

1. ROLL CALL

The Planning Commission meeting was called to order at 5 PM with the following members present: Terry Bisbee, Harley Macklin, Mark Woleslagel, Robert Obermite, Janet Hamilton, Tom Hornbeck, Darryl Peterson, Todd Carr, and Ken Peirce. 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 April 19, 2016, meeting were approved on a motion by Bisbee, seconded by Woleslagel, passed unanimously.

3. CORRESPONDENCE & STAFF REPORTS

The documents and staff reports were accepted into the official record on a motion by Peterson, seconded by Hornbeck, passed unanimously. (Carr arrived) at 5:03 PM.

4. NEW BUSINESS

4a. **Comprehensive Plan Stakeholder Committee nominations**

McCarron said a Steering Committee consisting of two City Council members, the City Manager, Director of Planning and Development, and two Planning Commission members, will work to organize and define the vision for the Comprehensive Plan. She asked for two volunteers from the Planning Commission to serve on this committee. Bisbee and Hornbeck volunteered to serve. Meetings for this committee will be prior to the Planning Commission meeting on an as-needed basis.

4b. **Updated Procedural Scripts**

Jones said the scripts have been updated with a few procedural changes and he gave a set to Peirce.

5. PUBLIC HEARINGS

5a. **16-ZA-05: Zoning Amendment request to rezone 0.468 acres of property located to the east of 1024 N Hendricks St from *R-4 Residential Neighborhood Conservation District* to *P/I Public and Institutional District*.**

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

Jones presented the staff report for the case, including an analysis of the factors required for consideration of a zone change. Staff recommended approval of the request.

Kim Forbes, Fire Chief, was present to represent the City of Hutchinson, owner. The City operates the fire station at 1024 N. Hendricks St. and plans to demolish and rebuild a larger fire station at this location. The City acquired 0.468 acres of undeveloped land to the east of the existing fire

station to facilitate development of a new fire station. This parcel is zoned *R-4 Residential Neighborhood Conservation District*. A zone change to *P/I Public and Institutional District* is requested because a fire station is a permitted land use in the P/I District and would require a Conditional Use Permit in the existing zone.

Peirce asked the applicant for their presentation. Kim Forbes, Fire Chief, said the current fire station was built in 1977 or 1978 and is approximately 3,000 sq. ft. The proposed fire station will be 9,055 sq. ft. The proposed building will have larger setbacks than the current building and this will provide more space to maneuver the fire trucks. This facility will be slightly larger than the facility on East 30<sup>th</sup> Ave. The construction should be completed by February, 2017. The staff for this location will relocate to 20<sup>th</sup> Avenue and Main St. The response time to cover this territory will be four to six minutes, which meets the requirements.

Peirce asked if there were any comments from the audience. Hearing none, Peirce closed the hearing and asked for a motion on the zoning amendment.

**Motion by Carr, seconded by Macklin to recommend to the City Council approval of this request for a zoning amendment to rezone the property described as the West 7.50 feet of Lot 3 and All of Lots 4, 5, 6, and 7, Block 6, Fairmount Addition, in the City of Hutchinson, from *R-4 Residential Neighborhood Conservation District* to *P/I Public and Institutional District* based upon due consideration of the following factors:**

1. **Character of the neighborhood;**
2. **Zoning and uses of nearby property;**
3. **Suitability of the property for the proposed zoning classification and use;**
4. **Impacts on nearby properties;**
5. **Length of time the property has remained vacant;**
6. **Relative gain to the public health, safety, and welfare, as compared with the hardship to the land owner if the application were denied;**
7. **Availability of public utilities to serve the development;**
8. **Conformance to the Comprehensive Plan; and**
9. **Recommendations of the professional staff.**

**The motion passed with the following vote: Yes – Macklin, Hamilton, Woleslagel, Hornbeck, Bisbee, Obermite, Peterson, Carr, Peirce.**

The City Council will consider this case on June 7, 2016.

6. UPCOMING CASES

- 6a. 16-SD-03 Meadowlake Reserve Area Division - Preliminary Plat and Final Plat. This is on hold. The applicant has been contacted to continue with the request in the next month or the case will need to be resubmitted.
- 6b. 16-ZA-05 Pine Hill Second – Preliminary and Final Plat. Staff is waiting for a revised plat.

7. CITY COUNCIL UPDATE

7a. 16-SD-04 North Pointe Preliminary Plat and Final Plat – The City is still waiting on the water flow analysis and revised plats.

8. TRAINING SESSION

McCarron presented a training session. The training included an article on Ethics for Commissioners, the Role of the Planning Commission and an overview of Comprehensive Planning.

9. OPEN COMMENTS FROM THE AUDIENCE – None.

10. ADJOURNMENT – The meeting adjourned at 6:15 PM.

Respectfully Submitted,

Charlene Mosier, Planning Technician

Approved this 7th day of June, 2016

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