

**Louisburg Planning Commission Regular Meeting
6:30 P.M. February 25, 2026
City Council Meeting Room
215 S. Broadway
AGENDA**

Livestream link:

<https://boxcast.tv/view/planning-commission-rwy7uofviznu05xjl6lz>

Item 1: CALL TO ORDER

Item 2: PLEDGE OF ALLEGIANCE

Item 3: ADOPTION OF THE AGENDA

Item 4: APPROVAL OF THE MINUTES:

-Minutes from Jan. 28, 2026, Planning Commission regular meeting.

Item 5: Election of Officers – recommendation to delay until appointments are finalized (*no memo*)

Item 6: PUBLIC COMMENTS:

Persons who wish to address the Planning Commission regarding items not on the agenda may do so at this time. Speakers will be limited to three (3) minutes. Any presentation is for informational purposes only.

Item 7: SCHEDULED VISITORS:

NEW BUSINESS:

PUBLIC HEARING BUSINESS ITEMS:

Item 8: None

NON-PUBLIC HEARING BUSINESS ITEMS:

Item 9: Lot Split Text Amendment Considerations

Item 10: Subdivision Questions

OLD BUSINESS:

None

Item 11: Adjournment

The joint Council/Board/Commission workshop is scheduled Thursday, Feb. 26, 2026, with Chris Hoffman representing the Planning Commission.

The next regular meeting of the Planning Commission is scheduled for 6:30 p.m. March, Feb. 25, 2026.

**LOUISBURG PLANNING COMMISSION
MEETING MINUTES
WEDNESDAY, JANUARY 28, 2026**

Livestream link:

<https://boxcast.tv/view/louisburg-planning-commission-w3qdme4vnlqrp0yzk8ocPlan 1-28-26>

The Planning Commission of the City of Louisburg, Kansas, met at 6:30 p.m. in the City Hall Council Chambers with Chairperson Mike Johnson presiding.

ATTENDANCE:

Commission Members: Andrew Ball, Stephanie Parker, Thorvald McKiernan,
Christian Brown

Mayor: Donna Cook

Councilmember: Steve Town

City Administrator: Nathan Law

Communicators Coordinator/Recording Secretary: Jean Carder

PLEDGE OF ALLEGIANCE

Stephanie Parker led the Pledge of Allegiance.

ADOPTION OF THE AGENDA:

Thorvald McKiernan asked to have a discussion of subdivision inspections added to the agenda. Christian Brown moved, seconded by Andrew Ball and carried 5-0, to adopt the amended agenda.

APPROVAL OF THE MINUTES:

McKiernan moved, seconded by Parker, and carried 5-0, to approve the minutes of Nov. 19, 2025, meeting.

ITEM 6: SCHEDULED VISITORS:

Aaron Young, the vice president of planning and development with Summit Homes, spoke to the Planning Commission to outline Summit Homes' desire to submit a new standard R-1 development and comply with the zoning. This new plan will reduce the density of lots from 131 to 91. Young said all lot sizes and setbacks will comply with current regulations. He asked planners if there are any considerations they should make before submitting. He said as Summit Homes

moves forward they would like to work with the Planning Commission and City Council to answer any questions and thanked the planning commission for its support. McKiernan said if the development meets all R1 requirements he didn't think there would be a problem and didn't have any concerns. Parker asked if there will be any considerations for sidewalks and getting to schools. Young said the development plans include sidewalks within the development. McKiernan said some of points made during the prior conversation, like offsite sidewalks, was out of the developer's control. McKiernan recommended the developer pay close attention to stormwater. Johnson said he thought the previous plan was well done. McKiernan agreed. Johnson recommended Young read the last City Council minutes.

NEW BUSINESS

None

OLD BUSINESS

ITEM 8: Potential Text Amendment – Variances – Roof-Mounted Screening – Johnson opened the discussion and said he has issues with the potential cost component item 2.c.i in the suggested regulation changes. Ball agreed and didn't think the cost of the screening should be a factor. Johnson said rather than factoring in low-lying topography thinks a point should be chosen. McKiernan suggested any screening match the height of the equipment. Ball said that should limit line-of-sight issues. Johnson said he is unsure about existing buildings and thinks there should be a threshold to be expanded upon for existing buildings. Johnson also was not in favor of 2.c.iv. City Administrator Nathan Law said this language is written to include all future situations and was former Planning & Development Director Katherine Louderbaugh's attempt to encompass all situations that may come up in the future. Johnson said he doesn't think there is anything Planning can do now. Law suggested Planning Commission table this until a new director is hired. Parker asked what is the plan moving forward to prevent this situation in the future. Law said better internal methods.

ITEM 9: Lot Split – Case # 26001-LS – Starbrooke Phase 6, Lots 135A & B and 134A & B – Law said this diagram shows specifically where the duplex will be split on an already constructed unit. Law noted current regulations indicate lot

splits are to occur before building permits but that didn't happen this time nor has it happened in the past and wanted to bring that to your attention. Law said this follows previous lot splits but going forward the expectation will be lot splits before building permits or change our regulations. Law said this would require a text amendment to make any changes. Johnson said it makes sense to do it after in case there are issues in the building process. City staffer Jean Carder noted the reasons why, in the surveyor's opinion, lot splits are difficult before the construction of the foundation and provided reasons from the surveyor to support that reasoning. McKiernan noted the accuracy would probably be better after construction. Johnson asked if there is a negative to approving the split after. Law said nothing comes to mind but is sure there would be pros or cons. McKiernan said a duplex could be built and years later could be split. Law said that might depend on the requirements of the development plan. McKiernan said a consideration of changing the lot split could include if it is to happen before the first sale or if it could be allowed in the future. He said if the regulations are changed, those changes can be whatever Planning Commission determines is appropriate. Johnson said it sounds like we either need to follow our regulations or shift the approach. Ball moved, seconded by Christian Brown and carried 5-0, to approve the lot split for Lots 135A & B and Lots 136A & B pending approval from the Miami County reviewer and forward to the Governing Body for final approval.

ITEM 10: Site Plan – Case # 26001-SP - Hound Lounge Site Plan – Staff informed Planning members a site plan showing the building on the lot was provided at the dais. Johnson asked what the gauge of steel that will be used in the building's construction. Morgan Messer, the applicant, said the submitted documents indicated 29 gauge but she will use 26 and the plans have been updated. Johnson asked if the building will have two different types of material. McKiernan said this would only include three sides of the building as the back side will be enclosed by fence. Messer said the plan is to use two different colors. McKiernan asked about roof lines. Law said the porch on the front of the building could be included in that calculation. Messer described the back of the building, its uses and the plans for fences. Johnson asked about dog runs. Messer described the operation of the outdoor runs, which will only be available to the dogs during business hours, and the leashed and unleashed areas. Johnson said in his opinion this is not the same as runs you might find in a kennel. Johnson asked about the

footing and post and how it attaches to the concrete porch floor. He said he doesn't think it can be recessed into the concrete and thinks it has to be sleeved. Ball asked about a continuous foundation. Discussion occurred. Brown asked what was the final answer on the building's exterior. Law said the regulations call for a combination of one or more is allowable and could be contradictory. Parker asked if the two-tone color would be appropriate. Messer's father noted it would be similar to the metal-constructed building at S. First and Metcalf. McKiearnan suggested striking language in Stipulation 17 to remove "with no construction permitted on Sundays" and changing 25 to 20 in Stipulation 20. Brown moved, seconded by McKiearnan and carried 5-0, to approve Case 26001 SP (Site Plan) for the Hound Lounge, 108 E. Crestview Dr. with the stated stipulations.

ITEM 11: Site Plan – Case #25004-SP – Change Approval Requested – Law said the original site plan for the JV fields included additional paved parking off Countryside Drive. There has been concerns from neighbors in that area about increased traffic so the school has voluntarily agreed to shift the parking area to the location of Wildcat Drive and plans to make additional improvements to that lot than what was originally proposed. During the last City Council meeting the school had asked for consideration of some temporary gravel on the lot off Wildcat but since that meeting have decided to pave the entire lot. Law also reviewed new information on the dugouts noting the desire is to move away from the shipping containers and build with CPU construction. McKiearnan asked when the school plans to use these fields. Law said he thinks 2027 but the school is planning to make the lot improvements this summer. McKiearnan suggested incorporating this into their official plans for the build and tying it to occupancy. Law asked if commission members want it on the site plan drawing or the construction drawings. Johnson suggested tying it to the final inspection. McKiearnan moved, seconded by Brown and carried 5-0, to approve the revised site plan with the stipulation the parking lot is constructed and completed before final occupancy.

ITEM 12: 2024 Planning & Development Annual Report and 2025 Year-End Wrap-Up – Law said this was in the December packet and staff is providing it one more time.

ITEM 13: 2027 Budget Considerations / Joint Workshop 2026 Planning Commission Calendar – Law asked if commission members had any items to be

considered for budget to bring to the joint workshop. That time could also be used to ask the planning representative to address any other items with Council. Law suggested one of the things that could be discussed is vision and how to make improvements. Parker noted that Planning member Chris Hoffman, absent tonight, has previously asked about a third-party reviewer. Johnson suggested either he or Hoffman could be the representative at the joint workshop.

ITEM 14 - 2026 Planning Commission Calendar – Law said the calendar is already set and this information just serves as a reminder.

ITEM 15 – Subdivision Inspection – McKiearnan asked when a new subdivision goes in how is it verified it is completed properly. Law said he will need to verify that information and return it to the commission. McKiearnan asked how public utilities are installed. Law said those are inspected. McKiearnan asked if those are spot inspections and asked if the inspections really happen. Law said he believes they are. McKiearnan asked what is the final acceptance (of sewers for example). Law said it is reviewed in its entirety and that inspection can be completed by wastewater personnel and a two-year maintenance bond is required. McKiearnan asked if Rolling Rock utilities have been accepted and why there are no street lights yet in the development. He thinks that those were to be installed as the development was being built. McKiearnan said he believes there is a gap in the acceptance procedures. Law said he will look into it and return information. McKiearnan also said he believes the entrance monument is too big and the side structures are either in the lots or on public easement.

ADJOURNMENT

At 7:41 p.m. McKiearnan moved, seconded by Parker and carried 5-0, to adjourn the meeting.



Memo: Item 9

To: Planning Commission

From: Staff

Date: Feb. 20, 2026

Re: Lot Split Text Amendment Consideration

At the previous meeting, the Planning Commission approved a lot split for two duplexes recently constructed on S. Fourth St. East. At that meeting City Administrator Law said that while historically duplex lot splits have been allowed after construction in this subdivision and others, that does not follow the City's Subdivision Regulations.

At that meeting Chairman Mike Johnson noted the City would either need to follow its regulations moving forward or shift the approach.

Attached are the lot split requirements from the Subdivision Regulations. It should be noted three new permits have recently been issued for new units with 10 more permits expected in the coming weeks.

The surveyor for the last lot split noted these potential issues if requiring a lot split before construction:

- Requires the surveyor to be perfect when staking the house
- Requires the excavator to dig the hole and foundation crews to form and pour foundation walks exactly as specified
- Physical issues at the property that requires a shift in placement to avoid a curb inlet, transformer or other utility to allow driveways to work.

This surveyor said a shift as little as 6 inches can create problems with splitting a duplex unit at the center wall if the lot split must occur prior to construction. If this occurs, it requires a replat of the lot split to correct the lot line placement.

In researching this situation, staff has found the following information:

- This type of split is often called a condominium conversion.
- Consideration should be given to zoning district, including rules for minimum lot size, density, and setbacks.
- The common wall must meet fire-resistance ratings as defined by building codes
- Each unit must have a separate and compliant entrance and driveway. Driveways that connect would be required to provide a cross-easement agreement.

- Documents would need to be drafted to establish the new property structure. Part of this documentation would be a Condominium Declaration, or Master Deed. This document provides a precise legal description of each unit and defines common elements such as roof, foundation or shared land that is jointly owned. This document generally spells out percentage of ownership for these common elements that is used to calculate fees for maintenance and repairs.
- An HOA may be created for the two units.
- A licensed surveyor must provide a new site plan for the two individual units and. This document will provide a legal description of each individual unit and providing a drawing of the new units. This drawing will show the precise boundaries of each unit and any common spaces.
- Requires non-public hearing recommendation of the Planning Commission with final approval by the Governing Body.

This process will likely take the course of several months to draft and review language to include conducting a public hearing for text change and then route to Governing Body for final approval. Planning Commission may want to allow for continuation of lot splits on the remaining 13 duplexes to be constructed on S. Fourth St. East to follow historic process. Planning Commission/Governing Body could put a moratorium for any new duplex construction that would request individual lot split until a text amendment process could take place. This could even be delayed until the new Planning & Development Director is hired.

Legal: None

Financial: None

Recommendation: Discussion and direct staff accordingly.



Memo: Item 10

To: Planning Commission

From: Staff

Date: Feb. 19, 2026

Re: Subdivision questions

At the January meeting, a planning member asked several questions about subdivision inspections.

Those questions included:

- 1) How is a new subdivision verified it is completed properly?
- 2) How are public utilities installed?
- 3) What is the final acceptance for public utilities?
- 4) Questions directed specifically about Rolling Rock Reserve – have utilities been accepted, lack of street lights, entrance monument on S. 16th Street is too big and side structures are either in public easement or built on individual lots.

The following are the various aspects for plan review/inspections:

- Inspector reviews building plan
- Inspector reviews site plan: site drainage to include detention/retention basins and elevations. Staff reviews landscape, sidewalks, roof line, design standards, use, etc
- Inspector oks for permitting based on any necessary changes required
- As project is being constructed, inspector is reviewing drainage (detention/retention), elevations and that building(s) are constructed to plans (building is placed on property correctly). This includes sidewalks, driveways, parking lots, entrances.
- Inspections are made that structure construction complies with adopted building code
- Public utilities: Inspector reviews new extensions of public utilities, new service installations, and either inspector or city staff reviews service connections/taps (Public Works taps water & gas and inspects contractor sewer taps)

Rolling Rock Reserve developer TJ Williams plans to attend the meeting to discuss the questions directed about Rolling Rock. Attached is the plan for the Rolling Rock S. 16th Street entrance that indicates the width of the island is to be 22.34 ft and that is what it measures. The side structures are located on the dedicated street ROW and staff will work with the developer to make adjustments as needed to account for those. Williams will also provide plans for street lights.

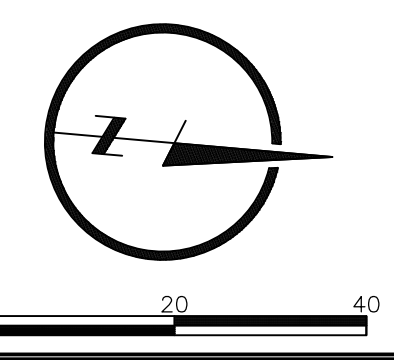
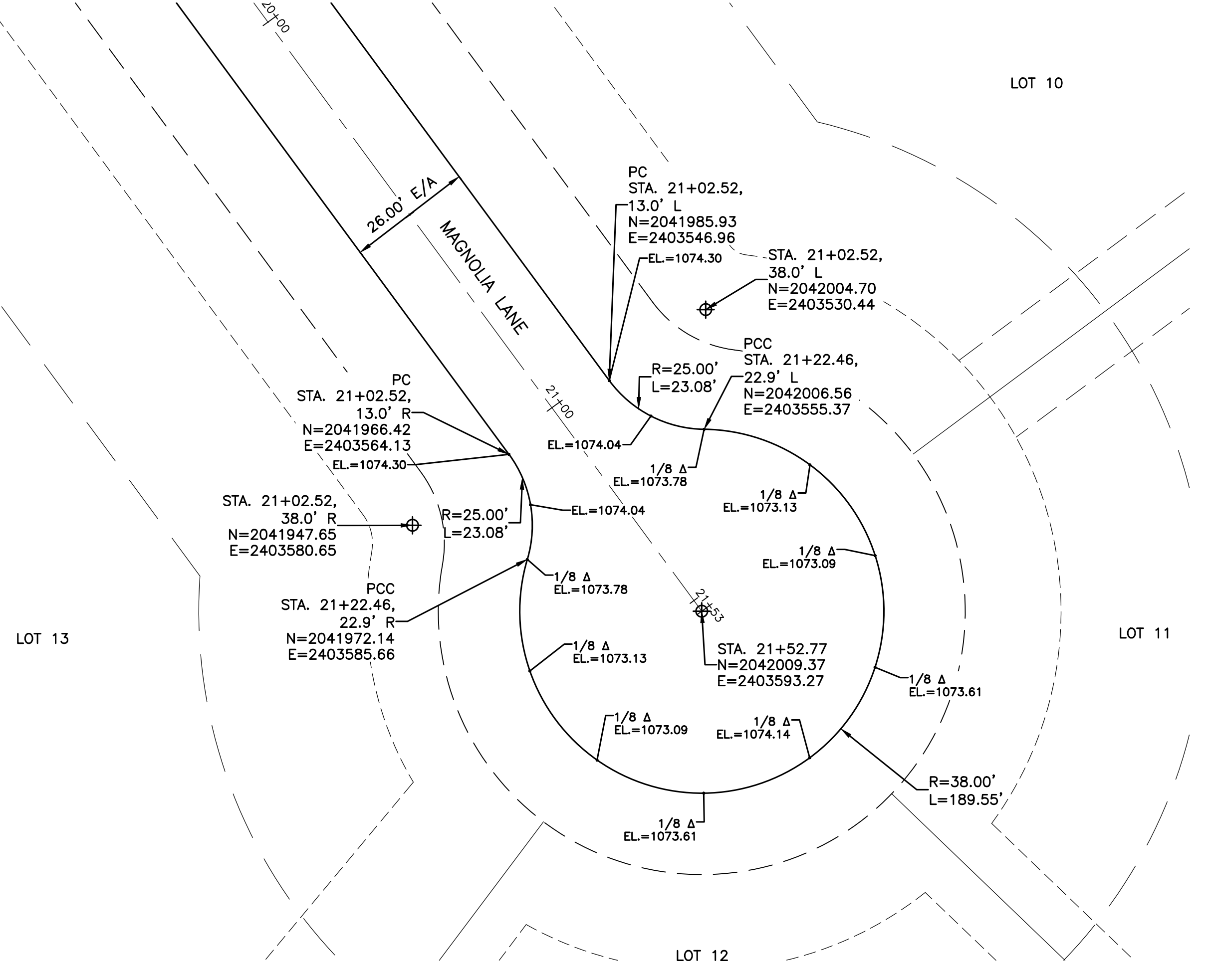
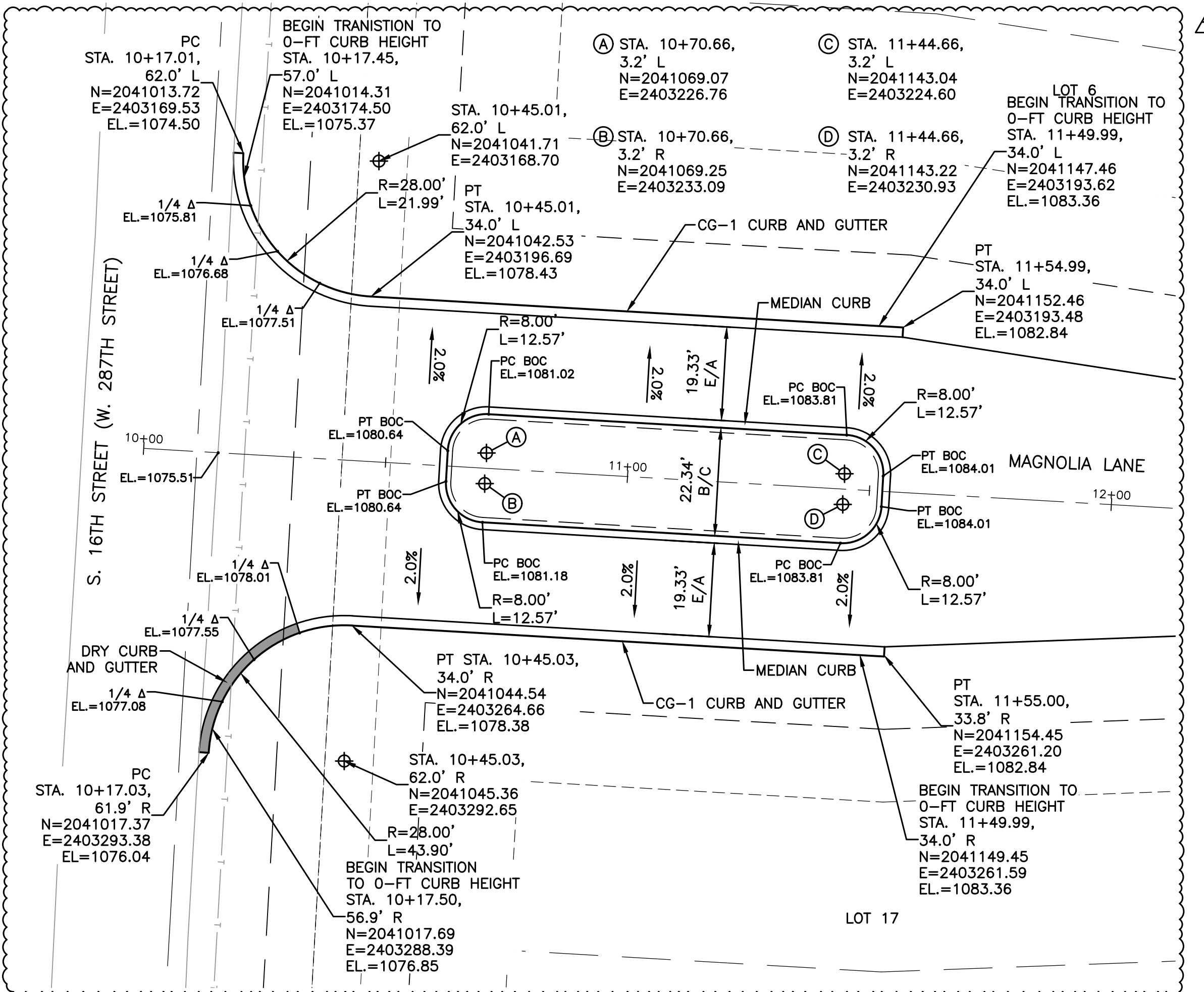
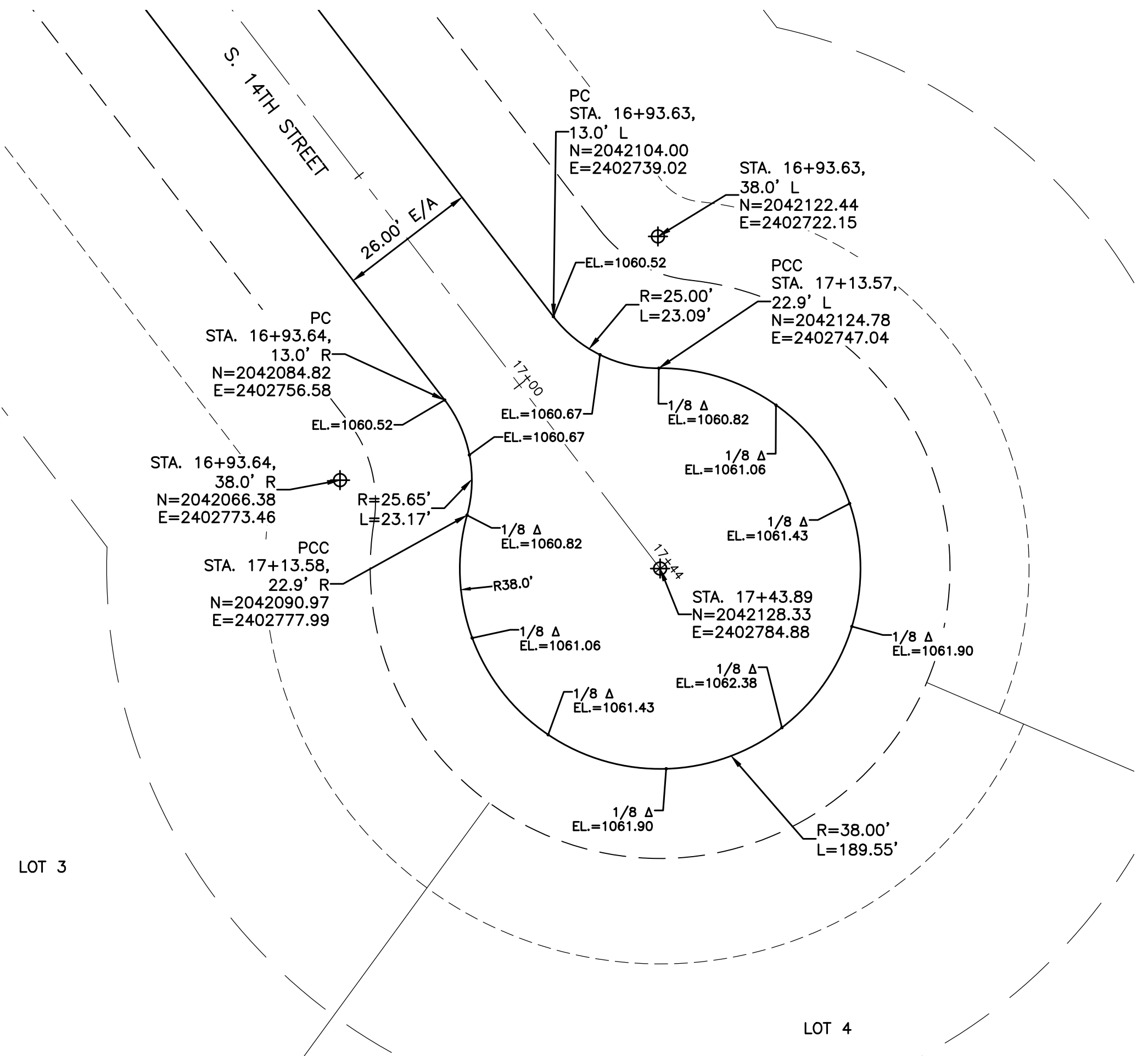
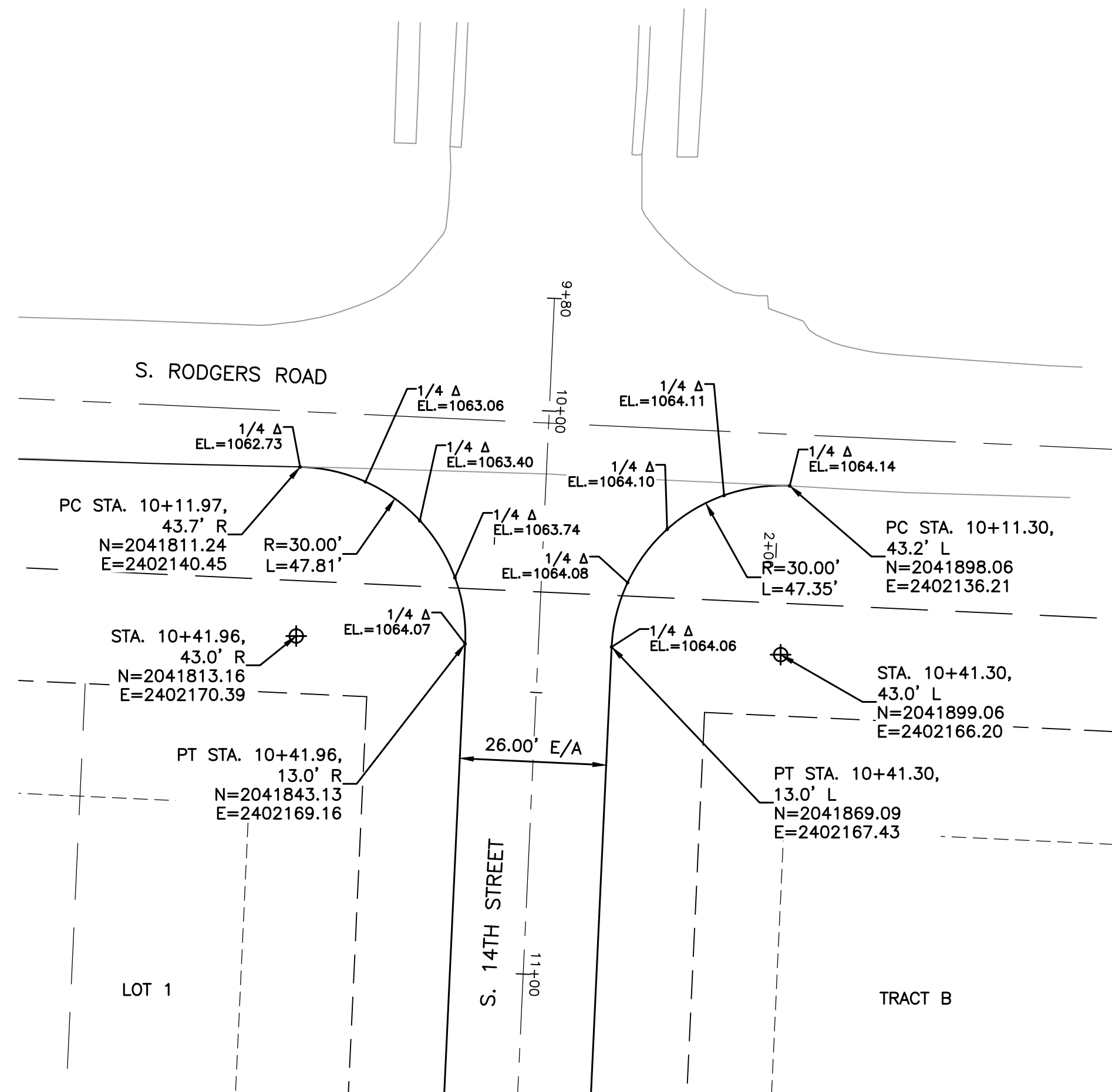
Rolling Rock Reserve public utilities have not been brought to the City for acceptance. This acceptance is approved by the Governing Body and includes:

- Maintenance bond: a guarantee from defects in workmanship and materials and providing for required repairs in the first two years after date of acceptance in an amount equal to 100 percent of the cost of the improvements as either a maintenance bond issued by a bonding company or cash deposited in escrow from which the applicant would be entitled to any interest income.
- As-built drawings: includes the results of a post-construction survey, that shall include elevation of all structures (sanitary sewer manholes, storm sewer inlets, pipe inverts and structure top elevations); final adjusted stationing of all structures (valves, hydrants and blow-off assemblies); and final adjusted contours as featured in grading and drainage plans. The as-builts must include a signed Engineer's Certification.
- Formal acceptance by the Governing Body.

Legal: None

Financial: None

Recommendation: Receive and file.



MARK DANIEL MCSHEE, JR.
 KS PE - 20773

INTERSECTION LAYOUT PLAN SHEET
 LAND DISTURBANCE, STREET AND STORMWATER PLANS
 ROLLING ROCK RESERVE AND PARK MEADOWS PHASE III
 CITY OF LOUISBURG, MIAMI COUNTY, KANSAS

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REVISIONS

08/02/2024	ENTRANCE REVISION
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DESIGNER / DRAFTER
 JMD/AJM/BDN
 DATE
 FEBRUARY, 2023
 PROJECT NUMBER
 0322130
 BOOK AND PAGE