

# Planning and Zoning Committee - Ozawkie, KS

## Meeting Minutes

08/01/2022 7:00P.M.

Present: Kim Holland, Malcolm Griffin, Paul Crawford, and Rob Fisher

Not Present: Steve Curran

Guest: None

Next meeting: 09/06/2022 @ 7:00 P.M.

### 1. Actions:

Meeting started at 7:00 P.M. Rob called the meeting to order.

Agenda for meeting:

#### A. Old Business:

1. Discussed status of old files and what will be done to gather them and what will be done for new application storage moving forward. Refer to City Clerk. Status Check?

#### B. New Business:

1. Paul Crawford presented a new template for his inspection report which he feels would be better suited for the whole construction/inspection process. The current checklist is fine for the start of construction and for end of the project, however, lacks the opportunity to address needs and make corrective recommendations during the construction/project process. After reviewing the two forms and listening to Paul, the following motion was made: ***Motion was made by Malcolm Griffin and Second by Kim Holland, to recommend to the City Council the adaptation and immediate use of the Inspector Report template that was presented by Paul Crawford. Motion passed unanimously. (Copy of Template is attached with Minutes)***
2. Discussion was brought up on what to do with an approved application that needs to be amended. Committee could not find a procedure for this; we have a current approved application for Marc Woods (04-2022). Mr. Woods needs to move his driveway location a few feet over than what was originally submitted on the site plan. Since no procedure could be found, the committee instructed Mr. Woods to submit page 1 of the application in addition to a new site plan sketch showing the new

location of the driveway for inspector review. Due to this committee made the following recommendation: ***Motion was made by Malcolm Girffin and second by Kim Holland to recommend to the City Council a procedure to amend approved applications that may need to be change midterm during the build/project process. Motion passed unanimously.***

**Adjourned:**

Meeting was adjourned 7:25 P.M.