

1. **ROLL CALL**

The Planning Commission meeting was called to order at 5:00 PM with the following members present: Harley Macklin (4/4), Todd Carr (4/4), Tom Hornbeck (4/4), Darryl Peterson (4/4), Ken Peirce (3/4), Mark Woleslagel (3/4) and Terry Bisbee (3/4). Janet Hamilton (3/4) and Robert Obermite (2/4) were absent. Staff present were Jana McCarron, Director of Planning and Development; Casey Jones, Senior Planner; and Charlene Mosier, Planning Technician.

2. **APPROVAL OF MINUTES**

The minutes of the March 7, 2017, meeting were approved with a correction on a motion by Peterson seconded by Peirce, passed unanimously.

3. **CORRESPONDENCE & STAFF REPORTS**

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

4. **PUBLIC HEARING**

a. **CUP17-000002 Conditional Use Permit for off-site parking at 1600 N Lorraine St for a new, 18-hole miniature golf course at 00000 N Lorraine St.**

Applicant: Cliff Shank, Ad Astra Per Aspera Broadcasting

(Woleslagel arrived).

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

Casey Jones, Senior Planner, presented the staff report for the case. The property owner is Cliff Shank. The applicant proposes to construct a miniature golf course on the vacant lot at 00000 N Lorraine St in the C-4 District. The lot has inadequate space for on-site parking and the applicant is requesting approval to provide the required parking spaces on the adjacent property to the North, 1600 N Lorraine St, owned by Main Line, Inc. This property is currently paved. An ingress-egress easement across the Days Inn property at 1420 N Lorraine St and an ingress-egress and parking easement across the Main Line property at 1600 N Lorraine St have been recorded. Off-site parking requires a conditional use permit. A driveway goes through the property to allow access to adjacent parcels. The surrounding area consists of hotels, offices, and an auto parts store.

Jones showed a site plan with 23 paved parking stalls on 1600 N Lorraine St adjacent to the north property line of the proposed miniature golf course. No buildings can be constructed in the platted utility easement located along the north side of the subject property. One van accessible parking space will be provided on the subject property as required by city code. The hatched area

shown on the site plan is an access aisle for the ADA stall. Patrons will enter the property from the northwest corner and there will be a small building and a storage shed near the entrance. The property is landlocked with no street frontage on Lorraine Street. City water and sewer are available to connect to the property.

The applicant has provided a copy of the recorded access agreement for the off-site parking area. The agreement runs with the land, so future owners would also be able to use the off-site parking stalls. The Engineering Department has reviewed and approved the submitted drainage plan, which indicates the proposed direction of storm water runoff from the property. A conceptual plan for the golf course, a landscape plan, and a clubhouse floor plan with restrooms and concessions area were also shown.

Jones said the applicant will need to obtain a private waterline easement from the Atrium or connect to the water main to the east of the applicant's property via the platted utility easement along the north side of the property.

Carr asked why the handicapped parking stall had to be located on-site when the off-site parking area is adjacent to the property. Jones said that the *Hutchinson Zoning Regulations* require the accessible parking spaces to be located on-site. Federal regulations also require accessible parking to be located near the entrance.

Bisbee asked for the applicant presentation.

Cliff Shank, Ad Astra Per Aspera Broadcasting, 10 E 5th Ave., said he has been considering this project since the 2011 fire destroyed his building on Main St. The area next to his office was too small for a miniature golf course and he located the subject lot which is surrounded by hotels. The hotel customers could be his customers in addition to Hutchinson residents. The hospital is the owner of the Main Line property and they agreed to an easement for parking and ingress-egress. A New Jersey company is building the course which will include a stream and lots of landscaping. As owner of a radio station, he can advertise as needed. The golf course project takes three to four weeks to build. He said the community supported him after the fire and he is hoping this endeavor will be supported as well.

There were no comments from the audience.

Jones said the applicant has obtained and recorded a written agreement meeting the requirements of Sec. 27-701.L.3.d. for use of the off-site parking spaces from the owner of the adjacent property to the North and has provided a copy of the recorded document to the City.

Staff recommends approval based on finding that the factors required for approval are met and with the following conditions:

Staff-Recommended Conditions:

1. This conditional use permit shall only be used for off-site parking on Lot 1, Block 1, Trade Center No. 1, for a miniature golf business located on Lot 1, Block 1, Leisure Estates Addition. In the event of a change in use to any use other than a miniature golf business, this conditional use permit shall be valid for the new use so long as the new use requires the same number of parking spaces or fewer parking spaces than a miniature golf business. Any change of use to a use with a higher parking standard shall require approval by conditional use permit.
2. Prior to the issuance of a building permit, the applicant shall obtain and record a private waterline easement from the owner of the adjacent property across which water will be accessed and provide a copy of the recorded document to the City.
3. Failure to comply with the conditional use permit conditions of approval may result in revocation of the conditional use permit.

Standard Conditions of Approval:

4. A building permit shall be obtained prior to any construction.
5. Twenty (20) standard parking stalls, one (1) van-accessible parking stall, and the required accessible route shall be installed according to the approved site plan prior to occupancy.
6. All parking spaces shall be striped.
7. All paved areas shall be constructed so that storm water runoff will drain according to the approved drainage plan.
8. Each standard parking space shall be 9 feet by 18 feet in size.
9. Each van-accessible parking space shall be 8 feet by 18 feet in size with an access aisle 8 feet in width.
10. Each standard accessible parking space shall be 8 feet by 18 feet in size with an access aisle 5 feet in width.
11. Each 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.
12. Each loading space shall be 12 feet by 35 feet in size.
13. All outdoor mechanical equipment, whether attached to the building, the rooftop or the ground shall be screened from public view with a compatible architectural treatment, such as metal panels, stucco panels, a parapet wall, or similar treatment, or with landscaping as required by Section 27-908.E.8. of the Hutchinson City Code.
14. Exterior lighting must be shaded from adjacent residential properties as required by Section 27-909 of the Hutchinson City Code.
15. A sign permit shall be obtained prior to installation of any signs. No sign approval is hereby intended or conferred.
16. A fence permit shall be obtained prior to installation of any fences.
17. A certificate of occupancy shall be obtained prior to commencement of the use.
18. Landscaping shall be installed in accordance with the approved landscape plan prior to the issuance of a final certificate of occupancy.

Bisbee closed the hearing and asked for a motion.

**Motion by Peirce, seconded by Woleslagel, to recommend approval of the conditional use permit request CUP17-000002 for off-site parking based upon a finding that the factors required for approval are met and with the above-listed conditions.**

**The motion passed with the following vote:**

**Yes – Macklin, Carr, Peirce, Woleslagel, Hornbeck, Peterson, Bisbee.**

The City Council will consider this case on April 4, 2017.

5. **NEW BUSINESS**

a. **Planning & Development Department Annual Report for 2016**

Bisbee said he attended the City Council meeting today when the Council approved the Comprehensive Plan. The Council complimented staff and commended Planning Commission members on all their hard work and asked Bisbee to relay this at our meeting tonight.

Jana McCarron, Director of Planning and Development, reviewed the Annual Report for the Planning and Development Department for 2016. The report highlighted some of the following accomplishments:

- Completed the CDBG grant for Avenue A
- Launched the 2017-2037 Comprehensive Plan
- Adopted revised Historic Preservation regulations
- Awarded Historic Preservation Fund Grants for architectural consulting services and for a cost comparison tool
- Adopted Rural Housing Incentive Districts
- Implemented the Rental Registration and Inspection Program
- Implemented new Planning and Development software (CitizenServe)
- Surveyed Houston Whiteside properties for contributing status
- Partnered with KU to develop Infill Study for housing
- Adopted an Area of Influence surrounding the City for comment on development projects
- Modified Neighborhood Revitalization Plan to include adoption by partnering agencies

McCarron also reviewed the 2017 Work Plan:

- Go live to the public with the CitizenServe portal
- Complete Historic Preservation Action Plan Implementation
- Complete the 2017-2037 Comprehensive Plan
- Implement the recommendations of the Infill Study
- Complete 2017 Strategic Plan Items, with major projects as follows:

- Revise the Zoning Regulations to reduce the number of uses to broad use categories
- Revise the Zoning Regulations to reduce the number of use types requiring special and conditional use permits.
- Adopt new Sign Regulations compliant with State and Federal legislation and rulings
- Work with the County on Extraterritorial Jurisdiction
- Apply for a CDBG housing grant for a feature neighborhood, if we receive sufficient pre-applications

Bisbee thanked Staff for all their work this past year.

6. **UPCOMING CASES**

- a. ZA17-000001, Zoning Ordinance Amendment; Establish A-I, Airport Industrial Mixed Use Zoning District.
- b. ZA17-000002, Zoning Ordinance Amendment: Hospital Parking Requirements.
- c. ZV17-000004, Zoning Variance: 2600 Nevada Street (Board of Zoning Appeals)
- d. ZA17-000003, Zoning Amendment: 1328 W 12th Ave – Request to rezone from R-4 to TA. This case will need an amendment to the Comprehensive Plan to approve a rezone.

7. **ADMINISTRATIVE CASES**

- a. SIT17-000003, Stevens Garage Addition, 1509 N Lorraine St – denied.
- b. SIT17-000004, 4 Seasons Truck Wash, Parking Lot, 1701 E Blanchard Ave – under review.

8. **OPEN COMMENTS FROM THE AUDIENCE** – none.

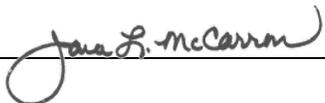
9. **COUNCIL ACTION ON CASES**

McCarron said the final plats for Commerce Gardens Addition and Mattison Addition were approved today.

10. **ADJOURNMENT** – The meeting adjourned at 5:52 p.m.

Respectfully Submitted,  
Charlene Mosier, Planning Technician

Approved this 4th day of April, 2017

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