

Interoffice Memorandum

TO: MEMBERS OF THE PLANNING COMMISSION/BOARD OF ZONING APPEALS

FROM: DEXTER NEISLER
Zoning Administrator

DATE: June 18, 2019

SUBJECT: Planning Commission/Board of Zoning Appeals
Meeting of June 24, 2019

Please be advised a Planning Commission/Board of Zoning Appeals meeting is scheduled on Monday, June 24, 2019 at 5:30 p.m., in the Municipal Court Room of the Law Enforcement Center.

The first order of business will be approval of the Planning Commission/Board of Zoning Appeals minutes for the meeting of, March 25, 2019.

The first order of business under Presentation of Requests and Petitions will be a PUBLIC HEARING to review a request submitted by Sharon Westpfahl of Wheeler and Mitchelson, Chartered, to vacate a portion of Warren Street from the South Right-of-Way line of West 1st Street to the North Right-of-Way line of the South Kansas and Oklahoma Railroad Right-of-Way located in the City of Pittsburg, Crawford County, Kansas. **Action necessary will be to consider the request and, thereafter, forward a recommendation, of either approval or disapproval to the Governing Body for their consideration on July 9, 2019.**

The second order of business under Presentation of Requests and Petitions will be the review of Case No. 19-01 - a request submitted by CDL Electric Co, Inc., on behalf Girard National Bank for variance in front yard setbacks to allow a monument sign with LED Message Center to be placed on the lot located at 1206 South Broadway. **Action necessary will be to consider the request and, thereafter, approve or disapprove the request.**

If you have any questions concerning this matter, please do not hesitate to contact me.

PLANNING COMMISSION/BOARD OF ZONING APPEALS

MEETING OF JUNE 24, 2019

A G E N D A

Call to Order:

- a. Flag Salute
- b. Roll Call

New Business:

- a. Approval of the Minutes for the Planning Commission/Board of Zoning Appeals meeting of March 25, 2019.
- b. Presentation of Requests and Petitions:
 - 1. Public Hearing to review a request submitted by Sharon Westpfahl of Wheeler and Mitchelson, Chartered, to vacate a portion of Warren Street from the South Right-of-Way line of West 1st Street to the North Right-of-Way line of the South Kansas and Oklahoma Railroad Right-of-Way located in the City of Pittsburg, Crawford County, Kansas.
 - 2. Review of Case No. 19-01 - a request submitted by CDL Electric Co, Inc., on behalf Girard National Bank for variance in front yard setbacks to allow a monument sign with LED Message Center to be placed on the lot located at 1206 South Broadway.

Old Business:

Adjournment:

OFFICIAL MINUTES
OF THE MEETING OF THE
PLANNING COMMISSION/BOARD OF ZONING APPEALS
CITY OF PITTSBURG, KANSAS
March 25, 2019

A Regular Session of the Planning Commission/Board of Zoning Appeals was held at 5:30 p.m. on Monday, March 25, 2019, in the Pittsburg Public Library Downstairs Meeting Room, 308 North Walnut, with the following members present: **Francis DeMott, Bob Gilmore, Laura Klusener, Leah Posterick and Mike Wilber**

The following members were absent: **Mike Creel and Kyle Michael**

Zoning Administrator, Dexter Neisler, introduced Leah Posterick as the new member of Planning Commission/Board of Zoning Appeals.

2019 TERM APPOINTMENT OF NEW CHAIRPERSON AND VICE CHAIRPERSON – On motion of Gilmore, seconded by Klusener, Mike Wilber will serve as the 2019 Chairperson. Motion carried. At this point, Mike Wilber took over presiding over the meeting.

On motion of Posterick, seconded by DeMott, Laura Klusener will serve as the 2019 Vice Chairperson. Motion carried.

APPROVAL OF MINUTES – December 17, 2018 – On motion of Gilmore, seconded by DeMott, the Planning Commission/Board of Zoning Appeals approved the December 17, 2018, Planning Commission/Board of Zoning Appeals Meeting Minutes as submitted. Motion carried.

Point of Order – Laura Klusener requested the agenda be amended to reflect the location of Scooter's Coffee Shop be on 2414 N Broadway and that it will not actually be a pavilion.

REVIEW OF A SITE PLAN – SCOOTER'S COFFEE SHOP - submitted by Judd Claussen, PE of Phelps Engineering, Inc. from Olathe, Kansas on behalf of Scooter's Coffee Shop for the construction of a commercial building to be located on the southeast corner of the intersection of East 25th Street and North Broadway Street, which will be addressed as 2414 N Broadway. Brandon Haverty, owner of the property was present to speak in favor of the request. Dexter indicated the entrance will be off 25th Street and the owner will be responsible for maintaining the sidewalk. The structure will be 450 square foot, drive through only.

On motion of Klusener, seconded by DeMott, the Planning Commission/Board of Zoning Appeals voted to approve the site plan as submitted.

OLD BUSINESS – Gilmore inquired about the progress of updating the Zoning Ordinance. The Ordinances were adopted over 20 years ago. The Zoning Administrator indicated a study session or work session might be the best way to go. On motion of Gilmore, seconded by DeMott, there will be a meeting of the Planning Commission/Board of Zoning Appeals every month for the year of 2019. If there are no cases there will be a study session focused on reviewing the existing Zoning Ordinances for possible necessary updates.

OFFICIAL MINUTES
OF THE MEETING OF THE
PLANNING COMMISSION/BOARD OF ZONING APPEALS
CITY OF PITTSBURG, KANSAS
March 25, 2019

ADJOURNMENT: On motion of Gilmore, seconded by DeMott, the Planning Commission/Board of Zoning Appeals adjourned the meeting at 5:54 p.m. Motion carried.

Laura Klusener, Chairperson

ATTEST:

Andrea Holtzman, Secretary

Planning Commission/Board of Zoning Appeals
June 24, 2019

SUMMARY OF CASES

1. Public Hearing to review request to vacate a portion of North Warren Street from the south Right-of-Way line of West 1st Street to the north Right-of-Way line of the South Kansas and Oklahoma Railroad Right-of-Way located in Pittsburg, Crawford County, Kansas.
2. Review of Case No. 19-01 - a request submitted by CDL Electric Co., Inc., on behalf Girard National Bank for variance in front yard setbacks to allow a monument sign with LED Message Center to be placed on the lot located at 1206 South Broadway.

Portion of N. Warren St.
to be vacated

VARIANCE APPLICATION
TO
THE DISTRICT ZONING REGULATIONS
BOARD OF ZONING APPEALS

FOR OFFICIAL USE ONLY

1. Case No. 19-01
2. Date Filed 05-13-2019
3. Date Fee Paid 05-13-2019
4. Date of Hearing 06-24-2019
5. Date Published 05-29-2019

(TO BE COMPLETED BY THE APPLICANT)

1. Applicant's Name CDL Electric Co, Inc.
2. Applicant's Address 1308 N. Walnut St, Pittsburg, KS 66762 Phone 620-231-6420
3. Address of Property Affected 1206 S. Broadway St
4. Legal Description of Property _____

5. Applicant's Interest in the Property Installation of monument sign with LED Message Center
6. Nature of variance requested Setback of sign location

7. Attach a sketch of the proposed variance.

5-8-19
(Date)

Chris Harris
(Signature of Applicant)

(DO NOT WRITE IN THIS SPACE)

BOARD OF ZONING APPEALS

1. Action by the Board. (Approve, Disapprove) _____
2. Restrictions Imposed: _____



☐ APPROVED

☐ APPROVED AS NOTED

☐ REVISE AND RESUBMIT

DATE: _____

SIGNATURE _____

THIS DRAWING IS THE SOLE PROPERTY OF
CDL ELECTRIC CO. AND WHITE SIGNS, AND
IS INTENDED FOR CUSTOMER APPROVAL ONLY.

REVISIONS:

1. _____

2. _____

3. _____

OPTION 2

