

**MINUTES-REGULAR MEETING
MAIZE CITY PLANNING COMMISSION AND
BOARD OF ZONING APPEALS
THURSDAY, SEPTEMBER 1, 2016**

The Maize City Planning Commission was called to order at 7:00 p.m., on Thursday, September 1, 2016, for a Regular Meeting with *Bryan Aubuchon*, presiding. The following Planning Commission members were present: *Mike Burks*, *Bryant Wilks*, *Andy Sciolaro*, *Dennis Downes*, *Bryan Aubuchon* and *Jennifer Herington*. Also present were *Sue Villarreal*, Recording Secretary; *Kim Edgington*, Planning Administrator; *Bill McKinley*, City Engineer; *Richard LaMunyon*, City Administrator; *Greg Dotson*, Citizen; *Judy Dotson*, Citizen; *Sarah Goertz*, Applicant; *Matthew Goertz*, Applicant; *Kirk Miller*, K. E. Miller Engineering.

APPROVAL OF AGENDA

MOTION: *Burks* moved to approve the agenda as submitted.
Wilks seconded the motion.
Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: *Herington* moved to approve the August 6, 2016 minutes with correction to strike unanimously from motion of Z-02-016 case.
Downes seconded the motion.
Motion carried unanimously.

NEW BUSINESS – PLANNING COMMISSION

Z-03-016-ZONE CHANGE REQUEST FOR –1.1 ACRES FROM SF-5 SINGLE FAMILY RESIDENTIAL TO NR NEIGHBORHOOD RETAIL AT 4055 N MAIZE ROAD

Edgington explained that the property is appropriate for commercial use. The applicants have a home occupation Day Care and they are requesting a zoning change to Neighborhood Retail to expand their business.

Goertz stated they are currently licensed for 12 children and would like to expand to a potential of 20. There is a safe room and basement under the office and they are in compliance with the Sedgwick County Fire Department and Metropolitan Area Building and Construction Department. They have relocated two portable classrooms they would like to use for their Day Care.

Dotson was present to represent his father who owns the property to the north. He stated that he did not want his driveway used during construction or for their access. He would like to see the property cleaned up and debris removed.

MOTION: *Wilks* moved to approve Z-03-016 zone change for –1.1 acres from SF-5 Single Family Residential to NR Neighborhood Retail at 4055 N Maize Road subject to the following conditions and modifications set forth by staff:

1. All buildings or structures shall set back at least 35 feet from all street right-of-way lines.
2. Buildings shall not cover more than 30 percent of the land upon which the development is proposed.
3. Applicant shall provide screening or a landscape buffer along north and west property lines adjacent to residentially zoned property pursuant to Article IV, Section IV-B of the City of Maize Zoning Code. The existing screening may satisfy this requirement but would need to be replaced if ever removed by the property owner to the north.
4. Signage for the development shall be subject to the City of Maize Sign Code and any future amendments to such code.
5. Landscaping shall be provided as required by the City of Maize Landscape Ordinance.
6. All buildings and structures shall comply with the City of Maize Design Standards.
7. Platting of the property shall be completed within five years of approval of zoning change by Maize City Council.

And subject to the following conditions set forth by commissioners:

1. Buildings must have stem wall and footings on a permanent foundation.
2. Exterior of buildings must be consistent with that of the house.

Burks seconded the motion.

Aubuchon requested a roll call vote to approve Z-03-016 as presented with the following results:

Burks – yes

Wilks – yes

Sciolaro - yes

Downes- yes

Aubuchon - yes

Herington – yes

Motion carried unanimously.

S/D-01-106 – PRELIMINARY PLAT FOR MAIZE INDUSTRIAL 2ND ADDITION

Miller explained that the prospect of new businesses has made the expansion necessary.

McKinley stated that work was being done on the roads to make them more truck friendly.

MOTION: *Burks* moved to approve S/D-01-106 – Preliminary Plat For Maize Industrial 2nd Addition subject to the following staff comments and conditions:

- A. City water and sewer services will be available to serve the site.
- B. A final drainage plan approved by the City Engineer shall be on file with the City prior to the final plat being reviewed by the Governing Body.
- C. A vicinity map shall be added to the face of the plat.
- D. The Planning Commission Chair shall be changed to Bryan Aubuchon, and the Secretary to Dennis Downes.
- E. The names of owners of adjacent properties should be displayed on plat.
- F. A certified copy of a title report shall be submitted to the City prior to the plat being reviewed by the Governing Body.
- G. Minimum pad elevations shall be listed for each lot.
- H. A statement providing for the proposed use for reserves shall be displayed on the plat.
- J. The owner of the subdivision should note that any construction that results in earthwork activities that will disturb one (1) acre or more of ground cover requires a Federal/State NPDES Storm Water Discharge Permit from the

Kansas Department of Health and Environment in Topeka. Also, for projects located within the City of Maize, erosion and sediment control devices must be used on ALL projects.
- K. Plat shall include a statement as to the nature and type of improvements proposed for the subdivision, and in what manner the subdivider intends to finance and provide for their installation, e.g. petition, actual construction, monetary guarantee, etc.
- L. If improvements are guaranteed by petition, a notarized certificate listing the petitions, with cost estimates shall be submitted to the City of Maize for recording along with the final plat.
- M. Provisions shall be made for ownership and maintenance of the proposed reserves. The applicant shall either form a
lot owners' association prior to recording the final plat or shall submit a covenant stating when the association will be formed, when the reserves will be deeded to the association and who is to own and maintain the reserves prior to the association taking over those responsibilities.
- N. This property is in Area C on the FEMA flood map, not in the floodplain.
- O. The applicant shall install or guarantee the installation of all utilities and facilities which are applicable (water service and fire hydrants required for fire protection shall be as per the direction and approval of the Chief of the Sedgwick County Fire Department.)
- P. To receive mail delivery without delay, and to avoid unnecessary expense, the applicant is advised of the necessity to meet with the U.S. Postal Service Growth Management Coordinator (Phone 316-946-4556) prior to development of the plat so that the type of delivery, and the tentative mailbox locations can be determined.
- Q. The applicant is advised that various State and Federal requirements (specifically but not limited to the Army Corps of Engineers, Kanopolis Project Office, Rt. 1, Box 317, Valley Center, KS 67147) for the control of soil and wind
erosion and the protection of wetlands may impact how this site can be developed. It is the applicant's responsibility
to contact all appropriate agencies to determine any such requirements.
- R. Recording of the plat within thirty (30) days after approval by the City Council.

- S. The applicant is reminded that flash drive shall be submitted with the final plat tracing to the City of Maize detailing this plat in digital format in AutoCAD, or sent via e-mail to svillareal@cityofmaize.org. This will be used by the County GIS Department.

Downes seconded the motion.

Aubuchon requested a roll call vote to approve S/D 01-016 as presented with the following results:

Burks – yes

Wilks – yes

Sciolaro - yes

Downes- yes

Aubuchon - yes

Herington – yes

Motion carried unanimously.

ADJOURNMENT:

MOTION: With no further business before the Planning Commission,

Burks moved to adjourn.

Wilks seconded the motion

Motion carried unanimously.

Meeting adjourned at 8:02 PM.

Sue Villarreal
Recording Secretary

Bryan Aubuchon
Chairman