TO THE NORTH RIGHT OF WAY LINE OF WEST GILMAN ROAD AND THE POINT OF BEGINNING OF THIS TRACT; THENCE, S 87°19'13"W, 85.00 FEET ALONG SAID RIGHT OF WAY LINE; THENCE, N 01°27'28"W, 150.00 FEET; THENCE, S 87°19'13"W, 80.00 FEET; THENCE, N 01°27'28"W, 492.96 FEET; THENCE, N 87°05'51"E, 165.00 FEET; THENCE, S 01°27'33"E, 633.60 FEET TO THE POINT OF BEGINNING. CONTAINS 2.12 ACRES / 92,465.75 SQ. FT. AS SURVEYED BY LARRY T. HAHN, KS PS-1349, JANUARY, 2023 RELATIVE: 1:1,104,394

BENCHMARK

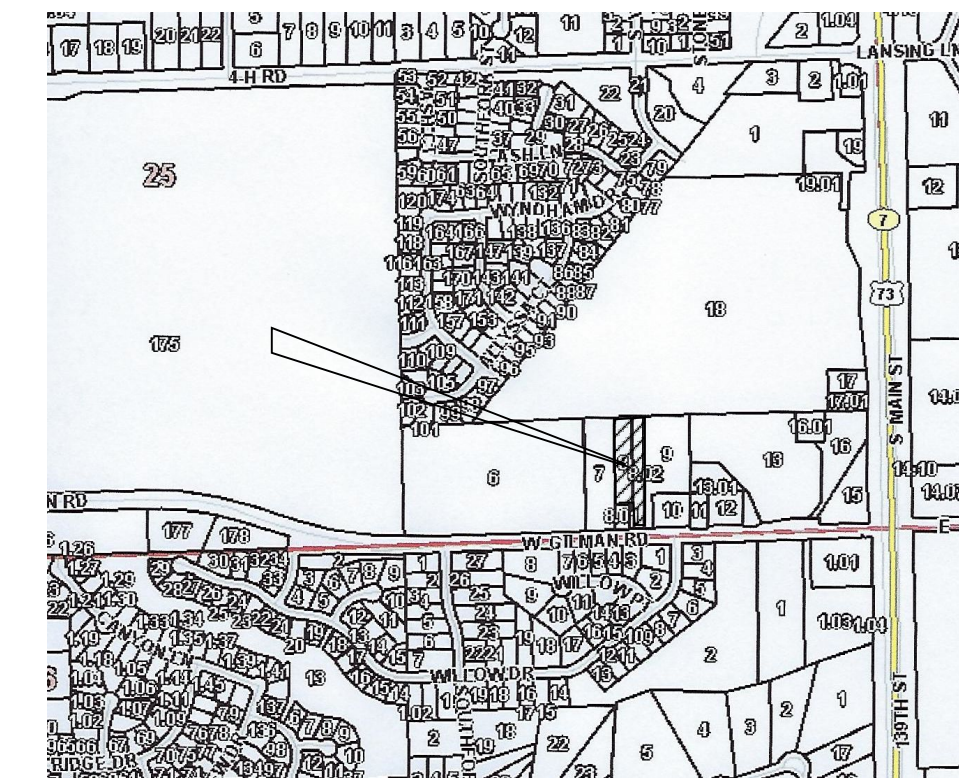
TOP RIM OF MANHOLE - WEST OF EXISTING DRIVEWAY (AS SHOWN HEREON)
EL. 836.67 (NAVD 88)

NOTES

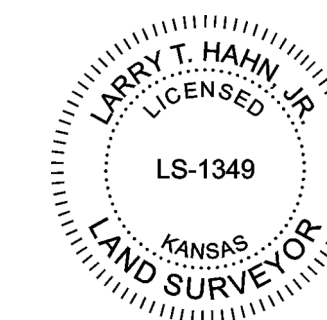
1. FENCE LINES DO NOT DENOTE PROPERTY LINES.
2. LANSING, KANSAS, DOES NOT REPRESENT, WARRANT OR GUARANTEE THAT THE DETAILS SHOWN ON THIS DOCUMENT AND PROVIDED BY THE APPLICANT OR ANY AGENT OF APPLICANT, INCLUDING ANY SURVEY INFORMATION SHOULD BE RELIED UPON BY ANY THIRD PARTY AS BEING WHOLLY OR PARTIALLY ACCURATE AND COMPLETE.
3. EXISTING AND PROPOSED USE OF AREA BEING PLATTED - RESIDENTIAL.
4. THIS SURVEY IS NOT WITHIN A SPECIAL FLOOD HAZARD AREA. FIRM 20103C0232G, DATED 07-16-2015
5. THIS SURVEY IS A RETRACEMENT OF LOT SPLIT BY DG WHITE, MAY, 1997.

ZONING

R - 1



LOCATION MAP
NO SCALE



LARRY T. HAHN, KS PS-1349

THIS IS TO CERTIFY THAT IN THE MONTH OF DECEMBER, 2022, THIS SURVEY WAS MADE UNDER MY DIRECT SUPERVISION AND THAT SAID SURVEY MEETS OR EXCEEDS THE KANSAS MINIMUM STANDARDS FOR BOUNDARY SURVEYS.