

# Planning and Zoning Committee - Ozawkie, KS

## Meeting Minutes

02/07/2022 7:00P.M.

Present: Kim Holland, Rob Fisher, and Malcolm Griffin.

Committee Members Not Present: Steve Curran - Illness  
Next meeting: 3/07/2022 @ 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: None

B. New Business:

- 1.) For access and research purposes, could all the P/Z members have a key to access the city office after business hours.
- 2.) Would it be possible for committee members to help assist applicants with filling out permit application?
- 3.) Do we currently give out a permit application sample to all applicants showing what information is need and how it should be filled? (Reason being is we are seeing a good many applications that are extremely vague in nature.)
- 4.) P/Z training, do we have a date yet for this?
- 5.) Application Process, what is the due course for this, can construction start without a permit, can a inspection be done prior to permit approval?

C. Mary Getto Permit Application: *Committee received the permit application on the 4<sup>th</sup> of Feb, we did not have to time to really review it prior to tonight's meeting, however, upon review tonight a few items we noticed on the application and at this time will hold off on a recommendation until the following items on the application are clarified:*

- 1.) Affidavit of Code Compliance needs to be notarized.
- 2.) More details are needed regarding the structure:
  - a. Will there be Electrical, Plumbing, and or HVAC to the addition.
  - b. Location of doorways and windows.

- c. Foundation: Is it going on existing one, or will new foundation be added.
- d. Roofing and exterior wall materials.
- e. Site Map needs more of detailed sketch, with measurements.

We would be glad to assist the applicant on this. We did notice the inspector has signed off, question came up is, did he sign off on the application or has the structure been built and he signed off on the addition?

Once we have a little more information and the application is in compliant nature the committee will make its recommendation set for the March meeting.

**2. Adjourned:**

Meeting was adjourned 7:31 P.M.