

**Planning Commission Meeting Minutes  
November 23, 2021**

The Board of Planning Commissioners of the City of Herington, Kansas met at City Hall at 5:30 p.m. on the above date – the following being present: Karen Soliz, Gwen Owens-Wilson, DJ Neuberger, Marcus Hawkes, Vance Donahue and Janet Wade. Also present were City Manager Branden Dross, City Clerk Megan Lawrenz, and Vance Donahue II.

The meeting opened with the Pledge of Allegiance. Vice-Chair Janet Wade called the meeting to order.

Public Forum – None.

DJ Neuberger made a motion to approve the minutes from October 24, 2021 and the revisions to the minutes from August 24, 2021, seconded by Gwen Owens-Wilson. After discussion Karon Soliz made a substitute motion to approve the minutes with corrections seconded by Gwen Owens-Wilson. Motion carried 5-1, with Vance Donahue abstaining from the vote as he was not on the commission at the time of that meeting.

Approval of Agenda – Gwen Owens-Wilson made a motion to approve the agenda with the addition of 7a, 8a, 10a and 10b, seconded by Karen Soliz. Motion carried 6-0.

Conditional Use Permit for 602 N D Street – Gwen Owens-Wilson made a motion to approve the revision to the application for the conditional use permit at 602 N D Street to allow a business sign in a residential neighborhood, seconded by Marcus Hawkes. Motion carried 5-1, with Karen Soliz abstaining from the vote.

Update on 110 N Broadway CUP Ordinance – City attorney Brad Jantz is working on revising the CUP for 110 N Broadway to be more specific, it will go before the City Commissioners at the next meeting and after approval will be published in the newspaper.

7a. Consider Designating a Planning Commissioner to Attend the County Planning Meetings – There was discussion about designating a planning commissioner to attend the county planning meetings. There was discussion about compensation for milage to the meetings. Karen Soliz made a motion to designate herself as the planning commission representative to attend the county planning commission, seconded by Marcus Haweks. After more discussion Janet Wade made a substitute motion to approve designating a planning commissioner to attend the county planning meetings, then as Vice-Chair she can designate a specific member to attend, seconded by Karon Soliz. Motion carried 6-0.

Update on the Lake and Reservior Master Plan – Branden gave an update on the lake and reservoir master plan saying that the first meeting happened and various people involved were able to walk around the lake. There was discussion between the planning commission members.

8a. Update on Comprehensive Plan – Branden was waiting on the commissioner elections to get sorted out before setting a date for the joint meeting between the city commission and planning commission. Now that Eric Gares is the commissioner elect, he will try to schedule something for a Saturday in January. Branden spoke with a professor at KU who has students who can work on a comp plan for us as their class project, he is also working on getting an intern that can be designated to work on the comp plan.

Update on Firehouse Evaluation Committee – The fire chief was unable to attend, but asked Branden to relay that the committee had their first meeting, and there were three potential sites identified, all city owned property. The next meeting will be in December, members will discuss pros and cons of all three properties, and look at the engineering report from the North Regional Planning Commission. Janet Wade said that the planning commission should be involved in a significant way and not just receiving reports, and would like to see a planning commission representative participate in all the activities. The planning commissioners requested a copy of the engineering report.

Zoning Regulations Sub-Committee December 17<sup>th</sup> – The City Attorney is available on December 17, and Branden would like to see some members of the planning commission come as well to discuss changes to the zoning regulations.

10a. Staff Comments – Branden said we are back to having all the seats filled on the planning commission, and asked planning commission members to get him email addresses to add to the website.

10b. Planning Commissioner Comments –

Vance Donahue – None.

Karen Soliz – Mentioned having the agenda reviewed at each meeting so that everything that needs to be moved to the next agenda will be. Asked to be briefed on the trail head, and asked about the City Attorney recising the the by-laws or creating an ordinance to get the term limits sorted out.

Gwen Owens-Wilson – None.

DJ Neuberger– Asked about getting the Reservior added to the map, and Branden informed him that the company that made the maps is now out of business.

Marcus Hawkes – None.

Janet Wade – Mentioned the class from KU or the intern working with the county on mapping.

Vance Donahue made a motion to adjourn, seconded by Marucs Hawkes. Motion carried 6-0.

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Megan Lawrenz, City Clerk

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