

**CITY OF ABILENE
PLANNING COMMISSION
AGENDA**

February 1, 2022 at 4:00 p.m.
Abilene Public Library
209 NW 4th St. Abilene, KS 67410

Agenda Item
1. Call to Order
2. Roll Call: ___ Rod Boyd ___ Travis Sawyer ___ Helen Pugh ___ Brenda Finn-Bowers, Vice Chair ___ Bill Marshall, Chair
3. Approval of Agenda
4. Approval of the Meeting Minutes – January 4, 2022
Business
5. Introduction of new Planning Commissioner Helen Pugh
6. Planning Commission membership requirements
7. Planning Commission Comments and Staff Updates
8. Adjournment

Abilene Planning Commission Minutes
Abilene Public Library
209 NW 4th St., Abilene, KS
January 4, 2022 at 4:00 p.m.



1. Call to Order by Chair Finn-Bowers

2. Roll Call – Planning Commissioners Present: Rod Boyd, Vice Chair Bill Marshall, Chair Brenda Finn-Bowers, Travis Sawyer

Staff Present: Community Development Director Kari Zook

3. Approval of Agenda

Motion by Commissioner Sawyer to approve the agenda, seconded by Vice Chair Marshall. Motion carried unanimously 4-0.

4. Minutes

Motion by Commissioner Boyd to approve the December 7, 2021 minutes, seconded by Commissioner Sawyer. Motion carried unanimously 4-0.

Business

5. Public Hearing for approval of a rezoning application, **PC 22-01**, from the City of Abilene to rezone all parcels located in the East Highlands development from “R-3, High Density Residential” to “R-1, Low Density Residential”. The staff report and recommendation were discussed. The public hearing was opened at 4:15 p.m. No public were in attendance, thus no comments. The public hearing was closed at 4:16 p.m. Motion by Commissioner Boyd to recommend approval of the rezoning request, seconded by Vice Chair Marshall. Motion carried unanimously 4-0.

6. Annual election of Chair and Vice Chair

Motion by Commissioner Boyd to elect current Vice Chair Marshall as Chair, seconded by Commissioner Sawyer. Motion carried unanimously 4-0.

Motion by Commissioner Sawyer to elect current Chair Brenda Finn-Bowers as Vice Chair, seconded by Commissioner Boyd. Motion carried unanimously 4-0.

7. Planning Commission Comments and Staff Updates

Discussion was held regarding the three vacancies on the Planning Commission. Commissioners and city staff will reach out to the public for interest in serving on the commission.

8. Adjournment

Motion by Commissioner Boyd to adjourn, seconded by Commissioner Sawyer. Motion carried unanimously 4-0.

Bill Marshall, Chair
Brenda Finn-Bowers, Vice Chair

ATTEST:

Kari Zook
Community Development Director

ARTICLE 25. PLANNING COMMISSION, BOARD OF ZONING APPEALS, ZONING ADMINISTRATOR AND ADMINISTRATIVE VARIANCES

SECTION 25-1 PLANNING COMMISSION ORGANIZATION AND PROCEDURE

25-101.

- a. The City of Abilene Planning Commission is created in accordance with K.S.A. 12-741 et seq. and amendments thereto and in accordance with the Abilene City Code. All members of the Planning Commission shall be residents of the City. The full membership of the Commission shall consist of seven members.
- b. Members of the Planning Commission shall be appointed by the Mayor by and with the consent of the City Commission. Members shall serve terms of three years. Vacancies shall be filled by appointment only for the unexpired term. Commission members shall serve without compensation. Any commission member may be removed from the Commission for repeated absences from Commission meetings or malfeasance in the duties of the office by a majority vote of a quorum of the City Commission.
- c. The Planning Commission shall establish a monthly regular meeting date and shall meet as necessary to consider the business before it. They shall select one of their number as a chair and one as vice-chair who shall serve one year and until their successor has been selected. Special meetings may be called at any time by the chair or in the chair's absence by the vice-chair. A majority of the Commission shall constitute a quorum for the transaction of business. The Commission shall a proper record to be kept of its proceedings. No Commission member shall vote or act on any matter in which the Commission member has a direct or indirect personal or financial interest.

25-102. Powers and duties.

- a. The Planning Commission shall recommend approval of plans and maps of the whole or in any portion of the City and of any land outside of the City, which in its opinion bears relation to the planning of the City, and make changes in such plans or maps when it deems the same advisable. Such plans or maps shall show the Commission's recommendation for new streets, alleys, ways, viaducts, bridges, parks, parkways, playgrounds, or any other public grounds or public improvements, and the removal, relocation, widening or extension of such public works then existing with a view to the systematic planning of the City.
- b. The Commission may make recommendations to the City Commission concerning the location of the streets, transportation and communication facilities, public buildings, and grounds.
- c. The Commission shall serve as the Board of Zoning Appeals, and shall have and exercise all powers conferred to said Board by local ordinance or state law.

25-103. Budget. In compliance with budgeting deadlines set for all city departments, the Planning Commission shall submit to the City Commission a budget of expenditures for the next fiscal year itemizing the expenses, the amount and purpose. The City Commission shall consider the submitted budget, determined an appropriate budget the Planning Commission, and add it to the general budget of the City.

SECTION 25-2 BOARD OF ZONING APPEALS ORGANIZATION AND PROCEDURE

25-201. Membership and Meetings. The Board of Zoning Appeals shall consist of the seven members of the Planning Commission, all of whom shall be appointed by the Mayor by and with the consent of the City Commission. None of the members shall hold any other public office of the City except as members of the Planning Commission. The members shall serve their terms simultaneously with their terms on the Planning Commission. Vacancies shall be filled