



AGENDA
PLANNING COMMISSION
 Tuesday, July 19, 2016 – 5:00 PM
City Council Chambers
 125 East Avenue B, Hutchinson, Kansas

1. ROLL CALL

- | | | |
|--|---|-----------------------------------|
| <input type="checkbox"/> Macklin | <input type="checkbox"/> Woleslagel | <input type="checkbox"/> Bisbee |
| <input type="checkbox"/> Hamilton (Vice Chair) | <input type="checkbox"/> Peirce (Chair) | <input type="checkbox"/> Obermite |
| <input type="checkbox"/> Carr | <input type="checkbox"/> Hornbeck | <input type="checkbox"/> Peterson |

2. APPROVAL OF MINUTES – Meeting of June 21, 2016.

3. CORRESPONDENCE & STAFF REPORTS – Motion to accept documents into the official record.

4. NEW BUSINESS

a. 2016 Planning Commissioner Training

- 1) Module 5: Public Hearing Process / Open Meetings (16-PLN-12c)
- 2) Module 9: Variances & Appeals (16-PLN-12e)
- 3) Module 10: Subdivisions (16-PLN-12e)

5. UPCOMING CASES

a. 16-CTY-02: Hutchinson Designated Notification Area (August 2, 2016)

6. ANNOUNCEMENTS

- a. Welcome Aaron Barlow, Associate Planner**
- b. 2017-2037 Comprehensive Plan Kickoff Meeting – July 28, 2016 – ATRIUM** (see attached flyer)

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

8. ADJOURNMENT

Staff Contacts:	Jana McCarron	620-694-2681	Casey Jones	620-694-2667
	Amy Denker	620-694-2638	Stephanie Stewart	620-694-2635
	Charlene Mosier	620-694-2639	Aaron Barlow	620-259-4198

1. ROLL CALL

The Planning Commission meeting was called to order at 5 PM with the following members present: Harley Macklin, Janet Hamilton, Ken Peirce, Tom Hornbeck, Terry Bisbee, Robert Obermite, and Darryl Peterson. Todd Carr and Mark Woleslagel were absent. Staff present were Jana McCarron, Director of Planning and Development; Casey Jones, Senior Planner; and Stephanie Stewart, Planning Technician.

2. APPROVAL OF MINUTES

The minutes of the June 7, 2016, meeting were approved on a motion by Macklin, seconded by Bisbee, passed unanimously.

3. CORRESPONDENCE & STAFF REPORTS

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

4. NEW BUSINESS

4a. **16-SDP-03: Meadowlake Reserve Area Division Preliminary Plat**

McCarron discussed the proposed case stating that the original recorded plat had designated the subject property as a reserve area. At one point the reserve area was split and portions were sold without a replat. Replatting will formalize what has been done and allow the owners to combine the two lots they own. Replatting will also allow the property to be developed. Discussion ensued.

Shirley Lebien, 7 Lake Terrace, spoke on behalf of the owners. She said all property owners along the reserve area signed a consent to allow the Replat, and as of now there is no interest in developing the area.

McCarron stated staff recommends approval of this request.

Motion by Bisbee, seconded by Hornbeck to approve Preliminary Plat number 16-SDP-03 for Meadowlake Reserve Area Division, a replat of Lot 5, Meadow Lake 2nd, and portion of Reserve Area A, Meadowlake IV, based upon a finding that the requirements for subdivision contained in the City of Hutchinson Subdivision Regulations are met.

The motion passed with the following vote: Yes – Macklin, Hamilton, Peirce, Hornbeck, Bisbee, Obermite, Peterson.

4b. **16-SDF-03: Meadowlake Reserve Area Division Final Plat**

McCarron stated this is the same as the Preliminary Plat and noted that the existing Lot 5 will now be part of Lot 2. Staff recommends approval with the following conditions:

- 1) Revised Final Plat Drawing. A revised Final Plat drawing showing the corrected information for the Mayor is required. Said revised plat drawing shall be due to the City a minimum of 7 days prior to the desired City Council meeting for consideration for the Final Plat.
- 2) Lot 1 Development. Lot 1 shall not be developed until such time as the roadway improvements are installed.
- 3) Signed and Notarized Mylar. A signed and notarized mylar shall be provided to the City a minimum of 7 days prior to the desired City Council meeting for consideration of the Final Plat.
- 4) 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 the desired City Council meeting for consideration of the Final Plat.
- 5) Check for Recording Fee. A check in the amount of \$26.00 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.

Lebien asked to check on those conditions; she believes they have been done. McCarron stated that staff would look; however, a new Mylar would have to be provided due to having a new Mayor.

Motion by Hornbeck, seconded by Bisbee to recommend approval of Final Plat number 16-SDF-03 for Meadowlake Reserve Area Division, a replat of Lot5, Meadow Lake 2nd, and a portion of Reserve Area A, Meadowlake IV, to the City Council based upon a finding that the requirements for subdivision contained in the City of Hutchison subdivision Regulations are met with the staff recommended conditions.

The motion passed with the following vote: Yes – Macklin, Hamilton, Peirce, Hornbeck, Bisbee, Obermite, Peterson.

5. OLD BUSINESS

5a. **16-ZA-06: Zoning Regulation Amendments for Residential Accessory Structures (Revised)**

McCarron explained to the commission that the wrong attachment for Exhibit A was added to the packet for the June 7, 2016, hearing. The public hearing and verbiage were correct. McCarron refreshed the Commission over the changes to the regulations on accessory structures and home occupations. Staff recommends approval to City Council.

Motion by Bisbee, seconded by Macklin to recommend approval to City Council of Zoning Amendment request number 16-ZA-06 for amendments to Sections 27-314, 27-408, 27-409, 27-410, 27-411, and 27-412, of the Hutchinson Zoning Regulations.

The motion passed with the following vote: Yes – Macklin, Hamilton, Peirce, Hornbeck, Bisbee, Obermite, Peterson.

6. UPCOMING CASES

6a. No cases for July 5, 2016, Meeting.

McCarron asked the Commission if they would prefer to have a training session or cancel the July 5, 2016, meeting due to no current cases scheduled. The Commission's consensus was to cancel.

7. OPEN COMMENTS FROM THE AUDIENCE – None.

7a. McCarron updated the commission on the status of the associate planner position, and that Aaron Barlow had accepted the job. He has a master's degree in planning from the University of Utah. She added that the Comprehensive Plan Stakeholder Meetings start Thursday and Friday (June 23rd and 24th), and the Public Meeting is July 28, 2016, from 6:00-8:00 PM at the Atrium Hotel and Conference Center (1400 N Lorraine St). She encouraged the Commission members to attend the Public Meeting. The City has contracted with Shockey Consulting out of the Kansas City area and Ron Fisher to hold these meetings.

8. ADJOURNMENT – The meeting adjourned at 5:31 PM.

Respectfully Submitted,
Stephanie Stewart, Planning Technician

Approved this _____ day of _____, 2016

Attest: _____

CITY OF HUTCHINSON
2017-2037 COMP PLAN



YOU'RE INVITED!
PUBLIC MEETING

Thursday
July 28

6:00-8:00 PM
Atrium Hotel &
Conference Center
1400 N Lorraine

Please join us for the first public meeting for the development of the
Hutchinson Comprehensive Plan!

The meeting will start with a brief presentation followed by
break-out discussion groups.

Refreshments will be provided!



**FOR QUESTIONS
OR MORE INFO**

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