

Planning and Zoning Committee - Ozawkie, KS

Meeting Minutes

09/06/2022 7:00P.M.

Present: Kim Holland, Malcolm Griffin, Phil Gosser, Steve Curran, and Rob Fisher

Not Present: Paul Crawford – Prior Commitment

Guest: Dave Ayres

Next meeting: 10/03/2022 @ 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. Discussion/ Concern was brought up on an approved permit that was done earlier this year. Applicant name: Alisha Kelly, Contractor name Cory Kelly. Concern is they are using this building for commercial pursuits that are outside of the buildings purpose on the original application that they had filed with the P/Z and there may also be other building violations, with no known amendments/variances made to P/Z Committee. I told the committee that the City Council and the Mayor were aware and are looking into this matter.

B. New Business:

1. Kim Holland had put together an applicant tracking checklist/spreadsheet, that would allow for digital links to be used to access GIS records to verify property details etc. at the same time allowing for a key item checklist to use for application review. In addition to scanning and keeping/retaining a digital application on file for reference. Kim discussed with the committee the functions of the spreadsheet and had informed the committee she had discussed this with the City Clerk and Mayor:
Motion was made by Kim Holland and Second by Steve Curran, to recommend to the City Council the adaptation and immediate use of spreadsheet. Motion passed unanimously. (Copy of spreadsheet is attached with Minutes)

SIDE NOTE: Question was made on storage and access of spreadsheet. The committee feels that Google Docs, would be the easiest way to store and update the spreadsheet and files. The City Clerk can hold admin rights and give permission to

committee members to access and take access away if someone comes off the committee. Would this be possible?

2. Kim Holland discovered two forms on the City's P&Z section of the website, question is should we be using these forms? If not, can we have them removed from website?
(Forms attached with minutes.)

Adjourned:

Meeting was adjourned 7:46 P.M.