

Regular meeting of the City of Downs Planning Commission was held November 27, 2023 at 5:30 p.m. at City Hall. Members present: Linda Miller, Chris Steinshouer, Dale Goheen, Tonja Bisnette, and Jamie Emerson. Members not present: Don Heiland. Also in attendance: City Attorney Bruce Berkley and City Clerk Miranda Robinson.

Chair Linda Miller called the meeting to order.

Tonja Bisnette moved, seconded by Dale Goheen, to approve minutes of the September 25, 2023 Planning Commission meeting. Motion carried with 5 ayes.

In new business, a letter of resignation was received from Jim Cary. Bisnette moved to recommend Mary Steinshouer to the planning commission as an out of town member. Jamie Emerson seconded. Motion carried with 5 ayes. Miller will contact Mayor Janis for this approval for the January 2, 2024 meeting.

Discussion was held concerning recodifying the zoning book. Clerk Robinson stated that Berkley and herself had a meeting with Keith Marvin with Marvin Planning Consultants and they bid \$22,800 and it would take 12-18 months to complete therefore they would be willing to split payments into two fiscal years. Kaup Law gave a quote of \$28,000 to complete the work. PEC out of Wichita didn't have an exact quote but will charge \$140 per hour.

Goheen moved to recommend to the City Council that the City Zoning Book and Comprehensive Plan be updated. Emerson seconded. Motion carried with 5 ayes.

Bisnette moved to recommend to the City Council that they hire Marvin Planning Consultants to update the Zoning and Comprehensive Plan. Chris Steinshouer seconded the motion. Motion carried with 5 ayes.

Discussion was held on rezoning a few areas on Highway 24 but was decided to hold off until the update process.

The Planning Commission will skip December's regular meeting and will meet on January 22, 2024.

At 6:15 P.M. Commissioner Steinshouer moved, seconded by Emerson, to adjourn the meeting. All in favor. Meeting adjourned.



Linda Miller, Chair