

**Chapter 18.120**  
**ADMINISTRATION**

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**18.120.010 Director of Planning and Development Services as administrative official**

Except where otherwise specifically provided in this ordinance, the Director of Planning and Development Services shall be the administrative official charged with interpreting and enforcing the provisions of this ordinance.

(History: Ord. ZRR-2343 §10, 2002; ZRR-1725 §1, 1992; ZRR-1637 §1, 1990)

**18.120.015 Authority to adopt construction details and standards for private sidewalks**

All private sidewalks, except those on individual residential lots, within the City shall be in accordance with the standard detail and minimum design standards and specifications for construction as set forth. The standard detail shall be adopted and amended by the Director of Planning and Development Services and shall be on file in the office of the Director.

The Director may waive or modify this design standard in order to encourage pedestrian access through alternative or innovative practices that implement the intent of the standard and provide equivalent public benefits without significant adverse impacts on surrounding development.

(History: Ord. ZRR-2715 §1, 2008)

**18.120.020 Planning Commission - authority for continuation**

The Planning Commission is continued in accordance with the authority of K.S.A. 12-744 and amendments thereto.

(History: Ord. ZRR-1725 §1, 1992; ZRR-1637 §1, 1990; CPC-657 §2, 1971)

**18.120.030 Planning Commission - membership, terms and vacancies**

- A. The Planning Commission shall have eleven members, of which two members shall reside outside of, but within 3 miles of the corporate limits of the City. The remaining members shall be residents of the City.
- B. The members of the Planning Commission shall be appointed by the Mayor with the consent of the City Council and shall serve until their successors are appointed and qualified in the manner herein provided. Members shall be appointed for terms of 3 years and shall serve without compensation for their service.
- C. Vacancies on the Planning Commission shall be filled by appointment of the Mayor with the consent of the City Council for the remainder of the unexpired term of the Planning Commissioner whose position has been vacated.

(History: Ord. ZRR-1725 §1, 1992; ZRR-1637 §1, 1990; CPC-657 §2, 1971; CPC-68 §1, 1960)

**18.120.040 Planning Commission - officers**

The Planning Commission shall elect one of its members as Chairperson and one as Vice-Chairperson, who shall serve one year and until their successors have been selected. The Director of Planning and Development Services shall serve as the Secretary of the Planning Commission.

(History: Ord. ZRR-2343 §11, 2002; ZRR-1725 §1, 1992; ZRR-1637 §1, 1990; ZRR-889 §1, 1976; CPC-657 §3, 1971; CPC-68 §2, 1960)

**18.120.050 Planning Commission - meetings**

The members of the Planning Commission shall meet at least once a month according to the schedule approved by the Commission. Special meetings may be called at any time by the Chairperson, or in his or her absence, by the Vice-Chairperson. A majority of the Commission shall constitute a quorum for the transaction of business. The Commission shall cause a proper record to be kept of its meetings. The Planning Commission shall adopt bylaws governing hearing procedures and the transaction of business.

(History: Ord. ZRR-2896 §1, 2011; ZRR-1725 §1, 1992; ZRR-1637 §1, 1990; ZRR-889 §1, 1976; CPC-657 §3, 1971; CPC-68 §2, 1960)

**18.120.060 Planning Commission - powers and duties**

The powers and duties of the Planning Commission shall be those authorized by Article 7 of Chapter 12 of the Kansas Statutes Annotated, and amendments thereto. The Planning Commission is hereby designated as the administrative body to administer the provisions of this ordinance in reviewing preliminary development plans and final development plans for planned zoning districts.

(History: Ord. ZRR-1725 §1, 1992; ZRR-1637 §1, 1990; CPC-657 §4, 1971; CPC-68 §9, 1960)

**18.120.070 Board of Zoning Appeals - authority for continuation**

The Board of Zoning Appeals is continued in accordance with the provisions of K.S.A. 12-759 and amendments thereof.

(History: Ord. ZRR-1725 §1, 1992; ZRR-1637 §1, 1990; ZRR-889 §1, 1976; BZA-579 §1, 1971)

**18.120.080 Board of Zoning Appeals - membership, terms and vacancies**

- A. The Board shall consist of seven members, all of whom shall be residents of the City.
- B. The members of the Board shall be appointed by the Mayor with the consent of the City Council and shall serve until their successors are appointed and qualified in the manner herein provided. Members shall be appointed for terms of 3 years and shall serve without compensation for their service.
- C.
- D. Vacancies on the Board shall be filled by appointment of the Mayor with the consent of the City Council for the unexpired term of the Board member whose position has been vacated.

(History: Ord. ZRR-1725 §1, 1992; ZRR-1637 §1, 1990; ZRR-889 §1, 1976; BZA-579 §3, 1971; ZRR-178 §2, 1963)

**18.120.090 Board of Zoning Appeals - officers**

The members of the Board shall elect from their membership a Chairperson who shall serve for a term of one year from the date of his or her election. In addition, the Board shall appoint a secretary, who may be an officer or an employee of the City, who shall serve until his or her successor is appointed.

(History: Ord. ZRR-1725 §1, 1992; ZRR-1637 §1, 1990; ZRR-889 §1, 1976; BZA-579 §3, 1971; ZRR-178 §2, 1963)

**18.120.100 Board of Zoning Appeals - meetings**

Meetings of the Board shall be held at the call of the Chairperson, provided that whenever three or more members of the Board request the Chairperson to summon a meeting of the Board, the Chairperson shall call a meeting. The presence of four members of the Board shall constitute a quorum for transacting business and taking official action. An affirmative vote of four (4) or more members of the Board shall be necessary to grant a variance, reverse or modify an administration decision, or grant a non-conforming situation permit. The Secretary shall keep minutes of the Board's proceedings and official actions and keep records of its examinations and findings and shall file the same in the Department of Planning and Development Services.

(History: Ord. ZRR-2454 §1, 2003; ZRR-2343 §12, 2002; ZRR-1725 §1, 1992; ZRR-1637 §1, 1990; ZRR-889 §1, 1976; BZA-579 §3, 1971; ZRR-178 §2, 1963)

**18.120.110 Board of Zoning Appeals - powers and duties**

The Board shall have those powers and duties authorized by this ordinance and by K.S.A. 12-759 and any amendments thereto.

(History: Ord. ZRR-1725 §1, 1992; ZRR-1637 §1, 1990; ZRR-889 §1, 1976; BZA-579 §4, 1971; ZRR-178 §2, 1963)

**18.120.120 Downtown Development Review Board – authority for continuation**

Repealed.

(History: ZRR-2343 §68, 2002; ZRR-2005 §1, 97; ZRR-1725 §1, 1992; ZRR-1637 §1, 1990)

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**18.120.130 Downtown Development Review Board - membership, terms and vacancies**

Repealed.

(History: Ord. ZRR-2343 §68, 2002; ZRR-2005 §2, 97; ZRR-1725 §1, 1992)

**18.120.140 Downtown Development Review Board - rules and bylaws**

Repealed.

(History: Ord. ZRR-2343 §68, 2002; ZRR-1725 §1, 1992; ZRR-1637 §1, 1990)

**18.120.150 Downtown Development Review Board - officers**

Repealed.

(History: Ord. ZRR-2343 §68, 2002; ZRR-1725 §1, 1992; ZRR-1637 §1, 1990)

**18.120.160 Downtown Development Review Board - meetings**

Repealed.

(History: Ord. ZRR-2343 §68, 2002; ZRR-1725 §1, 1992; ZRR-1637 §1, 1990)

**18.120.170 Downtown Development Review Board - powers and duties**

Repealed.

(History: Ord. ZRR-2343 §68, 2002; ZRR-1725 §1, 1992; ZRR-1637 §1, 1990)

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