

City of Peabody, KS  
Planning and Zoning Commission  
Minutes of the September 19, 2022 Meeting

**CALL TO ORDER:** The regular meeting was called to order by Joey Hutchison at 7:10pm. Members present were Joan Berg, Kenny Rogers, and Pandeia Smith; Taylor Ensminger was present as the Zoning Administrator. Kyle Sumner was absent.

**MINUTES:** Joey moved to accept the August 15, 2022 minutes with a correction to add the members of the public who were not present at the beginning of the meeting and arrived throughout; Joan seconded. Motion passed unanimously.

**Members of the Public Present:** Stephen Waite, Ben Stekete.

Joey opened the meeting by explaining that he had invited Ben Stekete to explain Ben's role in the inspection process, how we can ensure communication with him, and to discuss permit applications in general.

The Commission had many questions for Ben, which he answered in depth. Ben agrees that a site plan should accompany all applications.

Steve Waite is preparing to start renovations on a property at 215 N. Walnut. The ground floor will be commercial and there will be an apartment on the second floor. Ben informed property owner that a rough inspection and a final inspection will be required for plumbing, electrical, and mechanical elements of the construction. Waite also expressed an interest in applying for the Neighborhood Revitalization Program and plans to contact the County for that.

Ben stated that in the past property owners or contractors have contacted him directly to schedule inspections, but he would prefer that the city contact him so that there is a record at the city of status of the project. Demolition inspections are required to make sure the sewer is capped with a plumbing fitting.

Ben's role as inspector for the City of Peabody is under an Inter-Governmental Agreement. No contract is in place and no payments are made by Peabody for his time.

Ben did clarify that each subcontractor does need to have a city license but not their own building permit.

**ADJOURNMENT:** Meeting was adjourned at 8:50pm with a motion by Joey, seconded by Kenny.

**NEXT MEETING:** Monday, October 17, 2022 7:00pm at city hall council chambers

Tabled Business:

- Checklist for variance requests to make the process clear for applicants, staff, and board members.
- Creation of by-laws section concerning the review of building permits
- General adoption of by-laws
- Review/revision of building permit application form and requirements
- Develop ordinance for ponds