

**AGENDA**  
**HUTCHINSON-RENO COUNTY**  
**JOINT SUBDIVISION COMMITTEE**  
 Wednesday, January 7, 2015 – 5:00 PM  
 City Council Chambers  
 125 East Avenue B, Hutchinson, Kansas

1. ROLL CALL

- |                                   |                                     |                                  |
|-----------------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> French   | <input type="checkbox"/> Richardson | <input type="checkbox"/> Macklin |
| <input type="checkbox"/> Etzler   | <input type="checkbox"/> Hamilton   | <input type="checkbox"/> Martin  |
| <input type="checkbox"/> (Vacant) | (Vice-Chair)                        | (Chair)                          |

2. WELCOME BY CHAIRPERSON

3. APPROVAL OF MINUTES – Meeting of November 5, 2014

4. APPOINTMENT OF AT-LARGE MEMBER TO THE COMMITTEE

5a. Consider appointment of Dave Freund

5. NEW BUSINESS

4a. **15-SD-01: Sugar Mill Addition** – Request for preliminary and final plat approval of a new subdivision, consisting of two lots and totaling 2.499 acres, located in the vicinity of E 1<sup>st</sup> Ave and N Pershing St.

Applicant: Ted Robinson                      Owner: T & T Leasing, Inc.

4b. **15-SD-02: Mervis Railcar Addition** – Request for preliminary and final plat approval of a replat of lots 3, 4 & 5 of Salt City Business Park II; lots 15 & 16 of Salt City Business Park III; and adjacent vacated right-of-way, consisting of one lot totaling 105.22 acres, located in the vicinity of Enterprise Dr and Commerce Pl.

Applicant: Mervis Industries                      Owner: City of Hutchinson

6. ELECTION OF OFFICERS

7. RESOLUTION OF MEETING DATES

8. OTHER BUSINESS

8a. Open comments from the audience. (Please limit comments to five minutes.)

9. ADJOURNMENT

Staff Contacts:	Jana McCarron	620-694-2681	Casey Jones	620-694-2667
	Amy Denker	620-694-2638	Justin LaFountain	620-694-2635
	Charlene Mosier	620-694-2639	Casey Tillman	620-694-2617

MINUTES  
 HUTCHINSON-RENO COUNTY  
 JOINT SUBDIVISION COMMITTEE  
 WEDNESDAY, NOVEMBER 5, 2014 – 5:00 p.m.  
 HUTCHINSON CITY COUNCIL CHAMBERS  
 125 EAST AVENUE B

1. The Joint Subdivision Committee meeting was called to order at 5:00 PM with the following members present: Harley Macklin, Mark Richardson, Thom Etzler, Dave Freund, and Jack Martin. Jana McCarron, Director; and Justin LaFountain; Associate Planner, were also present. Committee Member Janet Hamilton joined the meeting following approval of the minutes.
2. The minutes for the meeting of September 3, 2014 were approved on a motion by Macklin, seconded by Freund, passed unanimously.
3. PUBLIC HEARING
  - 3a. **13-SD-13 The Lakes at Northglenn, 2<sup>nd</sup> Addition Final Plat Extension**  
 Request for an extension of the Final Plat approval for The Lakes at Northglenn, 2<sup>nd</sup> Addition submitted by Glenn Miller (Prairie Concepts, LLC), represented by Dan Garber, Garber Surveying Service, P.A.

McCarron explained that this subdivision was approved on November 6, 2013 with several conditions. Dartmouth Road was vacated, and a signed Mylar was submitted as requested. Under current regulations, if a year passes following subdivision approval by the Joint Subdivision Committee without being approved by City Council, the approval becomes null and void. The applicant was asked if they would like a year extension, and they would. Glenn Miller of Prairie Concepts stated that someone may purchase the land before the end of the year, but would like the extension in case the sale falls through. McCarron reminded the applicant that if ownership of the land changes, a new plat with updated information would be required.

**Motion** by Freund to approve an extension of the Final Plat for the Lakes at Northglenn, 2<sup>nd</sup> Addition, for a period not to exceed one year with the following conditions:

1. The applicant shall have until November 3, 2015 to obtain final plat approval from the City Council;
2. Should the property sell within the one-year timeframe, a new final plat application and Mylar shall be required;
3. If Special Assessments are desired, an engineer's estimate and construction drawings for the water line shall be provided a minimum of three weeks prior to the desired City Council meeting. A minimum of one week lead time, for approved drawings/estimates, is required prior to scheduling the plat for City Council consideration. If Special Assessments are not desired, the estimates and construction drawings shall be approved prior to issuance of a Building Permit in the subdivision.

Seconded by Etzler. *Motion Passed Unanimously.*

4. OTHER

4a. **Update on Progress of Subdivision Regulations Rewrite**

McCarron gave an update regarding the Subdivision Regulations Rewrite. She told the Committee that she hopes to have a final draft ready to be reviewed by both the City and various commissions by the end of January.

5. ADJOURNMENT – The meeting adjourned at 5:11 p.m.



**DATE:** December 29, 2014

**TO:** Hutchinson–Reno County Joint Subdivision Committee

**FROM:** Justin LaFountain, Associate Planner

**CC:** Jana McCarron, Director of Planning and Development  
Casey Jones, Senior Planner  
Amy Denker, Associate Planner

**SUBJECT:** 15-SD-01 Sugar Mill Addition Subdivision – Preliminary and Final Plat  
(Northeast Corner of 1<sup>st</sup> Avenue and Ford Street)

**OWNER:** T & T Leasing

**AGENT:** Raymond Bretton, Alpha Land Surveys, Inc.

**MOTION:**

Motion to **TABLE** this request for Preliminary and Final plat approval of the Sugar Mill Addition subdivision to a public hearing date to be determined when revised plats have been submitted and reviewed by Staff.

**BACKGROUND:**

This request is for Hutchinson-Reno County Joint Subdivision Committee approval of the Preliminary and Final plats for the Sugar Mill Addition. The proposed subdivision is located at 600-612 E 1<sup>st</sup> Avenue in the City of Hutchinson. The subdivision consists of 2 lots on 2.499 acres of land and is zoned *I-1, Light Industrial District*. The subdivision includes a portion of the West Half of the Northwest Quarter of Section 18, Township 23 South, Range 5 West of the 6th Principal Meridian.

**ANALYSIS:**

Copies of the proposed subdivision were sent to the Development Review Committee (DRC) on November 28, 2014. The DRC held a meeting on December 9, 2014, to discuss the proposal. As of the date of this report, revised preliminary and final plats addressing the DRC comments have not yet been submitted.

The revised plats are required to be submitted prior to approval of the Preliminary and Final plats by the Joint Subdivision Committee.

**STAFF RECOMMENDATION:**

Staff recommends that the Joint Subdivision Committee **TABLE** the Preliminary and Final plat requests until revised preliminary and final plats have been submitted and reviewed by City staff.



**HUTCHINSON – RENO COUNTY  
JOINT SUBDIVISION COMMITTEE  
STAFF REPORT**

**PUBLIC HEARING: 1/7/2015  
620-694-2639**

December 29, 2014

**TO:** Hutchinson-Reno County Joint Subdivision Committee

**FROM:** Jana McCarron, AICP *Jana*  
Director of Planning and Development

**SUBJECT:** Case #15-SD-02, Mervis Railcar Addition Preliminary and Final Plat

**APPLICANT:** Mervis Industries (Larry Culligan)  
3295 E Main St, Danville IL 61834-0827

**OWNER:** City of Hutchinson



**REQUEST:** Request for Preliminary and Final Plat approval of the Mervis Railcar Addition, a replat of Lots 3-5 of Salt City Business Park II and Lots 15-16 of Salt City Business Park III and including adjacent vacated right-of-way, said plat totaling 105.22 acres.

**STAFF RECOMMENDATION**

Staff recommends approval of the preliminary and final plats with the following conditions:

1. Annexation of the Halstead Street ROW area shall occur prior to approval of the final plat by City Council.
2. All new utilities shall be located underground.
3. A signed mylar for the subdivision shall be submitted a minimum of one week prior to the desired City Council meeting.
4. Final plat shall be recorded prior to issuance of a building permit for the project.
5. High pressure gas line easement located on eastern boundary of plat shall be resolved prior to moving this item on to City Council.

**MOTION**

Motion to (approve / deny / approve with conditions, as recommended by staff / return to staff for further review) the preliminary and final plats for the Mervis Railcar Addition.

**BACKGROUND**

This request is for Hutchinson-Reno County Joint Subdivision Committee approval of the preliminary and final plats of the Mervis Railcar Addition, a resubdivision of Lots 3-5 of Salt City Business Park II, Lots 15-16 of Salt City Business Park III and including adjacent Halstead Street right-of-way. The proposed subdivision is located south of Enterprise Drive in the vicinity of Halstead Street and Commerce Place in the City of Hutchinson. The subdivision consists of one lot on 105.22 acres of land and is zoned I-3, Heavy Industrial District. The subdivision includes a portion

of the southwest quarter of section 21 and the southeast quarter of Section 20, Township 23 South, Range 5 West of the 6<sup>th</sup> Principal Meridian. The property is being replatted in order to combine the existing lots into a single lot, vacate the Commerce Place and Halstead Street right-of-ways, and vacate existing easements that will not be needed for utilities to serve the development proposed for the property. **Exhibit A** contains a copy of the preliminary plat application. **Exhibit B** is the final plat application.

The applicant proposes to develop the property for a railcar repair facility. In accordance with §27-406 of the *Zoning Regulations*, railcar repair facilities require conditional use permit approval. The applicant has submitted a concurrent conditional use permit application. **Exhibit C** contains the project site plan. **Exhibit D** is the landscape plan for the proposed project.

The development will consist of construction of four buildings and installation of extensive amounts of new track. Railcars will enter the site from the northeast portion of the property and will proceed to the cleaning building. Following cleaning, railcars will be inspected at the inspection building where any needed maintenance or repairs will be identified. Maintenance, including welding, will occur within the maintenance building. Railcars that need to be painted will then proceed to the painting building. Tracks encircling the property will be used for maneuvering and storing railcars. No salvage operations will be conducted onsite, however, the applicant has indicated that some railcars that cannot be repaired may be dismantled and stored in hopper cars prior to being transferred off of the property.

#### **ANALYSIS**

The preliminary and final plat drawings were sent to the Development Review Committee (DRC) and remaining members of the City-County Development Committee (CCDC) on December 2, 2014. A DRC meeting was held on December 9, 2014 to discuss the proposal. Comments received are included as **Exhibit E**, which is attached to this report. Revised plats were required and were submitted on December 22, 2014. Second revised plats were submitted on December 29, 2014. Please refer to **Exhibits F and G**. Items of note are discussed below:

1. **Annexation.** The proposed subdivision includes a portion of Halstead Street that is physically located outside the City Limits at the present time. Prior to City Council approval, the property will need to be annexed to the City. The applicant is working with the adjoining property owner (Cargill) on annexation of the property.
2. **Vacation of Rights-of-Way and Easements.** The subdivision includes vacation of the rights-of-way for both Halstead Street and Commerce Place and the addition of appropriate utility easements to protect utilities that were formerly in the street rights-of-way. Commerce Place will become a private drive and the owner of the property will be responsible for maintenance.

The plat also includes vacation of easements, including the drainage basin easement located in the southeastern section of the property, and the storm sewer easement that extended south from Commerce Place to the southern portion of the property. At the time of this report, the status of the high pressure gas easement that runs from the northeast corner of the subdivision south along the eastern edge of the property has not been resolved. The applicant believes this easement has been abandoned, but will need to

confirm this prior to City Council approval of the final plat. If the easement has not been abandoned, the final plat will need to be revised to show the easement in place.

**PUBLIC NOTIFICATION**

A Public Hearing Notice was published in the *Hutchinson News* on December 15, 2014. In addition, notices of the subdivision platting request were sent to 10 owners of 22 properties located within 200 feet (City) and 1,000 feet (County) of the subject property in accordance with *Kansas Statutes Annotated* on December 9, 2014. See **Exhibit H**. No comments have been received.

**EXHIBITS**

- A – Preliminary Plat Application
- B – Final Plat Application
- C – Mervis Railcar Site Plan, dated December 23, 2014
- D – Mervis Railcar Landscaping Plan, dated December 22, 2014
- E – Comments
- F – Preliminary Plat, dated December 29, 2014
- G – Final Plat, dated December 29, 2014
- H – Zoning & Property Ownership

**CC:** Casey Jones, Senior Planner  
Amy Denker, Associate Planner  
Justin LaFountain, Associate Planner

# 2014 PRELIMINARY PLAT SUBDIVISION APPLICATION

EXHIBIT A

 <p>CITY OF HUTCHINSON</p>	<p><b>CITY OF HUTCHINSON</b> Planning and Development Department 125 E Avenue B, Hutchinson, KS 67501 620-694-2639 phone ~ 620-694-2691 fax</p>
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**FOR OFFICE USE ONLY**

DATE RECEIVED: 12-1-14 CASE #: 15-SD-02 FEE PAID: \_\_\_\_\_  
(1-4 lots = \$100.00)  
(5 or more lots = \$100.00 + \$15 per lot)

**PROJECT INFORMATION**

Name of the Proposed Subdivision Mervis Railcar Addition  
Approximate Address 2605 Enterprise Drive  
Legal Description of land to be subdivided ALL OF LOTS 3, 4 & 5 OF "SALT CITY BUSINESS PARK II" AND LOTS 15 & 16 OF "SALT CITY BUSINESS PARK III", ALONG WITH VACATED STREET RIGHT OF WAYS, LYING IN THE SOUTHWEST QUARTER OF SECTION 21, AND THE SOUTHEAST QUARTER OF SECTION 20, TOWNSHIP 23 SOUTH, RANGE 5 WEST.

Applicant Mervis Industries

Mailing Address 3295 E. Main St., Danville, Illinois 61834-0827

Phone 217-304-0348 E-Mail Culligan@mervis.com

Property Owner City of Hutchinson

Mailing Address 125 E. Avenue B, Hutchinson, Kansas 67501

Phone 620-694-2638 E-Mail janam@hutchgov.com

Agent Information Sid Arpin, P.E., BG Consultants, Inc.

Mailing Address 900 E. 27th Avenue, Hutchinson, Kansas 67502

Phone 620-665-3952 E-Mail sid.arpin@bgcons.com

Surveyor/Engineer/Architect (attach additional pages, if needed)  
BG Consultants, Inc. and MKEC Engineering, Inc.

Mailing Address (BG-4806 Vue Du Lac Place, Manhattan, KS 66503)(MKEC-411 N. Webb, Wichita, KS 67206)

Phone (BG 785-537-7448) (MKEC 316-207-0096) E-Mail (BG: richard.iman@bgcons.com)(MKEC: bbarkus@mkec.com)

**SUMMARY OF SITE CHARACTERISTICS**

- Gross Acreage of Plat 105.22 Acres
- Number and Type of Lots Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial 1  
Other (please describe) \_\_\_\_\_
- Zoning Existing I-3 Proposed I-3



**PRELIMINARY PLAT CHECKLIST (CONT'D)**

- The name and mailing address of the preliminary plat preparer.
- Elevation contours at an interval not greater than 2'.
- Date prepared, graphic scale and north arrow.
- Location of:
  - Lakes
  - Rivers
  - Ponds
  - Stormwater Drainage Channels
  - Creeks
- Floodplain information, including the FIRM panel and date. If the property is located within the designated Special Flood Hazard Area, the boundaries shall be delimited on the Preliminary Plat drawing and Base Flood Elevations provided.
- Identification of existing natural features and an indication of which will be removed and which will remain, including:
  - Tree masses • Isolated Trees
  - Unique topographic features
- Identification, location and size of existing and proposed:
  - Section lines
  - Easements
  - Alleys
  - City limit lines within/immediately adjacent to the subdivision
  - Public and private streets
- Location of existing buildings, including an indication of which will stay and which will be removed.
- Location of existing and proposed utilities, both above and below ground, including:
  - Sanitary Sewers
  - Culverts
  - Bridges
  - Stormwater Sewers
  - Underground Pipelines
  - Overhead Electrical Lines
  - Waterlines
  - Underground Wiring
- Location, width, approximate grades and names of proposed street/road right-of-ways and their relationship to existing streets/roads.
- Legal description of the original lot, parcel or tract of land, and the location of government corners used to locate the original lot, parcel or tract of land according to the legal description.
- The extent, width and general purpose of proposed easements. Easements shall be a minimum of 10 feet in width. Drainage easements shall be separated from utility easements.
- Locations and dimensions of sites proposed for dedication as parks, schools, drainageways or other public purposes.
- Locate and list the elevation of all benchmarks established.
- Location and dimensions of all proposed lots. Lots shall meet the following requirements of 4.02, Hutchinson-Reno County Joint Subdivision Regulations:
  - Arrangement and size shall be such that there will be no foreseeable difficulties in securing building permits and complying with applicable codes.
  - Side lot lines should be generally perpendicular to straight streets and radial to curve streets and cul-de-sacs unless a variation will give a better street or lot plan.
  - Size and dimension of lots shall meet the minimum requirements of the Zoning Regulations.
  - Each lot shall have vehicular access.
  - Panhandle or flag lots may be allowed provided the panhandle shall not exceed 500 feet and shall not interfere with the privacy of adjoining dwellings.
  - As much as possible, lot boundaries shall coincide with existing natural and manmade drainageways.
- Identification of areas to be held in Common and Reserve, including:
  - A draft copy of proposed Restrictions and Covenants addressing the ownership, use, preservation, liability and continued maintenance of such areas.
  - Each area to be held in common and reserve in a subdivision shall be separately numbered and shall not be further subdivided.
- Identification of all Blocks, including:
  - Blocks shall be sufficiently wide to provide for two tiers of lots of appropriate depths. An exception may be allowed where blocks are adjacent to railroads, waterways or major streets.
  - Residential subdivision Blocks shall not exceed one-half mile in length or width nor be less than 100 feet in length or width unless approved by the Joint Subdivision Committee.
  - In Blocks of 1,000 feet or more, the Committee may require reservation of one or more easements through the block to accommodate utilities, drainage facilities, future street extensions or connections or access to other easements.

**PRELIMINARY PLAT CHECKLIST (CONT'D)**

- The proposed name, location, right-of-way width and layout (including sidewalks, pavement, curbing and planter strips) for all new streets/roadways. Streets shall be designed in accordance with the Complete Streets Policy of the City of Hutchinson. Streets shall comply with the following:
  - Design shall discourage excessive speeds and through traffic in residential neighborhoods.
  - The number of intersections shall be kept to a minimum.
  - Conflicts between pedestrians and vehicles shall be minimized.
  - Land devoted to public rights-of-way shall be minimized.
  - The streets system should adequately accommodate existing and future traffic.
  - Street design should afford access for emergency and maintenance vehicles.
  - Streets should relate to and tie into adjoining/abutting streets to accommodate through traffic, where desirable.
  - To the maximum extent feasible, offset street intersections should be avoided.
  - Street classification should be taken into account during the design of the street system.
  - Permanent, dead-end streets shall not exceed 600 feet in length, except where a longer street is required because of topography, property configuration or to comply with other standards of the subdivision regulations.
  - Half streets shall not be permitted, except where combined with an existing half street or when adjoining properties are developing simultaneously.
  - Streets with at-grade railroad crossings shall cross the railroad at a 90 degree angle, wherever possible.
  - Streets shall intersect one another as nearly as possible at right angles.
  - The minimum radius of a curb at the intersection of two residential streets shall be 20 feet.
  - The minimum radius of a curb at the intersection of two streets, one of which is a collector or arterial, shall be 30 feet.
  - Street shall be named in conformance with the following:
    - ✓ Proposed streets clearly aligned with existing streets shall be given the same name.
    - ✓ New street names shall not duplicate the names or numbers of existing streets.
    - ✓ Using the names of individuals for street names is discouraged.
    - ✓ Streets running on one direction should have one name through the entire length. Streets that change direction by 90 degrees or more and continue the new direction for more than 400 feet should be given more than one name, one for each segment.
    - ✓ Loop streets may be given the same name throughout if the street spans no more than a one hundred numbered block (approximately 400 feet).
    - ✓ Streets running north and south shall be given the suffix "Street".
    - ✓ Streets running east and west shall be given the suffix "Avenue".
    - ✓ Cul-de-sac or dead-end streets may be assigned the suffix "Circle", "Lane", "Court", "Place" or "Way".
    - ✓ Diagonal running streets (northwest to southeast / northeast to southwest) shall be given the suffix "Road".
    - ✓ Curving streets that run in more than one direction shall be given the suffix "Drive".
- The location of all existing and proposed streetlights.
- The location of all existing and proposed fire hydrants.
- The location of all existing and proposed manholes, lift stations and other utility improvements.
- Utilities.
  - In accordance with 4.15.1 of the Joint Subdivision Regulations, all new utility facilities, including, but not limited to natural gas, electric power, telephone and cable television, shall be located underground throughout any new subdivision.
  - Where existing utility facilities are located aboveground, except where existing on a public right-of-way, they shall be removed and placed underground.
  - Underground service connections shall be provided for each platted lot.
- Parks, Playground and Recreation Areas. (Section 4.16)
  - New residential subdivisions shall contain areas reserved for parks, playgrounds, open space or other recreational purposes according to the following table.

Subdivision Land Area per Dwelling Unit	Percent of Land to be Reserved for Recreation	Subdivision Land Area per Dwelling Unit	Percent of Land to be Reserved for Recreation
More than 1 acre	No requirement	5,000 sf to 9,999 sf	8.0 percent
20,000 sf to 1 acre	0.5 percent	< 5,000 sf	10.0 percent
10,000 sf to 19,999 sf	3.0 percent		

**PRELIMINARY PLAT CHECKLIST (CONT'D)**

- In general, land reserved for recreation purposes shall be a minimum of one (1) acre in size. Smaller reservations are possible, if designed to be added on to with subsequent subdivisions.
- If recreational land area is not reserved, for reasons of size or other factors, the City may require the applicant to submit a cash payment in lieu of parkland reservation. Said funds shall be used for acquisition of property and improvement of neighborhood parks, playgrounds and recreation areas. The amount to be paid shall be determined according to the following formula:

$\$0.02 \times (\text{Parkland SF required} - \text{Parkland SF provided}) = \text{Required Deposit}$   
*Example: \$.02 X (52,000-13,000) = \$780.00*

**Natural Features and Amenities. (Section 4.17)**

- Existing features, such as trees, watercourses, historic sites and structure, and other irreplaceable assets shall be preserved in the design of the subdivision.
- Planting of shade trees shall be encouraged, according to the following:

Area	Suggested Shade Tree Density
Within 25 feet of the ROW of streets in and abutting the subdivision	1 tree per lot
Within the street ROW of streets in and abutting the subdivision	1 tree per 40 foot of ROW

- The following types of trees are recommended for shade/street trees:
 

✓ Austrian Pine	✓ Scotch Pine	✓ Golden Rain Tree	✓ Red Bud
✓ Bald Cypress	✓ Black Walnut	✓ Burr Oak	✓ Hackberry
✓ Honey Locust	✓ London Plane Tree	✓ Red Oak	✓ Silver Maple
- Trees shall be a minimum of 6 feet tall and have a minimum trunk diameter of 2 inches, as measured at 1 foot above ground level.

**Nonresidential Subdivisions (4.18).**

- Street, lot and block patterns shall be specifically adapted to the uses anticipated.
- Design shall protect adjacent residential areas from potential commercial and industrial uses. Recommended design features include:
  - ✓ Provision of permanent fences, walls or landscape buffers.
  - ✓ Provision of extra depth for lots abutting residential areas.

**Residential Subdivision Buffers (§27-908.E.12).**

- Residential subdivisions adjacent to major streets shall provide a landscaped buffer located on the outside of any subdivision fence consisting of trees, shrubs, grasses, groundcover, earthen berms and/or rock or stone accents.
- A final landscape plan shall be submitted with all final plat applications.
- The buffer shall contain a minimum of 4 landscaping points for every 20 feet of frontage.
- The buffer shall be located entirely on private property and shall not impeded visibility within sight triangles.
- Subdivision buffer plantings shall not interfere with utilities.

**Required Landscaping for Drainage Facilities, including Holding Ponds (§27-908.E.13).**

- Subdivisions containing drainage facilities and holding ponds shall submit a landscaping plan.
- Drainage facilities and holding ponds shall be landscaped to retard erosion and preserve the finished surface contour.
- Landscaping shall consist of living vegetation, such as trees, shrubs and grasses, in combination with natural existing vegetative cover and stone, grave, concrete or other materials.

**SUBDIVISION PUBLIC IMPROVEMENTS**

1. Section 2.01.2.k of the Hutchinson-Reno County Joint Subdivision Regulations requires the following be provided for public improvements associated with the Subdivision:

<u>Improvement</u>	<u>Timing of Installation</u>	<u>Proposed Financing</u>
Streets	_____	_____
Water	_____	_____
Sanitary Sewer	_____	_____
Stormwater	_____	_____
Parks / Trails	_____	_____
Sidewalks	_____	_____
Other	_____	_____

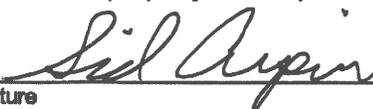
2. Will the subdivision be provided with public water?     Yes     No
3. Will the subdivision be provided with public sanitary sewer?     Yes     No
4. If required, has Health Department approval been obtained?     Yes     No

**PRELIMINARY PLAT APPLICATION PROCESS**

- Submit the attached **Preliminary Plat Application** and all required supporting materials to the Planning and Development Department in accordance with the application deadlines on page 7.
- Following receipt of a complete **Preliminary Plat Application**, planning staff will:
  - Set date a date for a public hearing before the Hutchinson-Reno County Joint Subdivision Committee.
  - Notify property owners located within the notification radius of the date, time and place of the hearing. The general public and property owners located within the notification area will be invited to comment upon the application.
  - Transmit application materials to the Development Review Committee (DRC) for their review.
  - The DRC will meet to discuss the project. Depending upon the nature of the project, the Planning Director may or may not require the applicant to attend the DRC meeting. The DRC will provide written comments which will be sent to the applicant. Based upon the comments received, revised plans may be required. Revised plans, once received, will be routed to the DRC for final comment.
- The Joint Subdivision Committee will conduct a public hearing on the project, typically in accordance with the attached schedule. The Joint Subdivision Committee may approve the Preliminary Plat, deny the Preliminary Plat, approve the Preliminary Plat with modifications or table the public hearing pending receipt of additional information or completed studies.
- Following Preliminary Plat approval, the applicant may commence preparation of a Final Plat for the subdivision.**

**UNDER NORMAL CIRCUMSTANCES, A MINIMUM OF 45 DAYS IS REQUIRED FROM SUBMITTAL OF A COMPLETED APPLICATION TO THE FINAL DECISION.**

We, the undersigned, do hereby authorize the submittal of this application and associated documents and certify that all the information contained therein is true and correct.  
(Signature of property owners)

  
\_\_\_\_\_  
Signature

Sid Arpin

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

# 2014 FINAL PLAT SUBDIVISION APPLICATION

 <p style="font-size: 24pt; font-weight: bold; margin: 0;">CITY OF HUTCHINSON</p>	<p style="font-weight: bold; margin: 0;">CITY OF HUTCHINSON</p> <p style="font-weight: bold; margin: 0;">Planning and Development Department</p> <p style="margin: 0;">125 E Avenue B, Hutchinson, KS 67501</p> <p style="margin: 0;">620.694.2639 ph ~ 620.694.2691 fax</p>
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**FOR OFFICE USE ONLY**

DATE RECEIVED: 12-1-14      CASE #: 15-SP-02      FEE PAID: Paid at Preliminary Plat

**PROJECT INFORMATION**

Name of the Proposed Subdivision Mervis Railcar Addition

Approximate Address 2605 Enterprise Drive

Legal Description of land to be subdivided ALL OF LOTS 3, 4 & 5 OF "SALT CITY BUSINESS PARK II" AND LOTS 15 & 16 OF "SALT CITY BUSINESS PARK III", ALONG WITH VACATED STREET RIGHT OF WAYS, LYING IN THE SOUTHWEST QUARTER OF SECTION 21, AND THE SOUTHEAST QUARTER OF SECTION 20, TOWNSHIP 23 SOUTH, RANGE 5 WEST.

Applicant Mervis Industries

Mailing Address 3295 E. Main St., Danville, Illinois 61834-0827

Phone 217-304-0348      E-Mail Culligan@mervis.com

Property Owner City of Hutchinson

Mailing Address 125 E. Avenue B, Hutchinson, Kansas 67501

Phone 620-694-2638      E-Mail janam@hutchgov.com

Agent Information Sid Arpin, P.E., BG Consultants, Inc.

Mailing Address 900 E. 27th Avenue, Hutchinson, Kansas 67502

Phone 620-665-3952      E-Mail sid.arpin@bgcons.com

Surveyor/Engineer/Architect (attach additional pages, if needed)  
BG Consultants, Inc. and MKEC Engineering, Inc.

Mailing Address (BG-4806 Vue Du Lac Place, Manhattan, KS 66503)(MKEC-411 N. Webb, Wichita, KS 67206)

Phone (BG 785-537-7448) (MKEC 316-207-0096)      E-Mail (BG: richard.iman@bgcons.com)(MKEC: bbarkus@mkec.com)

**SUBMITTAL REQUIREMENTS**

- Completed Final Plat Application.
- 30 full-size copies of the Final Plat.
- 7 full-size copies of Final Landscaping Plans for drainage basins, holding ponds and subdivision buffers.
- 1 reduced version (11"x17") of the Final Plat and Landscaping Plans.

**SUBMITTAL REQUIREMENTS (CONT'D)**

- 1 electronic version (PDF) of the Final Plat and Landscaping Plans submitted via email to: [Charlene@Hutchgov.com](mailto:Charlene@Hutchgov.com).
- Proof of Taxes and Special Assessment and Certification from the Reno County Treasurer that all Taxes and assessments are paid.
- Signed and Notarized Mylar.
- Check in the amount of \$20 per Final Plat page made payable to: Reno County Register of Deeds
- Signed and Notarized Mylar.
- 1 copy of the Final Drainage Study, including Water Quality.
- Final copy of Restrictions and Covenants (if proposed for the subdivision).
- 2 copies of Construction Drawings, including water, sewer and street plans.
- 2 copies of Engineering Cost Estimates for public improvements.
- Assurance for Construction or Installation of required improvements (surety bond, letter of credit, escrow of funds, property escrow, public agency financing, etc.)

**FINAL PLAT CHECKLIST**

The Final Plat shall include the following:

- The name of the subdivision and the words "Final Plat".
- Land survey reference points and closure information.
- Prepared at a scale of one inch equals 100 feet. Areas larger than 100 acres may be drawn at a scale of one inch equals 200 feet.
- A legal description of the pertinent parcel or parcels.
- Signed certification by the applicant's land surveyor attesting the accuracy of the measurement and calculation of land areas, the original descriptions of real property for conveyance or recording and the closures. Also, attestation that the final record plat is a true, correct and complete representation of the subdivision.
- Date prepared, graphic scale and north arrow.
- Signed certification by the applicant's engineer attesting that the final record plat is a true, correct and complete representation of the subdivision.
- Signed certification by the owner or owners dedicating all parcels of land which are intended for public use.
- Signed certification by the owner or owners identifying and dedicating all easements which are intended for public use.
- A list of covenants and deed restrictions to be established.
- The location of street or road rights-of-way, including adjacent and intersecting streets not included in the plat, and all street or road names.
- Block and lot numbers and dimensions of blocks and lots.
- Exact dimensions for all lines, angles and curves used to describe boundaries, streets, alleys, easements and areas to be reserved for public use, and a legend indicating how lot and block corners and curve points are staked in the field.
- Acknowledgement by the Chairman of the Committee and the City Planner that the Final Plat complies with the approved Preliminary Plat.
- Certification by the Mayor and the City Clerk of approval of the Final Plat and improvement plans and acceptance of all dedications of land and easements.
- Certification by the County Surveyor that the plat has been reviewed and found to be in compliance with the requirements of K.S.A. 58-2005.
- Certification by the Reno County Register of Deeds of the date of recording, fee paid, and location where the plat is filed.

**FINAL PLAT CHECKLIST (CONT'D)**

- A statement by the Reno County Clerk indicating the date the plat was filed.
- A Vicinity Map showing the general location of the subdivision in relation to surrounding roadways.
- Subdivision phasing statement, if subdividing is to be accomplished in phases, including:
  - A phasing schedule, including the lots associated with each phase.
  - The improvements to be included in each phase.
- Floodplain Information, including the FIRM panel and date. If the property is located within the designated Special Flood Hazard Area, the boundaries shall be delimited on the Final Plat drawing.
- Identification of areas to be held in Common and Reserve, including:
  - A final copy of proposed Restrictions and Covenants addressing the ownership, use, preservation, liability and continued maintenance of such areas.
  - The Restrictions and Covenants shall be recorded with the Final Plat.
  - Each area to be held in common and reserve in a subdivision shall be separately numbered and shall not be further subdivided.

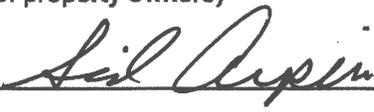
**FINAL PLAT APPLICATION PROCESS**

1. Submit the attached **Final Plat Application** and all required supporting materials to the Planning and Development Department in accordance with the application deadlines on page 4.
2. Following receipt of a complete **Final Plat Application**, planning staff will:
  - a. Set date a date for a meeting with the Hutchinson-Reno County Joint Subdivision Committee.
  - b. Transmit application materials to the Development Review Committee (DRC) for their review.
  - c. The DRC will meet to discuss the project. Depending upon the nature of the project, the Planning Director may or may not require the applicant to attend the DRC meeting. The DRC will provide written comments which will be sent to the applicant. Based upon the comments received, revised plans may be required. Revised plans, once received, will be routed to the DRC for final comment.
3. The Joint Subdivision Committee will review the Final Plat and make a recommendation to the City Council, typically in accordance with the attached schedule. The Joint Subdivision Committee may recommend approval, denial or approval with modifications.
4. Following Final Plat consideration by the Joint Subdivision Committee, the plat will be forwarded to City Council for approval. The attached schedule is optimal and assumes that all required construction drawings, studies and financing have been submitted and approved by the appropriate City Departments. Subdivisions requesting special assessments will require additional approval times.
5. Once the Final Plat is approved, Planning staff will obtain the appropriate City signatures and will take the plat mylar, along with the recording fee and proof of taxes paid to the County Recorder. Please allow a minimum of 3 working days for plat recordation.

**UNDER NORMAL CIRCUMSTANCES, A MINIMUM OF 45 DAYS IS REQUIRED FROM SUBMITTAL OF A COMPLETED APPLICATION TO THE FINAL DECISION.**

We, the undersigned, do hereby authorize the submittal of this application and associated documents and certify that all the information contained therein is true and correct.

(Signature of property owners)

  
\_\_\_\_\_  
Signature

Sid Arpin  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**RESOLUTION NO. 2015-SD-01**

**A RESOLUTION SETTING THE PLACE, DATES AND TIMES OF MEETINGS OF THE HUTCHINSON-RENO COUNTY JOINT SUBDIVISION COMMITTEE**

WHEREAS, the HUTCHINSON-RENO COUNTY JOINT SUBDIVISION COMMITTEE conducts public hearings, considers various matters, and makes recommendations to the City Council of the City of Hutchinson, Kansas; and

WHEREAS, the HUTCHINSON-RENO COUNTY JOINT SUBDIVISION COMMITTEE customarily meets once per month at a time and place set by resolution of the HUTCHINSON-RENO COUNTY JOINT SUBDIVISION COMMITTEE, that:

NOW, THEREFORE, BE IT RESOLVED BY THE HUTCHINSON-RENO COUNTY JOINT SUBDIVISION COMMITTEE, that:

SECTION 1. The regular meetings of the HUTCHINSON-RENO COUNTY JOINT SUBDIVISION COMMITTEE shall be held in City Hall, 125 East Avenue B, Hutchinson, Kansas.

SECTION 2. Regular meetings of the HUTCHINSON-RENO COUNTY JOINT SUBDIVISION COMMITTEE shall be held on the following dates in 2015:

January 7, 2015	February 4, 2015	March 4, 2015	April, 2015
May 6, 2015	June 3, 2015	July 1, 2015	August 5, 2015
September 2, 2015	October 7, 2015	November 4, 2015	December 2, 2015

SECTION 3. Regular meetings of the HUTCHINSON-RENO COUNTY JOINT SUBDIVISION COMMITTEE shall commence at 5:00 p.m.

SECTION 4. The Chairman or Vice-Chairman may call special meetings of the HUTCHINSON-RENO COUNTY JOINT SUBDIVISION COMMITTEE and may set the place, date and time of the special meeting.

SECTION 5. The Chairman or Vice-Chairman may change the place, date and time of a regular meeting or may cancel a regular meeting.

ADOPTED BY THE HUTCHINSON-RENO COUNTY JOINT SUBDIVISION COMMITTEE this 7<sup>th</sup> day of January, 2015.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Jana McCarron, AICP, Director of Planning and Development

## HUTCHINSON-RENO COUNTY JOINT SUBDIVISION COMMITTEE

Subdivision Committee members are selected from the City Planning Commission and the County Planning Board members. Each respective commission elects three representatives. The members serve according to their planning commission terms. An at-large member is elected by the six Subdivision Committee members. The at-large member is appointed for a three year term not to exceed two consecutive terms.

Jack Martin Western Supply Co. P.O. Box 1686 Hutchinson, KS 67504-1686 jack@westernsupply.com	663-9082 x102 W 620-663-5196 H	01-01-2010 to 12-31-2012 01-01-2013 to 12-31-2015
*Harley Macklin 2509 Briarwood Ln. Hutchinson, KS 67502 hrmacklin@gmail.com	816-225-8515 C 620-259-6586 H	08-06-2013 to 12-31-2014 12-31-2014 to 12-31-2017
**Dave Freund 1201 N. Halstead St. Hutchinson, KS 67501 freundinc@earthlink.net	620-669-9649 W 620-669-7532 C	01-01-2012 to 12-31-2014 12-31-2014 to 12-31-2017 (at large)
Mark Richardson 2702 E. 46th Ave. Hutchinson, KS 67502 markrichardson@cox.net	620-200-1282 H	01-01-2014 to 12-31-2014 12-31-2014 to 12-31-2015
Lisa French 8016 W. Longview Rd. Partridge, KS 67566 lisa.french@ks.nacdnet.net redrock247@gmail.com	620-669-8161 x1335 W 620-200-0172 C	01-01-2014 to 12-31-2014 12-31-2014 to 12-31-2015
***Thom Etzler 3415 N. Summerset Dr. Hutchinson, KS 67502 thometzler@gmail.com thom_etzler@yahoo.com	620-694-9081 C	01-01-2014 to 12-31-2014 12-31-2014 to 12-31-2017
*Janet Hamilton 2904 N. Meadowlake Dr. Hutchinson, KS 67502 hamiltonj@hutchcc.edu	620-669-8346 H 620-665-3384 W 620-931-5433 C	01-01-2012 to 12-31-2014 12-31-2014 to 12-31-2017

\*If appointed by the Hutchinson Planning Commission – 1/6/2015

\*\*If elected by the Joint Subdivision Committee – 1/7/2015

\*\*\*If re-appointed by the Reno County Planning Commission – 1/15/2015