

**MINUTES-REGULAR MEETING
MAIZE CITY PLANNING COMMISSION AND
BOARD OF ZONING APPEALS
THURSDAY, SEPTEMBER 6, 2018**

The Maize City Planning Commission was called to order at 7:00 p.m., on Thursday, September 6, 2018, for a Regular Meeting with *Bryan Aubuchon*, presiding. The following Planning Commission members present were *Mike Burks, Dennis Downes, Andy Sciolaro, Bryant Wilks* and *Bryan Aubuchon*. Not present was *Mike Strelow*. Also present were *Sue Villarreal*, Recording Secretary; *Kim Edgington*, Planning Administrator; *Richard LaMunyon*, City Administrator; *Bill McKinley*, City Engineer; *Ian Dopps*, Applicant; *Logan Mills*, Certified Engineering Design and *Phil Meyer*, Baughman Co.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION: *Wilks* moved to approve the minutes of July 12, 2018.
Burks seconded the motion.
Motion carried unanimously.

NEW BUSINESS

S/D 02-018 – PRELIMINARY & FINAL PLATS FOR DOPPS ADDITION, A 3-LOT, 0.51 ACRE PLAT FOR SINGLE-FAMILY DEVELOPMENT.

Dopps and *Mills* were present to answer questions from the commissioners.

Edgington explained that the plat would have a private road off of 45th street and all utilities would be privately funded and would not require any petitions for utilities to be associated with the project. The road has been approved by the Fire Department and will be 20-feet wide. The width will be increased to 32-feet once additional houses are built to the west.

MOTION: *Sciolaro* moved to approve S/D 02-018 Preliminary and Final plats for Dopps Addition subject to:

- 1) Sidewalk petition requiring a connecting sidewalk be constructed along the private road once a sidewalk is developed along 45th street.
- 2)

and subject to the following requirements and staff comments:

- A. Applicant shall provide a utility concept plan to be reviewed and approved by the City Engineer prior to the final plat being approved.
- B. A final drainage plan based on the standards and policies of the City including a four-corner lot grading plan shall be reviewed and approved by the City Engineer prior to forwarding the plat to City Council.

- C. Minimum pad elevations for each lot based on the design criteria of Section 404 of the City of Maize Subdivision Regulations so that each pad is elevated at least two feet above the base flood elevation shall be provided prior to forwarding the plat to City Council.
- D. 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.
- E. Homeowner Association, if being established, bylaws and covenants shall be submitted prior to forwarding the plat to City Council.
- F. Signature line for Mayor shall be changed to “Donna Clasen.”
- G. A sidewalk plan shall be reviewed and approved by the Planning Administrator and City Engineer prior to forwarding the plat to City Council.
- H. Area within the reserve shall be dedicated to a lot owner’s association. This dedication shall also be accompanied by detailed information on the permanent preservation, protection and maintenance of the reserve.
- I. This property is in Area X on the FEMA flood map, not in the floodplain.
- J. The Applicant is reminded that a platting binder is required with the final plat. Approval of this plat will be subject to submittal of this binder and any relevant conditions found by such a review.
- K. 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.)
- L. The applicant’s engineer is advised that the Register of Deeds is requiring the name(s) of the notary public, who acknowledges the signatures on this plat, to be printed beneath the notary’s signature.
- M. 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.
- N. 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.
- O. 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.
- P. Perimeter closure computations shall be submitted with the final plat tracing.
- Q. Recording of the plat within thirty (30) days after approval by the City Council.
- R. Representatives from the **utility companies** have not indicated a need for any additional utility easements to be platted on this property.
- S. The applicant is reminded that a flash drive shall be submitted with the final plat tracing to the City of Maize detailing this plat in digital format in a .pdf version, or sent via e-mail to dlemen@cityofmaize.org. This will be used by the County GIS Department.

Downes seconded the motion.
Motion carried unanimously.

SINGLE-FAMILY DEVELOPMENT

Meyer was present to answer questions from the commissioners.

Edgington explained that the developer is submitting a preliminary plat for 83 single-family lots following the completion of sand extraction with a conditional use permit they acquired through Sedgwick County.

Meyer stated it would be similar to the Sandcrest development at 45th street and Hoover road. The sand extraction will take approximately 5 to 7 years from the time they start and shall begin once the Sandcrest development is completed.

MOTION: *Sciolaro* moved to approve S/D 03-018 preliminary plat for Nicks Addition subject to the following requirements and staff comments:

- A. City water and sewer services are not currently available to serve the site but will be in place when subject property is developed.
- B. If improvements are guaranteed by petition, a notarized certificate listing the petitions shall be submitted to the Planning Department for recording.
- C. City Engineer needs to comment on adequacy of existing right-of-way along 53rd Street.
- D. Area within Reserves tract shall be dedicated to a lot owner's association. This dedication shall also be accompanied by detailed information on the permanent preservation, protection and maintenance of the Reserve areas.
- E. The design and construction of detention areas shall be approved by Groundwater Management District #2.
- F. This property is in Area X on the FEMA flood map, not in the floodplain.
- G. The Applicant is reminded that a platting binder is required with the final plat. Approval of this plat will be subject to submittal of this binder and any relevant conditions found by such a review.
- H. The preliminary 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.
- I. 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.)
- J. The applicant's engineer is advised that the Register of Deeds is requiring the name(s) of the notary public, who acknowledges the signatures on this plat, to be printed beneath the notary's signature.
- K. 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.
- L. 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.
- M. 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.
- N. Perimeter closure computations shall be submitted with the final plat tracing.

- O. Recording of the plat within thirty (30) days after approval by the City Council.
- P. Representatives from the utility companies have not indicated a need for any additional utility easements to be platted on this property.
- Q. The applicant is reminded that a flash drive shall be submitted with the final plat tracing to the City of Maize detailing this plat in digital format in a .pdf version, or sent via e-mail to dlemen@cityofmaize.org. This will be used by the County GIS Department.

Burks seconded the motion.
Motion carried unanimously.

ADJOURNMENT:

MOTION: With no further business before the Planning Commission,
Burks moved to adjourn.
Downes seconded the motion.
Motion carried unanimously.

Meeting adjourned at 7:45 pm.

Sue Villarreal
Recording Secretary

Bryan Aubuchon
Chairman