

City of Peabody, KS
Planning and Zoning Commission
Minutes of the October 17, 2022 Meeting

CALL TO ORDER: The regular meeting was called to order by Joe Hutchison at 7:05pm Members present were Joan Berg, Kenny Rogers, Kyle Sumner, and Pandeia Smith; Taylor Ensminger was present as the Zoning Administrator.

MINUTES: Joe moved to accept the September 19, 2022 minutes Kenny seconded. Motion passed with Kyle abstaining.

Members of the Public Present: none

Joe opened the meeting with a few house keeping items. He asked for guidelines on adding items to the agenda and whether members were comfortable with adding items the night of Commission meetings. There was concern that adding items would increase the length of meetings too much. Joe stated the length of meetings can be held in check if we would all agree to stay on the topic at hand rather than diverging to other topics. Joe also asked if we should start saying the Pledge of Allegiance at the beginning of every meeting. It was decided that we would do that only if there were members of the public present. The deadline for agenda items was decided as 3:00pm the Friday before a Monday meeting.

Joe asked that an Administrator's Report be added to the beginning of each agenda, which would allow Taylor time to update members on progress or developments on permit applications or other items.

Update: 215 N. Walnut

Taylor sent an email to Ben Stekete to schedule an inspection and hasn't heard back.

Update: Vintage Bank

Taylor contacted Vintage Bank to request additional information from them and hasn't heard back.

Update: 207 N. Vine

Taylor sent an email to Ben Stekete and hasn't heard back.

Joe informed members that FEMA and DWR representatives will be present on October 25 at 8:00am for inspection of flood plain documents held by the city.

Commission began discussing changes that should be made to the permit application form and permitting process. Taylor suggested that the form be a "Construction Permit" rather than a "Building Permit" so that it is more inclusive to allow for demolition information on the same form.

It was decided that a checklist needs to be developed with instructions for the permitting process. Taylor will work on developing this and revising the Hillsboro application form to suit Peabody and will email it out to everyone.

It is clear that there is conflicting information on the fee structure and that needs to be resolved. Kyle inquired whether the city will have to pass a new ordinance implementing revisions that are recommended by the Commission.

Further work on revising documents needs to be done in a work session, which was scheduled for Wednesday, November 16 at 7:00pm at City Hall.

One item that Peabody City Council wanted clarified is whether demolition permits are a flat fee or based on the size of the property to be demolished. Consensus was that demolition permits should be a flat fee. Kyle moved to fix the fee for a demolition permit at \$25, Joan seconded, motion passed unanimously.

ADJOURNMENT: Meeting was adjourned at 8:55pm with a motion by Joe, seconded by Kenny.

NEXT MEETING: Monday, November 21, 2022 7:00pm at city hall council chambers

Work Session: Wednesday, November 16, 2022 7:00pm at city hall council chambers: **Permits**

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Tabled Business:

- Checklist for variance requests to make the process clear for applicants, staff, and board members.
- Creation of by-laws section concerning the review of building permits
- General adoption of by-laws
- Review/revision of building permit application form and requirements
- Develop ordinance for ponds

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