**Planning Commission Meeting**

**January 24, 2023**

**12:00 PM**

The planning commission members met on the above date and time in the basement conference at Herington City Hall. In attendance were; Cynthia Naylor, Joshua Lawrenz, Vance Donahue, Janet Wade, and Marcus Hawkes. Also in attendance were Interim City Manager Andrew Avantagiato, Rhonda Rice and Deputy City Clerk Chanda Wilson.

The meeting opened with the pledge of allegiance.

Chair Marcus Hawkes called the meeting to order.

Consider the minutes of December 21, 2022: Janet wade made a motion to approve the minutes with suggested staff changes. Vance Donahue seconded. The motion carried unanimously.

Public Forum: None

Additional agenda items: Janet Wade asked to add Outstanding actions and Zoning issues as item #10b.

Cynthia Naylor made a motion to approve the agenda with the added zoning issues. Vance Donahue seconded and the motion carried unanimously.

Nominations and vote for commission chair- Janet Wade made a motion to appoint Marcus as Chair, Cynthia Naylor seconded, and the motion carried 5-0.

Nominations and vote for commission vice chair. Marcus Hawkes made a motion to appoint Janet Wade as vice chair. Josh Lawrenz seconded, and the motion carried 5-0.

Discussion and action on modular and manufactured home regulations: Discussed the definition of both, as well as the differences in regulation depending on the type of home.

Janet Wade made a motion to accept the definition of modular home and modify appendix A to clarify modular, manufactured, residential design. Motion was seconded by Cynthia Naylor and the motion carried 5-0.

*Herington Zoning and Subdivision Regulations  
Article 2  
Definitions*

*Modular home: a prefabricated, stick-built home, and built according to adopted Residential International Code (IRC) and the adopted National Electrical Code (NEC). Modular home is not transported on a permanent chassis, set on a permanent foundation, siding and roofing materials which are customarily used on site-built homes.*

Discussion on the Comprehensive Plan Corrections; In preparations for a presentation, it was discovered that there are issues with the document, there are incomplete sentences and formatting errors that need to be corrected. Also the notice that was published was incorrect, that the city commission was holding the hearing rather than the Planning Commission.

There was a consensus that Rhonda Rice would go through and edit the plan, with our thanks.

Interim City Manager Andrew Avantagiato gave a report regarding the Trailhead Development. Some of the details we are waiting on include waiting on the City Attorney for property acquisition contracts.

Agenda item 11. B. was skipped because Karen was not in attendance.

Cynthia Naylor Motioned to adjourn, seconded by Janet Wade and the motion carried 4-0.

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Chanda Wilson, Deputy City Clerk