

**CITY OF CLEARWATER, SEDGWICK COUNTY, KANSAS**

**PLANNING COMMISSION MEETING**

**MINUTES**

**FEBRUARY 7, 2012**

The regular meeting of the City of Clearwater, Sedgwick County, Kansas, Planning Commission was held on Tuesday, February 7, 2012, at 7:00 p.m., in the Clearwater City Council Chamber, City Hall, 129 E. Ross Avenue, Clearwater, Kansas.

The following members were present: Lonnie Stieben, Billy Lane, Mike Cass, Mike Machart, George Rudy, Shawna Perry, and Ryan Shackelford. The following City staff members were present: Kent Brown, City Administrator; Liza Donabauer, City Clerk, and City Attorney, Janet Amerine.

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**1. Approval of the Minutes of the Regular Meeting of December 6, 2011**

**MOTION:** The motion to approve the minutes was made by Mike Machart and seconded by George Rudy. The motion passed unanimously.

**2. Annual Review of Subdivision Regulations**

City Administrator Kent Brown stated that the Planning Commission has reviewed the Comprehensive Plan each year. However, the Subdivision Regulations have not been regularly reviewed. He read from Article XII, Section 2:

**ANNUAL REVIEW:** In order to maintain these regulations, the Planning Commission shall annually hold a public review to consider amendments, if any, to these regulations. Notification of such public review may be distributed to governmental agencies and interested parties. During the intervening period between reviews, the Administrator shall maintain a list of possible amendments which may be periodically brought to the attention of the Planning Commission.

Brown referred to the Subdivision Regulations booklet, which was prepared by Riggs Associates. Brown stated that in preparation for tonight's discussion, he reviewed regulations from other Planning Commissions and took note of a few items have come up for the city during the plat reviews of Indian Lakes (financial guarantee on the improvements), Dugan property (frontage roads), Park Glen IV, and the Clearwater Business Park. He also spoke with John Riggs, Riggs Associates, who stated that the Planning Commission can simply state that they reviewed the regulations and they do not feel that any changes are needed at this time.

Brown stated that he would recommend placing definitions within the Subdivision Regulations booklet. He would recommend adding the following

definitions: Bench Mark, Curb Cut, Dedication, Detention Pond, Minimum Pad Elevation, Monument, Parking Strip, Petition, Reserve, and Subdivider's Agreement.

City Administrator Brown presented other recommendations regarding monuments, pad elevation, street right-of-way requirements, urban area, streets within commercial and industrial subdivisions, improvement provisions, and appeals and variances. Brown advised that the recommendations are to provide regulations that are more explicit so there is no confusion when the Planning Commission reviews another project. Brown offered for staff to provide a draft of the additions to the City's current subdivision regulations for review by the Planning Commission at the next meeting. Stieben stated that he is in favor of Brown's recommendations. He feels that the definitions would provide value.

City Attorney Janet Amerine told the Planning Commission that it is sometimes okay to have developers to come and give their reasons for why they do things different. She referred to the recent Indian Lakes plat review where the developer was able to convince this panel and the Council that their project was unique and should be allowed to something different. They convinced the Council that they needed narrow streets to make the project go. The enforcement of no on-street parking is on the property owners.

With consensus, the Commission directed staff to create a document to add the discussed recommendations to the subdivision regulations at the next meeting. Amerine stated it is her opinion that the definition of petition is too long. She would like to review the definition prior to approval of the regulations.

3. **Other Matters or Concerns**

No other matters or concerns were brought before the Planning Commission.

4. **Adjournment**

**MOTION:** With there being no further business to come before the Commission, Mike Cass made a motion to adjourn the meeting. The motion was seconded by Ryan Shackelford. Motion passed unanimously.

Meeting adjourned at 7:42 p.m.

**CERTIFICATE**

State of Kansas        }  
County of Sedgwick   }  
City of Clearwater    }

I, Liza Donabauer, City Clerk of the City of Clearwater, Sedgwick County, Kansas, hereby certify that the foregoing is a true and correct copy of the approved minutes of the February 7, 2012 Planning Commission meeting.

Given under my hand and official seal of the City of Clearwater, this 6th day of March, 2012.

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Liza Donabauer, City Clerk

UNAPPROVED