

REGULAR MEETING NOTICE ROSE HILL CITY PLANNING COMMISSION AGENDA

Eric Bollig—Chairperson, Presiding
— Vice Chairperson
Mike Sullivan — Member
James Keller — Member
Marion Futhey -- Member

TIME: 6:00 P.M.

DATE: TUESDAY, November 11, 2025

PLACE: CITY HALL COUNCIL CHAMBERS
125 W. Rosewood

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes — October 14, 2025 Minutes
4. Committee and Staff Reports – none
5. Communications — none
6. Other Business.

Public Hearing

7. Conduct a Public Hearing on Case No. V-2025-01 a Request for Easement Vacation, U.S.D. #394 Addition.

New Business

8. Consider Case No. V-2025-01, a Request for Easement Vacation, U.S.D. #394 Addition.
9. Adjournment.

**MINUTES OF
THE REGULAR MEETING OF THE ROSE HILL PLANNING
COMMISSION
TUESDAY, OCTOBER 14, 2025**

Call To Order

The Regular Meeting of the Rose Hill Planning Commission was called to order at 6:05 p.m. by Chair Eric Bollig and held in City Hall Council Chambers. Members present Mike Sullivan and James Keller. Absent Marion Futhey. Staff present: Warren Porter-City Administrator/Planning Commission Secretary.

Approval of Agenda

With copies of October 14, 2025, agenda previously distributed and before each member.

Motion by Commission Member Sullivan to approve the agenda. Second by Commission Member Keller with motion passing 3-0.

Approval of Minutes

With copies of June 10, 2025, Regular Planning Commission/Board of Zoning Appeals meeting minutes previously distributed and before each member.

Motion by Commission Member Sullivan to approve copies of the June 10, 2025, Regular Planning Commission/Board of Zoning Appeals minutes. Second by Commission Member Keller with motion passing 3-0.

Consider Case No. LS-2025-01 Proposed Lot Split for Lot 2, Block A, Cedar Crest 2nd Addition, to Rose Hill, a replat of Part of Block F Cedar Crest Addition for Rise and Grind Real Estate, LLC.

Chair Bollig opened the discussion with Administrator Porter explaining the Lot Split request for splitting the lot where Ziggi's Coffee is located. Administrator Porter referenced the staff report outlining the application and issues. Letters had been sent to property owners within 200' of the property and only one recipient had asked a question about the case, and they were not opposed after discussing the application.

Chair Bollig recognized the applicant Blake Yakel, who explained their desire to split the lot and sell the property to a proposed business. Mike Stump, PE with Schwab-Eaton Engineering was present to answer any questions.

No one appeared to speak on the application.

After questions and discussion from the Commission members, Motion by Commission Member Sullivan to approve the Lot Split as presented. Seconded by Commission Member Keller with motion passing 3-0.

Adjournment

Member Sullivan made a motion to adjourn at 6:10 p.m. Second by Commission Member Keller, with motion passing 3-0.

Respectfully submitted,

Warren Porter, Planning Commission Secretary

Rose Hill Planning Commission

Agenda Report

Case No. V-2025-01

November 11, 2025

Applicant: U.S.D. #394

Agent: Joe Hutchinson/Matt Tucker – BHC Engineering

Location: USD #394 Addition, Approximately 285.5' from West Property Line (Rose Hill Road) and approximately 168 feet from East School Street Property Line.

Reason: To allow construction of school facilities

There is a platted easement on the USD #394 subdivision for a sanitary sewer easement. There is no other utility within the easement. The application desires to construct within a portion of the easement.

A notice of public hearing was published in the Rose Hill Reporter on October 9, 2025, as required by state statute and city regulations. No comment has been received from the public. Notices to adjoining property owners have been sent with no comment received.

The legal description and map describe the area to be vacated. USD #394 is the only customer on the line until the sanitary sewer main running east/west. This area proposed to be vacated only serves USD #394. No other customers are affected. The applicant would place a new manhole for public maintenance north of the proposed area to be vacated.

The City has no issue with it. Easement vacations require public notice and hearing. No other utilities are affected. USD #394 could abandon the line or use it as a private lateral into the new manhole, depending upon their needs.

In the long run, there is less potential cost for maintenance and/or replacement on behalf of the City. No other party should be affected or suffer a loss or inconvenience by vacated a portion of the existing sanitary sewer easement.

Recommendation:

Staff recommends to the City Council approval of the application and that any services requiring maintenance or removal within the area considered for vacation of easement

shall be at the owner's expense and maintenance and/or removal activities shall be to city standards. Applicant/owner shall also record file the order at the Register of Deeds.

PETITION FOR A VACATION UNDER THE SUBDIVISION REGULATIONS

This is a petition for a vacation. The form must be completed in accordance with directions on the accompanying instructions and filed with the Subdivision Administrator at City Hall, 125 West Rosewood, P.O. Box 185, Rose Hill, Kansas 67133-0185 or FAX: (316) 776-2769.

(AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED.)

1. Name of contact Petitioner U.S.D. #394
Address 104 N Rose Hill Rd, Rose Hill, KS 67113 Phone 316-7763300
Name of Agent, if any BHC, Inc.
Address 165 S Rock Island Ave Suite 150, Wichita, KS 67202 Phone 316-265-0005

List of petitioners and affected landowners attached: Yes _____ No X
Petitioner is the only entity affected

2. Petition is made for a vacation as provided for in Section 10-103A of the City Subdivision Regulations to vacate (describe request):

A Sanitary Sewer Easement serving Rose Hill Middle School

for property in the City located at U.S.D. #394 Addition

and legally described as _____

A portion of U.S.D. #394 Addition as described on the
accompanying document

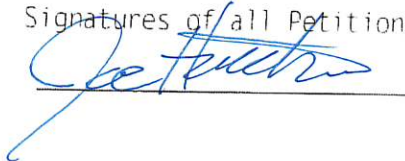
3. The petitioner(s) herein or his/her authorized agent acknowledges:

- a. That he/she has received instruction material concerning the filing and hearing of this case, and
b. That he/she has been advised of the fee requirements established and that the appropriate fee is herewith tendered; and

- c. That he/she has been advised of his/her rights to bring action in the District Court of the County to appeal the decision of the Governing Body; and
- d. That the list of petitioners and affected landowners is attached hereto as required in the instructions; and
- e. That the Governing Body has the authority to require such conditions as are deemed necessary and reasonable in order to serve the public interest.

Signatures of all Petitioners:

Agent/BHC

 9/26/2025
Date

Date

Date

Date

Date

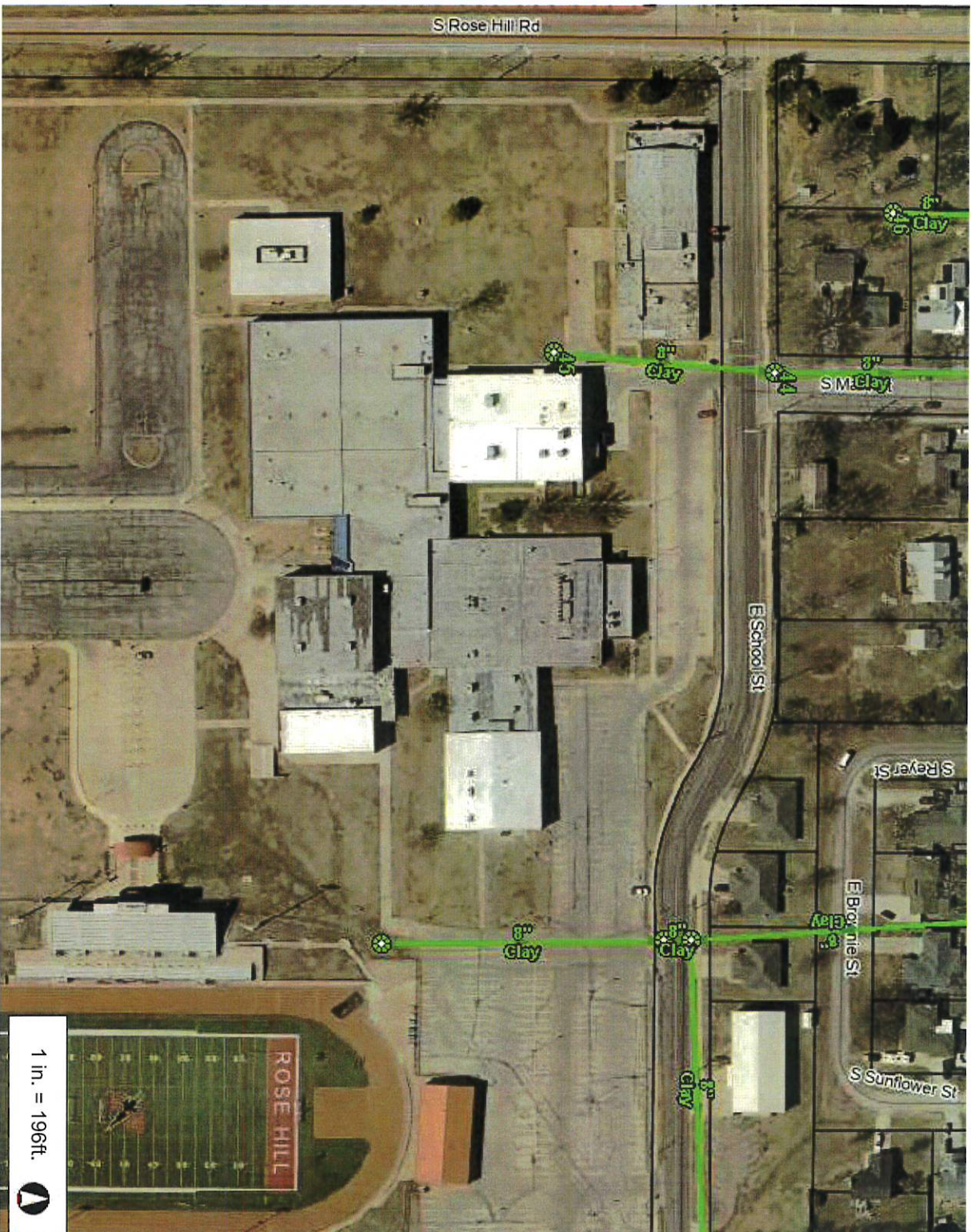
OFFICE USE ONLY

This petition was received at _____ (a.m., p.m.) on _____, 20____
by the Subdivision Administrator acting for the City Clerk. It has been
checked and found to be complete and accompanied by the required documents and
the fee of \$_____.

Subdivision Administrator

cc: Contact Petitioner/Agent

Rose Hill, KS



1 in. = 196ft.



Legend

- Manhole
- Lamphole
- Air Release Valve
- Lift Station
- Rat Rating
- Blocked (0)
- Poor (1-3)
- Fair (4-6)
- Good (7-10)
- Gravity Main
- Pressurized Main
- Lagoon
- Roads
- CITY
- COUNTY ASPHALT
- COUNTY GRAVEL
- KANSAS TURNPIKE
- PAPER
- PRIVATE
- STATE HWY
- TOWNSHIP
- US HWY
- <all other values>
- Parcels
- Municipal Boundaries

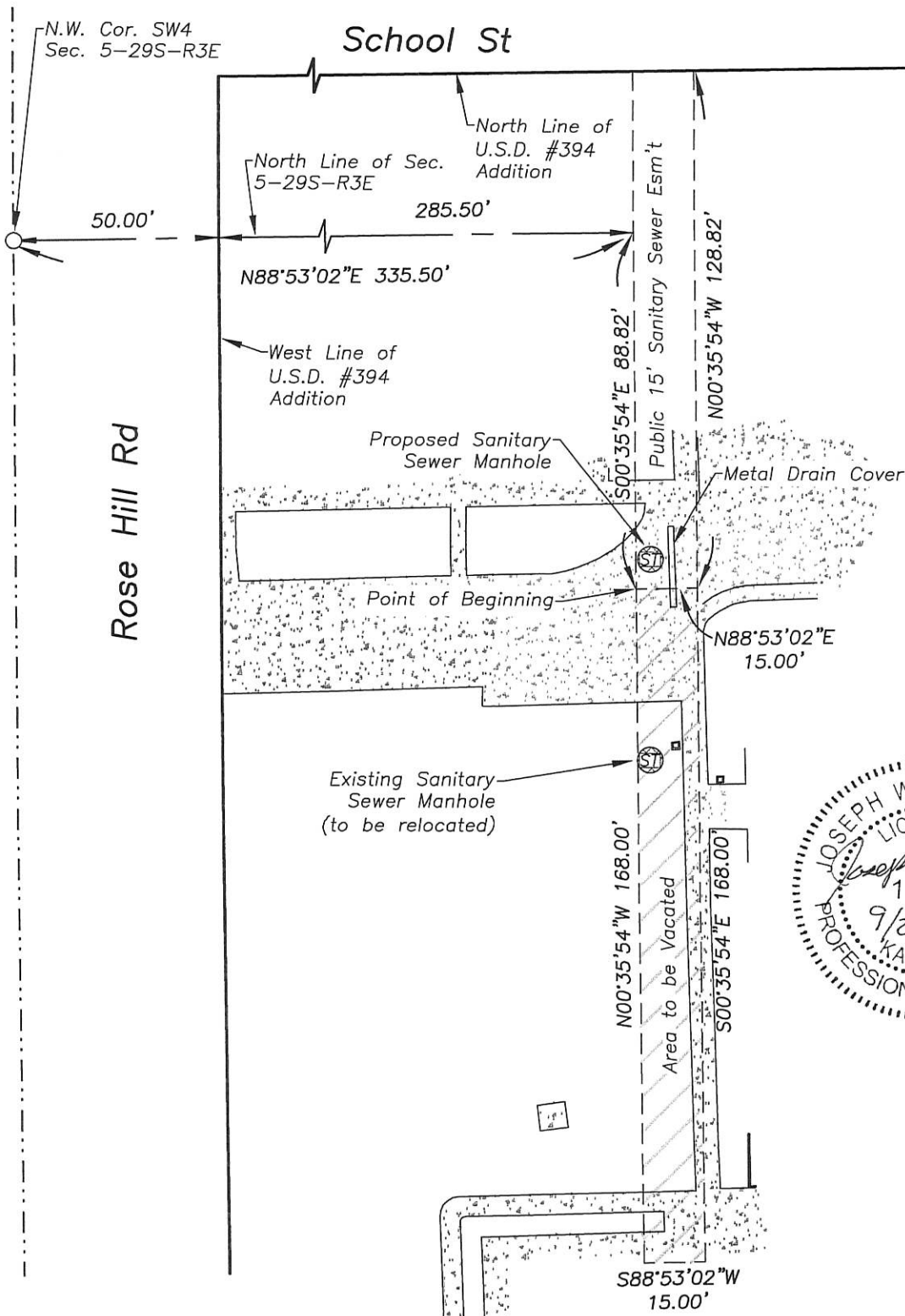
Notes

This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Sewer Easement Vacation
U.S.D. #394 Addition to
Rose Hill, Butler County, Kansas

The South 168 feet of a Sanitary Sewer Easement as established on the plat of U.S.D. #394 Addition, more particularly described as:
Commencing at the Northwest Corner of the Southwest Quarter of Section 5, Township 29 South, Range 3 East of the 6th Principal Meridian, Butler County, Kansas; thence along the North Line of said Southwest Quarter, a distance of 335.5 feet to the West Line of said easement; thence S0°35'54"E along said West Line, a distance of 88.82 feet to the Point of Beginning; thence N88°53'2"E, a distance of 15 feet to the East Line of said Easement; thence S0°35'54"E along said East Line, a distance of 168 feet; thence S88°53'2"W along the South Line of said Easement, a distance of 15 feet; thence N0°35'54"W along the West Line of said Easement, a distance of 168 feet to the Point of Beginning.



Sheet:

1
OF
1

Drawn By: MBF
Proj No: 048250.00.01
Field Date: N/A
Issue Date: 09/24/25

Project:
Sewer Easement Vacation
U.S.D. #394 Addition
to Rose Hill,
Butler County, Kansas

Client:
Rose Hill schools

BH&C
CIVIL ENGINEERING / SURVEYING / UTILITIES
165 S. Rock Island Ave., Suite 150, Wichita, KS 67202
Phone: (316) 265-0005