



**CITY OF LANSING**  
**Council Chambers**  
800 1st Terrace  
Lansing, KS 66043

**COUNCIL AGENDA**  
**Regular Meeting**  
**Thursday, April 2, 2015**  
**7:00 P.M.**

**WELCOME TO YOUR CITY COUNCIL MEETING**

Regular meetings are held on the first and third Thursday of each month at 7 pm and are televised on Cable Television Channel 2 on Monday 7 pm, Tuesday 10 am & 7 pm, Friday 5 pm, Saturday 1 pm and Sunday 7 pm.

Any person wishing to address the City Council, simply proceed to the microphone in front of the dais after the agenda item has been introduced and wait to be recognized by the Mayor. When called upon, please begin by stating your name and address. A time designated "Audience Participation" is listed on the agenda for any matter that does not appear on this agenda. The mayor will call for audience participation. Please be aware that the city council and staff may not have had advance notice of your topic and that the city council may not be able to provide a decision at the meeting. If you require any special assistance, please notify the city clerk prior to the meeting.

***Call To Order***

***Pledge of Allegiance***

***Roll Call***

**OLD BUSINESS:**

1. Approval of Minutes

**NEW BUSINESS:**

***Audience Participation***

***Presentations:***

2. Lansing High School Scholars Bowl
3. Lansing High School Power Lifting
4. Lansing High School Wrestler
5. National Library Week Proclamation

***Council Consideration of Agenda Items:***

6. Temporary Cereal Malt Beverage License for Lansing DAZE and Autumn in the Grove
7. Tree Board Appointment
8. Award of Bid – Gamble Road Improvements: Project No. 06-03
9. Conditional Use Permit – 422 North DeSoto Road
10. Plaque Donation Policy

***Reports:***

City Engineer; City Attorney; City Administrator; Councilmembers

***Other Items of Interest:***

***Adjournment***

TO: Mike Smith *ms*  
FROM: Sarah Bodensteiner, City Clerk *SIB*  
DATE: March 27, 2015  
SUBJECT: Agenda Summary

Call To Order  
Pledge of Allegiance  
Roll Call

**OLD BUSINESS:**

- 1. **Approval of Minutes**  
The regular meeting minutes of March 19, 2015 are attached.
  - **ACTION:** A motion to approve the regular meeting minutes for March 19, 2015 as presented.

**NEW BUSINESS:**

**Audience Participation Presentation**

- 2. **Lansing High School Scholars Bowl**
  - Mayor Kirby will recognize the Scholars Bowl team for their outstanding achievement.
- 3. **Lansing High School Powerlifting Team**
  - Mayor Kirby will recognize the Powerlifting team for their outstanding achievement.
- 4. **Lansing High School Wrestler**
  - Mayor Kirby will recognize wrestler Caleb Ward for his outstanding achievement.
- 5. **National Library Week Proclamation**
  - A proclamation in recognition of National Library Week, April 12-18, 2015.

**Items for Council Consideration:**

- 6. **Temporary Cereal Malt Beverage License for Lansing DAZE and Autumn in the Grove**
  - A request for a temporary cereal malt beverage license for Lansing DAZE, May 1<sup>st</sup> and 2<sup>nd</sup>, 2015, and Autumn in the Grove, October 10, 2015.
  - **MOTION:** To approve the temporary cereal malt beverage license for the Lansing DAZE and Autumn in the Grove event as presented.
- 7. **Tree Board Appointment**
  - The Lansing Tree Board and staff recommend the appointment of Randy Dorf to the Lansing Tree Board for a term ending December 31, 2017.
  - This position was advertised prior to its expiration on December 31, 2014.
  - **MOTION:** To appoint Randy Dorf to the Lansing Tree Board for a term ending December 31, 2017.
- 8. **Award of Bid – Gamble Road Improvements: Project No. 06-03**
  - Two sealed bids were received on March 23, 2015.
  - The lower bid was from Linaweaver Construction with a total bid amount of \$320,536.30.
  - There is \$266,862 in Federal Funds Exchange available for the project at this time, and we anticipate drawing an additional \$53,674 needed for the project from next year's Federal Funds Exchange allocation.
  - **MOTION:** To award the bid for Lansing Project No. 06-03 (Gamble Road Improvements) to Linaweaver Construction of Lansing, Kansas.
- 9. **Conditional Use Permit – 422 North DeSoto Road**
  - Property Owner, Michelle Portwood is requesting a conditional use permit to establish a new commercial day care center at 422 North DeSoto Road.
  - The land is zoned A-1, Agricultural, and is allowable in this zoning category when it meets all the adopted ordinances and building code requirements. The property has been well maintained since being purchased by the current owner.
  - The Planning Commission approved the conditional use permit with the following conditions at its March 18, 2015, meeting: all Zoning Ordinance codes and applicable building code requirements are met prior to issuance of a certificate of occupancy, and in reference to the hard surface driveway, it must be constructed within one year of City Council approval of the conditional use permit.
  - **MOTION:** To approve the conditional use permit for 422 North DeSoto Road with the conditions set forth by the Planning Commission: all Zoning Ordinance codes and applicable building code requirements are met prior to issuance of a certificate of occupancy, and in reference to the hard surface driveway, it must be constructed within one year of City Council approval of the conditional use permit.
- 10. **Plaque Donation Policy**
  - A policy for plaque donations at City of Lansing, Kansas owned buildings.
  - **MOTION:** To approve the Plaque Donation Policy as presented.

Reports: City Attorney; City Administrator; Councilmembers

Other Items of Interest  
Adjournment

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**AGENDA SUMMARY**

**TO:** Michael W. Smith *MS*  
**FROM:** Sarah Bodensteiner, City Clerk *SB*  
**DATE:** March 24, 2015  
**SUBJECT:** Approval of Minutes

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The regular meeting minutes for March 19, 2015 are enclosed for your review.

**Action:**  
Staff recommends a motion to approve the regular meeting minutes for March 19, 2015 as presented.

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**Call To Order:**

The regular meeting of the Lansing City Council was called to order by Mayor Gene Kirby at 7:00 p.m.

**Roll Call:**

Mayor Gene Kirby called the roll and indicated which councilmembers were in attendance.

**Councilmembers Present:**

**Ward 1:** Kevin Gardner and Dave Trinkle  
**Ward 2:** Andi Pawlowski and Don Studnicka  
**Ward 3:** Kerry Brungardt and Jesse Garvey  
**Ward 4:** Tony McNeill

**Councilmembers Absent:** Gregg Buehler

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**OLD BUSINESS:**

**Consent Calendar:** Councilmember Trinkle moved to approve the regular meeting minutes of March 5, 2015. Councilmember Pawlowski seconded the motion. The motion was approved, with Councilmembers Studnicka and Garvey abstaining from the vote.

**NEW BUSINESS:**

**Audience Participation:** Mayor Kirby called for audience participation and there was none.

**Presentation:** Proclamation – Tree City. Mayor Kirby presented the Tree City Proclamation proclaiming Arbor Day in Lansing as April 3, 2015, to Tree Board member and City Councilmember Kevin Gardner.

- Councilmember Gardner stated this is Lansing's fifteenth year as being a participant of Tree City U.S.A. The tree planting ceremony will be at Kenneth Bernard Park on Friday April 3, 2015 at 10:00 a.m. The Tree Board will be visiting the botanical gardens at Ward-Meade Park, next Wednesday as part of their annual trip, and to get more information about different types of arboretums. Tom Mink recently resigned, and we were able to say thank you with a plaque at our meeting last week. We also have another applicant, Randy Dorf, who will be coming up for approval by the City Council in a future meeting.

**COUNCIL CONSIDERATION OF AGENDA ITEMS:**

**Ordinance No. 944 – An Ordinance to Adopt New Flood Maps for Lansing, Kansas, and Amend All Previous Floodplain Ordinances:** Councilmember Brungardt moved to adopt Ordinance No. 944 – An Ordinance to Adopt New Flood Maps for Lansing, Kansas, and Amend All Previous Floodplain Ordinances. Councilmember Studnicka seconded the motion. The motion was approved, with Councilmember Pawlowski abstaining from the vote.

**Fence Request – 1296 Summit Court:** Councilmember Trinkle moved to approve the fence request for JMK Partnership, LLC, at 1296 Summit Court. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

Councilmember Trinkle moved to go into an Executive Session to discuss confidential data relating to financial affairs or trade secrets of second parties, regarding economic development for 20 minutes beginning at 7:07 p.m. and returning at 7:27 p.m. Councilmember Pawlowski seconded the motion. The motion was unanimously approved.

Councilmember Trinkle moved to close the Executive Session at 7:27 p.m. Councilmember Gardner seconded the motion. The motion was unanimously approved.

Councilmember Trinkle moved to return to open session. Councilmember Brungardt seconded the motion. The motion was unanimously approved.

**REPORTS:**

**City Attorney:** City Attorney had nothing to report.

**City Administrator:** City Administrator Michael Smith had nothing to report.

**Governing Body:** Councilmember Garvey stated Happy Arbor Day.

Councilmember Gardner wished Chief Wayman and Mike Smith good luck with the Police vs. the Fire Department. Benefit game Saturday at 3:00 p.m. at the Activity Center, and it benefits the American Cancer Society and the Wounded Warriors Program, so good luck.

**ADJOURNMENT:** Councilmember Gardner moved to adjourn. Councilmember Trinkle seconded the motion. The motion was unanimously approved. The meeting was adjourned at 7:29 p.m.

**ATTEST:**

\_\_\_\_\_  
Louis E. Kirby, Mayor

\_\_\_\_\_  
Sarah Bodensteiner, City Clerk

**TO:** Michael W. Smith, City Administrator *ms*  
**FROM:** Sarah Bodensteiner, City Clerk *SB*  
**DATE:** March 9, 2015  
**SUBJECT:** Lansing High School Scholars Bowl

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The Lansing High School Scholars Bowl Team placed 2<sup>nd</sup> for the State tournament. The team members are listed below.

- Emily Laurence (Senior; Scholars Bowl 4 years) – Team Captain
- Tyler Woodcock (Senior; Scholars Bowl 2 year)
- Daniel Santos (Senior; Scholars Bowl 1 year) – Alternate
- Kara Fort (Junior, Scholars Bowl 1 year)
- Luke Lozenski (Junior, Scholars Bowl 3 years)
- Max Erickson (Sophomore, Scholars Bowl 2)
- Debra Hutton, Coach

Mayor Kirby will recognize the Lansing High School Scholars Bowl team members for their outstanding achievements.

Action: None

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**TO:** Michael W. Smith, City Administrator  
**FROM:** Sarah Bodensteiner, City Clerk *SB*  
**DATE:** March 11, 2015  
**SUBJECT:** Lansing High School Powerlifting Team

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The Lansing High School Powerlifting team competed on March 7, 2015 and the girls team are the 5A State Champions. Other results have been provided by the Coach, Zac Craig.

Paige Herrera-1st  
AC Irwin-3rd  
Bailey Zinser-3rd  
Jessica Obregon-2nd  
Jena Goebel-3rd overall and 1st on bench press  
Haley Myers-2nd overall and 1st bench press  
Mikayla DePaolis-2nd overall  
Sean Cranford-2nd overall  
Austin Foley-2nd overall  
Scott Hattok-3rd overall

Mayor Kirby will recognize the Lansing High School Powerlifting team for their outstanding achievements.

Action: None

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# *Proclamation National Library Week 2015*

*Whereas, our nation's public, academic and school libraries provide equity of access to library users nationwide no matter their age, income and socioeconomic background;*

*Whereas, libraries play a vital role in providing millions of people with the resources they need to live, learn and work in the 21st century;*

*Whereas, libraries are changing and dynamic places and librarians are the ultimate search engine, helping people of all ages find the information they need in print and online;*

*Whereas, libraries are part of the American Dream - places for opportunity, education, self-help and lifelong learning;*

*Whereas, libraries bring you a world of knowledge both in person and online, as well as personal service and assistance in finding what you need, when you need it;*

*Whereas, libraries are a key player in the national discourse on intellectual freedom, equity of access, and narrowing the "digital divide;"*

*Whereas, awareness and support must be increased for libraries, librarians and library workers by raising their visibility in a positive context and by communicating clearly and strongly why libraries are both unique and valuable and how librarians provide the information literacy skills that people need to succeed throughout life;*

*Whereas, more individuals must be recruited to the profession of librarianship and to work in libraries to maintain their vitality in today's changing workplace;*

*Whereas, libraries, librarians, library workers and supporters across America are celebrating National Library Week with Unlimited possibilities @ your library®.*

*Now, Therefore, be it resolved that I, Louise E. Kirby, Mayor of the City of Lansing, in the State of Kansas proclaim:*

*National Library Week, April 12-18, 2015*

*And encourage all residents to take advantage of the variety of library resources available at the Lansing Community Library. I also urge them to thank both librarians, library workers, and volunteers for providing valuable services and making information accessible to all who walk through the library's doors. Come see why there's something for everyone @ your library.*

*City of Lansing*

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*Louise E. Kirby, Mayor*

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*Sarah Bodensteinor, City Clerk*



**PARTNERSHIP, FIRM OR ASSOCIATION  
APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES**  
(This form has been prepared by the Attorney General's Office)

City or  County of Lansing

<b>SECTION 1 – LICENSE TYPE</b>	
Check One: <input type="checkbox"/> New License <input type="checkbox"/> Renew License <input checked="" type="checkbox"/> Special Event Permit	
Check One: <input checked="" type="checkbox"/> License to sell cereal malt beverages for consumption on the premises. <input type="checkbox"/> License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.	

<b>SECTION 2 – APPLICANT INFORMATION</b>		
Kansas Sales Tax Registration Number (required):		
Name of Partnership/Firm/Association City of Lansing	Phone No. 913-727-3036	
Place of Business Street Address 800 First Terrace	City Lansing	Zip Code 66043

<b>SECTION 3 – LICENSED PREMISE</b>					
Licensed Premise (Business Location or Location of Special Event)			Mailing Address (If different from business address)		
DBA Name Lansing Daze/Blues, Brew & BBQ Festival			Name City of Lansing		
Business Location Address Eisenhower Crossing; 871 W. Eisenhower			Address 800 First Terrace		
City Lansing	State KS	Zip 66043	City Lansing	State KS	Zip 66043
Business Phone No. 913-727-3036			<input type="checkbox"/> I own the proposed business location. <input checked="" type="checkbox"/> I do not own the proposed business location.		
Business Location Owner Name(s) US Federal Properties, Co.; LLC					

<b>SECTION 4 – PARTNER AND FIRM/ASSOCIATION MEMBER INFORMATION</b>					
List each partner or member of a firm/association and their spouse, if applicable. Attach additional pages if necessary.					
Partner/Member Name		Title		Date of Birth	
Residence Street Address		City	State	Zip Code	
Spouse Name		Title		Date of Birth	
Residence Street Address		City	State	Zip Code	
Partner/Member Name		Title		Date of Birth	
Residence Street Address		City	State	Zip Code	
Spouse Name		Title		Date of Birth	
Residence Street Address		City	State	Zip Code	
Partner/Member Name		Title		Date of Birth	
Residence Street Address		City	State	Zip Code	
Spouse Name		Title		Date of Birth	
Residence Street Address		City	State	Zip Code	

**SECTION 4 – PARTNER AND FIRM/ASSOCIATION MEMBER INFORMATION (CONTINUED)**

Partner/Member Name	Title	Date of Birth
Residence Street Address	City	State Zip Code
Spouse Name	Title	Date of Birth
Residence Street Address	City	State Zip Code
Partner/Member Name	Title	Date of Birth
Residence Street Address	City	State Zip Code
Spouse Name	Title	Date of Birth
Residence Street Address	City	State Zip Code
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Residence Street Address	City	State Zip Code
Partner/Member Name	Title	Date of Birth
Residence Street Address	City	State Zip Code
Spouse Name	Title	Date of Birth
Residence Street Address	City	State Zip Code
Partner/Member Name	Title	Date of Birth
Residence Street Address	City	State Zip Code
Spouse Name	Title	Date of Birth
Residence Street Address	City	State Zip Code

**SECTION 5 – MANAGER OR AGENT INFORMATION**

My place of business or special event will be conducted by a manager or agent.		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide the following:			
Manager or Agent Name Michael W. Smith	Phone No. 913-727-3233	Date of Birth 02/10/1955	
Residence Street Address 707 Ida Street	City Lansing	State KS	Zip Code 66043
<b>Manager or Agent Spousal Information</b>			
Manager or Agent Spouse Name	Phone No.	Date of Birth	
Residence Street Address	City	State	Zip Code

<b>SECTION 6 – QUALIFICATION FOR LICENSURE</b>	
Applies to each partner or member of a firm or association AND their spouses.	
Are all persons identified in Sections 4 & 5 are Citizens of the United States <sup>1</sup> ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Have all persons identified in Sections 4 & 5 have been a resident of Kansas for at least one year prior to application <sup>2</sup> ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Have all persons identified in Sections 4 & 5 been residents of this county for at least six months <sup>3</sup> ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
All persons identified in Sections 4 & 5 are at least 21 years old <sup>4</sup> ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Within 2 years immediately preceding the date of this application, have any of the persons identified in Sections 4 & 5 have been convicted of, released from incarceration for or released from probation or parole for any of the following crimes: (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the partnership, firm or association have a manager, officer or director who was an officer, manager, director or stockholder owning in the aggregate more than 25% of the stock of a corporation that had a CMB license revoked or was convicted of a violation of the Club and Drinking Establishment Act or the CMB laws.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has the spouse of any partner or member been convicted of any of the crimes identified in Section 6 during the time the spouse held a CMB license?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>SECTION 6 – DURATION OF SPECIAL EVENT</b>			
Start Date	May 1, 2015	Time	2:00 PM to 11:00 PM <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
End Date	May 2, 2015	Time	10:00 AM to 4:00 PM <input checked="" type="checkbox"/> AM <input checked="" type="checkbox"/> PM

I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct and that I am authorized by the partnership/firm/association to complete this application. (K.S.A. 52-601)

SIGNATURE *Michelle Smith* DATE 03.25.15

Print Form

FOR CITY/COUNTY OFFICE USE ONLY:	
<input type="checkbox"/> License Fee Received Amount \$ _____ Date _____	
(\$25 - \$50 for Off-Premise license or \$25-200 for On-Premise license)	
<input type="checkbox"/> \$25 CMB Stamp Fee Received Date _____	
<input type="checkbox"/> Background Investigation <input type="checkbox"/> Completed Date _____ <input type="checkbox"/> Qualified <input type="checkbox"/> Disqualified	
<input type="checkbox"/> New License Approved Valid From Date _____ to _____ By: _____	
<input type="checkbox"/> License Renewed Valid From Date _____ to _____ By: _____	
<input type="checkbox"/> Special Event Permit Approved Valid From Date _____ to _____ By: _____	

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR QUARTERLY REPORT (ABC-307) TO THE ALCOHOLIC BEVERAGE CONTROL, 915 SW HARRISON STREET ROOM 214, TOPEKA, KS. 66625-3512.

<sup>1</sup> Spouse not required to be U.S. citizen. K.S.A. 41-2703(b)(9)  
<sup>2</sup> Spouse not required to be Kansas resident. K.S.A. 41-2703(b)(9)  
<sup>3</sup> Spouse not required to be a resident of the county. K.S.A. 41-2703(b)(9)  
<sup>4</sup> Spouse not required to be over 21 years of age. K.S.A. 41-2703(b)(9)

**PARTNERSHIP, FIRM OR ASSOCIATION  
APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES**  
(This form has been prepared by the Attorney General's Office)

City or  County of Lansing

<b>SECTION 1 – LICENSE TYPE</b>	
Check One: <input type="checkbox"/> New License <input type="checkbox"/> Renew License <input checked="" type="checkbox"/> Special Event Permit	
Check One:	
<input checked="" type="checkbox"/> License to sell cereal malt beverages for consumption on the premises.	
<input type="checkbox"/> License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.	

<b>SECTION 2 – APPLICANT INFORMATION</b>		
Kansas Sales Tax Registration Number (required):		
Name of Partnership/Firm/Association City of Lansing	Phone No. 913-727-3036	
Place of Business Street Address 800 First Terrace	City Lansing	Zip Code 66043

<b>SECTION 3 – LICENSED PREMISE</b>					
Licensed Premise (Business Location or Location of Special Event)			Mailing Address (If different from business address)		
DBA Name Autumn in the Grove			Name City of Lansing		
Business Location Address Kelly Grove Park/Lansing Community Center			Address 800 First Terrace		
City K-7 & Gilman/800 1st Terr., Lansing	State KS	Zip 66043	City Lansing	State KS	Zip 66043
Business Phone No. 913-727-3036			<input type="checkbox"/> I own the proposed business location.		
Business Location Owner Name(s) US Federal Properties, Co.; LLC			<input checked="" type="checkbox"/> I do not own the proposed business location.		

<b>SECTION 4 – PARTNER AND FIRM/ASSOCIATION MEMBER INFORMATION</b>					
List each partner or member of a firm/association and their spouse, if applicable. Attach additional pages if necessary.					
Partner/Member Name		Title		Date of Birth	
Residence Street Address		City	State	Zip Code	
Spouse Name		Title		Date of Birth	
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Residence Street Address		City	State	Zip Code	
Spouse Name		Title		Date of Birth	
Residence Street Address		City	State	Zip Code	
Partner/Member Name		Title		Date of Birth	
Residence Street Address		City	State	Zip Code	
Spouse Name		Title		Date of Birth	
Residence Street Address		City	State	Zip Code	



SECTION 4 – PARTNER AND FIRM/ASSOCIATION MEMBER INFORMATION (CONTINUED)			
Partner/Member Name	Title	Date of Birth	
Residence Street Address	City	State	Zip Code
Spouse Name	Title	Date of Birth	
Residence Street Address	City	State	Zip Code
Partner/Member Name	Title	Date of Birth	
Residence Street Address	City	State	Zip Code
Spouse Name	Title	Date of Birth	
Residence Street Address	City	State	Zip Code
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Residence Street Address	City	State	Zip Code
Spouse Name	Title	Date of Birth	
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Partner/Member Name	Title	Date of Birth	
Residence Street Address	City	State	Zip Code
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Partner/Member Name	Title	Date of Birth	
Residence Street Address	City	State	Zip Code
Spouse Name	Title	Date of Birth	
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Spouse Name	Title	Date of Birth	
Residence Street Address	City	State	Zip Code

SECTION 5 – MANAGER OR AGENT INFORMATION			
My place of business or special event will be conducted by a manager or agent.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide the following:			
Manager or Agent Name Michael W. Smith	Phone No. 913-727-3233	Date of Birth 02/10/1955	
Residence Street Address 707 Ida Street	City Lansing	State KS	Zip Code 66043
Manager or Agent Spousal Information			
Manager or Agent Spouse Name	Phone No.	Date of Birth	
Residence Street Address	City	State	Zip Code

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Applies to each partner or member of a firm or association AND their spouses.	
Are all persons identified in Sections 4 & 5 are Citizens of the United States <sup>1</sup> ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Have all persons identified in Sections 4 & 5 have been a resident of Kansas for at least one year prior to application <sup>2</sup> ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Have all persons identified in Sections 4 & 5 been residents of this county for at least six months <sup>3</sup> ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
All persons identified in Sections 4 & 5 are at least 21 years old <sup>4</sup> ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Within 2 years immediately preceding the date of this application, have any of the persons identified in Sections 4 & 5 have been convicted of, released from incarceration for or released from probation or parole for any of the following crimes: (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the partnership, firm or association have a manager, officer or director who was an officer, manager, director or stockholder owning in the aggregate more than 25% of the stock of a corporation that had a CMB license revoked or was convicted of a violation of the Club and Drinking Establishment Act or the CMB laws.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has the spouse of any partner or member been convicted of any of the crimes identified in Section 6 during the time the spouse held a CMB license?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>SECTION 6 – DURATION OF SPECIAL EVENT</b>			
Start Date	October 10, 2015	Time	11:00
			<input checked="" type="checkbox"/> AM <input type="checkbox"/> PM
End Date	October 10, 2015	Time	5:00
			<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM

I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct and that I am authorized by the partnership/firm/association to complete this application. (K.S.A. 52-601)

SIGNATURE *M. W. Smith* DATE 08-24-15

Print Form

FOR CITY/COUNTY OFFICE USE ONLY:	
<input type="checkbox"/> License Fee Received Amount \$ _____ Date _____	
(\$25 - \$50 for Off-Premise license or \$25-200 for On-Premise license)	
<input type="checkbox"/> \$25 CMB Stamp Fee Received Date _____	
<input type="checkbox"/> Background Investigation <input type="checkbox"/> Completed Date _____ <input type="checkbox"/> Qualified <input type="checkbox"/> Disqualified	
<input type="checkbox"/> New License Approved Valid From Date _____ to _____ By: _____	
<input type="checkbox"/> License Renewed Valid From Date _____ to _____ By: _____	
<input type="checkbox"/> Special Event Permit Approved Valid From Date _____ to _____ By: _____	

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR QUARTERLY REPORT (ABC-307) TO THE ALCOHOLIC BEVERAGE CONTROL, 915 SW HARRISON STREET ROOM 214, TOPEKA, KS. 66625-3512.

<sup>1</sup> Spouse not required to be U.S. citizen. K.S.A. 41-2703(b)(9)  
<sup>2</sup> Spouse not required to be Kansas resident. K.S.A. 41-2703(b)(9)  
<sup>3</sup> Spouse not required to be a resident of the county. K.S.A. 41-2703(b)(9)  
<sup>4</sup> Spouse not required to be over 21 years of age. K.S.A. 41-2703(b)(9)





## **CITY OF LANSING**

**800 First Terrace**

**Lansing, Kansas 66043**

**Telephone: 913-727-3036 \* Fax: 913-828-4579**

**www.lansing.ks.us**

### **APPLICATION FOR LANSING TREE BOARD MEMBER**

The City of Lansing is currently seeking volunteers for the Tree Board. These positions will be appointed to three year terms. Duties include attending board meetings on the 2nd Thursday of January, March, May, September, and November at 6:00 p.m., participating in board discussions, and assisting in various related events.

#### **DESIRED MINIMUM QUALIFICATIONS**

- \* Must be a resident in the city of Lansing urban growth management area
- \* 18 years of age

All applications should be returned to Lansing City Hall, 800 First Terrace, marked to the "Attention of the City Clerk."

**Name: Randal (Randy) E. Dorf**

**Street Address: 121 Willow Dr City: Lansing E-mail: redorf@firstcommand**

**Home Phone: cell: 913-306-4641 Secondary Phone: work 913-651-6820**

**Position Applying: Tree Board**

Please attach a written statement expressing your interest in being appointed to the Lansing Tree Board. Your written statement should address the following four topics:

1. Qualifications for the position.
2. Personal philosophy concerning community trees.
3. Desired accomplishments as a Board Member.
4. Willingness to attend board meetings on the 2nd Thursday of January, March, May, September and November at 6:00 p.m.
5. The name, address, and telephone number of three personal references.



## **CITY OF LANSING**

**800 First Terrace**

**Lansing, Kansas 66043**

**Telephone: 913-727-3036 \* Fax: 913-828-4579**

**[www.lansing.ks.us](http://www.lansing.ks.us)**

### **Application for Lansing Tree Board Member**

- 1. Qualifications for the Position: Graduate of the University of Nebraska with a BS degree in Biology and Chemistry. Possess an amateur interest in horticulture, specifically arboriculture.**
- 2. Personal philosophy concerning community trees: I believe the planting, growth, and culture of trees in public spaces should focus on the pleasure, health and safety of the public with a long term perspective.**
- 3. Desired accomplishments as a Board Member: To continue the good works of previous Tree Board plans with the goal of achieving the three focus points noted above in my philosophy concerning community trees.**
- 4. Willingness to attend board meetings on the 2<sup>nd</sup> Thursday of January, March, May, September, and November at 6:00pm: I am able and willing to attend these meetings along with any other events where my presence can be of service.**
- 5. Personal references:**
  - a) Barbara Eikmeier; 527 S. DeSoto Rd, Lansing, KS 66043, 913-727-2668.**
  - b) Lonnie Bowman; 14101 Belrive Circle, Basehor, KS 66007, 913-728-2201.**
  - c) James Pittman; 123 Willow Dr, Lansing, KS 66043, 913-727-1629.**

**TO:** Michael W. Smith, City Administrator *pl*  
**FROM:** John W. Young, Director of Public Works *gy*  
**DATE:** March 27, 2015  
**SUBJECT:** Award of Bid - Gamble Road Improvements: Project No. 06-03

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Sealed bids for the project were received on March 23, 2015. Two bids were received: one from Lexeco Inc., and one from Linaweaver Construction. The low bidder was Linaweaver Construction with a total bid amount of \$320,536.30. There is \$266,862 in Federal Fund Exchange (FFE) available for the project at this time, and we anticipate drawing the additional \$53,674 needed for the project from next year's FFE allocation.

FFE is a reimbursement program. Initial payments for the project are made from the city's general reserve fund, after which we submit a voucher to KDOT with appropriate documentation and they make a reimbursement payment, which is then re-deposited in the city's general reserve fund.

Action: Public Works' staff recommends the Council award the bid for Lansing Project No. 06-03 (Gamble Road Improvements) to Linaweaver Construction of Lansing, Kansas.

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City of Lansing  
 Gamble Road Improvements  
 Project No. 06-03

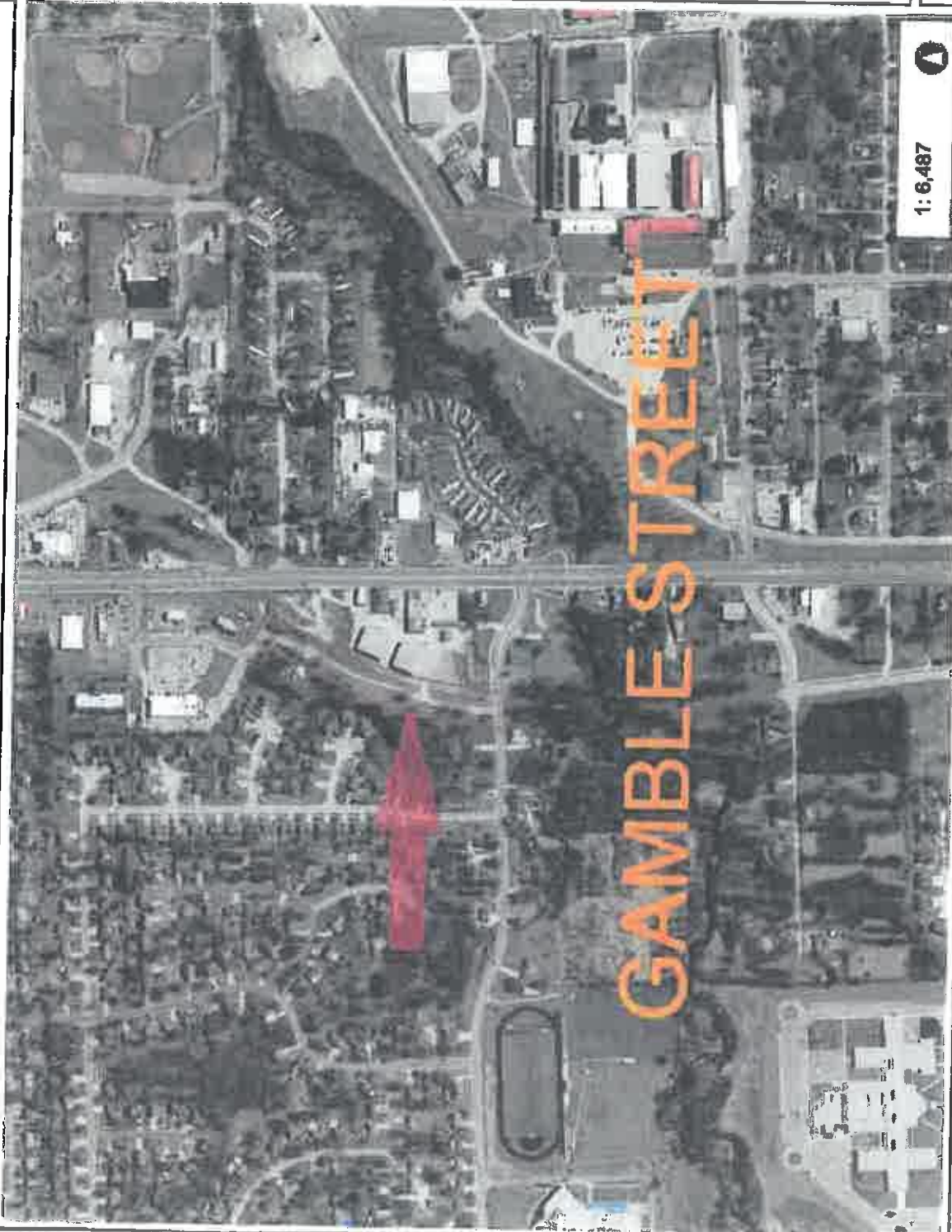
ITEM NO	ITEM DESCRIPTION	UNIT	QTY.	LEXECO		LINAWEAVER CONSTRUCTION		ENGINEER'S ESTIMATE	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Mobilization	LS	1	\$30,000.00	\$30,000.00	\$15,000.00	\$15,000.00	\$8,500.00	\$8,500.00
2	Construction Staking	LS	1	\$7,800.00	\$7,800.00	\$1,500.00	\$1,500.00	\$6,900.00	\$6,900.00
3	Clearing, Grubbing, & Demolition	LS	1	\$12,000.00	\$12,000.00	\$8,000.00	\$8,000.00	\$15,000.00	\$15,000.00
4	Removal of Existing Structures	LS	1	\$9,500.00	\$9,500.00	\$8,000.00	\$8,000.00	\$3,000.00	\$3,000.00
5	Grading	LS	1	\$32,000.00	\$32,000.00	\$15,000.00	\$15,000.00	\$6,100.00	\$6,100.00
6	2" KDOT BM-2 Asphalt Surface (Streets)	SY	2,753	\$7.00	\$19,271.00	\$7.70	\$21,198.10	\$7.75	\$21,335.75
7	6" KDOT BM-2B Asphalt Base (Streets)	SY	2,724	\$19.00	\$51,756.00	\$21.00	\$57,204.00	\$20.00	\$54,480.00
8	9" Type C Flyash Stabilization	SY	3,083	\$6.40	\$19,731.20	\$4.00	\$12,332.00	\$3.50	\$10,790.50
9	Curb & Gutter, All Types	LF	1,840	\$14.95	\$27,508.00	\$14.00	\$25,760.00	\$15.00	\$27,600.00
10	5-ft Valley Gutter	SY	37	\$71.95	\$2,662.15	\$58.00	\$2,146.00	\$60.00	\$2,220.00
11	5-ft wide 4" PCC Sidewalk	SY	491	\$34.95	\$17,160.45	\$38.50	\$18,903.50	\$35.00	\$17,185.00
12	6" KDOT Class A (AE) PCC (Driveways)	SY	222	\$58.95	\$13,086.90	\$55.00	\$12,210.00	\$55.00	\$12,210.00
13	7" KDOT Class A (AE) Concrete (Commercial Entrance)	SY	60	\$71.95	\$4,317.00	\$64.00	\$3,840.00	\$65.00	\$3,900.00
14	Pavement Marking Thermoplastic (Y) Solid 4"	LF	243	\$1.25	\$303.75	\$1.00	\$243.00	\$0.60	\$145.80
15	Pavement Marking Thermoplastic (Y) Solid 12"	LF	48	\$2.60	\$124.80	\$1.65	\$79.20	\$2.00	\$96.00
16	Pavement Marking Thermoplastic (W) Solid 4"	LF	123	\$1.50	\$184.50	\$1.00	\$123.00	\$0.60	\$73.80
17	Pavement Marking Thermoplastic (W) 24"	LF	112	\$3.50	\$392.00	\$2.75	\$308.00	\$12.50	\$1,400.00
18	Pavement Marking Thermoplastic (W) Symbol	EACH	2	\$300.00	\$600.00	\$240.00	\$480.00	\$500.00	\$1,000.00
19	Sign (Direct Screen Process)	SF	9	\$25.00	\$225.00	\$18.50	\$166.50	\$20.00	\$180.00
20	Sign Post (Sq. St. Perf TU) (2")	LF	14	\$6.50	\$91.00	\$4.00	\$56.00	\$12.00	\$168.00
21	Traffic Control	LS	1	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$7,500.00	\$7,500.00
22	Mailbox Installation	EACH	3	\$370.00	\$1,110.00	\$100.00	\$300.00	\$175.00	\$525.00
23	Erosion Control	LS	1	\$5,600.00	\$5,600.00	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00
24	Seeding	AC	0.5	\$3,966.42	\$1,983.21	\$3,000.00	\$1,500.00	\$3,500.00	\$1,750.00
25	Adjust Sanitary MH Lids	EACH	3	\$600.00	\$1,800.00	\$500.00	\$1,500.00	\$450.00	\$1,350.00
26	15" CMP Pipe	LF	253	\$58.75	\$14,863.75	\$35.00	\$8,855.00	\$30.00	\$7,590.00
27	18" CMP Pipe	LF	23	\$74.00	\$1,702.00	\$40.00	\$920.00	\$40.00	\$920.00
28	18" RCP Pipe	LF	133	\$124.00	\$16,492.00	\$50.00	\$6,650.00	\$50.00	\$6,650.00
29	24" RCP Pipe	LF	97	\$90.00	\$8,730.00	\$60.00	\$5,820.00	\$60.00	\$5,820.00
30	30" RCP Pipe	LF	61	\$180.00	\$10,980.00	\$80.00	\$4,880.00	\$75.00	\$4,575.00
31	36" RCP Pipe	LF	382	\$145.00	\$55,390.00	\$96.00	\$36,672.00	\$90.00	\$34,380.00
32	Reset 52" x 34" RCA	LF	19	\$115.00	\$2,185.00	\$75.00	\$1,425.00	\$90.00	\$950.00
33	15" CM End Section w/ Concrete Toewall	EACH	2	\$1,200.00	\$2,400.00	\$300.00	\$600.00	\$300.00	\$600.00
34	18" CM End Section w/ Concrete Toewall	EACH	2	\$1,225.00	\$2,450.00	\$325.00	\$650.00	\$400.00	\$800.00
35	6' x 4' Curb Inlet	EACH	3	\$3,820.00	\$11,460.00	\$3,400.00	\$10,200.00	\$3,500.00	\$10,500.00
36	6' x 5' Curb Inlet	EACH	3	\$4,920.00	\$14,760.00	\$3,800.00	\$11,400.00	\$4,000.00	\$12,000.00
37	6' x 6' Curb Inlet	EACH	1	\$5,180.00	\$5,180.00	\$3,800.00	\$3,800.00	\$4,200.00	\$4,200.00
38	7' x 4' Area Inlet	EACH	1	\$4,820.00	\$4,820.00	\$3,600.00	\$3,600.00	\$3,000.00	\$3,000.00
39	4' x 4' Junction Box	EACH	1	\$4,100.00	\$4,100.00	\$2,800.00	\$2,800.00	\$2,500.00	\$2,500.00
40	Connect to Existing	EACH	2	\$700.00	\$1,400.00	\$800.00	\$1,600.00	\$650.00	\$1,700.00
41	Excavatable Flowable Fill	CY	58	\$90.00	\$5,220.00	\$80.00	\$4,640.00	\$75.00	\$4,350.00
42	36" CMP	LF	89	\$126.35	\$11,245.15	\$75.00	\$6,675.00	\$26.00	\$2,314.00
<b>GRAND TOTAL BASE BID</b>					<b>\$435,084.86</b>		<b>\$320,536.30</b>		<b>\$311,258.85</b>

Federal Fund Exchange Estimates relative to Angel Falls Trail and Gamble Road

	Potential Exchange Amount
Total of Currently Exchanged Funds	\$358,282
Currently Banked Funds	\$59,661
	\$53,695
Total Potential Exchange through 2014	\$417,943
Angel Falls per actual bid	\$269,100
Potential Exchange Funds 2014 after AFT	\$148,843
2015 Distribution	\$131,133
	\$118,019
2015 Balance for Gamble Road	\$266,862
Updated Gamble Road Bid Amount	\$320,536
Additional funds needed for Gamble Road	\$53,674



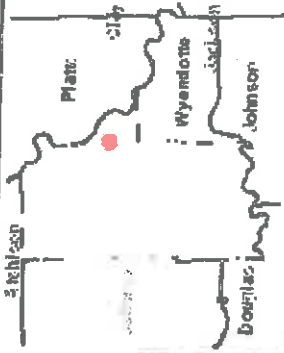
# Leavenworth County, KS



1: 6,487



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Legend

Notes



**CONDITIONAL USE CHECKLIST**

Conditional Use Case No. 2015-1  
Date Filed: February 3, 2015  
Date Advertised: February 21, 2015  
Date Notices Sent: February 24, 2015  
Public Hearing Date: March 18, 2015

I. Applicant's Name: Michelle Portwood

Applicant's Authorized Agent: n/a

II. Information in Application Correct? Yes  No

If no, explain: \_\_\_\_\_

III. Adjacent Zoning and Land Use:

<u>Direction</u>	<u>Land Use</u>	<u>Zoning</u>
North	Suburban Residential	R-1
South	Suburban Residential	R-1
East	Suburban Residential	R-1
West	County Property (AG)	RR-2.5

IV. Present Use of Property: Ag/FOP Lodge

V. Conditional Use Requested: Daycare Center

VI. The proposed conditional use does or does not meet the standards:

A. The proposed conditional use complies with all applicable provisions of the regulations, including intensity of use regulations, yard regulations, and use limitations. See attached agenda

Yes  No

B. Off-street parking and loading areas will be provided in accordance with the standards set forth in the regulations, and such areas will be screened from adjoining residential uses and located so as to protect such residential uses from any injurious effect. Not complete at time of application

Yes  No

C. The proposed conditional use at the specified location will contribute to and promote the welfare or convenience of the public. See attached agenda

Yes  No

D. Adequate utility, drainage, and other such necessary facilities have been or will be provided. See attached agenda

Yes  No

**E. The proposed conditional use will dominate the immediate neighborhood so as to prevent development and use of neighboring property in accordance with the applicable zoning district regulations.**

Yes  No

**VII. Will the proposed conditional use be detrimental to the neighborhood?**

**A. Are the number and location of driveways and parking lots such that they are likely to create traffic congestion or traffic hazards? No**

**B. Is the proposed conditional use likely to cause a substantial reduction in neighboring property values? No**

**Lansing Planning Commission  
Regular Meeting  
March 18, 2015**

These minutes have not yet been approved.

**Call to Order** – The regular monthly meeting of the Lansing Planning Commission was called to order at 7:00 p.m. by Chairman James Pittman. Other members in attendance were Vice-Chairman Brian Schwanz and Commissioners Mike Suozzo, Loye Gau, Kirsten Moreland, and Joe Herring. Commissioner Sharon Henke was unable to attend. Chairman Pittman noted there was a quorum present.

**Approval of Minutes, February 18, 2015, Regular Meeting** – Commissioner Moreland made a motion to approve the minutes of the February 18, 2015, regular meeting, seconded by Commissioner Gau. The motion passed, with Chairman Pittman, Vice-Chairman Schwanz, and Commissioner Suozzo abstaining.

**Old Business** – none

**New Business – Public Hearing – Conditional Use Permit – 422 North DeSoto Road.**

Chairman Pittman stated that Michelle Portwood, property owner, is requesting a conditional use permit to operate a daycare center at 422 North DeSoto Road, Lansing, Kansas. He noted the property is zoned A-1, Agricultural.

At this time, Commissioner Herring recused himself from the discussion as he worked with the owner regarding this property.

Chairman Pittman opened the public hearing at 7:03 p.m. and since there were no comments or questions from the audience, he closed the public hearing at 7:04 p.m.

Chairman Pittman then asked for questions and concerns from Commission members. Commissioner Suozzo said that the agenda memo stated there were certain things that still have to be completed and asked what those were. City Inspector Rebecca Savidge stated the owners are still working on the fence, which would have been completed if not for the weather; the installation of the burglar/fire alarm; and the hard surface drive. Commissioner Suozzo asked then if those items needed to be put in as conditions and she said "yes". Community Development Superintendent John Jacobson stated a simpler way to state it would be to say it has to comply with all building code and Zoning Ordinance requirements.

Commissioner Moreland asked if the building at this address is the one built for the Girl Scouts and Ms. Savidge said it is.

Commissioner Gau stated he noticed in the zoning regulations that the parking is required to be screened. Mr. Jacobson said that usually when the Commission sees an application for a day care, it is in a residential structure and often there is no screening between houses. He stated in this instance, there is an existing tree line that surrounds the entire property. He said that because of the trees, as well as the size of this property, staff felt those would screen what happens on that site. Commissioner Gau said he would agree with that except that the parking is closer to 500 DeSoto than the rest of the property. Mr. Jacobson said that if the Commission feels additional screening is necessary, that condition could be added. Commissioner Gau asked if anyone had talked specifically to the residents at 500 DeSoto and Ms. Savidge said

**Lansing Planning Commission  
Regular Meeting  
March 18, 2015  
Page 2**

they received a notification letter regarding this application as did all residents within the 200' boundary. She also stated staff had not received any comments or questions from anyone regarding this application.

Vice-Chairman Schwanz asked, in regard to the updated Comprehensive Plan, what is the future land use for this area and Mr. Jacobson said it would be low density residential. Mr. Jacobson stated it is currently zoned "Agricultural". Chairman Pittman asked if that zoning applied only to the 5½ acres there and Mr. Jacobson said that is correct.

Vice-Chairman Schwanz stated it looked like there is already water and sewer to this facility and Mr. Jacobson said that is correct and that there is sanitary sewer available as a product of the DeSoto Road Interceptor.

Commissioner Moreland asked if the state had done its inspection and Ms. Savidge said the Fire Marshal will go there with her once everything is completed.

Vice-Chairman Schwanz asked if the parking lot needs to be hard surfaced and Ms. Savidge said it does.

Chairman Pittman asked about the dimensions of the drive going in there and what the hard surface area is going to be and Ms. Savidge said eventually it all needs to be hard surface. Mr. Jacobson said the minimum access aisle is 10', so the parking itself would be a 20' x 22' path. Chairman Pittman stated it looks like there's a 12' sewer pipe under that drive and wondered about access by emergency vehicles, particularly fire trucks. Mr. Jacobson said that the 10'-12' aisle is adequate to get those vehicles in there. Chairman Pittman asked if the building is about 100' back from the road and Mr. Jacobson said "yes" and that there are much longer driveways in town that the trucks have no problem accessing.

Commissioner Moreland asked if this will be a registered or licensed day care and is it licensed for 11 children? Vice-Chairman Schwanz stated he assumed renewal is in process since the current license expires May 31. Ms. Savidge stated it is, but because there will be a change of address, she advised Ms. Portwood to wait and renew once this application process is completed so she could use the new address.

Chairman Pittman then wanted to know exactly where the fence is going to be and Ms. Savidge pointed it out to him on the picture and stated it will go almost to the end of the building. Mr. Jim Perry, who stated he lives with Ms. Portwood, stated the fence is a 6' high x 10' long dog panel fence.

Chairman Pittman then asked about the area that's going to be mulched and Mr. Perry stated that is regulated by the State in regard to the playground materials. Chairman Pittman asked if the rock was going to be removed and Mr. Perry said it would either be removed or there would be a mat laid down over the top of it, with mulch on top of that.

Chairman Pittman then asked if the building had been checked for mold and Mr. Perry said the building had been gutted and Ms. Savidge said she found no evidence of mold when she looked at it.

Chairman Pittman asked about compliance with the Subdivision Regulations that state the building setbacks are to be shown on the site plan and they are not. Ms. Savidge stated the site is well off the property lines. Commissioner Gau stated he thought the setback was to be 75' for a day care and Mr. Jacobson stated that was not applicable for this use.

Commissioner Moreland stated that in her earlier question about 11 children and possibly 11 families, she was wondering if parking was going to be sufficient, particularly during the busy drop off and pick-up times, if everyone shows up at the same time. Mr. Jacobson stated that the requirement is two spaces, but he felt with the length of the driveway and the size of the parcel, it shouldn't be a problem. Ms. Portwood stated she only serves five families and the times of arriving and departing are spread out.

Chairman Pittman asked when the owners thought they would have everything set to go. Mr. Perry stated the fence can be done in a couple of days. He stated they were waiting to see if this Commission approved their permit and if so, they would like to do the hard surface drive when they build their home there so they can roll that cost into their home loan. Ms. Savidge reiterated that they would like to wait until their home is built before putting in the hard surface drive and would like that put in as a condition of the permit. Mr. Perry stated it would be a cost burden to do all that now.

Chairman Pittman wondered why the Commission is considering this application before the property is ready for the intended use, and doesn't feel it should be approved unless there is some kind of mechanism in place to be sure it's not used as a day care until the requirements are met. Mr. Jacobson stated that Ms. Savidge, as the City Inspector, has to issue a certificate of occupancy for this and all conditions would have to be met before she issues that certificate.

Commissioner Gau still expressed some concern about the screening of the property at the north property boundary and stated that the trees would provide a visual screening, but not necessarily help with noise. Mr. Jacobson stated the screening is really there mostly for the visual aspect. Ms. Portwood also stated they know those people very well and they don't seem to have any problem with this.

Chairman Pittman then asked if the inside of the building is finished and Ms. Savidge said it is.

Since there were no other questions or comments, Chairman Pittman asked Commissioners to consider the checklist as a finding of fact. Ms. Savidge stated that number VI. B. regarding the parking and loading areas is the only item on the checklist not completed at this time. Commissioner Suozzo made a motion to accept the checklist as a finding of fact, seconded by Commissioner Gau. Vice-Chairman Schwanz asked if VI. B. should be checked "no" and

**Lansing Planning Commission  
Regular Meeting  
March 18, 2015  
Page 4**

Chairman Pittman said that at this time the requirements of B have not been met. Roll was called and the motion was approved, with Commissioner Herring abstaining and Vice-Chairman Schwanz voting "no".

Chairman Pittman then entertained a motion on the application itself. Vice-Chairman Schwanz asked if it is true that a conditional use permit can be pulled at any time and Mr. Jacobson said it can for cause. Vice-Chairman Schwanz asked what type of cause and Mr. Jacobson stated it could be a violation of any caveat that was put in the conditional use permit or for any egregious behavior associated with the use. Commissioner Suozzo stated that the certificate of occupancy couldn't be issued anyway until all the criteria are met and Mr. Jacobson stated that if the Commission decided not to address the hard surface driveway issue, the owners could go to the Board of Zoning Appeals and ask for a variance regarding the driveway.

Commissioner Gau asked who makes the determination if a violation has reached an egregious standpoint and Mr. Jacobson stated it could be in the form of a sign complaint from a property owner or a complaint brought to the Code Enforcement Officer to follow up on by a majority of the City Council. He stated it's not an arbitrary decision by any member of staff or any singular member of any board or council. City Attorney Greg Robinson also stated that they have State oversight and if during inspection they found them in non-compliance, the State could shut them down, so there are really multi-levels of supervision.

Commissioner Suozzo made a motion to grant a conditional use permit for 422 North DeSoto Road with the condition that all Zoning Ordinance codes and applicable building code requirements are met prior to issuance of a certificate of occupancy. Chairman Pittman asked if that included the playground area and Ms. Savidge said it did. Ms. Portwood also stated the State would not let her open if that wasn't complete. Commissioner Moreland then seconded the motion.

Mr. Robinson then stated it was his understanding from the presentation that it was the owners' intent not to put the hard surface drive in until they built their home there. He stated he didn't believe the motion stated that, so if the City Inspector operates under that motion, the owners would have to also have the hard surface drive in place before the certificate of occupancy could be issued. Chairman Pittman then asked if they would have to have the hard surface driveway in order to meet the codes even though there are gravel drives on both sides of that road. Ms. Savidge stated they would because gravel drives are no longer permitted in the city.

Commissioner Moreland asked what kind of timeline the Commission should consider and Mr. Robinson said that in their application, they hoped to have their home built in 8-12 months, so that could be a timeline that could be put on there.

Mr. Perry also brought up the fact that if they put the hard surface in now, then when concrete trucks start going up and down it for the building of the home, it will probably get torn up.



Chairman Pittman then asked Commissioner Suozzo if it was the intent of his motion that the applicants had to build the hard surface driveway now and Commissioner Suozzo said "no". Chairman Pittman stated, in that case, the motion and second should probably be withdrawn, so Commissioner Suozzo withdrew his motion and began to make another motion. Mr. Robinson pointed out that whoever seconded the initial motion also had to withdraw the second, so Commissioner Moreland withdrew her second.

**Commissioner Suozzo then made a new motion to approve the conditional use permit with the condition that all Zoning Ordinance codes and applicable building code requirements are met prior to issuance of a certificate of occupancy, and in reference to the hard surface driveway, it must be constructed within one year of City Council approval of the conditional use permit. Commissioner Moreland then seconded that motion.**

Vice-Chairman Schwanz stated it was obvious when he drove by and looked at the building that a lot of work had been done, but he still has concerns that there are still things that are outstanding. Roll was called and the motion was approved, with Commissioner Herring abstaining and Vice-Chairman Schwanz voting "no".

**Notices and Communications** – Commissioner Moreland asked Mr. Jacobson about educational opportunities for Commissioners and Mr. Jacobson stated an email on just such an opportunity was sent earlier this week. Chairman Pittman stated an email was also just sent regarding the public open house for the K-7 corridor.

**Reports – Commission and Staff Members** – Vice-Chairman Schwanz mentioned he likes receiving the packets electronically and other Commissioners agreed. Chairman Pittman mentioned that two members have terms that will expire at the end of April, so if anyone knows someone who is interested, tell that person to apply. He stated the terms were his and Commissioner Gau's.

**Adjournment** – Chairman Pittman made a motion to adjourn, seconded by Commissioner Suozzo, and approved by acclamation. The meeting adjourned at 7:45 p.m.

After adjournment, a work session was held regarding "Review of Actions and Schedule for Comprehensive Plan Implementation".

Respectfully submitted,

Cynthia Tripp, secretary

Reviewed by,

John Jacobson, Community Development Superintendent

Rebecca Savidge, City Inspector

# Leavenworth County, KS



**Legend**

- Address Point
- Address Points Leavenworth
- Parcel
- Parcel Number
- Subdivisions
- Lot Line
- City Limit Line
- Major Road
- <all other values>
- 70
- Road
- Railroad
- Section
- County Boundary

**Notes**

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THIS MAP IS NOT TO BE USED FOR NAVIGATION

**TO:** Michael W. Smith *m d*  
**FROM:** Sarah Bodensteiner, City Clerk *SB*  
**DATE:** March 27, 2015  
**SUBJECT:** Plaque Donation Policy

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At the March 26, 2015 City Council Work Session, I provided information on a draft policy for Plaque Donations within City of Lansing, Kansas owned buildings.

The consensus from the Council was to bring the item forward for approval and implementation.

Action: Staff recommends a motion to approve the Plaque Donation Policy as presented.



# Lansing KANSAS

## Plaque Donation Policy

### I. Purpose

The purpose of this policy is to establish guidelines, standards, and procedures for the acceptance and care of donated plaques to the City of Lansing, Kansas, City owned buildings. The City of Lansing desires to encourage donations, from both individuals and groups, both public and private, while at the same time manage aesthetic impacts and mitigate on-going maintenance cost.

Guidelines established by this policy shall apply to all plaque donations to the City of Lansing, City owned buildings. Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to that adoption of this policy shall be subject to applicable sections of this policy.

This policy is not intended to address street naming, building naming, or donated building requests.

### II. Definitions

For purposes of this policy, the following term(s) shall have the following meanings:

1. **Plaque:** A medium sized plaque not to exceed 15 x 12 inches in size and serve as a remembrance of a person or event.

### III. Procedure for making donation

1. **Application:** The donor must contact the City Clerk's office to determine whether a donation may be accepted based upon criteria contained in this policy. If a donation can be accepted, the donor will complete an application form. Applications are available through the mail, in-person, via email, and through the City Website. Completed applications will be reviewed and processed through the City Clerk's office along with the City Administrator.
2. **Approval:** Upon determining that the donation request meets the criteria provided in this policy, the City Clerk will make a recommendation to the City Council for approval of the donation. The City Council may consider the request at its next regularly scheduled meeting or at a time to be determined by the Mayor. The City Council must approve all donation requests prior to the City accepting any donations.

- IV. **Acceptance Criteria:** The City and the community have an interest in ensuring the best appearance and aesthetic quality to the public facilities. Plaques should reflect the character of the facility. All donations will be installed in such a manner that will not substantially change the character of a facility or its intended use. Donations that seek to honor particular individuals or events by placing them into the public realm should appeal to the broader interests of the community. A donation may only commemorate an event 6 months or older and a person 6 months or more posthumously. City Council may waive this requirement for those individuals with exceptional community significance and in cases of unusual and compelling circumstances.



# Lansing KANSAS

## *Plaque Donation Policy*

- V. **Maintenance:** Once donated, plaques become City Property. Accordingly, the City has the duty to maintain the donation for the expected life cycle of the donation. The City, at its sole discretion, may choose to replace or remove the donated element.
- VI. **Repair:** The community has an interest in ensuring that all donations remain in good repair. In addition, the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated plaques must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism. Due to factors beyond the City's control, it cannot guarantee the longevity of the donation.
- VII. **Installation/Placement:** Installation of donated plaques will be completed by City personnel. Although suggestions will be considered for a particular location, placement of plaques will be at the discretion of the City Council.
- VIII. **Removal and/or Relocation:** The City reserves the right to remove and/or relocate donations when they interfere with site safety, maintenance, construction activities or if damaged beyond repair. The City will send a letter to each identifiable donor notifying the donor of any action related to the disposition of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action has been taken. In the event a donation must be permanently removed, the City will, when feasible, seek an alternate location consistent with this policy. If no alternate location can be found, the plaque, at the donor's request, may be given to the donor.

Passed and approved this 2<sup>nd</sup> day of April, 2015.

ATTEST:

\_\_\_\_\_  
Louis E. Kirby, Mayor

\_\_\_\_\_  
Sarah Bodensteiner, City Clerk



# CITY OF LANSING PLAQUE DONATION APPLICATION

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Name of Donor: \_\_\_\_\_

Address of Donor: \_\_\_\_\_

Phone Number: HOME: \_\_\_\_\_ OTHER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Description for Donation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Wording on Plaque: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Donation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***For plaque memorializing a person posthumously:*** Has the family been contacted in regards to the plaque donation? YES \_\_\_\_\_ NO \_\_\_\_\_

My signature below indicates that I have received a copy of the Donation Plaque Policy and agree to all the provisions and procedures outlined.

Requested by \_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
Signature of Donor and Date

Staff Use Only	Date Received _____	Staff Initials _____
Staff Recommendation to City Council:	Approve	Deny
Council Review Date: _____	Approved	Denied