

**Abilene Planning Commission Minutes**  
**Abilene Public Library**  
**209 NW 4<sup>th</sup> St., Abilene, KS**  
**January 4, 2023 at 4:00 p.m.**



**1. Call to Order** by Chair Marshall at 4:00 p.m.

**2. Roll Call**

Planning Commissioners Present: Chair Bill Marshall, Rod Boyd, Helen Rose, Matt Mead, Travis Sawyer

Absent: Vice Chair Brenda Finn Bowers, Diana Miller

Staff Present: City Manager Ron Marsh, Community Development Director Kari Zook, Court Administrator Kelsey Briand

Public Present: Fr. Peter O'Donnell

**3. Approval of Agenda**

Motion by Sawyer to approve the agenda, seconded by Mead. Motion carried unanimously 5-0.

**4. Minutes**

Motion by Boyd to approve the October 4, 2022 minutes as written, seconded by Rose. Motion carried unanimously 5-0.

**Business**

**5. Annual election of Chair and Vice Chair**

Motion by Rose to elect Sawyer as Chair, seconded by Boyd. Motion carried unanimously 5-0.

Motion by Boyd to elect Marshall as Vice Chair, seconded by Mead. Motion carried unanimously 5-0.

**6. Public hearing for PC 23-1**, a request from St. Andrew's Church & School to approve an alley vacation directly west of the elementary school located at 311 S. Buckeye Ave and legally described in the attached land survey.

The staff report and recommendation were discussed. Chair Sawyer opened the public hearing at 4:09 p.m. Fr. Peter O'Donnell was present to discuss the school expansion project and how they are creating a safer, cleaner neighborhood for the children. No public were in attendance, thus no comments received. Chair Sawyer closed the public hearing at 4:11 p.m.

Motion by Marshall to recommend approval of the alley vacation request, seconded by Boyd. Motion carried unanimously 5-0. This recommendation will be forwarded to the City Commission for final approval. The study session will be held on January 17, 2023, at 6:00 p.m. The commission meeting will be held on January 23, 2023, at 4:00 p.m.

**7. Comprehensive Plan 2023**

Discussion was held regarding the three proposals that were received from the RFP (Request For Proposal) and the recommendation from city staff. Staff then discussed the status of the Steering Committee and the process to move that forward.

Motion by Rose to recommend Foster Design Associates LLC, seconded by Marshall. Motion carried unanimously 5-0. This recommendation will be forwarded to the City Commission for final approval. The

study session will be held on January 17, 2023, at 6:00 p.m. The commission meeting will be held on January 23, 2023, at 4:00 p.m.

### **8. Planning Commission Comments and Staff Updates**

Reappointment forms for another three-year term were received from Marshall and Boyd. Those reappointments will be presented to the City Commission on January 9, 2023, for final approval. That leaves one vacancy on the Planning Commission.

Kelsey Briand has accepted a position in the police department. We have a new administrative assistant, Kellie Olson, starting Monday, January 9, 2023.

Staff would like to take a group photo during a future meeting for the website and social media.

### **9. Adjournment**

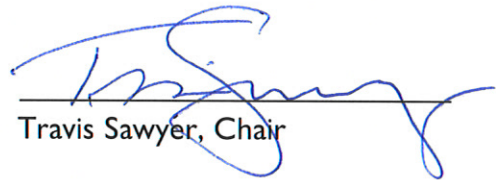
Motion by Marshall to adjourn at 4:22 p.m., seconded by Mead. Motion carried unanimously 5-0.

ATTEST:



Kari Zook

Community Development Director



Travis Sawyer, Chair