

1. **ROLL CALL**

The Planning Commission meeting was called to order at 5:45 PM with the following members present: Harley Macklin, Darryl Peterson, Ken Peirce, Tom Hornbeck and Terry Bisbee. Janet Hamilton, Robert Obermite, Mark Woleslagel and Todd Carr were absent. Staff present were Jana McCarron, Director of Planning and Development; Casey Jones, Senior Planner; Aaron Barlow, Associate Planner; Amy Allison, Housing Program Coordinator; and Stephanie Stewart, Planning Technician.

2. **APPROVAL OF MINUTES**

The minutes of the October 4, 2016, meeting were approved on a motion by Macklin, seconded by Peterson, passed unanimously.

3. **CORRESPONDENCE & STAFF REPORTS**

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

4. **PUBLIC HEARINGS**

**a. 16-CUP-03: Sun Valley Conditional Use Permit**

Request for Conditional Use Permit approval to construct a new truck repair facility and conduct truck repair and truck and trailer storage (trucking) on property located at 00000 E Blanchard Ave in the vicinity of S Lorraine St and Hwy 50.

**Motion by Bisbee, seconded by Hornbeck, to remove case number 16-CUP-03 from the Table and conduct the Public Hearing passed with the following vote: Yes - Macklin, Peterson, Peirce, Hornbeck, Bisbee.**

McCarron reviewed the staff report explaining that the applicant's business is currently located in the County and that they would like to relocate it to their new site within the City. With approval of the variance case number 16-BZA-04, the site plan meets the zoning regulations. McCarron requested the applicant revise the site plan to reflect concrete versus asphalt paving before it is reviewed by the City Council. She reviewed the nine factors of approval required for conditional use permits. All factors were met with the exception of conformance to the comprehensive plan. However, with Staff currently working on the new comprehensive plan, this site is marked for industrial use. McCarron presented the staff-recommended conditions of approval.

Keith Bauer stated they would comply with the staff-recommended conditions of approval.

Carla Shepherd, 2310 S Lorraine, inquired where the trucks will park and how close they will be to her property. McCarron pointed out where the development will sit and where the trucks will park. Shepherd stated she had no issues with the project.

**Motion by Bisbee, seconded by Peterson, to recommend approval to the Hutchinson City Council of Conditional Use Permit request number 16-CUP-03 for truck repair/truck and trailer storage (trucking) for property located at 00000 E Blanchard Ave based upon due consideration of the following factors and recommended conditions of the staff:**

1. Character of the neighborhood;
2. Current zoning and uses of nearby property;
3. Suitability of the property for its current zoning and use;
4. Extent of detrimental effects to nearby properties if the application were approved;
5. Length of time the property has remained vacant;
6. Relative gain to the public health, safety and welfare compared to the hardship imposed upon the landowner if the application were denied;
7. Impact on public facilities and utilities;
8. Conformance to the Comprehensive Plan; and
9. Recommendation of the professional staff;

**Conditional Use Permit Conditions of Approval:**

1. This conditional use permit shall only be used for a truck repair and truck trailer storage (trucking) business to be located at 00000 E Blanchard Ave;
2. Landscaping shall be installed in accordance with the approved site plan prior to issuance of the final occupancy permit for the structure;
3. Twenty (20) of the required 45 parking spaces may be located in the rear yard, said spaces and drive aisles to be surfaced with gravel to specifications meeting the requirements of the City Engineer. (Per 16-BZA-04 approval 10/18/2016);
4. A building permit shall be obtained prior to any construction;
5. All paved areas shall be constructed so that storm water runoff will drain according to the approved drainage plan;
6. Each standard parking space shall be 9 feet by 18 feet in size;
7. Each accessible parking space shall be 8 feet by 18 feet in size with an access aisle 8 feet in width;
8. Each accessible parking space shall be 8 feet in size with an access aisle 5 feet in width;
9. Each van-accessible parking space shall be marked with a sign at the end of the space. The bottom of the sign must be a minimum of 5 feet above the ground. A paved, wheelchair-accessible route shall be provided from each accessible space to an accessible building entrance;
10. All parking spaces shall be striped;
11. Exterior lighting must be shaded from adjacent residential properties as required by Section 27-909 of the Hutchinson City Code;
12. A sign permit shall be obtained prior to installation of any signs. No sign approval is hereby intended or conferred;

13. Dumpster enclosure shall be installed in accordance with the approved plans;
14. A fence permit shall be obtained prior to installation of any fence; and
15. All site improvements, to include landscaping, paving, accessible parking and dumpster screening, shall be installed in accordance with the approved plans and inspected by the City of Hutchinson Planning & Development Department prior to sign off on the Occupancy Permit. Please call 620-694-2639 to arrange for an inspection.

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

Peterson left the meeting.

The Staff and Planning Commission took a break at 6:05 p.m. and reconvened at 6:10 p.m. in the meeting room of the Council Chambers to discuss draft chapters of the Comprehensive Plan.

5. **NEW BUSINESS**

a. **Comprehensive Plan Drafts**

Staff presented the following draft sections, and the Planning Commission reviewed and discussed them.

- 1) 1.4 – Infrastructure (Jones)
- 2) 2.5 – Education (Allison), delivered by McCarron as Allison was ill
- 3) 1.5 – Economy (Jones)
- 4) 3.4 – Trees and Open Spaces (Barlow)

Macklin and Bisbee gave a brief update from their trip to the APA conference and Planning Commissioner training in Lawrence on Friday October 8, 2016. They spoke of having “social gatherings” with other commissioners and shared some ideas on how to be a good commissioner. They thanked the City for the experience.

McCarron invited all the Commissioners to the next public meeting to review the Comprehensive Plan at the Atrium Hotel and Convention Center on Monday, December 12, 2016, from 6:30 to 8:00 p.m.

6. **UPCOMING CASES** – None.
7. **OPEN COMMENTS FROM THE AUDIENCE** – None.
8. **COUNCIL ACTION ON CASES**
9. **ADJOURNMENT** – The meeting adjourned at 7:20 p.m.

Respectfully Submitted,  
Stephanie Stewart, Planning Technician

Approved this 1st day of November, 2016.

Attest:   
Casey A. Jones, AICP, CFM, Senior Planner