PLANNING COMMISSION MEETING MINUTES
CITY OF COFFEYVILLE, KANSAS
TUESDAY, DECEMBER 4, 2019

The Coffeyville Planning Commission met in Regular Session with Chairman Max Williams presiding.

I. Call to Order.

Chairman Williams called the meeting to order at 5:41 p.m.

II. Roll Call.

Those in attendance in addition to Chairman Williams were:

Present	Absent	
	X	Randall Hills
X		Eric Jensen
X		Carla LeLaCheur
X		Jeffrey McCloud
X		Max Williams

City Staff Present:
Thomas Osborn, City Engineer
Matt Conger, City Building Official
Rosemary Sortore, Administrative Secretary

III. Minutes.

Minutes of the last Planning Commission meeting of November 5, 2019.

Commissioner McCloud motioned and Commissioner LeLaCheur seconded to approve the minutes of the Regular Planning Commission meeting of November 5, 2019.

Commissioner Jensen	Aye
Commissioner LeLaCheur	Aye
Commissioner McCloud	Aye
Commissioner Williams	Aye

Motion approved.

IV. Old Business.

IV.I. Cases

A. None.

IV.II. Reports from Staff

A. None.

V. Communications:

A. Introduce New Building Official

Thomas Osborn introduced Matt Conger as the new Building Official. Matt took Tyler Strickland's place. Chairman Williams welcomed Matt.

VI. New Business:

A. BZA 2019-02, 1112 W. 3rd

Dale Warner, 7215 S. Columbia Place, Tulsa, OK, approached the podium to speak on behalf of this case. Mr. Warner stated that he is wanting a variance on the property so that he can build an exterior staircase to the second floor. He stated that he had remodeled the inside of the house and completed out the attic area with two bedrooms and an additional bath. Mr. Warner said that there was not room inside the house for a traditional staircase so he put in a spiral one and furniture cannot be moved up and down it. Therefore, he is wanting to put an exterior staircase on the west side of the house. Mr. Warner stated that he has a zero lot line so a variance is needed. He handed out pictures to the Commissioners of the stairway that has been started – City red tagged the job due to no building permit being issued for it. That is when Mr. Warner discovered the steps he needed to go through for this project. There was a general discussion between Mr. Warner and the Commissioners.

Chairman Williams asked if there were any further questions for Mr. Warner from the Commission. There were none.

Chairman Williams asked if there was anyone in the audience that wished to speak in favor of this case. There were none.

Chairman Williams asked if there was anyone in the audience that wished to speak in opposition of this case. There were none.

Chairman Williams asked for the Staff Report at this time. Thomas Osborn said that the staff had no problems with this request. He also stated that if the variance is approved the next step would be a building permit and that staff would make sure the stairway would meet codes.

Commissioner LeLaCheur motioned and Commissioner McCloud seconded to approve BZA 2019-02, 1112 W. 3rd St.

Commissioner LeLaCheur	Aye
Commissioner McCloud	Aye
Commissioner Williams	Aye
Commissioner Jensen	Aye

Motion approved.

VII. Additional Business.

A. General Discussion by the Planning Commission Members.

Commissioner Jensen requested that the notices for the meetings be sent closer to the meeting as a reminder. Matt Conger stated that in the future he would be making reminder calls as well.

B. Comments from the Public Addressing any Planning or Zoning Issue.

None.

C. Date for the next Planning Commission meeting: January 7, 2020.

Thomas Osborn explained that this would depend on if there were enough Commissioners to make a quorum as some of the current members terms were coming to an end. He also asked the Commissioners to ask around and see if they could find other members as they are needed on this Commission.

VIII. Adjournment.

1-7-20
Date of Approval

Max Williams
Max Williams, Chairman