



**AGENDA**  
**PLANNING COMMISSION**  
 Tuesday January 8, 2019 – 5:30 PM  
**City Council Chambers**  
 125 E Avenue B, Hutchinson, Kansas

**1. ROLL CALL**

- |  |                                   |                                       |
|--|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Richardson        | <input type="checkbox"/> Vacant   | <input type="checkbox"/> Bisbee       |
| <input type="checkbox"/> Hamilton          | <input type="checkbox"/> Wells    | <input type="checkbox"/> Roberts-Ropp |
| <input type="checkbox"/> Carr (Vice Chair) | <input type="checkbox"/> Peterson | <input type="checkbox"/> Swearer      |

**2. APPROVAL OF MINUTES** – Meeting of December 20, 2018.

**3. CORRESPONDENCE & STAFF REPORTS** – Motion to accept correspondence and staff reports into the official record.

**4. PUBLIC HEARINGS** - None

**5. NEW BUSINESS**

a. Introduction of Commission Jackson Swearer

b. Resolution of Dates

c. Election of Officers for 2019

- Chair
- Vice-Chair

d. 2019 Planning Department Work Plan

**6. OLD BUSINESS** – None

**7. UPCOMING CASES**

a. ZV18-000006 – 3900 N Lakeview Rd – Request to construct second detached garage

**8. ADMINISTRATIVE CASES**

a. SIT18-000015 - 1520 N Plum St – Front-yard Parking Lot at USD 308 Administration Building

**9. COUNCIL ACTION ON CASES** - None

**10. OPEN COMMENTS FROM THE AUDIENCE** (Please limit comments to five minutes.)

**11. ANNOUNCEMENTS**

**12. ADJOURNMENT**

Staff Contacts:	Jim Seitnater	620-694-2667	Aaron Barlow	620-259-4198
	Amy Allison	620-694-2638	Vacant	620-259-4134
	Charlene Mosier	620-259-4133		



**PLANNING COMMISSION MINUTES**  
MEETING OF: THURSDAY, DECEMBER 20, 2018

MEETING LOCATION: CITY COUNCIL CHAMBERS  
125 EAST AVENUE B

**1. ROLL CALL**

The Planning Commission meeting was called to order at 5:31 PM with the following members present:  
 Richardson [16/17]  Hamilton [16/17]  Carr (Vice Chair) [15/17]  Wells [13/17]  Peterson [13/17]  Bisbee [15/17]  Roberts-Ropp [15/17]  Hornbeck [13/17]  Vacant

Planning Staff present were: Jim Seitnater, Interim Director of Planning & Development; Amy Allison, Senior Planner; Aaron Barlow, Associate Planner; and Jade Shain, Planning Technician

**2. APPROVAL OF MINUTES**

The minutes of the November 27, 2018 meeting were approved on a motion by Carr, seconded by Richardson, passed unanimously.

**3. CORRESPONDENCE & STAFF REPORTS**

The documents and staff reports were accepted into the official record on a motion by Hamilton, seconded by Carr, passed unanimously.

**4. PUBLIC HEARINGS**

a. None.

**5. OLD BUSINESS**

a. None.

**6. NEW BUSINESS**

Staff requested that the commission begin with Items 6c and 6d for SDP18-000004 and SDF18-000003.

**c. SDP18-000004 – 1600 West 22<sup>nd</sup> Avenue**

Hornbeck opened the public hearing and asked for the staff presentation. Barlow provided the staff presentation. Request to remove rear setbacks on property so that the property owner can build a garage.

Hornbeck asked for the applicant to speak to the board. Dan Garber spoke to the board. He reiterated that the side setbacks would be removed.

**Motion by Hamilton, seconded by Carr, and passed unanimously, to approve with conditions/deny preliminary plat number SDP18-000004 for *Sims Replat* located at 1600 West 22<sup>nd</sup> Avenue based upon a finding that the plat is compliant with the *Hutchinson Subdivision Regulations*.**

**d. SDF18-000003 – 1600 West 22<sup>nd</sup> Avenue**

Hornbeck opened the public hearing and asked for the staff presentation. Allison provided the staff presentation with the following conditions of approval.

1. Signed and Notarized Mylar. A signed and notarized mylar shall be provided to the City a minimum of **7 days** prior to placing this item on the City Council agenda.
2. Proof of Paid Taxes and Special Assessments. A signed certification of paid taxes from the Reno County Treasurer shall be provided a minimum of **7 days** prior to placing this item on the City Council agenda.
3. Check for Recording Fee. A check in the amount of \$29.00 made payable to the "Reno County

**PLANNING COMMISSION MINUTES**  
MEETING OF: THURSDAY, DECEMBER 20, 2018

Register of Deeds" shall be provided within **7 days** prior to the desired City Council meeting for consideration of the Final Plat.

Hornbeck asked for the applicant to speak to the board. Dan Garber spoke to the board.

**Motion by Carr, seconded by Hamilton, and passed unanimously, to Recommend (approval/approval with conditions/denial) of final plat number SDF18-000003 for *Sims Replat* for property located at 1600 West 22<sup>nd</sup> Avenue, to the City Council based upon a finding that the plat is compliant with the *Hutchinson Subdivision Regulations* and pursuant to the staff-recommended conditions of approval.**

**a. SDP18-000005 – 3104 Mike Street**

Hornbeck opened the public hearing and asked for the staff presentation. Allison provided the staff presentation. To remove platted setbacks.

**Motion by Carr, seconded by Richardson and passed unanimously, to Approve/approve with conditions/deny preliminary plat number SDP18-000005 for *Navarro Replat* located at 3104 Mike Street based upon a finding that the plat is compliant with the *Hutchinson Subdivision Regulations*.**

**b. SDF18-000002 – 3104 Mike Street**

Hornbeck opened the public hearing and asked for the staff presentation. Allison provided the staff presentation and the following Conditions of Approval:

2. Signed and Notarized Mylar. A signed and notarized mylar shall be provided to the City a minimum of **7 days** prior to placing this item on the City Council agenda.
3. Proof of Paid Taxes and Special Assessments. A signed certification of paid taxes from the Reno County Treasurer shall be provided a minimum of **7 days** prior to placing this item on the City Council agenda.
4. Check for Recording Fee. A check in the amount of \$29.00 made payable to the "Reno County Register of Deeds" shall be provided within **7 days** prior to the desired City Council meeting for consideration of the Final Plat.

**Motion by Richardson, seconded by Carr and passed unanimously, to Approve/approve with conditions/deny preliminary plat number SDF18-000002 for *Navarro Replat* located at 3104 Mike Street based upon a finding that the plat is compliant with the *Hutchinson Subdivision Regulations* and pursuant to the staff-recommended conditions of approval.**

**7. UPCOMING CASES**

- a. Board of Zoning Appeals – ZV18-000006 – 3900 Lakeview – Request for a second garage

**8. ADMINISTRATIVE CASES**

- a. SIT18-000015 - 1520 N Plum St – Front-yard Parking Lot at USD 308 Administration Building

**9. COUNCIL ACTION ON CASES**

- a. None

**10. OPEN COMMENTS FROM AUDIENCE**

- a. None.

**11. ANNOUNCEMENTS**

**PLANNING COMMISSION MINUTES**  
MEETING OF: THURSDAY, DECEMBER 20, 2018

- a. Tommy Hornbeck's last day as Planning Commissioner.
- b. Jade Shain's last day at the City as Planning Technician

**13. ADJOURNMENT** - The meeting adjourned at 6:00 PM.

Respectfully Submitted

Aaron Barlow, Associate Planner

Approved this 20<sup>th</sup> day of December 2018

Attest: \_\_\_\_\_

## RESOLUTION NO. 2019-PC-01

A RESOLUTION SETTING THE TIMES, DATES, AND PLACES OF MEETINGS  
OF THE HUTCHINSON PLANNING COMMISSION

WHEREAS, the HUTCHINSON PLANNING COMMISSION conducts public hearings, considers various matters, and makes recommendations to the City Council of the City of Hutchinson, Kansas; and

WHEREAS, K.S.A. 12-703 stipulates that the Planning Commission shall meet at least once a month at a time and place set by resolution of the Planning Commission;

NOW THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF HUTCHINSON, KANSAS, that:

SECTION 1. The regular meetings of the Planning Commission shall be held in City Hall, 125 East Avenue B, Hutchinson, Kansas.

SECTION 2. Regular meetings of the Planning Commission shall be held on the following dates in 2019:

January 8	January 22	February 12	February 26
March 12	March 26	April 9	April 23
May 14	May 28	June 11	June 25
July 9	July 23	August 13	August 27
September 10	September 24	October 8	October 22
November 12	November 26	December 10	December 19*

SECTION 3. Regular meetings of the Planning Commission shall commence at 5:30 p.m. \*The second meeting of December shall occur on the third Thursday of the month due to a holiday conflict.

SECTION 4. The Chairperson or Vice-Chairperson may call special meetings of the Planning Commission and may set the time, date, and place of the special meeting.

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

ADOPTED BY THE PLANNING COMMISSION THIS 8th day of January, 2019.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Jim Seitnater, Interim Director of Planning and Development

## 2019 Planning Development Work Plan

Item	Responsibility	January	February	March	April	May	June	July	August	September	October	November	December
Comprehensive Plan													
S.1.2.a.2. Explore options to streamline the development review process for Downtown property owners (Checklist)	Amy												
S.1.2.a.3. Conduct educational seminars for Downtown property owners on tax credits, building codes and other issues of interest and actively lobby for retaining tax credits at the State level	Aaron/Jim												
S.1.2.a.4. Examine the City's Zoning Regulations to determine if changes need to be made to facilitate mixed uses Downtown (C-5 parking standards)	Amy												
S.1.6.b.1. To reduce infrastructure costs per development, explore amendments to the zoning and subdivision regulations to encourage more compact development patterns (C-6 Zone)	Amy/Aaron												
S.1.7.b.1. Work with Reno County to establish extraterritorial jurisdiction, shared jurisdiction, a mandatory annexation zone or some other option that protects the City's borders and allows for expansion to 2037 and beyond	Amy												
S.1.7.b.2. Develop a utility extension and annexation policy	Amy												
S.2.1.a.2. Support pilot projects for housing to determine the viability of innovative solutions	Amy/Jim/Aaron												
S.2.1.c.1. Map all neighborhood boundaries within the City	Amy												
S.2.1.c.2. Create a Neighborhood Development Plan that provides an outline for neighborhood revitalization and includes tools for healthier neighborhoods to use to remain healthy.	Amy/Charlene/Adam												
S.3.2.b.3. Develop a sidewalk connection incentive plan for new development, allowing for reductions in parking requirements or other incentives where sidewalks are constructed beyond the frontage of the development property	Aaron												

Yellow=Amy, Green=Aaron, Red=Jim, Blue=Charlene, Gray=Multiple

Approved: January xx, 2019

## 2019 Planning Development Work Plan

Housing Action Plan													
S.1.2. Apply for a CDBG grant to assist with housing rehabilitation costs, including roof repair.	Amy	■	■										
S.1.3. Invite Dave Ramsey to lead Land Contract Seminar	Jim							■	■	■			
S.1.5. Seek design professional aid to develop alternative design options for housing rehabilitation	Charlene								■	■	■	■	■
S.2.2. Create Internal Priority Areas Boundary Map	Allen	■	■										
S.2.3. Create a Neighborhood Development Plan that provides an outline for neighborhood revitalization and includes tools for healthier neighborhoods	Adam			■	■	■	■	■	■				
S.3.3. Engage Chamber on "moving in to Hutch" campaign	Jim										■	■	■
S.3.4. Solicit Developer Feedback following completion of housing projects	Jim					■	■	■					
S.4.1. Research Building Permit Fees and Housing Trust Fund as potential funding sources	Amy								■	■	■		
S.5.1. Speak with School Building Program about building infill housing	Aaron				■	■	■						
Targeted Demolition Plan Strategy	Jim				■	■	■						
Historic Preservation Action Plan													
S.1.1. Make presentations to the Hutchinson Homebuilders Association advising them of Historic Preservation Requirements	Aaron				■	■	■						
S.1.2. Make presentations to the PrairieLand Board of Realtors	Aaron							■	■	■			
S.1.3. Provide Historic Preservation brochures to owners and tenants when utilities change hands	Aaron	■	■	■									
S.1.4. Provide additional education on historic preservation to residents and professionals through other means	Aaron	■	■	■									
S.2.1. Develop a social media marketing campaign to promote historic preservation in the City	Charlene	■	■	■	■	■							
S.2.2. Apply for a Preservaion Technology and Training (PTT) Grant to fund a virtual hisotric tour mobile application	Aaron											■	■
S.3.2. Host a seminar to educate Downtown business owners on the historic tax credit process	Jim/ Aaron	■	■	■									
S.3.3. Apply for a Historic Preservation Fund (HPF) grant to develop Downtown design guidelines	Jim	■	■	■									
Land Bank Work Plan													
Create Land Bank Strategic Plan	Aaron	■	■	■	■	■	■						

Yellow=Amy, Green=Aaron, Red=Jim, Blue=Charlene, Gray=Multiple

Approved: January xx, 2019

# 2019 Planning Development Work Plan

Other													
Apply for a Community Foundation Grant for Tactical Urbanism	Amy												



# 2019 Planning Development Work Plan

---