

EL DORADO

K A N S A S

PLANNING COMMISSION AGENDA

November 20, 2025

5:30 PM

1. CALL TO ORDER & ROLL CALL

James Barnaby
Steve Fellers
Lawrence Fischetti
Debbra LaForge
Scott Leason
Brad Long
Austin Letts
Norman Wilks

2. APPROVAL OF MINUTES

1 - 9-25-25 MINUTES

3. NEW BUSINESS

ITEM NO. 1 - AMENDING THE PLANNED DEVELOPMENT OVERLAY AND FINAL PLAT FOR THE GREENS AT PRAIRIE TRAILS

- A. Presentation of Request
- B. Public Hearing
- C. Discussion by Planning Commission
- D. Motion

4. OLD BUSINESS

5. STAFF ITEMS

6. ADJOURNMENT

EL DORADO

K A N S A S

PLANNING COMMISSION MINUTES-DRAFT September 25, 2025 5:30 p.m.

1. CALL TO ORDER & ROLL CALL

Chairman Letts called the meeting to order at 5:30 pm.

Members Present

Steve Fellers
Debra LaForge
Scott Leason
Austin Letts
Brad Long
Norman Wilks

Staff Present

Scott Rickard

Others Present

Jonathan Brickly
Rachel Cochran
Timothy Hamlin

2. APPROVAL OF MINUTES 8/28/25

3. NEW BUSINESS

ITEM NO. 1 – CASE NO. 25-02-BZA: PUBLIC HEARING TO CONSIDER THE ADVISABILITY OF ISSUING A VARIANCE TO REDUCE THE BILLBOARD SPACING REQUIREMENTS AT 838 SW PURITY SPRINGS RD.

A. Presentation of Request

Brickley Enterprises are requesting a variance from Article 8 of the City of El Dorado Zoning Regulations to reduce the required 1,000-foot minimum spacing between billboards to 500 feet, in order to construct an additional elevated off-site advertising sign on the subject property.

Billboards are a permitted use in the I-1 (Light Industrial) zoning district, subject to the following standards:

- Maximum height: 35 feet to top of sign.
- Maximum sign area: 300 sq. ft. per sign face.

- Minimum spacing: 1,000 feet between billboards (on the same or adjacent properties).
- Minimum setbacks: 10 feet from all property lines.
- Illumination: Must comply with applicable lighting standards; separate electrical permits required.

The applicant's proposed sign meets the height, size, and setback standards, but does not meet the spacing requirement.

B. Public Hearing

Commissioner Letts opened the public hearing. Commissioner Letts questioned if the variance is approved, would the spacing requirement reduction affect all signs or just the sign in question. Mr. Rickard stated the request is only for one sign.

Commissioner Fellers inquired if the sign would have illumination. Mr. Brickley stated it would not.

Commissioner Long inquired how many additional signs will be placed. Mr. Brickley stated this request is the last. Commissioner Long inquired if he wants another sign, would there be another hearing. Mr. Rickard confirmed another hearing would be required and this case is for only one sign.

C. Discussion by Planning Commission

Commissioner Leason inquired why there is a spacing requirement. Mr. Rickard commented that he believes it is to reduce clutter, and billboards are only allowed by right in industrial zoned properties.

D. Motion

Commissioner Wilks moved to approve Case No. 25-02-BZA, a variance at 838 SW Purity Springs Road to reduce billboard spacing from 1,000 feet to 500 feet, for the reasons stated in the staff memorandum and heard at this meeting, seconded by Commissioner Leason.

ROLL CALL VOTE

Commissioner Fellers	Y
Commissioner LaForge	Y
Commissioner Leason	Y
Chairman Letts	Y
Commissioner Long	Y
Commissioner Wilks	Y

Motion passed 6-0

ITEM NO. 2 – CASE NO. 25-06-SUP: PUBLIC HEARING FOR THE CONSIDERATION OF A REQUEST FOR A SPECIAL USE PERMIT TO ALLOW A DAYCARE CENTER AT 113 W 4TH.

A. Presentation of Request

Rachel Cochran is requesting a Special Use Permit (SUP) to allow operation of a nature- and faith-based day care center/preschool program. The program will serve children ages 3–5 (potty trained) with the following features:

- Half-day sessions (9:00 a.m. – 12:00 p.m.), Monday–Thursday or Monday/Wednesday.
- Maximum enrollment of 10 children per day (targeting 8).
- Staffing by owner/operator plus an on-call substitute.
- Facility includes one restroom, one storage closet, open-concept learning area, and line-of-sight supervision.

Planned building improvements include installation of a secondary fire exit, new flooring, window replacement, relocation of water heater, repair of exterior wood, new HVAC mini-split, full roof replacement, interior/exterior painting, and addition of a fenced outdoor play area on the east side

The El Dorado Zoning Regulations define a “Day Care Center” as a commercial establishment licensed by KDHE where care, supervision, custody, or control is provided for more than ten unrelated children or adults for any part of a 24-hour day up to 12 hours.

Day care centers are only permitted in the C-2 zoning district by Special Use Permit.

B. Public Hearing

Commissioner Letts opened the public hearing.

Mrs. Cochran stated the use will not be an actual daycare, but rather a preschool. The daycare classification is what is needed to be licensed through the state. Commissioner Long inquired if she currently has a state license. Mrs. Cochran stated she does not as the special request must be approved first and then the building will need to be renovated.

Commissioner LaForge asked for clarification on the daycare vs preschool. Mrs. Cochran noted the children can either be enrolled Monday and Wednesdays or Monday through Thursday and she must follow daycare guidelines. She plans preschool activities with children aged 3-5 that are potty trained.

Commissioner Letts inquired why the applicant wants to use this location. Mrs. Cochran stated she has family ties to the property and Main Street is downtown and an easy location to get to. Commissioner LaForge inquired about the railroad tracks. Mrs. Cochran stated the tracks are across the street to the front of her building.

Commissioner Leason inquired if there will be an outside area for the kids. Mrs. Cochran stated she will clean the entire area and install fencing. Commissioner Long inquired if the applicant has control to clean up the area. Mrs. Cochran stated she does and the family member who is the owner of the building is on board with the plan. Commissioner Long inquired about the cleanup of contaminants on the ground and where the pickup/drop off area will be located. Mrs. Cochran stated there might be glass on the ground, but she is not sure about other contamination and the pickup/drop off areas will be located out front and at the rear. Mrs. Cochran noted she wants the

area to look nice and will take directions on the type of fencing that will be allowed. Commissioner Wilks inquired if the building upgrades are part of state regulations. Mrs. Cochran commented the building needs a lot of updates and she will work with the fire marshal and plans to go above and beyond to be a safe and respectable place for children.

Mr. Rickard noted the use is something the city needs. Commissioner LaForge commented there are no other preschools in town. Mrs. Cochran agreed the use is a high need for El Dorado.

Timothy Hamlin, owner of the property across the street, agrees this is a much-needed facility.

C. Discussion by Planning Commission

Commissioner Fellers stated that the applicant will be meeting the requirements of KDHE and the Fire Marshal so he is confident it will be safe for children.

Commissioner Letts inquired about any conditions for the project. Mr. Rickard mentioned a fenced outdoor play area.

Commissioner Long noted that the building inspector will also be involved in the remodel work.

Commissioner Fellers commented that additional hurdles should not be added due to the need for the project.

Commissioner Leason stated that most of the recommendations mentioned in the staff report are items that will be required.

D. Motion

Commissioner Leason moved to approve Case No. 25-06-SUP, an application for a Special Use Permit to allow a day care center at 113 W. 4th Avenue, be approved subject to the conditions recommended by staff, with the amendment of the off street parking requirement changed to two and for the reasons stated in the staff report and as heard at this public hearing, seconded by Commissioner Fellers.

ROLL CALL VOTE

Commissioner Fellers	Y
Commissioner LaForge	Y
Commissioner Leason	Y
Chairman Letts	Y
Commissioner Long	Y
Commissioner Wilks	Y

Motion passed 6-0

4. **OLD BUSINESS**

5. **STAFF ITEMS**

6. **ADJOURNMENT**

The meeting was adjourned at 6:02 pm.

PLANNING COMMISSION MEMORANDUM

TO: Planning Commission
CC:
FROM: Scott Rickard
RE:

Requested actions

1. Hold a public hearing and consider recommending approval of Amendment No. 2 to the Planned Development Overlay for The Greens at Prairie Trails.
2. Recommend approval of the Final Plat for The Greens at Prairie Trails 2nd Addition, which Re-Plats a portion of the Greens at Prairie Trails.

Project location and description

The request covers the remaining unimproved portion of The Greens at Prairie Trails. The 2nd Addition reconfigures a portion of the original subdivision as a replat of Lots 12 through 17, Block B, Lots 1 through 20, Block C, Lots 1 through 14, Block D, Reserve D, and Reserve E, within the Northwest Quarter of Section 36, Township 25 South, Range 5 East, Butler County, Kansas.

Background

The Planned Development Overlay and final development plan for The Greens at Prairie Trails were previously approved, with an amendment adopted on December 14, 2006. That action established the basic framework for dwelling types, maximum attached units, and siting standards. The current request is a second amendment focused on clarifying the applicable dimensional standards and updating the layout within the 2nd Addition. A concurrent final plat establishes the necessary rights-of-way, lot and block layout, easements, and dedications for this phase.

Summary of Amendment No. 2 to the P-D Overlay

- Building footprints shown on the development plan are illustrative.
- Dwelling types. Single family detached remains the default throughout the 2nd Addition.
- Dimensional standards. Minimum structure separation is fifteen feet, with the ability to reduce that separation where a compliant fire wall is provided under the building code.
- Lot specific site plans. Prior to building permit, a lot level site plan must be submitted that shows the structure footprint, driveway location, minimum floor elevation, curb grades, rear yard grades, and the relationship to adjacent homes where applicable.
- Living area ranges. The amendment carries forward the living area ranges for detached homes. It also specifies the living area ranges for attached homes where they are permitted. Living area is defined as the ground floor footprint excluding garage and patios.

Specific variances requested with P-D Amendment No. 2

The following variances from the R-3 standard are part of the P-D and are the items before the Planning Commission. I am listing them plainly so the record is clear.

Zoning variances

1. Front yard setback: 20 feet in the P-D. R-3 requires 25 feet.
2. Side yard setback: 0 feet along a shared common wall for attached dwellings in the P-D. R-3 requires 5 feet. For all other primary structures in the P-D the side yard remains 5 feet.
3. Rear yard setback: 10 feet in the P-D. R-3 requires the greater of 20 feet or 20 percent of lot depth.
4. Minimum lot area: 4,752 square feet in the P-D. R-3 requires 6,500 square feet.
5. Minimum lot width: 50 feet in the P-D. R-3 requires 50 feet.
6. Minimum lot depth: 100 feet in the P-D. R-3 requires 100 feet.

Subdivision variances

1. Local street right of way: 32 feet of dedicated right of way in the P-D, with a 14 foot utility easement on each side. The typical standard is 60 feet of dedicated right of way. The combination of right of way and flanking utility easements yields an overall corridor that accommodates the street section and buried utilities.
2. Cul de sac radius: 46 feet in the P-D with a 14 foot utility easement. The typical standard is a 60 foot radius.

Final Plat review

The final plat for the 2nd Addition provides the surveyed boundary and legal description, complete lot and block layout with dimensions and curve data, rights of way widths and street geometry, drainage and utility easements, building setback lines, dedication language and standard plat notes, signature blocks for the owner, surveyor, Planning Commission, and City officials, and identification of reserves and common areas. City Commission acceptance of dedications will follow Planning Commission action.

Public infrastructure and next steps, information only

No public water, sanitary sewer, storm drainage, or streets are yet constructed to serve the 2nd Addition. The proposed replatted area is well situated to be served by planned extensions and logical connections to existing systems. Following Planning Commission action and City Commission acceptance of dedications, the developer will submit a petition and execute a development agreement with the City. The City Commission will consider formation of an improvement district and authorize design and construction of water, sewer, drainage, and street improvements necessary to serve the subdivision. This memo references that process for awareness. No Planning Commission action is requested regarding petitions, financing, or the development agreement.

Traffic impact summary

The previously approved program contemplated forty one units in this phase. The revised plan proposes thirty two detached single family lots. Based on ITE Trip Generation for single family detached housing, daily trips are reduced by approximately twenty two percent, with morning peak hour trips lower by about six and evening peak hour trips lower by about nine compared to the prior approval. The internal street network was designed for the higher unit count and will continue to operate acceptably at the reduced volume. Trips continue to distribute primarily to 12th Avenue. No off site turn lane or intersection improvements are warranted as a direct result of this amendment.

Findings

- Consistency with Comprehensive Plan and established character. The Greens at Prairie Trails remains a low density residential neighborhood with an integrated open space framework. The amendment refines the lotting pattern and dimensional standards without altering the established development character.
- Compatibility. The siting standards, side yard provisions, and minimum structure separation address fire protection, privacy, and maintenance access.
- Subdivision and engineering compliance. The final plat meets the subdivision regulations regarding survey, geometry, easements, and dedications. Engineering plans for public improvements, stormwater design, and utilities will be reviewed and approved by staff.
- Traffic and access. The reduction in units lowers trip generation relative to the previously approved plan. The internal network and external connections remain adequate.
- Article 11 site plan review. Article 11 standards will continue to apply at building permit for grading, utilities, driveway placement, lighting, landscaping, and related details to confirm conformance with adopted standards and the P-D conditions.

Staff recommendation

Staff recommends the Planning Commission recommend approval of Amendment No. 2 to the Planned Development Overlay for The Greens at Prairie Trails, and recommend approval of the Final Plat for The Greens at Prairie Trails 2nd Addition.

Suggested motions

P-D Amendment No. 2

I _____ move to recommend approval of Amendment No. 2 to the Planned Development Overlay for The Greens at Prairie Trails, as presented, finding that it is consistent with the purpose of the Planned Development district, and maintains compatibility with surrounding development.

_____ seconds the motion.

Final Plat

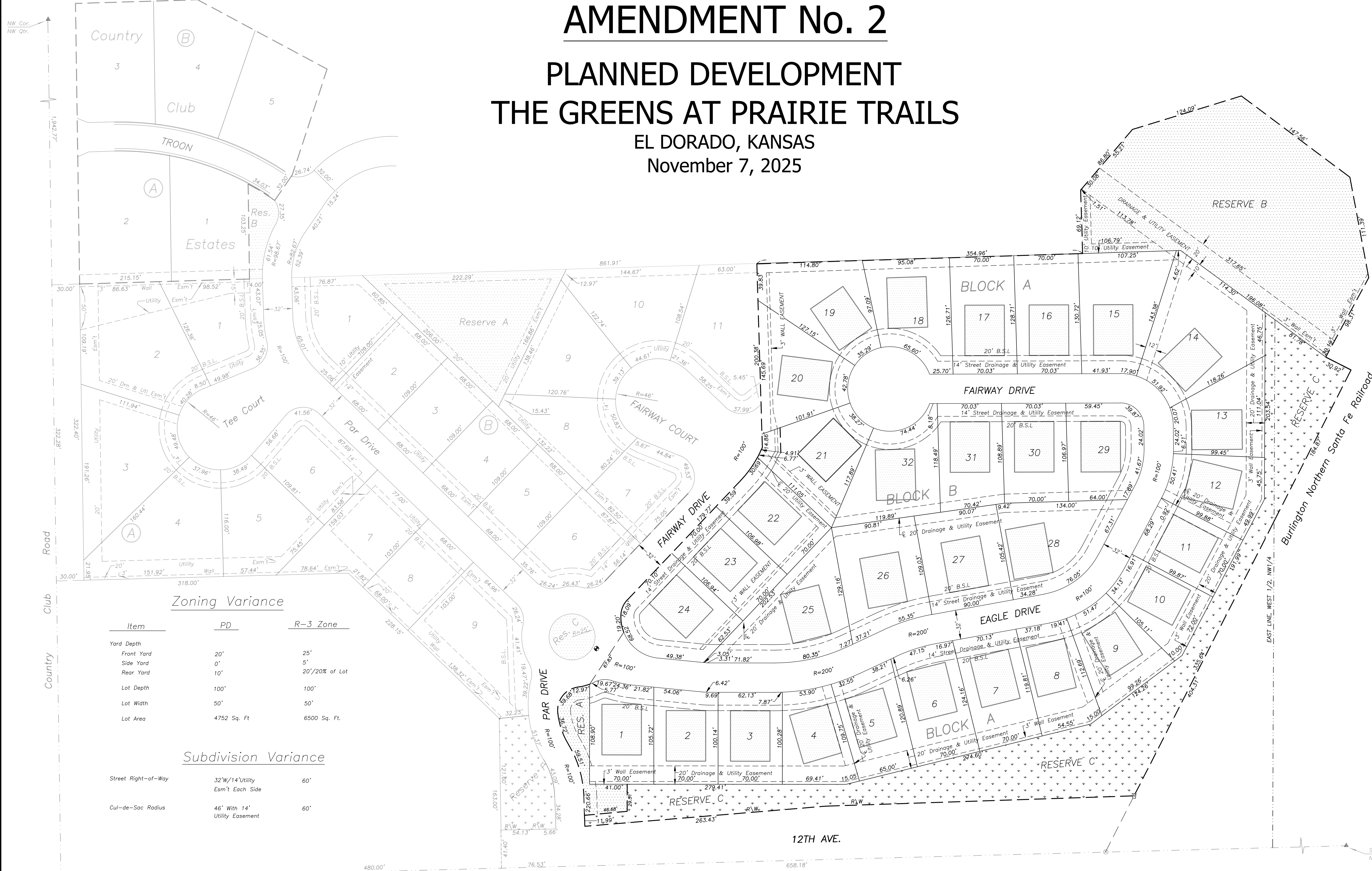
I _____ move to recommend approval and acceptance of the final plat titled The Greens at Prairie Trails 2nd Addition, and to forward it to the City Commission for acceptance of the dedications. _____ seconds the motion.

AMENDMENT No. 2

PLANNED DEVELOPMENT

THE GREENS AT PRAIRIE TRAILS

EL DORADO, KANSAS
November 7, 2025



Zoning Variance

Item	PD	R-3 Zone
Yard Depth		
Front Yard	20'	25'
Side Yard	0'	5'
Rear Yard	10'	20'/20% of Lot
Lot Depth	100'	100'
Lot Width	50'	50'
Lot Area	4752 Sq. Ft.	6500 Sq. Ft.

Subdivision Variance

Street Right-of-Way	32'W/14'Utility Esm't Each Side	60'
Cur-de-Sac Radius	46' With 14' Utility Easement	60'

Amendment No. 2

This amendment clarifies and modifies the approved development plan as follows:

I. The structures footprint shown on the approved development plan indicates a structure size and footprint that will fit on the lot. The structure footprint and drive shall not be used to regulate the size, location, or orientation of any structure or drive within this development. Structures requirements and location requirements are defined as below.

II. Structure Requirements:

A.1 The following lots shall be set aside for single family detached dwellings:
The Greens at Prairie Trail Addition
Lots 1 thru 8, Block A
Lots 1 thru 11, Block B
The Greens at Prairie Trails 2nd Add.
Lots 1 thru 20, Block A
Lots 1 thru 12, Block B

A.2 Living areas for lots defined in Paragraph A.1
1200 to 3600 Square Feet.

B.1 Either single family attached dwellings or single family detached dwellings will be allowed on the following lots.
Lots 17 thru 20, Block C

B.2 Living areas for single family attached dwellings defined in Paragraph B.1
1200 to 2200 Square Feet.

B.3 Living areas for single family detached dwellings defined in Paragraph B.1
1000 to 2200 Square Foot.

B.4 The maximum number of attached dwellings shall not exceed 22 units.

III. Location Requirements:

A. Sideyard setback from property lines are 0 feet for attached dwellings with common walls and 5 feet for all other structures.

B. Minimum separation distance between structures is 15 feet. The 15 feet can be reduced with a fire wall that complies the Uniform Building Code.

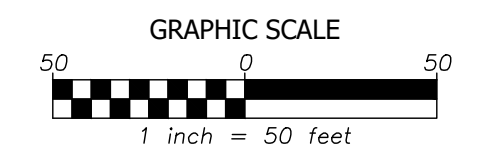
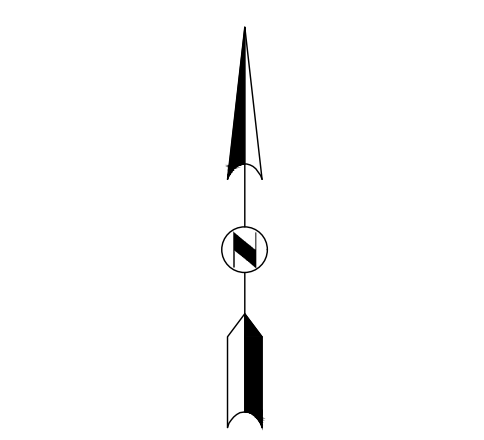
C. A lot site plan will be submitted to the Zoning Administrator prior to issuance of a building permit. This plan will show the structure footprint, the structure location, minimum floor elevation, curb elevations, and rear lot elevations. It will also show adjacent lot structures where existing.

IV. Definitions:

A. Attached Dwelling - any dwelling which is joined to another dwelling unit at one or more sides by a party wall or walls.

B. Detached Dwelling - Any dwelling which is entirely surrounded by open space on the same lot.

C. Living Area is defined as the building footprint exclusive of garage or patios on the ground floor with no steps within the living area or garage. Basements and lofts may be constructed but are excluded from the Living Area calculations.



LEGEND

B.S.L.	Building Setback Line
Drn & Util Esm't	Drainage And Utility Easement
R/W	Street Right-of-Way