**Planning Commission Meeting**

**August 23, 2022**

**12:00 p.m.**

The planning commission members met on the above date and time in the commission chambers of Herington City Hall. In attendance were Vance Donahue, Karen Soliz, Marcus Hawkes, Janet Wade, Joshua Lawrenz, Cynthia Naylor, DJ Neuberger, and Gwen Owens-Wilson. Absent was Richard Idleman. Also in attendance were City Manager Branden Dross and Neighborhood Services Director James Masters.

The meeting opened with the pledge of allegiance.

Chair Marcus Hawkes called the meeting to order.

Karen Soliz made a motion to approve the minutes from the July 23rd Planning Commission Meeting and the August 20th Planning Commission work session meeting seconded by Vance Donahue. Motion carried 8.-0.

Public Forum – None

Additional Agenda item- None

DJ Neuberger made a motion to approve the agenda seconded by Karen Soliz. Motion carried 8.-0.

Discussion and Action to Annex Property at 902 E Trapp St as a Highway Business District (B-3).

City staff mentioned this was a voluntary annexation from BC Motors as they prepare to sell their property.

Janet Wade made a motion to approve the annexation seconded by Cynthia Naylor. Motion carried 8-0.

Discussion and Action on Appointment to the City Commission Mission and Vision Statement Ad-Hoc Subcommittee.

Janey Wade made a motion to appoint Marcus Hawkes to the subcommittee seconded by Joshua Lawrenz. Motion carried 8-0

Committee and Training Reports:

KATT- Branden Dross discusses the Kansas Association of Trail Town (KATT) recent meeting and where they stood with the incorporation, by-laws, and expectations of the organization. Branden hopes to have a formal city commission presentation from his and City Commissioner Debi Urbanek peers in Council Grove by November to officially enter the KATT.

Main Street America Training- Janet Wade discussed the Main Street America training on downtown codes and zoning. A discussion was had on being willing to look at downtown residential zoning as we look at refining our City zoning policies. Janet would also like to have the Kansas Main Street program give a presentation to the City and Planning Commissions along with the CVB.

Comprehensive Plan-Branden talked about the work session on Saturday. He has some items to work on in the first draft. Branden will bring up action items to vote on an October work session in September. Branden has also reached out to Dr. Bonnie on some data that was provided.

Branden Dross presented the code of ethics to the planning commission and mentioned they would need to read and sign by the next meeting as someone will formally take their oaths.

Commissioner Comments

DJ Neuberger- None

Karen Soliz- Asked why the DKCO P and Z meeting update wasn’t on the agenda. Branden Dross mentioned there was a lot of talk about floodplain management and Janet Wade was the liaison for the planning commission.

Janet Wade- Discussed the current approval process. Herington has minimal revisions to the map that is being considered.

Vance Donahue- None

Joshua Lawrenz- None

Gwen Owens-Wilson- None

Cynthia Naylor- None

Marcus Hawkes- None

Cynthia Naylor made a motion to adjourn, seconded by Vance Donahue. Motion carried 8-0.

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Branden Dross, City Manager