

**Haysville Planning Commission**

**WORKSHOP**

**5:30 PM, Thursday, February 23, 2023**

**Location:**

**Council Chambers**  
City Hall, 200 W Grand

**Workshop Agenda:**

Introduction  
Presentation: Duties of Planning Commission  
Questions  
Adjournment at 6:10 PM

The Planning Commission Meeting will begin following the workshop,  
approximately 6:15 pm.

**HAYSVILLE PLANNING COMMISSION  
& BOARD OF ZONING APPEALS**

Agenda

February 23, 2023

6:15 p.m., Municipal Building, 200 W. Grand

- I. Call to Order
- II. Roll Call
- III. Presentation and Approval of Minutes
  - A. Minutes of January 12, 2023
- IV. Special Order of Business
- V. New Business
  - A. Review of Bylaws
  - B. Updated Zoning District Chart
  - C. PC/BZA Proposed Fees
- VI. Old Business
- VII. Correspondence
- VIII. Off Agenda
- IX. Adjournment

**HAYSVILLE PLANNING COMMISSION/BOARD OF ZONING APPEALS**

Minutes

January 12, 2023

The regular Planning Commission Meeting was called to order by Chairperson Tim Aziere at 6:00 p.m. in the Council Chambers at the Haysville Municipal Building, 200 W. Grand.

Those members present were: Fred Plummer, Nicole Franken, Tim Aziere, Debbie Coleman, Laura Adkins, and Mark Williams. Also present were Planning and Zoning Administrator Jonathan Tardiff, and Deputy Administrative Officer Georgie Carter.

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The first item of business was the Minutes of December 8, 2022.

Motion by Coleman.

Second by Adkins.

To approve the minutes as presented.

Plummer abstained, Franken aye, Aziere aye, Coleman aye, Adkins aye, Williams aye.

Motion carried.

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There was no special order of business

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Under new business was the Plat Review for Equine Park Addition.

Tardiff presented the staff report for Equine Park Addition stating that the plat is located at 7000 West 79<sup>th</sup> Street South just outside Haysville's Urban Area of Influence, but falls under our subdivision regulations area of influence. The applicant Newell Harvey and their agent Logan Mills are present. The property is approximately 20 acres, un-platted, and needs to be platted to build on based on our subdivision requirement. Responses from the utility companies are in the packet before you. Staff is recommending approval of the plat provided they adhere to the Sedgwick County Public Works policy regarding access controls. Logan Mills, the agent for the applicant is here as well as Sedgwick County staff to answer any questions you may have.

Aziere mentioned he had comment cards from both the applicant and the agent. Aziere asked which one would like to go first.

Logan Mills with Certified Engineering and Design representing the applicant. Mills stated he was in agreement with staff comments except for two items. Looking at the plat map regarding access controls, he was not sure if this was a planning commissions issue or not. This is a county requirement where they want to limit access to the property based on an access management guideline handbook they have. At the bottom of the plat where 79<sup>th</sup> Street is located, is a dirt road and we are asking access for lots 1 and 2 that are approximately 10 acres in size so they can have their own driveways as they are such large lots. If you look at the last page of the staff report you will see they reasons why we are requesting separate driveways off of 79<sup>th</sup> Street. 10 acres is a huge piece of property, and it doesn't seem right to not give them access, just one driveway off of 79<sup>th</sup> is all we are asking for each lot for a total of two driveways. The County wants them to share a driveway for both lots, and this creates a hardship for them due to the reasons listed. Both of the

owners have separate ideas of gating their access as there are horses on the property so gating is important, and they don't want to have to shuffle between gates on one single driveway, they want to be responsible for their own gate. The owner already has to dedicate a lot of right-of-way out front for the county. They do this for future road expansion and future growth, and this is kind of for free and part of the platting process in order to get the building permit. The property owner does not get paid for this and it is kind of a double gut punch to take the right-of-way from them and then not let you have access to the road that abuts your property. These guidelines are more for a Walmart entrance or a commercial drive entrance, and unfortunately, the access guideline policy the county has does not really address residential drives vs commercial drives. So there is a big difference in my opinion, and again 79<sup>th</sup> is a dirt road and not a paved road. There are probably more squirrels, raccoons, and deer crossing than vehicles. The county does not provide maintenance of the road, it is provided by the township. For those reasons is why we are against the recommendation. I am aware that Daniel is here, and it is his job to enforce these guidelines but there should be expectations to these guidelines.

Secondly, the other thing the owner is not happy about is he does not want the requirement to have an inspection on his existing septic tank. Mills said he was not sure if this was part of planning's requirements to make that decision or the county commission. Mills just wants the planning commission's feedback and maybe support to not needing to go through those requirements.

Alan Harvey, the owner of the property, stated that they have lived at this location for sixteen years, and have always abided by all the rules and regulations, have put up outbuildings as needed, and obtained permits as needed. Harvey stated they are in a unique spot in that they have a Haysville address, our school system is zoned Clearwater, and we get our electricity from Cheney. We are in a kind of neutral area in that corner there and are only doing this because my wife and I are getting up in years, and need some help around the place. Harvey said he has no intention of selling the place and intends to spend his life there. We are just asking for some guidance to make this process a little bit easier.

Aziere asked the commission if there were any questions for the applicant.

Adkins asked for clarification on the current driveway location as she was looking at the satellite view. Mills stated that it was about 150 feet, and the dimensions on the plat map are not as spaced out as what we are asking for. Adkins asked where on the plat the county is proposing the shared driveway. Mills stated the county wanted them to use his driveway to come around the back of his house to go over to their place. Adkins asked if the county was asking one property to give the other an easement to the other property. Harvey said yes.

Williams asked where they were wanting to put the second drive in. Harvey stated his driveway was established, the second would be about a quarter mile from Ridge Road in from 79<sup>th</sup>.

Aziere stated that to abide by the county access management policy because your frontage is on 79<sup>th</sup> Street you only get one drive and meet their requirements, right? Harvey stated that was what he understood it to be. Aziere stated you could not take a second drive off of Ridge Road for the second property. Harvey stated he thinks it is a safety concern somehow. Aziere stated he agreed with Harvey, because it is a two-lane paved road treated like a highway, and to meet their requirements it is possible or are you far enough north you get into the floodplain. Aziere stated

he could not tell from the dimensions if they are in the floodplain or not. Harvey stated he was out of the floodplain. Aziere stated they had to be so far from that intersection before you can have your first drive. If that takes place on Ridge Road, you have to be 600 feet away. Aziere asked Daniel with Sedgwick County if this was out of the floodplain or not. Daniel with Sedgwick County stated that it was, and that the requirement was 660 feet. Aziere stated that for the first full access drive, which means you can turn left or right out of it, you have to be 660 feet from the intersection.

Aziere stated that it looks like you could get close to that at your existing driveway if you left it where it is. The dimension at the bottom is 628.76 feet and if Aziere remembers the county code it is from the center of the pavement and not the edge, so that driveway comes pretty close to meeting county policy where it sits right now. Harvey asked if that was his driveway. Aziere said yes. The other option is to come off of Ridge Road and go north 660 feet from that intersection to where ever that property is out of the floodplain. Aziere asked if they had an idea where they wanted the house located on the second property. Harvey stated just west of the existing house right at the tree line. Aziere stated that would be a longer drive, but it is doable and within county requirements. Would this be something you guys would consider? Mills stated that the problem with that is there is a pretty substantial ditch right next to that tree row that you would have to cross. You would need to put in a culvert to cross and it would be a long drive. The drive we are proposing along with the existing one that is just that north/south tree row right west of the house. If you take the property line and go down straight to 79<sup>th</sup> that is what we are asking for. Aziere stated that the further north you go on the property, the more floodplain and the bigger box you have to have, and it gets more expensive exponentially by the foot. Mills stated they believe it is a safer location where they are proposing the second driveway. Aziere stated he agrees with them because of speed, and everything else, traffic volume, and all of that on Ridge Road would be much higher than on 79<sup>th</sup> Street. But to try and meet the requirements that are in place, those requirements govern what is done out here, and it is not in his opinion our place to say we are going to waive these requirements because they are not our requirements. Aziere asked Carter to remind him of the process that planning makes a recommendation, it goes to the council, and then to the board of county commissioners. Carter stated yes that was correct for the dedications. Aziere asked if they are doing a full plat because the property is big enough and you cannot do a simple lot split because it is too many acres. Harvey stated that was correct. Aziere stated that they are effectively being forced into this, and you mentioned the donation of all of that platted ground going to the right-of-way from 75 and a corner, and 65 and a half street further in with a taper. What you didn't mention was this would include both tree rows you would potentially lose that you have no say over as soon as you donate the ground if they want to come in and tear them out, they are gone. Harvey asked about the two tree rows just west of the house. Aziere stated no those are on your property, but the tree row on the south line of 79<sup>th</sup> and the row on the east side of Ridge Road are all in that potential donated right-of-way if he was not mistaken. Daniel said that was correct. Mills asked if they were to expand the road out would he lose those trees abutting both main roads. Aziere said yes, but did not know if Ridge Road would ever go to four or five lanes soon, but it is definitely a possibility in the future and should be pointed out if we are going to talk about all this.

Aziere asked if Daniel wanted to state, rebut or clarify anything.

Daniel Schrant, Engineering Manager for Sedgwick County Public Works, stated that the access

management controls that they are asking for are universally applied across the county, and are not specific to this area. The city of Wichita has similar access management, they are a little bit shorter in length, about 400 feet between access roads, but access controls like that are important for safety concerns. There are more conflict points and he understands this is a gravel road that they are requesting a second drive on. They are correct there are probably more squirrels now, but we are not looking at the present but looking at the future and planning for what could eventually come around, because it is going to be next to impossible to rearrange driveways in the future and this is a planning tool.

Aziere asked if the city of Wichita is 200 feet for right around and 400 feet for full access. Schrant stated it is right around that or probably 440 feet. Aziere stated he wasn't sure why he would know that since it is not their policy, and that it is probably shorter because speeds inside the city of Wichita as a whole are 40 mph for every arterial street and Sedgwick County is 55 mph at statutory owned or two-lane paved highway. Schrant said yes whether it is 79<sup>th</sup> or Ridge, with the way this is set up here, we are asking for joint access as it says in the comments, or we are ok with access off of Ridge, but with the proximity of the two drives on 79<sup>th</sup> that is why the comment read in asking for joint access. Aziere asked what the statutory speed on a dirt road is. Schrant stated it is 55 mph. Aziere stated he thought it was 45 mph. Adkins stated she thought it was 45 mph if it was not posted. Schrant stated that it is 55 mph state statutory for dirt roads.

Williams asked Schrant if he was saying they cannot put a second drive on 79<sup>th</sup>. Schrant stated that they don't believe there is enough space for a separate drive, but they do often get joint access agreements during the platting process throughout the county, and they would put them on the shared lot lines and then would split off from there.

Williams asked if they could apply for a waiver so they could put in a second driveway like they would like to. Schrant stated after the platting process has been finalized they could apply to vacate the access controls, and that involves going to the planning commission, going through their approval process there, and there is an application for that, but once the access controls are in place on the plat it is to not allow them when they come in with an application to install the driveway. If it is not on the plat we cannot install the driveway and will need to be vacated at that point.

Aziere asked the commission if there were any other comments or general questions.

Adkins asked when a resident in her township asks for a new culvert to be installed, generally speaking, one has never been denied no matter how close to a main road and that is on properties not splitting. Schrant asked where this was located. Adkins stated for example on a main dirt road like 95<sup>th</sup>. They would ask the county for permission to get a permit for our culvert, but we are not replatting it, and just doing it as an additional access to a garage or something on the property, they are pretty close to a main intersection and never had an issue. What is the difference in this case? Schrant stated that they do review those permits when they come in, some do not come in as a permit, but when they do come in as the application we do check for that spacing. If the property physically cannot possibly fit one in with the spacing, we have to give someone access. If it is a lot and does not have much frontage, they are going to get access. If they already have access and are asking for separate access to a shed that is off to the side and does not have the spacing required it will be denied.

Aziere asked if anyone else had any comments.

Mills stated that it is Schrant's job to enforce access management and does a good job of it. We have been back and forth on other plats before. Mills did a plat south of Cheney before and they wanted them to share the drives. We were able to get individual drives, but they had to be under a certain amount under 600 feet like 300 feet on that one. It is not a requirement to require or make them share a driveway, I want to make that clear, it is not a requirement. These are a guidelines that they do a good job of trying their best to follow, and respectfully we are just asking in this case that it makes more sense for the property owners to have their own driveways as these are huge pieces of property. I'm not sure if this is your choice to make, we are going to the county commission meeting and presenting the same information there.

Aziere asked for a motion.

Motion by Williams.

Seconded by Adkins.

To approve the Plat for Equine Park Addition to Sedgwick County if they adhere to the Sedgwick County access controls policy. The Commission is requesting the Board of County Commissioners consider allowing the access along 79th street the property owner has requested.

Plummer aye, Franken aye, Aziere aye, Coleman aye, Adkins aye, Williams aye.

Motion carried.

Carter stated that this recommendation would go to City Council on February 13, this is the next step in our process before it goes on to the county commission meeting. She suggested they should attend that meeting, and it is at 7:00 pm on Monday, February 13.

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Under new business was the review of the 2023 Master Plan Review Calendar.

Tardiff stated that this was for their reference of what we are planning for the year.

Aziere commented that so far January looks correct. Carter stated it was just a guideline.

Aziere asked if anyone had any comments or wanted to move anything. There was none.

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Under new business was the public hearing for the Haysville Zoning Code Regulations.

Aziere read the opening statements and opened the public hearing.

Carter stated that she is not going over everything since you have a red-line copy of proposed changes that we reviewed previously but will go over new changes. On page 20 there is one definition that was missed, self-service storage. I want to change that to commercial storage. When you search our code for commercial storage or storage units it never comes up, and Carter was not sure about this term, but it makes more sense to change it to commercial storage which includes rentals of individual garage units. On page 13 there is the definition of a storage garage and it says to see self-service storage. I want to remove that definition. Back on page 20 the site/vision triangle we had previously looked at the boundary line of a property, after reviewing this with the city inspector this was changed to use road right-of-way. This was changed under landscape on page 134 to match. When we look at subdivision regulations later this year we will update that as well.

Aziere asked if there was a requirement for any vegetation in the site triangle to be under 3 feet any vegetation over 3 feet was a violation? Carter stated there was something under Landscaping. Aziere stated he wanted to make sure the correct requirements were in both places or that someone

knew to check landscaping for the full definition. The vegetation requirements should be reflected both here and in landscaping. Carter said she would check.

Carter stated that on page 57 b. Manufactured Home Subdivisions this change was for any future parks coming in. We had an issues a few years back that the lot lines are not defined in the park we have and a deck was built over the property line. When a manufactured home is put in we want the lot lines clearly defined somehow so that we know this mobile home belongs here, and this mobile home belongs here. On page 73 we did borrow this from another city, so it should say the city of Haysville, not the city mentioned, and will be corrected. This deals with accessory buildings, pools, underground piping, anything that cannot go into the easements. This just clearly states that if someone builds something on an easement, it is not the city or utility company's responsibility for repairs.

Carter asked if there were any questions so far. Aziere said no. Carter stated that on page 131 there is a reference to the public works director instead of the planning and zoning administrator. She believes this was never changed from when zoning was under the public works department. This should be the planning and zoning administrator so this reference has been changed throughout the regulations. Page 173, I had suggested changing the language on the 20 day time frame but will be leaving it the same, and will not be adding the red-line version, but keeping what was already written there, the same thing on page 178. On page 139 is the 3 feet vegetation in the site triangle Aziere had asked about. Aziere stated he had a little issue concerning the no shrubbery being higher than 3 feet. Carter stated she did not make any changes to that section. Carter stated she is stating the dimensions for the site triangle in the definitions instead of on page 139, and this is just dealing with vegetation at intersections. After reviewing Aziere said he was ok with this.

Carter stated that no comments were received from the public concerning the zoning regulations. Aziere asked if there were any comments or questions. There was none. Aziere asked if anyone in the public wished to speak. There was none. Aziere stated the public hearing for the zoning regulations is now closed. Aziere stated that public comment is now closed for commission action and the floor is now open to commission members' comments. Aziere asked if there were any comments from the commission. There was none.

Aziere entertained a motion to recommend approval or denial of the zoning regulations. Williams made the motion to approve the zoning regulations as presented

Motion by Williams.

Seconded by Adkins.

To approve the Haysville Zoning Code Regulations with corrections discussed in the room.

Plummer aye, Franken aye, Aziere aye, Coleman aye, Adkins aye, Williams aye.

Motion carried.

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There was no old business.

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There was no correspondences.

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There was no committee updates.



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Under off agenda Carter stated there was nothing scheduled for the first meeting in February, and we are looking at a training workshop for the second meeting. Aziere asked what the topic was. Carter stated it was going over general items for variances, plats, and how things are handled, just a general review of everything.

Adkins stated that Salem Township just south of Haysville has had the same road grater operator/heavy equipment operator for 37 years and is retiring tomorrow. There will be a retirement ceremony from 10 am - Noon at 200 West 95<sup>th</sup> Street South at the township building. Lunch and cake will be served. Aziere asked what his name was. Adkins said it is Kirk Arterburn.

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Motion by Coleman

Second by Williams

To adjourn tonight's meeting

Plummer aye, Franken aye, Aziere aye, Coleman aye, Adkins aye, Williams aye.

Motion carried.

The meeting adjourned at 6:38 pm



## HAYSVILLE PLANNING COMMISSION & BOARD OF ZONING APPEALS BYLAWS

THE HAYSVILLE PLANNING COMMISSION HAS ADOPTED THE FOLLOWING BYLAWS FOR THE TRANSACTION OF BUSINESS AND HEARING PROCEDURES AS REQUIRED BY K.S.A. 12-741, ET. SEQ. The Planning Commission is hereby designated to also serve as the City's Board of Zoning Appeals, with all the powers and duties as provided for in K.S.A. 12-759

### ARTICLE I MEMBERS

- A. ~~A.~~ MEMBERSHIP COMPOSITION. Membership of the Commission shall be as established by Section 1-605-606 of the Haysville City Code. The Haysville Planning Commission shall consist of seven (7) members who shall be appointed by the Mayor, with the consent of the City Council, in all respects as required by law. Five (5) members must be residents of the City of Haysville, and two (2) members must reside outside of the City, but within the City's zoning area of influence as designated in Haysville's current Comprehensive Plan. Appointment to a vacancy caused by the death, incapacity, resignation or disqualification of any Member of the Planning Commission shall be made for that Member's unexpired term.
- B. VACANCIES. Vacancies occurring other than through the expiration of the term shall be filled by appointment for the departing member's unexpired term.
- C. TERMS OF OFFICE. Members shall serve staggered three (3) year terms which shall expire on June 30 of the third year after appointment. Members may serve successive terms. At the end of the three year term, the member may be reappointed with the approval of the City council. Vacancies shall be filled for unexpired terms only. The terms of the two members residing outside of the City's corporate limits must not expire within the same year. Members shall take office on the first meeting of the Planning Commission in July.
- D. COMPENSATION. Commission members shall serve without compensation, except that all members shall be reimbursed for approved travelling expenses.
- E. ATTENDANCE. Regular attendance is an important responsibility of membership in order to maintain a quorum for voting. Members of the Planning Commission shall make it a regular practice to attend the full length of regular meetings, special meetings, and workshops. If, for any reason, a Commissioner cannot attend the scheduled meetings, it is the Commissioner's responsibility to notify the Secretary of the absence prior to the meeting. If a Planning Commissioner is absent from three consecutive meetings without notifying the Secretary prior to the meeting or is absent from 20 percent of the meetings with notification to the Secretary (approximately four times) in a calendar year, then upon a motion by the Planning Commission, the name of the Planning Commissioner will be forwarded to the Mayor for removal from the Planning Commission.

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- F. REMOVAL. Planning Commissioners may be removed by the Mayor for failure to attend meetings, trainings and workshops; neglect of duty; or malfeasance in office

ARTICLE II  
ORGANIZATION

- A. OFFICERS. The officers of the Commission shall be a Chairperson, a Vice-Chairperson, and a Secretary. The Chairperson, Vice-Chairperson and Secretary shall be elected by the Commission annually at its first meeting after July 1. Their term of office shall be one (1) year. The Planning and Zoning Administrator or his/her selected representative may serve as Secretary to the Commission.
  - 1. CHAIRPERSON. The Chairperson shall preside at all meetings of the Commission, appoint committees, decide all points of order and procedure, and perform other duties as may be assigned by the Planning Commission. The Chairperson retains his or her ability to discuss, make motions, and vote on issues before the Commission.
  - 2. VICE-CHAIRPERSON. The Vice-Chairperson shall act as Chairperson in the absence of the Chairperson. In the event the office of the Chairperson becomes vacant, the Vice Chairperson shall succeed to that office for the unexpired term, and the Commission shall select a new Vice-Chairperson for the unexpired term at the next regular meeting. The Vice-Chairperson shall perform other duties as may be assigned by the Commission.
  - 3. CHAIRPERSON PRO TEM. When both the Chairperson and Vice-Chairperson are absent from a hearing or meeting, a Chairperson Pro Tem shall be elected from the remainder of the members of the Planning Commission by majority vote to perform the duties and responsibilities of the Chairperson.
  - 4. SECRETARY. The Secretary shall be responsible for keeping the minutes of the Planning Commission; sending agendas to members of the Planning Commission; carrying out written correspondence; maintaining the records of the Commission; and performing such other duties as the Planning Commission may require.
- B. COMMITTEES. The Planning Commission may establish committees as necessary to study, facilitate, and/or make recommendation of specific issues. Each establishment will include purpose, members, and presiding officer. No committee shall have more than four (4) planning commissioners appointed to it.

ARTICLE III  
MEETINGS

- A. REGULAR MEETINGS. The Planning Commission shall meet at 6:00 p.m. on the second and fourth Thursday of every month at the Haysville Municipal Building when

needed. The Chairperson or Secretary may cancel a regular meeting with at least three (3) days prior notice for the following reasons:

1. It is determined that a quorum will not be present;
2. No subjects are scheduled for the agenda; or,
3. Other reasonable circumstances.

B. BOARD OF ZONING APPEALS (BZA) MEETINGS. BZA meetings take place as needed, at the same date, time, and location as Planning Commission meetings. Therefore, when the Commission must act as the Board of Zoning Appeals, the Planning Commission must recess by motion, the Chairperson must then open the BZA meeting, the BZA must act on their agenda items, the BZA must then adjourn by motion, and the Chairperson must then reconvene the Planning Commission by motion.

Unless otherwise decided by the Commission, the order of business must be as follows:

1. Roll call.
2. Approval of the agenda.
3. Approval of the minutes.
4. Public agenda.
5. Committee and staff reports.
6. Communications.
7. Public hearings (including BZA Meeting, if necessary).
8. Plats.
9. Screening plans.
10. Miscellaneous.
11. Adjournment.

C. SPECIAL MEETINGS. Special meetings can be held at any time and may be called by the Chairperson or upon request to the Secretary by at least two members of the Planning Commission. Special meetings are noticed official meetings and open to the public, during which the Planning Commission deliberates and may take votes on specific items. If a special meeting of the Commission is held because of an individual request, that individual shall pay the cost of advertising the meeting and administrative costs.

Notice of special meetings shall be given to the members of the Planning Commission at least twenty-four (24) hours prior to the meeting. Such notice shall state the purpose, time and location of the special meeting and shall be posted in accordance with the Open Meetings Act. No business shall be transacted at the meeting except such as is stated in the notice.

- D. WORKSHOPS/WORKING SESSIONS. Workshops or working sessions are noticed official meetings open to the public to discuss specific matters before the Commission. The intent of the working session is informational, and the Planning Commission may neither deliberate nor take a vote during the working session.
- E. JOINT MEETING. Joint meetings are noticed official meetings, open to the public, during which the City Council and Planning Commission discuss specific planning related matters. Neither the Planning Commission nor City Council may deliberate or take a vote during the meeting.
- F. MEETINGS HELD ELECTRONICALLY. Meetings of the Commission may be held electronically or by telephone when:
  - 1. The Chairperson or Vice-Chairperson has obtained written consent for this from a majority of the Planning Commission;
  - 2. Directed by the Mayor due to health or safety concerns;
  - 3. In the case of special meetings, when so directed by those calling the special meeting;

Electronic or telephone meetings shall be subject to all rules adopted by the Planning Commission to govern such meetings. Any such rules shall supersede any conflicting rules in the parliamentary procedures, but may not otherwise conflict with or alter any rule or decision of the Planning Commission.

- G. OPEN MEETINGS ACT. All meetings shall be open to the public and shall be compliant with the Kansas Open Meetings Act (KSA 75-4317 et seq)
- H. AGENDA. Agendas shall be transmitted electronically to the members of the Planning Commission at least three (3) days prior to the Planning Commission meeting. The agenda shall also be made available to the public and posted to the Planning Commission page on the City's website. The agenda may be updated and posted to the website by 5:00 PM on the meeting date.
- I. QUORUM. Four (4) members, a majority of the Commission, shall constitute a quorum for the transaction of business. The Commission shall assemble for all regularly scheduled meetings with a published agenda. If a quorum of the Commission is not present, no business shall be conducted and the matters for consideration shall be postponed to the next regularly scheduled Commission meeting. Further legal notifications or notification of surrounding property owners shall not be required for those cases postponed due to lack of a quorum.
- J. VOTING. Unless otherwise provided for in the state statutes, an affirmative vote of the majority of the members of the Planning Commission who are present and voting shall be necessary to authorize any action of the Commission. (At the passage of these by-laws, the only exceptions are in the cases of adopting and amending a comprehensive plan (KSA 12-747(b)), amending subdivision regulations (KSA 12-749(d)) and establishing or amending

a zoning ordinance (KSA 12-756(b).) When such a vote is not possible either for or against a particular proposal, the results of such action shall be submitted to the City Council with an explanation of the failure to establish an official vote on the subject in question. All members, including the Chairman, shall have a vote and shall vote when present except that any member shall automatically not vote on any decision in which there might be a conflict of interest. All votes shall be taken by roll call.

- K. ABSTENTION. Members of the Planning Commission have a duty to vote unless they have an actual conflict of interest. Members may routinely abstain from voting upon the adoption of minutes from a prior meeting at which the member was not in attendance, or upon their own nomination to the office of Chairperson or Vice-Chairperson.
- L. PARLIAMENTARY PROCEDURE. All meetings of the Commission and of its committees shall be conducted in accordance with the current edition of Robert's Rules of Order Newly Revised.

ARTICLE IV  
MATTERS TO BE CONSIDERED

- A. ITEMS TO BE CONSIDERED. The Commission shall consider matters relating to the Comprehensive Plan, including zoning, subdivision, and other regulatory measures relating to the Comprehensive Plan and the physical development of the city and its area of influence. A specific list of matters to be considered by the Commission is as follows:
  - 1. Rezoning proposals, Conditional Use Permits, Special Use Permits, and Subdivision plats and associated requests for variances or vacations;
  - 2. Annexation proposals;
  - 3. Comprehensive Plan amendments or revisions;
  - 4. Text Amendments to adopted ordinances and resolutions;
  - 5. Capital Improvement Plans, and;
  - 6. Such other matters as City Staff may bring before the Commission or that the governing body may assign to the Commission or the Commission shall deem relevant or appropriate.

The Commission shall not consider any proposal, request, application, or plat which is contrary to or in conflict with provisions of the Kansas Statutes Annotated, as amended, or contrary to or in conflict with city ordinances.

ARTICLE V  
CALENDAR

- A. CALENDAR. The Secretary shall prepare and submit to the Commission, for its consideration and adoption, a list of closing and hearing dates for the following year. The

list shall be submitted to the Commission at its last scheduled meeting in each calendar year. Applications shall then be placed on the calendar of the Commission for hearing, in accordance with said schedule. Study items may be, but need not be, placed on the calendar.

**ARTICLE VI  
PROCEDURES FOR PUBLIC HEARINGS**

- A. **INTENT.** On any matter that requires a public hearing, it is the Planning Commission's intent to provide adequate legal notice to all concerned parties, and to hold a fair and impartial hearing. Commissioners should discourage any ex parte contacts, and should:
  - 1. Come to a hearing favoring neither side.
  - 2. Have no personal interest in the outcome other than that shared by the community-at-large.
  - 3. Treat both sides alike.
  - 4. Base their decision solely on the facts presented as evidence before the Commission.
  
- B. **DISCLOSURE.** Commissioners must disclose any ex parte contacts or information that may have a bearing on their decisions, prior to any motion.
  
- C. **ORDER OF PROCEEDINGS FOR ZONING HEARINGS.** Applications for rezoning amendments, conditional use permits and special use permits that are site-specific land use decisions are considered quasi-judicial proceedings. Such proceedings require due process, including proper notice to concerned parties, and the opportunity to be heard in a fair, open and impartial hearing. At the end of the hearing, the Commission must adopt a written report or place a statement in the minutes which summarizes the evidence and states the factors that were considered in arriving at its decision.

The following order of proceedings must be used for all such rezoning and special use hearings:

- 1. Determine that a quorum is present.
- 2. Determine that proper notice has been given.
- 3. Have Commission members report any ex parte contacts.
- 4. Planning and Zoning Administrator introduction of the application.
- 5. Applicant's presentation.
- 6. Commission and staff questions to applicant.
- 7. Presiding officer opens hearing for public comments on proposed application.
- 8. Written communications or petitions received.
- 9. Applicant's final comments.

10. Presiding officer closes hearing. (No public comments will be received after this, although the Commission may question any participant at any time during the proceedings.)
11. Planning Commission deliberations.
12. Review findings and factors on which recommendation is based.
13. Motion to recommend to the Governing Body the approval, disapproval or modification of the application, or to defer the agenda item to a specific date, time and place.

- D. ORDER OF PROCEEDINGS FOR LEGISLATIVE HEARINGS. Hearings for the adoption of comprehensive plans, and for adoption of zoning and subdivision regulations or their amendments, are considered to be legislative in nature. At the end of the hearing, the Commission must make a written recommendation to the Governing Body, including a summary of the hearing.

The following order of proceedings must be used for all such legislative hearings:

1. Determine that a quorum is present.
2. Determine that proper notice has been given.
3. Have Commission members report any ex parte contacts.
4. Planning and Zoning Administrator introduction of the matter, and any associated presentation.
5. Commission and staff questions to staff or consultant.
6. Presiding officer opens hearing to public comments on proposed plan or regulations.
7. Written communications received.
8. Staff's final comments.
9. Presiding officer closes public hearing. (No public comments will be received after this, although the Commission may question any participant at any time during the proceedings.)
10. Planning Commission deliberations.
11. Motion to recommend approval, disapproval or modification of the plan or regulations to the Governing Body, or to defer the agenda item to a specific date, time and place.

**ARTICLE VII**  
**RECOMMENDATIONS TO COUNCIL**

- A. RECOMMENDATIONS. All recommendations to the City Council shall be transmitted in writing stating the meeting date, motion and vote. A record of the Findings of Fact shall also accompany the recommendations.



ARTICLE VIII  
RECORDS

- A. RECORDS. The Planning Commission shall keep a record of its recommendations, resolutions, transactions, findings, and determinations. All records shall be available for public review.

ARTICLE IX  
CODE OF CONDUCT

- A. QUASI-JUDICIAL CONDUCT. A Planning Commission is expected to act like a judge, or function in a “quasi-judicial” capacity, when reviewing matters that affect a specific party’s land use rights. Quasi-judicial conduct must be above reproach and within the law. Quasi-judicial conduct demands that Commissioners provide interested parties with “procedural due process.” Procedural due process includes the following:
1. Proper notice of the hearing;
  2. A proper hearing where interested parties are permitted to present their case;
  3. A fair and impartial decision maker that reviews the evidence and makes its decision based on substantial competent evidence in the record
- B. ACTIVE REQUEST. An item is an active request until such time as the Planning Commission has completed deliberations on the item, forwarded a recommendation to the Governing Body(ies) and a ‘final action of approval’ has been taken. A ‘final action of approval’ shall be construed to mean, for the purposes of this document, the adoption of an ordinance or resolution by the Governing Body(ies) to enact a zoning or text change, the filing of a plat or development plan at the Register of Deeds, the denial of a request, or the issuance of a building permit based on an approval of an “active request.” An item is an active request at least from the time that any filing or request is received by the Planning Office, or any action has been initiated by the Planning Commission or by a Governing Body.
- C. EX PARTE COMMUNICATIONS. An ex parte communication is a communication - written, electronic, oral, or otherwise - that is relevant to the merits of a quasi-judicial proceeding, that is not in the record, and that occurs between a Commissioner and a person who is not on the Commission. Communications between Commissioners, communications between Commissioners and Planning Staff, communications on issues that are not quasi-judicial in nature, and communications on purely procedural matters are not ex parte communications.
- D. DISCLOSURE OF EX PARTE COMMUNICATIONS. Any ex parte communication shall be disclosed at any meeting as part of the Communications section, at the beginning of each quasi-judicial item on the agenda, or earlier. The Commissioner receiving the ex parte communication shall disclose the full nature of the communication including the identity of the individual(s) participating in the communications and any information obtained

through the communications so that all Commissioners have the same information upon which to make their decision and so that the applicant, City Staff, interested parties, and the general public are provided a fair opportunity to respond meaningfully to the information. Commissioners continue to be subject to the ex parte disclosure requirements until a final action of approval has been taken on an active request.

- E. REQUEST FOR ADDITIONAL INFORMATION BY COMMISSIONERS. The ex parte communication restriction shall not preclude any Commissioner from requesting additional information as long as the requests for information are in writing and a copy of the request and the response are forwarded to staff and made part of the public record on that quasi-judicial matter.
- F. CONFLICT OF INTEREST. A Commissioner shall declare a conflict of interest and shall not participate in, discuss, or vote on any matter in which he or she has a conflict of interest. Any Commissioner declaring a conflict of interest with respect to an item before the Commission shall physically leave the meeting room during the discussion and the vote on the item.

For the purposes of these Bylaws, “conflict of interest” is defined as:

1. An immediate family member is involved in any request for which the planning commission is asked to make a decision. “Immediate family member” is defined as “a planning commissioner’s spouse, mother, father, sister, brother, son, or daughter, including an adopted child, or a relative of any degree residing in the same household.”
  2. The planning commission member has a business or financial interest in the property involved in the request or has a business or financial interest in the applicant’s company, agency or association;
  3. The planning commission member owns or has a financial interest in adjacent property or any property that is within the notification radius for the subject request under the applicable zoning regulations;
  4. There is a reasonable appearance of a conflict of interest, as determined by a majority vote of the remaining members of the planning commission.
- G. CONDUCT. Commissioners shall refrain from making use of special knowledge or information before it is made available to the general public; shall refrain from making decisions involving business associates, customers, clients, friends and competitors; shall refrain from repeating and continued violation of these rules; shall refrain from using their influence as members of the Planning Commission in attempts to secure contracts, zoning or other favorable municipal action for friends, customers, clients, immediate family members or business associates; and shall comply with all lawful actions, directives and orders of duly constituted municipal officers as such may be issued in the normal and lawful discharge of the duties of such municipal officers.

Commissioners shall conduct themselves so as to bring credit upon the city as a whole and shall do everything in their power to ensure equal and impartial treatment of all without

respect to race, creed, color or the economic or the social position of individual citizens.

ARTICLE X  
AMENDMENTS

- A. AMENDMENTS. These bylaws may be amended by an affirmative vote by four (4) members of the Planning Commission provided such proposed amendment has been submitted to each member of the Commission at least three (3) days prior to the meeting at which said amendments are to be considered.

ARTICLE XI  
Board of Zoning Appeals

Planning Commission members concurrently serve as the City's Board of Zoning Appeals, which must hear and decide appeals of Zoning Administrator determinations, variances from the terms of the Zoning Regulations, and conditional uses as exceptions. (See K.S.A. 12-759.) The Board of Zoning Appeals must follow procedures and notification requirements as described in the City of Haysville Zoning Regulations.

ARTICLE IV

- A. CASES BEFORE THE BOARD. The jurisdiction of the Board of Zoning Appeals shall be limited to the following:
1. Appeals - See Article 10 Section 1001 of the Zoning Regulations of the City of Haysville.
  2. Variances - See Article 10 Section 1004 of the Zoning Regulations of the City of Haysville.
  3. Exceptions - See Article 10 Section 1005 and 1006 of the Zoning Regulations of the City of Haysville.
- B. The procedure for requesting a hearing before the Board of Zoning Appeals shall be as follows:
1. An application (appeal, variance, exception) shall be filed with the City Clerk on forms furnished by the Secretary of the Board of Zoning Appeals.
  2. An application shall be accompanied by an initial filing fee of \$150.00. A separate filing fee shall be charged for each appeal, variance or exception request. Total cost will include: a certified listing from an abstract company containing the names, mailing address, zip code and legal descriptions of the owners of all property within two hundred (200) feet of the property included in the application. If a proposed appeal, variance or exception to property for which review and consideration is sought is located adjacent to the city's limits, the area of notification of the action shall be extended to at least 1000 feet in the unincorporated area; notification fees associated with mailings; publication fees; recording fees.
- C. In addition to the above requirements, certain applications require additional information, as follows:

1. Appeals
  - a. The appeal shall be filed within three (3) months after a ruling has been made by the City Inspector, Zoning Administrator, and/or their designee.
  - b. The order, requirement, decision or determination by the City Inspector, Zoning Administrator, and/or their designee which the appellant believes to be in error; and the principal points supporting the appellant's allegation of errors, including reference to that Section of the Zoning Ordinance (Chapter 16, City Code, Haysville) under which it is claimed the permit should be issued.
  - c. A clear and accurate description of the proposed work, use or action, in which the appeal is involved, and a statement as to why or in what manner an error has been made.
  - d. The City Inspector, Zoning Administrator, and/or their designee, shall be represented at all hearings before the Board; and shall then make available to the Board all records regarding the matter.
  - e. A plot plan drawn to scale showing the proposed plan of improvements, when deemed necessary by the Secretary.
2. Variances
  - a. A statement from the applicant justifying the variance requested; indicating specifically the enforcement provisions of the Zoning Ordinance from which the Variance is requested and to what degree such a Variance is requested.
  - b. A specific statement outlining in detail the manner in which it is believed that this application will meet the requirements of Section 13-308c.
  - c. A sketch, drawn to scale, showing the lot or lots included in the application; the structures existing thereon; and the structure or use contemplated necessitating the Variance requested.
3. Exceptions
  - a. A plot plan, drawn to scale, showing the lot or lots included in the application; all existing structures thereon; all proposed structures; all point of ingress and egress; widths of driveways; location of parking spaces, dimensions of all proposed structures and parking spaces, screening and landscaping; interior traffic circulation and channelization; and any other information which may be required by the Secretary or may be utilized by the Board in making its determination.
  - b. A statement by the applicant, in writing, justifying the exception applied for, indicating the provisions of the Zoning Ordinance under which the Board of Zoning Appeals has jurisdiction.
- D. No application shall be considered wherein an application has been previously decided, involving the same premises and/or Zoning Ordinance requirements; except in cases where new plans or new facts pertaining to said requirements or regulations are presented, showing changed conditions or circumstances which, in the opinion of the Board, materially alter the aspects of the case. Each new consideration shall be considered a new case, requiring fees noted in Section IV B (2).
- E. No application shall be advertised for a public hearing for property wherein a change of zoning is first necessary until the zone change amendment is approved and becomes effective.

ARTICLE V  
NOTICE OF HEARING

- A. Notice to the applicant shall be given not less than twenty (20) days prior to the date of hearing and shall be by mail to his last known address.
- B. Notice to all property owners within a distance of two hundred (200) feet of the property to be altered if within the city's limits. If the property is adjacent to the city's limits, the area of notification shall be extended to 1000 feet in the unincorporated area as listed on the certified abstract ownership list accompanying the application, and to Haysville Planning Commission shall be given by mail not less than twenty (20) days prior to the date of the hearing.
- C. All notices by mail shall be directed to the addresses stated in the certified abstract ownership list accompanying the application.
- D. The Secretary shall cause to be published in the official city paper a notice of Public Hearing of said meeting at least twenty (20) days prior to the date of hearing, as provided by law.

ARTICLE VI  
HEARING OF CASES

- A. All hearings of the Board and all official actions taken by the Board shall be public.
- B. The applicant should be present at the public hearing, either in person or by counsel or agent. The applicant, and persons appearing in his behalf, shall be heard first and thereafter the individuals appearing in opposition to the application shall be heard. In the event of the absence of the applicant, either in person or by his counsel or agent, the Board shall determine that said applicant was duly notified, and the Board may proceed to decide the application on the basis of the facts then available for consideration.
- C. The Board may summon witnesses.
- D. The Board may require persons testifying before it to be sworn in a manner and by an official as provided by law; provided, however, this provision shall not be applicable to members of the Board or administrative employees of the City of Haysville serving in an official or advisory capacity to the Board; or to legal counsel representing applicants in an application before the Board.

ARTICLE VII  
FINAL DISPOSITION OF APPLICATION

- A. The final disposition of every application shall be in the form of a Resolution signed by the Chairperson and Secretary. Every application granted or denied by the Board shall be accompanied by written findings of fact and reasons for granting or denying the Appeal,

Variance or Exception: and various conditions may be stipulated by the Board to be fulfilled before granting of the Appeal, Variance or Exception.

- B. In exercising its powers, the Board by its Resolution may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination, and to that end shall have all the powers of the officer from whom the appeal is taken, and on all applications may attach appropriate conditions, and may issue or direct the issuance of a permit.
- C. An affirmative vote of the majority of those Board members present and voting shall be necessary for any action finally disposing of any application. In case of failure to reach a decision, the matter shall be presented at the next meeting.
- D. An applicant may withdraw his application at any time prior to the adoption of the Resolution which would cancel and close his case; but the filing fee shall not be remitted to him.
- E. The Secretary shall notify the applicant, in writing, of the final action of the Board.

#### ARTICLE VIII REHEARINGS

- A. Requests for rehearing shall be in writing and duly verified and shall be submitted to the Secretary of the Board within sixty (60) days of the date of the original hearing. The requests shall recite the reasons for the request. No request for rehearing shall be entertained unless new evidence is submitted which could not reasonably have been presented at the previous hearing. If the request is granted by the Board, the same procedure will be followed as was followed in consideration of the original application.
- B. The Secretary of the Board shall determine if a rehearing shall be allowed, however, the applicant shall have the right to appeal the Secretary's determination to the Board of Zoning Appeals.

#### ARTICLE IX AMENDMENTS

- A. Amendments to these rules may be introduced at any meeting of the Board and voted on at the same or any subsequent meeting; provided that notice of the consideration of any such amendment or passage, either in the form of a letter or official Agenda of the Board, is mailed to each member prior to its first introduction at a regular meeting. Changes to the bylaws must be approved by both the Planning Commission and the Board of Zoning Appeals.

ARTICLE X  
RECORDS

- A. The records of all Board cases and hearings shall be kept on file in the office of the Secretary of the Board, in such manner as to be available for public inspection during the regular office hours of the City.
- B. The Secretary shall maintain a record of all applications, numbering said applications consecutively.



# MEMORANDUM

**TO:** The Haysville Planning Commission

**FROM:** Jonathan Tardiff, Planning and Zoning Administrator

**SUBJECT:** Updated Zoning District Chart

**DATE:** 2/16/23

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Attached you will find the updated zoning classification chart. During the public hearing of a proposed district change the planning commission may recommend a more restrictive zoning classification than proposed if the commission has previously made a list or table available to the public with the hierarchy of zoning classifications.



## Zoning Classification Chart

DISTRICT	NAME OF DISTRICT AND EXAMPLES OF USES PERMITTED
<del>AA</del>	<del>SINGLE FAMILY</del> <del>Single Family Dwellings</del>
<del>AAASF15</del>	<del>SINGLE-FAMILY SUBURBAN RESIDENTIAL</del> <del>Single Family Dwellings</del>
<del>ASF</del>	<del>SINGLE-FAMILY RESIDENTIAL</del> <del>Single Family Dwellings</del>
<del>AZSFZ</del>	<del>SINGLE-FAMILY/ZERO LOT LINE RESIDENTIAL</del> <del>Single Family Dwellings</del>
<del>BBTF</del>	<del>ONE AND TWO-FAMILY RESIDENTIAL (DUPLEX)</del> <del>Single or Two Family (Duplex) Dwellings</del>
<del>BMF4</del>	<del>MULTI-FAMILY FOUR RESIDENTIAL TWO, THREE, AND FOUR FAMILY</del> <del>Duplex, Triplex and Fourplex</del>
<del>CCMFA</del>	<del>MULTIPLE-FAMILY APARTMENT RESIDENTIAL</del> <del>Any use in the "BTF" District, Boarding and/or Rooming houses, plus Apartments and Condominiums</del>
<del>CMH</del>	<del>MANUFACTURED HOME PARKS &amp; MANUFACTURED HOME SUBDIVISIONS</del> <del>Manufactured Homes</del>
<del>DDHMC</del>	<del>HOTEL AND MOTEL COMMERCIAL</del> <del>Motels and Hotels including the usual related commercial enterprises</del>
OC	OFFICE COMMERCIAL Professional Offices; Limited Retail Businesses
<del>DLC</del>	LIGHT COMMERCIAL Retail Businesses, Professional Offices; Certain Related Outside Storage
<del>EHC</del>	HEAVY COMMERCIAL Any use in the "DLC" District, Sports Arenas, Repair Shops; Conditional Use Wholesale Activity
<del>FLI</del>	LIGHT INDUSTRIAL <del>Any use in the "E" District, Manufacturing, Sales Yard</del>
GHI	HEAVY INDUSTRIAL Any use not in conflict with any other ordinance

MOST RESTRICTIVE

LEAST RESTRICTIVE

A detailed interpretation of the uses allowed in each zoning district may be obtained from the Planning Office.  
The Haysville Planning Commission may grant a more restrictive zoning district than requested.

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# Zoning Classification Chart

<b>DISTRICT</b>	<b>NAME OF DISTRICT AND EXAMPLES OF USES PERMITTED</b>
SF15	SINGLE-FAMILY SUBURBAN RESIDENTIAL - SF15 Single Family Dwellings
SF	SINGLE-FAMILY RESIDENTIAL Single Family Dwellings
SFZ	SINGLE-FAMILY/ZERO LOT LINE RESIDENTIAL Single Family Dwellings
TF	TWO-FAMILY RESIDENTIAL Single or Two Family (Duplex) Dwellings
MF4	MULTI-FAMILY FOUR RESIDENTIAL Duplex, Triplex and Fourplex
MFA	MULTIPLE-FAMILY APARTMENT RESIDENTIAL Any use in the "MF4" District plus Apartments and Condominiums
MH	MANUFACTURED HOME PARKS & MANUFACTURED HOME SUBDIVISIONS Manufactured Homes
HMC	HOTEL AND MOTEL COMMERCIAL Motels and Hotels including the usual related commercial enterprises
OC	OFFICE COMMERCIAL Professional Offices; Limited Retail Businesses
LC	LIGHT COMMERCIAL Retail Businesses, Professional Offices; Certain Related Outside Storage
HC	HEAVY COMMERCIAL Any use in the "LC" District, Sports Arenas, Repair Shops; Conditional Use Wholesale Activity
LI	LIGHT INDUSTRIAL Manufacturing, Sales Yard
HI	HEAVY INDUSTRIAL Any use not in conflict with any other ordinance



A detailed interpretation of the uses allowed in each zoning district may be obtained from the Planning Office. The Haysville Planning Commission may grant a more restrictive zoning district than requested.

**Return  
To  
Agenda**

# MEMORANDUM

**TO:** The Haysville Planning Commission

**FROM:** Jonathan Tardiff, Planning and Zoning Administrator

**SUBJECT:** Revisions to planning and zoning fees - Chp. 17

**DATE:** 2/16/23

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Attached you will find the proposed changes for planning and zoning fees and a comparison of area city fees. We looked at area fees, staff time, and publication fees to determine the suggested amounts.

<b>Planning Commission/BZA Fees</b>	<b>Current</b>	<b>Suggested</b>
Appeals of Administrative Decision	\$150	\$150
Conditional Use	\$275	\$375
Variance	\$150	\$250
Change of Zoning District Classification	\$275	\$375
Planned Unit Development - Establish/Final	\$90	\$500
Plat - Subdivision Application	\$40+\$2 lot over 1	\$500
Vacation	\$150	\$250
Lot Split/Merge	\$50	\$150
Street Name Change	\$25	\$50
Landscape Plan Review	\$100	\$150
Administrative Adjustment		\$175
Zoning Violation (1 <sup>st</sup> /2 <sup>nd</sup> violation same offense within 2 years)	\$500	\$500/\$750

<b>Sign Permit Fees - Update to Chp. 17</b>	<b>Current</b>	<b>Suggested</b>
Portable Sign	\$100/Annual/Unlimited #	Remove
Temporary Sign	\$25	
Temporary Sign - Comm/Civic Group	\$20	Remove
Permanent Sign	\$75	
Return of Impounded Sign	\$10	

<b>Wireless Fees - Update to Chp. 17</b>	<b>Current</b>	<b>Suggested</b>
Modification - (6 a)	\$0	\$250
Collocation - (6 c/b) (which is not substantial modification)	\$500	\$500
New Wireless Support Structure - (6 d/e) (or a collocation application that is a substantial modification of a wireless support structure) (BP and CU fees are not included)	\$2000	\$2,000

City	Plat	Appeal of Zoning Administrator	Vacation	Variance	Conditional Use	Lot Split	Zone Change	Street Name Change	Administrative Adjustment	PUD
Haysville 11,	\$40 +\$2 per lot	150	\$150	150	275	\$50	275	\$25		\$90
Valley Center 7,340	\$350 Preliminary Plat		\$200	\$200	\$200	150	\$300	\$100		\$800
	\$150 Final Plat \$50 Sketch Plan \$300 Small Tract Plat	200								
Maize 5,735	\$700 1-step plat	150	200	\$150	\$250	\$100	250			600
Derby 25,625	\$500 Residential lot + \$10 per lot \$500 Commercial lot+ \$10 per lot Final Plat Only \$250 Revised Preliminary or Final Plat	150	\$350	\$350	\$350	\$250	\$350		\$250	\$750
MAPD 397,536	\$900 + \$20 per lot or acre Preliminary Plat	125	\$525	\$525	\$450	\$275	\$600		\$175	\$1,200
	\$900 + \$20 per lot or acre One-Step Plat \$250 Sketch Plat \$600 Final Portions of Preliminary Plat \$275 Platting error or revisions			\$750 + \$35 per zoning lot non-res	\$750 + \$30 per acre non-res	\$400 + \$75 per lot non-res	\$1200 + \$30 per acre			
Andover 15,435	Preliminary - \$100 + \$2 per lot over 1 Final - \$100 + \$2/lot over 1 \$0 Sketch Plat	\$150	\$250	\$150	\$150 Residential	\$100	\$250			\$500
Park City 8,333	200	75	100	75		100	150			
Bel Aire 8,262	350 Prelim/\$10/lot Final \$350 + /\$10/lot	200	250	175	250	200	500			

**Return  
To  
Agenda**