

## **AGENDA**

### **CALL TO ORDER**

### **ROLL CALL / QUORUM ANNOUNCEMENT**

### **OLD BUSINESS**

- 1. Approval of Minutes, September 20th, 2023, Regular Meeting**

### **NEW BUSINESS**

- 2. Final Plat Case 2023-DEV-10**

The applicant is requesting the approval of a final plat for the Lansing Towne Centre North subdivision, which will replat Lot 1 of Lansing Town Centre. This final plat, if approved, will subdivide approximately 14.5 acres into two (2) lots and one (1) tract of 3.866, 9.863, and 0.860 acres respectively, allowing for the potential future construction of a multifamily development on Lot 1 and commercial development on Lot 2. No modification of zoning is being requested in association with this Final Plat.

- 3. Planning Commission By-Law Review Case 2023-DEV-011**

The Planning Commission Bylaws have remained unchanged for a number of years. Upon review by Staff, it was determined that the practice of the Planning Commission does not match the Bylaws requirements. Staff has provided a redline copy of the Bylaws to highlight changes that are suggested to better support the Planning Commission through revised by-laws. There were a few items that were confusing that Staff seeks to amend to clarify and make more transparent within the Bylaws.

### **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 SEPTEMBER REGULAR MEETING

Council Chambers, 800 1st Terrace, Lansing, KS 66043  
Wednesday, September 20, 2023, at 7:00 PM

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## MINUTES

### CALL TO ORDER

The regular May meeting of the Lansing Planning Commission was called to order by Chairman Jake Kowalewski at 7:01 p.m.

### ROLL CALL / QUORUM ANNOUNCEMENT-

In attendance were Chairman Jake Kowalewski, Commissioners Brian Payne, Nancy McDougal, Richard Hannon and Mike Suozzo. Commissioners Janette Labbee-Holdeman and Jerry Gies were not in attendance. Chairman Jake Kowalewski noted that there was a quorum present.

### OLD BUSINESS

#### 1. Approval of Minutes, August 16, 2023, Regular Meeting

Motion was made by Commissioner Suozzo to approve the minutes as written and it was seconded by Commissioner McDougal. Motion passed 4-0, and Commissioner Hannon abstained.

### NEW BUSINESS

#### 2. Site Plan Case 2023-DEV-008

The Applicant proposes to construct five buildings, one clubhouse, one maintenance building, and 3 apartment buildings. The apartment buildings include between 8 units to 22 units in each building, and range in size from 11,245 sq. ft to 30,969 sq. ft in size. The clubhouse is 2,577 sq. ft. in size and the maintenance building is 584 sq. ft. in size.

Chairman Kowalewski started the discussion in regard to the surface runoff and stormwater report, by asking Public Works Director, Mike Spickelmier, if it was sufficient and good in his opinion. Mr. Spickelmier stated that it is a very good plan and will accomplish what the city is looking to accomplish. They will do onsite detention with a detention pond and discharge into an existing area in our storm sewer and will not have any problems. Commissioner Hannon then asked how many parking spaces per unit there will be. Community and Economic Director Josh Gentzler replied 106, which allows two spaces per unit. The parking spaces are not covered, and it was also added that this would be a low-income facility with income limitations. Mr. Gentzler stated that in Covington Woods there are a lot of single parents, teachers, etc. that would fit within the income requirements, which is under \$50,000 a year. Commissioner Hannon inquired about any security or management that will be able to police the area. To which Mr. Gentzler replied that it will be the same property management etc., and that the police are aware of the happenings in the area.

Chairman Kowalewski asked if there would be any impact to Kay St. Mr. Gentzler responded that with the platting, drainage will be contained onsite.

With no further discussion, a motion was made by Commissioner McDougal to approve the site plan and Commissioner Suozzo seconded it. Motion passed 5-0.

### **3. Preliminary Plat 2023-DEV-009**

The applicant is requesting the approval of a preliminary plat for the Lansing Towne Centre North subdivision, which will replat Lot 1 of Lansing Town Centre. This preliminary plat, if approved, will allow the applicant to continue the platting process and apply for a Final Plat, which will subdivide approximately 14.5 acres into two (2) lots and one (1) tract allowing for the potential future construction of a multifamily development on Lot 1 and commercial development on Lot 2. No modification of zoning is being requested in association with this Preliminary Plat.

A motion was made to accept the checklist as finding of fact by Commissioner McDougal and seconded by Commissioner Suozzo.

Chairman Kowalewski inquired if the plat aligns with the comprehensive plan. Mr. Gentzler stated that technically the entire area is listed as commercial, however the comprehensive plan has the goal of coordinating educational recreational and commercial endeavors. So, it was stated that it does not meet the future land use map goals but it does align with the comprehensive plan.

With no further discussion, Commissioner Suozzo made a motion to approve the Preliminary Plat. It was seconded by Commissioner Hannon. Motion passed 5-0.

#### **NOTICES AND COMMUNICATIONS- None**

#### **REPORTS-**

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

#### **ADJOURNMENT-**

Commissioner Hannon made a motion to adjourn, the motion was seconded by Commissioner Suozzo and the meeting was adjourned by acclamation at 7:15 pm.

Respectfully submitted,  
Melissa Baker, Secretary

Reviewed by,  
Joshua Gentzler, Community and Economic Development Director



Planning Commission Staff Report  
October 25, 2022

Case 2023-DEV-010 Final Plat Lansing Towne Centre North  
00000 Centre Drive

Project Facts

**Applicant**

Jeff Beckler  
Zimmerman Properties

**Owner**

City of Lansing

**Address**

00000 Centre Drive

**Property ID**

106-24-0-40-08-001.03

**Zoning**

R-4 Multi-Family Residential  
District/B-3 Regional Business

**Future Land Use**

Commercial

**Land**

14.5 acres

**Building**

Existing: N/A  
Proposed: N/A

**Requested Approvals**

Final Plat



Summary

The applicant is requesting the approval of a final plat for the Lansing Towne Centre North subdivision, which will replat Lot 1 of Lansing Town Centre. This final plat, if approved, will subdivide approximately 14.5 acres into two (2) lots and one (1) tract of 3.866, 9.863, and 0.860 acres respectively, allowing for the potential future construction of a multifamily development on Lot 1 and commercial development on Lot 2. No modification of zoning is being requested in association with this Final Plat.

## Discussion points from Checklist

The checklist was reviewed and completed by the Director of Community & Economic Development. Items marked no are discussed below:

- Item 2 – Physical copies of the plat were not submitted.
- Item 4– Original copy of the plat was not provided.
- Item 8 – Not applicable
- Item 9.B. – Tract A is created as Civic Space to meet requirements of **UDO Article 3.02**. A separate document or language on the plat has been submitted.
- Item 9.D. – Not applicable. City Clerk does not sign certificates of this sort and the property is City property.

## Community & Economic Development / Public Works and City Engineer / Wastewater Comments

### Community & Economic Development (from Article 2.02-D of the UDO):

- The application is in accordance with the Comprehensive Plan and in particular the physical patterns, arrangement of streets, blocks, lots and open spaces, and public realm investments that reflect the principles and concepts of the plan.
  - The proposal supports the following goals (pg. 39-40):
    - Coordinating Educational, Recreational, and Commercial endeavors that take advantage of the diversity of the Lansing Community;
    - Provide a range of residential facilities that includes single family dwellings and multi-family structures which accommodate a diverse community.
  - The City's 2030 Comprehensive Plan Future Land Use Map has defined this area as commercial use. The proposed use does not conform with the future land use map. Lansing Towne Centre is generally categorized as Mixed-Use.
- Compliance with the requirements of this Land Development Code, and in particular the blocks and lots proposed are capable of meeting all development and site design standards under the existing or proposed zoning.
  - The current zoning for the site is R-4 Multi-Family Residential District and B-3 Regional Business District. All proposed lots have the potential to provide building sites conforming to City zoning requirements.
- Any phasing proposed in the application is clearly indicated and demonstrates a logical and coordinated approach to development, including coordination with existing and potential development on adjacent property.
  - No phasing has been indicated on the preliminary plat.
- Any impacts identified by specific studies or technical reports, including a preliminary review of storm water, are mitigated with generally accepted and sound planning, engineering, and urban design solutions that reflect long-term solutions and sound fiscal investments.
  - The Public Works Director / City Engineer has reviewed the preliminary plat.
- The application does not deter any existing or future development on adjacent property from meeting the goals and policies of the Comprehensive Plan.
  - The current use conforms with the goals and policies of the Comprehensive Plan, and the application would not deter future development from meeting current goals and policies.
- The design does not impede the construction of anticipated or planned future public infrastructure within the area.
  - There are no impacts to planned future public infrastructure within the area.
- The recommendations of professional staff, or any other public entity asked to officially review the plat.
  - There are no items outstanding other than those listed in specific sections within this report.

### Public Works / City Engineer:

- None.

## Wastewater:

- None

## Acknowledgments

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

- Joshua Gentzler, MUP – Director, Community & Economic Development
- Michael Spickelmier, P.E. – Director, Public Works / City Engineer
- Anthony Zell, MBA – Director, Wastewater

## Conditions

Staff recommends the following conditions be placed on the approval of Case 2023-DEV-010, Lansing Towne Centre North Final Plat:

1. Language dedicating Tract 1 as open civic space and providing for the ownership of the tract be linked to the ownership of Lot 1 shall be added to the face of the plat.
2. Approval from the County Surveyor for the drawing be received before the plat is signed by the Mayor.

## Recommendation

Staff recommends approval of Case 2023-DEV-010, Lansing Towne Centre North Final Plat with Conditions.

## Action Options

1. Approve Case No. 2023-DEV-010; or
2. Approve Case No. 2023-DEV-010 with conditions;
3. Deny Case No. 2023-DEV-010 for specified reasons; or
4. Table the case to another date, time and place.

## 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.

## Attachments

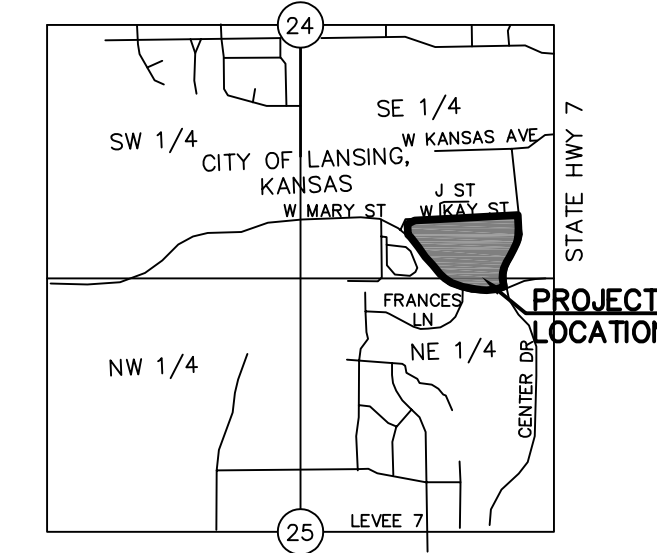
1. Final Plat
2. Zoning Map
3. Checklist
4. Application
5. Affidavit
6. Agent Authorization



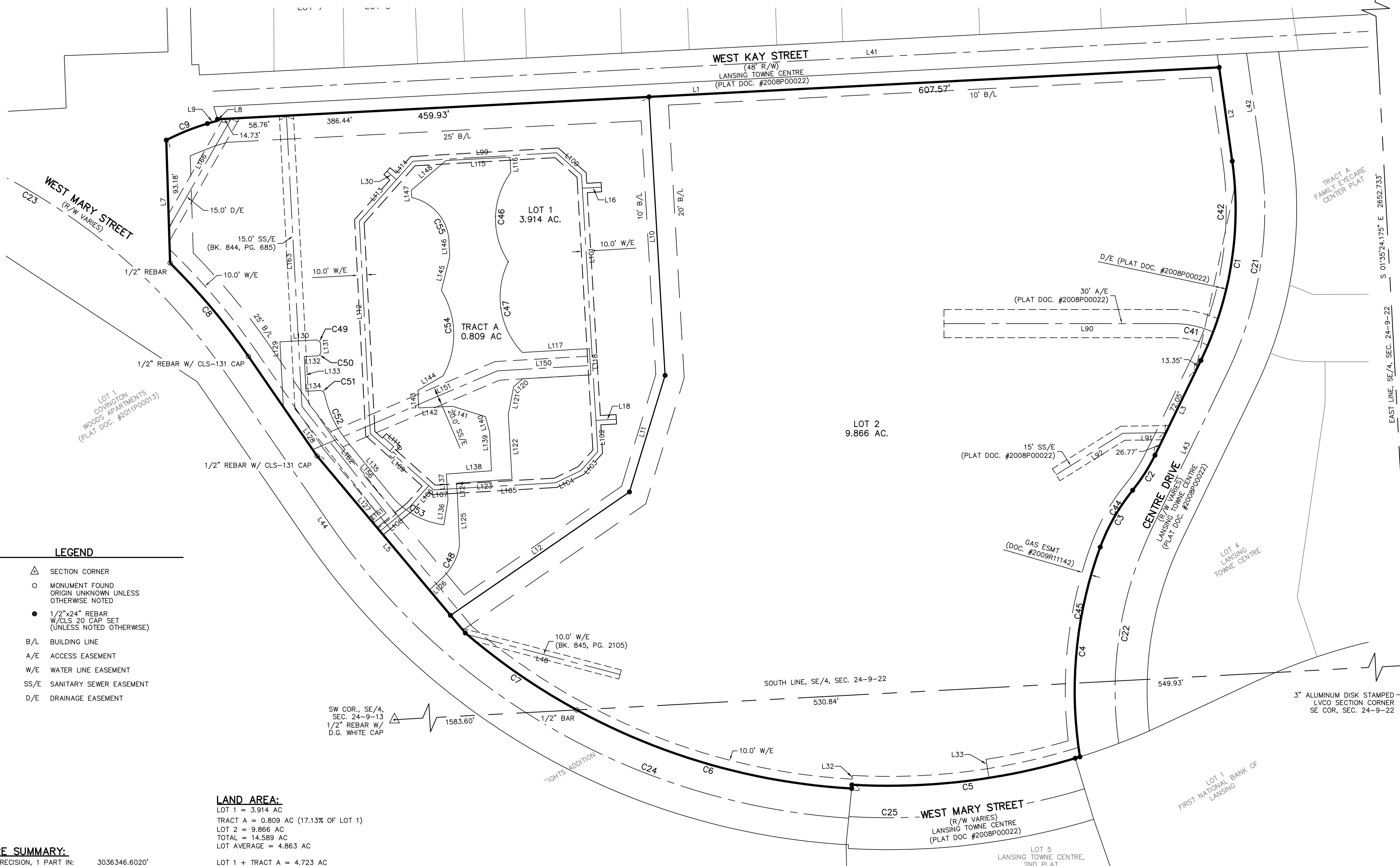
# A FINAL PLAT OF LANSING TOWNE CENTRE NORTH

## A REPLAT OF LOT 1, LANSING TOWNE CENTRE

IN THE SE 1/4 OF SECTION 24 AND NE 1/4 OF SECTION 25, TOWNSHIP 9 SOUTH, RANGE 22 EAST OF THE SIXTH PRINCIPAL MERIDIAN, LANSING, LEAVENWORTH COUNTY, KANSAS



NE COR., SE/4, SEC. 24-9-13  
3" ALUMINUM DISK IN MONUMENT  
BOX STAMPED LVCO SECTION CORNER



**EXECUTION:**  
IN TESTIMONY WHEREOF, WE THE UNDERSIGNED OWNERS OF PROPRIETOR HAS CAUSED THIS INSTRUMENT TO BE EXECUTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

MAYOR: ANTHONY R. MCNEIL

STATE OF KANSAS )  
COUNTY OF LEAVENWORTH )

BE IT REMEMBERED, THAT ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_, BEFORE ME A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, CAME \_\_\_\_\_ (OWNER) & (TITLE) \_\_\_\_\_ WHO IS PERSONALLY KNOWN TO ME TO BE THE SAME PERSON(S) WHO EXECUTED THE FOREGOING INSTRUMENT OF WRITING AND DULY ACKNOWLEDGED THE EXECUTION OF THE SAME TO BE THE ACT AND DEED.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND SEAL ON THE DAY AND YEAR LAST WRITTEN ABOVE.

NOTARY PUBLIC \_\_\_\_\_ MY APPOINTMENT EXPIRES: \_\_\_\_\_

**APPROVALS:**  
APPROVED BY THE PLANNING COMMISSION OF THE CITY OF LANSING, LEAVENWORTH COUNTY, KANSAS, ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

JAKE KOWALEWSKI, PLANNING COMMISSION CHAIRMAN

APPROVED BY THE CITY ENGINEER OF THE CITY OF LANSING, LEAVENWORTH COUNTY, KANSAS, ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

MICHAEL SPICKELMIER, CITY ENGINEER

APPROVED BY THE COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR OF THE CITY OF LANSING, LEAVENWORTH COUNTY, KANSAS, ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

JOSHUA GENTLER, COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR

APPROVED BY THE GOVERNING BODY OF THE CITY OF LANSING, LEAVENWORTH COUNTY, KANSAS ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

MAYOR: ANTHONY R. MCNEIL ATTEST: TISH SIMS, CITY CLERK

I HEREBY CERTIFY THIS SURVEY PLAT MEETS THE REQUIREMENTS OF K.S.A. 58-2005. THE FACE OF THIS SURVEY PLAT WAS REVIEWED FOR COMPLIANCE WITH KANSAS MINIMUM STANDARDS FOR BOUNDARY SURVEYS. NO FIELD VERIFICATION IS IMPLIED. THIS REVIEW IS FOR SURVEY INFORMATION ONLY.

DANIEL BAUMCHEN, PS-1363  
COUNTY SURVEYOR

**REGISTER OF DEED CERTIFICATE:**  
FILED FOR RECORD AS DOCUMENT NO. \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ AT \_\_\_\_\_ O'CLOCK \_\_\_ M IN THE OFFICE OF THE REGISTER OF DEEDS OF LEAVENWORTH COUNTY, KANSAS

TERRILOIS WASHBURN, REGISTER OF DEEDS

**SURVEYOR'S CERTIFICATION:**  
I, KENNETH J. DEDRICK, BEING A DULY REGISTERED AND LICENSED LAND SURVEYOR IN THE STATE OF KANSAS, HEREBY CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT WAS BASED WAS MADE BY ME OR UNDER MY DIRECT SUPERVISION, AND MEETS OR EXCEEDS THE CURRENT KANSAS MINIMUM STANDARDS FOR BOUNDARY SURVEYS. THAT THE LINES OF POSSESSION ARE DEPICTED HEREON, THE COURSES AND DISTANCES SHOWN HEREON ARE THOSE MEASURED ON THE DATE OF THE SURVEY AND THAT THE SURVEY WAS COMPLETED IN THE FIELD AND ON THE GROUND AND MAY BE RELIED UPON BY THE PARTIES CERTIFIED AS TO BEING CORRECT TO THE BEST OF MY BELIEF AND KNOWLEDGE. THE FIELD WORK WAS COMPLETED ON SEPTEMBER 18, 2022. DATE OF PLAT OR MAP: SEPTEMBER 25, 2023

- LEGEND**
- △ SECTION CORNER
  - MONUMENT FOUND ORIGIN UNKNOWN UNLESS OTHERWISE NOTED
  - 1/2"x24" REBAR W/CLS-20 CAP SET (UNLESS NOTED OTHERWISE)
  - B/L BUILDING LINE
  - A/E ACCESS EASEMENT
  - W/E WATER LINE EASEMENT
  - SS/E SANITARY SEWER EASEMENT
  - D/E DRAINAGE EASEMENT

**LAND AREA:**  
LOT 1 = 3.914 AC  
TRACT A = 0.809 AC (17.13% OF LOT 1)  
LOT 2 = 9.866 AC  
TOTAL = 14.589 AC  
LOT AVERAGE = 4.863 AC  
LOT 1 + TRACT A = 4.723 AC

**CLOSURE SUMMARY:**

LOT 1 = PRECISION, 1 PART IN:	3036346.6020'
ERROR DISTANCE:	0.0006'
ERROR DIRECTION:	S28° 23' 40.18"W
AREA:	205724.6771 SQ. FT.
SQUARE AREA:	205724.6771
PERIMETER:	1788.9080'

LOT 2 = PRECISION, 1 PART IN: 4277450.5601'

ERROR DISTANCE:	0.0008'
ERROR DIRECTION:	S46° 28' 42.77"E
AREA:	429752.4610 SQ. FT.
SQUARE AREA:	429752.4610
PERIMETER:	2762.6570'

TRACT A = PRECISION, 1 PART IN: 299103.6304'

ERROR DISTANCE:	0.0066'
ERROR DIRECTION:	N28° 42' 48.86"W
AREA:	35235.5571 SQ. FT.
SQUARE AREA:	35235.5571
PERIMETER:	1960.0710'

FULL PARCEL = PRECISION, 1 PART IN: 3297576.5551'

ERROR DISTANCE:	0.0010'
ERROR DIRECTION:	S11° 03' 18.01"E
AREA:	635476.5479 SQ. FT.
SQUARE AREA:	635476.5479
PERIMETER:	3235.7570'

**REFERENCE DEEDS:**  
1. SPECIAL WARRANTY DEED (DOC. NO. 2020R10150)

**REFERENCE PLATS:**  
1. LANSING TOWNE CENTRE - FINAL PLAT, DOCUMENT NO. 2008P00022

**HORIZONTAL AND VERTICAL DATUM:**  
(BASIS OF BEARING)  
HORIZONTAL: LEAVENWORTH COUNTY HORIZONTAL CONTROL NETWORK (STATE PLANE COORDINATES, KANSAS NORTH ZONE)  
VERTICAL: LEANSING VERTICAL CONTROL NETWORK AND BENCHMARK INFO FROM THE FINAL PLAT OF LANSING TOWNE CENTRE.  
CAP: 1 METER = 3.28083333 U.S. SURVEY FEET  
GROUND COORDINATES X COMBINED ADJUSTMENT FACTOR (CAF) = GRID COORDINATES SCALED AROUND 0,0

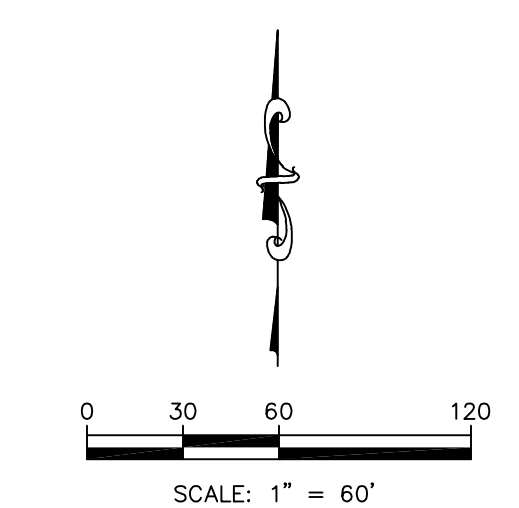
**TITLE COMMITMENT:**  
KANSAS SECURED TITLE, INC.  
FILE NO.: TX0017198  
EFFECTIVE DATE: JANUARY 11, 2023 AT 8:00 AM

**DESCRIPTION:** (PER SPECIAL WARRANTY DEED, DOC. NO. 2020R10150)  
LOTS 1, 5, 6, 7, 8, 9, AND TRACT A, LANSING TOWNE CENTRE, A REPLAT OF LOTS 1-9 AND PART OF LOT 10, BLOCK 2, LOTS 1-7 AND PART OF LOTS 8, 9, AND 10, BLOCK 1, IN SCHMIDT'S SUBDIVISION AND AN UNPLATTED TRACT IN THE NE 1/4 OF SECTION 25, TOWNSHIP 9 SOUTH, RANGE 22 EAST IN THE CITY OF LANSING, LEAVENWORTH COUNTY, KANSAS.  
AND, LOT 2, LANSING TOWNE CENTRE, 2ND PLAT, A REPLAT OF LOTS 2, 3, AND 4 OF LANSING TOWNE CENTRE IN THE SE 1/4 OF SECTION 24, TOWNSHIP 9 SOUTH, RANGE 22 EAST & NE 1/4 OF SECTION 25, TOWNSHIP 9, RANGE 22 EAST IN THE CITY OF LANSING, LEAVENWORTH COUNTY, KANSAS.

**FLOOD STATEMENT:**  
THE SURVEYED PROPERTY IS SHOWN TO BE LOCATED IN ZONE "X" (AREAS DETERMINED TO BE OUTSIDE OF THE 0.2% ANNUAL CHANCE FLOODPLAIN) AS DEPICTED ON THE FLOOD INSURANCE RATE MAP NO. 20103C02326, MAP REVISED JULY 16, 2015, CITY OF LANSING, LEAVENWORTH COUNTY, KANSAS. LOCATION DETERMINED BY A SCALED GRAPHICAL PLOT OF THE FLOOD INSURANCE RATE MAP.

**DEDICATION:**  
THE UNDERSIGNED PROPRIETOR OF THE ABOVE DESCRIBED TRACT OF LAND HAS CAUSED THE SAME TO BE SUBDIVIDED IN THE MANNER AS SHOWN ON THE ACCOMPANYING PLAT, WHICH SUBDIVISION AND PLAT SHALL HEREAFTER BE KNOWN AS "LANSING TOWNE CENTRE NORTH".

AN EASEMENT OR LICENSE TO ENTER UPON, LOCATE, CONSTRUCT, USE AND MAINTAIN OR AUTHORIZE THE LOCATION, CONSTRUCTION OR MAINTENANCE AND USE OF CONDUITS, WATER AND SEWER PIPES, UPON, OVER AND UNDER THESE AREAS OUTLINED AND DESIGNATED ON THIS PLAT AS "SANITARY EASEMENT" OR "SS/E" AND "WATER EASEMENT" OR "W/E" IS HEREBY GRANTED TO THE CITY OF LANSING, KANSAS WITH SUBORDINATE USE OF THE SAME BY OTHER GOVERNMENTAL ENTITIES AND PUBLIC UTILITIES AS MAY BE AUTHORIZED BY STATE LAW TO USE SUCH EASEMENT FOR SAID PURPOSES.



**PRELIMINARY**

KENNETH J. DEDRICK  
LS-1067  
dedrick@kveng.com

**KAW VALLEY ENGINEERING**  
14700 WEST 114TH TERRACE  
LENEXA, KANSAS 66215  
PH. (913) 894-5150  
lx@kveng.com | www.kveng.com

PROJECT: COVINGTON WOODS II  
W. MARY STREET + W. KAY STREET  
LANSING, KS 66043

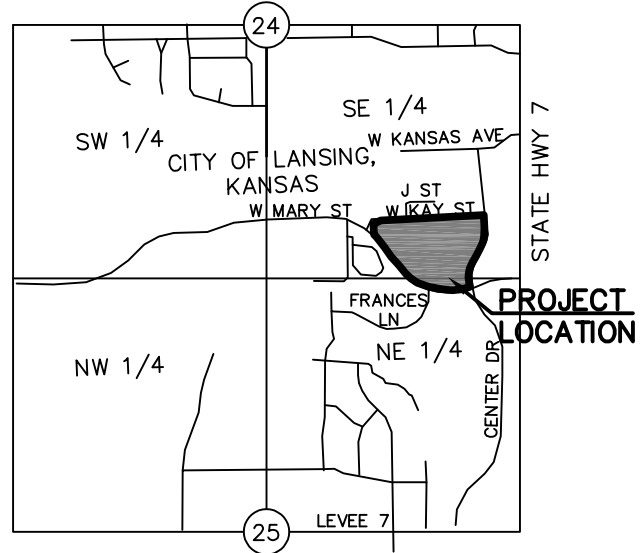
PREPARED FOR: ZIMMERMAN PROPERTIES LLC.  
SPRINGFIELD, MO 65804

KAW VALLEY ENGINEERING, INC. IS AUTHORIZED TO OFFER SURVEYING SERVICES BY KANSAS STATE CERTIFICATE OF AUTHORIZATION NO. LS-20. EXPIRES 12/31/24

PROJECT NO. C23-1644  
DRAWN BY: RAD  
CHECKED BY: KJD  
CFN: 1644PLAT  
SHEET: 1 OF 2



# A FINAL PLAT OF LANSING TOWNE CENTRE NORTH A REPLAT OF LOT 1, LANSING TOWNE CENTRE IN THE SE 1/4 OF SECTION 24 AND NE 1/4 OF SECTION 25, TOWNSHIP 9 SOUTH, RANGE 22 EAST OF THE SIXTH PRINCIPAL MERIDIAN, LANSING, LEAVENWORTH COUNTY, KANSAS



VICINITY MAP  
SE 1/4 SEC. 24, NE 1/4 SEC. 25,  
TWP 9S - RNG 22E  
NOT TO SCALE

LINE & CURVE TABLE					
#	DISTANCE	BEARING	RADIUS	DELTA	ITB
C1	217.76'		369.00'	33°48'42"	S7° 58' 01"E
C2	44.28'		189.50'	13°23'18"	S25° 50' 40"W
C3	69.95'		210.50'	19°02'24"	S39° 13' 55"W
C4	226.69'		443.00'	29°19'07"	S20° 11' 29"W
C5	245.81'		687.78'	20°28'39"	S72° 45' 53"W
C6	306.93'		691.78'	25°25'16"	N86° 45' 40"W
C7	144.31'		691.78'	11°57'08"	N61° 20' 24"W
C8	129.95'		686.17'	10°51'03"	N34° 34' 34"W
C9	47.32'		232.47'	11°39'46"	N62° 19' 12"E
C21	236.05'		400.00'	33°48'42"	N25° 50' 41"E
C22	236.61'		400.00'	33°53'33"	S25° 50' 42"W
C23	564.46'		655.00'	49°22'34"	N34° 36' 10"W
C24	657.74'		730.00'	51°37'28"	S34° 36' 10"E
C25	253.78'		721.83'	20°08'38"	S86° 39' 17"E
C41	43.33'		104.18'	23°49'49"	N65° 57' 54"W
C42	211.85'		359.00'	33°48'42"	N25° 50' 41"E
C44	73.27'		220.50'	19°02'24"	S39° 13' 55"W
C45	212.93'		453.00'	26°55'53"	S20° 11' 29"W
C46	101.28'		83.24'	69°43'07"	S36° 28' 26"W
C47	104.02'		85.08'	70°02'45"	S26° 10' 42"W
C48	37.72'		59.50'	36°19'34"	N46° 04' 14"E
C49	7.07'		4.50'	90°00'00"	N2° 56' 26"W
C50	7.07'		4.50'	90°00'00"	N87° 03' 34"E
C51	6.38'		4.50'	81°14'34"	N11° 41' 52"W
C52	55.68'		116.50'	27°22'58"	S11° 41' 52"E
C53	65.78'		86.50'	43°34'08"	S39° 04' 50"E
C54	95.34'		90.21'	60°33'19"	N29° 05' 58"E
C55	68.48'		50.03'	78°25'28"	N0° 22' 58"E
L1	1067.50'	N87°02'12"E			
L2	100.82'	S07°58'03"E			
L3	112.17'	S25°50'42"W			
L4	3.98'	S03°20'04"W			
L5	245.67'	N39°56'47"W			
L7	130.87'	N01°46'51"W			
L8	1.53'	N16°01'53"W			
L9	11.50'	N73°58'07"E			
L10	296.92'	N03°17'57"W			
L11	129.64'	N17°00'16"E			
L12	231.36'	N55°24'12"E			
L16	20.29'	S86°39'47"W			
L18	21.75'	S86°39'47"W			
L30	13.53'	S48°20'13"E			
L32	3.98'	N03°20'22"E			
L33	20.00'	S08°56'42"E			
L41	1403.99'	N87°02'12"E			
L42	111.65'	N07°58'03"W			
L43	181.88'	N25°50'42"E			
L44	195.21'	N34°36'10"W			
L48	168.42'	N75°20'00"W			
L90	244.42'	S89°59'52"W			
L91	46.02'	S89°09'05"W			
L92	83.47'	S58°03'43"W			
L99	153.21'	N86°39'47"E			
L100	35.60'	S48°20'13"E			
L101	247.53'	S03°20'13"E			

LINE & CURVE TABLE					
#	DISTANCE	BEARING	RADIUS	DELTA	ITB
L102	33.29'	S03°20'13"E			
L103	26.93'	S41°39'47"W			
L104	29.86'	S64°09'47"W			
L105	110.64'	S86°39'47"W			
L106	29.53'	S41°39'47"W			
L107	19.53'	S86°39'47"W			
L108	41.64'	S50°35'04"W			
L109	83.27'	N48°20'13"W			
L110	6.38'	S41°39'47"W			
L111	15.00'	S48°20'13"E			
L112	226.25'	N02°56'26"W			
L113	59.39'	N41°39'47"E			
L114	26.26'	N41°39'47"E			
L115	68.10'	N87°03'34"E			
L116	16.24'	S02°56'26"E			
L117	71.41'	N86°39'47"E			
L118	28.00'	S03°20'13"E			
L120	12.83'	S49°02'56"W			
L121	30.18'	S10°53'28"W			
L122	68.87'	S03°20'13"E			
L123	59.24'	S85°49'39"W			
L124	13.27'	S04°10'21"E			
L125	53.81'	S02°18'44"E			
L126	20.27'	S46°04'14"W			
L127	186.27'	S39°56'47"E			
L128	63.32'	S34°34'34"E			
L129	69.48'	N02°56'26"W			
L130	38.50'	N87°03'34"E			
L131	8.00'	S02°56'26"E			
L132	13.50'	S87°03'34"W			
L133	37.00'	S02°56'26"E			
L134	14.91'	N87°03'34"E			
L135	75.10'	S39°04'50"E			
L136	27.03'	N09°30'06"E			
L137	27.50'	N03°38'19"W			
L138	48.17'	N85°49'39"E			
L139	41.16'	N02°37'52"W			
L140	17.10'	N15°35'17"W			
L141	36.53'	N72°28'51"W			
L142	36.16'	S87°22'07"W			
L143	18.65'	N02°37'53"W			
L144	30.98'	N59°56'45"E			
L145	36.73'	N14°04'34"E			
L146	13.83'	N02°56'26"W			
L147	7.88'	N02°56'26"W			
L148	48.59'	N49°24'13"E			
L150	96.75'	N86°39'47"E			
L151	213.55'	N66°54'35"E			
L156	212.66'	S39°56'47"E			
L161	17.29'	N51°41'39"E			
L162	144.61'	N38°15'07"W			
L163	309.80'	N03°03'19"W			
L166	133.71'	N29°43'17"E			

PRELIMINARY

**KAW VALLEY ENGINEERING**

14700 WEST 114TH TERRACE  
LENEXA, KANSAS 66215  
PH. (913) 894-5150  
lx@kveng.com | www.kveng.com

PROJECT NO. **023-1644**

DRAWN BY **RAD**

CHECKED BY **KJD**

CFN **1644FLAT**

SHEET **2 OF 2**

PROJECT: **COVINGTON WOODS II**  
**W. MARY STREET + W. KAY STREET**  
**LANSING, KS 66043**

PREPARED FOR: **ZIMMERMAN PROPERTIES LLC.**  
**SPRINGFIELD, MO 65804**

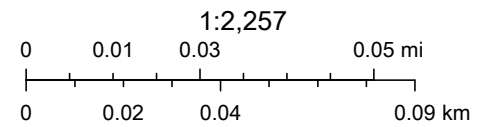
KAW VALLEY ENGINEERING, INC., IS AUTHORIZED TO OFFER SURVEYING SERVICES BY KANSAS STATE CERTIFICATE OF AUTHORIZATION NO. LS-20. EXPIRES 12/31/24



# 2023-DEV-010 Zoning Map



October 20, 2023



Map data © OpenStreetMap contributors, CC-BY-SA

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

**Lansing Towne Centre North  
(Name of Subdivision)**

Joshua Gentzler  
**Person Completing Checklist**

10/20/2023  
**Date**

COMPLETION OF THIS CHECKLIST IN NO WAY CONSTITUTES AN EVALUATION OF THE MERITS OR ACCURACY OF THE PLANS, DESIGN OR ENGINEERING OF THE FINAL 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.

**FINAL PLAT CHECKLIST**

	<u>YES</u>	<u>NO</u>
1. Preliminary Plat has been approved.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. One (1) hard copy has been provided, along with an electronic copy either emailed, delivered on a USB Drive, or uploaded, to the Community and Economic Development Department	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Material is submitted at least fourteen (14) days prior to Planning Commission meeting at which it is desired to be considered.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Original copy contains names and duly acknowledged and notarized signatures of the owner(s) of the property.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Final Plat is drawn at scale of at least 1" = 200'	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Size of sheet on which final plat is prepared is at least 36 inches by 24 inches. If more than one sheet required, all are same size and index map is provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. FINAL PLAT CONTAINS:		
A. Name of Subdivision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Location, including section, township, range, county and state	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Location and description of existing monuments or benchmarks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Location of lots and blocks with dimensions in feet and decimals of feet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Location of alley, street and highway rights-of-way, parks and other features including radii on curves with dimensions in feet and decimals of feet.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Clear numbering for all lots.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
G. Clear numbering or lettering.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
H. Locations, widths and names of all streets and alleys to be dedicated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I. Boundaries and descriptions of any areas other than streets to be dedicated or reserved for public use. (If applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
J. Minimum area and associated minimum elevation for the building on each lot (building site). (If requested by Planning Commission)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Final Plat Checklist  
Page 2

		<u>YES</u>	<u>NO</u>
K.	Building setback lines along all streets, with dimensions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
L.	Name, signature, seal of licensed engineer or registered land surveyor preparing plat.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
M.	Scale of plat, (shown graphically) date of prep and north point.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
N.	Statement dedicating all easements, streets, alleys and all other public areas not previously dedicated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.	A copy of any restrictive covenants applicable to the subdivision is provided. (N/A if not applicable)	<input type="checkbox"/>	<input type="checkbox"/>
9.	Required certifications/acknowledgements are present:		
A.	Certificate signed and acknowledged by all parties having any record, title or interest in the land subdivided, and consenting to the preparation and recording of said subdivision map.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B.	Certificate (as above) dedicating or reserving all parcels of land shown on the final plat and intended for any public or private use including easements, and those parcels which are intended for the exclusive use of the lot owners of the subdivision, their licensees, visitors, tenants and servants.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C.	Certificate of responsibility by registered land surveyor preparing final map, accompanied by seal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D.	Certificate(s) signed by City Clerk and County Treasurer that all taxes and special assessments due and payable have been paid.	<input type="checkbox"/>	<input type="checkbox"/>
E.	Notary acknowledgement in proper form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F.	Endorsement by Planning Commission in proper form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
G.	Public use acceptance by Governing Body in proper form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>





# Preliminary Plat Application

Date: 09/25/2023

### Applicant / Owner

Applicant Name: Zimmerman Properties LLC  
 Address: 1329 E Lark Street  
 City, State, Zip: Springfield, MO 65804  
 Phone: 417-883-1632

Owner Name: LANSING CITY  
 Address: 800 1ST TER LANSING, KS 66043  
 City, State, Zip: Lansing, KS 66043  
 Phone: 913-727-3233

### Surveyor

Surveyor Name: Ken Dedrick  
 Phone: 9138945150

Address: 14700 w 114th terrace  
 City, State, Zip: lenexa, ks, 66215

### Subdivision Info

Subdivision Name: Lansing Towne Centre North  
 General Location: W Mary Street and W Kay Street  
 Plat Acres: 14.59  
 Minimum Frontage: 518  
 Min Lot Area: 3.866  
 Existing Zoning: R-4 Multi-Family Residential District

Residential Lots: 1  
 Commercial Lots: 1  
 Industrial Lots: 0  
 Other Lots: Tract A - Green space  
 Total Lots: 1

How Guaranteed: Letter of Credit

### Project Details

Project Name: Covington Woods II  
 Agent: Zimmerman Properties Development, Jeff Beckler

Location: W Mary Street and W Kay Street  
 Proposed Zoning: R-4 Multi-Family Residential District  
 Rezone Reason: NA

Project Description: Replat of 14.59 acres to accomodate construction of multifamily residential.

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

\_\_\_\_\_  
 Jeff Beckler  
 Name

\_\_\_\_\_  
 09/25/2023  
 Date

**AFFIDAVIT**

STATE OF   Kansas              )  
  )  
COUNTY OF   Leavenworth      )       §

Comes now   City of Lansing  , 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

\_\_\_\_\_  
/s/

STATE OF \_\_\_\_\_ )  
  )  
COUNTY OF \_\_\_\_\_ )       §

BE IT REMEMBERED that on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, that before me, the undersigned, a Notary Public, in and for the State and County aforesaid, came \_\_\_\_\_, 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.

\_\_\_\_\_  
Notary Public

My Appointment Expires: \_\_\_\_\_

AGENT AUTHORIZATION

STATE OF Kansas

COUNTY OF Leavenworth

Anthony McNeill

We, City of Lansing Representative and \_\_\_\_\_, being duly sworn, do hereby depose and say that we are the owners of said property involved in this petition and that the following agent is authorized to represent us as it relates to this petition.

Authorized Agent: Jeff Beckler  
\_\_\_\_\_  
\_\_\_\_\_

Signed and entered into this 22<sup>nd</sup> day of August, 2023.

Anthony R McNeill  
Signed \_\_\_\_\_

\_\_\_\_\_  
Signed

Subscribed and sworn to before me on this 22 day of August, 2023.



Letitia Sims  
Notary Public

My Commission Expires 07-22-2026.



## Planning Commission Staff Report

October 25, 2022

Case 2023-DEV-011 Planning Commission By-Law Review

### Project Facts

**Applicant**

City of Lansing

**Owner**

N/A

**Address**

N/A

**Property ID**

N/A

**Requested Approvals**

By-Law Revision

### Summary

The Planning Commission Bylaws have remained unchanged for a number of years. Upon review by Staff, it was determined that the practice of the Planning Commission does not match the Bylaws requirements. Staff has provided a redline copy of the Bylaws to highlight changes that are suggested to better support the Planning Commission through revised by-laws. There were a few items that were confusing that Staff seeks to amend to clarify and make more transparent within the Bylaws.

### Recommendation

Staff recommends approval of Case 2023-DEV-011, Lansing Planning Commission Bylaws Revision.

### Action Options

1. Approve Case No. 2023-DEV-011; or
2. Deny Case No. 2023-DEV-011 for specified reasons; or
3. Table the case to another date, time and place.



**CITY OF LANSING, KANSAS**

**PLANNING COMMISSION**

**BYLAWS, RULES, AND REGULATIONS**

The following rules and regulations governing the procedures of the Planning Commission are adopted in accordance with the planning laws of the State of Kansas.

**ARTICLE I--MEMBERSHIP**

- 1. The City Planning Commission shall consist of ~~seven-eight-seven~~ appointees, of which number, two members may reside outside of, but within three (3) miles of the corporate limits of the City or the designated Urban Growth Area, and the remaining members shall be residents of the City. Each member shall be appointed by the Mayor, with the approval of the City Council, for terms of three years each. Vacancies shall be filled by appointment for the unexpired term only. Members of the Planning Commission shall serve without compensation for their service. Members of the Planning Commission may be removed for cause as provided by law.
  
- 2. When any member is absent for three (3) consecutive regular monthly meetings or four (4) regular meetings within any one calendar year, the Secretary of the Planning Commission shall notify the Mayor by delivering to the City Clerk, in writing, the name of the individual, and the dates of the meetings missed. The City Clerk shall cause the matter to be placed on the agenda for consideration of the governing body at the next regular meeting or shortly thereafter. The City Clerk shall, upon receipt of the written notice from the Secretary of the Planning Commission, notify the individual of date and time of the meeting at which the matter shall be considered by the governing body. At the time of consideration, the Mayor, with the consent of the City Council, may declare a vacancy existing and proceed to appoint a successor for the remaining term of the vacant position by majority vote, or the governing body may continue the consideration of the vacancy or the appointment of a successor.

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## ARTICLE II--OFFICERS

1. The Planning Commission shall organize annually at the first regular meeting in May, after the annual appointment of new members.
2. The Commission shall elect a Chairman and, a Vice-Chairman, ~~and a Secretary (unless one is provided by the city staff)~~ from among the appointed members at the annual organizational meeting. The Secretary shall be a member of City Staff. The officers shall serve for one year. A member of the Planning Commission shall be appointed by the City Council to the Board of Zoning Appeals, in the same manner as other members of the Board of Zoning Appeals. In the event that such member's term shall expire, the position on the Board of Zoning Appeals shall become vacant simultaneously with the expiration thereof.
3. The Chairman shall preside at all meetings and public hearings of the Planning Commission, shall decide all points of order and procedure, shall certify plans and subdivision plats, and shall transmit reports and recommendations of the Planning Commission to the governing body. The Chairman and the Secretary are required to certify plans and subdivision plats.
4. The Vice-Chairman shall assume the duties of the Chairman in his absence.
5. The Secretary shall be responsible for keeping the minutes of the Planning Commission, sending agendas to members of the Planning Commission, carrying out written correspondence, maintaining the records of the Commission, and performing such other duties as the Planning Commission may require.

## ARTICLE III--MEETINGS

1. The Planning Commission shall hold at least one (1) regular meeting each month on the third Wednesday, at a time designated by the Commission.
2. Special meetings of the Planning Commission for obtaining public opinion on a matter, discussion of a particular matter with interested parties, or the matters of regular commission business, may be called by the Chairman or, in his absence, by the Vice-Chairman. The Chairman shall call a special meeting of the Commission at the request of any three or more Commission members submitted in writing. If the Chairman fails to comply with such a request, the meeting shall be called by the said requesting members, all of whom must sign the notice. Notice of special meetings shall be given by the Secretary to the members of the Commission at least three (3) days prior to such meeting and shall state the purpose and time of the meeting.

3. All regular and special meetings, hearings and records shall be open to the public. Provisions for recessed executive sessions may be made pursuant to KSA 75-4319, but no formal action may be taken during such sessions.

4. ~~Four (4) Five (5) members~~Four (4); a majority of the Commission, shall constitute a required quorum for the transaction of business. If a quorum is not present at a regular or special meeting, those present may either adjourn the meeting or hold the meeting to consider such matters as are on the agenda. No action at such a meeting shall be final or official unless and until ratified and confirmed at a subsequent meeting at which a quorum is present, by approval of the minutes of that meeting at which a quorum was not present.

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5. The order of business at all meetings shall be as follows:

- a) Call to order
- b) Roll call or announcement of a quorum
- c) Approval of minutes
- d) Notices and communications
- e) Old business
- f) New business
- g) Reports of Commission officers and related personnel
- h) Adjournment

6. Motions shall be restated by the Chairman before a vote is taken. The name of the maker and supporter of a motion shall be recorded.

7. An affirmative vote of ~~at least three (3) four (4) members,~~ a majority of ~~thea~~ required quorum, shall be necessary to authorize any official action of the Commission, unless otherwise specified by statute. Where such a vote is not possible either for or against a particular proposal, the results of such action shall be submitted to the governing body with an explanation of the failure to establish an official vote on the subject in question. All members shall have a vote and shall vote when present, except that when any member shall abstain, he/she should identify the reason for such abstention, whether it be for cause or other reason.

8. When procedural and parliamentary rules adopted by the Planning Commission do not conflict, parliamentary procedure shall be according to "Robert's Rules of Order."

**ARTICLE IV--AGENDA SUBJECTS**

1. At a minimum of fifteen (15) days prior to a regularly scheduled meeting, any

interested party may make application for a place upon the agenda of a Planning Commission meeting; the Secretary of the Planning Commission may require that all data pertaining to such subjects be presented in writing at least twelve (12) days prior to the date of the Planning Commission meeting. Any member of the Commission, or the City Administrator, may place an item on the agenda by contacting the Commission Secretary at least seven (7) days prior to a meeting.

2. The Chairman shall review, prior to a regularly scheduled meeting, the agenda prepared by the Commission Secretary. Where the volume of the Planning Commission subjects may require such action, the Chairman of the Commission may postpone discussion of certain subjects until sufficient time is available for the members to give proper review to such subjects.
3. Agendas shall ordinarily be ~~mailed-provided~~ to the members of the Planning Commission so that they may review them at least seven (7) days prior to the Planning Commission meeting.
4. Subjects which are not listed on an official Planning Commission agenda will ordinarily not be considered at a meeting, unless unusual conditions voted on and approved by the Planning Commission justify such action. No item shall be discussed and acted on for which legal publication is required or which necessitates notification of adjoining property owners.

#### ARTICLE V--HEARINGS

1. Before the adoption or the recommendation for adoption of all or any part of the Comprehensive Plan, the Subdivision Regulations, or the Zoning Ordinance, the Planning Commission shall hold a public hearing on the matter.
2. The Secretary of the Planning Commission shall cause a notice of such public hearing to be published once in the official city newspaper and at least twenty (20) days shall elapse between the date of such publication and the date set for the hearing. (Such meeting can be held on the twenty-first day, day one being the day after the publication day.) Such notice shall fix the time and place for such a hearing and shall describe such proposal in "general terms."
3. Action by the Planning Commission on any matter on which a hearing is held shall not be taken until the hearing has been concluded.
4. The Planning Commission may prepare recommendations and adopt the same by an affirmative vote of a majority of a quorum of the Planning Commission members ~~(3) (4)~~, or by an affirmative vote of a majority of all its members ~~(4) (5)~~ when required by law.



#### **ARTICLE VI--RECOMMENDATIONS**

1. The Chairman or an authorized representative of the Planning Commission may appear before the governing body for the purpose of reporting recommendations of the Planning Commission.
2. The governing body will place on its agenda "Planning Commission Reports." Planning Commission reports to the governing body will be much in the same manner as other committee reports. Recommendations will be presented verbally and in written form using charts, graphs, pictures, maps, or any other media as applicable.

#### **ARTICLE VII--COMMITTEES**

1. The Planning Commission may establish such committees as it deems advisable and assign each committee specific duties or functions.
2. The Chairman shall designate the members of each committee and shall name the chairman of each committee. The Planning Commission Chairman shall fill vacancies on committees as they are created.
3. A committee constitutes a miniature assembly and may act only when a quorum is present. When a committee originates a report, it must be complete when presented. All committee reports should close with a definite recommendation. A committee report is presented by the chairman of the committee.

#### **ARTICLE VIII--RECORDS AND REPORTS**

1. The Commission shall keep a record of its resolutions, transactions, findings, and determinations.
2. All records of the Planning Commission shall be available for public review.
3. The Commission shall annually review the Comprehensive Plan to determine if any portion has become obsolete and shall make a report to the governing body regarding same on or before the first day of June of each year.
4. The Planning Commission shall, on or before the first Monday in May of each year, prepare and file with the governing body an estimate of the expenditures of the Commission for the ensuing fiscal year, itemizing the expenses, the amounts, and

the purposes.

**ARTICLE IX--PUBLICITY**

- 1. The Planning Commission shall encourage the public to attend its regular and special meetings and shall take positive action to keep its activities before the public by supplying local newspapers with information and by having members and staff available to appear before civic groups to discuss the purpose of planning and the work of the Planning Commission.

**ARTICLE X--AMENDMENTS**

- 1. These rules of procedure may be amended by an affirmative vote by a majority of the Planning Commission members, provided such proposed amendment has been submitted in writing to each member of the Commission at least three (3) days prior to the meeting at which such action is to be taken.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

PLANNING COMMISSION

By: \_\_\_\_\_  
Chairman

Attest: \_\_\_\_\_  
Secretary

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#### **ARTICLE V--HEARINGS**

1. Before the adoption or the recommendation for adoption of all or any part of the Comprehensive Plan, the Subdivision Regulations, or the Zoning Ordinance, the Planning Commission shall hold a public hearing on the matter.
2. The Secretary of the Planning Commission shall cause a notice of such public hearing to be published once in the official city newspaper and at least twenty (20) days shall elapse between the date of such publication and the date set for the hearing. (Such meeting can be held on the twenty-first day, day one being the day after the publication day.) Such notice shall fix the time and place for such a hearing and shall describe such proposal in "general terms."
3. Action by the Planning Commission on any matter on which a hearing is held shall not be taken until the hearing has been concluded.
4. The Planning Commission may prepare recommendations and adopt the same by an affirmative vote of a majority of a quorum of the Planning Commission members or by an affirmative vote of a majority of all its members when required by law.



## **ARTICLE VI--RECOMMENDATIONS**

1. The Chairman or an authorized representative of the Planning Commission may appear before the governing body for the purpose of reporting recommendations of the Planning Commission.
2. The governing body will place on its agenda "Planning Commission Reports." Planning Commission reports to the governing body will be much in the same manner as other committee reports. Recommendations will be presented verbally and in written form using charts, graphs, pictures, maps, or any other media as applicable.

## **ARTICLE VII--COMMITTEES**

1. The Planning Commission may establish such committees as it deems advisable and assign each committee specific duties or functions.
2. The Chairman shall designate the members of each committee and shall name the chairman of each committee. The Planning Commission Chairman shall fill vacancies on committees as they are created.
3. A committee constitutes a miniature assembly and may act only when a quorum is present. When a committee originates a report, it must be complete when presented. All committee reports should close with a definite recommendation. A committee report is presented by the chairman of the committee.

## **ARTICLE VIII--RECORDS AND REPORTS**

1. The Commission shall keep a record of its resolutions, transactions, findings, and determinations.
2. All records of the Planning Commission shall be available for public review.
3. The Commission shall annually review the Comprehensive Plan to determine if any portion has become obsolete and shall make a report to the governing body regarding same on or before the first day of June of each year.
4. The Planning Commission shall, on or before the first Monday in May of each year, prepare and file with the governing body an estimate of the expenditures of the Commission for the ensuing fiscal year, itemizing the expenses, the amounts, and the purposes.

**ARTICLE IX--PUBLICITY**

- 1. The Planning Commission shall encourage the public to attend its regular and special meetings and shall take positive action to keep its activities before the public by supplying local newspapers with information and by having members and staff available to appear before civic groups to discuss the purpose of planning and the work of the Planning Commission.

**ARTICLE X--AMENDMENTS**

- 1. These rules of procedure may be amended by an affirmative vote by a majority of the Planning Commission members, provided such proposed amendment has been submitted in writing to each member of the Commission at least three (3) days prior to the meeting at which such action is to be taken.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

PLANNING COMMISSION

By: \_\_\_\_\_  
Chairman

Attest: \_\_\_\_\_  
Secretary