



1. ROLL CALL

The Planning Commission meeting was called to order at 5:30 p.m. with the following members present: Jon Richardson (3/3), Todd Carr (3/3), Mark Woleslagel (3/3), Brock Wells (3/3), Valery Roberts-Ropp (2/3), Darryl Peterson (3/3), and Terry Bisbee (2/3). Members Janet Hamilton (2/3) and Tom Hornbeck (2/3) were absent.

Planning Staff present were: Jana McCarron, Director of Planning & Development; Aaron Barlow, Associate Planner; Amy Allison, Housing Program Coordinator; and Jade D. Shain, Planning Technician.

2. APPROVAL OF MINUTES

The minutes of the January 16, 2018 meeting were approved on a motion by Woleslagel, seconded by Peterson, passed unanimously.

3. CORRESPONDENCE & STAFF REPORTS

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

4. PUBLIC HEARINGS

a. There was no public hearing.

5. OLD BUSINESS

a. There was no old business.

6. UPCOMING CASES

a. 2018 Planning Commissioner Training – Modules 3 & 4

Module 3 of the 2018 Planning Commissioner Training was postponed until the next Planning Commission meeting. Hutchinson's City Attorney, Paul Brown, provided the training for module 4. The topic was on conflict of interest. Brown described the two main scenarios where there could be a issues with open meetings. First, the Planning Commission conducts Planning Commission business no matter the meeting location if there are five or more members present. Second, serial meetings are prohibited because it takes away from the public's right for public commissions and their deliberations to be conducted openly. Brown added that since the Planning Commission is an advisory board, conflict of interest rarely is a problem. Brown said if any Commissioner was in doubt about their potential conflict of interest in a case, they should abstain from any deliberation or vote. McCarron said she would email each Commissioner a form to declare for declaration of substantial interest. Brown provided his email and telephone number to each of the Commissioners and encouraged them to contact him if they had any questions about the training.

b. Infill Study Implementation Plan

McCarron discussed the Infill Study Implementation Plan. The objective of the implementation plan is to facilitate infill development in the City's neighborhoods south of 11th Avenue. This would be achieved by amending the Hutchinson *Zoning Regulations* to add a R-6 Infill Residential Neighborhood Zoning District, to allow for a wider range of design layouts and housing types, reduced setbacks, and other modified design standards. The Commissioners agreed that this was a positive and needed step for further development in Hutchinson.

c. Planning and Development Department Annual Report

McCarron discussed the 2017 Annual Report. The report covered major accomplishments by the Planning and Development department during the year 2017.

7. UPCOMING CASES

- a. ZA18-000002/CPA18-000001 – 3005 and 3011 N Halstead, Rezone from R-4 to CR – February 20, 2018.

8. ADMINISTRATIVE CASES

- a. Spring Clean Laundry SIT17-000012 (Lot 1, Block A, Josie Addition) – Site Plan under review
b. Hobart Dettler Lock Room Replacement SIT17-000017 (0 Emerson Loop) – Approved.

9. CITY COUNCIL ACTION ON CASES

- a. None.

10. OPEN COMMENTS FROM THE AUDIENCE

- a. There were no comments from the audience.

11. ANNOUNCEMENTS

- a. There were no announcements.

12. ADJOURNMENT - The meeting adjourned at 6:45 PM.

Respectfully Submitted,
Jade Shain, Planning Technician

Approved this 20th day of February 2018

Attest:  _____