

MINUTES  
 CITY PLANNING COMMISSION  
 TUESDAY, JANUARY 19, 2016 – 5:00 p.m.  
 CITY COUNCIL CHAMBERS  
 125 EAST AVENUE B

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

2. INTRODUCTION OF NEW PLANNING COMMISSIONERS

McCarron welcomed the three new members Darryl Peterson, Tom Hornbeck, and Todd Carr and each one introduced themselves.

3. ELECTION OF OFFICERS

- 3a. McCarron asked for nominations for Chair and Vice-Chair.

A motion was made by Macklin to nominate Peirce as Chair and Hamilton as Vice-Chair. The motion was seconded by Woleslagel and passed unanimously.

4. APPROVAL OF MINUTES

The minutes of the December 1, 2015, meeting were approved on a motion by Woleslagel, seconded by Bisbee, passed unanimously.

5. CORRESPONDENCE & STAFF REPORTS

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

6. NEW BUSINESS

- 6a. 2015 Planning & Development Department Annual Report

McCarron reviewed the 2015 Planning & Development Department Annual Report. She said based on departmental needs, two Planning Technician positions were created in October by upgrading a Secretary position and downgrading on Associate Planner position. A new permitting software package, CitizenServe, is being implemented. This software is also used for managing the new Rental Registration and Inspection Program. I-Pads were purchased for the Planning Commissioners to receive electronic agenda packets.

A chart was included in the report showing the number of phone calls, walk-in customers, and emails that have been handled each month by staff. The Housing & Neighborhoods

projects were included as was a chart listing the numbers of zoning cases, conditional use permits, variances, and all permits issued. New zoning regulations and subdivision regulations were also adopted in 2015. A list of major development projects was included in the report and a Preservation Action Plan was developed. A 2016 work plan was also included.

6b. 2016 Amended Planning Commission Bylaws

McCarron reviewed the updated Bylaws for the Hutchinson Planning Commission. They were originally adopted in 1975 and last amended in 1995. She gave an overview of the changes and updates. A copy was included in the packet.

Motion by Macklin, seconded by Hornbeck to approve the 2016 amended Planning Commission Bylaws, passed unanimously.

6c. Planning Commission Training - Modules 1 and 2

McCarron and Jones presented a power point Planning Commission training. McCarron spoke on the topics of what zoning is and the purpose of zoning, and zoning districts. She also reviewed requirements for accessory structures, fences, signs, parking, and landscaping.

Jones covered the topics of Kansas Statutes, planning and zoning laws, the enabling clause, and organizational requirements. He also explained extra-territorial jurisdiction, annexation, and overlay districts such as the airport overlay area.

7. OPEN COMMENTS FROM THE AUDIENCE – None.

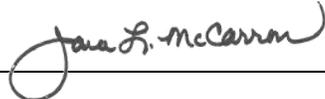
8. OTHER BUSINESS

8a. Jones briefly reviewed the cases that will be on the agenda for the next meeting. There will be a subdivision plat for the Sandy Lake development, near East 11<sup>th</sup> Ave. and Halstead St., for a watercraft business and a request to construct a residence which will be a rezone request and a conditional use permit request.

9. ADJOURNMENT – The meeting adjourned at 6:20 p.m.

Respectfully Submitted,  
Charlene Mosier

Approved this 2nd day of February, 2016

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