



PLANNING COMMISSION MEETING, JUNE 16, 2026

Tuesday, June 16, 2026 at 7:00 PM
Council Chambers, 520 N. Commercial Ave.

AGENDA

Click here to visit our [Facebook Page](#).

CALL TO ORDER / ROLL CALL

Chair opened the Planning Commission Meeting at _____ (time).

ADDITIONS / DELETIONS TO AGENDA

Motion to approve the agenda as presented.

Motion by _____

Second by _____

CONSENT AGENDA

Motion to approve the Consent Agenda as presented.

- 1.** Minutes of Regular Planning Commission Meeting May 12, 2026

PRESENTATIONS / PUBLIC FORUM

During Public Forum, the Planning Commission Chairperson will ask if anyone in the audience would like to address the Planning Commission. A person wishing to make a statement should approach the podium, state their name and address. Each person will have a 3 minute time limit.

- 2.** Public Hearing Alley Vacations - Various Locations

Chairperson opens hearing for comments from the public: _____PM

Chairperson closes public hearing: _____PM

RECOMMENDED MOTION: Based on the City staff recommendations, public comments, and discussion by the Planning and Zoning Board, I _____ make a motion to (Approve, Deny, or Table) the alley vacations as presented. Seconded by _____

- 3.** Public Hearing for Special Use Permit 26-1

Chairperson opens hearing for comments from the public: _____PM

Chairperson closes public hearing: _____PM

RECOMMENDED MOTION: Based on the City staff recommendations, public comments, and discussion by the Planning and Zoning Board, I _____ make a motion to (Approve, Deny, or Table) SU 26-1. Seconded by _____

NEW BUSINESS

- 4.** Protective Overlay - Central Business District
No Action Required

ADJOURN

Motion to adjourn the Planning Commission Meeting at _____ PM.

Contact: Jenessa Boldenow (utility@cityofsedgwick.org, 316-772-5151) | Agenda Published on
5/26/2026 at 10:15 AM.



PLANNING COMMISSION MEETING, MAY 12, 2026

Tuesday, May 12, 2026 at 7:00 PM
Council Chambers, 520 N. Commercial Ave.

MINUTES

Click here to visit our [Facebook Page](#).

Chair opened the Planning Commission Meeting at 7:01pm.

PRESENT

Debbie Harrison
Scott Thomas
Jeff DeHaven
Seth Queen

ABSENT

Izaiah Chapman

ADDITIONAL PRESENT: Rob McVicar, Scott Ufford (McDonald Tinker), Mayor Bryan Chapman, Zoning Administrator/City Administrator Kyle Nordick

ADDITIONS / DELETIONS TO AGENDA

CONSENT AGENDA

Motion to approve the Consent Agenda as presented.

Motion made by Harrison, Seconded by DeHaven.
Voting Yea: Harrison, Thomas, DeHaven, Queen

1. Minutes of Regular Planning Commission Meeting April 14, 2026

PRESENTATIONS / PUBLIC FORUM

During Public Forum, the Planning Commission Chairperson will ask if anyone in the audience would like to address the Planning Commission. A person wishing to make a statement should approach the podium, state their name and address. Each person will have a 3 minute time limit.

2. Review of Conditional Use Permit 26-1, application of Rob McVicar, pursuant to city zoning regulations, who is petitioning for a conditional use permit to erect a 30x40 metal sided garage in the rear yard of 305 N. Lincoln Avenue.

Chairperson opens hearing for comments from the public:7:03PM

Mr. McVicar spoke about the utilization of the proposed building.

Zoning Administrator Nordick presented criteria and staff findings for conditional use application as set forth by 10.108.C of the City of Sedgwick Zoning Regulations.

Discussion ensued between planning commission members and Mr. McVicar regarding the utilization of the shed, composition of shed, storage of materials, access to the proposed shed, code violation issues that have occurred at the property Mr. McVicar currently stores materials at and how those issues may migrate to this property if approved.

Chairperson closes public hearing: 7:22 PM

Based on the City staff recommendations, public comments, and discussion by the Planning and Zoning Board, I Scott Thomas make a motion to Approve 26-1 without screening requirements. Motion failed due to no seconded motion.

Based on the City staff recommendations, public comments, and discussion by the Planning and Zoning Board, I Seth Queen make a motion to Deny 26-1. Motion seconded by Jeff DeHaven.

Voting Yea: Harrison, Queen, DeHaven

Voting Nay: Thomas

Motion passed 3-1

NEW BUSINESS

3. The Planning Commission will review the Final Plat for Fox Run Addition. Documents to be reviewed are as follows: Application for Final Plat Approval; Final Plat Map.

Zoning Administrator Nordick presented the Final Plat application for Fox Run Addition.

Debbie Harrison - Will the retention pond in Reserve C prevent further flooding issues of the east side street?

Zoning Administrator Nordick - The retention pond is being designed to hold runoff and slowly release it from the development to help mitigate future flooding issues.

No further discussion was had.

Motion to approve the Final Plat for Fox Run Addition.

Motion made by DeHaven, Seconded by Harrison.

Voting Yea: Harrison, Thomas, DeHaven, Queen

Motion to adjourn the Planning Commission Meeting at 7:43pm

Motion by: Seth Queen

Seconded by: Scott Thomas

Jeff DeHaven asked for the Commission to hear a request to change the meeting time of future Planning and Zoning Commission meetings prior to adjournment.

Seth Queen rescinded his motion.

Jeff DeHaven asked the Commission to change future meeting times to the 2nd Tuesdays of each month at 6:30pm.

Discussion ensued.

Motion to approve changing future meeting times of the Planning and Zoning Commission to the 2nd Tuesdays of each month at 6:30pm.

Motion by: Jeff DeHaven

Seconded by: Debbie Harrison

Voting Yea: Harrison, DeHaven, Thomas, Queen

Motion to adjourn meeting at 7:44pm.

Motion by: Seth Queen

Seconded by: Scott Thomas

Voting Yea: Queen, Thomas, Harrison, DeHaven

Contact: Jenessa Boldenow (utility@cityofsedgwick.org, 316-772-5151) | Agenda Published on 05/08/2026 at 3:30 PM.

DRAFT

**City of Sedgwick
Planning and Zoning Commission Meeting
June 16, 2026**

TO: Planning and Zoning Commission

SUBJECT: Alley Vacations

INITIATED BY: Administration

AGENDA: Public Hearing

Background: The City of Sedgwick last vacated alleys in 2021. Alley vacations are typically requested by a property owner but can be requested by the municipality when they deem that the alley is no longer maintained or useable in its current state.

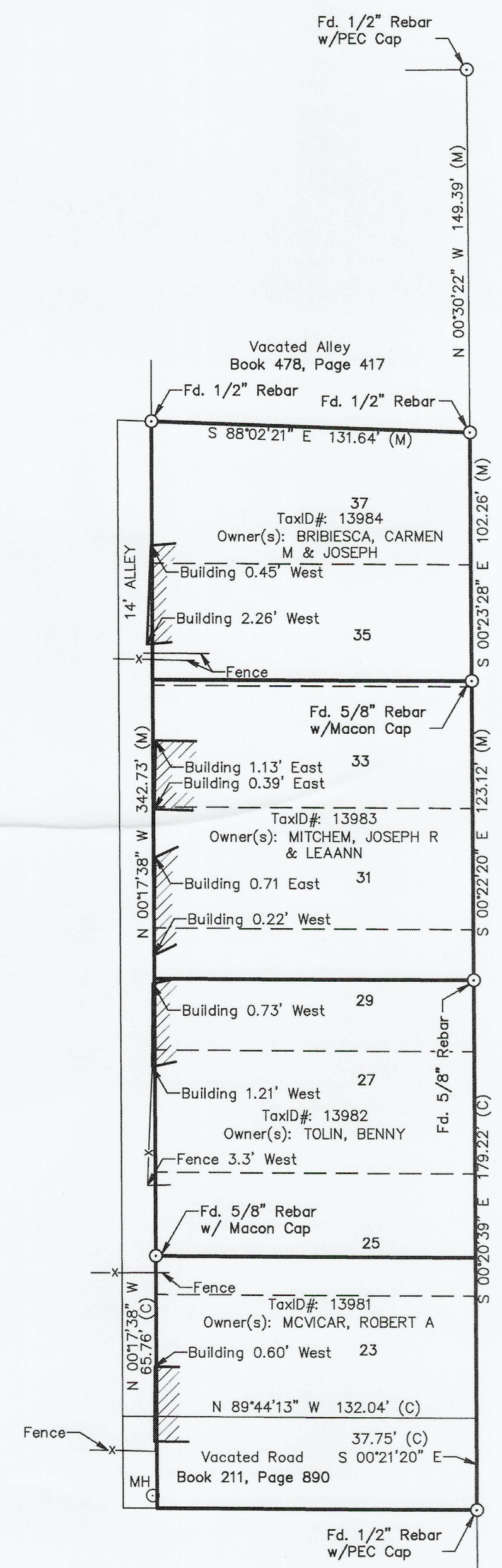
City staff identified the remaining alleyways along the east side of the city shown in exhibit A, to be deemed no longer usable due to established utility poles, fence lines extending beyond the alley, or being unmaintained by the city.

Analysis: In vacating the alleyway, the abutting homeowners would equally split ownership of the vacated alleyway. The City would retain a utility easement on the property to ensure we have access to existing utilities in the area.

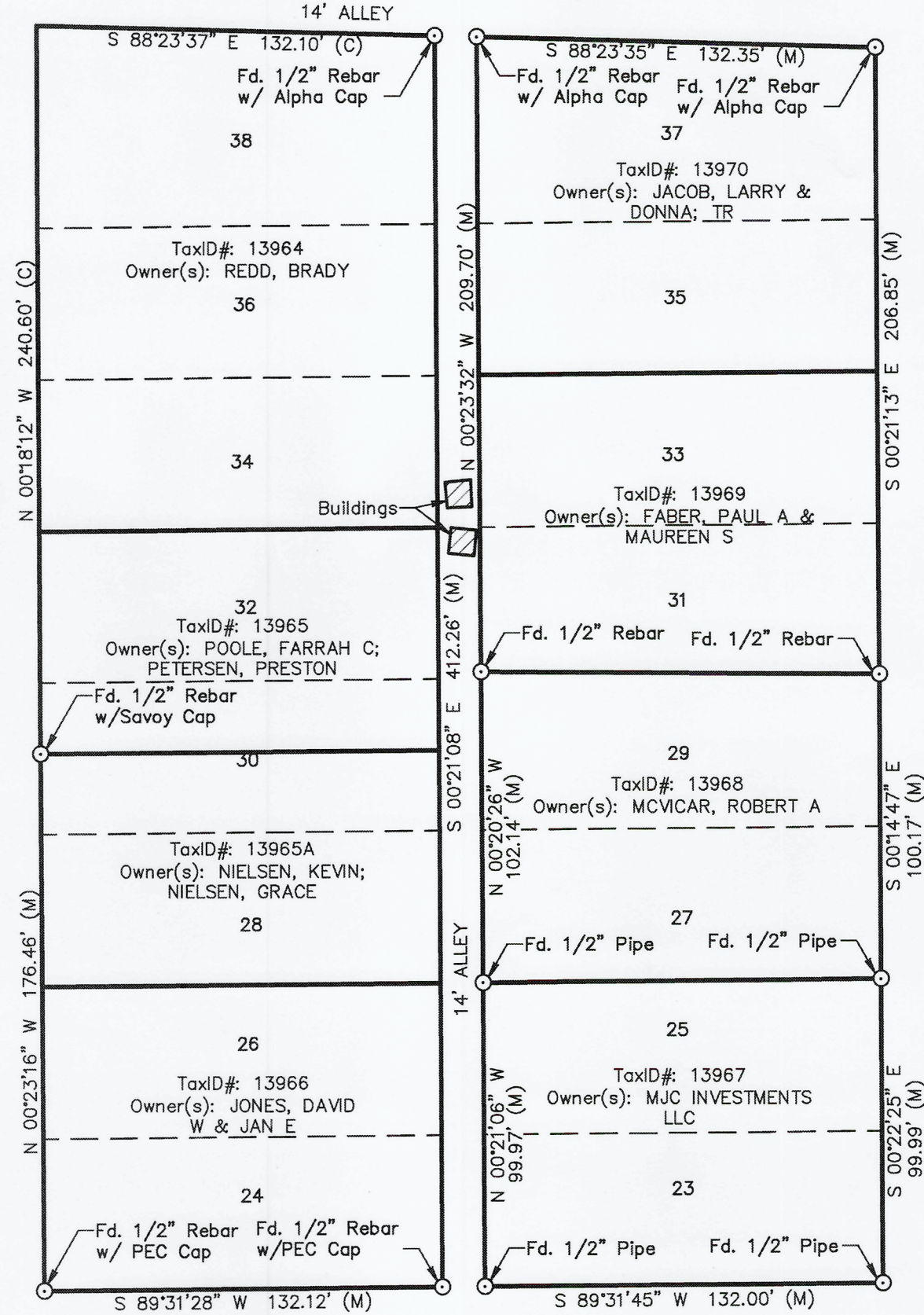
Financial Considerations: To vacate the alleyways, an engineering survey was paid for by the Streets fund and conducted by Garber Surveying Service, P.A.

Recommendation: It is recommended that the planning and zoning commission approve the alley vacations as presented.

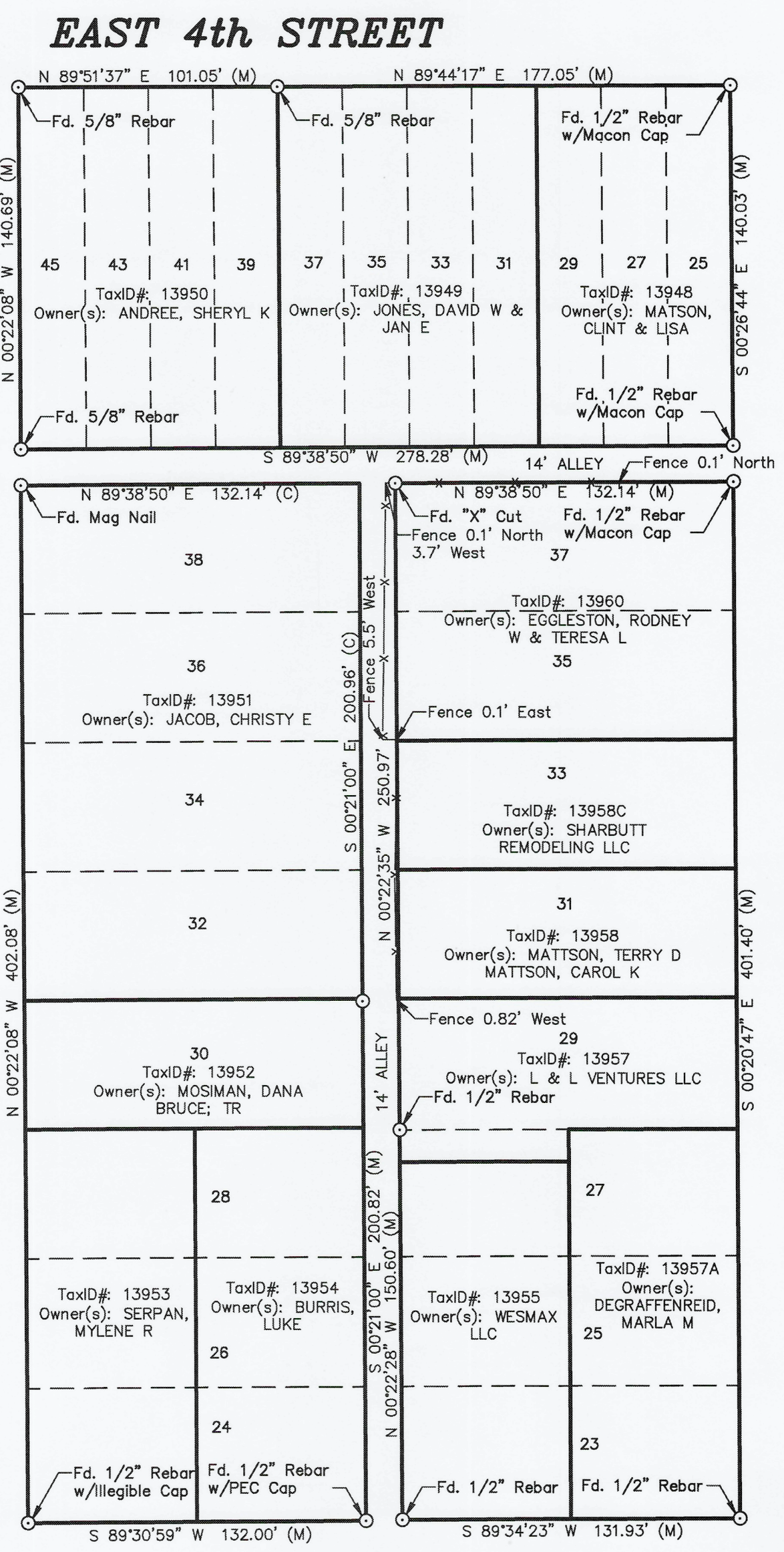
Copyright © 2026 Garber Surveying Service, P.A. Saved 3/11/2026 9:45:59 AM by FBREINSTER
Pick Date & Time Monday, March 23, 2026 11:17:20 AM Dwg Path U:\DD\GSSFILES\2026\20260107 C3d\dwg\2026-107 MP SFC S (MOTOCARD) NAV088



NORTH JACKSON AVENUE



NORTH LINCOLN AVENUE

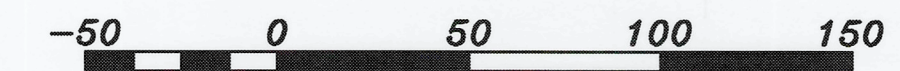
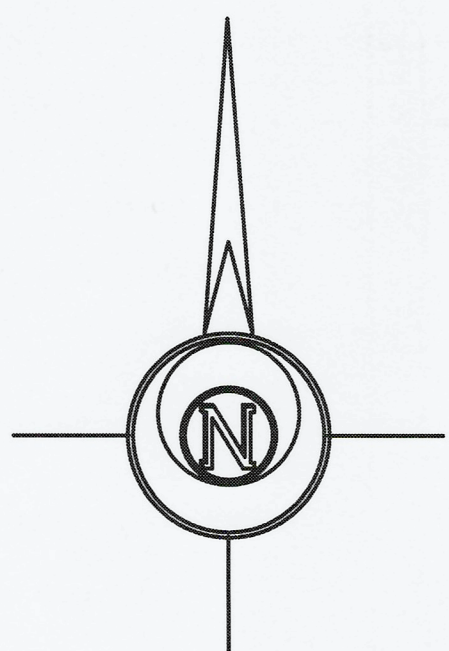


NORTH JEFFERSON AVENUE

NORTH HARRISON AVENUE

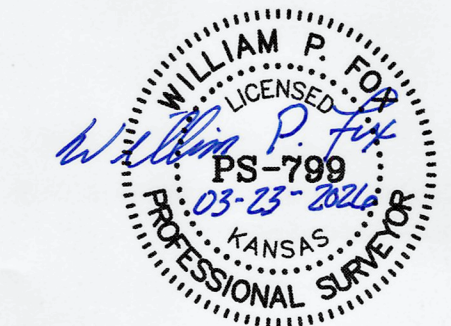
EAST 4th STREET

EAST 2nd STREET



BASIS OF BEARING = NAD 83 KANSAS SOUTH ZONE

- LEGEND**
- △ - Sectional Monument Found
 - - Survey Monument Found
 - - Fence
 - ⊙ - Calculated
 - (M) - Measured
 - ⊕ - Sanitary Sewer Manhole



NW Cor. SW 1/4 SW 1/4
Sec. 34, T24S, R1W
Fd. 5/8" Rebar
from County Reference Ties

SW Cor. SW 1/4
Sec. 34, T24S, R1W
Fd. 1/2" Rebar
from County Reference Ties

Prepared For: CITY OF SEDGWICK		Description: A PORTION OF THE SW 1/4 SECTION 34, T24S, R1W HARVEY COUNTY, KANSAS	
Prepared By: Garber Surveying Service, P.A.		HUTCHINSON 2908 North Plum St. 67502 Ph. 620-665-7032 (Main Office)	
Branch Offices:		MANHATTAN Ph. 785-320-4810 NEWTON Ph. 316-283-5053 SALINA Ph. 785-404-6302 WICHITA Ph. 316-260-9933	
Drawn By: FTB	Scale: 1"=50'	Date of Field Work: February 26, 2026	Job No:
Checked By: WPF	Date: 03/23/2026	Sheet 1 of 1 Sheet(s)	G2026-107

**City of Sedgwick
Planning and Zoning Commission Meeting
June 16, 2026**

Present Zoning: R-1 (Single-and-Two Family Dwellings)

Proposed Special Use: Establishment of tiny home as an accessory dwelling unit

Special Use Application Case Number: 26-1

Applicant: Heidi Buchanan

Property Address: 617 N. Harrison Ave. (outlined in red below)



Applicants' Reasons for Special Use Application: The applicant is requesting approval of the special use application to allow for the subject property to establish a tiny home as an accessory structure on the lot. This use is identified as a special use under the current R-1 zoning permitted that the structure is between 200 and 400 square feet of gross floor area, with a foundation. The submitted plans and building permit show that this structure meets the necessary requirements as defined.

Review Criteria for a Zoning Amendment/Special Use per 11.100.H (criteria in italics)

- 1. *What is the character of the subject property and the surrounding neighborhood in relation to existing uses and their condition?*

The subject property is currently single family residential. The neighboring area is of like utilization and character.

- 2. *What is the current zoning of the subject property and that of the surrounding neighborhood in relation to the request?*

The current zoning of the subject and surround properties is R-1 (single-and-two family dwelling).

- 3. *Is the length of time that the subject property has remained undeveloped or vacant as zoned a factor in the consideration?*

No

- 4. *Would the request correct an error in the application of these regulations?*

No

- 5. *Is the request caused by changed or changing conditions in the area of the subject property and, if so, what is the nature and significance of such changed or changing condition?*

No

- 6. *Do adequate sewage disposal and water supply and all other necessary public facilities including street access exist or can they be provided to serve the uses that would be permitted on the subject property?*

This site is served by public water and sewer, as well as a City street. The proposed tiny home would tie into the existing services onsite.

- 7. *Would the subject property need to be platted or replatted or in lieu of dedications made for rights-of-way, easements, and access control or building setback lines?*

No

- 8. *Would a screening plan be necessary for existing and/or potential uses of the subject property?*

No

9. *Is there suitable vacant land or buildings available or not available for development that currently has the same zoning?*

There are currently no available lots to build on that would be suitable for this type of structure.

10. *If the request is for business or industrial uses, are such uses needed to provide more services or employment opportunities?*

N/A

11. *Is the subject property suitable for the uses in the current zoning to which it has been restricted?*

Yes

12. *To what extent would the removal of the restrictions, i.e., the approval of the special use request detrimentally affect other property in the neighborhood?*

The special use request should not have a significantly detrimental impact on the surrounding neighborhood properties, as the use is residential.

13. *Would the request be consistent with the purpose of the zoning district classification and the intent and purpose of these regulations?*

Yes

14. *Is the request in conformance with the Comprehensive Plan and does it further enhance the implementation of the plan?*

The subject property, is listed in the Comprehensive Plan as Residential in both the current and future zoning maps.

15. *What is the nature of the support or opposition of the request?*

City staff support this special use request, in that it is already a permitted use under the special uses section of R-1 zoning. We have notified surrounding property owners within 200 feet of the subject property and received no complaints or questions.

16. *Is there any information or are there recommendations on this request available from professional persons or persons with related expertise which would be helpful in its evaluation?*

No

17. *By comparison, does the relative gain to the public health, safety and general welfare outweigh the loss in value or the hardship imposed upon the applicant by not approving the request.*

No

City staff recommend approval of this special use application.

**City of Sedgwick
Planning and Zoning Commission Meeting
June 16, 2026**

TO: Planning and Zoning Commission
SUBJECT: Protective Overlay – Central Business District
INITIATED BY: Administration
AGENDA: New Business

Background: Protective overlay districts are special zoning districts superimposed on existing zoning maps to add extra regulations or standards aimed at protecting a specific resource or achieving a particular community goal.

Analysis: City staff have worked with our legal team to draft language for a protective overlay in the C-1 Central Business District Zoning area to further prevent buildings within this district from being utilized as personal storage, materials storage for non-public facing businesses, storage of recreational vehicles, equipment, and vehicles.

Historically, the city has seen storefronts within this district purchased for personal use, preventing the spread of economic development within the area. With recent development within the district, staff feel it is necessary to protect the area and promote the remaining vacant buildings as business opportunities for perspective buyers.

If adopted, buildings within the zoning area deemed incompatible would have twelve (12) months to come into compliance with the new regulations. Failure to comply would result in financial penalties.

Financial Considerations: None

Recommendation: This item is purely for review. If the language is acceptable, required legal publication will take place with a public hearing scheduled at a future date.

ORDINANCE _____

AN ORDINANCE OF THE CITY OF SEDGWICK, KANSAS CREATING THE CENTRAL BUSINESS DISTRICT PROTECTIVE OVERLAY [CBD-PO] AND ESTABLISHING USE RESTRICTIONS TO PRESERVE THE CHARACTER OF THE DOWNTOWN C-1 CENTRAL BUSINESS DISTRICT

BE IT ORDAINED BY THE CITY OF SEDGWICK, KANSAS:

Section 1. Purpose and Intent

The purpose of the Central Business District Protective Overlay [CBD-PO] is to preserve and enhance the traditional downtown character of Sedgwick by promoting active commercial, civic, and pedestrian-oriented uses within the C-1 Central Business District.

The CBD-PO is further intended to:

- (a) Contribute to an active, pedestrian-oriented downtown environment through ongoing commercial, office, civic, cultural, residential, entertainment, and service oriented occupancy;
- (b) Encourage storefront activation and reduce long-term vacancy, dormant occupancy, storage-oriented utilization, and non-active uses that detract from the vitality, appearance, and economic function of the downtown corridor;
- (c) Discourage uses that detract from retail, service, and civic activity, including storage and warehousing;
- (d) Support reinvestment, historic preservation, and adaptive reuse of downtown buildings; and
- (e) Ensure that land use within the downtown core remains consistent with the City's Strategic Plan and Comprehensive Plan.

Section 2. Applicability

- (a) The CBD-PO shall apply to **all properties zoned C-1 Central Business District** within the boundaries shown on *Exhibit A* attached hereto and incorporated by reference.
- (b) Where conflict exists between the underlying zoning district and this overlay, the overlay provisions shall control.

Section 3. Operational Standards/Active Occupancy Requirement

- (a) **Active Principal Use Required.** All principal buildings located within the CBD-PO Overlay District shall maintain an active permitted principal use consistent with the underlying zoning district and the intent of this overlay. Active permitted uses may include, but are not limited to:
 - Retail establishments;
 - Professional and business offices;
 - Restaurants, beverage, and food service establishments;
 - Personal and professional service businesses;

- Civic, cultural, or entertainment uses;
- Mixed-use developments;
- Residential occupancy where otherwise permitted by the zoning regulations.

(b) **Prohibited Uses.** Pursuant to Sections 4-109(A) and (B) of the Zoning Regulations of the City of Sedgwick, Kansas, the following uses are prohibited as either primary or accessory uses within the CBD-PO:

1. Personal storage facilities, mini-storage facilities, or self-storage units;
2. Warehousing, contractor storage yards, or material staging areas;
3. Outdoor storage or staging of equipment, inventory, construction materials, or supplies not associated with a permitted commercial use;
4. Private hobby shops, recreational storage buildings, or personal vehicle storage facilities unrelated to an active permitted use operating on the premises;
5. Long-term parking or storage of recreational vehicles, campers, boats, trailers, commercial vehicles, heavy equipment, machinery, inventory, materials, or supplies not directly associated with an active public-facing business operating on the premises;
6. Vacant, inactive, or dormant structures lacking lawful operational activity or active occupancy for a period exceeding twelve (12) consecutive months.

(c) **Incidental Storage Permitted.** Storage customarily incidental and subordinate to an otherwise lawful permitted principal use shall be permitted, provided such storage does not become the dominant use of the structure or property.

Storage of personal property, vehicles, trailers, recreational vehicles, equipment, inventory, materials, or supplies alone shall not constitute active occupancy or a lawful principal use.

(d) **Determination of Primary Use.** The Zoning Administrator may consider the following factors when determining whether a structure or property is functioning primarily as a prohibited storage-oriented, inactive, or noncompliant use:

1. Allocation of floor area or site area devoted to active occupancy versus storage;
2. Presence or absence of valid business licensing, occupancy permits, or utility usage;
3. Regularity of business operations or public/customer activity;
4. Observable operational characteristics of the property;
5. Frequency and duration of vehicle, trailer, equipment or material storage;
6. Compliance with posted business hours or operational activity;
7. Any other objective evidence reasonably demonstrating the dominant use of the structure or property.

(e) **Vacant Building Registration Required.** Any structure within the CBD-PO Overlay District that:

- Ceases active occupancy,
- Lacks an active permitted principal use,
- Or becomes vacant or inactive for a period exceeding thirty (30) consecutive days

Shall be registered pursuant to the City of Sedgwick Vacant Building Registration Program and shall remain subject to all registration, inspection, maintenance, security, and compliance requirements established by city ordinance.

Registration under this section shall not authorize the continuation of any prohibited use or exempt the property from compliance with the provisions of this overlay district.

Section 4. Nonconforming Uses and Sunset Provision

- (a) Existing lawful uses. Any building or structure used for storage purposes prior to the adoption of this ordinance and in compliance with city codes at that time shall be deemed a **lawful nonconforming use** pursuant to K.S.A. 12-758(C) and the Sedgwick Zoning Regulations.
- (b) **Continuation.** Such nonconforming storage use may continue for a limited time as provided herein but may not be expanded, enlarged, or intensified. If discontinued for twelve (12) consecutive months, the nonconforming status shall terminate and the property must thereafter comply with this overlay.
- (c) **Sunset Provision.** To ensure a fair and gradual transition toward active downtown use, all nonconforming storage uses within the CBD-PO shall cease operations or convert to a conforming use within twelve (12) months from the effective date of this ordinance.
- The City may, upon written request and demonstration of hardship, grant a one-time one-year extension to an individual property owner by Council resolution.
 - During the transition period, owners are encouraged to work with the City on building reuse, facade improvement and business development opportunities.
 - After the sunset date, including any granted extension, no storage use shall continue, and the property shall conform to all overlay requirements.
- (d) **Change of Use.** Once a nonconforming storage use is changed to a permitted use, the nonconforming rights are permanently lost.
- (e) **Penalties.** Upon expiration of the sunset period or upon violation of any provision of this section:
1. The Zoning Administrator shall issue a written Notice of Violation to the property owner specifying the nature of the violation and providing thirty (30) days to correct the violation or submit an approved compliance plan.
 2. Failure to correct the violation within the compliance period shall constitute a municipal offense punishable by a civil penalty of \$500 per day for each day the violation continues. Continued noncompliance after sixty (60) days may be declared a public nuisance, and the City may pursue abatement under K.S.A. 12-1617e, including assessment of abatement costs against the property.

Section 5. Administration and Enforcement

- (a) The Zoning Administrator shall administer and enforce the provisions of this ordinance.
- (b) Any use or occupancy change within the overlay district shall require a zoning compliance review.

(c) Violations are subject to penalties as set forth in Section 5(e) of this ordinance.

Section 6. Effective Date. This ordinance shall take effect and be in force from and after its publication in the official city newspaper.

PASSED AND ADOPTED BY THE GOVERNING BODY OF THE CITY OF SEDGWICK, KANSAS THIS _____ DAY OF _____, 2025.

Bryan Chapman, Mayor

ATTEST:

Shelia Agee, City Clerk