



CITY OF OSAWATOMIE PLANNING AND ZONING COMMISSION

MEETING AGENDA

March 12, 2024 | 5:00 pm | Memorial Hall 411 11th Street, Osawatomie KS 66064

1. Roll Call (Chairman Cutburth)
2. Swearing in of Planning Commissioner (Tammy Seamands)

Name	To serve the term	Term
Mr. Dale Samuels	With	Term Expiring 12/31/2024
Mr. Tyler Wright	With	Term Expiring 12/31/2024
Mr. John Wastlund	With	Term Expiring 12/31/2024
Ms. Teresa Whitaker	With	Term Expiring 12/31/2025
Mr. Michael Moon	With	Term Expiring 12/31/2025
Ms. Amy Barenklau	With	Term Expiring 12/31/2025
Mr. Brian King	With	Term Expiring 12/31/2026
Mr. Will Cutburth	With	Term Expiring 12/31/2026
Ms. Denise Bradley	With	Term Expiring 12/31/2026

3. Adoption of the Agenda (Chairman Cutburth) **Action Required.**



4. Approval of Minutes:
 - 4a. Minutes from the Planning Commission Meeting on February 27, 2004 **Action Required.**
5. Establishment of Historic Districts in the Comprehensive Plan 2040 **(40 minutes)**
 - a. Survey Results **(10 minutes)** – to be provided via email to Planning Commissioners
 - b. What best fits us when we have these historic pieces (not a complete list) **(10 minutes)**
 - i. Ghost Cabin
 - ii. Adair (John Brown) Cabin Museum
 - iii. John Brown Park
 - iv. Battle of Osawatomie Battlefield
 - v. Elm Cemetery (Founders)
 - vi. Asylum Bridge
 - vii. Jefferson Highway
 - viii. Old Stone Church
 - ix. Period Home (alley off Main)
 - x. William Mills House
 - c. What others have done;**(20-30 minutes)**

<https://preservation.ri.gov/preserve-protect/local-preservation/local-historic-district-zoning>

<https://ci.harrisonville.mo.us/DocumentCenter/View/10344/H1-ZONING-REGULATIONS-UPDATED-2022>

<https://www.emporiaks.gov/1206/Historical-Preservation>

<https://www.savannah.com/savannah-historic-district/>

<https://www.laconservancy.org/save-places/at-a-glance-policies-for-neighborhoods/historic-preservation-overlay-zone-hpoz/>

<https://www.nashville.gov/departments/historic-preservation/boards/historic-zoning-commission>



6. City / City Council Update **(10 minutes)**

7. Adjournment (Motion of the Body). **Action Required.**

City of Osawatomie – Planning and Zoning Commission

Minutes of the February 27, 2024

Osawatomie, Kansas. **February 27, 2024.** Planning Commission Meeting was held at Memorial Hall located at 411 11th Street, Osawatomie, KS 66064. Chairperson Will Cutburth called the meeting to order at 5:00 pm. Planning Commissioners present were: Mr. Brian King, Ms. Denise Bradley, Mr. Tyler Wright, Mr. Mike Moon, Ms. Teresa Whitaker, Ms. Amy Barenklau and Mr. Dale Samuels. Absent: Mr. John Wastlund. Also attending were Mr. Michael Scanlon, Our City Planning LLC, Mr. Bret Glendening, City Manager. Public present included; Ms. Karen LaDuex.

ADOPTION OF THE AGENDA. Approval of February 27, 2024 Agenda. Chairman Cutburth asked the Agenda be approved as presented. **Motion** made by Mr. King, seconded by Mr. Moon to approve the Agenda. Yeas: All.

INTRODUCTION OF NEW PLANNING COMMISSION MEMBERS. Chairperson Cutburth introduced each of the new members including, Mr. Mike Moon, Ms. Teresa Whitaker, Ms. Amy Barenklau. Mr. Cutburth gave a brief background on each and the reason they were recommended for selection to the Planning Commission. All new members thanked Mr. Cutburth for his kind words and were excited about their opportunity to add to the Osawatomie story.

APPROVAL OF THE MINUTES. The minutes of the meeting of January 23, 2024 and the meeting notes from February 13, 2024 were made available to the Planning Commission in their packet and considered for approval. Motion made by Mr. King, seconded by Mr. Samuels to approve the minutes of the meeting of January 23, 2024. Yeas: All. Motion made by Chairperson Cutburth, and seconded by Mr. King to approve the meeting notes from February 13, 2024. Yeas: All.

ELECTION OF PLANNING COMMISSION OFFICERS. Mr. Scanlon introduced this item and the Ordinance that requires the annual election of Officers at the first meeting of the year. Additionally, Mr. Scanlon stated that all Planning Commissioners will be sworn in at the next meeting by City Clerk Tammy Seamands at the start of the meeting and encouraged all Planning Commissioners to be there. Mr. Moon asked, “should the Planning Commission be sworn in before we act on items tonight?” Mr. Scanlon stated that none of the items went beyond organizing the Commission and having discussions, so being formally sworn in at the next meeting will be fine. Mr. Scanlon further stated, “Had we had a Zoning action of some kind we would have likely delayed the meeting until the commission could be formally sworn in.” After a set of brief comments by Brian King and Chairperson Cutburth about their willingness to serve. Followed by Mr. Scanlon’s request that he serve as the Secretary of the Board. The following action was taken by the commission.

- Chairperson Cutburth was nominated and unanimously elected to continue his term, with his term expiring at the end of 2024. (Motion: Mr. King, Second: Mr. Wright)

- Brian King was nominated and unanimously elected to serve as Vice-Chairperson with his term expiring at the end of 2024. (Motion: Chairperson Cutburth, Second: Ms. Bradley)
- Mr. Michael Scanlon was nominated and unanimously elected to serve as Vice-Chairperson with his term expiring at the end of 2024. (Motion: Mr. King, Second: Chairperson Cutburth)

COMPREHENSIVE PLAN DOCUMENT. Chairman Cutburth asked Mr. Scanlon to lead the Planning Commission through this discussion. Mr. Scanlon stated that there were three parts he wanted to cover with the Commission.

- Ongoing Calendar for Comprehensive Plan. Mr. Scanlon reviewed the Calendar and recommended if possible the Commission keep April 23, 2024 and May 14, 2024 dates open and try to attend the Public Input Sessions that are scheduled.
- Reviewed Table of Contents and Opening Chapter. Mr. Scanlon passed out these items. A question came as to “How often does the Comprehensive Plan need to be updated.” Mr. Scanlon stated he believed it to be five-years. But the goal would be to touch one chapter of the Code each year as part of the Planning Commissions work. That way we are constantly updating parts of the plan.
- Future Land Use Map. Mr. Scanlon demonstrated how the planning commissioners could access this online and how to turn off and on various uses. Mr. Scanlon discussed some of the previous discussion of the planning commission on commercial corridors, especially around intersections. Mr. Scanlon also touched on areas that the planning commission discussed where potential conflicts might exist. Ms Whitaker asked if there was a current Land Use Map available. Mr. Glendening said he would provide that as well as current zoning regulations. Which will be the next piece the planning commission will need to take up following the Comprehensive Plan.

REGIONAL PLANS/STUDIES/ASSESSMENTS. Chairman Cutburth asked Mr. Scanlon to lead the Planning Commission through this discussion.

Mr. Scanlon stated that as we build the City’s Comprehensive Plan 2040, we need to account for area plans and how Osawatomie fits into those plans. Mr. Scanlon then highlighted parts of the more than 400 pages provided to the Planning Commission including pieces from the following plans,

- State Park Planning (Flint Hills Trail)
- MARC Regional Bicycle Plan (Flint/KATY Connection and Flint Hills Trails North/South)
- MARC Regional Housing Partnership (RHP) Report for 2023
- City of Osawatomie Housing Needs Assessment (2022)

Mr. Scanlon stated that housing will be a key part of the Comp. Plan and he has invited MARC to come give a presentation on it in the coming months. THIS HAS BEEN TENTATIVELY SET TO CORRESPOND WITH THE PUBLIC MEETING ON MAY 14th. Housing based on the latest community surveys is one of the top priorities for our citizens and this presentation might spark ideas about ways we could approach housing in Osawatomie.

CITY/CITY COUNCIL UPDATE. Chairman Cutburth asked Mr. Glendening if he had updates for the Planning Commission. Mr. Glendening updated the commission about work on 6th Street, and the completion of design for the TA Grants for trails that would be bid in the fall of 2024. Mr. Glendening updated the commission on the upcoming trip to Washington DC to secure federal funding for infrastructure upgrades to John Brown Park and the addition of a Visitor's Center.

There being no further action required.

ADJOURNMENT. Motion made by Mr. King was seconded by Ms. Barenklau to adjourn. Yeas: All. The chairperson declared the meeting adjourned at 6:22 p.m.

/s/ Michael Scanlon

Michael Scanlon, Our City Planning LLC