



**1. ROLL CALL**

The Planning Commission meeting was called to order at 5:30 pm with the following members present: Jane Gamber (3/3), Rod Calhoun (3/3), Darryl Peterson (1/3) Logan Leuenberger (3/3), Jon Richardson (3/3), Dave Inskeep (2/2) and Jackson Swearer (3/3) (Chair). Robert Hickman (2/3) and Valerie Roberts-Ropp (1/3) were absent.

Planning Staff present were Ryan Hvítløk, Director of Planning & Development; Amy Allison, Senior Planner; and Charlene Mosier, Planning Tech. Izzy Rivera, Building Official, was also in attendance.

**2. APPROVAL OF MINUTES**

The minutes of the February 9, 2021 meeting were approved on a motion by Richardson, seconded by Calhoun, passed unanimously.

**3. CORRESPONDENCE & STAFF REPORTS**

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

**4. PUBLIC HEARING**

a. None.

**5. NEW BUSINESS**

**a. SDP20-000002 REVISED Woodland Park Townhomes Preliminary Plat**

Request for preliminary plat approval to replat lots located at 00000 Manor Drive (Lot 3, 4, 5, 6, 7, & 8, Block C and Lots 1, 2, 3, & 4, Block F of the Maple Manor #3 Addition), as Lot 1 & 2, Block A of the Woodland Park Townhomes Addition.

Swearer asked if there were any outside contacts or conflicts of interest; there were none.

Allison presented the staff report and analysis for the Revised Woodland Park Townhomes Preliminary Plat located at 00000 Manor Drive (Lot 3, 4, 5, 6, 7 & 8, Block C and Lots 1, 2, 3, & 4, Block F of the Maple manor #3 Addition), as Lot 1 & 2, Block A of the Woodland Park Townhomes Addition.

On December 15, 2020, the Planning Commission approved the original preliminary plat for the Woodland Park Townhomes Addition with conditions. The applicant amended the south 20 foot utility easement to a 10 foot drainage easement and a 10 foot utility easement because

the Hutchinson Subdivision Regulations do not allow for the collocation of a utility easement and a drainage easement. The revised plat meets that requirement.

Dan Garber, Garber Surveying Service, 2908 N Plum, said this plat was approved in December and the only change will be to separate the utility and drainage easement.

There were no comments from the audience.

Motion by Inskip, seconded by Calhoun, to accept and approve the revised preliminary plat #SD20-000002 for Woodland Park Townhomes located at 000000 Manor Drive (Lot 3, 4, 5, 6, 7, & 8, Block C and Lots 1, 2, 3, & 4, Block F of the Maple manor #3 Addition), based upon a finding that the plat is compliant with the Hutchinson Subdivision Regulations, passed with the following vote: Yes – Calhoun, Peterson, Leuenberger, Gamber, Inskip, Richardson, Swearer.

**b. SDF20-000002 – Woodland Park Townhomes Final Plat**

Request for final plat approval to replat lots, located at 00000 Manor Drive (Lot 3, 4, 5, 6, 7, & 8, Block C and Lots 1, 2, 3, & 4, Block F of the Maple Manor #3 Addition), as Lot 1 & 2, Block A of the Woodland Park Townhomes Addition.

Swearer asked if there were any outside contacts or conflicts of interest; there were none.

Allison presented the staff report and analysis for the Woodland Park Townhomes Addition located at 00000 Manor Drive (Lot 3, 4, 5, 6, 7, & 8, Block C and Lots 1, 2, 3, & 4, Block F of the Maple Manor #3 Addition), as Lot 1 & 2, Block A of the Woodland Park Townhomes Addition. The property owner is Interfaith Housing & Community Services, Inc. The zoning is R-5 High Density Residential.

There is a portion of the property in the flood plain. The applicant is applying for a floodplain permit to bring in fill to raise the base flood elevation. Allison showed the plat with easements and setbacks that meet the regulations. There will be a private driveway on the property that will not be dedicated to the city and will be maintained by the property owner.

Staff recommends the following final plat conditions:

- Signed Mylar
- Check for Filing fee
- The applicant shall submit final details of the utility facilities being developed for the property, as well as a Developer's Agreement denoting the responsibility for installation and maintenance of utilities and street facilities. (This has been received and will be reviewed by the City Attorney).

Garber said the application for the fill permit has been submitted to the Division of Water Resources. When this is completed, the mylar will be submitted.

There were no comments from the audience.

Motion by Gamber, second by Calhoun, to recommend approval of final plat #SDF20-000002 for the Woodland Park Townhomes located at 00000 Manor Drive (Lot 3, 4, 5, 6, 7 & 8, Block C and Lots 1, 2, 3, & 4, Block F of the Maple Manor #3 Addition), to the City Council based upon a finding that the plat is compliant with the Hutchinson Subdivision Regulations and with the above listed conditions of approval, passed with the following vote: Yes – Calhoun, Peterson, Leuenberger, Gamber, Inskeep, Richardson, Swearer.

**c. Retail sales of Ammunition/Firearms/Gunsmiths**

Hvitløk presented a power point and said the request is to review a proposed zoning amendment to Section 27-406.B, Table of Land Use Categories, Use Table – Commercial and Section 27-406.B.21, Ammunition and Firearms Sales Design Standards & Use Restrictions of the Hutchinson Zoning Regulations, allowing for gunsmiths and the retail sales of ammunition and firearms in the I-1, I-2, and I-3 zoning districts with design requirements, allowing gunsmithing and the internet sales of firearms as a home occupation, and permitting indoor ranges as an accessory use to sales in the C-3, C-4, I-1, I-2 and I-3 zoning districts.

Staff received an inquiry from a potential business owner about opening a firearms retail shop with gun range in an industrial zoning district. It was determined this is not permitted in industrial zones but other small retail (up to 3000 square feet) is permitted with design requirements in industrial zoning districts. Indoor ranges are common to retail sales of firearms sales. The ordinance allows for gunsmithing and internet sales of firearms as a home occupation, but the commercial use table excludes the TA, R-1, R-2, MH, and MP zoning districts.

Small retail sales are permitted in industrial districts as an accessory to a primary industrial use. The intent of this limitation is to prevent commercial uses from infringing on the limited industrial areas in the city. As other small retail uses are permitted, staff believes it is reasonable to permit firearm sales as well. Industrial buildings are a good space for firearm sales and ranges, which are often ancillary to the sales. Industrial areas are separated from residential zones and are a good location due to noise and safety considerations.

A public hearing is tentatively scheduled for April 13, 2021.

There would be some building requirements but that would be part of the building code. Swearer asked about the C-3 and C-4 zone with neighbors and noise. Staff will review this use in the C-3 and C-4 districts.

**6. UPCOMING CASES**

- a. March 23, 2021 – A potential study item to allow a larger home to be converted to smaller units of 400 square feet rather than 600 square feet in an R-5 and R-6 District.

**7. ADMINISTRATIVE CASES**

- a. SIT20-000007 – Multi-Unit Living (12 Duplexes) (Pending)
- b. LS20-000005 - Commercial Lot Split (Approved)
- c. SDP21-000001 – Minor Plat Lot Consolidation & Platted Setback (Pending)
- d. SDF21-000001 – Minor Plat Lot Consolidation & Platted Setback (Pending)
- e. WCF21-000001 – Antenna Replacement (Approved)

**8. COUNCIL ACTION ON CASES**

- a. None.

**9. OPEN COMMENTS FROM THE AUDIENCE**

- a. Calhoun asked if the next meeting will be on Zoom or in person. Hvitløk said that will be up to the Planning Commission.

**10. ANNOUNCEMENTS**

- a. Monthly Planning Department Update.  
Hvitløk reviewed the report of all the types of permits and the number of each type of permit the Planning Department has completed for the month.

**11. ADJOURNMENT** - The meeting adjourned at 6:09 p.m.

Respectfully Submitted,

Charlene Mosier  
Planning Technician

Approved this 23<sup>rd</sup> day of Mar., 2021

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

Ryan Hvitløk, AICP, CFM  
Director of Planning & Development