

**Louisburg Planning Commission Regular Meeting**  
**6:30 P.M. APRIL 29, 2026**  
**City Council Meeting Room**  
**215 S. Broadway**  
**AGENDA**

Livestream link:

<https://boxcast.tv/view/planning-commission-raypzcymvpwywpkaeyo>

**Item 1: CALL TO ORDER**

**Item 2: PLEDGE OF ALLEGIANCE**

**Item 3: ADOPTION OF THE AGENDA**

**Item 4: APPROVAL OF THE MINUTES:**

-Minutes from March 25, 2026, Planning Commission regular meeting.

**Item 5: PUBLIC COMMENTS:**

Persons who wish to address the Planning Commission regarding items not on the agenda may do so at this time. Speakers will be limited to three (3) minutes. Any presentation is for informational purposes only.

**Item 6: NEW BUSINESS**

**PUBLIC HEARING BUSINESS ITEMS:**

**Item 7:** None

**NON-PUBLIC HEARING BUSINESS ITEMS:**

**Item 8:** Review of Shipping Containers Text Amendment

**OLD BUSINESS:**

None

**Item 9: Adjournment**

*The next regular meeting of the Planning Commission is scheduled for 6:30 p.m. Wednesday, May 27, 2026.*

**LOUISBURG PLANNING COMMISSION  
MEETING MINUTES  
WEDNESDAY, MARCH 25, 2026**

Livestream link:

<https://boxcast.tv/view/planning-commission-oqbpw4wlfwas1shngmar>

The Planning Commission of the City of Louisburg, Kansas, met at 6:30 p.m. in the City Hall Council Chambers with Chairperson Mike Johnson presiding.

**ATTENDANCE:**

Commission Members: Robert Wood, Thorvald McKiernan, Chris Hoffman, Stephanie Parker

Mayor: Donna Cook

Councilmember: Steve Town

City Administrator: Nathan Law

Communicators Coordinator/Recording Secretary: Jean Carder

Chairperson Mike Johnson opened the meeting by announcing Andrew Ball is not in attendance due to a work function. He then introduced Robert Wood as the newest commission member.

**PLEDGE OF ALLEGIANCE:**

Chris Hoffman led the Pledge of Allegiance.

**ADOPTION OF THE AGENDA:**

Thorvald McKiernan moved, seconded by Robert Wood and carried 5-0, to adopt the agenda.

**APPROVAL OF MINUTES:**

Hoffman moved, seconded by Stephanie Parker and carried 5-0, to approve the minutes of the Feb. 25, 2026, meeting.

**ELECTION OF OFFICERS:**

McKiernan moved, seconded by Parker and carried 5-0, to nominate Hoffman as chairperson.

McKiernan moved, seconded by Wood, to nominate Johnson as vice chair. Nomination passed 4-0-1 with Johnson abstaining.

Johnson moved, seconded by McKiernan and carried 5-0, to nominate Andrew Ball as secretary.

**PUBLIC COMMENTS:**

None

## **SCHEDULED VISITORS:**

The scheduled visitor was not in attendance.

## **NEW BUSINESS**

**Public Hearing** – none

### **Non-Public Hearing Business Items:**

**Potential Text Amendment – Lot Splits:** City Administrator Nathan Law said there are a few suggested changes based on previous conversations and asked if changes are captured adequately or if additional changes are needed. McKiernan asked if this is for multi-family. Law said it is and is captured in the redline proof. Wood asked for background. Law described the requirement for lot splits of multi-family units that would have individual ownership. Historic practice has been to split the property at the build completion stage and that deviates from the requirement. He described the desired change. Hoffman confirmed this is what Planning Commission had previously discussed. Law confirmed it does. Johnson asked about the possibility of requiring the lot split at the time of rough-in and if a timeline needs to be established to make sure it gets done. Hoffman thought the lot split might work better if it happened prior to rough-in inspection. Hoffman asked if a public hearing would still be required. Discussion occurred. Hoffman moved, seconded by Parker and carried 5-0, to conduct a public hearing at the April meeting with proper notification given to make changes to the City of Louisburg Lot Split procedure as discussed.

**Potential Text Amendment – Shipping Containers:** Law said this item was discussed last year and then dropped off. This is a revisit because there is more interest in shipping containers. Law reviewed the packet information. He said there are a number of considerations and asked what the Planning Commission might want to allow and go through those considerations.

Planning Commission discussed and developed the following guidelines:

A permit is required for a shipping container to be placed on a parcel when allowed in any district per the regulations below. An inspection is required as part of the permit process to verify the container is set in the proper location and meets all other requirements.

The permanent use of shipping containers is allowed in C-O Office & Institutional, C-1 Neighborhood Business, C-3 General Business, C-4 Special Use Business, C-S Highway Service, B-P Business Park, I-1 Light Industrial and I-2 Heavy Industrial and:

1. used for storage only;
2. placed on a hard surface of either concrete, asphalt or packed gravel;
3. painted to match the primary building;
4. set behind the front building line of the primary structure;
5. may be placed anywhere on the property in I-1 and I-2 districts;
6. otherwise meet the setbacks for the corresponding district;

7. two shipping containers are allowed per parcel; a Special Use Permit is required for any additional shipping containers;
8. in a commercial district that abuts a residential district, the shipping container must be screened from the residential district.
9. may not be stacked;
10. may not exceed 10 ft. in height;
11. electric is the only utility that may be hooked up to a shipping container;
12. a single access door is allowed in a shipping container;
13. windows or interior build-outs are not allowed;
14. signage requirements for permanent shipping containers:
  - a. any hazardous material stored in the container must have proper signage and must receive Fire Chief approval.
  - b. must have emergency contact information posted on the container;
15. at no time, should any access or fire lanes be blocked by a shipping container. Emergency access to buildings must be maintained.
16. shipping containers may not be placed in easements, ROW or stormwater drainage in any district.

The temporary use of shipping containers is allowed as part of a construction project in the C-O Office & Institutional, C-1 Neighborhood Business, C-3 General Business, C-4 Special Use Business, C-S Highway Service, B-P Business Park, I-1 Light Industrial and I-2 Heavy Industrial and

1. must be removed prior to the issuance of a Certificate of Occupancy
2. is used for storage only;
3. two shipping containers are allowed per parcel; a Special Use Permit is required for any additional shipping containers;
4. may not be stacked;
5. may not exceed 10 ft. in height;
6. electric is the only utility that may be hooked up to a shipping container;
7. a single access door is allowed in a shipping container;
8. windows or interior build-outs are not allowed;
9. signage requirements for permanent shipping containers:
  - a. any hazardous material stored in the container must have proper signage and must receive Fire Chief approval.
  - b. must have emergency contact information posted on the container;
10. at no time, should any access or fire lanes be blocked by a shipping container. Emergency access to buildings must be maintained.
11. shipping containers may not be placed in easements, ROW or stormwater drainage in any district.

In the A-L, R-1, R-2 and R-3 districts up to two shipping containers are allowed during a construction project and:

1. used for storage only;
2. no time limit will be imposed;
3. must be removed before a Certificate of Occupancy is issued;
4. at no time, should any access/fire lanes should be blocked by a shipping container. Emergency access to buildings must be maintained.
5. shipping containers may not be placed in easements, ROW or stormwater drainage in any district.
6. utility hook-ups to the shipping container are not allowed;
7. windows or interior build-outs are not allowed;
8. any HOA restrictions supersede these regulations

In the A-L, R-1, R-2 and R-3 districts up to two shipping containers are allowed as a temporary use:

1. for storage only;
2. is allowed for no more than 90 days with one 30-day extension allowed upon approval by submitting a request to the Planning and Development Department;
3. must be placed on the driveway;
4. at no time, should any access/fire lanes should be blocked by a shipping container. Emergency access to buildings must be maintained.
5. shipping containers may not be placed in easements, ROW or stormwater drainage in any district.
6. utility hook-ups to the shipping container are not allowed;
7. windows or interior build-outs are not allowed;
8. any HOA restrictions supersede these regulations
9. only one permit may be issued per residence once per calendar year.

In the M-P Mobile Home Park district shipping containers are not allowed.

In the C-2 Central Business district, the use of shipping containers must receive permission from the Governing Body that follows the current process for setting waste dumpsters.

Any container that becomes unsightly, unsafe or not used in a manner in which it is permitted may be subject to a nuisance violation.

Shipping containers that are ancillary to the primary use of the non-retail commercial or industrial use of the subject property and not subject to any restrictions.

## **ADJOURNMENT**

At 7:32 p.m., Hoffman moved, seconded by McKiernan and carried 5-0, to adjourn the meeting.



## Memo: Item 8

**To:** Planning Commission

**From:** Staff

**Date:** April 23, 2026

**Re:** Potential Text Amendment – Shipping Containers

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At the last meeting, Planning Commission reviewed a potential text amendment to allow for shipping containers inside the city limits. Following is the language that was discussed at that meeting. Planning Commission is asked to review this information and provide any desired changes.

Items for Planning Commission consideration after last month's discussion:

- A. Under the permanent use in commercial districts (#3 below) is a primary building required on the parcel before a container may be placed on that parcel?
- B. Planners discussed the use of shipping containers in residential districts but did not specifically discuss A-L districts. In A-L districts is a residence on the parcel required before a shipping container can be placed on the parcel?
- C. Under the temporary construction use in residential districts (#2 below) – no time limit will be imposed – some recent residential builds have taken longer than 1 year to complete. It might be worth noting a building permit is valid for 1 year. Is there desire to change the “no time limit” to a “one-year time limit”?

### Shipping Containers:

A permit is required for a shipping container to be placed on a parcel when allowed in any district per the regulations below. An inspection is required as part of the permit process to verify the container is set in the proper location and meets all other requirements.

The permanent use of shipping containers is allowed in C-O Office & Institutional, C-1 Neighborhood Business, C-3 General Business, C-4 Special Use Business, C-S Highway Service, B-P Business Park, I-1 Light Industrial and I-2 Heavy Industrial and:

1. used for storage only;
2. placed on a hard surface of either concrete, asphalt or packed gravel;
3. painted to match the primary building; (see question A above)
4. set behind the front building line of the primary structure;
5. may be placed anywhere on the property in I-1 and I-2 districts;
6. otherwise meet the setbacks for the corresponding district;

7. two shipping containers are allowed per parcel; a Special Use Permit is required for any additional shipping containers;
8. in a commercial district that abuts a residential district, the shipping container must be screened from the residential district.
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16. shipping containers may not be placed in easements, ROW or stormwater drainage in any district.

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2. is used for storage only;
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4. may not be stacked;
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11. shipping containers may not be placed in easements, ROW or stormwater drainage in any district.

In the **A-L**, R-1, R-2 and R-3 districts up to two shipping containers are allowed during a construction project and:

1. used for storage only;
2. no time limit will be imposed; **(see question C above)**
3. must be removed before a Certificate of Occupancy is issued;
4. at no time, should any access/fire lanes should be blocked by a shipping container. Emergency access to buildings must be maintained.
5. shipping containers may not be placed in easements, ROW or stormwater drainage in any district.
6. utility hook-ups to the shipping container are not allowed;
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8. any HOA restrictions supersede these regulations

In the **A-L**, R-1, R-2 and R-3 districts up to two shipping containers are allowed as a temporary use:

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9. only one permit may be issued per residence once per calendar year.

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Any container that becomes unsightly, unsafe or not used in a manner in which it is permitted may be subject to a nuisance violation.

Shipping containers that are ancillary to the primary use of the non-retail commercial or industrial use of the subject property and not subject to any restrictions.

Planning members should also discuss how to incorporate this new text amendment into the Zoning Regulations. The options include adding it to each section of the appropriate zoning district or add it

as a section of Article 6 Supplementary District Regulations as Section 621. Items currently included in the Supplementary District Regulations include sections such as:

- Number of structures and uses on a zoning lot
- Temporary uses permitted
- Open storage
- Fences

It would be less costly to add this text amendment as part of the Supplementary District Regulations at an estimated cost of \$250+.

Legal: Once approved, this item would be considered as a Public Hearing at the May meeting and be recommended to the City Council for final approval.

Financial: Varies based on how the text amendment is incorporated and would range from \$250+.

Recommendation: Discuss and direct staff accordingly.

Sample motions:

*Motion 1: I move to approve the shipping container text amendment as presented and direct staff to proceed with next steps and incorporate the text amendment into the Zoning Regulations by adding the amendment to the Supplementary District Regulations **OR** incorporating the amendment into each Zoning classification.*

*Motion 2: I move to approve the shipping container text amendment with the following changes:*

- 1.
- 2.
- 3.

*etc (as needed)*

*and direct staff to proceed with next steps and and incorporate the text amendment into the Zoning Regulations by adding the amendment to the Supplementary District Regulations **OR** incorporating the amendment into each Zoning classification.*